



Budget and Administration Committee

Tuesday, November 13, 2018

6:30 p.m.

2502 Country Club Drive, Cameron Park

Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),
and Alternate Director Greg Stanton (GS)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

- 1. District Draft Capital Improvement Projects List (J. Ritzman, S. Moranz, M. Grassle)**
- 2. Adding Community Members on Board Standing and Ad Hoc Committees (J. Ritzman)**
- 3. Best Practices for Board Appointments to Standing Committees (J. Ritzman)**
- 4. First Quarter Budget to Actuals Report (V. Neibauer)**

5. **Bell Woods Drainage Plans from El Dorado County; Letter to County Department of Transportation**
(J. Ritzman, A. Bane)
6. **Check Register for Month of October** (V. Neibauer)
7. **Staff Updates** (Oral, V. Neibauer)
8. **Items for the December Committee Meeting**
9. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT



Budget and Administration Committee
Tuesday, October 2, 2018
6:30 p.m.
2502 Country Club Drive, Cameron Park
Conformed Agenda

Members: Chair Director Margaret Mohr (MM), Vice Chair Director Holly Morrison (HM),
and Alternate Director Greg Stanton (GS)
Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER – 6:30pm

ROLL CALL – MM, HM (HM called in remotely in route to LAFCO conference)

ADOPTION OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDA - Approved

OPEN FORUM

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- 1. Proposed Changes to Personnel Policies No. 2040 Sick Leave and No. 2210 Sexual Harassment and Draft Public Records Act Policy No. 1050 (J. Ritzman)**
- 2. Review and Discuss Proposed Solar Energy Ad Hoc Committee (J. Ritzman)**
- 3. Accountability Act Report for Fiscal Year 2016-17, 2017-18 (V. Neibauer)**
- 4. Check Register for Month of September (V. Neibauer)**

5. Five-Year Budget Forecast (Information Only)

6. Staff Updates (Oral, V. Neibauer)

7. Items for the November Committee Meeting

- *Capital Improvement Plans - Parks & Fire*
- *Overtime Policy*
- *Current Retiree Medical Benefits*

8. Items to take to the Board of Directors

- *Proposed Changes to Personnel Policies No. 2040 Sick Leave and No. 2210 Sexual Harassment and Draft Public Records Act Policy No. 1050*
- *Accountability Act Report for Fiscal Year 2016-17, 2017-18*
- *Proposed Solar Energy Ad Hoc Committee*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 7:52pm



Agenda Transmittal

DATE: November 13, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #1: DISTRICT DRAFT CAPITAL IMPROVEMENT PROJECTS LIST

RECOMMENDED ACTION: Review, Discuss and Provide Feedback

INTRODUCTION

Staff is pleased to present a draft Capital Improvement Project list for the Fire and Parks Departments. These lists were comprised from the Fire Department Master Plan, Parks and Recreation Master Plan Update, Browning Reserve Study, and staff's on-the-ground assessments of the District's facilities and assets.

RECOMMENDATION

Staff is recommending the Budget and Administration Committee:

- Review and ask questions about the items listed;
- Provide feedback regarding the report format and content, including priority, project scope/description, and alternate funding source.

DISCUSSION

Due to the timing of the Budget and Administration Committee meeting, this item will not be moving ahead to the Board, but will return to the Budget and Administration Committee in December.

Due to the current District Budget constraints, staff is recommending that the Committee consider an allocation to these items during the mid-year budget review in January 2019, unless the item is funded with an alternative funding source. For example, fire apparatus rental revenues could fund a new fire truck lease or the new T-ball field funded by Park Development fees. Items funded by an alternative funding source could move ahead earlier than the mid-year budget review.

Staff will be prepared to make recommendations about Capital Improvement Project items funded by property tax revenues during the mid-year budget review.

Attachments:

- A: Fire Department Capital Improvement Project List
- B: Fire Apparatus Proposal and Pricing
- C: Parks Department Capital Improvement Project List

FY 2019-2020

Dept	location	item	cost	priority	master plan
Fire		apparatus	125,000	high, annual replace	x
Fire		PPEs - Personal Protective Equipment	50,000	high, annual replace	x
Fire		SCBA - Self Contained Breathing Apparatus	15,000	high, annual replace	x
Fire		rescue tools	30,000	high, annual replace	x
Fire		cardiac monitors	30,000	high, annual replace	x
Fire		replacement hose	9,000	high, annual replace	x
Fire	89	metal fence with electric gates	28,000	high	
Fire	88	air conditioning replacement	14,000	high	
Fire	89	replace building HVAC units	35,000	high	
Fire	89	kitchen appliance replacement	8,000	2nd tier	
Fire	89	replace all portable & mobile radios	140,000	2nd tier-annual replace	
		TOTAL =	484,000		
		High priority =	336,000		
		2nd priority =	148,000		

Capital Improvement Projects – Parks Department
 Explanations/Descriptions
 11/6/2018

FY 2018-2019

Item	Explanation
Pool Grating	Replace 300' of pool drain grating; 100' of grating replaced in 2018. 300' of grating still needs to be replaced. Pool users are falling through the grates and injuries are occurring.
Rasmussen Parking lot	Repair the damage to Rasmussen Park parking lot. Rasmussen has several areas of the parking lot that needs replacing. The district could either completely replace the damaged sections with new asphalt, this would cost the district roughly \$42,000, or the district could Band-Aid the issue by sealing the damaged areas, buying the parking lot a few more years. This would cost roughly \$10,000. Either way this parking lot should be addressed.
Stripe Pickleball – Tennis Court	Re-strip the 3rd tennis court to be used for pickle ball. Pickle ball is rapidly growing and does not have to room to accommodate the growth.
CP Lake Ice Machine	The ice machine for the concession stand has been repaired over the years. It is in need of replacement.
TBall Field	Install a TBall field at Christa McAuliffe Park. The cost includes permitting, planning, specifications and installation.
Rasmussen Park Master Plan	There are several unpermitted improvements at Rasmussen Park, which is preventing new park improvements. This allocation will provide for a consultant to assess the current conditions, make recommendations to abandon or incorporate current amenities, secure permits and finalize a park master plan.
Disc Golf	Plan, acquire permits and construct disc golf course at Bonanza Park. This project will proceed through a community engagement process for Board of Directors consideration, and may overlap fiscal years.

FY 2019-2020

Dept	location	item	cost	priority	type	funding source	amt	net cost
Parks	CP Lake	replace/upsized drinking fountains	2,800	medium	maint	Park Dev Fees	1,400	1,400
Parks	Parks Shop	paint & repair dry rot	8,777	high	defer maint	unknown	-	8,777
Parks	5 Parks	replace park entry signs 5 locations	15,575	low	maint	CP Foundation	15,575	-
Parks	Hacienda	address oak trees - hazard trimming	5,200	high/safety	defer maint	unknown	-	5,200
Parks	CP Lake, CC & CA	paint parking lots; chip seal lake lot	16,888	high	maint	unknown	-	16,888
Parks	CP Lake	replace light fixtures	5,000	medium	maint	future savings	-	5,000
Parks	parks vehicle	replace dodge dakota	30,000	high	maint	unknown	-	30,000
Parks	Rasmussen	replace masonry wall at playground	21,761	high	defer maint	unknown	-	21,761
Parks		solar energy initiative	-	medium		future savings	-	-

TOTAL = 106,001

16,975

High priority = 82,626

2nd priority = 7,800

low = 15,575

Capital Improvement Projects – Parks Department
 Explanations/Descriptions
 11/6/2018

FY 2019-2020

Item	Explanation
CP Lake Drink Fountains	Replace the 2 fountains at the Cameron Park lake. Both of the existing fountains are undersized and should be replaced with larger units. One of the 2 fountains is having an electrical problems and keeps turning off.
Parks Shop	Paint and repair dry rot on the exterior of the Park maintenance shop. The exterior of the Parks maintenance shop is in need of some TLC. Paint and dry rot repair are a top priority.
Park Entry Signs	Replace park entry signs at Rasmussen, Christa McAuliffe, Hacienda, Cameron Park Lake and the Community Center
CP Lake, CC & CA parking lot paint	Repaint parking lots at CP Lake, Christa McAuliffe and Community Center. Both lots are overdue and current stripping is difficult to see. CP Lake and Christa lots showing signs of significant wear & team and should be chip sealed.
CP Lake Light Fixtures	Replace and repair light fixtures at Cameron Park lake. The existing fixtures are either not working at all or worn out. I would recommend repairing and replacing the fixtures with LED
Parks vehicle	Replace the 2000 Dodge Dakota pick up. The Dodge Dakota is in bad shape and should be replaced.
Rasmussen retaining wall	Replace masonry retaining wall at Rasmussen Park. The small retaining wall that borders the playground is falling apart. It needs to be re-built.

FY 2020-2021

Dept	location	item	cost	priority	type	funding source	amt
Parks	CC Office	new carpet	7,014	medium	maint	unknown	-
Parks	CA Park	paint wrought iron fence	5,633	low	prevent maint	unknown	-
Parks	Comm Cntr	paint exterior	33,892	medium	browning study	unknown	-
Parks	Comm Cntr	paint interior	58,864	medium	browning study	unknown	-
Parks	parks vehicle	replacement for one	30,000	medium	maint	Fire Dept surplus	30,000
Parks	parks tractor	replacement	28,966	low	maint	unknown	-
Parks	parks trailer	replacement	10,500	low	maint	LLAD	5,000
Parks	pool	replace pool filters	6,278	medium	browning study	unknown	-

TOTAL = 181,147 35,000

High priority = -
 2nd priority = 136,048
 low= 45,099

Capital Improvement Projects – Parks Department
 Explanations/Descriptions
 11/6/2018

FY 2020-2021

Item	Explanation
CC Office	Re-carpet offices
CA Fence	Paint the wrought iron fence at Christa McAuliffe. The existing wrought iron fence is faded and starting to show rust. If the fence is not maintained the rust will continue to get worse.
CC Exterior Paint	Paint the exterior of the Community Center. The Community Center is approaching 10 years old. The Browning Reserve study the district had done in 2013 recommended that building be
CC Interior Paint	Paint the interior of the Community Center. The Community Center has had a lot of use over the last 10 years. The Browning Reserve study the district had done in 2013 recommended interior paint by 2020.
Pool filters	Replace pool filters at the Community Center. According to the Browning Reserve the pool filter should be replaced in 2020.
Parks vehicle	Replace one vehicle
Parks tractor	Purchase a new tractor. The district tractor is still in working condition but very old. Upgrading to a new tractor would allow the department to utilize the new technology to help maintain
Parks dump trailer	Purchase a new dual axle dump trailer. The district does not have a dump trailer. With all the landscape maintenance staff perform, a dump trailer would save some time and labor

FY 2021-2022

Dept	location	item	cost	priority	type
Parks	CP Lake	repair, replace docks & barges	6,157	medium	defer maint
Parks	Restrooms	restroom rehab (3)	32,322	medium	browning study
Parks	CP Lake well	assess, maintain and repair	11,314	low	maint
Parks	Pool	paint iron fence	6,673	low	prevent maint
Parks	Lagoon	replace filtration system	15,143	low	browning study
Parks	trailers	replace 2-20' trailers	12,995	low	maint
Parks	rassmussen	replace well pump	7,800	medium	maint

TOTAL = 92,404

High priority = -
 medium= 46,279
 low= 34,811

Capital Improvement Projects – Parks Department
 Explanations/Descriptions
 11/6/2018

FY 2021-2022

Item	Explanation
Park Restrooms	Renovate restrooms at Christa McAuliffe, Rasmussen and CP Lake; new fixtures, partitions, lighting. Address exterior paint.
CP Lake well	Replace or repair the well system at Cameron Park Lake. The well that fills up the lagoon and waters the lawn on the East side of the Lake has not been serviced in several years.
Pool fence	Paint the iron fence that borders the pool at the Community Center. The paint on the existing fence is faded. Minimal rust is present and will continue to rust if not painted.
Lagoon filtration system	Replace the filtration system for the Lagoon. According to the Browning Reserve study the lagoon filters are due for replacement in 2021.
20' trailers (2)	Replacement of 2 20' trailers. Both of the districts trailers will need to be replaced. The district uses the trailers for hauling materials and transporting equipment.
Rasmussen well pump	Replace the well pump for the irrigation system. The district replaced the filtration system on the well system. The contractor who performed the work recommended we replace the pump in the near future. It is 20+ years old. If the pump fails, the irrigation will not work.

FY 2022-2023

Dept	location	item	cost	priority	type
Parks	Parks shop	replace wood fencing shop & Lagoon	17,328	high	defer maint
Parks	Pool Covers	replace	9,801	medium	browning study
Parks	CA Park	replace wood perimter fence	12,333	medium	maint
Parks	Chardi	replace wood fence	9,933	low	maint

TOTAL = 49,395

High priority = 17,328

medium = 22,134

low= 9,933

Capital Improvement Projects – Parks Department
 Explanations/Descriptions
 11/6/2018

FY 2022-2023

Item	Explanation
Parks Shop & Lagoon fencing	Replace the wood fencing around the maintenance yard. The existing fence is weathered and worn. It is due for replacement in the future. The fence surrounds the maintenance shop and protects the lagoon.
Pool covers	Replace pool covers. The Community Center pool covers are due for replacement in 2022 according to the Browning Reserve that was conducted in 2013
CA Park fence	Replace wood fencing. The wood fence that separates Christa McAuliffe and Church of the Foothills.
Chardi fence	Replace wood fencing. The wooden fence at Chardi Corner separates the landscape and the surrounding houses.



Phone: 888.777.7850
 Fax: 888.777.7875
 Cell: 785.313.3154
 215 S. Seth Child Road
 Manhattan, KS 66502
www.clpusa.net

September 10, 2018

Customer Name: Cameron Park Fire District, CA

Equipment: One Spartan Pumper
 Sales Representative: Scott Beck @ Fire Apparatus Solutions
 Delivery: TBD

Community Leasing Partners, a Division of *Community First National Bank*, is pleased to present the following financing options for your review and consideration.

Option 1

Total Cost:	\$ 605,463.41	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	One year from closing
Trade In:	\$ -		
Amount Financed:	\$ 605,463.41		
Term in Years:	<u>5</u>	<u>7</u>	
Payment:	\$134,722.33	\$99,701.26	
Factor:	0.222511	0.164669	
Interest Rate:	3.66%	3.68%	

Option 2

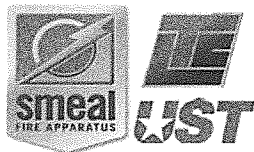
Total Cost:	\$ 605,463.41	Payment Frequency:	Annual
Down Payment:	\$ -	First Payment:	At closing
Trade In:	\$ -		
Amount Financed:	\$ 605,463.41		
Term in Years:	<u>5</u>	<u>7</u>	
Payment:	\$129,960.57	\$96,158.77	
Factor:	0.214646	0.158818	
Interest Rate:	3.66%	3.68%	

- **THERE ARE NO DOCUMENTATION OR CLOSING FEES ASSOCIATED WITH THIS PROPOSAL.**
- Fixed interest rate for the terms provided unless otherwise stated.
- This financing is to be executed and funded within 30 days of the date of the proposal, or Lessor reserves the right to adjust the interest rate. The proposal is subject to credit review and approval of mutually acceptable documentation.
- This proposal has been prepared assuming the lessee is bank qualified and that the proposed lease qualifies for Federal Income Tax Exempt Status for the Lessor under Section 103 of the IRS Code.

Thank you for allowing Community Leasing Partners the opportunity to provide this proposal. If you have any questions regarding the options presented, need additional options, or would like to proceed with a financing, please contact me at 1-888-777-7850.

Respectively,

Blake J. Kaus
 Vice President & Director of Leasing
blakekaus@clpusa.net



Smeal Fire Apparatus Co. ♦ 610 West 4th Street, Snyder, Nebraska 68664 ♦ www.smeal.com ♦ 402-719-1242

Cameron Park WUI Pricing

	Qty	Total
Cameron Park WUI Pricing	1	545,025
Aluminum Price increase		5,000
Equipment Mounting and Radio Installation	1	11,890
Pre-Construction Meeting (2) Personnel to travel to Snyder for Precon		Included
Prepaint (2) Personnel to travel to Snyder for Midpoint Inspection		Included
Final Inspection (2) Personnel to travel to Snyder for Final inspection		Included
Delivery		Included
Apparatus without Tax Price		\$ 561,915
Taxes (7.75%)		\$ 43,548.41
Total Purchase Price		\$ 605,463.41

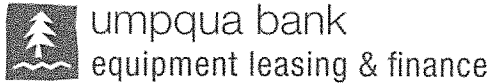
Tax Rates are only estimates and are Subject to Change.

Chassis Prepayment discounts and Prepayment discounts will be available at the time of purchase

Scott Beck
Sales Manager
Fire Apparatus Solutions
402.719.1242
scottfasfire@gmail.com



Fire Apparatus Solutions ♦ 2763 S. Vista Avenue, Bloomington, CA 92316 ♦ www.fasservice.com ♦ 714-357-9706



September 11, 2018

Jonah Winger
Fire Captain
Cameron Park Community Service District
2502 Country Club Dr.
Cameron Park, Ca. 95682

Dear Jonah:

I am pleased to present the terms and conditions of our proposal to lease equipment to Cameron Park Community Service District. This letter is not an approval to enter into a lease, nor should it be construed as an offer or commitment to perform any undertaking.

An approval of this proposal may be considered after full review by the appropriate officers of Financial Pacific Leasing, Inc. and Umpqua Bank. Final approval may contain additional or modified terms.

Please indicate your interest in our proposal by signing and returning the enclosed copy of the "Terms and Conditions", along with the Security Deposit, by October 15, 2018. By accepting our proposal, you agree that Umpqua Bank Equipment Leasing & Finance shall not be held liable for any action or inaction stemming from this letter.

Thank you for this opportunity to respond to your needs. We hope that our proposal is both timely and competitive, and we look forward to working with you to successfully fund and close this transaction.

Sincerely,

Brian Hildebrandt
Vice President
1333 N. California Blvd., Suite 370
Walnut Creek, CA 94596
Phone: (925) 949-2865

Terms and Conditions:

Lessor: Financial Pacific Leasing, Inc., d.b.a. Umpqua Bank Equipment Leasing & Finance, a subsidiary of Umpqua Bank or it's assigns ("Lessor")

Lessee(s): Cameron Park Community Service District

Equipment Financing Vehicle: Municipal Lease-Purchase Agreement

Equipment & Cost: Fire Truck & Equipment, (the "Equipment"). All Equipment shall be satisfactory to Lessor.

Lease Amount: Not to exceed \$700,000.00 in the aggregate.

Lease Term: Five (5) years

Payments: Five (5) payments, payable annually in advance.

Lease Rate: 3.71%

The lease rate specified above is based upon the like term (5 year) Federal Reserve Board Swap Rate published in the BAML Mercury-Market Summary ("Index") at 2.95% as of 9/10/18. Should the Index increase prior to any lease schedule documentation and commencement, the lease rates shall be adjusted to maintain the economic returns anticipated by Lessor.

Tax Benefits: The lease shall be considered a municipal lease/purchase and qualifies for tax-exempt status. Lessee shall pay all fees, assessments, sales, use, property and other taxes imposed, except those levied on the net income of Lessor by the United States, the State of California, or other applicable jurisdiction.

Commencement Date: It is contemplated that the Equipment will be installed and acceptable for Lease Commencement on September 15, 2019 and/or on the first or fifteenth day of each month thereafter.

Interim Rent: Interim rent will be payable from the funding date to the Lease Commencement Date at a rate equal to the Lease Rate Factor applied on a per diem basis to the amount funded.

Progress Payments: Lessor will consider periodically disbursing funds to various Equipment vendors under a progress payment agreement (PPA) between Lessor and Lessee. Any funds outstanding under the PPA shall accrue interest from the date of funding to the lease funding date at the 30 day LIBOR rate + 550bp. Such interest shall be calculated 15 days prior to the 1st day of each month and shall be fixed for each monthly period thereafter. Interest shall be payable on the 1st day of each month after initial funding. No interest shall be capitalized into the Equipment cost.

End of Lease Options: At the end of the initial lease term, Lessee will have the option to purchase all, but not less than all, of the Equipment for \$1.00.

Expiration of Facility: Two takedowns shall be allowed in amounts greater than \$100,000.00. All takedowns shall occur prior to December 31, 2019 and without extension, the facility shall expire. Lessor shall have no obligation to lease any item of Equipment after said date.

Net Lease: All costs of operation, maintenance, taxes, insurance and other affiliated costs will be paid by Lessee as this transaction has been structured as a net lease.

Insurance: Lessee will provide evidence of all-risk physical damage and liability insurance coverage in such amounts and with deductibles all as may be required by Lessor. In addition, endorsements and assignments of such policies shall name Lessor (and its assigns) as loss payee and/or additional insured, as may be required by Lessor. All insurance coverage shall be from a carrier acceptable to Lessor.

Maintenance: Lessee shall, at its sole cost and expense, maintain the Equipment in compliance with all statutes, laws, ordinances, regulations, standards, and directives (including environmental) by any governmental agency and the Equipment must be maintained in accordance with all manufacturer's suggested and recommended maintenance procedures including preventive maintenance; and such other maintenance and return conditions as the Lessor may require.

Documentation: All legal matters and all documentation to be executed in connection with the contemplated lease shall be satisfactory in form and substance to Lessor and counsel to Lessor.

Costs & Expenses: Lessee shall be responsible for all fees, costs and disbursements incurred by Lessor in connection therewith, including without limitation, all fees and disbursements of counsel to Lessor (if any), appraisal costs (if any) and all filing and search fees. A documentation fee of \$500 per lease schedule/takedown will be payable by Lessee.

Security Deposit: A \$1,000.00 security deposit shall be payable to Lessor upon acceptance of this proposal. This security deposit, less all costs and expenses incurred by the Lessor, including but not limited to documentation and attorney's fees, will be refunded should Lessor not offer an approval for this transaction.

If an approval is extended by Lessor and accepted by Lessee, the security deposit shall convert to an approval fee ("Approval Fee"), which would all be non-refundable if the transaction were not consummated. If the contemplated transaction were consummated, the Approval Fee would be refunded pro-rata (funded amount to the Amount approved) less any costs and expenses incurred by Lessor in connection with this transaction.

Additional Terms & Conditions:

- 1) Any non-appropriation clause in the lease shall be satisfactory to Lessor.

- 2) Anticipated borrowing for 2016 will not exceed \$10,000,000, making the lease "Bank Qualified" under section 265(b)(3) of the IRS Code.
- 3) Lessee is a state or political subdivision thereof, within the meaning of Section 103 of the Internal Revenue Code of 1983.
- 4) Lessor shall receive an Opinion from Lessee's counsel stating that the lease qualifies for tax-exempt financing under IRS guidelines and the Opinion must reference #2 and #3 above.

Confidentiality: Except as required by law, neither the proposal nor its Terms and Conditions will be disclosed publicly or privately except to those individuals who are your officers, employees or advisors who have a need to know as a result of being involved in the proposed financing. The foregoing confidentiality provisions shall not apply to the disclosure of the federal income tax structure or treatment of the proposed financing.

Authorization: Lessee [and each Guarantor] acknowledges and agrees that Lessor may furnish all Lessee [and Guarantor] presented information, financials, analysis, and related credit and review materials to its employees, counsel and agents as well as its participants and assigns. Lessee [and each Guarantor] authorize Lessor to contact Umpqua Bank, and all trade suppliers and other references of Lessee [and Guarantor], and to order any and all credit checks and investigative reports, all as Lessor deems necessary in connection with the evaluation of the transaction.

This proposal is for discussion purposes only, and is only a general, non-binding proposal on the part of Lessor.

I/We have reviewed the above Terms and Conditions and request the Lessor to pursue underwriting and approval of a commitment for the described lease agreement.

Accepted this ____ day of _____, 201

Cameron Park Community Service District

By: _____

Printed Name: _____

Title: _____



umpqua bank
equipment leasing & finance

September 11, 2018

Jonah Winger
Fire Captain
Cameron Park Community Service District
2502 Country Club Dr.
Cameron Park, Ca. 95682

Dear Jonah:

I am pleased to present the terms and conditions of our proposal to lease equipment to Cameron Park Community Service District. This letter is not an approval to enter into a lease, nor should it be construed as an offer or commitment to perform any undertaking.

An approval of this proposal may be considered after full review by the appropriate officers of Financial Pacific Leasing, Inc. and Umpqua Bank. Final approval may contain additional or modified terms.

Please indicate your interest in our proposal by signing and returning the enclosed copy of the "Terms and Conditions", along with the Security Deposit, by October 15, 2018. By accepting our proposal, you agree that Umpqua Bank Equipment Leasing & Finance shall not be held liable for any action or inaction stemming from this letter.

Thank you for this opportunity to respond to your needs. We hope that our proposal is both timely and competitive, and we look forward to working with you to successfully fund and close this transaction.

Sincerely,

Brian Hildebrandt
Vice President
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Phone: (925) 949-2865

Terms and Conditions:

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Lessee(s): Cameron Park Community Service District

Equipment Financing Vehicle: Municipal Lease-Purchase Agreement

Equipment & Cost: Fire Truck & Equipment, (the "Equipment"). All Equipment shall be satisfactory to Lessor.

Lease Amount: Not to exceed \$700,000.00 in the aggregate.

Lease Term: Seven (7) years

Payments: Seven (7) payments, payable annually in advance.

Lease Rate: 3.72%

The lease rate specified above is based upon the like term (5 year) Federal Reserve Board Swap Rate published in the BAML Mercury-Market Summary ("Index") at 2.96% as of 9/10/18. Should the Index increase prior to any lease schedule documentation and commencement, the lease rates shall be adjusted to maintain the economic returns anticipated by Lessor.

Tax Benefits: The lease shall be considered a municipal lease/purchase and qualifies for tax-exempt status. Lessee shall pay all fees, assessments, sales, use, property and other taxes imposed, except those levied on the net income of Lessor by the United States, the State of California, or other applicable jurisdiction.

Commencement Date: It is contemplated that the Equipment will be installed and acceptable for Lease Commencement on September 15, 2019 and/or on the first or fifteenth day of each month thereafter.

Interim Rent: Interim rent will be payable from the funding date to the Lease Commencement Date at a rate equal to the Lease Rate Factor applied on a per diem basis to the amount funded.

Progress Payments: Lessor will consider periodically disbursing funds to various Equipment vendors under a progress payment agreement (PPA) between Lessor and Lessee. Any funds outstanding under the PPA shall accrue interest from the date of funding to the lease funding date at the 30 day LIBOR rate + 550bp. Such interest shall be calculated 15 days prior to the 1st day of each month and shall be fixed for each monthly period thereafter. Interest shall be payable on the 1st day of each month after initial funding. No interest shall be capitalized into the Equipment cost.

End of Lease Options: At the end of the initial lease term, Lessee will have the option to purchase all, but not less than all, of the Equipment for \$1.00.

Expiration of Facility: Two takedowns shall be allowed in amounts greater than \$100,000.00. All takedowns shall occur prior to December 31, 2019 and without extension, the facility shall expire. Lessor shall have no obligation to lease any item of Equipment after said date.

Net Lease: All costs of operation, maintenance, taxes, insurance and other affiliated costs will be paid by Lessee as this transaction has been structured as a net lease.

Insurance: Lessee will provide evidence of all-risk physical damage and liability insurance coverage in such amounts and with deductibles all as may be required by Lessor. In addition, endorsements and assignments of such policies shall name Lessor (and its assigns) as loss payee and/or additional insured, as may be required by Lessor. All insurance coverage shall be from a carrier acceptable to Lessor.

Maintenance: Lessee shall, at its sole cost and expense, maintain the Equipment in compliance with all statutes, laws, ordinances, regulations, standards, and directives (including environmental) by any governmental agency and the Equipment must be maintained in accordance with all manufacturer's suggested and recommended maintenance procedures including preventive maintenance; and such other maintenance and return conditions as the Lessor may require.

Documentation: All legal matters and all documentation to be executed in connection with the contemplated lease shall be satisfactory in form and substance to Lessor and counsel to Lessor.

Costs & Expenses: Lessee shall be responsible for all fees, costs and disbursements incurred by Lessor in connection therewith, including without limitation, all fees and disbursements of counsel to Lessor (if any), appraisal costs (if any) and all filing and search fees. A documentation fee of \$500 per lease schedule/takedown will be payable by Lessee.

Security Deposit: A \$1,000.00 security deposit shall be payable to Lessor upon acceptance of this proposal. This security deposit, less all costs and expenses incurred by the Lessor, including but not limited to documentation and attorney's fees, will be refunded should Lessor not offer an approval for this transaction.

If an approval is extended by Lessor and accepted by Lessee, the security deposit shall convert to an approval fee ("Approval Fee"), which would all be non-refundable if the transaction were not consummated. If the contemplated transaction were consummated, the Approval Fee would be refunded pro-rata (funded amount to the Amount approved) less any costs and expenses incurred by Lessor in connection with this transaction.

Additional Terms & Conditions:

- 1) Any non-appropriation clause in the lease shall be satisfactory to Lessor.

- 2) Anticipated borrowing for 2016 will not exceed \$10,000,000, making the lease "Bank Qualified" under section 265(b)(3) of the IRS Code.
- 3) Lessee is a state or political subdivision thereof, within the meaning of Section 103 of the Internal Revenue Code of 1983.
- 4) Lessor shall receive an Opinion from Lessee's counsel stating that the lease qualifies for tax-exempt financing under IRS guidelines and the Opinion must reference #2 and #3 above.

Confidentiality:

Except as required by law, neither the proposal nor its Terms and Conditions will be disclosed publicly or privately except to those individuals who are your officers, employees or advisors who have a need to know as a result of being involved in the proposed financing. The foregoing confidentiality provisions shall not apply to the disclosure of the federal income tax structure or treatment of the proposed financing.

Authorization:

Lessee [and each Guarantor] acknowledges and agrees that Lessor may furnish all Lessee [and Guarantor] presented information, financials, analysis, and related credit and review materials to its employees, counsel and agents as well as its participants and assigns. Lessee [and each Guarantor] authorize Lessor to contact Umpqua Bank, and all trade suppliers and other references of Lessee [and Guarantor], and to order any and all credit checks and investigative reports, all as Lessor deems necessary in connection with the evaluation of the transaction.

This proposal is for discussion purposes only, and is only a general, non-binding proposal on the part of Lessor.

I/We have reviewed the above Terms and Conditions and request the Lessor to pursue underwriting and approval of a commitment for the described lease agreement.

Accepted this ____ day of _____, 201

Cameron Park Community Service District

By: _____

Printed Name: _____

Title: _____

FY 2018-2019

Dept	location	item	cost	priority	type	funding source	amt	net cost
Parks	Community Cntr	Replace 300' of pool drain grating.	13,000	high/safety	defer maint	unknown	-	13,000
Parks	Rasmussen	Repair Rasmussen Park parking lot	10,000	high/safety	defer maint	unknown	-	10,000
Parks	CP Lake	stripe multi-use pickleball/tennis crt	1,350	medium	master plan	Pickle ball users	1,350	-
Parks	Christa McAuliffe	install new tball field	12,000	medium	master plan	Park Dev Fees	12,000	-
Parks	Rasmussen	Address park master plan	10,000	medium	master plan	Park Dev Fees	10,000	-
Parks	Bonanza Park	new, proposed Disc Golf Course	19,717	low	master plan	Disc Golf Found	19,717	-

TOTAL = 66,067 43,067

High priority = 23,000

2nd priority = 23,350

low = 19,717

Capital Improvement Projects - Fire Department
 Explanations/Descriptions
 11/6/2018

FY 2019-2020

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
PPEs	Included in Fire Dept. Master Plan - Personal Protective Equipment – replace 7 sets of both structural and wildland PPEs
SCBA	Included in Fire Dept. Master Plan - Self Contained Breathing Apparatus – replace 2 units each year
Rescue Tools	Included in Fire Dept. Master Plan - Hydraulic rescue tools especially for Hwy 50 accidents; replaces one tool. Fire has 4 tools which should be replaced every 6 years.
ALS Cardiac Monitors	Included in Fire Dept. Master Plan - Part of the El Dorado County EMS program, replaces one unit of four
Fire Hose	Included in Fire Dept. Master Plan - Hoses are kept in service as long as passes inspection and replaced after 10 years; allocation is for an annual replacement
89/Fence & Gates	
88/AC unit	Replace Air Conditioning Unit
89/HVACs	Replace HVAC units
89/Appliances	Kitchen appliance replacement
89/Radios	Replace all portable and mobile radios

FY2020-2021

Dept	location	item	cost	priority	master plan
Fire		apparatus	125,000	high, annual replace	x
Fire		PPEs - Personal Protective Equipment	50,000	high, annual replace	x
Fire		SCBA - Self Contained Breathing Apparatus	15,000	high, annual replace	x
Fire		rescue tools	30,000	high, annual replace	x
Fire		cardiac monitors	30,000	high, annual replace	x
Fire		replacement hose	9,000	high, annual replace	x
Fire	89	extractor	8,000	high	
Fire	89	replace convault meter	5,000	high	
Fire	89	replace 4 rear bay doors	20,000	2nd tier	
Fire	88	engine bay floors	8,000	2nd tier	
Fire	89	front apron repair	20,000	2nd tier	
Fire	89	replace all portable & mobile radios	140,000	2nd tier-annual replacement	

TOTAL = 460,000

High priority = 272,000

2nd priority = 188,000

FY 2020-2021

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
PPEs	Included in Fire Dept. Master Plan - Personal Protective Equipment – replace 7 sets of both structural and wildland PPEs
SCBA	Included in Fire Dept. Master Plan - Self Contained Breathing Apparatus – replace 2 units each year
Rescue Tools	Included in Fire Dept. Master Plan - Hydraulic rescue tools especially for Hwy 50 accidents; replaces one tool. Fire has 4 tools which should be replaced every 6 years.
ALS Cardiac Monitors	Included in Fire Dept. Master Plan - Part of the El Dorado County EMS program, replaces one unit of four
Fire Hose	Included in Fire Dept. Master Plan - Hoses are kept in service as long as passes inspection and replaced after 10 years; allocation is for an annual replacement
89/Extractor	
89/Convault meter	
89/Rear Doors	Replace 4 rear bay doors
88/Engine bay floors	
89/Front apron repair	
89/Radios	Replace all portable and mobile radios

FY 2021-2022

Dept	location	item	cost	priority	master plan
Fire		apparatus	125,000	high, annual replace	x
Fire		PPEs - Personal Protective Equipment	50,000	high, annual replace	x
Fire		SCBA - Self Contained Breathing Apparatus	15,000	high, annual replace	x
Fire		rescue tools	30,000	high, annual replace	x
Fire		cardiac monitors	30,000	high, annual replace	x
Fire		replacement hose	9,000	high, annual replace	x
Fire	89	update/replace fitness equipment	6000	high	
Fire	89	repair & seal coat all asphalt	5000	2nd tier	
Fire	89	replace all portable & mobile radios	140,000	2nd tier-annual replacement	
TOTAL =			410,000		
High priority =			265,000		
2nd priority =			145,000		

FY 2021-2022

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
PPEs	Included in Fire Dept. Master Plan - Personal Protective Equipment – replace 7 sets of both structural and wildland PPEs
SCBA	Included in Fire Dept. Master Plan - Self Contained Breathing Apparatus – replace 2 units each year
Rescue Tools	Included in Fire Dept. Master Plan - Hydraulic rescue tools especially for Hwy 50 accidents; replaces one tool. Fire has 4 tools which should be replaced every 6 years.
ALS Cardiac Monitors	Included in Fire Dept. Master Plan - Part of the El Dorado County EMS program, replaces one unit of four
Fire Hose	Included in Fire Dept. Master Plan - Hoses are kept in service as long as passes inspection and replaced after 10 years; allocation is for an annual replacement
89/Fitness Equip	Update and replace fitness equipment
89/asphalt repair	Repair and seal coat all asphalt
89/Radios	Replace all portable and mobile radios

FY 2022-23

Dept	location	item	cost	priority	master plan
Fire		apparatus	125,000	high, annual replace	x
Fire		PPEs - Personal Protective Equipment	50,000	high, annual replace	x
Fire		SCBA - Self Contained Breathing Apparatu	15,000	high, annual replace	x
Fire		rescue tools	30,000	high, annual replace	x
Fire		cardiac monitors	30,000	high, annual replace	x
Fire		replacement hose	9,000	high, annual replace	x
Fire	89	replace upstairs & office carpet	10,000	2nd tier	
Fire	89	replace all portable & mobile radios	140,000	2nd tier, annual replace	
Fire	89	covered parking/facility solar	150,000	2nd tier	
TOTAL =			559,000		
High priority =			259,000		
2nd priority =			300,000		

FY 2022-2023

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
PPEs	Included in Fire Dept. Master Plan - Personal Protective Equipment – replace 7 sets of both structural and wildland PPEs
SCBA	Included in Fire Dept. Master Plan - Self Contained Breathing Apparatus – replace 2 units each year
Rescue Tools	Included in Fire Dept. Master Plan - Hydraulic rescue tools especially for Hwy 50 accidents; replaces one tool. Fire has 4 tools which should be replaced every 6 years.
ALS Cardiac Monitors	Included in Fire Dept. Master Plan - Part of the El Dorado County EMS program, replaces one unit of four
Fire Hose	Included in Fire Dept. Master Plan - Hoses are kept in service as long as passes inspection and replaced after 10 years; allocation is for an annual replacement
89/Carpet	Carpet replacement
89/Radios	Replace all portable and mobile radios
89/Solar	Covered parking area/facility solar

FY 2023-24

Dept	location	item	cost	priority	master plan
Fire		apparatus	125,000	high, annual replace	x
Fire		PPEs - Personal Protective Equipment	50,000	high, annual replace	x
Fire		SCBA - Self Contained Breathing Apparatus	15,000	high, annual replace	x
Fire		rescue tools	30,000	high, annual replace	x
Fire		cardiac monitors	30,000	high, annual replace	x
Fire		replacement hose	9,000	high, annual replace	x
Fire	89	kitchen, lobby, laundry replace countertops	5,000	2nd tier	
Fire	89	replace all portable & mobile radios	140,000	2nd tier-annual replace	
		TOTAL =	404,000		
		High priority =	259,000		
		2nd priority =	145,000		

FY 2023-2024

Item	Explanation
Apparatus	Included in Fire Dept. Master Plan - Lease payment for new engine.
PPEs	Included in Fire Dept. Master Plan - Personal Protective Equipment – replace 7 sets of both structural and wildland PPEs
SCBA	Included in Fire Dept. Master Plan - Self Contained Breathing Apparatus – replace 2 units each year
Rescue Tools	Included in Fire Dept. Master Plan - Hydraulic rescue tools especially for Hwy 50 accidents; replaces one tool. Fire has 4 tools which should be replaced every 6 years.
ALS Cardiac Monitors	Included in Fire Dept. Master Plan - Part of the El Dorado County EMS program, replaces one unit of four
Fire Hose	Included in Fire Dept. Master Plan - Hoses are kept in service as long as passes inspection and replaced after 10 years; allocation is for an annual replacement
89/countertops	Replace kitchen, laundry and lobby window countertops
89/radios	Replace all portable and mobile radios



Agenda Transmittal

DATE: November 13, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #2: **ADDING COMMUNITY MEMBERS ON BOARD OF DIRECTORS
STANDING AND AD HOC COMMITTEES**

RECOMMENDED ACTION: Review and Discuss

RECOMMENDATION

Consider adding one community member to the following Standing Committees:

- Parks and Recreation,
- Budget and Administration, and
- Fire and Emergency Services.

BACKGROUND

In December 2017, the Budget and Administration Committee discussed the benefits and opportunities in adding community members to the Board of Directors' Standing Committees. At the recommendation of the General Manager, a consideration to add community members to Standing Committees was delayed one year.

In October, the Board approved a Solar Ad Hoc Committee, which includes one community member.

DISCUSSION

Standing Committees serve as a venue for public engagement, but members of the public do not share in the decision making process with the exception of the Conditions, Covenants and Restrictions (CC&R) Committee. In the past year or more, the Board has taken deliberate steps to engage the community at a higher level, including involvement to determine the next General Manager. Staff's observation is that community participation has increased due to the Board's efforts for community engagement. The recent CC&R Workshops and Candidate Forum were well attended,

and residents who have not participated in the past are now attending Board and Committee meetings. Seven residents ran for the District's Board. Adding community members to Standing Committees continues this effort.

Policy 4060: Committees of the Board of Directors, outlines the current Standing Committees, appointment timeline and responsibilities (Attachment A). Staff is not recommending changes to the Policy at this time, but is asking to consider changes in the future if the Board feels that adding community members to Standing Committees was a successful initiative.

Framework for Appointments and Terms

Staff is recommending the following framework:

- Trial period for two years;
- Candidate must be a resident, 18 years of age;
- Application and interview process occurs in December;
- Candidates would be vetted and appointed by the Board President and Vice President;
- Community member term would be for two years, commencing in January with the new Board Committee appointments, or as soon as possible after the beginning of the New Year.

CONCLUSION

There are many benefits to this initiative including building a stronger relationship with the community, increasing participation in decision making, and addressing conflicts on a grassroots level. Serving on a Standing Committee provides residents an opportunity to learn about the Brown Act, District financing, strategic planning, ethics, and civil discourse. Most importantly, it prepares residents for a position on a Board whether for a school, special district, or community non-profit.

Cameron Park Community Services District

POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 4060

4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

4060.2 The following shall be standing committees of the Board:

4060.2.1 Covenants Conditions & Restrictions Committee;

4060.2.2 Parks and Recreation Committee;

4060.2.3 Budget & Finance Committee; and,

4060.2.4 Fire & Emergency Services Committee

4060.3 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year no later than the Board's regular meeting in January.

4060.4 The Board's standing committees may be assigned to review District functions, activities, and/or operations pertaining to their designated concerns, as specified below. Said assignment may be made by the Board President, a majority vote of the Board, or on their own initiative. Any recommendations resulting from said review should be submitted to the Board via a written or oral report.

4060.4.1 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.



Agenda Transmittal

DATE: November 13, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #3: **BEST PRACTICES FOR BOARD APPOINTMENTS TO STANDING COMMITTEES**

RECOMMENDED ACTION: Review and Discuss

Staff have researched best practices for making board appointments to Board of Directors Committees, whether to a Standing or Ad Hoc Committee. The following proposed protocols are a result of that research. It is suggested that the Board President consider these objectives and protocols when making annual board appointments to Standing Committees.

Objectives:

- Board Members become familiar with all aspects of District operations
- Equal, fair division of labor and influence
- Build strong Staff-Board member and Board Member-Board Member relationships amongst District leadership
- Provide feedback and in-depth discussion on topics prior to Board consideration
- Board members to work with staff to prepare items for Board consideration
- Prepare all Board Members for serving as the Vice President, President

Protocols

- Rotate members through all committees, depending upon District longevity
- One member stays behind on a committee for historical reference to work in progress and one member moves to a new committee
- Members serve no more than two years on a given committee
- Existing member moves to Chair position
- Avoid pairing same two members on two committees
- In a 4 year term, ability to serve on at least 2 committees
- President and/or Vice President serves on Budget & Administration Committee



Agenda Transmittal

DATE: November 14, 2018

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #4: **FINANCIAL REPORT**

RECOMMENDATION: **Receive & Discuss**

In summary, at this first quarter mark in the Fiscal Year, with the financials adjusted for known anomalies and other activities, it appears that the District finances are generally in line with overall budget parameters.

Attached are two financial reports for your review. Attachment A is a financial review of the General Fund, while Attachment B is a financial review of the CC&R Fund. Each report has a column for the final budget, current year actual (or actual expenditures to date) and the percent expended to date. There are four general anomalies that you will find throughout these reports.

First, property taxes, our largest revenue source, come to us in three payments. Two of the largest payments are in December and April with another small payment in June. Other Department revenues are seasonal in nature so they may present themselves predominately in the Fall, Winter, Spring, or Summer. Generally, all revenue accounts are affected by these seasonal forces. As you can see from the reports, property taxes collected are at 0% or nearly 0% collected.

Second, there are one time payments that make the accounts appear to be overspent. The accounts impacted are 5160 and 5320. In Account 5160-CalPERS Retirement there is a lump sum, one-time payment for \$135,983 representing the CalPERS unfunded liability. With adjustment for this lump sum of \$135,983, the account is 6.6% expended to date. Overall Salaries and Benefits are 30.1% expended with the lump sum adjustment.

Account 5320 – Insurance is a lump sum, one-time payment of \$81,733. This account will be overspend by \$4,583 at year end due to an under estimate when putting together the Final Budget.

Third, are some of the accounts directly connected to the Budget Action Plan that were not implemented until several months into the fiscal year. These accounts include 5415-Printing and 5421-Program supplies.

Lastly there are accounts that are charged in error. This has happened in 5420-Professional Service, and is being addressed.

Attachments

A: Financial Review of General Fund

B: Financial Review of CC&R Fund

01 - General Fund
Percentage of Year Expended
equals 32.1%

		Total Budget - Final	Current Year Actual	Percent Expended To Date	
Revenues					
Property Taxes	4110	3,994,388	4,920	0.1%	
Franchise Fees	4113	167,000	36,951	22.1%	
Quimby Fees	4120	31,000	0	0.0%	
Plan Review	4132	18,000	4,256	23.6%	
Arc Review Fees	4140	0	308	#DIV/0!	
Tuition Fees	4142	10,000	0	0.0%	
Youth Programs	4145	37,962	11,850	31.2%	
Adult Programs	4146	29,669	2,974	10.0%	
Youth Sports	4147	98,418	10,053	10.2%	
Adult Sports	4148	16,488	960	5.8%	
Camp Revenues	4149	12,804	5	0.0%	
Senior Nutrition Program	4152	0	(17)	#DIV/0!	
Senior Programs	4153	0	3,120	#DIV/0!	
Recreation Program	4154	12,522	0	0.0%	
Special Events	4170	42,000	5,389	12.8%	
Day Pass - Kiosk	4180	40,800	7,149	17.5%	
Season Pass	4181	37,680	371	1.0%	
Reservations	4182	9,960	(271)	-2.7%	
Summer Kids Camp	4183	40,800	13,166	32.3%	
Concessions	4184	7,800	5,812	74.5%	
Rentals	4185	78,000	17,237	22.1%	
Gym Revenue	4186	28,800	6,041	21.0%	
Pool Use Fees	4187	161,406	40,099	24.8%	
Parks/Facility Revenue	4190	42,614	0	0.0%	
Brochure Ads	4209	1,000	0	0.0%	
Summer Spectacular	4220	30,800	25,652	83.3%	
Donations	4250	0	1,000	#DIV/0!	
Sponsorships	4255	30,000	1,000	3.3%	
JPA Reimbursable	4260	1,150,000	392,159	34.1%	
Fire Apparatus Equip	4262	150,000	12,206	8.1%	
Reimbursement	4400	20,000	0	0.0%	
Weed Abatement	4410	34,136	1,960	5.7%	
Interest Income	4505	9,600	154	1.6%	
Other Income	4600	3,000	574	19.1%	
Total Revenues		<u>6,346,647</u>	<u>605,076</u>	<u>9.5%</u>	
Expenditures					
Salaries - Permanent	5000	485,245	160,406	33.1%	
Salaries - Part-time	5010	265,399	80,550	30.4%	
Overtime	5020	5,500	4,673	85.0%	
Health Benefit	5130	158,513	55,729	35.2%	
Retiree Health Benefit	5135	88,547	28,305	32.0%	
Dental Insurance	5140	0	147	#DIV/0!	
Vision Insurance	5150	1,600	284	17.7%	
CalPERS Employer	5160	197,860	149,102	75.4%	lump sum payment
Worker's Compensation	5170	17,730	7,361	41.5%	
FICA/Medicare Employer	5180	1,477	8,317	563.1%	recreation omitted,
UI/TT Contribution	5190	19,029	8,287	43.5%	missed seasonal mix
Total Salaries and Benefits		<u>1,240,900</u>	<u>503,162</u>	<u>40.5%</u>	Adjusted 30.1%

01 - General Fund
Percentage of Year Expended
equals 32.1%

		Total Budget - Final	Current Year Actual	Percent Expended To Date	
Advertising/Marketing	5209	35,250	9,807	27.8%	
Agency Administration	5210	96,668	0	0.0%	
Agriculture	5215	13,186	984	7.5%	
Audit/Accounting	5220	93,913	0	0.0%	
Bank Charge	5221	12,000	4,219	35.2%	
Clothing/Uniforms	5230	8,250	4,427	53.7%	lump sum
Computer Software	5231	26,600	19,407	73.0%	one time purchases
Computer Hardware	5232	0	6,905	#DIV/0!	See budget 5235
Contractual Services	5235	68,915	28,084	40.8%	See budget 5235
Contractual - Provider	5236	3,763,473	1,617,559	43.0%	3rd, 4th quarters
Contract Services - Other	5240	58,768	45,351	77.2%	See budget 5420
Director Compensation	5250	13,500	5,000	37.0%	
EDC Department Agency	5260	7,200	4,561	63.3%	One-time payment
Educational Materials	5265	7,250	76	1.1%	
Elections	5270	18,000	0	0.0%	
Equipment-Minor/Small	5275	15,000	1,572	10.5%	
Fire & Safety Supplies	5285	3,150	1,143	36.3%	
Fire Prevention &	5290	900	0	0.0%	
Fire Turnout Gear	5295	31,000	3,025	9.8%	
Fire- Volunteer/Resident	5296	29,200	16,652	57.0%	
Food	5300	7,000	2,106	30.1%	
Fuel	5305	71,000	22,901	32.3%	
Government Fees/Permits	5310	23,500	1,201	5.1%	
Household Supplies	5315	25,000	13,714	54.9%	
Instructors	5316	74,190	26,034	35.1%	
Insurance	5320	77,150	81,733	105.9%	One-time, lump sum
Legal Services	5335	15,000	5,793	38.6%	Based on usage
Maint. - Vehicle Supplies	5340	2,000	88	4.4%	
Maint. - Buildings	5345	75,000	13,385	17.8%	
Maint. - Equipment	5350	42,400	11,474	27.1%	
Maint. - Grounds	5355	81,155	21,834	26.9%	
Maint. - Radio/Phones	5360	2,000	1,140	57.0%	
Maint. - Tires & Tubes	5365	14,000	4,685	33.5%	
Maint. - Vehicle	5370	34,000	3,942	11.6%	
Medical Supplies	5375	1,450	0	0.0%	
	5380	10,910	461	4.2%	
Mileage Reimbursement	5385	4,400	795	18.1%	
Miscellaneous	5395	0	(197)	#DIV/0!	
Office Supplies/Expense	5400	10,500	3,944	37.6%	
Pool Chemicals	5405	30,000	20,771	69.2%	Seasonal
Postage	5410	4,000	913	22.8%	
Printing	5415	500	528	105.7%	Budget Action Plan
Professional Services	5420	105,333	74,499	70.7%	See 5220,
Program Supplies	5421	17,410	10,766	61.8%	Budget Action Plan
Publications & Legal	5425	600	266	44.3%	
Radios	5430	500	0	0.0%	
Refund-Activity Pass	5431	0	4,217	#DIV/0!	
Rent/Lease - Bldgs	5435	10,950	648	5.9%	
Rent/Lease - Equipment	5440	2,000	1,189	59.4%	No longer renting storage
Staff Development	5455	17,250	5,646	32.7%	
Special Events	5465	8,000	2,134	26.7%	

01 - General Fund
Percentage of Year Expended
equals 32.1%

		Total Budget - Final	Current Year Actual	Percent Expended To Date	
Summer Spectacular	5466	52,000	24,847	47.8%	Annual
Phones/internet	5470	31,400	14,132	45.0%	Audit in progress
Travel/Lodging	5480	10,000	300	3.0%	
Tuition	5486	1,000	0	0.0%	
Utilities - Water	5490	79,200	24,663	31.1%	
Utilities - Electric/Gas	5492	98,116	92,326	94.1%	Gas seasonal
Utilities - Garbage	5493	0	344	#DIV/0!	
Vandalism	5500	3,000	0	0.0%	
Cal Fire In Kind Purchases	5501	0	440	#DIV/0!	
Capital Equipment	5625	138,278	0	0.0%	
Total Expenditures		<u>6,723,315</u>	<u>2,262,432</u>	<u>33.7%</u>	
Excess (deficit) of Revenues		<u>(376,668)</u>	<u>(2,160,517)</u>	<u>573.6%</u>	
Over (under) Expenditures					

02 - CC&R

Percentage of Year expended

32.1%

		<u>Total Budget -</u>	<u>Current Year</u>	<u>Percent</u>
		<u>Final</u>	<u>Actual</u>	<u>Expended To</u>
Revenue				
Plan Review	4132	0.00	(50.00)	#DIV/0!
Special Assessments	4135	81,600.00	0.00	0.0%
Arc Review Fees	4140	19,800.00	3,710.00	18.7%
Interest Income	4505	0.00	862.48	#DIV/0!
Total Revenue		101,400.00	4,522.48	4.5%
Expenditures				
Salaries - Permanent	5000	46,120.00	25,277.16	54.8%
Overtime	5020	0.00	1,378.69	#DIV/0!
Health Benefit	5130	9,192.00	366.81	4.0%
Dental Insurance	5140	0.00	21.72	#DIV/0!
Vision Insurance	5150	132.00	32.58	24.7%
CalPERS Employer	5160	17,601.00	1,091.96	6.2%
Worker's Compensation	5170	1,384.00	387.42	28.0%
FICA/Medicare Employer	5180	0.00	373.63	#DIV/0!
UI/TT Contribution	5190	1,384.00	475.99	34.4%
Total Salaries and Benefits		75,813.00	29,405.96	38.8%
Advertising/Marketing	5209	500.00	6.66	1.3%
Agency Administration	5210	2,000.00	0.00	0.0%
Bank Charge	5221	200.00	0.00	0.0%
Clothing/Uniforms	5230	250.00	196.22	78.5%
Computer Software	5231	7,980.00	660.00	8.3%
Contract Services - Other	5240	3,768.00	0.00	0.0%
EDC Department Agency	5260	1,500.00	0.00	0.0%
Food	5300	100.00	48.73	48.7%
Fuel	5305	950.00	0.00	0.0%
Insurance	5320	2,850.00	767.00	26.9%
Legal Services	5335	20,000.00	5,144.91	25.7%
Maint. - Equipment	5350	200.00	53.36	26.7%
Maint. - Vehicle	5370	1,100.00	198.20	18.0%
	5380	30.00	29.60	98.7%
Office Supplies/Expense	5400	1,000.00	233.89	23.4%
Postage	5410	300.00	6.70	2.2%
Professional Services	5420	0.00	2,106.94	#DIV/0!
Publications & Legal	5425	0.00	73.00	#DIV/0!
Phones/internet	5470	2,000.00	1,329.77	66.5%
Total Expenditures		120,541.00	10,854.98	9.0%
Net Revenue Over Expenditures		(19,141.00)	(24,883.48)	130.0%

From: Adam Bane [mailto:adam.bane@edcgov.us]
Sent: Wednesday, November 7, 2018 1:13 PM
To: Jill Ritzman
Subject: Re: FW: Lingerin Questions regarding Bell Woods

Hi Jill,

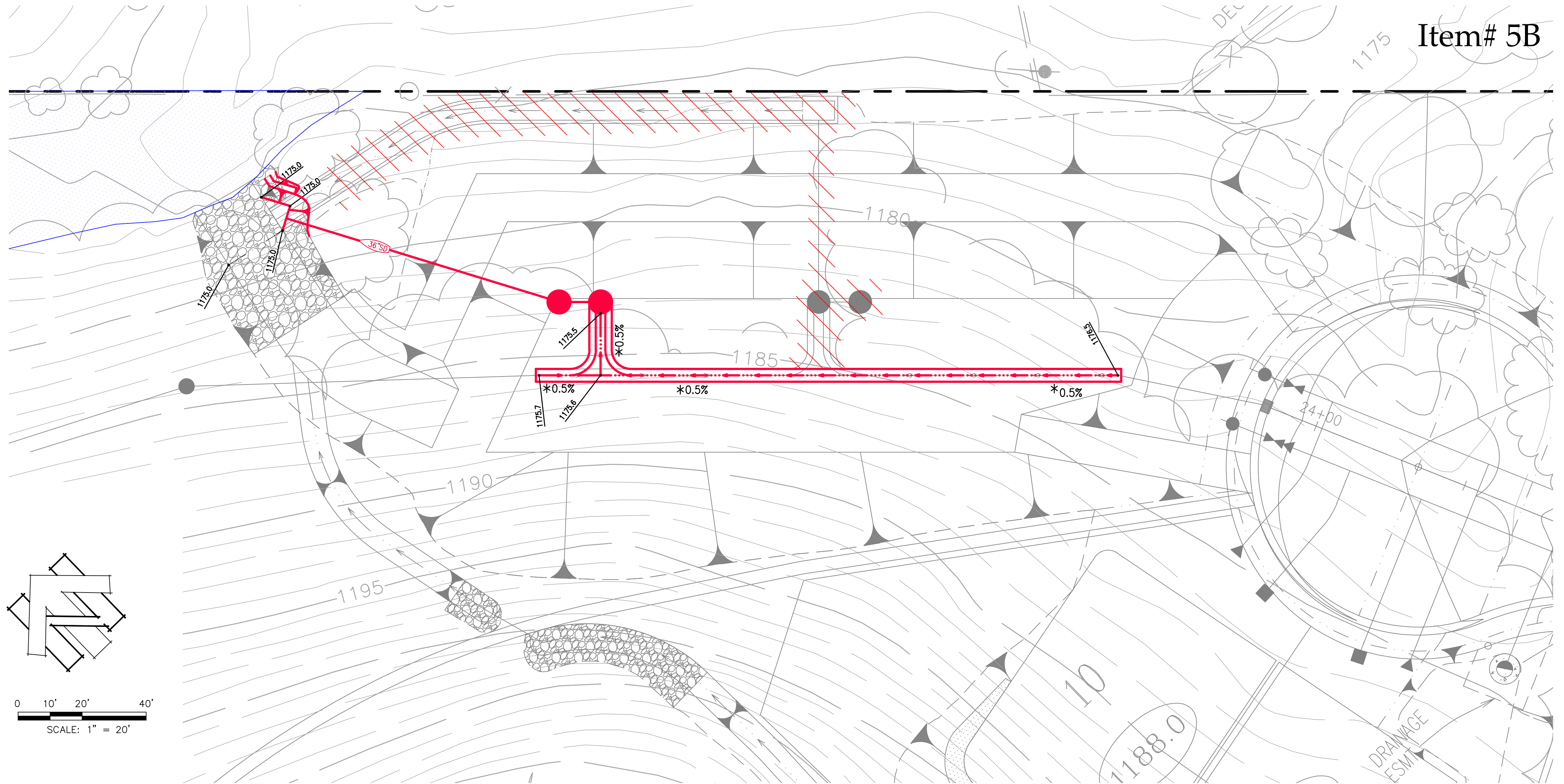
Attached is an exhibit with the latest concept, which is being incorporated into the final design. The detention basin will flow into the channel within the boundaries of the subdivision. In the exhibit the drainage channel is hashed blue. Beyond that point, storm water discharges will flow with the remainder of the downstream drainage system.

Please let me know if you have additional questions.

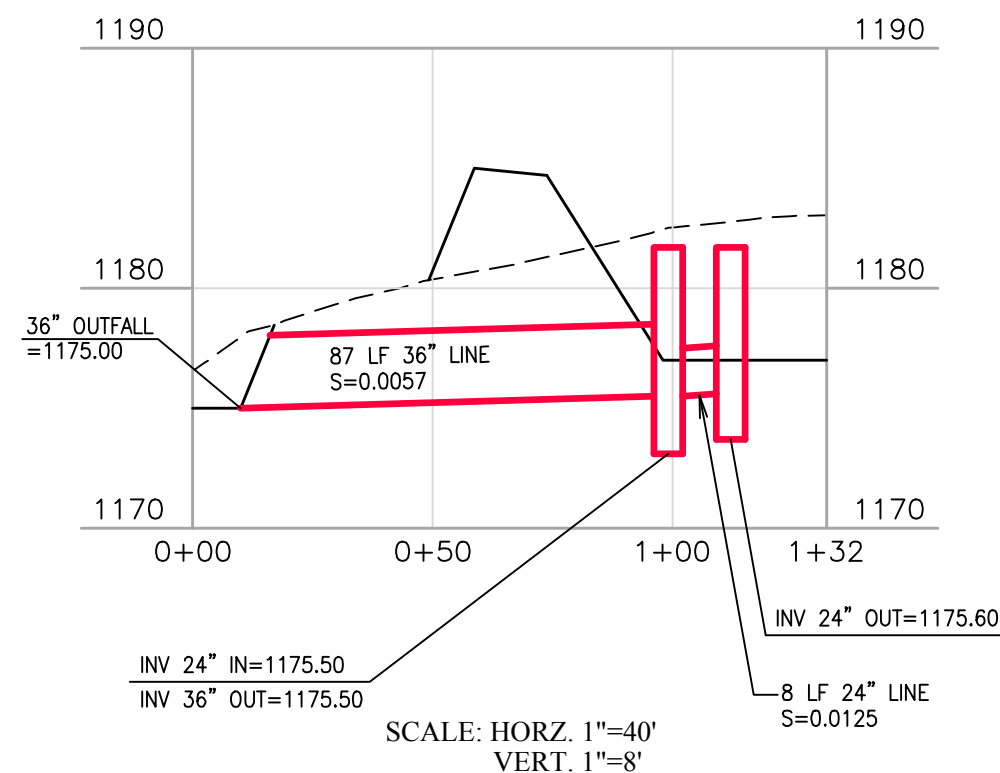
Thank you.

Adam Bane
Senior Civil Engineer

County of El Dorado
Community Development Agency
Transportation Division
2850 Fairlane Court
Placerville, CA 95667
(530) 621-5983 / FAX (530) 626-0387
adam.bane@edcgov.us



SCALE: 1"=20'



SCALE: HORZ. 1"=40'
VERT. 1"=8'

BELL WOODS

POND No. 2 - OUTFALL ALTERNATIVE

EL DORADO COUNTY, CALIFORNIA

OCTOBER, 2018



2502 Country Club Drive, Cameron Park, California 95682
telephone (530) 677-2231 • fax: (530) 677-2201 • www.cameronpark.org

November 8, 2018

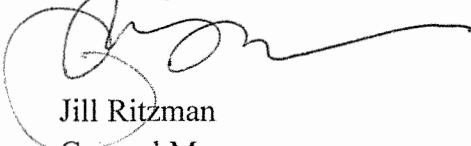
Brian Mullens, Deputy Director, Maintenance
El Dorado County Department of Transportation
2441 Headington Road
Placerville, CA 95667

Dear Brian,

This letter is to memorialize our conversation and my understanding of the District's role in maintaining drainage swales, creeks and channels on District property. We understand that the District owns property that is a part of the overall drainage system in Cameron Park. The District does not plan for drainage; this is a County responsibility. District staff will clear from the top-of-bank all drainage areas on District property one to two times a year to keep the channels free of weeds, woody debris and trash that obstructs the water way. District staff will not make any changes to the banks or bottom of the channel to prevent unintended consequences downstream.

Thank you for our conversation to establish the District's role for drainage in Cameron Park. If I have erred in my understanding, please advise.

Sincerely,



Jill Ritzman
General Manager

Copy: Budget and Administration Committee



Agenda Transmittal

DATE: November 14, 2018

FROM: Vicky Neibauer, Finance and Human Resources Officer

AGENDA ITEM #9B: **ADMINISTRATIVE REPORT**

RECOMMENDATION: **RECEIVE AND FILE**

On the IT Front

- Abila implementation including vendor training is complete.

Human Resources

- The newly approved Harassment policy was presented to staff during an “All Staff Meeting” held November 1 along with the Emergency Action Plan and the recently approved Employees Memorandum of Understanding changes.
- Staff will be taking training directed at Human Resources for Special Districts in November.

Budget/Finance

- Staff has met with VTD and determined an exit strategy within their existing contract amount of \$130,000. VTD’s work should be finished with the completion of audits for FY 2016-17 and FY 2017-18 which are scheduled for the beginning of Calendar Year 2019.
- We are now receiving training from VTD to perform the General Ledger accounting functions that VTD currently completes for us; for example, reconciliations, journal vouchers, cash disbursements, etc. Staff will also be an essential part of the audit preparation and continuing process.
- Financial Reports for July through October have been completed and presented to Managers with a General Fund Summary presented in this Board packet.
- Completed Developer Impact Fee Report and the Accountability Act Report Fiscal Years 16-17 and 17-18.

- Completed reconciliation for Fiscal Years 16-17 and 17-18 and moving cash from County for Landscape and Lighting Assessment Districts (LLADs) and Covenants, Conditions & Restrictions (CC&Rs);
- Researched stale-dated checks as old as 2013, contacted payees where possible, and voided and reissued checks.
- Financial projects staff will be working on in the coming month include the following:
 - Coordination of dual audit and Postretirement benefits obligations (OPEB) actuarial report scheduling;
 - Year-end closing (once County has closed and year end reports are received);
 - Coordination of NCSDIA Workers Compensation Insurance cancellation (NCSDIA/SDRMA) along with initiation of SDRMA Workers Compensation Insurance;
 - Mid-year Budget package.

Check Register

- The check register for October 2018 is attached.

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 10/1/2018 Through 10/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
10/4/2018	29047	136.22	Airgas National Carbonation	Co2 - Pool
	Total 29047	136.22		
10/4/2018	29048	59.15	Alhambra	Water srvc/cooler 09/06/18
	Total 29048	59.15		
10/4/2018	29049	154.20	Dawn Avalon	Inst. Tai Chi classes 08/01-09/30/18
	Total 29049	154.20		
10/4/2018	29050	519.75	Blue Ribbon Personnel Services	Temp 09/17-09/23/18 JS
	Total 29050	519.75		
10/4/2018	29051	923.00	Buckeye Union School District	Kids Camp transp. July 2018
10/4/2018		1,584.00	Buckeye Union School District	Summer Spect. shuttle service June 2018
	Total 29051	2,507.00		
10/4/2018	29052	126.00	Judy Bujold	Inst. Photo class October
	Total 29052	126.00		
10/4/2018	29053	10.13	C & H Motor Parts, Inc	FD88 auto parts
	Total 29053	10.13		
10/4/2018	29054	170.42	Camerado Glass	Com Cntr Bulletin Board Plexiglass
	Total 29054	170.42		
10/4/2018	29055	50.00	CardConnect	Lease Bolt CC devices Sept 2018
	Total 29055	50.00		
10/4/2018	29056	379.80	Myung Chong	Inst. Mod Zumba Sept 2018
	Total 29056	379.80		
10/4/2018	29057	59.27	Churchill's Hardware, Inc.	Hardware/Supplies 9/19-9/26/18
	Total 29057	59.27		
10/4/2018	29058	286.41	Cintas Corporation #622	Com Cntr Janitorial Supplies 09/27
	Total 29058	286.41		

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 10/1/2018 Through 10/31/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
10/4/2018	29059	100.00	Sara Dequine	Gazebo rental dep refund for 09/22
	Total 29059	100.00		
10/4/2018	29060	678.00	DSA Technologies, Inc	1 yr Meraki Cloud renewal
	Total 29060	678.00		
10/4/2018	29061	12.00	El Dorado County Sheriff's Office	Livescan 8/6/18
	Total 29061	12.00		
10/4/2018	29062	98.83	Ewing Irrigation Products, Inc.	D. West Irrig Supplies
10/4/2018		100.12	Ewing Irrigation Products, Inc.	Parks - Irrig Supplies
	Total 29062	198.95		
10/4/2018	29063	40.00	Diane Foos	Net Play cancelled, refund
	Total 29063	40.00		
10/4/2018	29064	501.78	Foothill Auto Service, Inc.	Repair/Maint 99 Ford Exp - Parks
	Total 29064	501.78		
10/4/2018	29065	40.00	Mahnaz Foroudi	Net Play cancelled, refund
	Total 29065	40.00		
10/4/2018	29066	1,150.00	Frank Carson Landscape & Maint. Inc	Aeration Park & Ballfields
	Total 29066	1,150.00		
10/4/2018	29067	75.00	Tina Lynn Goins	E Newsletter Oct 2018
	Total 29067	75.00		
10/4/2018	29068	100.00	Michael Grassle	Cell Allowance Oct 2018
10/4/2018		132.98	Michael Grassle	Milieage - M. Grassle Sept 2018
	Total 29068	232.98		
10/4/2018	29069	32,412.00	Gudgel Roofing, Inc.	Roofing Repair/Replace
	Total 29069	32,412.00		
10/4/2018	29070	60.00	Bettina S. Helm	Cell Allowance Oct 2018
	Total 29070	60.00		

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 10/1/2018 Through 10/31/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
10/4/2018	29071	75.00	Highlander Termite & Pest Control	Com Center Pest Control 09/30/18
10/4/2018		<u>75.00</u>	Highlander Termite & Pest Control	FD89 Pest Control svc 9/5/18
	Total 29071	150.00		
10/4/2018	29072	1,335.00	Vincent A. Hill	Fall Activity Guide & Event Flyer Designs
	Total 29072	1,335.00		
10/4/2018	29073	<u>1,860.27</u>	Hunt & Sons	Fuel 09/21/18
	Total 29073	1,860.27		
10/4/2018	29074	<u>40.00</u>	Juli Johnston	Net Play cancelled, refund
	Total 29074	40.00		
10/4/2018	29075	<u>400.00</u>	Charles A. King	Flag Football Ref 9/22 & 9/29
	Total 29075	400.00		
10/4/2018	29076	<u>587.26</u>	Lincoln Aquatics	Chlorine Pool 09/26
	Total 29076	587.26		
10/4/2018	29077	<u>532.06</u>	Lincoln Aquatics	Muriatic Acid - Pool
	Total 29077	532.06		
10/4/2018	29078	<u>389.76</u>	Loomis	Arm Car srvc Sept 2018
	Total 29078	389.76		
10/4/2018	29079	<u>600.00</u>	Larry McBride	In Lieu Med Bens Ret. Oct. 2018
	Total 29079	600.00		
10/4/2018	29080	26.40	Linda Kay Perschbacher-Lenhardt	Inst. Adult Belly dance 08/01-09/30/18
10/4/2018		26.40	Linda Kay Perschbacher-Lenhardt	Inst. Kids Belly dance 09/01-09/30/18
	Total 29080	<u>52.80</u>		
10/4/2018	29081	<u>11,410.64</u>	PG&E	Elec 08/20/18-09/24/18
	Total 29081	11,410.64		
10/4/2018	29082	<u>1,527.86</u>	PG&E	Elec 08/24-09/24/18
	Total 29082	1,527.86		

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 10/1/2018 Through 10/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
10/4/2018	29083	2,522.92	PG&E	Elec 08/24-09/24/18
	Total 29083	2,522.92		
10/4/2018	29084	121.57	Public Employee's Union Local 1	Union Dues for Payroll 10/5/18
	Total 29084	121.57		
10/4/2018	29085	100.00	Jill Ritzman	Cell Allowance Oct 2018
	Total 29085	100.00		
10/4/2018	29086	160.00	Justin Rivera	Res FF Shifts 09/07,14,20,22
	Total 29086	160.00		
10/4/2018	29087	168.00	Sarah Scatton	Chair Yoga Tues/Thurs Sept. 2018
	Total 29087	168.00		
10/4/2018	29088	1,399.12	SDRMA	Prop Liability Ins. 18/19
	Total 29088	1,399.12		
10/4/2018	29089	102.00	Shred City LLC	Shred srvc 34 boxes 09/25/18
	Total 29089	102.00		
10/4/2018	29090	60.00	Craig Shuler	Cell Allowance Oct 2018
	Total 29090	60.00		
10/4/2018	29091	8,450.00	Sierra Nevada Sealcoating	Repair/Replace Asphalt walkways/bikepaths
	Total 29091	8,450.00		
10/4/2018	29092	2,171.50	Sierra Nevada Tire & Wheel	ENG 88 Maint/Repair
	Total 29092	2,171.50		
10/4/2018	29093	22.32	SiteOne Landscape Supply	D. West Irrig. Supplies (w/ \$0.42 discount)
10/4/2018		12.51	SiteOne Landscape Supply	Irrig. Supplies - Parks (w/ \$0.24 discount)
10/4/2018		19.35	SiteOne Landscape Supply	Irrig. Supplies - Parks (w/ \$0.37 discount)
10/4/2018		189.18	SiteOne Landscape Supply	Parks - Irrig Supplies (w/ \$3.60 discount)
	Total 29093	243.36		

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 10/1/2018 Through 10/31/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
10/4/2018	29094	298.20	Melanie Skinner	Vball Clinic (Sundays) September 2018
	Total 29094	298.20		
10/4/2018	29095	148.20	Rosalie M. Stearns	Inst. Hula classes Sept 2018
	Total 29095	148.20		
10/4/2018	29096	8,889.83	U.S. Bank	Cal Card purchases 08/13/18-09/23/18
	Total 29096	8,889.83		
10/4/2018	29097	350.00	Uptown Studios, Inc	Web Maint. Sept. 2018
	Total 29097	350.00		
10/4/2018	29098	6,200.00	Vavrinek, Trine, Day & Co., LLP	Prof Srvcs CPA Sept. 2018
	Total 29098	6,200.00		
10/4/2018	29099	949.20	Andrew Webb	Inst. Tennis Sept. 2018
	Total 29099	949.20		
10/5/2018	29100	267.00	Paychex	Paychex Fees 10/5/18
	Total 29100	267.00		
10/9/2018	29101	3,523.62	California Public Employee's Retirement ...	PPE 9/29/18 CalPERS Retirement Inv 101180741
	Total 29101	3,523.62		
10/9/2018	29102	200.00	CalPERS 457 Plan	PPE 9/29/18 CalPERS 457 Inv 101180743
	Total 29102	200.00		
10/11/2018	29100	561.10	Airespring Inc.	Internet Broadbands CSD/Lake September 2018
	Total 29100	561.10		
10/11/2018	29101	260.95	Airgas National Carbonation	Co2 Cylinder Rental - Lagoon
10/11/2018		5.00	Airgas National Carbonation	Cylinder rental fee- Lagoon
	Total 29101	265.95		
10/11/2018	29102	94.18	Allstar Fire Equipment, Inc.	FD Radio Harness
	Total 29102	94.18		

Cameron Park Community Services District
 Check/Voucher Register - Check Register
 From 10/1/2018 Through 10/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
10/11/2018	29103	150.30	AT&T Calnet 3	FD Phone/Int lines 8/24-9/23/18
	Total 29103	150.30		
10/11/2018	29104	90.00	AT&T U-verse	FD 88 Internet (final) 9/21-10/21/18
	Total 29104	90.00		
10/11/2018	29105	1,319.96	Bauer Compressors, Inc.	FD89 2018 Annual Maint.
	Total 29105	1,319.96		
10/11/2018	29106	467.26	Big O Tires #100	Tires (2) 2008 F150 Parks truck
	Total 29106	467.26		
10/11/2018	29107	430.50	Blue Ribbon Personnel Services	Temps 09/24/18-09/30/18 JS
	Total 29107	430.50		
10/11/2018	29108	175.00	Bernard Bradshaw	Pumpkin Patch Magician
	Total 29108	175.00		
10/11/2018	29109	945.00	Buckeye Union School District	Kids Camp Lake Transp. June-Aug.
10/11/2018		592.50	Buckeye Union School District	Kids Camp Transp, 7/25 & 8/1/18 rem 190027 & 190032
	Total 29109	1,537.50		
10/11/2018	29110	103.10	C & H Motor Parts, Inc	FD auto parts - Hogan
	Total 29110	103.10		
10/11/2018	29111	462.65	Cintas Corporation #622	Com Center - Janitorial Supplies
	Total 29111	462.65		
10/11/2018	29112	165.00	CoreLogic Solutions LLC	CC&R Metroscan software - mthly
	Total 29112	165.00		
10/11/2018	29113	85.00	Lori Cortez	Sunday Vball cancelled Sept, refund
	Total 29113	85.00		

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 10/1/2018 Through 10/31/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
10/11/2018	29114	176.96	De Lage Landen Financial Services, Inc.	FD 89 Copier Lease October 2018
10/11/2018		87.97	De Lage Landen Financial Services, Inc.	FD88 Copier Lease 9/15-10/14/18
	Total 29114	264.93		
10/11/2018	29115	382.20	Melanie DeMure	Inst. Vball Clinic 9/1/18-9/30/18
	Total 29115	382.20		
10/11/2018	29116	2,195.98	El Dorado Irrigation District	Water/Sewer 7/20/18-9/28/18 FD89
	Total 29116	2,195.98		
10/11/2018	29117	202.45	El Dorado Irrigation District	Water/Sewer 7/21/18-9/28/18 CM Park RR
	Total 29117	202.45		
10/11/2018	29118	509.63	El Dorado Irrigation District	Water/Sewer 7/20/18-9/28/18 FD88
	Total 29118	509.63		
10/11/2018	29119	293.61	El Dorado Irrigation District	Water 7/20/18-9/20/18 Hacienda
	Total 29119	293.61		
10/11/2018	29120	241.54	El Dorado Irrigation District	Water/Sewer 7/20/18-9/28/18 R. Park
	Total 29120	241.54		
10/11/2018	29121	3,032.75	El Dorado Irrigation District	Water 7/21/18-9/24/18 CM Park
	Total 29121	3,032.75		
10/11/2018	29122	410.11	El Dorado Irrigation District	Water/Landscp 7/21/18-9/24/18 Bar J A
	Total 29122	410.11		
10/11/2018	29123	656.40	El Dorado Irrigation District	Water 7/24/18-9/24/18 Bar J B
	Total 29123	656.40		

Cameron Park Community Services District
Check/Voucher Register - Check Register
 From 10/1/2018 Through 10/31/2018

Check Date	Check Number	Check Amount	Vendor Name	Description
10/11/2018	29124	1,374.42	El Dorado Irrigation District	Water 7/25/18-9/26/18 D. West
	Total 29124	1,374.42		
10/11/2018	29125	2,554.25	El Dorado Irrigation District	Water/Sewer 7/27/18-9/28/18 CP Lake
	Total 29125	2,554.25		
10/11/2018	29126	339.62	El Dorado Irrigation District	Water/Landscp 7/20/18-9/20/18 Chardi Crnr
	Total 29126	339.62		
10/11/2018	29127	1,938.93	El Dorado Irrigation District	Water/Sewer 7/25/18-9/28/18 Com Center
	Total 29127	1,938.93		
10/11/2018	29128	781.54	El Dorado Irrigation District	Water/Sewer/RW 7/25/18-9/28/18 Com Center
	Total 29128	781.54		
10/11/2018	29129	294.37	Elk Grove Power Equipment	Hose parts - Lake
10/11/2018		4,998.55	Elk Grove Power Equipment	LLAD's Debris Loader & Parts
	Total 29129	5,292.92		
10/11/2018	29130	1,020.00	Folsom Officials Association	Adult Basketball Summer officials 07/17-09/11/18
	Total 29130	1,020.00		
10/11/2018	29131	100.00	Danny Ginter	Gazebo rental 09/29 deposit refund
	Total 29131	100.00		
10/11/2018	29132	80.00	Cory Gregersen	Res FF Shifts Sept 2018 09/17 & 09/30/18
	Total 29132	80.00		
10/11/2018	29133	233.46	Home Depot Credit Services	Christa Maint/Supplies 9/5/18
10/11/2018		75.20	Home Depot Credit Services	Lake Supplies - misc maint. 09/25/18
10/11/2018		158.60	Home Depot Credit Services	Supplies/Maint hardware Com Center 9/11/18
	Total 29133	467.26		

Cameron Park Community Services District
Check/Voucher Register - Check Register
From 10/1/2018 Through 10/31/2018

<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
10/11/2018	29134	105.73	Debbie Horton	Mileage Reimb Sept. 2018
	Total 29134	105.73		
10/11/2018	29135	1,586.21	Hunt & Sons	Fuel 09/28/18
10/11/2018		1,678.19	Hunt & Sons	Fuel 10/05/18
	Total 29135	3,264.40		
10/11/2018	29136	368.75	Interwest Consulting Group, Inc.	FD Plan Reviews Marshall Hosp 8/1-9/21/18
10/11/2018		202.50	Interwest Consulting Group, Inc.	FD Plan Reviews McDonalds 9/1-9/19/18
	Total 29136	571.25		
10/11/2018	29137	1,103.96	JS West Propane Gas	Propane - Pool 09/27/18
	Total 29137	1,103.96		
10/11/2018	29138	459.24	Alison S. Lloyd	Inst. Ballet 9/01/18-10/31/18
	Total 29138	459.24		
10/11/2018	29139	272.48	Loomis	Arm Car srvc Oct 2018 (w/ remaining credit \$53.90)
	Total 29139	272.48		
10/11/2018	29140	1,230.00	Joshua C. Marks	Janitorial Srvcs Oct 1-15th
	Total 29140	1,230.00		
10/11/2018	29141	160.00	Joseph Erik White Raffoul	Res FF Shifts 09/03,4,26,27
	Total 29141	160.00		
10/11/2018	29142	52.50	Rescue Training Institute, Inc.	Inst. CPR/First Aid 10/06/18
	Total 29142	52.50		
10/11/2018	29143	8.30	Riebes Auto Parts	FD parts
	Total 29143	8.30		
10/11/2018	29144	929.30	Jill Ritzman	Reimb Soc Sec refund Jan & Feb 18 - 941 Amend - IRS Q1 2018
	Total 29144	929.30		
10/11/2018	29145	200.00	Mason A. Sanchez	Res FF Shifts 09/01,05,11,18,25

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Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29145	200.00		
10/11/2018	29146	160.00	Karissa Schroeder	Res FF Shifts 09/02,06,21,27
	Total 29146	160.00		
10/11/2018	29147	150.00	Sierra Security & Fire	3rd Qtr Security/Alarm - Com Center
10/11/2018		90.00	Sierra Security & Fire	3rd Qtr Security/Alarm - FD88
10/11/2018		90.00	Sierra Security & Fire	3rd Qtr Security/Alarm - FD89
10/11/2018		99.00	Sierra Security & Fire	3rd Qtr Security/Alarm - Lake
	Total 29147	429.00		
10/11/2018	29148	67.25	Sign Banner Print Express	Craft Fair Banners/Flyers Nov 2018
	Total 29148	67.25		
10/11/2018	29149	35.00	Emily Smith	Net Play Vball cancelled, refund
	Total 29149	35.00		
10/11/2018	29150	56.00	Douglas Tracy	Classical Guitar 1 cancelled, refund
	Total 29150	56.00		
10/11/2018	29151	150.00	USA Softball of Sacramento	Summer Adult Softball registration
	Total 29151	150.00		
10/11/2018	29152	35.44	Verizon Wireless	Phones - Wireless FD 8/16-9/15/18
	Total 29152	35.44		
10/11/2018	29153	276.07	Verizon Wireless	Phones-Wireless FD 8/16-9/15/18
	Total 29153	276.07		
10/11/2018	29154	0.00	Craig Watkins	Soc Room 10/10 deposit refund
	Total 29154	0.00		
10/15/2018	1001184562	297.93	California Public Employee's Retirement ...	CalPERS MOU Adjustments

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Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 1001184562	297.93		
10/15/2018	101184564	222.31	California Public Employee's Retirement ...	CalPERS MOU Adjustments
	Total 101184564	222.31		
10/16/2018	1001185680	200.00	CalPERS 457 Plan	PPE 10/13/18 CalPERS 457 Plan
	Total 1001185680	200.00		
10/16/2018	1001185695	1,028.83	California Public Employee's Retirement ...	PPE 10/13/18 CalPERS Retirement
	Total 1001185695	1,028.83		
10/16/2018	101185693	2,563.49	California Public Employee's Retirement ...	PPE 10/13/18 CalPERS Retirement
	Total 101185693	2,563.49		
10/18/2018	1001187075	20,208.25	California Public Employee's Retirement ...	Nov 18 CalPERS Health Payment
	Total 1001187075	20,208.25		
10/18/2018	29155	209.39	Airgas National Carbonation	Co2 Microbulk - Pool
	Total 29155	209.39		
10/18/2018	29156	600.00	Animal Outreach	Assembly Hall & Kitchen 10/06/18 rental deposit refunds
	Total 29156	600.00		
10/18/2018	29157	20.60	AT&T Calnet 3	FD Phones 9/10-10/09/18
	Total 29157	20.60		
10/18/2018	29158	20.59	AT&T Calnet 3	Rasm Park - Phone 9/10-10/09/18
	Total 29158	20.59		
10/18/2018	29159	300.00	Audrey Bradley	NW Qtr 09/08/18 rental deposit refund
	Total 29159	300.00		
10/18/2018	29160	378.00	Blue Ribbon Personnel Services	Temp JS 10/01-10/07/18
	Total 29160	378.00		

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Check Date	Check Number	Check Amount	Vendor Name	Description
10/18/2018	29161	286.41	Cintas Corporation #622	Com Cntr - Janitorial Supplies 10/11/18
	Total 29161	286.41		
10/18/2018	29162	1,091.34	Delta Dental of California	Dental Benefits November 2018
	Total 29162	1,091.34		
10/18/2018	29163	300.00	Ellamae J. Wooten	Director's Comp Mtgs 10/01,11,17
	Total 29163	300.00		
10/18/2018	29164	86.43	Ewing Irrigation Products, Inc.	Eastwood Park - Irrig supplies 10/04/18
10/18/2018		100.28	Ewing Irrigation Products, Inc.	Eastwood Park - Irrigation supplies 10/08/18
10/18/2018		108.85	Ewing Irrigation Products, Inc.	Parks - Irrig supplies 9/21/18
	Total 29164	295.56		
10/18/2018	29165	300.00	Holly Morrison	Director's Comp Mtgs 10/02,11,17
	Total 29165	300.00		
10/18/2018	29166	300.00	Homa Rassouli	Room rental 10/10/18 deposit refund (per Cornerstone Fin.)
	Total 29166	300.00		
10/18/2018	29167	1,176.04	JS West Propane Gas	Propane Delv 10/08/18 - Pool
	Total 29167	1,176.04		
10/18/2018	29168	75.00	Kayla Walker	Vball cancelled 10/14-10/28 Allison refund
	Total 29168	75.00		
10/18/2018	29169	300.00	Margaret Mohr	Director's Comp Mtgs 10/2,11,17
	Total 29169	300.00		
10/18/2018	29170	400.00	Monique Scobey	Director's Comp Mtgs 10/01,01,11,17
	Total 29170	400.00		

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<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
10/18/2018	29171	124.28	Public Employee's Union Local 1	Union dues for payroll 10/19/18
	Total 29171	124.28		
10/18/2018	29172	6.42	Ramon Soto	Reimb - Batteries for projector remote
	Total 29172	6.42		
10/18/2018	29173	225.00	Ruben Mora	Pumpkin Patch DJ 2018
	Total 29173	225.00		
10/18/2018	29174	600.00	Steve O'Brien	East Hall & Kitchen 10/07/18 rental deposit refunds
	Total 29174	600.00		
10/18/2018	29175	1,295.79	TPX Communications	CSD & Lake Phones/Internet Oct. 2018
	Total 29175	1,295.79		
10/18/2018	29176	36.60	Tumble Time Gymnastics, Inc.	Inst. Tram & Tumble 8/01-10/31/18
	Total 29176	36.60		
10/22/2018	Maint Fee	266.18	Umpqua Bank	Maintenance Fee for 9/18
	Total Maint Fee	266.18		
10/25/2018	29177	7,650.00	Abila	Abila Software Imp & Training Aug-Sept 2018
	Total 29177	7,650.00		
10/25/2018	29178	169.24	Airgas National Carbonation	Co2 Microbulk 10/12/18 Pool
	Total 29178	169.24		
10/25/2018	29179	328.50	Around Here Magazine	Winter 2019 Issues
	Total 29179	328.50		
10/25/2018	29180	250.00	Darren Bakken	Reissued non-dep for check 21099 10/03/14 (Reimb Paramed)
	Total 29180	250.00		

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Check Date	Check Number	Check Amount	Vendor Name	Description
10/25/2018	29181	70.00	Carol Barfuss	Reissued non-dep for check 26298, 6/15/17 (soccer refund)
	Total 29181	70.00		
10/25/2018	29182	183.60	Anita Suzanne Bell	Reissued non-dep for check 26722, 8/10/17 (Inst. art class)
	Total 29182	183.60		
10/25/2018	29183	105.00	Blue Ribbon Personnel Services	Temp - JS Final 10/08/18
	Total 29183	105.00		
10/25/2018	29184	300.00	Steve Brosseau	YFF Referee 10/6, 10/13, 10/20
	Total 29184	300.00		
10/25/2018	29185	432.57	C & H Motor Parts, Inc	FD Air Shield
	Total 29185	432.57		
10/25/2018	29186	54.74	Camino Power Tool	/maint
	Total 29186	54.74		
10/25/2018	29187	900.00	Capital Private Patrol	Private patrol - Com Center November 2018
10/25/2018		500.00	Capital Private Patrol	Private Patrol - Parks November 2018
	Total 29187	1,400.00		
10/25/2018	29188	403.95	Capitol Clutch & Brake, Inc.	E89 Maint/Parts 10/10/18
	Total 29188	403.95		
10/25/2018	29189	82.57	Carbon Copy, Inc.	Copies, October 2018
10/25/2018		10.04	Carbon Copy, Inc.	FD88 Copies October 2018
10/25/2018		72.22	Carbon Copy, Inc.	FD89 Copies October 2018
	Total 29189	164.83		
10/25/2018	29190	299.21	Cintas Corporation #622	CC Janitorial Supplies 10/18/18
	Total 29190	299.21		
10/25/2018	29191	153.08	Comcast	FD89 Internet 10/11-11/10/18

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Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29191	153.08		
10/25/2018	29192	44.99	Comcast	FD88 Internet 10/14-11/13/18
	Total 29192	44.99		
10/25/2018	29193	7,252.00	California Special Districts Association	2019 CSDA Annual Membership Renewal
	Total 29193	7,252.00		
10/25/2018	29194	80.00	Michael Cullen	Reissued non-dep for check 26784, 8/17/17 (res ff shifts)
	Total 29194	80.00		
10/25/2018	29195	2,300.00	Lacy J. Dalton Productions LLC	Reissued non-dep for check 25750 3/3/17 (Concert Perform)
	Total 29195	2,300.00		
10/25/2018	29196	1,649.00	DSA Technologies, Inc	Monthly IT Srvc - Nov 2018
	Total 29196	1,649.00		
10/25/2018	29197	500.00	El Dorado Fitness	FD Fitness Membership Annual Renewal
	Total 29197	500.00		
10/25/2018	29198	12.58	Ewing Irrigation Products, Inc.	Parks - Irrig Supplies
	Total 29198	12.58		
10/25/2018	29199	54.00	Brenna Garske	Reissued non-dep for check 25352, 12/8/16 (class refund)
	Total 29199	54.00		
10/25/2018	29200	10.40	Raul Godoy	Reissued non-dep for check 25911, 4/6/17 (reimb office)
	Total 29200	10.40		
10/25/2018	29201	161.07	HealthSmart Benefit Solutions, Inc.	Vision Benefits - November 2018
	Total 29201	161.07		
10/25/2018	29202	1,163.14	Hi - Tech E V S, Inc.	FD ENG 88 repairs

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Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29202	1,163.14		
10/25/2018	29203	160.00	Donovan Hickman	Res FF Shifts 09/05,10,13,17
10/25/2018		160.00	Donovan Hickman	Res FF Shifts 10/09,10,17,18
	Total 29203	320.00		
10/25/2018	29204	1,168.53	Hunt & Sons	Fuel 10/12/18
10/25/2018		1,675.11	Hunt & Sons	Fuel 10/19/18
	Total 29204	2,843.64		
10/25/2018	29205	273.75	Interwest Consulting Group, Inc.	FD Plan reviews 3581 Palmer 8/27-10/05/18
	Total 29205	273.75		
10/25/2018	29206	1,814.72	JS West Propane Gas	Propane Delv 10/15/18 Pool
	Total 29206	1,814.72		
10/25/2018	29207	86.00	Joshua Kahn	Reissued non-dep for check 20634, 10/3/14 (reimb ss food)
	Total 29207	86.00		
10/25/2018	29208	15.81	Sydney Landeis	Reissued non-dep for check 8205, 7/15/16 (payroll)
	Total 29208	15.81		
10/25/2018	29209	400.00	Scott McNeil	Reissued non-dep for check 25830 3/22/17 (Dir Comps)
	Total 29209	400.00		
10/25/2018	29210	199.00	Vicky Neibauer	1 year sub for online courses (V. Niebauer) reimb
	Total 29210	199.00		
10/25/2018	29211	51.00	Hue Nguyen	Guitar Class cancelled (refund)
	Total 29211	51.00		
10/25/2018	29212	49.02	MacKenzie O'Donnell	Reissued ND checks for 7794 & 7833 12/15, 1/16 (payroll)
	Total 29212	49.02		
10/25/2018	29213	9.86	PG&E	Elec. 9/18-10/17/18

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Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29213	9.86		
10/25/2018	29214	116.48	PG&E	Elec. 9/15-10/16/18
	Total 29214	116.48		
10/25/2018	29215	160.16	PG&E	Elec. 9/15-10/16/18
	Total 29215	160.16		
10/25/2018	29216	7,800.17	PG&E	Elec. 9/19-10/18/18
	Total 29216	7,800.17		
10/25/2018	29217	594.00	Prentice, Long & Epperson	Legal svcs/Brd Mtgs 9/12, 9/19/18
	Total 29217	594.00		
10/25/2018	29218	219.00	Purchase Power	Postage Meter (Nov, Dec & Jan) & Ink 6 mths
	Total 29218	219.00		
10/25/2018	29219	38.50	Rescue Training Institute, Inc.	Inst. Child & Babysitting Class 10/09/18
	Total 29219	38.50		
10/25/2018	29220	216.00	Lewis Ridgeway	Reissued non-dep for check 22249, 5/29/15 (Inst. Guitar)
	Total 29220	216.00		
10/25/2018	29221	33.26	Riebes Auto Parts	FD88 small tools
	Total 29221	33.26		
10/25/2018	29222	500.00	Terry Robinson	Reissued non-dep for check 20557, 6/26/14 (SS magician)
	Total 29222	500.00		
10/25/2018	29223	342.09	Sharpe Wedding Photography	Reissued non-dep for check 25311, 11/23/16 (media postcrds)
	Total 29223	342.09		
10/25/2018	29224	216.00	Sheroes Entertainment LLC	Reissued non-dep for check 26236, 6/2/17 (Inst. Mermaid cls)

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Check Date	Check Number	Check Amount	Vendor Name	Description
	Total 29224	216.00		
10/25/2018	29225	36.10	Brooke Silveira	Reissued non-dep for check 7582, 6/20/14 (payroll)
	Total 29225	36.10		
10/25/2018	29226	34.15	SiteOne Landscape Supply	Parks - Irrig. Supplies (w/ \$0.65 discount)
	Total 29226	34.15		
10/25/2018	29227	64.35	Ski Air Incorporated	CC Bathroom repair metal piece
10/25/2018		388.96	Ski Air Incorporated	CC Duct detector repair
	Total 29227	453.31		
10/25/2018	29228	310.62	Blain Stumpf Trucking	CP Lake, Bark & DG delivery
	Total 29228	310.62		
10/25/2018	29229	763.25	Sycamore Environmental Consultants, Inc.	Parks - Environ Fee/App reviews/mtgs Aug & Oct
	Total 29229	763.25		
10/25/2018	29230	711.07	Target Specialty Products	Turf & Ornamentals Parks/LLAD's
	Total 29230	711.07		
10/25/2018	29231	5.32	Verizon Business	FD Phones Carrier access Sept 2018
10/25/2018		10.12	Verizon Business	FD Phones Carrier Access Sept. 2018
	Total 29231	15.44		
10/25/2018	29232	6.51	Verizon Wireless	FD Wireless Phones 9/10-10/09/18
	Total 29232	6.51		
10/25/2018	29233	376.46	Verizon Wireless	Wireless Phones CSD 9/11-10/10/18
	Total 29233	376.46		
10/25/2018	29234	141.36	Verizon Wireless	Wireless Ipads/Hot Spots 9/11-10/10/18
	Total 29234	141.36		

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<u>Check Date</u>	<u>Check Number</u>	<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>
10/25/2018	29235	396.07	Verizon Wireless	FD Wireless 9/16-10/15/18
	Total 29235	396.07		
10/25/2018	29236	176.91	Walker's Office Supplies, Inc.	Copy machine paper (5)
	Total 29236	176.91		
10/25/2018	29237	1,136.80	Andrew Webb	Inst. Tennis October 2018
	Total 29237	1,136.80		
10/25/2018	29238	2,523.50	WEST Consultants, Inc.	CPCSD Dam Breach & EAP 8/1-8/24/18
	Total 29238	2,523.50		
10/25/2018	29239	45.00	Clara Yang	Reissued non-dep for check 26845, 8/31/17 (Inst. law class)
	Total 29239	45.00		
Report Total		214,526.11		