



Budget and Administration Committee

Monday, October 7, 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 – 5:34pm

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, adding the Cameron Park Lake Entry Fees & Religious Use Policy*

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

- ***Cameron Park Lake Entry Fee and Religious Use Policy***
 - *Discussed Cameron Park Lake Entry Fee and Religious Use Policy. Committee would like to edit policy to apply to all facilities. Move to Board with support.*

1. Community Survey (verbal – M. Johnson)

- *Discussed Community Survey. Move to Board with support.*

2. Operations Manager (M. Johnson)

- *Discussed Operations Manager Policy. Move to Board with support.*

3. Wildfire Mitigation Coordinator Job Description Update (M. Johnson)

- *Discussed Wildfire Mitigation Coordinator Job Description Update. Move to Board with support.*

4. Wildfire Mitigation Coordinator Vehicle Purchase (M. Johnson)

- *Discussed Wildfire Mitigation Coordinator Vehicle Purchase. Move to Board with support.*

5. Bylaws Review (verbal – M. Johnson)

- *Discussed Review of Bylaws. Move to Board with support.*

6. Convenience Gate Access (verbal – M. Johnson)

- *Discussed Convenience Gate Access. Move to Board with support.*

7. District Fee Schedule Update (verbal – M. Johnson)

- *Discussed District Fee Schedule Update. Move to Board with support.*

8. Park Impact Fee Study Update (verbal)

- *Discussed Park Impact Fee Study Update. Move to Board with support.*

9. Fire Impact Fee Study Update (verbal)

- *Discussed Fire Impact Fee Study Update. Move to Board with support.*

10. Staff Updates

- a. September Check Register (L. Sanders-Ito)
- b. Annual Comprehensive Financial Report (M. Johnson)
- c. FY 2024-25 Audit

11. Items for Future Committee Meetings

- Cost Recovery Policy (bounced check, etc.)
- Cash Handling Policy

12. Items to Take to the Board of Directors

- *Community Survey*
- *Operations Manager Job Description*
- *Wildfire Mitigation Coordinator Revised Job Description*
- *Wildfire Mitigation Coordinator*
- *Bylaws Review*



- Convenience Gate Access
- District Fee Schedule
- Park & Fire Impact Fee Update
- Cameron Park Lake Entry Fee & Religious Use Policy

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT – 7:15pm

Minutes Prepared by:

Niki Garrison
Board Clerk

Minutes Approved by:

Director Katie Gilchrest, Chair
Budget and Administration Committee