



**Budget and Administration Committee**

**Special Meeting**

**Wednesday February 8, 2023**

**6:30 p.m.**

**Cameron Park Community Center – Social Room**

**2502 Country Club Drive**

**Cameron Park, CA 95682**

**HYBRID TELECONFERENCE TEAMS MEETING LINK**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ZDc1NjQ0NDgtZjg3OC00MzVjLTkyYjMtZDY1Y2ZkODA0OTZj%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDc1NjQ0NDgtZjg3OC00MzVjLTkyYjMtZDY1Y2ZkODA0OTZj%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d)

**Agenda**

Members: Chair, Sidney Bazett (SB), Vice-Chair, Director Monique Scobey (MS)

Alternate Director Tim Israel (TI)

Staff: André Pichly, General Manager; Christina Greek, Finance/HR Officer

**CALL TO ORDER**

**ROLL CALL**

*Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote. All demonstrations, including cheering, yelling, whistling, handclapping, and foot stomping which disrupts, disturbs or otherwise impedes the orderly conduct of the Committee meeting are prohibited.*

**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

1. Conformed Agenda – none

## **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**

2. Designation of Budget & Administration Committee Chair and Vice Chair (oral, A. Pichly)
3. 2023 Work Plan (A. Pichly)
4. Culvert/roadway repair (A. Pichly)
5. Conversion of Lagoon well into a fire hydrant (M. Grassle via C. Greek)
6. Full Time Maintenance Worker I (M. Grassle via C. Greek)
7. First Responder Fee Policy (A. Pichly)
8. Executech contract (C. Greek)

## **Staff Updates**

9. Check Register Review January 2023 (C. Greek)
10. Finance & Admin Staff Report (C. Greek, oral)

## **11. Items for Future Committee Meetings**

## **12. Items to take to the Board of Directors**

## **MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF**

## **ADJOURNMENT**



## Agenda Transmittal

**DATE:** February 8, 2023

**FROM:** André Pichly, General Manager  
Christina Greek, Finance Officer

**AGENDA ITEM #3:** 2023 COMMITTEE WORK PLAN

**RECOMMENDED ACTION:** Discuss and Forward to the Board of Directors

### Introduction

It is a best practice for the District to develop an annual work plan to help focus the organization's efforts on achieving those objectives that best help it meet Strategic Focus Areas described in the 2021-2026 Strategic Plan. Each Committee works with their respective staff to develop the Work Plan objectives that can be brought to the Board of Directors for their consideration and approval in February.

### Background

In December 2022, the Board of Directors reviewed the results of the 2022 Work Plan objectives. It was agreed that Work Plan goals for 2023 need to be measurable, attainable, and have the opportunity for completion within the calendar year. It is recommended that each Committee work with staff to identify 2 to 3 goals that can be reasonably achieved with a high degree of confidence. Using the goal development approach of S.M.A.R.T (Specific, Measurable, Achievable, Relevant, and Timely) is the suggested approach for both Committee members and staff to consider. It should be noted that some S.M.A.R.T. approaches use Realistic instead of Relevant.

### Strategic Plan 2021-2026

- Strategic Focus Areas (as they pertain to Budget & Administration)
  - **E.1 Financial Stability**  
~~Element Objective and Strategy:~~ Our objective in finance is to ensure the long-term fiscal health of the District. To do this, our strategy is to utilize best accounting practices and tools, conduct practical and realistic financial forecasting, seek optimal revenue sources, and acknowledge available financial resources to support the District vision and services.

- E.1.a Develop and implement an annual budget that is operationally balanced and allocates appropriate funds to preserve and improve the District's assets.
- E.1.b Annually update a 5-year budget projection.
- E.1.c Develop a funding plan for capital asset reserves and long-term obligations.
- E.1.d Seek new revenue enhancement opportunities, such as expanded service fees and grants, for all District functions.
- ~~▪ E.1.e Implement a Solar Energy project to save utility costs.~~
- E.1.e Pursue annexation of properties within the Sphere of Influence
- E.1.f Actively manage Lighting and Landscape District budgets and fund balances to address excessive or insufficient fund balances; engage residents of LLADs for transparency

○ **E.4 Good Governance**

Our objective is for the Board of Directors to be a cohesive and effective governing board. Our strategy is to engage in continued special district education, adhere to District Board policies, follow good governance practices, and strengthen the workforce to achieve the District's Vision

- **E.4.a** Maintain Special District Leadership Foundation's Transparency Certificate
- **E.4.b** Achieve Special District Leadership Foundation's District of Distinction certificate.
- **E.4.c** Provide education opportunities for board members, appointed community members, residents and management staff regarding the value and role of special districts, services provided by the District, functions of the Board of Directors and good governance practices.
- **E.4.d** Provide professional development opportunities for all employees.
- **E.4.e** Review and initiate appropriate changes in the staff organizational chart to provide advancement within the organization.

○ **E.5 Environmental Sustainability**

Our objective is to contribute to the overall environmental health of our community. Our strategy is to consider environmental impacts when making decisions regarding the District's services and operations.

- **E.5.a** Approve a policy to guide the Board and staff in making environmentally sustainable decisions.
- **E.5.b** Educate residents about benefits and opportunities for re-use and recycling.

- E.5.c Implement water conservation strategies in parks and facilities.
- E.5.d Effectively implement new waste collection and recycling mandates.

### **Recommended Work Plan Goals for the Finance Office and Administration**

1. Conduct a salary survey and compensation analysis.
2. Develop a final annual budget by June 30<sup>th</sup>.
3. Conduct a cost allocation study for District fees.

### **Recommendation**

Staff recommends that the Budget & Administration Committee discuss and consider the Work Plan Goals, and forward for the Board of Directors for their consideration and approval.

### **Attachments** (via hyperlinks)

3.a – [2021-2026 Strategic Plan](#)

3.b - [Browning Reserve Study](#)



## **Agenda Transmittal**

**DATE:** February 8, 2023

**FROM:** André Pichly, General Manager  
Michael Grassle, Parks & Facilities Superintendent  
Christina Greek, Finance Officer  
Fire Chief Dusty Martin

**AGENDA ITEM #4:** **CULVERT & ROADWAY REPAIR AT CAMERON PARK LAKE**

**RECOMMENDED ACTION:** **CONSIDER, ENDORSE, AND FORWARD TO THE BOARD OF DIRECTORS**

### **Introduction**

The major storm that impacted the Cameron Park area on Saturday, December 31, 2022, caused damage to District parks and facilities. The most significant damage was to the entry road at Cameron Park Lake where an 8 x 8 x 12-foot section of roadway collapsed due to a failed culvert that conveyed water in Deer Creek under the roadway and into the Lake inlet. No repairs have been made to date and erosion of the wash-out continues to be a concern, for both safety and conditions worsening as they would relate to the eventual repairs.

### **Background**

The General Manager directed the Parks & Facilities Superintendent to contact a local contractor that was repairing similar storm damage to Latrobe Road. After meeting with a representative for the contractor and subsequent discussions with the GM, the contractor confirmed that the project is well within their abilities to effect complete repairs.

The contractor, Doug Veerkamp General Engineering, Inc., provided a cost estimate to fix the damaged culverts and road. This would be done by damming up the existing water flow in the culverts and pumping water over to the lake. They would then remove

the damaged culverts and haul them off site. Next, they would grade the inlet and outlet to existing flow line and remove all sediment build-up from storms and haul off site. Then they would install 2 new 60" squash culverts under the existing utilities. They would repair broken conduits for power and communications. After that they would fill with 2 sac slurry to the top of the culverts. They would then concrete the slopes of the inlets and outlets, cover the drive isle with 3/4" aggregate base to within 4-inches of finish grade, and then pave the roadway. Lastly, they would replace the fence using as much existing material as possible. Throughout the process the contractor would coordinate work with PG&E and EID as needed.

### **Fiscal Impact**

The initial cost estimate from the contractor for all repairs is quoted at \$155,000 (staff have communicated to FEMA that the initial damage estimate was just over \$234,000, which the FEMA representatives indicated is best in case the project cost increases due to unidentified issues or change orders). There is an additional cost estimate of \$5,500 to repair the cement pipe that supplies water to the fire hydrant. If repaired, this expense would likely be reimbursable, but the District would continue to pay the annual fee for the 6-inch meter until the line is abandoned and meter replaced. The park does not have a functioning line now, so there is an argument to be made that this is a good opportunity to abandon the 6-inch water line, but if we do that and the well is not converted to by the time the repair takes place, the park could be without a fire hydrant. The hydrant is needed for fire suppression for the two structures within the park.

Staff are working with the County of El Dorado OES and FEMA to complete the proper documentation and procedures to secure disaster assistance funds that could be used to reimburse the District.

### **Policy**

Under Policy 3100.200 Exceptions to Competitive Bidding – Provisions requiring competitive bidding shall not apply to the following instances: Item H. - The General Manager may authorize the purchase of materials, supplies, equipment and services where an emergency is deemed to exist, and it is determined that service involving public health, safety or welfare would be interrupted if the normal procedures were followed. All emergency purchases which would otherwise require formal bidding shall be

submitted to the Board of Directors for ratification at the next Board Meeting after the purchase is authorized.

The General Manager, in consultation with Chief Martin of the Cameron Park Fire Department, believes that the policy as written applies to this situation. As it reads, “it is determined that service involving public health, safety or welfare would be interrupted if the normal procedures were followed.” Chief Martin has stated that if the park is open for use and a person or persons were to require medical assistance or the fire department or local law enforcement needed to respond to an emergency situation, the current lack of roadway would make timely and reasonable assistance extremely challenging.

Also, the condition of the damage is likely to worsen over time, becoming more costly to repair, remaining a safety threat to residents and staff, and limiting access to the District’s flagship park.

### **Recommendation**

Staff recommends that the Budget & Administration Committee endorse the proposal of the General Manager entering into a contract with Doug Veerkamp General Engineering, Inc., to affect immediate repairs to the culvert and roadway in Cameron Park Lake and submitting to the Board of Directors for ratification at the next Board Meeting.

### **Attachments**

- 4.a – Veerkamp cost estimate for repairs
- 4.b – Policy 3100-200





Phone: (530) 676-0825  
 Fax: (530) 676-0826  
 CA Lic No. 440233  
 CA DIR No . 1000004944  
 www.dougveerkamp.com

To:	Mike Grassle	Phone:	530-558-1146
Company:	Cameron Park CSD	Email:	<a href="mailto:mgrassle@cameronpark.org">mgrassle@cameronpark.org</a>
Project:	Cameron Park Lake culvert repair	Estimator:	Dwayne Nystrom
Bill To:	<input checked="" type="checkbox"/> Same as above <input checked="" type="checkbox"/> Other:	2502 Country Club Dr. Cameron Park, CA 95682	
Budget Date:	1/27/2023	Bid #:	23-DN-P02

**This quote may be withdrawn by us if not accepted within 30 days.**

Item	Description	Qty	Unit	Unit Cost	Item Cost
1	Budget to replace damage culverts to Cameron Park Lake.	TBD	T&M	\$155,000.00	Budget
2	<p>DVGE proposes the following to fix damage culverts.                      Dam up existing water flow in culverts and pump water over to the lake.                      Remove damaged culverts and haul off site. Grade inlet and outlet to existing flow line and remove all sediment build up from storms haul off site. Install 2 new 60" squash culverts under existing utilities. Back fill with 2 sac slurry to top of culverts. Concrete the slopes of the inlets and outlets. Cover drive isle with 3/4" aggerate base to within 4" of finish grade, then pave 4" compacted average depth in two lifts.                      Repair broken conduits for power and communications.                      Replace fence using as much existing ,material as possible.                      This is a budget and the project is to be billed at time and material. Please see rate sheet attached.</p>				
<b>TOTAL ALL ITEMS:</b>					<b>\$ -</b>

**\*The attached SPECIAL CONDITIONS / QUALIFICATIONS apply\*\***

Non- Prevailing Wage Rates Apply

Prevailing Wage Rates Apply



Phone: (530) 676-0825  
Fax: (530) 676-0826  
CA Lic No. 440233  
CA DIR No . 1000004944  
[www.dougveerkamp.com](http://www.dougveerkamp.com)

**SPECIAL CONDITIONS / QUALIFICATIONS:**

1. This is a unit price proposal. Final quantities multiplied by the attached unit costs will determine the final cost.
2. Any changes to the bid plans or to the conditions listed below shall constitute a change order and price revision.
3. Price is based on award of all work listed. If General Contractor/ Owner elects to separate items Doug Veerkamp General Engineering shall be notified and adjustments made accordingly. DVGE is not obligated to accept the revised terms.
4. Prices are based on performing the work during the 2023 construction season. Work shall be accomplished per mutually agreed upon schedule, weather and ground conditions permitting, during normal working shifts.
5. Prices in this proposal do not reflect any phasing or sequencing of job. Bid includes one move-in. Additional move-ins will be billed on a time and materials basis. Delays caused by others may result in demobilization and remobilization as applicable.
6. In the event that completion of portions of work required in this subcontract is delayed by others beyond the control of Doug Veerkamp General Engineering (i.e. dry utility line construction, building construction, etc.), the work completed to date shall be accepted by the Owner and written notice will be executed.
7. Differing Site Conditions: (a) The Contractor shall give a written notice to the Owner and/or Soils Engineer of (1) subsurface or latent physical conditions at the site which differ materially from those indicated in this contract, or (2) unforeseen physical conditions at the site, or (3) the existence of toxic or hazardous materials not specifically described in type, character, or quantity in a Work Order, which existence is deemed to be a differing site condition. (b) The Owner and/or Soils Engineer shall investigate the site conditions promptly after receiving the notice. If the conditions do materially so differ or are deemed to so differ and cause an increase or decrease in the Contractor's cost of, or the time required for, performing any part of the work under this contract, whether or not changed as a result of the conditions, an equitable adjustment shall be made under this clause and the contract modified in writing accordingly.
8. Any prevention, delay, non-performance or stoppage due to any of the following reasons may cause an increase in prices and/or surcharge allocation and a possible delay in the production and/or load out of some materials. Failure of power, acts of public enemies, riots, increases in prices and/or supplies of raw materials and/or services (such as trucking) outside the control of Doug Veerkamp General Engineering, governmental restrictions, regulations, acts of God or other causes beyond Veerkamp's reasonable control.
9. Owner expressly acknowledges that Contractor is a licensed contractor authorized to perform work provided in this Contract and that the Contractor is not an engineer or a design consultant. Proposals made by Contractor with respect to work to be performed are made solely for the consideration of Owner and Owner's design engineer or design consultant, who shall be solely responsible for determining whether any such work proposed by Contractor is, or will be, adequate to satisfy the needs and or purposes of the Owner. Except as expressly provided in this Contract, no warranty or representation of any kind or nature with respect to any such proposal. Warranty with respect to fitness for any purpose or use is expressly disclaimed to the fullest extent of the law.



Phone: (530) 676-0825  
Fax: (530) 676-0826  
CA Lic No. 440233  
CA DIR No . 1000004944  
[www.dougveerkamp.com](http://www.dougveerkamp.com)

10. Price increases in raw materials outside the control of Doug Veerkamp General Engineering, Inc. control may require an equitable negotiated increase in contract price. Due to volatile markets, i.e. oil and plastic; materials such as plastic pipe, asphalt and slurry seal may necessitate additional cost compensation. Asphalt concrete is based on current rack asphalt oil. For every fluctuation of \$10.00, an additional \$0.70 per ton will be added.
11. This conditions and exclusions sheet shall be incorporated and supersede any language within the mutually agreed contract.
12. This proposal is good for 30 calendar days from date on Proposal.
13. All excavation of construction site materials is bid as non-hazardous material. Any contaminated or hazardous material will be mitigated, excavated, hauled, and disposed of on a time and materials basis. It is the owner's responsibility to notify the contractor of any hazardous conditions that exist regarding contaminated soil or asbestos.
14. All excavated material is bid as material useable for engineered fills. Over-excavation and/or replacement of materials, unsuitable on-site stockpiles that may be required due to unsuitable ground conditions, and sub-drains shall be considered extra work items.
15. Any material deemed to be unsuitable i.e. rock, etc. will be removed and disposed on a T&M basis. In addition, any material needed because of removal of said material will be imported on a T&M basis.
16. Payment terms are Net 30. Finance charge of 1.5% per month will be assessed on any unpaid balance.
17. Change orders shall be executed at a negotiated lump sum price or on a time and materials basis based on Contractor's standard hourly rental rates.
18. Owner acknowledges that national and regional supply shortages of materials may occur and that the prices may increase during the term of this proposal. If the Contractor incurs cost increase(s) such that the purchase price of any material to be supplied under this proposal is increased greater than 5%, the Owner and Contractor shall negotiate to mutually agree upon a revised price for the material yet to be delivered under this proposal.
19. If any dispute arises regarding the terms of this Proposal or in regard to any contract or subcontract into which it is incorporated, or any work performed as described in this Proposal, the prevailing party shall be entitled to all attorney fees and costs and expert fees and costs incurred in the arbitration or litigation of the dispute. This clause shall take precedence and prevail over any clause in any agreement into which this Proposal is incorporated, despite any language to the contrary in such other agreement. If contracting party does not so agree, then contracting party shall not accept this Proposal and shall not contract or subcontract with Doug Veerkamp General Engineering, Inc.



Phone: (530) 676-0825  
Fax: (530) 676-0826  
CA Lic No. 440233  
CA DIR No . 1000004944  
www.dougveerkamp.com

**EXCLUSIONS:**

1. Bonds. Bond rate is available upon request.
2. Permits and fees.
3. Engineering, construction staking and fees.
4. Compaction testing and certification.
5. Air quality monitoring (i.e. asbestos, equipment emissions or fugitive dust resulting from our operations).
6. Biological mitigation and monitoring.
7. Naturally Occurring Asbestos requirements.
8. SWPPP or Fugitive Dust Plan preparation.
12. Dust control or street sweeping for work by others.
13. Haul off of any spoils, trash, lumber, and construction debris left by others.
14. Relocation or removal of existing utilities, poles, fences or structures.
15. Repair or replacement of existing utilities that have not been identified by Owner prior to construction work and are damaged in the course of Contractor's work.
16. Blasting, hydraulic hammering, jack hammering, pre-blast or post-blast surveys, and/or seismic monitoring.
18. Work in excess of eight (8) hours or forty (40) hours per week.
19. Cut/ Fill transition work, this can be performed on time and material.
20. Electrical.
21. Concrete work; unless indicated.
22. Condition of approval. Any conditions shall be done by owner.
23. Traffic control, we figured the road could be closed during construction activities.
25. Any item not specifically listed is considered excluded.

**Customer Acceptance:** The above prices, specifications and conditions are satisfactory and are hereby accepted.

You are authorized to do the work as specified. Payment will be made as outlined above.

- |   |  |
|---|--|
| <input type="checkbox"/> I am the owner of this property    | <input type="checkbox"/> am NOT the owner of this property |
| <input type="checkbox"/> There is NO lender on this project | <input type="checkbox"/> There is a lender on this project |

Signature:

Date:

LABOR RATES	Straight Time PREVAILING WAGE	Overtime PREVAILING WAGE	Doubletime PREVAILING WAGE
Project Manager	\$180.00	\$217.00	\$254.00
Superintendent	\$160.00	\$197.00	\$234.00
Foreman	\$125.00	\$165.00	\$200.00
Operator	\$120.00	\$160.00	\$195.00
Grade Setter	\$118.00	\$155.00	\$191.00
Carpenter	\$118.00	\$155.00	\$191.00
Concrete Finisher	\$100.00	\$130.00	\$160.00
Laborer	\$87.00	\$111.00	\$135.00
Flag Person	\$87.00	\$111.00	\$135.00
Truck Driver - Onsite Teamster	\$98.00	\$125.00	\$151.00
Truck Driver - Offsite Hauling	\$60.00	\$88.00	\$115.00
Heavy Equipment Hauling - Offsite	\$60.00	\$88.00	\$115.00
Mechanic	\$118.00	\$155.00	\$191.00
PGE Certified	\$168.00	\$205.00	\$241.00
EQUIPMENT DESCRIPTION	Billing Rate Straight Time	Billing Rate Overtime	Billing Rate Double Time
<b>BACKHOES</b>			
John Deere 310SL 4WD, 4-in-1 extendahoe, thumb & swinger	\$185.00	\$225.00	\$260.00
John Deere 410 G, J, L all 4WD, 4-in-1 extendahoe (10 Available)	\$190.00	\$230.00	\$265.00
<i>with Compaction Wheel</i>	\$195.00	\$235.00	\$270.00
<i>with Auger Attachment &amp; Bits</i>	\$215.00	\$255.00	\$290.00
<i>with Hydraulic Breaker</i>	\$260.00	\$300.00	\$335.00
John Deere 710J 4WD, side dump, extendahoe, aux. hyd.	\$210.00	\$250.00	\$285.00
<i>with Compaction Wheel</i>	\$215.00	\$255.00	\$290.00
<b>EXCAVATORS, Mini</b>			
CAT 303.5E Zero Tail Swing, QC, Thumb-12"/18"/24" Buckets (4 Available)	\$175.00	\$215.00	\$250.00
<i>with Auger Attachment (9" or 12" holes)</i>	\$190.00	\$230.00	\$265.00
<i>with Hydraulic Breaker</i>	\$210.00	\$250.00	\$285.00
<b>EXCAVATORS, Medium</b>			
Takeuchi TB280 - 18", 24", 36" Buckets (2 Available)	\$205.00	\$245.00	\$280.00
<i>with Compaction Wheel</i>	\$220.00	\$260.00	\$295.00
Komatsu PC138 Zero Tail Swing-18",24",36" Buckets (3 Available)	\$230.00	\$270.00	\$305.00
<i>with Thumb or Compaction Wheel</i>	\$240.00	\$280.00	\$315.00
<i>with PSM Rock Wall Grapple</i>	\$245.00	\$285.00	\$320.00
<i>with Allied Hydraulic Breaker</i>	\$305.00	\$345.00	\$380.00
Takeuchi TB2150 - 18" , 24" , 36" Buckets	\$240.00	\$280.00	\$315.00
CAT 314E LCR w/ 36" Bucket	\$230.00	\$270.00	\$305.00
Komatsu PC228/PC238 w/ 48" Bucket & Thumb (4 Available)	\$260.00	\$300.00	\$335.00
<i>with 24" Trenching Bucket</i>	\$250.00	\$290.00	\$325.00
<i>with Compaction Wheel</i>	\$270.00	\$310.00	\$345.00
<i>with Grapple</i>	\$285.00	\$325.00	\$360.00
<i>with Kent Hydraulic Breaker</i>	\$335.00	\$375.00	\$410.00

EQUIPMENT DESCRIPTION	Billing Rate Straight Time	Billing Rate Overtime	Billing Rate Double Time
<b>EXCAVATORS, Large</b>			
CAT 335FR w/ Bucket & Thumb (2 Available)	\$305.00	\$345.00	\$380.00
<i>with Compaction Wheel</i>	\$315.00	\$355.00	\$390.00
<i>with Hydraulic Breaker</i>	\$380.00	\$420.00	\$455.00
Komatsu PC360-10 w/ Bucket & Thumb (5 Available)	\$305.00	\$345.00	\$380.00
<i>with Compaction Wheel</i>	\$315.00	\$355.00	\$390.00
<i>with Hydraulic Breaker</i>	\$380.00	\$420.00	\$455.00
CAT 336FL w/ Bucket	\$305.00	\$345.00	\$380.00
CAT 349 w/ Bucket	\$350.00	\$390.00	\$425.00
<i>with Compaction Wheel</i>	\$360.00	\$400.00	\$435.00
Komatsu PC490 w/ Bucket & Thumb (3 Available)	\$350.00	\$390.00	\$425.00
<i>with Compaction Wheel</i>	\$360.00	\$400.00	\$435.00
<i>w/12,000 lb Hydraulic Breaker</i>	\$445.00	\$485.00	\$520.00
Hitachi ZX870H w/2yd, 4.5yd, 6.6yd buckets	\$435.00	\$475.00	\$510.00
<b>DOZERS</b>			
Komatsu D51 6Way Blade & Rippers	\$240.00	\$280.00	\$315.00
<i>with Laser</i>	\$255.00	\$295.00	\$330.00
<i>with GPS</i>	\$270.00	\$310.00	\$345.00
Komatsu D61 6 Way Blade, Rippers, and Intelligent Control	\$280.00	\$320.00	\$355.00
CAT D6T 6 Way Blade & Rippers	\$300.00	\$340.00	\$375.00
<i>with Laser</i>	\$315.00	\$355.00	\$390.00
<i>with GPS</i>	\$330.00	\$370.00	\$405.00
CAT D8T S.U. Blade & Rippers	\$370.00	\$410.00	\$445.00
<i>with Laser</i>	\$385.00	\$425.00	\$460.00
<i>with GPS</i>	\$400.00	\$440.00	\$475.00
CAT D9N S.U. Blade & Rippers	\$405.00	\$445.00	\$480.00
<i>with Laser</i>	\$420.00	\$460.00	\$495.00
<i>with GPS</i>	\$435.00	\$475.00	\$510.00
CAT D9T St. Blade & Rippers	\$425.00	\$465.00	\$500.00
<i>with Laser</i>	\$440.00	\$480.00	\$515.00
<i>with GPS</i>	\$455.00	\$495.00	\$530.00
CAT D10N S.U or Cushion Blade & Rippers	\$460.00	\$500.00	\$535.00

EQUIPMENT DESCRIPTION	Billing Rate Straight Time	Billing Rate Overtime	Billing Rate Double Time
<b>ROAD GRADERS/GRADING TRACTORS</b>			
John Deere 210LE 4X4 4-in-1 Box Scaper (5 Available)	\$185.00	\$225.00	\$260.00
Takeuchi TL12V Highflow Tracked Skidsteer, 4-in-1 Bucket (5 Available)	\$195.00	\$235.00	\$270.00
<i>with Auger Attachment (9" or 12" holes)</i>	\$210.00	\$250.00	\$285.00
<i>with Lowe XR215 Trencher</i>	\$220.00	\$260.00	\$295.00
<i>with Hydraulic Breaker</i>	\$225.00	\$265.00	\$300.00
<i>with Blue Diamond 24" Asphalt Planer Attachment</i>	\$255.00	\$295.00	\$330.00
NorAm 65E Grader	\$200.00	\$240.00	\$275.00
CAT 140M	\$265.00	\$305.00	\$340.00
<i>with Laser</i>	\$280.00	\$320.00	\$355.00
CAT 160M-16' Blade & Ripper	\$285.00	\$325.00	\$360.00
<i>with Laser</i>	\$300.00	\$340.00	\$375.00
<i>with GPS</i>	\$315.00	\$355.00	\$390.00
CAT 14M-16' Blade & Ripper	\$305.00	\$345.00	\$380.00
<i>with Laser</i>	\$320.00	\$360.00	\$395.00
<b>SCRAPERS</b>			
CAT 615C II Paddlewheel 15yd	\$270.00	\$310.00	\$345.00
CAT 631 27yd. Open Bowl (6 Available)	\$350.00	\$390.00	\$425.00
<b>LOADERS</b>			
Komatsu WA270-7 Wheel Loader 3 yd, Side Dump (5 Available)	\$230.00	\$270.00	\$305.00
Komatsu WA320-7 Wheel Loader 3.5 yd & Forks (3 Available)	\$235.00	\$275.00	\$310.00
Komatsu WA380-8 Wheel Loader 4 yd G.P. Bucket, 3rd Valve (2 Available)	\$245.00	\$285.00	\$320.00
<b>LOG SKIDDER</b>			
Log Skidder CAT 518 Winch & Grapple	\$210.00	\$250.00	\$285.00
<b>SCREEN</b>			
Manual Grizzly Screens (bare) (\$500/wk - \$1500/mo) (3 Available)	\$10.00	\$10.00	\$10.00
<b>POWER BROOMS</b>			
Laymor - Self-propelled 8ft. Power Broom (5 Available)	\$147.00	\$171.00	\$195.00
XBroom on Freightliner Street Sweeper	\$225.00	\$265.00	\$300.00
<b>COMPACTION, Towed Type</b>			
Sheepsfoot 4x4 Double Drum (bare) (3 Available)	\$30.00	\$30.00	\$30.00
<b>COMPACTORS, Self-Propelled</b>			
CAT 815B/815F Tilt Blade (2 Available)	\$285.00	\$325.00	\$360.00
CAT 825C/825H Tilt Blade (2 Available)	\$355.00	\$395.00	\$430.00
<i>with GPS</i>	\$385.00	\$425.00	\$460.00



EQUIPMENT DESCRIPTION	Billing Rate Straight Time	Billing Rate Overtime	Billing Rate Double Time
<b>ROLLERS, Smooth Drum</b>			
Dynapac CC1200 47" Dual Drum Vib. Asphalt Roller (7 Available)	\$180.00	\$220.00	\$255.00
CAT CB-22B 39" Dual Drum Vibratory Asphalt Roller	\$180.00	\$220.00	\$255.00
Volvo DD-70HF 57" Double Drum Roller	\$200.00	\$240.00	\$275.00
Volvo DD-90 66" Dual Drum Vibratory Asphalt Roller	\$215.00	\$255.00	\$290.00
Volvo DD-110 66" Dual Drum Vibratory Asphalt Roller	\$220.00	\$260.00	\$295.00
Volvo SD 115B Smooth Drum w/84" Pad Drum with Blade (4 Available)	\$220.00	\$260.00	\$295.00
<b>ROLLERS, Rubber Tire/Pneumatic</b>			
Bomag BW11 RH (2 available)	\$210.00	\$250.00	\$285.00
<b>ASPHALT PAVERS</b>			
Asphalt Power Curb Machine (Includes 1 Laborer - No Material included)	\$122.00	\$146.00	\$170.00
Seal Coat Machine (Includes 1 Laborer - No Material included)	\$157.00	\$181.00	\$205.00
Hot Crack Fill Machine (Includes 2 Laborers, 1 Operator, 1 Crew Truck. No Material Included)	\$404.00	\$500.85	\$550.00
Blaw-Knox PF-545 Path Paver [#8] (w/2 operators)	\$455.00	\$535.00	\$605.00
Carlson CP45 [#9] or Bomag 814-2 [#4] (w/2 operators) (2 Available)	\$455.00	\$535.00	\$605.00
Cat 1055F Paver [#10] (w/2 operators)	\$555.00	\$635.00	\$705.00
<b>CHIP SPREADER - Self Propelled</b>			
Rosco - 12' adjustable head (w/2 operators)	\$430.00	\$510.00	\$580.00
<b>WATER</b>			
Water Tower Model10 or Interpipe 10,000 Gal. (Water extra) (2 Available)	\$10.00	\$10.00	\$10.00
Water Tower Klein KPT120 12,000 Gal (Water extra) (4 Available)	\$12.00	\$12.00	\$12.00
Water Trailer-Towed Type - 500 Gal. Capacity (Trailer only - driver, truck & water extra)	\$20.00	\$20.00	\$20.00
Water Truck 2000 Gal. Self Load - 2 axle (Water extra @ \$20 per 2k load) (3 Available)	\$173.00	\$200.00	\$226.00
Water Truck 3800-4000 Gal. Self Load - 3 axle (Water extra @\$35 per ~4k load) (7 Available)	\$183.00	\$210.00	\$236.00
Water Tanker CAT 725 6000g Off Road (Water extra)	\$260.00	\$300.00	\$335.00
Water Truck Volvo A35D 7000g Off Road Articulated (Water extra)	\$270.00	\$310.00	\$345.00



EQUIPMENT DESCRIPTION	Billing Rate Straight Time	Billing Rate Overtime	Billing Rate Double Time
<b>HEAVY TRUCKS - OFFSITE (Non-Teamster)</b>			
Dump Truck - 6 Wheel	\$135.00	\$163.00	\$190.00
Dump Truck - 10 Wheel, Rock Beds, 10yd. Capacity (3 Available)	\$140.00	\$168.00	\$195.00
Dump Truck - Super Dump, 14 yd. Capacity (5 Available)	\$150.00	\$178.00	\$205.00
Transfer Dump Truck w/Transfer Trailer (13 Available)	\$155.00	\$183.00	\$210.00
Semi End Dump (lowside) 20yd Capacity (6 Available)	\$155.00	\$183.00	\$210.00
Highside Semi End Dump w/ 32'-40yd or 36'-55yd (3 Available)	\$165.00	\$193.00	\$220.00
Highside Semi End Dump w/ 40'-87yd (2 Available)	\$175.00	\$203.00	\$230.00
<b>HEAVY TRUCKS - ONSITE (Teamster)</b>			
Dump Truck - 6 Wheel	\$173.00	\$200.00	\$226.00
Dump Truck - 10 Wheel, Rock Beds, 10yd. Capacity (3 Available)	\$178.00	\$205.00	\$231.00
Dump Truck - Super Dump, 14 yd. Capacity (5 Available)	\$188.00	\$215.00	\$241.00
Transfer Dump Truck w/Transfer Trailer (13 Available)	\$193.00	\$220.00	\$246.00
Semi End Dump (lowside) 20yd Capacity (6 Available)	\$193.00	\$220.00	\$246.00
Highside Semi End Dump w/ 32'-40yd or 36'-55yd (3 Available)	\$203.00	\$230.00	\$256.00
Highside Semi End Dump w/ 40'-87yd (2 Available)	\$213.00	\$240.00	\$266.00
<b>OFF ROAD TRUCKS</b>			
Volvo A-35D 35 ton capacity (1 Available)	\$295.00	\$335.00	\$370.00
Volvo A-40F & A40G 40 ton capacity (5 Available)	\$310.00	\$350.00	\$385.00
Volvo A-45G 45 ton capacity (2 Available)	\$315.00	\$355.00	\$390.00
<b>EQUIPMENT TRANSPORTS</b>			
Pilot Cars, All signage & lights (w/driver)	\$85.00	\$113.00	\$140.00
Hoe Hauler (12t capacity) or Roll Back Truck (2 Available)	\$140.00	\$168.00	\$195.00
10Whl Dump Truck w/Equipment Trailer	\$150.00	\$178.00	\$205.00
3Ax Tractor w/8W Lobed Trailer 38 Ton Capacity (2 Available)	\$160.00	\$188.00	\$215.00
3Ax Tractor w/16W Lobed Trailer, Legal Loads (2 Available)	\$175.00	\$203.00	\$230.00
3Ax Tractor w/16W Lobed, 10'wide Extra Legal loads (permits extra, 2 Available)	\$175.00	\$203.00	\$230.00
3Ax Tractor w/16W Lobed & 7Ax Jeep or Scraper Basket (permits extra)	\$235.00	\$263.00	\$290.00
<b>UTILITY TRUCKS</b>			
3/4 Ton Pickup Trucks (bare) <i>includes F150, F250 &amp; F350</i>	\$30.00	\$30.00	\$30.00
1 Ton Trucks & Superdutys (bare) <i>includes F450 &amp; F550</i>	\$40.00	\$40.00	\$40.00
Delivery Truck w/Driver	\$100.00	\$128.00	\$155.00
PAT-1 24' Flatbed 2 Axle Truck w/Driver	\$168.00	\$195.00	\$221.00
PAT-1 24' Flatbed 2 Axle Attenuator Truck w/Driver	\$188.00	\$215.00	\$241.00
Mechanic Truck w/Mechanic (5 Available)	\$228.00	\$265.00	\$301.00

EQUIPMENT DESCRIPTION	Billing Rate Straight Time	Billing Rate Overtime	Billing Rate Double Time
<b>TRAILERS</b>			
1 Axle Trailer - Zeman, ShopBuilt	\$5.00	\$5.00	\$5.00
2 Axle Trailer - Owens, 12' Interstate, Encl. Interstate, Thomas Tilt, Haulmark, BigTex, PJ Dump (bare), 16' Wells Cargo Encl.	\$10.00	\$10.00	\$10.00
Eager Beaver, Trailmax, Towmaster, Fruehauf (bare)	\$20.00	\$20.00	\$20.00
<b>ASPHALT CONCRETE SAWS/GRINDERS</b>			
Saw, Asphalt Concrete - Handheld Saw Small w/Diamond Blade (Laborer not included)	\$20.00	\$20.00	\$20.00
Saw, Asphalt Concrete Wet 14" Walk Behind (w/ Laborer)	\$132.00	\$156.00	\$180.00
Husqvarna 4400-D/Merit 44HP Asphalt Concrete Saw (w/1 Laborer & Superduty PU, 2 Available)	\$182.00	\$206.00	\$230.00
Wirtgen W120Fi 48" Asphalt Grinder (Daily Rate, 8 hours w/1 operator)	\$3,264.00	\$3,584.00	\$3,864.00
<b>TRENCHERS</b>			
Trencher - Ditch Witch Walk Behind (w/1 Laborer)	\$107.00	\$131.00	\$155.00
Vacuum Fluid Excavator - Ditch Witch Vactor HX50 (w/2 Laborers & Superduty Truck & Trailer)	\$316.00	\$364.00	\$412.00
<i>Travel Time for HX50 Vac</i>	\$223.00	\$247.00	\$319.00
Vacuum Fluid Excavator - Vacuum Truck 2100 PD (w/1 Operator)	\$343.00	\$367.00	\$391.00
<b>FORKLIFT/TELEHANDLER</b>			
Forklift, Telehandler All Terrain w/Operator (4 Available)	\$167.00	\$191.00	\$215.00
<b>TOOLS/COMPRESSORS/NON-OP EQUIPMENT</b>			
Air Compressor - Ingersoll Rand, Doosan (bare w/tools) (4 Available)	\$30.00	\$30.00	\$30.00
Concrete Mixer	\$20.00	\$20.00	\$20.00
Generator-Multiquip 25KW Portable (2 Available)	\$25.00	\$25.00	\$25.00
Generator-Magnum 56KW Portable (1 Available)	\$35.00	\$35.00	\$35.00
Generator-Small Portable	\$20.00	\$20.00	\$20.00
High Pressure Washer - Apache 3000PSI	\$15.00	\$15.00	\$15.00
Light Towers (trailer mounted) 4 Magnum & 4 Allmand diesel 4 lights (8 Available)	\$20.00	\$20.00	\$20.00
Manlift - Genie Gs2646 Scissor Lift (Laborer Not included)	\$15.00	\$15.00	\$15.00
Oil Pot, 200gal (Material extra) (4 Available)	\$20.00	\$20.00	\$20.00
Pump - Flygt 4" Sump - generator additional (3 Available)	\$15.00	\$15.00	\$15.00
Pump - 3" Sump or smaller -generator additional	\$10.00	\$10.00	\$10.00
Saw, Cut Off or Chain Saw	\$15.00	\$15.00	\$15.00
Sewer Camera	\$20.00	\$20.00	\$20.00
Slurry Tanker, 800gal (Material extra)	\$25.00	\$25.00	\$25.00
Wacker, Stomper Compactor	\$20.00	\$20.00	\$20.00
Wacker, Vibratory Plate	\$15.00	\$15.00	\$15.00
Wacker, Vibratory Plate Heavy -Turtles	\$25.00	\$25.00	\$25.00
Winch, WARN for Excavator Attachment	\$15.00	\$15.00	\$15.00

EQUIPMENT DESCRIPTION	Billing Rate Straight Time	Billing Rate Overtime	Billing Rate Double Time
<b>GPS</b>			
GPS Base & Pole Equipment	\$12.00	\$12.00	\$12.00
GPS Base & ATV/Pole Equipment	\$22.00	\$22.00	\$22.00
GPS Base & Equipment Mount (GPS Equipment only)	\$30.00	\$30.00	\$30.00
<b>TRAFFIC CONTROL</b>			
F550 Cone Truck with w/Driver & Cones	\$162.00	\$186.00	\$210.00
Arrow Board - Daily Rate (8 hours) (4 Available)	\$125.00	\$125.00	\$125.00
Arrow Board - Weekly Rate (40 hours)	\$400.00	\$400.00	\$400.00
Arrow Board - Monthly Rate (160 hours)	\$925.00	\$925.00	\$925.00
Message Board - Daily Rate (8 hours) (8 Available)	\$165.00	\$165.00	\$165.00
Message Board - Weekly Rate (40 hours)	\$400.00	\$400.00	\$400.00
Message Board - Monthly Rate (160 Hours)	\$1,250.00	\$1,250.00	\$1,250.00
AFAD-Automatic Flagger (8 hours per each unit)	\$160.00	\$160.00	\$160.00

CAMERON PARK COMMUNITY SERVICES DISTRICT  
\* POLICY GUIDE SERIES 3000-OPERATIONS\*

POLICY TITLE: Purchasing/Expense Authorization

POLICY NUMBER: 3100

3100.10 The purpose of this section is to provide a general code of conduct for all personnel who may be engaged in the District's purchasing function. It is essential that all personnel involved in the procurement process conduct themselves in a manner that maintains impartiality and complete objectivity, to meet the continuing scrutiny of suppliers and the public.

As a District, we are committed to conduct our business in an ethical and professional manner, in compliance with applicable laws, regulations and codes; so we are correctly perceived to be an ethical and professional organization of dedicated and competent individuals of the highest integrity and credibility, producing quality, value added services that contribute significantly to the needs of our customers and community.

In dealings with the business community, it is necessary to exercise a strict rule of personal conduct to ensure that business relations are not compromised or even have the appearance of being compromised. The District's reputation for fairness and integrity in dealing with suppliers and others must always be maintained.

Public service is a public trust. Each District employee has a responsibility to the citizens of the District for honesty, loyalty and the performance of their duties under the highest ethical principles. Ethical concepts of public purchasing obligate every purchasing official to an impeccable standard of ethics and personal conduct.

Purchases made for the District shall be in conformance with the approved budget and this policy.

3100.20 The District authorizes the General Manager to appoint a Purchasing Agent(s) and gives the Purchasing Agent authority to purchase, to negotiate or to contract for goods, services, supplies and equipment as required by the District's using departments. All persons involved in the purchasing function shall:

3100.21 Comply with the District purchasing procedures as outlined herein.

Approved by the Board September 2011  
Revised 11/20/19 Regular Board Meeting  
Revised 6/17/20 Regular Board Meeting

3100.22 To buy on the basis of value, recognizing that value represents a combination of quality, service and price that assures the greatest economy to the District.

3100.23 To be courteous and considerate in all District dealings.

3100.24 To recognize that permanent business relationships should be established on the basis of honesty and fair dealings.

3100.25 To be prompt in all appointments and to negotiate with reasonable speed.

3100.26 To avoid statements that might injure or discredit legitimate suppliers and to avoid disclosure of confidential information that might give an unfair advantage in a competitive business transaction.

3100.27 To recognize that character is an important asset in commerce and should be given major consideration in the selection of sources of supply or service.

3100.28 To adjust claims and settle disputes on the basis of facts and fairness.

3100.29 To decline politely any gratuity or accommodation with a cumulative value of \$50.00 for any calendar year, from any one supplier, vendor, or firm with whom the District is currently doing or could potentially do business. All decisions and actions regarding procurement should be based upon proper business considerations, and purchasing decisions should not be influenced in any way by personal gain. However, any offering from a vendor, or potential vendor, which has been given to a group and which is kept and/or consumed on the premises, would not be considered inappropriate. The District is subject to California law regarding conflict of interest, including receipt of gifts or entertainment. Vendors are requested to cooperate in this regard.

### 3100.30 DEFINITIONS

A. Bid/Proposal - The written offer of a bidder to furnish and /or deliver specific items, or perform and execute work or services.

B. Invitation to Bid - An invitation, extended to a vendor by telephone, fax, letter or e-mail, inviting a quotation for furnishing and/or delivering specific items or to perform or execute contemplated work or services.

C. Bid - Same as proposal, except may be verbal.

D. Bidder - An individual, firm, or corporation or qualified representative thereof, submitting a bid or proposal to furnish and/or delivering specific items or to perform or execute contemplated work or services. It is the responsibility of the bidder to read all documents contained in the specifications carefully and follow the directions in the bid packet. Bidders are responsible for the timely submission of their bid/proposal. Bidders are responsible for reporting errors or omissions detected, in writing, to the District representative.

E. Successful Bidder - The individual, firm, corporation, or qualified representative thereof, capable of delivering materials or supplies, or performing or executing the contemplated work or service required by the District.

F. Purchasing Agent - The General Manager or designee appointed by the General Manager acting within the scope of his or her delegated authority in the procurement of goods and services.

G. Blanket Purchase Order – Is issued to selected vendors, on an annual basis with the approval of the Purchasing Agent, for use by District employees to procure repetitive, high volume, low dollar value items on a continuing basis.

H. Published Public Notice – Notice inviting bids shall be published in a newspaper of general circulation once a week for two consecutive weeks, with five days between each publication. The Purchasing Agent shall also solicit bids from responsible prospective suppliers from bidder lists maintained by the Purchasing Agent and may advertise the notice inviting bids in applicable publications and websites readily accessible to the public.

I. Inspection and Review – The Purchasing Agent or designee shall require the inspection of supplies and equipment delivered and contractual services performed to determine conformance with the specifications and requirements set forth in the order or contract.

3100.40 When procuring goods or services the following authorization limits apply to all purchases, provided such expenditures are within the budget limitations, excepting those that are Public Works projects.

#### 3100.40.1 Public Notice – Purchases greater than \$125,000

Authority to award – Board of Directors. Formal bid or Request for Proposal process is required

#### 3100.40.2 Formal Bid – Purchases from \$25,000 - \$125,000

Authority to award – Board of Directors. Formal bid or Request for Proposal process is required. Award to the lowest cost, responsive, responsible bidder. Staging of purchases in order to avoid authorization limits is prohibited.

#### 3100.40.3 Open Market – Purchases between \$5,000 and less than \$25,000

Authority to award - \$5,000 to \$24,999 - General Manager

A written quotation must be received from three competitive sources. Award bid to the lowest cost, responsive, responsible bidder. Staging of purchases in order to avoid authorization limits is prohibited.

#### 3100.40.4 Small Purchases – Purchases less than \$5,000

Authority to award – Department head or authorized designee. Seek competitive quotations or rotate awards to local vendors. Award to the lowest cost, responsive, responsible bidder.

3100.40.5 CMAS - California Multiple Award Schedules (CMAS) Offers a wide variety of commodity and information technology products and services at prices that have been assessed to be fair, reasonable and competitive. The use of these contracts is optional and is available ONLY to California State and Local Government agencies. Without having to go to bid, an agency may request a copy of the CMAS contract from the contractor of choice; select the products and services to be ordered; and, send the purchase order directly to the contractor. CMAS charges a small fee for this service. In addition, District I.T. staff is authorized to use a similar source, the Western States Contracting Alliance.

3100.50 Cash Disbursement lists are presented to the Budget and Administration Committee Board of Directors each month. These expenses are contained in the budget and are, therefore, previously approved by the Board.

3100.60 Department Heads are responsible for limiting expenditures to those amounts appropriated by the Board of Directors. Should a purchase order exceed a department's budgeted appropriation, the Department shall take an amendment to their budget to the Board for approval.

3100.70 Checks issued by the District require the signatures of the Board President and the General Manager or his/her designee.

3100.80 The General Manager is designated as the District's Treasurer by action of the Board of Directors. (California Government Code Section 61240)

3100.90 Directors or staff may be reimbursed for out-of-pocket approved expenses relating to District business and verified by a valid receipt.

3100.100 Contracts for goods or services greater than \$25,000 shall be awarded by competitive sealed bidding. Notice inviting bids shall be publicized according to formal bid procedures included herein or required by law.

3100.110 The General Manager, acting as the District's Purchasing Agent, is authorized to negotiate all contracts and to award contracts up to \$25,000. The Board of Directors approval is required for all awards greater than \$25,000.

3100.120 Award of Bid – Purchases shall be awarded after consideration of the following factors:

- A. The amount of the bid price
- B. The ability, capacity and skill of the bidder to perform the contract or provide the service required.
- C. The ability of the bidder to perform the contract or provide the service promptly or within the time specified, without delay or interference.
- D. The reputation and experience of the bidder.
- E. The previous experience of the District with the bidder.
- F. The previous and existing compliance by the bidder with the laws and ordinances.
- G. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.
- H. The quality, availability, and adaptability of the supplies or contractual services to the particular use required.



I. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

J. The number and scope of conditions attached to the bid.

K. The purchase of products, whenever feasible, containing the highest amount of post-consumer and recovered materials practicable. In all cases, these products must meet reasonable performance standards, and be readily available at a competitive price. In addition, all equipment bought, leased or rented shall, whenever feasible, be compatible with the use of recycled products purchased by the District.

3100.130 Rejection of Bids – The District reserves the right to reject all bids, or all bids for any one or more goods or services included in the proposal, when such rejection is in the best interest of the taxpayers of the District.

3100.140 Deviations from Instructions - Quotations and/or bids submitted to the District, which do not substantially comply with the instructions for bidding may be rejected regardless if the invitation to bid is by telephone, letter or Notice Inviting Bid. Any unauthorized condition, limitation, provision, or substitute item by the bidder in a quotation may be cause for its rejection.

3100.150 Price Discrepancies - Other than in obvious cases to the contrary, the bid price shown in words, in a written proposal shall take precedence over the bid price shown in numbers, should any discrepancy exist. Also, other than obvious cases to the contrary, the bid price shown in the unit price will take precedence over the extension.

3100.160 Bid Closing Date and Hour - Bids received after a bid closing date and hour will not be considered and will be returned unopened to the bidder.

3100.170 Bonds - Bid deposits, Payment Bonds by an admitted surety carrier in California and Faithful Performance Bonds shall be furnished to the District by all bidders and successful bidders when and as specified by the Purchasing Agent. In addition to bonds, all insurance conditions established by the District must be met.

3100.180 Bidder Pre-qualifications - The Purchasing Agent may require prequalification of bidders and may require bidders to provide information for the purpose of preparing and maintaining lists of qualified bidders. Prequalification shall be based on any available information, including but not limited to information provided by the bidder. A bidder's name may be removed from the list of qualified bidders for any of the following reasons:

- A. Failure to respond to questionnaires issued by the Purchasing Agent or to provide a financial statement or other information as may be requested;
- B. Failure to respond to three consecutive invitations or requests for bids or quotations on a service or item offered by the bidder;
- C. Failure to satisfactorily perform under a previous purchase order or contract;
- D. Failure to respond to any inquiry from the General Manager or Purchasing Agent regarding whether the bidder continues to be interested in doing business with the District;
- E. Submission to the Purchasing Agent by the bidder of a written request to be removed from the list of qualified bidders;
- F. Change in qualifications of a bidder to the extent that the bidder no longer meets the minimum requirements applicable to bidders offering the services or items offered by the bidder.

### 3100.190 Formal Bid Procedure

- A. Formal bids (purchases greater than \$25,000), including specifications, terms and conditions, are mailed to potential vendors, advertised in the public notice section of the local newspaper, e-mailed and posted on the District's web site. Bids must be received in a sealed envelope to the Purchasing Agent by the bid opening date and time. Fax copies of bids are not considered.
- B. Public Works projects over \$5,000 are subject to bidding and other requirements set forth in statutes.
- C. District projects are considered "Public Works" projects, requiring compliance with applicable Prevailing Wage laws, when it is paid for in whole or in part out of public funds. California Labor Code Sections 1720 and 1771 require prevailing wages to be paid on "public works" contracts and all maintenance work that exceeds one thousand (\$1,000). On Public Works projects, contractors must pay workers not less than the applicable prevailing rate of per diem wages as established by the U. S. Department of Housing and Urban Development and the California Director of Industrial Relations.
- D. Sealed bids shall be submitted to the Purchasing Agent, or his or her designee, and shall be identified as bids on the envelope. The Purchasing Agent shall publicly open all bids at the time and place stated in the public notice and tabulate. All bids received will be available for public inspection in the District office for a period of at least 30 days following the bid opening.

3100.200 Exceptions to Competitive Bidding – Provisions requiring competitive bidding shall not apply to the following instances:

- A. Contracts involving the acquisition of professional or specialized services, such as, but not limited to, services rendered by architects, attorneys, engineers, and other specialized consultants.
- B. Where the District's requirements can be met solely by a single patented article or process.
- C. To situations where no bids have been received following bid announcements under provisions of this policy.
- D. When a purchase involves goods of a technical nature, where it would be difficult for a vendor to bid on a standard set of specifications, the Purchasing Agent shall undertake a thorough review of known products and a comparison of features that most closely meet the District's need at the least cost.
- E. When another public agency (district, city, county or state) has administered a competitive bid process within the past two years for the same or substantially similar supplies, services or equipment.
- F. When the Board of Directors specifically waives the competitive bid process and authorizes staff to purchase equipment or award a contract by four-fifths vote.
- G. Any request for an exception or waiver under this section shall include the nature of the contract, amount of the contract, and the reasons why competitive bidding is not feasible.
- H. The General Manager may authorize the purchase of materials, supplies, equipment and services where an emergency is deemed to exist and it is determined that service involving public health, safety or welfare would be interrupted if the normal procedures were followed. All emergency purchases which would otherwise require formal bidding shall be submitted to the Board of Directors for ratification at the next Board Meeting after the purchase is authorized.

3100.210 C.O.D. Purchases - Some limited situations may require cash or check at the time goods or services are delivered. This is an exception to normal procedure. One method for accomplishing the purchase exists:

- A. With prior approval of the Department Head, an employee may expend personal funds for goods or services. Said employee shall submit a "Request for Reimbursement" along with the receipt to the Department Head for approval. After approval, both items shall be forwarded to the Finance Division for reimbursement.

3100.220 Contracts for Professional Services – The General Manager or his designee may negotiate and approve contract services. After the requesting department has received the General Manager's approval, the department will forward the contract for the General Manager's signature. Contracts exceeding \$25,000 shall follow the formal bid process and, when completed, the contract will be forwarded to the attorney for approval as to form and agendized for the Board's for approval. The General Manager will sign the contract. Public contracting statutes are contained in the California Public Contract Code. Other sources of public contracting statutes can be found in the Public Resources Code, Business and Professional Code, Civil Code, Government Code, Labor Code and Code of Regulations.

### **Credit Card**

**3100.230** The District will issue Credit Card to the designated employee with purchasing authority. The purpose of the Credit Card is for the purchase of supplies, materials, and equipment used in the day-to-day operations of the District. **The preferred method of payment set by the district is payment with a District check and an invoice from established vendors on file with the Finance Department.** Credit Card purchases require prior approval from the Department Head.

**3100.231** Credit Card and Purchasing limits will be requested in writing by the Department Head and approved by the General Manager.

**3100.282** Instructions and Procedures from the Finance Office will be issued to each Department Head and designated employee upon issuance of the card or whenever there are changes in the instructions and procedures. The contents will discuss

- Card limits and use restrictions
- The procedures for handling the card, and

- 3100.283** Responsibilities pertaining to processing of the monthly statement. Accidental use of the card for personal use will be remedied by repayment from the employee to the District within the statement period.
- 3100.284** Unreimbursed accidental personal use within the statement period or fraudulent use of the card is cause for dismissal.
- 3100.285** The Finance Department will ensure the Credit Card expenditures are in compliance with internal controls with supporting documentation, signatures, and timeliness are followed.
- 3100.286** Annually, each holder of the card will annually acknowledge in writing the receipt of training and instruction on use of the Credit Card.



## **Agenda Transmittal**

**DATE:** February 8, 2023

**FROM:** Michael Grassle, Parks and Facilities Superintendent

**AGENDA ITEM #5:** **CONVERSION LAGOON WELL FOR A FIRE HYDRANT AT CAMERON PARK LAKE**

**RECOMMENDED ACTION:** **DISCUSS, CONSIDER, AND FORWARD TO THE BOARD OF DIRECTORS**

### **Introduction**

There is a fire hydrant located on the east side of the restroom/concession building in Cameron Park Lake that is fed by a 6-inch water line with water supplied by the El Dorado Irrigation District (EID). This water main is monitored by a 6-inch water meter that costs the District over \$6,500 each year.

### **Background**

This 6-inch water main does not deliver water to any other systems within the park. The recent storms have presented an opportunity for the District to relocate the fire hydrant at Cameron Park Lake and realize savings in annual metering fees. The main 6-inch water line is a concrete pipe, and it was damaged when the culvert washed out. A contractor has estimated that to return this line to the current service status the repair would cost approximately \$5,500 (and may be reimbursable by FEMA).

Back in the fall of 2022, the Parks & Facilities Superintendent met with Battalion Chief Richards from the Cameron Park Fire Department and Triangle Well Drilling to see if the old lagoon well could be converted into a fire hydrant. The original purpose of this meeting was to try and lower operating costs for the Parks & Facilities Division. EID will allow a customer to change the size of the water meter one time at no charge. If we were

to install a ¾-inch water meter and remove the hydrant the annual operating cost would be around \$200 per year. EID is aware the District may be making this request.

To observe this cost savings Triangle Well Drilling would plumb the existing well into a 3,000-gallon water tank that would be stored at the Parks Maintenance Shop. The tank would then pump water to a valve the fire department could utilize if ever needed. Battalion Chief Richards approved the plan from Triangle Well Drilling. If this project were approved, the District would abandon the 6-inch concrete water main when the well conversion and new hydrant is installed and operational.

### **Fiscal Impact**

The total cost to convert the existing well to deliver water to a hydrant system would be \$10,789, but staff have not identified a funding source for this project. As the District pays EID over \$6,500 annually for the 6-inch meter, staff expects the conversion to pay for itself within the next year by eliminating the \$6,500 annual expense. The initial investment in the conversion could cause the 2022-23 Parks Division budget to end up over budget if staff cannot cut costs elsewhere.

### **Recommendation**

Staff recommends that the Budget & Administration Committee endorse the proposal of converting the lagoon well into a supply source for a new hydrant at Cameron Park Lake and ask staff to identify a funding source or savings strategy that is fiscally sound.

### **Attachments**

4.a – Veerkamp water main repair estimate

4.b – Triangle Well Drilling cost estimate



Phone: (530) 676-0825  
Fax: (530) 676-0826  
CA Lic No. 440233  
CA DIR No . 1000004944  
www.dougveerkamp.com

To:	Mike Grassle	Phone:	530-558-1146
Company:	Cameron Park CSD	Email:	<a href="mailto:mgrassle@cameronpark.org">mgrassle@cameronpark.org</a>
Project:	Cameron Park Lake culvert repair	Estimator:	Dwayne Nystrom
Bill To:	<input checked="" type="checkbox"/> Same as above <input checked="" type="checkbox"/> Other:	2502 Country Club Dr. Cameron Park, CA 95682	
Budget Date:	1/27/2023	Bid #:	23-DN-P03

**This quote may be withdrawn by us if not accepted within 30 days.**

Item	Description	Qty	Unit	Unit Cost	Item Cost
1	Replace 6" water line.	TBD	T&M	\$5,500.00	Budget
2	<p>DVGE proposes the following to fix damage 6"AC water line. Once backfill of culverts is to the bottom of water line then the repair will be as follows, Cut 6" water and replace with 20' of C-900 attach with industry standard couplings. Then finish back fill of the culverts will continue.</p>				
				<b>TOTAL ALL ITEMS:</b>	\$ -

**\*The attached SPECIAL CONDITIONS / QUALIFICATIONS apply\*\***

Non- Prevailing Wage Rates Apply

Prevailing Wage Rates Apply





5210 Deer Valley Rd.  
Rescue, CA 95672  
triangle@trianglewell.com  
CA Contractors Lic. No 355933

Name / Address
Cameron Park CSD ATTN: Mike Grassle 2502 Country Club Dr Cameron Park, Ca 95682

## Estimate

Date	Estimate #
9/27/2022	1214
Contact Number	

Description	Qty	Cost	Total
3000 gallon holding tank	1	3,250.00	3,250.00T
4" Schedule 40 PVC	50	9.00	450.00T
4" rigid, flex, conduit, bulkhead	1	3,945.00	3,945.00T
Sand	1	75.00	75.00T
Vents, sign, reflectors	1	325.00	325.00T
Cow trough float, sight gauge	1	710.00	710.00T
LABOR	8	175.00	1,400.00
Cameron Park Lake Project			

**Subtotal** \$10,155.00

**Sales Tax (7.25%)** \$634.74

**Total** \$10,789.74

Estimate valid for 60 days, unless otherwise stated.

The above items and amounts are estimates only, and are subject to change. Please review, sign and remit if in agreement and understanding. Feel free to call with any questions. Under the Mechanics Lien Law (California Code of Civil Procedure, Sec. 1181 it seq.), any contractor, subcontractor, laborer, supplier or other person who helps to improve your property, but is not paid for his work or supplies, has a right to enforce a claim against your property. This means that, after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your own contractor in full, if the subcontractor, laborer, or supplier remains unpaid.

Signature \_\_\_\_\_



## Agenda Transmittal

**DATE:** February 8, 2023

**FROM:** Michael Grassle, Parks & Facilities Superintendent  
Christina Greek, Finance Officer  
André Pichly, General Manager

**AGENDA ITEM #6:** **ENDORSE THE CREATION OF A MAINTENANCE WORKER I  
FULLTIME POSITION**

**RECOMMENDED ACTION:** **DISCUSS, CONSIDER, AND FORWARD TO THE BOARD OF  
DIRECTORS**

### **Introduction**

Staff is recommending the Budget & Administration Committee endorse the creation of a full-time Maintenance Worker I position within the Parks Division and help provide a staff person to service existing and new LLADs.

### **Background**

Each year the Parks Division struggles to hire part-time staff. Lack of adequate staffing creates issues when employees are out sick, on vacation, unavailable for unforeseen reasons, or there is a scheduled holiday. Furthermore, when a staff person leaves their employment with the District it results in an increased workload for other staff members until that vacant position is filled. This can result in the need to pay staff overtime to ensure the basic maintenance tasks are completed, which can have a negative effect on the budget and can lead to additional stress due to longer and/or additional workdays each pay period.

The District anticipates taking on the maintenance of Silver Springs LLAD in 2023. Taking on Silver Springs will increase the workload of the current staff. This could impact current service levels on the rest of the park system.

In the 2021-2026 Strategic Plan, under Strategic Focus Area E.4: Good Governance, it states, “Our objective is for the Board of Directors to be a cohesive and effective governing board. Our strategy is to engage in continued special district education, adhere to District Board policies, follow good governance practices, and strengthen the workforce to achieve the District’s Vision”. Adding this position will help the District hire and retain quality employees. It is key to have entry level full-time staff who can be promoted as employees in Maintenance Worker II positions move on from the District. This is supported by Strategic Focus Area Objective E.4.e: Review and initiate appropriate changes in the staff organizational chart to provide advancement within the organization.

### **Financial Impact**

- The estimated total cost for Maintenance Worker I position is \$52,538. This includes salary and benefits.
  - The funding for Silver Springs LLAD will help pay for this position. That is estimated to be \$10,370.
  - Additional savings to help pay for this position will come from the elimination of some contracted services at Eastwood Park and having those duties assigned to Park Maintenance staff. This is estimated to be a savings of \$3,000 which can be put towards the Maintenance Worker I costs.
  - The Park Department is expecting a 10% or \$4,000 reduction to maintaining the grounds by hiring another in-house skilled staff member.
  - The full-time Maintenance Worker One position will spend roughly 10-15% of their time working in the LLAD’S. \$4,000-\$5,000 will be absorbed by the various LLAD’S.
  - An existing Park Maintenance part-time position (30-hours or less) will be eliminated and that salary (estimated to be \$28,500 annually) will be applied to the new Maintenance Worker I position.
- The combination of aforementioned funding and savings will fund the Maintenance Worker I full-time position for an estimated \$50,370. Additional savings to cover the remaining can be realized through other cost-saving measures that total at least the difference (estimated at \$2,168). The Parks & Facilities Superintendent will work with the General Manager and Finance Officer to identify those measures.

**Recommendation**

Staff recommends that the Budget & Administration Committee endorse the creation of a Maintenance Worker I full-time position and forward this staff request to the Board of Directors.

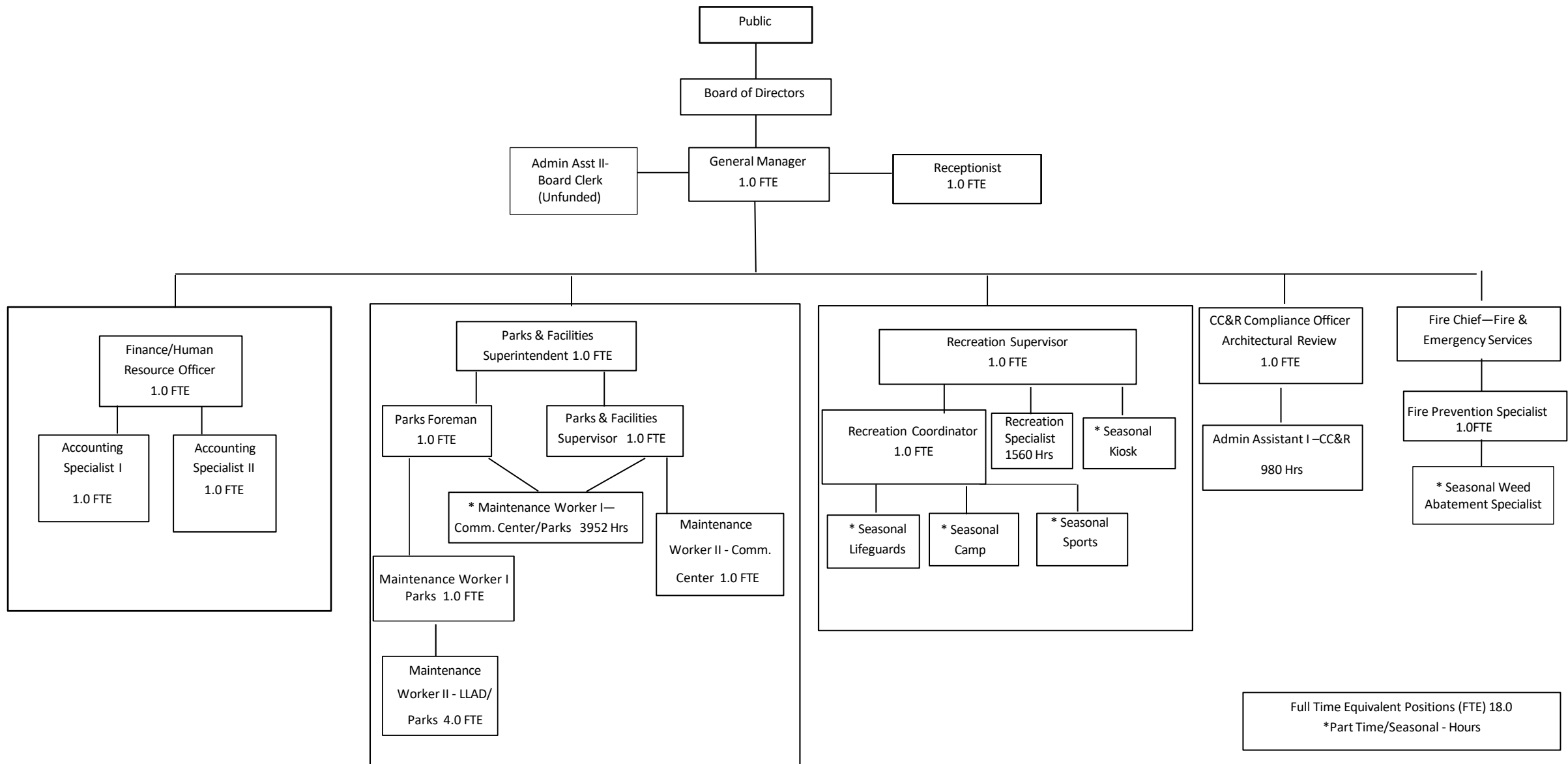
**Attachment**

6.a – Proposed District Organizational Chart

6.b – Updated Wage scale to add Maintenance Worker I to full time status

6.c – Maintenance Worker I job description

## Cameron Park Community Services District Org Chart



**ATTACHMENT 5B**

Current Entry	Current Top												
	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
		0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025	0.025

ANNUAL RATE **FY22/23** **COLA (3% from MOU 2022-2024, effective beginning December 2021 for 3 years )**

General Manager	NEGOTIATED = 135,000												
Parks Superintendent	64,168.00	65,769.60	67,412.80	69,118.40	70,824.00	72,612.80	74,422.40	76,294.40	78,166.40	80,142.40	82,160.00	84,198.40	86,299.20
Finance/Human Resources Officer	64,168.00	65,769.60	67,412.80	69,118.40	70,824.00	72,612.80	74,422.40	76,294.40	78,166.40	80,142.40	82,160.00	84,198.40	86,299.20
Accounting Specialist I/Admin Assist II Board clerk	39,769.60	40,747.20	41,766.40	42,806.40	43,888.00	44,969.60	46,092.80	47,257.60	48,443.20	49,649.60	50,876.80	52,166.40	53,476.80
Accounting Specialist II	55,224.00	55,515.20	56,908.80	58,302.40	59,779.20	61,276.80	62,816.00	64,396.80	65,998.40	67,620.80	69,326.40	71,094.40	72,841.60
Receptionist	33,092.80	33,862.40	34,777.60	35,630.40	36,545.60	37,440.00	38,396.80	39,332.80	40,331.20	41,329.60	42,369.60	43,409.60	44,512.00
Parks & Facilities Maintenance Worker I	32,240.00	33,030.40	33,856.16	34,708.96	35,583.08	36,478.52	37,395.28	38,333.36	39,292.76	40,273.48	41,275.52	42,298.88	43,364.88
Maintenance Worker II	35,110.40	35,963.20	36,857.60	37,793.60	38,750.40	39,728.00	40,705.60	41,724.80	42,764.80	43,825.60	44,928.00	46,051.20	47,195.20
Recreation Coordinator	39,769.60	40,747.20	41,766.40	42,806.40	43,888.00	44,969.60	46,092.80	47,257.60	48,443.20	49,649.60	50,876.80	52,166.40	53,476.80
Recreation Supervisor	55,224.00	55,515.20	56,908.80	58,302.40	59,779.20	61,276.80	62,816.00	64,396.80	65,998.40	67,620.80	69,326.40	71,094.40	72,841.60
CC&R Enforcement Officer	55,224.00	55,515.20	56,908.80	58,302.40	59,779.20	61,276.80	62,816.00	64,396.80	65,998.40	67,620.80	69,326.40	71,094.40	72,841.60
Parks and Facilities Supervisor	55,224.00	55,515.20	56,908.80	58,302.40	59,779.20	61,276.80	62,816.00	64,396.80	65,998.40	67,620.80	69,326.40	71,094.40	72,841.60
Parks Maintenance Foreman	42,848.00	43,908.80	45,011.20	46,155.20	47,278.40	48,484.80	49,712.00	50,918.40	52,208.00	53,518.40	54,849.60	56,222.40	57,616.00
Fire Preventions Specialist	42,848.00	43,908.80	45,011.20	46,155.20	47,278.40	48,484.80	49,712.00	50,918.40	52,208.00	53,518.40	54,849.60	56,222.40	57,616.00

HOURLY RATE **FY22/23**

General Manager	NEGOTIATED = 135,000												
Parks Superintendent	\$30.85	\$31.62	\$32.41	\$33.23	\$34.05	\$34.91	\$35.78	\$36.68	\$37.58	\$38.53	\$39.50	\$40.48	\$41.49
Finance/Human Resources Officer	\$30.85	\$31.62	\$32.41	\$33.23	\$34.05	\$34.91	\$35.78	\$36.68	\$37.58	\$38.53	\$39.50	\$40.48	\$41.49
Accounting Specialist I/Admin Assist II Board clerk	\$19.12	\$19.59	\$20.08	\$20.58	\$21.10	\$21.62	\$22.16	\$22.72	\$23.29	\$23.87	\$24.46	\$25.08	\$25.71
Accounting Specialist II	\$26.55	\$26.69	\$27.36	\$28.03	\$28.74	\$29.46	\$30.20	\$30.96	\$31.73	\$32.51	\$33.33	\$34.18	\$35.02
Receptionist	\$15.91	\$16.28	\$16.72	\$17.13	\$17.57	\$18.00	\$18.46	\$18.91	\$19.39	\$19.87	\$20.37	\$20.87	\$21.40
Parks & Facilities Maintenance Worker I	\$15.50	\$15.88	\$16.28	\$16.69	\$17.11	\$17.54	\$17.98	\$18.43	\$18.89	\$19.36	\$19.84	\$20.34	\$20.85
Maintenance Worker II	\$16.88	\$17.29	\$17.72	\$18.17	\$18.63	\$19.10	\$19.57	\$20.06	\$20.56	\$21.07	\$21.60	\$22.14	\$22.69
Recreation Coordinator	\$19.12	\$19.59	\$20.08	\$20.58	\$21.10	\$21.62	\$22.16	\$22.72	\$23.29	\$23.87	\$24.46	\$25.08	\$25.71
Recreation Supervisor	\$26.55	\$26.69	\$27.36	\$28.03	\$28.74	\$29.46	\$30.20	\$30.96	\$31.73	\$32.51	\$33.33	\$34.18	\$35.02
CC&R Enforcement Officer	\$26.55	\$26.69	\$27.36	\$28.03	\$28.74	\$29.46	\$30.20	\$30.96	\$31.73	\$32.51	\$33.33	\$34.18	\$35.02
Parks and Facilities Supervisor	\$26.55	\$26.69	\$27.36	\$28.03	\$28.74	\$29.46	\$30.20	\$30.96	\$31.73	\$32.51	\$33.33	\$34.18	\$35.02
Parks Maintenance Foreman	\$20.60	\$21.11	\$21.64	\$22.19	\$22.73	\$23.31	\$23.90	\$24.48	\$25.10	\$25.73	\$26.37	\$27.03	\$27.70
Fire Prevention Specialist	\$20.60	\$21.11	\$21.64	\$22.19	\$22.73	\$23.31	\$23.90	\$24.48	\$25.10	\$25.73	\$26.37	\$27.03	\$27.70

**PART TIME POSITIONS** (Generally less than 19 hrs per week) **CY 2023**

Admin Assist I (clerical)	15.50	15.88	16.28	16.69	17.11	17.54	17.98	18.43	18.89	19.36	19.84	20.34	20.85
Admin Assist II (Weed Abatemt,Board Clerk, Safety)	\$17.77	\$18.21	\$18.66	\$19.12	\$19.68	\$20.17	\$20.57	\$21.08	\$21.70	\$22.24	\$22.80	\$23.37	\$23.95
Parks & Facilities Maintenance Worker I	15.50	15.88	16.28	16.69	17.11	17.54	17.98	18.43	18.89	19.36	19.84	20.34	20.85
Recreation Specialist/Aquatics Coordinator	\$17.36	\$17.79	\$18.23	\$18.68	\$19.23	\$19.71	\$20.10	\$20.60	\$21.20	\$21.73	\$22.27	\$22.83	\$23.40

**SEASONAL POSITIONS** (Summer and/or year round periodically) **CY 2023**

Recreation Leader I- Day Camp Staff, Scorekeepers, Kiosk Staff, Concessions, Water Safety instructor (without Lifeguard Certifications)	15.50	15.88	16.28	16.69	17.11	17.54	17.98	18.43	18.89	19.36	19.84	20.34	20.85
Camp Director	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	21.18	21.7	22.25
Lifeguard- Swim Instructors + Lifeguard with Title 22 and ARC Lifeguard Certification	15.50	15.88	16.28	16.69	17.11	17.54	17.98	18.43	18.89	19.36	19.84	20.34	20.85
Head Lifeguard	16.15	16.56	16.97	17.40	17.83	18.28	18.73	19.20	19.68	20.17	20.67	21.18	21.7

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

<b>Job Title:</b>	Parks & Facilities Maintenance Worker I	<b>Department/Group:</b>	Parks and Facilities
<b>Location:</b>	Cameron Park Lake	<b>Will Train Applicant(s):</b>	Specific to assigned duties
<b>Level/Salary Range:</b>	Level/Salary Range	<b>Position Type:</b>	Full-Time
<b>OFFICE ADDRESS:</b> Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682 <a href="http://www.cameronpark.org">www.cameronpark.org</a>		<b>BENEFITS:</b> <input type="checkbox"/> Full-Time with all Benefits <input type="checkbox"/> Part-Time with Health only Benefits <input type="checkbox"/> Less than Part-Time with no Benefits <input type="checkbox"/> Seasonal with no Benefits	
<b>Job Description</b>			
<b>GENERAL DESCRIPTION OF POSITION</b> This is the entry-level class in the maintenance worker series. This class is distinguished from the Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance, and repair duties, being exposed to situations requiring and exercising fewer independent decisions, and working under closer supervision. Since this class is entry level, employees may have limited related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Maintenance Workers.			
<b>SUPERVISION RECEIVED/EXERCISED</b> Receives general direction from the Parks Supervisor, Foreman and/or Parks Maintenance Worker II.			
<b>ESSENTIAL JOB DUTIES</b>			
<ul style="list-style-type: none"> <li>• Performs a variety of maintenance, repair, and construction work on various facilities, structures, and systems including in the areas of parks and buildings; performs a variety of semi-skilled and heavy physical labor.</li> <li>• Janitorial work.</li> <li>• Operates construction and maintenance equipment; hand and power tools including but not limited to lawn mowers, edgers and trimmers, pruner, chipper, chain saws, auto scrubbers, floor burnishers, pool vacuums and drills; maintains tools and assigned equipment; performs preventive maintenance on equipment.</li> <li>• Transports equipment and material to work sites; loads and unloads equipment and materials.</li> <li>• Maintains, trims, prunes and removes trees, brush, and weeds along right-of-ways; removes broken branches and fallen trees from streets, sidewalks, drainage ditches, and creeks prunes and cuts limbs and foliage hanging over roads and sidewalks.</li> <li>• Performs various duties involved in the cleaning, repair, and maintenance of the parks and facilities including restrooms, and other District-owned/operated structures; performs general plumbing and electrical maintenance and repair duties; paints interiors and exteriors; performs carpentry projects; maintains flooring at assigned facilities.</li> <li>• Performs various grounds and landscape maintenance duties at parks and landscaped areas; maintains ball fields; plants, mows, edges, prunes, and fertilizes plant materials; installs, programs, adjusts, and maintains irrigation systems to ensure proper operating efficiency; repairs and adjusts sprinkler heads.</li> <li>• Applies fertilizers, herbicides, insecticides in parks; may prepare spray program recommendations.</li> <li>• Cleans debris and removes graffiti from park areas, parking lots, walkways, streets, and other facilities; rakes leaves; inspects and clears obstructions from storm drains and ditches; empties refuse containers; transports debris and refuse to dump site as required.</li> <li>• Maintains playground equipment and play areas.</li> </ul>			

## Cameron Park Community Services District

- Sets up rooms and facilities for various public events; performs tear-downs after events.
- Maintains and cleans swimming pools and maintains proper chemical balance.
- Performs special projects as required; installs, repairs, and maintains decorations, banners, and flags as necessary.
- Provides courteous customer service; responds to questions and inquiries from the general public regarding various concerns; resolves customer problems or complaints.
- Maintains cleanliness of assigned work areas/facilities and cleans and maintains assigned vehicles and equipment.
- Maintains assigned records, inventories and reports.
- Utilizes proper safety precautions and personal protective equipment (PPE) related to all work performed.
- Adjusts work schedule as required to assist with events and seasonal needs.
- Performs related duties as required.

### **KNOWLEDGE OF:**

Methods and techniques of general construction, maintenance, and repair related to the area of work assigned. Basic operation of equipment used in cleaning, maintenance and reports such as, but not limited to mops, vacuums, floor buffers, lawn mowers, hedge trimmers, pressure washers, hand and power tools. Operational characteristics of maintenance and construction equipment and tools used in the area of work assigned. Proper procedures used in the maintenance and repair of hand and power tools. Materials, methods, terminology, and tools used in the building maintenance and repair. Landscape maintenance and construction materials, methods, terminology, and tools including principles used in the application of chemicals. Tree care, pruning, and removal principles and practices. Principles and practices of record keeping. Occupational hazards and standard safety practices. Basic arithmetic including addition, subtraction, multiplication and division; calculation of decimals, ratios, percentages and fractions.

### **ABILITY TO:**

Perform a variety of maintenance, construction, and repair work in the area of work assigned. Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions. Ensure adherence to safe work practices and procedures. Work independently in the absence of supervision. Maintain records including time and material use records. Prepare reports and forms such as accident reports, incident reports and inventory lists and calendars using a prescribed format. Safely drive and skillfully operate power equipment and hand tools involved in parks and buildings. Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High school diploma or equivalent desirable.
- Some general maintenance experience is desirable.

### **PREFERRED SKILLS AND/OR CERTIFICATIONS** (or ability to obtain within one (1) year)

- Possession of a valid California driver's license, good safe driving record and proof of insurability are required and must be maintained throughout employment.
- Successful candidates for employment will be required to undergo a medical examination, drug screening and Department of Justice background check.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillation (AED) certificates or ability to obtain and maintain it throughout employment.

### **EQUAL OPPORTUNITY EMPLOYER**

Cameron Park Community Services District is an Equal Opportunity Employer.





## **Agenda Transmittal**

**DATE:** February 8, 2023

**FROM:** André Pichly, General Manager  
Christina Greek, Finance Officer

**AGENDA ITEM 7:** **FIRST RESPONDER FEE POLICY, PROCEDURES, AND HARDSHIP WAIVER**

**RECOMMENDED ACTION:** Discuss, endorse and forward to the Board of Directors the proposed policy and procedures for collection of First Responder Fees and hardship waiver program.

### **Introduction**

On August 17, 2022, the Board of Directors approved Ordinance 2022-01 that established the District's First Responder User Fee, authorized under Section 13916 of the California Health and Safety Code, as a cost recovery tool for providing first responder Advanced Life Support Paramedic (ALS) services to the community. The First Responder Fee is designed to cover enhanced services of Advanced Life Support on engines. It is only charged on medical aids where engine personnel assist in patient care.

### **Background**

The First Responder Fee was developed by an average of hourly costs for crew members, equipment costs, administrative and station support costs, multiplied by the average time spent on scene (including enroute and return time) of medical aids by first responders, as specifically outlined in the Nexus Study prepared for the CSD, by DTA Consulting, which was approved by the Board of Directors on March 16, 2022.

On August 17, 2022, staff described to the Board how the District would contract with Wittman Enterprises, LLC, who would handle the billing of individuals who had received ALS services from the Cameron Park Fire Department. The Board of Directors discussed the need for a policy and defined process, including how the District would allow those unable to pay the fee to get a waiver per the approval of the General Manager, and an appeal process that could be brought before the Board of Directors.

On October 19, 2022, staff brought a contract for billing services, a draft policy and procedures, and a waiver application to the Board of Directors for approval. The Board approved the contract with Wittman Enterprises, LLC, but asked staff to bring the policy and procedures back to the Budget & Administration Committee for further discussion and review.

The Finance Officer is in the process of establishing an account with the District's bank solely for the purpose of receiving collected First Responder Fees.

**Fiscal Impact**

It is estimated that the First Responder User Fee could help the District recover \$100,000.00 to offset costs of First Responder Services that include Medical Aid.

**Recommendation**

Staff recommends that the Budget & Administration Committee review and endorse the First Responder User Fee policy, procedures and hardship waiver program, or suggest modifications as needed, and forward it to the Board of Directors for approval.

Attachments:

7.a – Policy, Procedures and Hardship Waiver Program

7.b – Hardship Waiver Application

### **CAMERON PARK COMMUNITY SERVICE DISTRICT FIRST RESPONDER USER BILLING POLICY**

#### **PURPOSE**

The purpose of the ALS Billing Policy is to provide information and direction on billing and collection for the Cameron Park Community Services District's Advanced Life Support services (ALS).

#### **RESPONSIBILITY**

It is the responsibility of the Cameron Park Community Services District to seek reimbursement for Cameron Park Fire Department ALS expenses from patients including those covered by third-party insurance agencies. All personnel are responsible to understand and comply with this policy.

#### **POLICY**

It is the policy of the Cameron Park Community Services District Department that ALS services provided by the Cameron Park Fire Department will be billed for as applicable within this policy.

#### **PROCEDURES**

The Cameron Park Community Services District reimbursement for Cameron Park Fire Department ALS, including treatment when ambulance transport is not provided.

- Using a third-party billing service, the Cameron Park Community Services District shall bill for applicable services of a Cameron Park Fire Department ALS response whether or not the patient and/or the primary on scene medical provider deems ambulance transport as necessary.
- Insurance agencies and patients help pay for Cameron Park Fire Department ALS
- The Cameron Park Community Services District sets the reimbursement rate for ALS.
- Billing accounts 180 days or older are sent to the Cameron Park Community Services District for possible collections, unless the account is active.

#### **PCRs**

An acceptable PCR is to be signed by the actual patient or the legal guardian of the patient. The PCR must include the names of Cameron Park Fire Department ALS personnel on the First Response as well as the assigned vehicle number. Shared PCR by the First Responder and the Transporting Agency are acceptable, providing First Responder information is included with transport details and patient demographics.

#### **PATIENT PRIVACY**

It is the policy of the Cameron Park Community Services District and Cameron Park Fire Department to protect the confidentiality of all patients receiving Cameron Park Fire Department ALS, as identified under federal and state law. Patient confidentiality must never be compromised. Neither the Cameron Park Community Services District or Cameron Park Fire Department personnel shall divulge a patient's identity, medical information, or other confidential patient information to persons other than those professionals who have a "valid need to know" according to the Health Insurance Portability and Accountability Act (HIPAA) provisions.

For Cameron Park Fire Department ALS billing disputes or appeals, patients should contact the Cameron Park Community Services District Administrative office at (530) 677-2231.

**BILLING FOR FIRST RESPONSE CALLS**

The third-party billing service shall:

- prepare all written requests for Insurance Information and other invoice mailings to patients.
- send the first invoice within four (4) days of receipt of the fully-completed First Responder and/or Transporting Agency PCR(s).
- provide a toll-free telephone number to patients in patient correspondence.
- will make an initial telephone call to each patient to elicit any insurance information from the patient or the patient’s family.

If the third-party billing service is unable to obtain complete insurance information from the patient, they will send additional insurance information requests/invoices to the patient for a total of two invoices.

**General Protocol**

1. The third-party billing service uses all available methods to identify missing or incomplete patient information.
2. The third-party billing service bills third-party payers and/or patients based on the information provided by the Cameron Park Fire Department and any other credible third-party source.
3. If a patient has not responded to the phone call or either of the two invoices, the bill is considered for referral to a collection agency by the Cameron Park Community Services District, with the exception of accounts being considered for waiver due to hardship.
4. Monthly, the third-party billing service provides Cameron Park Community Services District personnel with a list of accounts for referral to a collection agency. The list contains patients whose contact or billing information could not be obtained by the billing contractor, and patients who have not responded to the bill schedule.

**Sample Schedule**

1) Request for Insurance Information Invoice	Immediately
2) Phone call to patient	15 days
3) Final Request for Information Invoice	30 days

**Third-Party Billing Service Responsibilities and Services**

- a) Screen, prepare, and submit claims to any and all payers,
- b) Track and trace all claims submitted,
- c) Resubmit or otherwise resolve denied or disallowed claims,
- d) Retain all source documents,
- e) Provide adequate precautions to protect confidentiality of patient records in accordance with applicable state and federal law,
- f) Timely submit claims, predicated upon normal working conditions,
- g) Conduct all contact and correspondence with beneficiaries or responsible parties.

**Provider Services and Responsibilities**

- a) Provide third-party billing service with the proper documentation necessary to prepare claims and reach final adjudication,

## Attachment 6.a

- b) Provide third-party billing service with any correspondence from the fiscal intermediaries, insurance, attorneys, patients, in order for Consultant to perform proper follow up of outstanding billings and proper posting and tracking of accounts receivable,
- c) Obtain patient signature or patient representative signature on trip ticket.

### **First Responder User Fee Hardship Waiver**

- a) Residents living within the district boundaries of the Cameron Park Community Services District can receive a one-time hardship waiver by demonstrating they receive the discounted rate through PG&E's CARE program for the same address and in the same name, and must provide a copy of their PG&E utility bill as proof they live at the address located in the Cameron Park Community Services District.
- b) Complete a First Responder Fee Hardship Waiver application form and submit the application and a copy of their current P&E bill for the same address and show participation in the CARE program. The PG&E bill must be dated within the past two months of application date.
- c) Individuals not living within the district boundaries of the Cameron Park Community Services District are not eligible for a First Responder Fee Hardship Waiver.
- d) The General Manager will review each request form and documentation and a decision will be based on the information provided in the form and documentation.
- e) Should the General Manager decline the hardship waiver, the individual may appeal the decision to the Board of Directors.



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

### First Responder Fee Hardship Waiver Application

The Cameron Park Community Services District offers a one-time Hardship Waiver to qualifying residents. The guidelines listed below must be met to qualify for the Hardship Waiver:

- 1) You must live at an address located in the Cameron Park Community Services District. Individuals living outside the Cameron Park Community Services District are ineligible for fee waiver.
- 2) The PG&E bill must be for that Cameron Park address, in the name of the person residing at that address and dated within the past two (2) months and attached/included with this form.
- 3) Your household must participate in the California Alternate Rates for Energy (CARE) program with Pacific Gas & Electric (PG&E).

I state that the information I have provided is true and correct. I understand that if I receive a one-time hardship without qualifying for it, I may be required to pay back the hardship I received.

First and Last name \_\_\_\_\_ Phone # \_\_\_\_\_

Residential Address: \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature



## Agenda Transmittal

**DATE:** February 8, 2023

**FROM:** Christina Greek, Finance/HR Officer

**AGENDA ITEM #8:** Executech Managed Services Agreement 2023

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

### **Background**

In June 2017, the District's General Manager entered into a one-year Managed Services Agreement, which was amended by the District to extend the agreement for an additional year in May 2018 and amended again for an additional three years in August of 2019. The current amendment to the original agreement expired on May 21, 2022.

### **Discussion**

The District's Purchasing Policy required that we release a formal RFP (Request for Proposals) due to the amount of the contract being over \$25,000.00. The District released the RFP on October 20, 2022, with a closing date of November 18, 2022. The District received 2 responses to our request. While conducting a comparison of the two proposals staff found that Executech was the lower contract. The total monthly cost for services per their proposal with Executech is \$2,953.56. The competing company's monthly charges per workstation/server came out to be \$4,860 with an initial onetime \$2,200 service cutover fee.

### **Fiscal Impact:**

The fiscal impact to the District is approximately \$35,500.00 annually and has been factored into the current FY 2022/2023 budget.

### **Recommendation:**

Staff recommends that the Budget & Administration Committee move this item forward to the Board of Directors for approval.

### **Attachment:**

8a- Managed Services Agreement 2023

# 2023 MANAGED SERVICES AGREEMENT



3/1/2023

CAMERON PARK COMMUNITY SERVICES DISTRICT



## Proposal Team

Name	Role	Phone	E-mail
Steve Petty	General Manager, Sacramento	916.753.1136	<a href="mailto:steve.petty@executech.com">steve.petty@executech.com</a>
Brandon Petty	Account Manager	530.333.7232	<a href="mailto:brandon.petty@executech.com">brandon.petty@executech.com</a>
Amy Norris	Director of Services	916.753.1092	<a href="mailto:amy.norris@executech.com">amy.norris@executech.com</a>

## Partner Details

Name	Cameron Park Community Services District
Address	2502 Country Club Drive – Cameron Park, CA – 95682
Primary Contact Name	Andre Pichly
Primary Contact Phone	530.350.4651
Primary Contact Email	<a href="mailto:apichly@cameronpark.org">apichly@cameronpark.org</a>

## Revision History

Revision	Revision Date	Name	Notes
1.0	Nov. 2022	Brandon Petty	Initial Proposal
1.1	Jan. 2023	Brandon Petty	Amended Proposal

**Contents**

**1. TERM OF SOW ..... 4**

- a. Initial Term ..... 4
- b. On-boarding ..... 4
- c. Transfer of Services..... 4
- d. Strategic Business Change ..... 4
- a. Managed Services Packages ..... 5
- b. Managed Services Definitions..... 6
  - Monitoring Services ..... 6
  - Maintenance Services..... 6
  - Management Services..... 6
  - Co-Managed IT Services ..... 7
  - Staff Augmentation ..... 7
  - Business Applications Software ..... 7
- c. Service Provider Responsible for Its Employees/Contractors ..... 8
- d. Services Framework and Scope..... 8

**3. RESPONSE AND RESOLUTION TIME AND ESCALATION ..... 8**

**4. FEES AND PAYMENT SCHEDULE ..... 9**

- a. Monthly Fees (Refer to Appendix B)..... 9
- b. Annual Base Fee Adjustments ..... 9
- c. Fees for Increased Coverage..... 9
- d. Fees for Additional Services..... 9
- e. Fees for Travel ..... 9

**5. TAXES ..... 9**

**6. EXCLUDED SERVICES ..... 10**

**7. ACCEPTANCE..... 10**

**ADDENDUM – TERMS AND CONDITIONS ..... 10**

**8. APPLICABILITY ..... 12**

**9. SERVICES..... 12**

**10. PAYMENT TERMS..... 12**

**11. CONFIDENTIALITY ..... 12**

**12. NON-SOLICITATION ..... 13**

**13. RESPONSIBILITIES ..... 14**

**14. LIMITATION OF LIABILITY..... 16**

**15. MISCELLANEOUS ..... 17**

**APPENDIX A – SERVICE LEVEL AGREEMENTS** ..... 21

    Response Time and Service Level Agreement.....20

    Service Priorities Definitions .....20

    Hours of Service.....20

**APPENDIX B – FEES AND PAYMENT SCHEDULE**..... 21

**a. Monthly Fees** .....21

**APPENDIX C – ACH FORM** ..... 22

This Statement of Work (this “SOW”) is entered into between **Cameron Park Community Services District**, hereinafter referred to as “Client”, and Executech, Inc., hereinafter referred to as “Service Provider”.

## 1. TERM OF SOW

### a. Initial Term

This SOW is effective upon **March 1, 2023** and shall remain in force for a period of three (3) years (“Initial Term”). This SOW, along with the most recent amended Base Rate, will automatically renew for a subsequent one (1) year term beginning on the day immediately following the end of the Initial Term, unless either party gives the other 90 days prior written notice of its intent to renegotiate or terminate this SOW.

### b. On-boarding

On-boarding of a new Client can take forty-five to sixty (45-60) days depending on the size and scope of the project and concurrent Client on-boarding. Once on-boarding has initiated, the Client will be introduced to an on-boarding team. The on-boarding team will provide the Client with the timeline of the servicing and service expectations. During on-boarding, the discovery of additional agents and devices can occur, which may alter the initial monthly estimate in the SOW (Refer to Appendix B). A review of all discovered agents and devices will be held with each Client and any pricing adjustments will be addressed and resolved.

### c. Transfer of Services

At the termination of the SOW, Service Provider will upon request, assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay Service Provider for the actual costs of rendering such assistance, calculated at Service Provider’s then hourly rate for services provided during normal working hours.

### d. Strategic Business Change

For significant strategic business changes, to include but not limited to mergers, acquisitions, joint ventures, divestitures, splits, or other business activities that could affect the services of the SOW, the Client shall provide notice of anticipated changes to the Service Provider ninety (90) days in advance. All strategic business changes should jointly be discussed to evaluate service direction and expectations.

## 2. SERVICES PROVIDED

### a. Managed Services Packages

Service Provider will provide Client the services described as **Proactive** in the following table.

Category / Description:	Proactive	Comprehensive
Per User / Device [1]:	\$60.00	\$115.00
Per Server:	\$130.00	\$255.00
Per Site [2]:	\$150.00	\$150.00
Per Storage / Backup Device:	\$50.00	\$50.00
Per Network Device:	\$25.00	\$25.00
<b>Systems Monitoring:</b>		
Automated:	24x7x365	24x7x365
Staffed [3]:	24x7x365	24x7x365
Remote Help Desk Access:	Included	Included
<b>Management &amp; Maintenance:</b>		
Workstations:	Remote	Remote/On-Site
Infrastructure:	Remote	Remote/On-Site
DSA Certification Required:	NA	Yes
<b>Maintenance Support: Remote</b>		
Help Desk (Hourly):	Included	Included
Data Center (Hourly):	Included	Included
<b>Maintenance Support: On-Site</b>		
Help Desk (Hourly):	\$175.00	Included
Data Center (Hourly):	\$270.00	Included
Project Rates:	\$150.00-\$270.00/Hr	\$150.00-\$270.00/Hr
<b>Additional Services:</b>		
Backup	Monitor & Management	Monitor & Management
Monitored Device Inventory	Included	Included
Policy & Procedure Document Access	Optional	Included
Hardware and Software Procurement Services	Included	Included
Annual IT Strategic Planning	Optional	Included
Workstation Setup Not-to-exceed price [4]	up to \$455.00 per w/s	up to \$455.00 per w/s
<b>NOTES:</b>	[1]	Per Named User or Workstation, whichever is greater. Devices include (1) Desktop or Laptop with Anti-virus Software and (1) non-windows mobile device.
	[2]	Covers one firewall and one switch per location.
	[3]	Live Help Desk Services are available 24/7/365. Critical issues will be escalated and handled by our on-call technical team.
	[4]	Workstation setups fees will not exceed \$ 455.00 per unit. This pricing applies only to workstations provided by Executech. Not to exceed installation fees do not apply to workstations purchased directly by the Client.

## b. Managed Services Definitions

In general, the types of services provided under the contracts are as follows and are either included or for an additional fee. (Refer to Appendices for applicable charges)

### Monitoring Services

- Software-based monitoring of all devices included in the contract. These systems are monitoring 24x7x365 by the system included in the service.
- Automated alerts for IT based on specific thresholds and performance targets available.
- Service Provider staff will monitor and remediate based on the service package selected.
- Enhanced Anti-virus Software is included within this SOW for covered Servers and Workstations.

### Maintenance Services

- Unlimited “break/fix” service desk support for users regarding their business desktop and/or laptop computers. Where devices are outside of warranty, the device may be replaced at Client cost rather than repaired with Client’s prior approval, and any device outside of warranty will incur a 20% increase in base price coverage (Refer to Appendices for base prices)
  - Virus and Ransomware remediation is a difficult and complicated process without a guaranteed outcome, so Client will be allotted two hours of “best effort” troubleshooting by Executech per outbreak and be billed for services under standard hourly rates thereafter.
- Maintenance of workstations for security updates and patches.
- Maintenance and troubleshooting existing data center infrastructure including network (i.e., LAN/WAN) devices.
  - Infrastructure hardware must be under current support SOW to get timely support. Items not under a current maintenance SOW will be allotted one hour of best effort troubleshooting and be services under standard hourly rates thereafter.
  - Business class hardware is required, which is defined as equipment that can be joined to a domain, managed, and under warranty with the manufacturer. This equipment should meet the Client’s needs for 3 to 5 years.
- Support e-mail usage for mobile devices.
  - Due to the wide range of applications and services provided by mobile devices, additional support is based on best effort.
- Assist in the support of printers and work with managed print services company for printer support. Printers not under a current maintenance SOW will be allotted one hour of best effort troubleshooting and be services under standard hourly rates thereafter.
- Backup management and maintenance. Refer to Appendices for supported backup solutions.
- Infrastructure (Server, switch, firewall) firmware review and upgrades.

### Management Services

- Inventory management for the devices covered in the contract including those added during the term of the SOW.
- Coordination with Client's vendors for access and/or connectivity to Client's network, only with Client's prior permission.
- Executech may offer referrals to vendors known by Executech for Client's needs that fall outside of Executech's Service offerings or Maintenance responsibilities, i.e., telco services, hosting services, printing vendors. Executech has no responsibility to manage these vendors on the Client's behalf unless the vendor works directly for and is engaged by and paid by Executech.
- IT Hardware, software, and services procurement, excluding specialty software and equipment (e.g., we may not resell business specific software).
- Access to Executech standard policy and procedure documents for common IT use cases.
- Client Success Managers to assist in IT strategy planning and budgeting meeting.

### **Co-Managed IT Services**

- This SOW does not include Co-managed IT Services. Co-Managed IT Services are defined as the instance when a Client has an internal IT person(s), employed by the Client, that supports the on-site day to day issues for the Client while Executech provides proactive/reactive monitoring, remediation, and escalation of issues. Executech encourages the use of our support tools such as ConnectWise, Automate and Auvik which promotes unilateral teamwork between the Client and Executech. If these services are provided within this SOW, they will be reflected in the Fees and Payment Schedule accordingly.

### **Staff Augmentation**

- This SOW does not include Staff Augmentation. Staff Augmentation is defined as a Executech on-site full-time equivalent IT person(s) to support the day-to-day issues for the Client. This or these on-site persons(s) will be augmented by the Executech remote Team which will provide monitoring, remediation and escalation of IT issues. The on-site resource(s) will utilize tools such as ConnectWise, Automate and Auvik. This Executech staff member(s) will report on-site daily during Client's normal working hours, Monday through Friday. For vacation or sick days, the Executech remote Team will provide support in their absence, which may include on-site or remote assistance. If these services are provided within this SOW, they will be reflected in the Fees and Payment Schedule accordingly.

### **Business Applications Software**

- Assist in preparing for software upgrades, updates/changes for the IT environment to support. Business Applications software shall be covered under a vendor maintenance SOW. Business software vendor is responsible for troubleshooting of the application and performing software upgrades and updates. Executech will work in conjunction with the vendor to troubleshoot any network issues as they arise.
- See Appendix A for all standard response times and escalation procedures.

### c. Service Provider Responsible for Its Employees/Contractors

All services rendered will be provided by Service Provider's employees and/or contractors and Service Provider will be solely responsible for directing, managing, and supervising such employees' and/or contractors' daily activities while they are performing the Services.

### d. Services Framework and Scope

The framework for services provided is expected to include all items as defined in the Managed Services Package and the corresponding description of services. Additionally, this is further defined by the items below:

- Maintenance includes minor software updates to software and devices in the contract.
- Vendor software support means working with the vendor technical support teams to maintain software that is installed on covered computers.
  - This will be done as a "best-effort" and should not be construed as a guarantee of resolution since Service Provider is not the creator of the software. Client is expected to maintain manufacturer software support for all applications.
- Major upgrades between Operating Systems and software versions are significant efforts with important planning and may require new hardware, therefore these are a Project Request and not a maintenance task of the SOW.
- New equipment roll-outs for upgrades, etc., are project-based tasks. For New Workstation set-ups, refer to Section 2.a. for not to exceed workstation set-up pricing. Not to exceed pricing will only apply to workstations purchased through Executech. Workstations purchased directly by Client will be installed by Executech staff on a Time and Materials basis.
- Services requiring staff to support items outside of maintenance are deemed projects. This includes office moves, data center relocations, etc.
- Service Provider is positioned to serve the Client's Project Request needs. Such engagements might include new software implementations/migrations, infrastructure upgrades, and office remodel/relocations. A specific scope of work and fee schedule will be provided for each Project Request allowing the Client to make the best possible IT decisions with the Services provider.

## 3. RESPONSE AND RESOLUTION TIME AND ESCALATION

Requests for services may be sent by any of the Client's authorized staff and tracked centrally through Service Providers Help Desk Management Software. Each request from Client will be assigned an Incident Number for tracking. Service Provider's response, resolution and escalation process will coincide with that of the Client and will be modified at the Client's request. All Incidents will be subject to the Service Level Agreements response times designated in Appendix A.



## 4. FEES AND PAYMENT SCHEDULE

### a. Monthly Fees (Refer to Appendix B)

Service Provider will invoice Client 30 days in advance of services on a monthly basis, and the Base Fee will become due and payable on the first of every month through ACH (Refer to Appendix D). Please refer to the Terms and Conditions Addendum below for explanation on late fees and open balances.

### b. Annual Base Fee Adjustments

In addition to any adjustments related to additions or subtractions for specific users or devices, the most current SOW Base Fee will increase 5% annually on the anniversary date to accommodate general market increases anticipated. The escalation amount will automatically be applied to the adjusted Base Fee.

### c. Fees for Increased Coverage

Upon the addition or subtraction of a user/device, server, storage/backup device, network device, new business site, or any other device management previously agreed to, an SOW amendment to the monthly billing will be created and automatically updated to the invoice on the next monthly billing cycle. The amendment will reflect the new pricing for the Client's monthly billing and the amendment will be sent to the Client for awareness.

If Client desires to add additional services in areas of the contract, Service Provider and Client's management will both review and approve the request in writing prior to adjusting the contract according to the specified rate in the contract. If no contract rate is defined for the service requested, Service Provider and Client will negotiate the amount of such a change and enter into an appropriate written amendment or addendum reflecting such increases.

### d. Fees for Additional Services

From time to time, Client may request services not covered by this SOW. In such instances, applicable services will be provided at the rates listed in the selected SOW coverages (Appendix B), otherwise, all other additional services will be billed outside of the SOW.

### e. Fees for Travel

Airfare, hotel, and other travel expenses will be passed on to Client at cost when requested to travel on the Client's behalf.

## 5. TAXES

It is understood that any federal, state, or local taxes applicable to the Services shall be added to each invoice for services or materials rendered under this SOW. Client shall pay any such taxes unless a valid exemption certificate is furnished to Service Provider for the state of use. The parties acknowledge and agree that Client shall not be liable for any payroll taxes associated with Service Provider's employees, all of which shall be borne by Service Provider.

## 6. EXCLUDED SERVICES

Services in the fee of this SOW do not include:

- a. Items defined in the contract as Project Requests. These can be completed by the Service Provider as separate projects outside of standard maintenance and management services in this SOW.
- b. Failure due to natural or man-made disasters, building modifications, power failures, Internet outages or other adverse environmental conditions or factors.
- c. Troubleshooting or remediation of Employee home networks or technology or the remediation of third-party facilities such as Client or Client locations, hotels, conference centers or public wireless access.
- d. Business Applications support, upgrades, updates, and changes would not be covered under this SOW.

## 7. ACCEPTANCE

IN WITNESS WHEREOF, the parties hereto have caused this Information Technology Services Agreement to be signed by their duly authorized representatives as of the date set forth below.

Accepted by:

---

Steve Petty	Executech	Date
-------------	-----------	------

---

Andre Pichly	Cameron Park Community Services District	Date
--------------	---	------

## ADDENDUM – TERMS AND CONDITIONS

### 8. APPLICABILITY

- a. The accompanying Statement of Work (“**SOW**”) is an agreement by CAMERON PARK COMMUNITY SERVICES DISTRICT (“**Client**”) for the purchase of the services provided by EXECUTECH UTAH, LLC (“**Service Provider**”) in accordance with and subject to these terms and conditions (these “**Terms**” together with the SOW, this “**Agreement**”).
- b. This Agreement, together with any documents incorporated herein by reference, constitutes the sole and entire agreement of the parties, and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. In the event of any conflict between these Terms and the SOW, the SOW shall govern. These Terms prevail over any terms and conditions contained in any other documentation and expressly exclude any of Service Provider’s general terms and conditions or any other document issued by Service Provider in connection with this Agreement.

### 9. SERVICES

- a. Service Provider shall provide the services to Client as described in the SOW (the “**SOW**”) in accordance with these Terms.

### 10. PAYMENT TERMS

- a. Due. Unless otherwise stated, Service Provider offers Net 30 terms to Client. Invoices are past due if they are not paid in full within thirty (30) days from the invoice date.
- b. Late Fees. If Client fails to pay within the terms provided, interest on the unpaid balance will begin to accrue at the lesser of the maximum rate permitted under applicable law or one and one-half percent (1.5%) per month from the date due.
- c. Open Balances. Clients with open balances more than ninety (90) days from the invoice date will be evaluated for suspension of any and all Services and will be evaluated to have the open balance submitted to a collection agency. Client agrees to pay for any and all collection costs and/or attorney’s fees.
- d. Credit Card Fees. All payments made with a credit card are subject to a three percent (3%) convenience fee, per transaction.
- e. Service Fees. As outlined in the SOW, service fees shall increase each year on the anniversary date of this agreement by the greater of 5% or the increase in the U.S. consumer price index, with such increase not to exceed 10% per annum.

### 11. CONFIDENTIALITY

- a. Client Confidential Information. Client acknowledges Service Provider may acquire information of Client, or Client’s customers, that Service Provider knows Client considers to be confidential and proprietary (“**Client Confidential Information**”). Examples may include, without limitation, customer lists, pricing, purchase records, financial records, tax records, medical records, and legal records. Service Provider will

use commercially reasonable efforts to maintain the confidentiality of Client Confidential Information and will not use it for Service Provider's own benefit or disclose it to third parties without the prior written consent of Client, except as expressly permitted herein. Service Provider may disclose Client Confidential Information to its employees, consultants, or others to perform Services for Client. This provision will not extend to information that (i) Service Provider already knew, (ii) Service Provider learns independently of Client, (iii) becomes generally available through no fault of Service Provider, or (iv) Service Provider is legally obligated to disclose. Notwithstanding the foregoing, Client Confidential Information may be disclosed to the officers, directors, employees, agents, or representatives of Service Provider on a "need to know" basis for the purposes of performing its respective obligations pursuant to this Agreement.

- b. Provider Confidential Information. Client acknowledges that it may acquire Service Provider's proprietary checklists and installation/configuration procedures, and other information of a proprietary or confidential nature, which Service Provider considers confidential information ("**Service Provider Confidential Information**"). Client will use commercially reasonable efforts to maintain the confidentiality of Service Provider Confidential Information and will not disclose Service Provider Confidential Information to third parties without the prior written consent of Service Provider.
- c. Advertising and Publicity. Except for materials already made public, neither party will distribute any news releases, articles, brochures, speeches, or advertisements concerning this Agreement, nor use the other party's name or trademarks (or any variation thereof), without the other party's prior written consent, which will not be unreasonably conditioned, withheld, or delayed.

## 12. NON-SOLICITATION

- a. Term. Client hereby expressly recognizes the expertise of Service Provider's employees and covenants to not solicit or encourage, directly or indirectly, any of Service Provider's employees for work not contemplated in the SOW, including without limitation (i) private use of the Service Provider employee by Client or its affiliate; (ii) making offers to the Service Provider employee in an attempt to lead the Service Provider employee from Service Provider and to Client; (iii) requesting any information regarding Service Provider or its employees that is not contemplated by the SOW and/or has not been authorized by Service Provider; (iv) attempting to engage the Service Provider employee in "side work" or "moonlighting prospects" in which the Service Provider employee would do work for Client, or one of its affiliates, outside of the scope of the SOW regardless of whether the Service Provider employee would or would not receive additional compensation not expressly stated in the SOW; (v) any and all attempts to disenfranchise the Service Provider employee from his/her employment relationship with Service Provider; and (vi) making any attempt whatsoever, in any degree, to solicit work from the Service Provider employee, either on a contractual basis, as party to a competitor of the company, or through full-time employment.
- b. Penalty. If written approval is not provided by the CEO of Service Provider and Client violates the provisions of this Section 5, Client will pay Service Provider liquidated damages in an amount equal to the total compensation, including salary, wages, bonuses, commissions, equity, employee benefits, cost of training, etc., that the applicable Service Provider employee received during the prior twelve (12) months of employment or \$100,000.00, whichever is greater. Because of Service Provider's unique offering and the difficulty of determining actual damages associated with losing trained Service Provider Employees, the parties acknowledge that the measure of liquidated damages set forth in this Section 5 is reasonable.

This provision for damages will not limit remedies against Client for any other breach of this Section 5 or from asserting any cause of action independent of it.

### 13. RESPONSIBILITIES

- a. Shared Responsibility. Client is responsible for: (i) cooperating with Service Provider in the provision of the Services; (ii) providing timely and effective performance of its responsibilities, decisions, and approvals; (iii) procuring and paying for any equipment, supplies, or software necessary to support its information technology system as well as to support the delivery of the Services; and (iv) providing any applicable system and IT infrastructure documentation as requested.

If Service Provider arrives at the scheduled service time and determines Client has failed to comply with this Section 6(a), Services may be denied, and a cancellation charge will be assessed on a time-and-materials basis.

- b. Access. Service Provider may install software to access Client's equipment and check the status of antivirus/patches as well as to make repairs. If Client wishes to decline this software installation and subsequent access, Client must notify Service Provider in writing. Client will also provide Service Provider access to user workstation areas and the name, phone number, email address and title for each authorized user. Every user must be listed as an authorized help desk caller.
- c. Information and Technology. Client will provide accurate information to Service Provider in connection with the Services. Client will maintain current software, hardware, and operating systems necessary for the provision of the Services. All servers and computers must be running an operating system that is no closer than one (1) year from being end of life, and currently under a manufacturer's warranty. All software must be genuine, licensed and vendor-supported. Client understands the Services and system are subject to external factors not within Service Provider's control. Client will ensure that its internet connection is secure. Client will obtain all necessary software licenses, hardware warranties, data file storage, backups, and other support necessary for Service Provider to provide the Services. All systems must use Service Provider's designated anti-virus and anti-malware software. The network must have Service Provider approved firewalls, access points, and managed switches that are currently licensed, up-to-date, and vendor-supported.
- d. EULAs. Portions of the Services may require Client to accept the terms of one or more third-party end user license agreements ("**EULAs**"). If the acceptance of a EULA is required to provide the Services to Client, Client hereby grants Service Provider authority to accept such EULA on Client's behalf. EULAs may contain service levels, warranties, and liability limitations that differ from those contained in this Agreement. Client agrees to be bound by the terms of such EULAs and will look only to the applicable third-party provider for any claim pursuant to such EULAs.
- e. Data Backup. Client agrees to back up all data, files, and information prior to the performance of any Services and hereby assumes sole responsibility for any lost or altered data, files, or information.
- f. Reliance on Representations. Service Provider will be entitled to rely on the representations of Client's management and staff.
- g. Reliance on Data. In order to keep the costs of the project to a minimum, Client staff may be utilized to supply basic data and documents. Service Provider will be entitled to rely on any data obtained from

Client personnel will be accurate. This data will be analyzed to determine the existing hardware/software architecture.

- h. Environment, Network, Equipment, or System Changes. Client agrees to notify and consult Service Provider before initiating changes to its IT environment, before moving, modifying, altering, or adding any equipment to the operating network or system, or before implementing third-party vendor changes. Service Provider will review the proposed changes and inform Client of any potential impacts to the Services as well as Client's business operations. Modifications to the environment, network, equipment or system without prior consent of Service Provider may result in the nullification of warranties and service agreements applicable to such equipment and related Services, and Client, therefore, releases Service Provider from any obligations to maintain such modified environment, network, equipment or system. If Client chooses to implement changes that negatively impact the Services, Client will hold Service Provider harmless for any resulting issues.
- i. Risk of Loss. Client will bear the risk of any loss, damage, or destruction of Client's assets, equipment, or property provided or maintained by Service Provider from: fire, water damage, theft, or other casualties. Client will be solely responsible for insuring Client's property and filing insurance claims for losses associated therewith.
- j. Property Destruction. If Client or any employees or contractors of Client damage any Service Provider Property (as hereinafter defined), including Service Provider's network systems, Client will be responsible for Service Provider's remediation of such damage. This may include, without limitation, time spent investigating the problem, correcting the problem, and replacing any technical hardware, or cabling. All such remediation work will be billed to Client at Service Provider's then-current time-and-materials rates.
- k. Data Loss. Under no circumstances will Service Provider be responsible for any data lost, corrupted, or rendered unreadable due to (i) communication and/or transmissions errors or related failures, (ii) equipment failures (including but not limited to silent hardware corruption-related issues), or (iii) Service Provider's failure to backup or secure data from portions of the system not expressly designated in this Agreement as requiring backup or recovery services. Service Provider does not warrant that any maintained storage device or functionality, data backup device or functionality, or load balancing functionality will operate in an error-free manner.
- l. Intellectual Property Rights. Service Provider will have and retain full and exclusive ownership of all intellectual property rights associated with any design, data, specification, know-how, software, device, technique, algorithm, method, discovery or invention, whether or not reduced to practice, relating to any (i) Services, including any Service Provider work product, (ii) result of any Services, (iii) joint development, and (iv) enhancement or improvement to or derivative of any of the foregoing (collectively, "**Service Provider Property**"). Client receives no right, title, or interest in or license to use any Service Provider Property. However, Service Provider hereby grants Client a non-exclusive, non-transferable, non-sublicensable, and terminable license to use the Service Provider Property necessary for Client to exercise its rights hereunder. Client will not provide access to Service Provider Property, including without limitation, software and systems, to anyone other than Client's employees and contractors who (x) are bound by law or written agreement to comply with Client's duties under this Agreement, and (y) require such access to assist Client in its permitted use of the Service Provider Property. Client will not directly or indirectly reverse engineer, decompile, disassemble, or copy any Service Provider Property. Client will

return all Service Provider Property to Service Provider upon termination or expiration of this Agreement. Client will cooperate to take such actions reasonably requested to vest ownership of Service Provider Property in Service Provider.

- m. Third-Party Services. Portions of the Services may be acquired from, or rely upon the services of, third-party manufacturers or service providers, such as data hosting services, domain registration services, and data backup/recovery services (“**Third-Party Service**”). Service Provider reserves the right to utilize the services of any third-party provider or to change third-party providers in its sole discretion as long as the change does not materially diminish the Services to be provided to Client. Service Provider will not be responsible, and will be held harmless by Client, for the failure of any third-party provider or manufacturer to provide Third-Party Services to Service Provider or to Client.

## 14. LIMITATION OF LIABILITY

- a. Liability Limits. The Services may contain bugs, errors, problems or other limitations. Service Provider has no liability whatsoever for Client’s use of the Services, inability to use the Services or Client’s reliance on or use of information from the Services or through the Services that results from mistakes, omissions, interruptions, deletions of files, errors, defects, delays in operation or any failure of performance. IN NO EVENT SHALL SERVICE PROVIDER BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND WHETHER OR NOT SERVICE PROVIDER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE. The negation of damages set forth above are fundamental elements of the basis of the bargain between Service Provider and Client. The Services would not be provided without such limitations.
- b. Indemnification. Client agrees to indemnify, defend, compensate, reimburse, and hold harmless, Service Provider, its subsidiaries, affiliates, officers, directors, employees, agents, licensors, consultants, suppliers, and any third-party website provider involved in the provision of Services, from and against all claims, demands, actions, liabilities, losses, expenses, damages, judgments and costs, including attorneys’ fees, related to or arising from Client’s breach of this Agreement or violation of any applicable law or regulation. Service Provider reserves the right, at its own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by Client. Client must not, in any event, accept a settlement of any dispute relating to this Agreement without the prior written consent of Service Provider.
- c. Non-Disparagement. Client will not directly or indirectly make, publish, or communicate to any person or entity any defamatory or disparaging remarks, comments, or statements concerning Service Provider or its employees either during or after the Agreement’s termination or expiration.
- d. Insurance Limits. Service Provider will maintain business insurance greater than \$1M on both General Liability and Errors and Omissions Liability. Service Provider will provide, within five (5) business days, proof of insurance upon customer request. Client acknowledges that Service Provider has strongly advised it to obtain a cybersecurity insurance policy.



e. Warranty. Service Provider warrants that all Services will be performed in a professional and workman-like manner in accordance with general industry standards. Client must report any deficiencies in Services to Service Provider in writing within ten (10) business days of performance of such Services in order to receive warranty remedies. THIS WARRANTY IS GIVEN IN LIEU OF ALL OTHER EXPRESSED OR IMPLIED WARRANTIES. NO OTHER WARRANTIES APPLY, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. ALL SERVICES ARE PROVIDED "AS IS" AND "WHERE IS" AND EACH PARTY DISCLAIMS ALL WARRANTIES, WHETHER WRITTEN OR ORAL, EXPRESS OR IMPLIED OR STATUTORY, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY, TITLE, OR FITNESS FOR A PARTICULAR PURPOSE. SERVICE PROVIDER DOES NOT WARRANT THAT THE SERVICES, SERVICE DELIVERABLES, OR ANY THIRD-PARTY PRODUCTS ARE ERROR-FREE, OR WILL OPERATE IN AN UNINTERRUPTED MANNER OR IN COMBINATION WITH OTHER SOFTWARE PRODUCTS. THERE IS NO WARRANTY FOR THIRD PARTY SOFTWARE OR THIRD-PARTY HARDWARE PROVIDED BY SERVICE PROVIDER AND EACH SUCH THIRD-PARTY SOFTWARE OR THIRD-PARTY HARDWARE SHALL BE GOVERNED BY THE WARRANTIES OFFERED BY THE APPLICABLE THIRD PARTY UNDER THE TERMS OF THE AGREEMENT BETWEEN CLIENT AND SUCH THIRD PARTY. IN ADDITION, AND WITHOUT LIMITATION, SERVICE PROVIDER DOES NOT WARRANT OR REPRESENT THAT ANY THIRD-PARTY SOFTWARE OR THIRD-PARTY HARDWARE AS DELIVERED WILL MEET ALL OF CLIENT'S BUSINESS REQUIREMENTS WITHOUT THE NEED FOR CONFIGURATION OR ENHANCEMENTS OR ENCOMPASS ALL THE FUNCTIONALITY DESIRED BY CLIENT OR AVAILABLE IN CLIENT'S SOFTWARE PRODUCT.

f. Remedy.

FOR ANY BREACH OF THE WARRANTY, CLIENT'S EXCLUSIVE REMEDY, AND SERVICE PROVIDER'S ENTIRE LIABILITY, SHALL BE LIMITED TO THE RE-PERFORMANCE OF THE SERVICES. IF SERVICE PROVIDER IS UNABLE TO RE-PERFORM THE SERVICES AS WARRANTED, CLIENT SHALL BE ENTITLED TO RECOVER THE FEES PAID TO SERVICE PROVIDER FOR THE DEFICIENT SERVICES, PROVIDED THAT SUCH RECOVERY SHALL NOT EXCEED TOTAL FEES PAID TO SERVICE PROVIDER IN THE IMMEDIATELY PRECEDING THREE (3) MONTH PERIOD.

The limitation of liability set forth in Section 7(f)(i) above shall not apply to (A) liability resulting from Service Provider's gross negligence or willful misconduct and (B) death or bodily injury resulting from Service Provider's negligent acts or omissions.

## 15. MISCELLANEOUS

- a. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Utah, United States of America, without regard to its conflicts of law provisions. Client consents to the personal jurisdiction of the federal and state courts having jurisdiction for Salt Lake City, Utah with respect to all disputes arising out of this Agreement, Client's use of the Services or otherwise between Client and Service Provider.
- b. Amendments to Agreement. Please refer to defined terms in the SOW aforementioned.
- c. Termination. This Agreement may be terminated by Service Provider with immediate effect upon prior written notice to Client if Client:

- fails to pay any amount when due under this Agreement;
- has not otherwise performed or complied with any of the terms of this Agreement, in whole or in part; or
- becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings relating to bankruptcy, receivership, reorganization, or assignment for the benefit of creditors.

d. Dispute Resolution.

- (i.) Jury Waiver. EACH PARTY IRREVOCABLY AND UNCONDITIONALLY WAIVES, TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL ACTION, PROCEEDING, CAUSE OF ACTION OR COUNTERCLAIM ARISING OUT OF OR RELATING TO THIS AGREEMENT, INCLUDING ANY EXHIBITS, SCHEDULES, AND APPENDICES ATTACHED TO THIS AGREEMENT, OR THE TRANSACTIONS CONTEMPLATED HEREBY.
- (ii.) Cost of Enforcement. In the event that either party asserts any claim against the other party in an action at law or in equity, including without limitation any counterclaim or cross claim, to enforce or protect that party's rights under this Agreement, the prevailing party in such action will be entitled to recover on any judgment entered therein in its favor such reasonable attorney's fees as may be allowed by the court, together with such court costs and damages as provided by law and in accordance with this Agreement.
- (iii.) Severability. If any provision of this Agreement is held to be unenforceable as applied to a particular circumstance by a court of competent jurisdiction, then that provision will be construed by (i) modifying it to the minimum extent necessary to make it enforceable (if permitted by applicable law) or (ii) disregarding it (if modifying it is not permitted by applicable law); but, the rest of this Agreement will remain in effect as written and the modified provision will remain in effect as written in all other circumstances.
- (iv.) Assignment. This Agreement will be binding on the successors and assigns of both parties. Client may not assign, delegate, or transfer Client's rights or duties in connection with the Services without the prior written consent of Service Provider. Any assignment, delegation, or transfer in violation of this Agreement will be void and unenforceable as a matter of law.
- (v.) Waiver. The waiver by either party of any default or breach of this Agreement shall not constitute a waiver of any other or subsequent default or breach. Except for actions for nonpayment or breach of either party's intellectual property rights, no action, regardless of form, arising out of this Agreement may be brought by either party more than one (1) year after the cause of action has accrued.

- e. No Clientship. Service Provider and Client are independent contractors. This Agreement will not create a Clientship or joint venture between the parties, or make either party an agent, legal representative, employee, or servant of the other for any purpose. All services performed by Service Provider will be performed as an independent contractor. Service Provider will have sole discretion to determine the manner, method, and means of performing the Services, subject to the provisions of this Agreement. Neither party may bind the other or create any obligation on the other's behalf, except as specifically provided in this Agreement.

- f. Subcontractors. Service Provider may, in its reasonable discretion, use third party contractors inside or outside the United States to perform any of its obligations hereunder, including but not limited to migration of Client data, remote monitoring and management, network monitoring, helpdesk services, backup, and hosted infrastructure services.
- g. No-Third Party Beneficiaries. This Agreement is for the sole benefit of the parties hereto and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of these Terms.
- h. Survival. All terms and provisions of this Agreement which should by their nature survive the termination of this Agreement shall so survive.
- i. Force Majeure. Each party will be excused for delay in the performance of any of its obligations hereunder (other than Client's obligation to pay fees pursuant to this Agreement) when such delay is the result of acts of God, governmental authority, delays in transportation, subcontractors not being able to honor their commitment(s), war, act of terrorism, weather, manufacturer's or supplier's delays, pandemic or epidemic, etc., or any other cause beyond the party's reasonable control.
- j. Notice Requirements. All notices required hereunder will be in writing and will be mailed by first-class mail, postage prepaid, sent by electronic mail, or delivered by messenger or reputable overnight courier, and shall be addressed to the party or parties to whom directed at the address set forth below or such other place as each party may from time to time give in writing to the other party hereto. Notice shall be deemed to have occurred upon receipt by the party to whom sent.

To: Service Provider

Executech, Inc.

1624 Santa Clara Drive, Suite 245

Roseville, CA 95661

Attn: Controller

---

To: Client

Cameron Park Community Services District

2502 Country Club Drive

Cameron Park, CA 95682

Attn: Andre Pichly

---

## APPENDIX A – SERVICE LEVEL AGREEMENTS

### Response Time and Service Level Agreement

Service Priorities	Response Time	Resolution Plan
<b>Critical*</b>	Within 30 minutes	4 hours
<b>Priority</b>	Within 2 hours	1 business days
<b>Normal</b>	Within 1 business day	2 business days

### Service Priorities Definitions

Critical*	Critical network components or system down affecting multiple users. Example – Server down, network communication down.
Priority	Single component fails. A work around is not available. Example – Single workstation failure. No spare workstations available.
Normal	Software or hardware request, configuration change or update, enhancement or new user.

\*Executech designation

### Hours of Service

Live Help Desk Services are available 24/7/365. Critical issues will be escalated and handled by our on-call technical team.

## APPENDIX B – FEES AND PAYMENT SCHEDULE

## a. Monthly Fees

Client will pay Service Provider a “Base Fee” of **\$2,953.56** per month in consideration of the **Proactive plan** selected. This includes the following:

<b>Proactive Managed Services Monthly Pricing Summary:</b>				
	<b>Monthly Services Pricing:</b>	<b>Count:</b>	<b>Program Price:</b>	<b>Monthly Fee:</b>
	Workstation / Device Count	22	\$60.00	\$1,320.00
	Server Count (Physical, Virtual & Backup)	5	\$130.00	\$650.00
	Site Count (Includes 1 Switch & 1 Firewall)	3	\$150.00	\$450.00
	Storage Device Count	0	\$50.00	\$0.00
	Backup Device Count	1	\$50.00	\$50.00
	Network Device Count (Switches, Firewalls, WAPs)	9	\$25.00	\$225.00
	<b>Subtotal Monthly Services Pricing:</b>			<b>\$2,695.00</b>
	<b>Additional Services:</b>			
	Preferred Partner Discount	1	-\$530.00	-\$530.00
	Current Backup Solution - Datto - CPCSD	1	\$426.31	\$426.31
	Current Backup Solution - Datto - Fire	1	\$123.75	\$123.75
	Microsoft Exchange Online Plan 1	1	\$4.00	\$4.00
	M365 Business Standard	13	\$12.50	\$162.50
	M365 Business Basic	12	\$6.00	\$72.00
	Data Center Hosting	0	\$0.00	\$0.00
	<b>Total Monthly Services Pricing:</b>			<b>\$2,953.56</b>
	<b>One Time Modifiers:</b>			
	Implementation	0	\$0.00	\$0.00
	Onboarding Fee ( <b>Waived</b> )	0	\$0.00	\$0.00
	<b>Total One Time Onboarding Pricing:</b>			<b>\$0.00</b>

Refer to 4.a. Fees and Payment Schedule

Microsoft cost total is subject to change due to the addition or reduction of licenses - Billing can potentially vary slightly per month.

**\*Program pricing for monthly services provided, only to include workstations, servers, sites, and storage/backup/network devices, will remain the same for the term of the agreement. The count of the monthly services are subject to change based on the increase/decrease of new users, sites, and hardware assets.**

# APPENDIX D - ACH AUTHORIZATION FORM



**Recurring Charge Authorization:** The undersigned consents and permits Executech to charge my bank account specified below for the amount due from me for all open invoices on my account. I release Executech from any and all claims arising from the use of this service. I understand and agree that Executech may continue to charge such amounts to my bank account until receiving notification from me that I have withdrawn this consent and permission, at which time Executech shall cease charging any such amounts to my bank account. ACH payments are processed the last Tuesday of every month.

Please print in blue or black ink.

<b>APPLICANT'S INFORMATION</b>
--------------------------------

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MIDDLE NAME: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

<b>PAYMENT INFORMATION</b>
----------------------------

NAME ON ACCOUNT: \_\_\_\_\_

BANK NAME: \_\_\_\_\_

PERSONAL/BUSINESS: \_\_\_\_\_

CHECKING/SAVINGS: \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

<b>PAYMENT AUTHORIZATION</b>
------------------------------

ACCOUNT HOLDER'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**Item 9**

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
 From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
	Payroll GL 01/20/23 PP02	44,155.05	1/20/2023	Payroll GL 01/20/23
		44,155.05	1/20/2023	Total Payroll GL 01/20/23
	PayrPayroll GL 01/06/23 PP01	40,440.99	1/6/2023	Payroll GL 01/06/23
		40,440.99	1/6/2023	Total Payroll GL 01/06/23
Abila	Accounting Software - February & March 2023	1,753.54	1/26/2023	36720
		1,753.54	1/26/2023	Total 36720
Acer PB Inc.	Lake Bark Replacement Due to Storms 1/13/23	666.02	1/19/2023	36696
		666.02	1/19/2023	Total 36696
Adam Domingo	Cell Allowance January 2023	50.00	1/5/2023	36619
		50.00	1/5/2023	Total 36619
ADM Screening	Pre-emp Screening Rec/CC Dec 2022	200.00	1/26/2023	36722
		200.00	1/26/2023	Total 36722
AFSCME District Council 57	Union Dues for Payroll 01/01-01/14/23 PP02	103.04	1/19/2023	36697
		103.04	1/19/2023	Total 36697
AFSCME District Council 57	Union Dues for Payroll PP01 12/18-12/31/22	103.40	1/5/2023	36604
		103.40	1/5/2023	Total 36604
Airespring Inc.	Internet Broadband Com Cntr/Lake 01/01-01/31/23	566.15	1/12/2023	36651
		566.15	1/12/2023	Total 36651
Airgas National Carbonation	CO2 Cylinder Rental 12/31/22	100.78	1/19/2023	36700
		100.78	1/19/2023	Total 36700
Airgas National Carbonation	CO2 fill - Pool 01/09/23	394.44	1/26/2023	36724
		394.44	1/26/2023	Total 36724

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Airgas National Carbonation	CO2 fill - Pool 11/30/22	449.98	1/26/2023	36723
		449.98	1/26/2023	Total 36723
Airgas National Carbonation	CO2 Fill, pool 12/22/22	218.21	1/19/2023	36698
		218.21	1/19/2023	Total 36698
Airgas National Carbonation	CO2 Fill, pool 12/28/22	218.77	1/19/2023	36699
		218.77	1/19/2023	Total 36699
Alhambra	Water & Cooler Rental 01/11/23	37.53	1/19/2023	36701
		37.53	1/19/2023	Total 36701
Allstar Fire Equipment, Inc.	FD E89 TIC Battery replacement 12/27/22	712.68	1/26/2023	36726
		712.68	1/26/2023	Total 36726
Allstar Fire Equipment, Inc.	FD PPE 12/15/22	1,884.72	1/5/2023	36605
		1,884.72	1/5/2023	Total 36605
Andre L. Pichly III	Cell Allowance January 2023	100.00	1/5/2023	36635
Andre L. Pichly III	Mileage Allowance January 2023	100.00	1/5/2023	
		200.00	1/5/2023	Total 36635
Arnolds for Awards, Inc.	DIR Name Plates 01/12/23	120.12	1/19/2023	36702
		120.12	1/19/2023	Total 36702
Arnolds for Awards, Inc.	FD Name Plates & F.A.T.S. 01/04/23	64.35	1/5/2023	36606
Arnolds for Awards, Inc.	FD Name Plates & F.A.T.S. 12/06/22	86.87	1/5/2023	
Arnolds for Awards, Inc.	FD Name Plates & F.A.T.S. 12/28/22	56.84	1/5/2023	
		208.06	1/5/2023	Total 36606



**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 1/1/2023 Through 1/31/2023

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
AT&T Calnet 3	CSD Phone Lines 11/24-12/23/22	454.71	1/5/2023	36607
		454.71	1/5/2023	Total 36607
AT&T Calnet 3	FD 89 Phone Line BAN9391035822 11/24-12/23/22	163.86	1/5/2023	36608
		163.86	1/5/2023	Total 36608
AT&T Calnet 3	FD89 Fax line BAN9391035819 12/10/22-01/09/23	24.04	1/19/2023	36703
		24.04	1/19/2023	Total 36703
Bianca Wilde	Ties & Tiara dance refund (purchased twice) 01/24/23	30.00	1/26/2023	36756
		30.00	1/26/2023	Total 36756
Big O Tires #100	Parks Truck New Tires (Expedition,2002,Ford) 12/20/22	1,690.24	1/12/2023	36653
		1,690.24	1/12/2023	Total 36653
Blain Stumpf Trucking	CP Lake Dec. Granite Storm Damage 01/12/2023	504.00	1/19/2023	36718
		504.00	1/19/2023	Total 36718
Blain Stumpf Trucking	CP Lake fencing - storms damage 01/17/23	939.20	1/26/2023	36750
		939.20	1/26/2023	Total 36750
Blain Stumpf Trucking	CP Lake Storm Damage Material 01/03/23	403.19	1/12/2023	36677
		403.19	1/12/2023	Total 36677
Blain Stumpf Trucking	Paul J. Ryan/Gateway Gravel 12/29/22	218.79	1/19/2023	36718
		218.79	1/19/2023	Total 36718
Bliss Power Lawn Equipment Co.	Parks Trimmer & Parts 12/29/22	1,850.88	1/5/2023	36610

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		1,850.88	1/5/2023	Total 36610
Bravo Security Services Inc.	Event Security (2 Guards) 12/29/22	385.00	1/5/2023	36611
		385.00	1/5/2023	Total 36611
Brighton Energy	CC Solar 12/01-12/31/22	1,416.99	1/12/2023	36654
		1,416.99	1/12/2023	Total 36654
Brighton Energy	FD89 Solar 12/01-12/31/22	501.33	1/12/2023	36655
		501.33	1/12/2023	Total 36655
Brittany Hieb	Trimming of Privacy Bushes Meder Rd 01/03/23	3,000.00	1/5/2023	36625
		3,000.00	1/5/2023	Total 36625
Cali Marie Rice Mefford	DJ services Ties & Tiara dance Feb. 2023	275.00	1/26/2023	36746
		275.00	1/26/2023	Total 36746
California Department of Tax and Fee Administration	Water Rights fees 07/01/22-06/30/23 (2 accounts)	646.64	1/26/2023	36730
		646.64	1/26/2023	Total 36730
California Overhead Door, Inc.	FD89 App Bay door service 01/20/23	125.00	1/26/2023	36727
		125.00	1/26/2023	Total 36727
California Overhead Door, Inc.	FD89 Bay Door Service 01/10/23	125.00	1/19/2023	36705
		125.00	1/19/2023	Total 36705
California Public Employee's Retirement System	CalPERS 457 for Payroll 01-06-23 PP01	375.00	1/6/2023	1002274414
		375.00	1/6/2023	Total 1002274414

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
California Public Employee's Retirement System	CalPERS 457 for Payroll 01-20-23 PP02	375.00	1/20/2023	1002284665
		375.00	1/20/2023	Total 1002284665
California Public Employee's Retirement System	CalPERS Health - January 2023	21,184.02	1/5/2023	1002264381
		21,184.02	1/5/2023	Total 1002264381
California Public Employee's Retirement System	CalPERS Retirement - Classic PP01 01-06-23	1,476.05	1/6/2023	1002274412
		1,476.05	1/6/2023	Total 1002274412
California Public Employee's Retirement System	CalPERS Retirement - Classic PP02 01-20-23	1,476.05	1/20/2023	1002284656
		1,476.05	1/20/2023	Total 1002284656
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP01 01-06-23	3,672.21	1/6/2023	1002274410
		3,672.21	1/6/2023	Total 1002274410
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP02 01-20-23	4,008.41	1/20/2023	1002284653
		4,008.41	1/20/2023	Total 1002284653
Callander Associates Landscape Architecture	CP Lake splash Pad docs/pm thru Nov 2022	1,359.41	1/12/2023	36656
		1,359.41	1/12/2023	Total 36656
Callander Associates Landscape Architecture	Easteod Park Imps & Const. Mgmt through Dec. 2022	2,399.57	1/26/2023	36728
		2,399.57	1/26/2023	Total 36728

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 1/1/2023 Through 1/31/2023

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Callander Associates Landscape Architecture	Eastwood Parks Imps/Const Mgmt thru Nov 2022	1,678.62	1/12/2023	36656
		<hr/>		
		1,678.62	1/12/2023	Total 36656
Capital Live Scan	Pre-Emp Fingerprinting-December 2022	105.00	1/12/2023	36657
		<hr/>		
		105.00	1/12/2023	Total 36657
Carbon Copy, Inc.	FD89 Copier count Dec 2022	28.40	1/5/2023	36613
		<hr/>		
		28.40	1/5/2023	Total 36613
Christina Greek	Cell Allowance January 2023	100.00	1/5/2023	36624
Christina Greek	Printer/Supplies Allowance January 2023	50.00	1/5/2023	
		<hr/>		
		150.00	1/5/2023	Total 36624
Churchill's Hardware, Inc.	FD's Hardware, Supplies, Misc 01/02/23	209.82	1/5/2023	36615
		<hr/>		
		209.82	1/5/2023	Total 36615
Churchill's Hardware, Inc.	Parks/CC Hardware Supplies 01/02/23	354.51	1/12/2023	36658
		<hr/>		
		354.51	1/12/2023	Total 36658
Cintas Corporation #622	CC Janitorial Supplies 01/03/23	236.59	1/5/2023	36616
		<hr/>		
		236.59	1/5/2023	Total 36616
Cintas Corporation #622	CC Janitorial Supplies 01/23/23	272.48	1/26/2023	36731
		<hr/>		
		272.48	1/26/2023	Total 36731
Cintas Corporation #622	CC Janitorial Supplies 12/19/22	296.35	1/5/2023	36616
Cintas Corporation #622	CC Janitorial Supplies 12/27/22	272.48	1/5/2023	
		<hr/>		
		568.83	1/5/2023	Total 36616

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Cintas Corporation #622	CC Janitorial Supplies Feb 2023 [w/CM's]	180.31	1/19/2023	36706
		180.31	1/19/2023	Total 36706
Comcast	FD88 Internet 01/14-02/13/23	95.00	1/26/2023	36732
		95.00	1/26/2023	Total 36732
Comcast	FD88 Internet 12/14/22-01/13/23	92.00	1/5/2023	36618
		92.00	1/5/2023	Total 36618
Comcast	FD89 Internet 01/11-02/10/23	173.30	1/19/2023	36707
		173.30	1/19/2023	Total 36707
Comcast	FD89 Internet 12/11/22-01/10/23	158.30	1/5/2023	36617
		158.30	1/5/2023	Total 36617
County of El Dorado	2008 Ford Ranger Truck #1FTYR11E58PA05108 01/10/23	6,000.00	1/19/2023	36708
		6,000.00	1/19/2023	Total 36708
De Lage Landen Financial Services, Inc.	CSD Copier Lease 01/15-02/14/23 #988441	235.95	1/26/2023	36733
		235.95	1/26/2023	Total 36733
De Lage Landen Financial Services, Inc.	FD 88 Copier Lease 01/15-02/14/23 #522414	64.35	1/26/2023	36735
		64.35	1/26/2023	Total 36735
De Lage Landen Financial Services, Inc.	FD89 Copier Lease 01/15-02/14/23 #988441	196.82	1/26/2023	36734
		196.82	1/26/2023	Total 36734
Delta Dental of California	Dental - February 2023	1,413.76	1/19/2023	36709

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		1,413.76	1/19/2023	Total 36709
Department of Justice	Pre emp Checks 12/01-12/31/22	160.00	1/12/2023	<b>36659</b>
		160.00	1/12/2023	Total 36659
Divine Charcuterie LLC	Inst Pay. Charcuterie class 12/15/22	240.00	1/26/2023	<b>36736</b>
		240.00	1/26/2023	Total 36736
El Dorado County Environmental Mgmt.	CP CSD Env. Mgmt Fees FID:FA0000024 01/3/23	341.00	1/12/2023	<b>36660</b>
		341.00	1/12/2023	Total 36660
El Dorado County Environmental Mgmt.	CP CSD Pool Env. Mgmt Fees FID:FA0005796 01/03/23	341.00	1/12/2023	<b>36661</b>
		341.00	1/12/2023	Total 36661
El Dorado Irrigation District	BarJ B replace lost check 36512 from 12/08/22 for 11/30 bill	343.90	1/13/2023	<b>36688</b>
		343.90	1/13/2023	Total 36688
El Dorado Irrigation District	BJ 15A replace lost check 36511 from 12/08/22 for 11/30 bill	442.70	1/13/2023	<b>36687</b>
		442.70	1/13/2023	Total 36687
El Dorado Irrigation District	CC Bldg replace lost check 36516 from 12/08/22 for11/30 bill	1,418.12	1/13/2023	<b>36692</b>
		1,418.12	1/13/2023	Total 36692
El Dorado Irrigation District	CC Pool replace lost check 36517 from 12/08/22 for11/30 bill	556.00	1/13/2023	<b>36693</b>
		556.00	1/13/2023	Total 36693

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2023 Through 1/31/2023

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
El Dorado Irrigation District	Chardi replace lost check 36515 from 12/08/22 for 11/30 bill	171.02	1/13/2023	36691
		171.02	1/13/2023	Total 36691
El Dorado Irrigation District	CM RRs replace lost check 36507 from 12/08/22 for 11/30 bill	199.03	1/13/2023	36683
		199.03	1/13/2023	Total 36683
El Dorado Irrigation District	CP Lake replace lost check 36514 from 12/08/22 for 11/30 bill	2,261.39	1/13/2023	36690
		2,261.39	1/13/2023	Total 36690
El Dorado Irrigation District	D West replace lost check 36513 from 12/08/22 for 11/30 bill	651.56	1/13/2023	36689
		651.56	1/13/2023	Total 36689
El Dorado Irrigation District	Dog Pk replace lost check 36509 from 12/08/22 for 11/30 bill	179.87	1/13/2023	36685
		179.87	1/13/2023	Total 36685
El Dorado Irrigation District	FD88 replace lost check 36508 from 12/08/22 for 11/30 bill	426.16	1/13/2023	36684
		426.16	1/13/2023	Total 36684
El Dorado Irrigation District	FD89 replace lost check 36506 from 12/08/22 (for 11/30 bill)	1,761.46	1/13/2023	36682
		1,761.46	1/13/2023	Total 36682
El Dorado Irrigation District	RM Pk replace lost check 36510 from 12/08/22 for 11/30 bill	262.92	1/13/2023	36686
		262.92	1/13/2023	Total 36686

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2023 Through 1/31/2023

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Elsie, Jones	Futsl Cancellation Refund 01/12/23	75.00	1/19/2023	36713
		75.00	1/19/2023	Total 36713
Emily McKinney	Taekwondo Classes Refund 01/03/23	99.00	1/5/2023	36631
		99.00	1/5/2023	Total 36631
Epperson Law Group, PC	Legal, Srcvs, Calls, Emails, Mtgs 11/30-12/22/22	1,296.00	1/5/2023	36620
		1,296.00	1/5/2023	Total 36620
Eric William Blodgett Aiston	DIR Comp Meetings January 2023	500.00	1/26/2023	36725
		500.00	1/26/2023	Total 36725
Executech	MSA, IT, Jan. 2023	3,061.56	1/5/2023	36621
		3,061.56	1/5/2023	Total 36621
Foothills Dance	Hall Deposit Refund 12/18/22	300.00	1/5/2023	36622
		300.00	1/5/2023	Total 36622
Gregory Schwegler	FAE/p DMV Physical Reimb 12/22/22	170.00	1/5/2023	36640
		170.00	1/5/2023	Total 36640
Hands 4 Hope	(Youth Board) Rental Deposit refund, 2 rooms 01/11/23	80.00	1/26/2023	36737
		80.00	1/26/2023	Total 36737
Heather Ackad	Futsal free agent - refund 01/24/23	75.00	1/26/2023	36721
		75.00	1/26/2023	Total 36721
Hi - Tech E V S, Inc.	FD E288 & E289 Cap Whsr Hinge Part 01/10/23	43.18	1/12/2023	36664
Hi - Tech E V S, Inc.	FD E289 Part 12/23/22	158.19	1/12/2023	
Hi - Tech E V S, Inc.	FD E289 Window Reglator Part 12/15/22	133.14	1/12/2023	



**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		334.51	1/12/2023	Total 36664
Highlander Termite & Pest Control	CC Pest Control 12/28/22	75.00	1/5/2023	36626
		75.00	1/5/2023	Total 36626
Highlander Termite & Pest Control	FD89 Pest Control 01/15/23	75.00	1/19/2023	36710
		75.00	1/19/2023	Total 36710
Hillyard, Inc.	Park/lake Garbage Liner 01/06/23	610.47	1/19/2023	36711
		610.47	1/19/2023	Total 36711
Home Depot Credit Services	Parks Misc Hardware 12/28/22	357.10	1/12/2023	36665
		357.10	1/12/2023	Total 36665
Hunt & Sons	FD Bulk Fuel 01/06/23	1,972.35	1/12/2023	36666
		1,972.35	1/12/2023	Total 36666
Hunt & Sons	FD Bulk Fuel 01/20/23	2,298.91	1/26/2023	36739
		2,298.91	1/26/2023	Total 36739
Hunt & Sons	FD Bulk Fuel 12/23/22	2,141.45	1/5/2023	36627
		2,141.45	1/5/2023	Total 36627
Infaco USA, Inc	LLAD's & Parks Small Tools 01/04/23	3,927.03	1/19/2023	36712
		3,927.03	1/19/2023	Total 36712
Interwest Consulting Group, Inc.	FD Fire Marshall Services (Late Bill 2022)	2,087.50	1/5/2023	36628
		2,087.50	1/5/2023	Total 36628
James Mog	Pre-Legal Postage Reimb 01/03/23	16.32	1/5/2023	36632

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		16.32	1/5/2023	Total 36632
Jeffrey Hedgepeth	FD89 upstairs heater repair 01/19/23	885.00	1/26/2023	36738
		885.00	1/26/2023	Total 36738
JS West Propane Gas	Propane Fill FD 88&89 12/31/22	1,965.45	1/12/2023	36668
		1,965.45	1/12/2023	Total 36668
JS West Propane Gas	Propane Fill, Pool 12/31/22	13,764.33	1/12/2023	36667
		13,764.33	1/12/2023	Total 36667
JS West Propane Gas	Propane fills, Pool - Part 2 of Statement 12/31/22	6,783.83	1/13/2023	36694
		6,783.83	1/13/2023	Total 36694
Kaiser Foundation Health Plan	Direct Pay Health Prem February 2023	864.97	1/12/2023	36669
		864.97	1/12/2023	Total 36669
Kimberly Vickers	Cell Allowance January 2023	100.00	1/5/2023	36647
		100.00	1/5/2023	Total 36647
Larry McBride	In lieu Bens- Retired- January 2023	600.00	1/5/2023	36630
		600.00	1/5/2023	Total 36630
Laura Sanders-Ito	Cell Allowance January 2023	50.00	1/5/2023	36639
Laura Sanders-Ito	Mileage Reimb October-December 2022	72.06	1/5/2023	
		122.06	1/5/2023	Total 36639
Lawton Construction & Restoration, Inc.	CC Warranty Work front Entrance Repair 01/16/23	10,048.95	1/19/2023	36715
		10,048.95	1/19/2023	Total 36715
Life-Assist, Inc.	FD89 Fire Medical Supply 01/03/23	231.25	1/12/2023	36670

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		231.25	1/12/2023	Total 36670
Lincoln Aquatics	Chlorine - Pool 01/23/23	1,058.39	1/26/2023	36740
		1,058.39	1/26/2023	Total 36740
Lorrie Griffin	Tai Chi Low Enrollment Refund 01/09/23	44.00	1/12/2023	36663
		44.00	1/12/2023	Total 36663
Marquee Fire Protection	CC Annual Sprinkler Inspection 12/19/22	1,765.00	1/5/2023	36629
		1,765.00	1/5/2023	Total 36629
Michael Grassle	Cell Allowance January 2023	100.00	1/5/2023	36623
Michael Grassle	Mileage Reimb December 2022	135.72	1/5/2023	
		235.72	1/5/2023	Total 36623
Monique Scobey	DIR Comp Meetings January 2023	400.00	1/26/2023	36747
		400.00	1/26/2023	Total 36747
Myung Chong	Inst. Pay Modified Zumba 2 Classes 12/01-12/29/22	45.00	1/5/2023	36614
		45.00	1/5/2023	Total 36614
Napa Auto Parts	BarJB Engine Oil 12/29/22	34.31	1/19/2023	36716
		34.31	1/19/2023	Total 36716
Napa Auto Parts	FD89 DEF for trucks 01/21/22	34.30	1/26/2023	36742
		34.30	1/26/2023	Total 36742
Napa Auto Parts	Parks Engine Oil 12/29/22	34.31	1/5/2023	36633
		34.31	1/5/2023	Total 36633
Napa Auto Parts	Parks Slime 12/06/22	18.22	1/12/2023	36671
		18.22	1/12/2023	Total 36671
Napa Auto Parts	Parks Slime 12/06/22	18.22	1/19/2023	36716
		18.22	1/19/2023	Total 36716

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2023 Through 1/31/2023

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Napa Auto Parts	Parks Truck oil for F250 4 Door 01/17/23	7.70	1/26/2023	36741
		7.70	1/26/2023	Total 36741
Pathian Administrators	Vision Benefits - February 2023	167.04	1/12/2023	36672
		167.04	1/12/2023	Total 36672
Paychex	Paychex Fees for payroll & 4th Qtr/Year ends 01/06/23 PP01	333.85	1/6/2023	2023010301
		333.85	1/6/2023	Total 2023010301
Paychex	Paychex Payroll Fees for CY2022 W-2's	712.50	1/20/2023	2023011701
Paychex	Paychex Payroll Fees for 01-20-22 PP02	297.75	1/20/2023	
		1,010.25	1/20/2023	Total 2023011701
PG&E	CC Elec. LP#26 11/18-12/18/22	5,595.23	1/5/2023	36634
		5,595.23	1/5/2023	Total 36634
PG&E	Elec. 11 lamps 12/15/22-01/13/23	174.83	1/26/2023	36745
		174.83	1/26/2023	Total 36745
PG&E	Elec. 8 lamps 12/15/22-01/13/23	127.18	1/26/2023	36743
		127.18	1/26/2023	Total 36743
PG&E	Elec. CP 11/23-12/22/22	1,440.33	1/26/2023	36744
		1,440.33	1/26/2023	Total 36744
Pitney Bowes Global Financial Services	Mail Station Rental 01/30-04/29/23	86.57	1/5/2023	36636
		86.57	1/5/2023	Total 36636
ProPet Distributors, Inc.	Dog bag Dispenser Locks & Keys 01/03/23	86.40	1/5/2023	36637

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		86.40	1/5/2023	Total 36637
Rama Venugopalan	Alcohol & Kitchen Deposit Refund 01/10/23	600.00	1/12/2023	36679
		600.00	1/12/2023	Total 36679
Ramon Soto	Cell Allowance January 2023	50.00	1/5/2023	36642
		50.00	1/5/2023	Total 36642
Rebecca LaBad	Let's Uke Class Cancelled Refund 01/17/23	46.00	1/19/2023	36714
		46.00	1/19/2023	Total 36714
Rescue Source	FD PPE Water Rescue Dry Suits 01/03/23	4,539.50	1/5/2023	36612
		4,539.50	1/5/2023	Total 36612
Road-Tech Safety Services, Inc	Parks Storm Water Delineator & Barricades 01/05/23	185.01	1/12/2023	36673
		185.01	1/12/2023	Total 36673
Robert A. Godwin	Mens BB Officiating 12/6,12/13,12/20	540.00	1/12/2023	36662
		540.00	1/12/2023	Total 36662
Robert R. Westphal	Inst. Pay Taekwondo Class 10/26-12/14/22	249.90	1/5/2023	36649
		249.90	1/5/2023	Total 36649
Rotary International Cameron Park	Sep, Oct Meeting Charges 11/17/22	246.67	1/5/2023	36638
		246.67	1/5/2023	Total 36638
Samantha Sproull	Cooking with Kids cancelled Refund 01/03/23	140.00	1/5/2023	36643
		140.00	1/5/2023	Total 36643
Scott's PPE Recon, Inc.	PPE Make Rocker Identifiers 1/16/23	485.47	1/19/2023	36717

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		485.47	1/19/2023	Total 36717
Sharon L Caputo	Inst. Pay Spanish 11/16/22-01/25/23	360.00	1/26/2023	<b>36729</b>
		360.00	1/26/2023	Total 36729
Sidney Arthur Bazett	DIR Comp Meetings 12/5,6,19/22	300.00	1/5/2023	<b>36609</b>
		300.00	1/5/2023	Total 36609
Sidney Arthur Bazett	DIR Comp Meetings January 2023	100.00	1/19/2023	<b>36704</b>
		100.00	1/19/2023	Total 36704
Sierra Nevada Tire & Wheel	FD E89 2 NEW front tires 01/23/23	1,818.54	1/26/2023	<b>36748</b>
Sierra Nevada Tire & Wheel	FD E89 4 NEW rear tires 01/24/23	2,838.27	1/26/2023	
		4,656.81	1/26/2023	Total 36748
Sierra Office Systems and Products	FD88 Office Supplies 01/06/23	169.76	1/12/2023	<b>36674</b>
		169.76	1/12/2023	Total 36674
Sierra Security & Fire	3rd Qrt. CY2022 CSD Fire Alarm 10/15/22	150.00	1/12/2023	<b>36675</b>
Sierra Security & Fire	3rd Qrt. CY2022 Fire Alarm 09/30/22	99.00	1/12/2023	
Sierra Security & Fire	3rd Qrt. FD88 Fire Alarm 09/30/22 CY2022	90.00	1/12/2023	
Sierra Security & Fire	3rd Qrt. FD89 Fire Alarm 09/30/22 CY2022	90.00	1/12/2023	
Sierra Security & Fire	4th Qrt. CY 2022 CSD Fire Alarm 12/31/22	249.00	1/12/2023	
Sierra Security & Fire	4th Qrt. FD88 Fire alarm 12/31/22 CY2022	90.00	1/12/2023	
Sierra Security & Fire	4th Qrt. FD89 Fire Alarm 12/31/22 CY2022	90.00	1/12/2023	
		858.00	1/12/2023	Total 36675

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 1/1/2023 Through 1/31/2023

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
SiteOne Landscape Supply	CP Lake hose & filter - storm damg (w/ -\$3.66 disc) 01/09/23	192.78	1/26/2023	<b>36749</b>
		192.78	1/26/2023	Total 36749
SiteOne Landscape Supply	CP Lake Storm Water Erosion Control (w/dis1.95) 01/05/23	102.66	1/12/2023	<b>36676</b>
		102.66	1/12/2023	Total 36676
Stephen A. Twitchell	Inst. Pay Modified Zumba 6 Classes 12/01-12/29/22	135.00	1/5/2023	<b>36645</b>
		135.00	1/5/2023	Total 36645
Stephen Beck	Int. Pay Futsal 3 Clinics 12/30/22	492.00	1/12/2023	<b>36652</b>
		492.00	1/12/2023	Total 36652
Streamline	Streamline Web/Engage Mthly 01/01-02/01/23	370.00	1/5/2023	<b>36644</b>
		370.00	1/5/2023	Total 36644
Suzanne Schwegler	FF Intern Shift 8/22,8/27/22	160.00	1/5/2023	<b>36641</b>
Suzanne Schwegler	FF Intern Shifts 10/7,10/29/22	160.00	1/5/2023	
		320.00	1/5/2023	Total 36641
The Paint Spot, Inc.	Lake Dock Paint 01/11/23	37.97	1/19/2023	<b>36719</b>
		37.97	1/19/2023	Total 36719
TPX Communications	Comm Center Phone/Internet January 2023	1,030.97	1/12/2023	<b>36678</b>
		1,030.97	1/12/2023	Total 36678
Umpqua Bank	Cred Crd Merch Fees- Vantiv/Ump Dec 2022 (FD Inspec 11.2%)	152.27	1/10/2023	<b>Merch Fees</b>
Umpqua Bank	Credit Card Merch Fees - Vantiv/Ump Dec 2022 (ARC/CCR 6.1%)	82.93	1/10/2023	

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Umpqua Bank	Credit Card Merch Fees- Vantiv/Ump Dec 2022 (Parks 1.9%)	25.84	1/10/2023	
Umpqua Bank	Credit Card Merch Fees- Vantiv/Umpqua Dec 2022 (CC 14.4%)	195.78	1/10/2023	
Umpqua Bank	Credit Card Merch Fees- Vantiv/Umpqua Dec 2022 (Rec 66.4%)	902.76	1/10/2023	
		<hr/>		
		1,359.58	1/10/2023	Total Merch Fees
Umpqua Bank Commercial Card OPS	Umpqua CC's December 2022	5,837.98	1/13/2023	<b>36695</b>
		<hr/>		
		5,837.98	1/13/2023	Total 36695
Verizon Business	FD Business Lines 01/10/23	5.53	1/26/2023	<b>36751</b>
		<hr/>		
		5.53	1/26/2023	Total 36751
Verizon Wireless	FD Wireless 11/16-12/15/22	114.03	1/5/2023	<b>36646</b>
		<hr/>		
		114.03	1/5/2023	Total 36646
Verizon Wireless	FD Wireless 11/16-12/15/22	587.30	1/12/2023	<b>36680</b>
		<hr/>		
		587.30	1/12/2023	Total 36680
Verizon Wireless	FD Wireless 12/16/22-01/15/23 #970402560-00006	114.03	1/26/2023	<b>36755</b>
		<hr/>		
		114.03	1/26/2023	Total 36755
Verizon Wireless	FD Wireless 12/16/22-01/15/23 #970402560-0005	587.36	1/26/2023	<b>36754</b>
		<hr/>		
		587.36	1/26/2023	Total 36754
Verizon Wireless	Parks Wifi's/Hotspots 12/11/22-01/10/23	180.98	1/26/2023	<b>36753</b>
		<hr/>		
		180.98	1/26/2023	Total 36753



**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 1/1/2023 Through 1/31/2023

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Verizon Wireless	Wireless Phones REC, CC, CC&R, Parks 12/11/22-01/10/23	587.79	1/26/2023	36752
		<hr/> 587.79	1/26/2023	Total 36752
Western Fire Supply	FD PPE Helmets 12/02/22	820.19	1/5/2023	36648
		<hr/> 820.19	1/5/2023	Total 36648
Wex Bank	FD Wex Fuel 12/30/22	131.95	1/5/2023	36650
		<hr/> 131.95	1/5/2023	Total 36650
Wilkinson Portables, Inc.	D. West Porta Potty 10/12/22-01/08/23	209.33	1/12/2023	36681
		<hr/> 209.33	1/12/2023	Total 36681
Report Total		<hr/> <hr/> 258,012.68		