



CAMERON PARK COMMUNITY SERVICES DISTRICT

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

AGENDA

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

REGULAR BOARD MEETING
Wednesday, February 19, 2020
6:30 p.m.

Cameron Park Community Center
2502 Country Club Drive, Cameron Park

The Board will convene into Closed Session after Board Information Items.

Board Members

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

AGENDA

CALL TO ORDER

1. Roll Call
 2. Pledge of Allegiance
-

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda
-

RECOGNITIONS AND PRESENTATIONS

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

- 2020 Census Presentation - Donald Huntley, Recruiting Assistant
-

OPEN FORUM FOR NON-AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #11 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors Meeting January 15, 2020
 5. General Manager’s Report
 6. **APPROVE** Naming of New Disc Golf Course “Cameron Park Lake Disc Golf Course”
 7. **APPROVE** Resolution 2020-03 Fire Engine Equipment Purchase for Engine 88
 8. **APPROVE** Resolution 2020-04 Authorizing Agreement Between Cameron Park Community Services District and Umpqua Bank to Participate in a Purchasing Card Program
-

AGENDA

GENERAL BUSINESS

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

9. Items removed from the Consent Agenda for discussion
 10. **REVIEW AND APPROVE** Fiscal Year 2018-19 Audit
 11. **FIRST READING** of Proposed 2020.03.18 Weed Abatement Ordinance
 12. **APPROVE** Revisions Management and Budget Policy - Reserve Policy 3272 and Unclaimed Check Policy 3270.8, and Resolution 2020-05 to Move \$400,000 Economic Uncertainty Reserve from County to Cameron Park Community Services District
 13. **REVIEW, DISCUSS, and APPROVE** 2020 District Work Plan
-

BOARD INFORMATION ITEMS

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

14. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - SDRMA Spring Education Day – Tuesday, March 24th (Sacramento)
 - CSDA Special Districts Legislative Days – Tues, May 19th & Wed, May 20th (Sacramento)
 15. Local Area Formation Commission (LAFCO)
 16. Committee Reports
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 - e. Solar Energy Ad Hoc
 - f. Landscaping & Lighting Assessments Districts (LLAD) Ad Hoc
-

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item. Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

AGENDA

CONVENE TO CLOSED SESSION

The Board will recess to closed session to discuss the following item(s):

1. Pursuant to California Government Code §54956.9(d)(4)
Conference with Legal Counsel – Potential Litigation (1 case)
-

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

ADJOURNMENT

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



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Board Members

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

CONFORMED AGENDA

CALL TO ORDER – 6:33pm

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

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

*Motion to adopt the Agenda with the following change:
Move Item #13 after Item #11.*

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

RECOGNITIONS AND PRESENTATIONS

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

OPEN FORUM FOR NON-AGENDA ITEMS

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

CONFORMED AGENDA

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #11 to be discussed and acted upon individually.

4. Conformed Agenda – Board of Directors Meeting December 18, 2019
5. Conformed Agenda – Board of Directors Special Meeting December 18, 2019
6. General Manager’s Report
7. **APPROVE** Amended 2020 Board & Committee Calendar (N. Garrison)
8. **APPROVE** Facility Use Fees - Sports Field, Community Center, Picnic Areas (W. Kahn, J. Ritzman)
9. **RECEIVE & FILE** Fiscal Year 2019-20 Second Quarter Budget to Actuals (V. Neibauer)
10. **APPROVE** Fiscal Year 2020-21 Budget Timeline (V. Neibauer)

Motion to Approve the Consent Agenda with the following correction:

- Pull Item #6, #8, & #9

HM/MS – Motion Failed

Ayes – HM/MS

Noes – EW/FC/EA

Absent – None

Abstain – None

Motion to Approve the Consent Agenda with the following correction:

- Pull Items #6, #8, & #9

HM/MS – Motion Passed

Ayes – HM/MS/EW/EA

Noes – FC

Absent – None

Abstain – None

GENERAL BUSINESS

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

11. Items removed from the Consent Agenda for discussion
 - Item #5 General Manager’s Report
 - Item #8 Facility Use Fees
 - Item #9 FY 2019-20 Second Quarter Budget to Actuals

CONFORMED AGENDA

Motion to Approve Items #6, 8, & 9.

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

12. **APPROVE** Fiscal Year 2019-20 Mid-Year General Fund 001 Budget Adjustments (V. Neibauer)

- *HM left the meeting at 8:10pm*

Motion to Approve Fiscal Year 2019-20 Mid-Year General Fund 001 Budget Adjustments.

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

13. **APPROVE** Fiscal Year 2019-20 Mid-Year Quimby Fund 003 Budget Adjustment (V. Neibauer)

Motion to Approve Fiscal Year 2019-20 Mid-Year Quimby Fund 003 Budget Adjustment.

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

14. **APPROVE** Changes to Policy 4060 Committees of the Board of Directors (J. Ritzman)

Motion to Approve Changes to Policy 4060 Committees of the Board of Directors.

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

CONFORMED AGENDA

15. **APPROVE** Cameron Park Lake Convenience Neighborhood Gate Fees & Process (J. Ritzman)

- *Board took a 5 minute recess at 8:30pm*

Motion to Approve Cameron Park Lake Convenience Neighborhood Gate Fees & Process.

FC/EA – Motion Passed

Ayes – FC/EW/EA

Noes – None

Absent – HM

Abstain – MS

16. **RECEIVE AND FILE** Strategic Plan Status Report

BOARD INFORMATION ITEMS

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

17. General Matters to/from Board Members and Staff

- Upcoming Trainings & Community Meetings
 - CSDA Gold Country Chapter “Parliamentary Workshop” – January 22nd (San Andreas)
 - SDRMA Spring Education Day – Tuesday, March 24th (Sacramento)

FC – Ran into the General Manager of EDHCSD at a recent meeting and he would like input about the Bass Lake Project; was elected Chair of the Community Economic Development Advisory Committee.

EW – Attended meeting with Director Carlson; stopped by Station 89.

EA – Thanked Whitney and staff for hard work in recreation and building relationships.

MS – Would like to address the consent agenda at the Budget & Administration Committee; asked Board Members to review inserts in agenda binder; asked Board Members to complete the District’s Recreation Program survey; went to the Elvis Concert at the Center; District addressed disc golf issues; would like to look into the community garden brought up in Open Forum; her column in Cameron Park Life was a good community outreach; would like to be sure everyone gets the District survey; Recreation Supervisor position will move forward.

CONFORMED AGENDA

18. Local Area Formation Commission (LAFCO)
- *No report (no meetings over the holidays)*

19. Committee Reports
- a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 - e. Solar Energy Ad Hoc
 - f. Landscaping & Lighting Assessments Districts (LLAD) Ad Hoc
-

PUBLIC COMMENT

At this time, members of the public may speak on any closed session agenda item. Closed sessions may be called as necessary for personnel, litigation, and labor relations or to meet the negotiator prior to the purchase, sale, exchange, or lease of real property. Members of the public may address the Board prior to closing the meeting.

- *HM returned to the meeting at 9:00pm*

CONVENE TO CLOSED SESSION

The Board will recess to closed session to discuss the following item(s):

1. Pursuant to California Government Code §54956.9(d)(4)
Conference with Legal Counsel – Potential Litigation (1 case)
-

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

- *The Board discussed in closed session the item agendized for closed session discussion and direction was given to staff.*
-

CONFORMED AGENDA

ADJOURNMENT – 9:13pm

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



Agenda Transmittal

DATE: February 19, 2020

FROM: Jill Ritzman, General Manager

AGENDA ITEM #5: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

January and February were busy with community meetings and projects. I attended the Commission on Aging meeting in January at El Dorado Hills. Along with Felicity Carlson, Bob Dutta, and Kate Magoolaghan, I attended the CSDA Gold Country "Parliamentary Procedures" workshop in San Andreas. The El Dorado Community Foundation hosted a joint meeting with myself and Cameron Park Community Foundation to discuss collaborative community projects.

In January, an all-day retreat was held for all full-time, permanent staff. The purpose of the retreat was to reflect on each Department's successes, engage in team building exercises, and establish staff goals and values. The retreat was held at a lodge in Pollock Pines and proved to be very valuable and enjoyable for everyone.

A field trip to three park and recreation facilities was organized for Board Members and staff. We visited the new Pat O'Brien Community Center operated by Southgate Recreation and Park District, Arcade Creek Parkway operated by Sunrise Recreation and Park District, and Promontory Park operated by El Dorado Hills Community Services District. The purpose of the field trip was to inspire staff and Board Members for park project ideas for Cameron Park.

Progress is being made on two important District projects - the Solar Energy Initiative and Park Development Projects.

- *Park Development Projects:* After a publicized recruitment and a competitive selection process, Callander Associates was selected for specialized landscape

architecture services. Callander Associates will work closely with staff, contract grant writer, and the Parks & Recreation Committee to identify park improvement projects, costs, and appropriate funding sources. A report outlining park plans and priorities is expected later this fall.

- *Solar Energy Initiatives:* ARC Alternatives was on site in January to visit District parks, fire stations, and recreation facilities, meet with staff to discuss timeline and next steps, and finalize receipt of District energy bills. A report to the Solar Energy Ad Hoc Committee outlining project options and recommendations is expected later this month.

Fire Department

Plans for the annual Crab Feed Benefit organized by the Cameron Park Fire Fighters Association for the Intern (also known as Resident) Fire Fighter program is in full swing. Have you purchased your tickets yet? Donated a basket for the auction? To respond to JPA changes, Fire and Administration departments' staff worked together to improve tracking expenditures related to ambulance services. Steps are being taken to fill the vacant Fire Marshall/Battalion Chief position.

Parks and Facilities Department

When Parks staff removed the lights from the Christmas Tree at Christa McAuliffe Park, they noticed several dead and dying branches. An arborist was called and determined the tree had been infected by spider mites. The tree is undergoing treatment and its health is returning. A wi-fi based irrigation controller was installed at Cameron Park Lake. Parks staff is making much needed improvements to the Parks shop and yard, to address dry rot, structural deficiencies, drainage, and clean-up. Road base was placed behind the shop to alleviate mud and dust. Once the building repairs are complete, the shop will get a new coat of paint.

Recreation Department

Staff is planning for Summer Spectacular 2020. Based on feedback from the community meeting last fall, the event will start later in the day. A request for proposal for the fireworks show will be released soon, with plans to maintain the high quality and duration of the show. Recreation staff is coordinating with the Fire Department regarding the Fireworks Show. Information about donations, sponsorships, and

volunteering will be released later this spring. Youth basketball is in full swing with 24 teams. If you missed the fabulous Elvis concert, we have one more music event for families – Family Sock Hop on Saturday, March 21, in collaboration with the Senior Leadership Council.

CC&R Office

Kate Magoolaghan is attending the County Chamber of Commerce Leadership El Dorado program. This program provides participants a greater understanding of El Dorado County, its businesses, industries, governmental agencies, and economic development opportunities. Kate and the CC&R Committee are updating the CC&R Handbook for both CC&R and Architecture Review. This is a phased approach, with various sections brought forth to the Committee for review and input.

Administration Department

Budget development is in full swing, with departments providing their budgets to Vicky. Staff is proposing to change credit card services to Umpqua bank for efficiencies and cost savings. The District has not had a thorough review of its fixed assets, equipment, facilities, and land, since the 1970's. Staff initiated a process to develop an accurate inventory, and reports to the Board of Directors will be forthcoming. An audit of the District's assets is necessary before the next audit. Staff is coordinating the recruitment and selection process to permanently fill the vacant Recreation Supervisor position.



Agenda Transmittal

DATE: February 19, 2020

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #6: NAMING OF NEW DISC COURSE "CAMERON PARK LAKE DISC GOLF COURSE"

RECOMMENDED ACTION: APPROVE

BACKGROUND

Cameron Park Community Services District (District) Policy 1061: Naming of Parks and Facilities outlines the methodology for naming District parks and facilities. Most recently, Policy 1061 was used to name the Paul J. Ryan Memorial Park.

On September 18, 2019, the Board of Directors approved the construction of a disc golf course at Bonanza Park and a Memorandum of Understanding between the District and El Dorado Disc Sports. The approved plans dictate that the entrance to the course is through Cameron Park Lake.

PARKS & RECREATION COMMITTEE

The Parks and Recreation Committee discussed the recommended name at their February 3, 2020 meeting and forwarded the recommendation to the Board of Directors for consideration.

DISCUSSION

El Dorado Disc Sports and staff are recommending that the new course be named "Cameron Park Lake Disc Golf Course." The formal naming of the course will help to ensure that participants access the course by parking at Cameron Park Lake and walking to the course on the trail around the lake. Signage will note the name of the course, and directional signs will be provided from the parking lot to the course entrance.

A formal ribbon cutting to commemorate the opening is scheduled for next month.

Attachments:

6A – Policy 1061 Naming of District Parks and Facilities

6B – Logo proposed by El Dorado Disc Sports

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

POLICY TITLE: NAMING OF DISTRICT PARKS AND FACILITIES
POLICY NUMBER: 1061

Purpose:

These guidelines are intended to establish rules and procedures to name facilities such as park and recreation facilities, section of facilities or rooms of facilities, including Parks, park benches other community property as deemed appropriate.

Definitions:

Parks are owned and managed by the CPCSD, used for public recreation purposes and include developed and undeveloped park areas and designated open space areas.

Facilities are owned and managed by the CPCSD to conduct District business.

Specific Facilities are facilities/amenities that could be located within a park or part of a Facility. These include, but are not limited to athletic fields, gymnasiums, meeting rooms, picnic shelters, tennis and basketball courts, aquatic facilities and playground equipment.

During the master-planning phase and/or prior to Board approving final plans and specifications on any park or public building, an open period of approximately two weeks will be announced giving individuals, staff and the Board an opportunity to suggest names for the facility.

If using a community naming process, a press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the General Manager.

Provisions of plaques and/or other physical commemorative items relating to facility naming, if not donated, are subject to normal budgeting and purchasing processes of the District.

Staff, along with an established committee or selection committee, will review all names and prioritize and recommend a name for finalization by the Board of Directors. The Board will receive all names submitted along with the staff/committee evaluation.

Land or gifts with deed restrictions may not follow these guidelines. Names must be in accordance to District policy as noted.

Policy:

A. Parks:

1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features known throughout the community.
2. Named after a significant individual(s).
3. The intent of naming is for permanent recognition. Therefore any request of CPCSD to rename an existing park, facility or specific facility will be subject to examination so as to not diminish the original justification for the name.

B. Buildings:

1. Name to reflect the services provided in facility.
2. Name to reflect geographical location.
3. Named after significant individual(s).

C. Criteria for naming a facility after an individual:

1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.
 - b. Contributed substantially and improved the quality of life in the Cameron Park Community Service District. This could relate to involvement with parks and recreation or other community involvement.
 - c. The person being memorialized died in the line of duty serving CPCSD or the United States of America.
2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings or special rooms in a building could be named after selected individuals in their honor as desired and appropriate.

D. Criteria for creating memorials in an individual's name:

1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.
 - b. Contributed significantly and improved the quality of life in the Cameron Park Community Services District. This could relate to involvement with parks and recreation or other public agency.
2. The memorial should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a bench with a plaque. All costs of the improvement shall be the responsibility of the donor. The donor may submit information and recommendation to the General Manager regarding relevant history of the person to be memorialized, type of improvement desired and verbiage requested. Final decisions regarding the improvement, including, but not limited to, materials, equipment, location and labor will be made by the District.
3. The District must get approval from the individual or family (if available).

Procedures:

The following procedures for naming a park, CPCSD facility& specific facility will be used by the CPCSD Board:

- A. The CPCSD Board will evaluate the merit of each suggested park, CPCSD facility and specific facility name according to criteria outlined in this policy. The General Manager or designated staff shall make recommendations to the CPCSD Board for approval subject to the Board of Directors final approval.
- B. When appropriate CPCSD will solicit help/suggestions from historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historic significance.
- C. To stimulate public interest and to obtain additional suggestions, a part of the selection process to name a park, facility or specific facility may include a contest or competition involving the public. Only suggestions which meet these policy guidelines will be considered.
- D. The naming of parks, facilities and specific facilities should begin prior to the first phase of development when possible.
- E. Groups or individuals may submit nominations for naming a new park, facility or specific facility in writing on a form provided by CPCSD, or in a letter that contains all pertinent information.





Agenda Transmittal

DATE: February 19, 2020

FROM: Vicky Neibauer, Finance/Human Resources Officer
Jed Gaines, Battalion Chief

AGENDA ITEM #7: FIRE EQUIPMENT PURCHASE FOR NEW SMEAL TYPE 1
REPLACEMENT FIRE ENGINE FOR ENGINE 88

RECOMMENDED ACTION: APPROVE RESOLUTION 2020-03

BUDGET ACCOUNT:	5625 – CAPITAL EQUIPMENT EXPENSE
BUDGET IMPACT:	\$64,157.92 total cost (see Attachment 7B)

RECOMMENDATION

Approve Resolution 2020-03 for the purchase of fire equipment for the new Smeal Type 1 replacement engine from Allstar Fire Equipment and authorize the General Manager to sign all necessary purchase documents.

BUDGET AND ADMINISTRATION COMMITTEE

Fire Department staff verbally briefed the Budget and Administration Committee about the bids for equipment. Due to the timing of receiving bids, there was not sufficient time to provide a written report. Since this item is within the budget appropriation and staff is following the District Purchasing Policy, the Committee supported moving this item to the Board of Directors for consideration to allow the new fire engine equipment to be purchased in a timely manner.

BACKGROUND

In Fiscal Year 2018-19, the District ordered a new Type 1 fire engine from Smeal as a replacement for Engine 88. The fire engine is expected to be delivered to the Fire Department sometime in June 2020. At the FY 19-20 Budget Hearings, the Board of Directors approved \$130,000 for the purchase of equipment for the new fire engine. Examples of equipment to be purchased include, but are not limited to: fire hose, nozzles,

hose adapters, brass, pipe adapters, rescue equipment, hand tools, forcible entry equipment, fire extinguishers, and portable lights.

DISCUSSION

Due to the technical nature of the equipment, staff could find only two vendors that can sell most of the equipment needed to outfit the new fire engine. Allstar Fire Equipment and Curtis Tools for Heroes provided the following quotes (Attachments 7B and 7C).

- Allstar Fire Equipment: \$64,157.92
- Curtis Tools for Heroes: \$80,470.63

Fire and Emergency Services Department staff is requesting the Board of Directors approval of Resolution 2020-03 to purchase the fire engine equipment from Allstar Fire Equipment as the lowest bidder. Staff is also requesting approval for the General Manager to sign all necessary purchasing documents.

Attachments:

- A. Resolution No. 2020-03
- B. Allstar Fire Equipment Quote
- C. Curtis Tools for Heroes Quote

**RESOLUTION No. 2020-03
of the Board of Directors
of the Cameron Park Community Services District
February 19, 2020**

**RESOLUTION TO APPROVE THE PURCHASE OF FIRE ENGINE 88 EQUIPMENT
AND GRANT THE GENERAL MANAGER AUTHORITY TO APPROVE ALL
NECESSARY PURCHASE DOCUMENTS**

WHEREAS, the Board of Directors approved the purchase of a Type 1 fire engine to replace the current Engine 88 in the Fiscal Year 2018-19 Budget (Resolution 2019-2); and

WHEREAS, the Board of Directors approved the purchase of equipment for the Type 1 fire engine in the Fiscal Year 2019-20 Budget; and

WHEREAS, the Cameron Park Community Services District, Fire and Emergency Services Department expects delivery of this Type 1 fire engine in June of 2020; and

WHEREAS, the Cameron Park Community Services District, Fire and Emergency Services Department requires equipment for this Type 1 fire engine; and

WHEREAS, due to the technical nature of the equipment required, Cameron Park Services District, Fire and Emergency Services staff could provide only two quotes; and

WHEREAS, Allstar Fire Equipment is the low bid option for purchasing equipment for the Type 1 engine.

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

- Approves the purchase of equipment for the Type 1 fire engine; and
- Grants the General Manager of Cameron Park Community Services District the authority to approve all necessary purchasing documents.

Attachment 7A

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regularly scheduled meeting, held on the 19th day of February 2020, by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Director Monique Scobey, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

<i>Quantity</i>	<i>Item</i>	<i>Size</i>	<i>Brand/Model</i>	<i>Sell Price</i>	<i>Ext Cost</i>
1	5" Supply Line	25' with Storz	Key Pro-Flow Yellow	\$303.35	\$303.35
1	5" Supply Line	50' with Storz	Key Pro-Flow Yellow	\$381.75	\$381.75
7	5" Supply Line	100' with Storz	Key Pro-Flow Yellow	\$590.25	\$4,131.75
20	1.75" x 50' Attack Line	50'	Key DP17-1000 Combat Ready	\$243.30	\$4,866.00
12	3" Supply Line	50'	Key Big 10 Yellow	\$241.25	\$2,895.00
1	3" Supply Line	25'	Key Big 10 Yellow	\$141.80	\$141.80
4	2.5" x 50' Attack Line	50'	Key DP25-1000 Combat Ready	\$318.95	\$1,275.80
2	Hotel Bundle Straps	for 100' 1-3/4" hose	rbfab HS-100		\$0.00
1	Hydrant Bag	Yellow	Avon	NO BID	NO BID
1	Combo nozzle for reel line	1" Phantom	Elkhart PSFS-HP Red p/n 00048001	\$622.45	\$622.45
1	15/16" Tip LL, 1.5"NH Diffuser, with 1.5" bail	0033XD06	Elkhart	\$361.00	\$361.00
5	Ball shut off Integral 7/8" tip	1-1/2" with tab bail	Elkhart B-375-AT (n/a) p/n 0033XD04	\$361.00	\$1,805.00
5	Combo nozzles with out bail	1 1/2" "Black	Elkhart TSM 20 FLP (n/a) p/n 02XD2021	\$774.90	\$3,874.50
1	Foam expansion tube	short	Elkhart 246-S	\$258.05	\$258.05
1	Stacked tips	1" - 1-1/8" - 1-1/4"	TFT	NO BID	NO BID
1	Stream shaper	2-1/2"	TFT	NO BID	NO BID
1	Metro 2 TFT Ball Shut off	2-1/2"	TFT H563902	NO BID	NO BID
1	Combo nozzles without bail	2-1/2"	Elkhart DSM-30FLP (n/a) 02XD400F- 010501010A	\$980.90	\$980.90
2	Gated Wye "Urethane handle"	2-1/2" x 1-1/2"	Elkhart B-100-A p/n 02507101	\$270.90	\$541.80
1	Gated Wye "twist lock handle"	5"s x 2-1/2"	Elkhart B-97A p/n 00302511	\$1,593.30	\$1,593.30
1	Gated Wye "twist lock handle"	2-1/2" x 2-1/2"	Elkhart B-97A p/n 00302111	\$1,166.15	\$1,166.15

1	Valved Siamese	2-1/2" x 2-1/2"	Elkhart B-98A p/n 00303251	\$1,169.30	\$1,169.30
1	Clappered Siamese	2-1/2" x 5"s	Elkhart 4A p/n 00164401	\$556.30	\$556.30
2	Gate Valve	2-1/2" x 2-1/2"	Elkhart X86A - p/n 00381101	\$432.20	\$864.40
2	Double Male	2-1/2"	Elkhart M-327 A p/n 10720001	\$60.45	\$120.90
2	Double Female	2-1/2"	Elkhart F-327-A p/n 01405501	\$122.20	\$244.40
2	4.5"NHLHF x 5" Storz Adapter	Storz x 4-1/2" NH w/wings	Kocheck p/n S54L545- H51	\$153.00	\$306.00
1	2.5"NHLHF x 4.5"NHM Adapter	2-1/2"f X 4-1/2"M with wings	Kocheck p/n 54L2545- H51	\$119.15	\$119.15
1	Hebert Hose Clamp	6"	Hebert	\$381.25	\$381.25
2	Hose/ladder strap	n/a	Elkhart 632 p/n 01560001	\$57.85	\$115.70
3	Hydrant wrench	adjustable	Elkhart S-454-S p/n 01508001	\$102.50	\$307.50
2	2-1/2" to 1-1/2" Reducers		Action AA137	\$18.00	\$36.00
2	1-1/2" Double Male		Action AA136	\$13.10	\$26.20
2	1-1/2" Double Female		Action AA135	\$21.55	\$43.10
1	1-1/2" to 1" Reducer		Action AA137	\$16.20	\$16.20
1	1" Double Male		Action AA136	\$12.35	\$12.35
1	1" Double Female		Action AA135	\$14.65	\$14.65
3	1" to 3/4" Reducer		Action AA137	\$13.60	\$40.80
4	Storz Wrench	5" stainless steel	Red Head SW2	\$17.80	\$71.20
1	Paratech control package	Air bag controls	Paratech	NO BID	NO BID
1	Paratech Air Bag	29.9 ton	KPI-32	NO BID	NO BID
1	Paratech Air Bag	20.2 ton	KPI-22	NO BID	NO BID
1	Paratech Air Bag	10.2 ton	KPI-10	NO BID	NO BID

1	Hydraulic Power Plant	Holmatro	SR 20 P	NO BID	NO BID
1	Hydraulic Hose	32' Orange	Holmatro core	NO BID	NO BID
1	Hydraulic Hose	32' Blue	Holmatro core	NO BID	NO BID
1	Hydraulic Spreader	Holmatro	4240	NO BID	NO BID
1	Hydraulic Cutter	Holmatro	4050NCT	NO BID	NO BID
1	Hydraulic Ram	long telescopic ram	4350	NO BID	NO BID
1	Hydraulic Combi Tool	Holmatro	4150	NO BID	NO BID
2	TeleCrib w/ head/base	Long	Rescue 42	NO BID	NO BID
2	Ratchet Straps	N/A	Rescue 42	NO BID	NO BID
2	Hook Clusters	N/A	Rescue 42	NO BID	NO BID
1	Screw Jack Head	N/A	Rescue 42	NO BID	NO BID
1	Spare base pin	N/A	Rescue 42	NO BID	NO BID
1	Spare composite pin	N/A	Rescue 42	NO BID	NO BID
1	Clinch ring	N/A	Rescue 42	NO BID	NO BID
1	Chain	Grade 80 (20')	Rescue 42	NO BID	NO BID
1	Stokes litter	Rectangular/SS	CMC 726101	\$873.55	\$873.55
1	Truck Cache Bag	N/A	CMC 440541	\$230.60	\$230.60
1	Rope Bag	300'	CMC 430302 blue	\$73.30	\$73.30
1	Rope Bag	300'	CMC 430305 black	\$73.30	\$73.30
1	Stuff bag	Lrg	CMC 432103 red	\$25.65	\$25.65
1	Stuff bag	Lrg	CMC 432107 yellow	\$25.65	\$25.65
1	Duffel gear bag	Med	CMC 440233 Red	\$88.95	\$88.95

3	Rescue Harness	Reg	CMC 202114	\$196.85	\$590.55
1	Victim Harness "chest"	N/A	CMC 202404	\$113.65	\$113.65
1	Victim Harness	N/A	CMC 202405	\$210.00	\$210.00
20	D carabiners	Reg	CMC 300110	\$32.65	\$653.00
6	Pulley	Reg	CMC 300441 gray	\$104.60	\$627.60
3	Anchor plate	n/a	CMC 300610	\$57.95	\$173.85
2	LRD	N/A	CMC 201108	\$61.40	\$122.80
1	Anchor strap	small	CMC 201022	\$47.55	\$47.55
1	Anchor strap	med	CMC 201023	\$49.30	\$49.30
1	Anchor strap	large	CMC 201024	\$51.00	\$51.00
1	Eight Plate	N/A	CMC 300840	\$63.10	\$63.10
2	Rescue Rack	N/A	CMC 300890	\$185.30	\$370.60
75'	Prusik cord	8mm	CMC 293038 red	\$0.68	\$51.00
50'	Prusik cord	8mm	CMC 293018 green	\$0.68	\$34.00
300'	Rescue Rope	1/2"	CMC KMIII / K01160 red	\$1.18	\$354.00
300'	Rescue Rope	1/2"	CMC KMIII / K03160 blue	\$1.18	\$354.00
40'	Rescue Rope	1/2"	CMC KMIII / K02160 green	\$1.18	\$47.20
32'	Webbing	1/2" tubular	CMC 200106 green	\$0.39	\$12.48
74'	Webbing	1/2" tubular	CMC 200107 yellow	\$0.39	\$28.86
92'	Webbing	1/2" tubular	CMC 200102 blue	\$0.39	\$35.88
122'	Webbing	1/2" tubular	CMC 200101 orange	\$0.39	\$47.58

30'	Webbing	1/2" tubular	CMC 200108 OD green	\$0.39	\$11.70
1	Lockout Kit + extra Rhino Pry Wedge	3 piece long reach, inflatable wedge	Delta Force Next Gen	NO BID	NO BID
3	Throw Bag	75" "Red"	NRS #1825	\$55.75	\$167.25
3	PFD	Universal size "red"	NRS #40003.03	\$47.15	\$141.45
2	Swiftwater Helmet	Havoc Livery "Yellow"	NRS # 2042	\$40.00	\$80.00
1	Swiftwater Helmet	Havoc Livery "Red"	NRS # 2042	\$40.00	\$40.00
3	Whistle	Fox 40	NRS # 1814	\$5.50	\$16.50
3	Water Rescue Knife	NRS Co-Pilot	NRS # 47303.02	\$51.45	\$154.35
1	Water Rescue Duffel Bag	NRS Purest Mesh Duffel Bag "large/Red" 90L	NRS # 3075 - p/n 55003.02.108	\$33.00	\$33.00
4	SCBA Pack	Scott 75 "CAM Spec"	Scott Safety	Need more info	Need more info
8	SCBA Cylinder 4500 PSI CGA Thread 30-Min	SCBA Cylinder	Scott Safety 804721-01	\$983.85	\$7,870.80
4	SCBA Mask	Medium w/Voice Amp	Scott Safety 201215-28 (Mask) 201275-01 (Voice Amp)	\$821.00	\$3,284.00
1	SCBA Sales Tax	Scott SCBA Sales Tax	Scott Safety	?	?
1	RIT PAK III - 4500 PSI	Orange	Scott Safety 200954-02	\$3,145.00	\$3,145.00
1	Scott Tool Adapter - Snap Change	Snap-Change to Thread	Scott Safety	\$512.40	\$512.40
1	New York Hook "D-handle"	6' "steel"	fire hooks unlimited RH-6 w/D	\$131.25	\$131.25
1	New York Hook "pry end"	6' "steel"	fire hooks unlimited RH-6	\$112.50	\$112.50
1	Pike Pole	6' "fiberglass"	fire hooks unlimited NYF-6	\$90.00	\$90.00
1	San Francisco Hook	10' steel	fire hooks unlimited FH-10'	\$151.25	\$151.25
1	Universal hook	32" "fiberglass"	fire hooks unlimited UH-32" w/D	\$98.80	\$98.80
1	Rubbish hook	6' "Alum D-handle"	Nupla RH-6DA p/n 36561	\$97.30	\$97.30

1	Sledge Hammer	10lb Fiberglass 32"	Nupla 26505	\$63.70	\$63.70
1	Pick head Axe	32" wood handle	Nupla 06206	\$50.65	\$50.65
1	Flathead Axe	32" 6lb wood handle	Nupla 06211	\$49.15	\$49.15
1	Pro-Bar 30	30"	Fire Hooks Unlimited PB-30	\$225.00	\$225.00
1	Pinch Pry Bar	48" - We offer 51"	Council 120PP	\$45.00	\$45.00
1	Push Broom 18" head, 60" handle	regular w/Fiberglass handle	Nupla 68040 - 18" Head & Nupla 68555 - 60" Handle	\$51.40	\$51.40
1	Scoop Shovel	short "D handle"	Nupla 69012	\$64.30	\$64.30
1	Fence cutter	Compact	Knipex 7112200	NO BID	NO BID
1	Bolt cutters, large	36" Fiberglass	Nupla 69704	\$182.70	\$182.70
1	K-Tool kit	N/A	Fire Hooks Unlimited KTKIT	\$129.45	\$129.45
1 set	PAC Tool Mounts	Multiple sizes		Need more info	Need more info
1	A-tool	N/A	Fire Hooks Unlimited OT-16	\$65.00	\$65.00
1	Irons Slinger	Black Leather stamped "Engine 89"	D'Alesio	NO BID	NO BID
1	Fireman's Axe, Fire Axe LTD	6# pick head, 32" hickory	D'Alesio	NO BID	NO BID
1	Flat Head Axe, Fire Axe LTD	6# flat head, 32" hickory	D'Alesio	NO BID	NO BID
1	Fireman Axe Scabbard	Black, drop, 3", roller buckle, Stamped	D'Alesio	NO BID	NO BID
1	Flat Head Axe Scabbard	Black, drop, 3", roller buckle, Stamped	D'Alesio	NO BID	NO BID
4	Radio Harness/Case	Black, Stamped, BK	D'Alesio	NO BID	NO BID
1	Chainsaw Scabbard	Black Leather stamped "Engine 89"	D'Alesio	NO BID	NO BID
4	Flashlight Strap	Vulcan style	D'Alesio	NO BID	NO BID
1	Extinguisher Slinger	Water can/20lb dry chem size	D'Alesio	NO BID	NO BID
1	Dry Chem Extinguisher	Purple K 120 BC	Amerex 415	\$156.65	\$156.65

1	Water can Extinguisher	Water class A	Amerex 240	\$104.15	\$104.15
1	Canvas Carry-all	6'x6' "olive drab"	Gosport	\$89.85	\$89.85
1	Green salvage cover	12x14 "vinyl"	Gosport 14 ounce heavy duty vinyl	\$132.30	\$132.30
1	Yellow salvage cover	12x14 "vinyl"	Gosport 14 ounce heavy duty vinyl	\$132.30	\$132.30
1	Red salvage cover	12x14 "vinyl"	Gosport 14 ounce heavy duty vinyl	\$132.30	\$132.30
2	Handheld Flashlight	Black LED with 12v charger	Streamlight SL-20LP p/n 25302	\$81.00	\$162.00
2	Red hall runners	3' x 18' 14 ounce vinyl	Gosport CVS10	\$48.20	\$96.40
4	Box Light	Streamlight Vulcan LED w/ 12 VDC Charger	Streamlight 44451	\$167.85	\$671.40
1	PPV Fan - 18"	GX 160 910-1120	New Rating 4.8.H.P	\$1,950.00	\$1,950.00
1	Chain Saw	20" bar, Full wrap	Husqvarna 576XP	NO BID	NO BID
1	Rotary saw	KS470	Husqvarna KS760	NO BID	NO BID
1	30 tooth carbide vent blade	14"	firehooks	NO BID	NO BID
1 Set	Dri-Dek Flooring/Shelf Tiles	All Shelves and Compartment Floors	Dri-Dek	NO BID	NO BID
1	All Purpose diamond blade	14" Ole Blue Rescue Master	WL Construction	NO BID	NO BID
1	Portable pump	1 1/2" x 1 1/2" NH adapter with hose	Honda WH15X	\$756.65	\$756.65
2	Step cribbing	regular/ Black	Turtle Plastics	Need more info	Need more info
1 set	Cribbing	Turtle Plastics		Need more info	Need more info
4	HT Radios	Bendix King	DPH, lithium ion battery	NO BID	NO BID
4	HT Chargers	Bendix King	Tri Charger included above	NO BID	NO BID
2	Mobile Radio	Kenwood	TK790	NO BID	NO BID
1	Engine Smart Phone/Camera	Verizon		NO BID	NO BID
1	Thermal Imaging Camera	Scott V320	Scott Safety 8007134	\$2,402.50	\$2,402.50

1	Tablet	Verizon	Samsung Galaxy Note	NO BID	NO BID
1	Tablet Mount	Ram Mount and Base	locking	NO BID	NO BID
1	Tablet Case	Otter Box	Defender case	NO BID	NO BID
1	Clipboard	9x14x1-1/2	Posse PB-37C-PC-BLK	NO BID	NO BID
1	Kestrol	3500 "Olive Drab"	Kestrol 3500	NO BID	NO BID
1	Ice Chest	54 Quart "Stainless"	Coleman	NO BID	NO BID
1	Reciprocating Saw	20V MAX Lithium Ion	Dewalt DCS380P1	NO BID	NO BID
2	Dewalt Batteries	20V MAX Lithium Ion 2 Pack	Dewalt DCB205	NO BID	NO BID
2	Back Pack Pumps	Camelback	CYTE 25L Squadbak	NO BID	NO BID
1	GPS Handheld	Garmin GPSMAP 62S		NO BID	NO BID
1	Dolmar			NO BID	NO BID
1	Drip Torch			NO BID	NO BID
2	Fuel Can			NO BID	NO BID
2	Rouge Hoe, Medium			NO BID	NO BID
4	Head Lamps	Black Diamond , Spot		NO BID	NO BID
1	Shovel	FFSHOSS38 FSS	Council	\$73.60	\$73.60
1	Pulaski	38PE136	Council	\$55.05	\$55.05
1	McCleod	MT48FSS	Council	\$88.45	\$88.45
1	Saw Pack FSS			NO BID	NO BID
4	1.5" x 1" in-line T	TV15N4-1NP	S&H	\$65.05	\$260.20
8	1" x .75" Reducer	AA137	Action Coupling	\$10.20	\$14.60
8	.75" Hose	Key Hose-50	Key Hose	\$50.70	\$405.60
8	.75" Gated Wye			NO BID	NO BID

8	.75" Shut-off			NO BID	NO BID
8	.75" Nozzle			NO BID	NO BID
1	Mop Up Kit Pack			NO BID	NO BID
1 set	Flagging, Assorted	Life Hazard, Yellow, Pink, Green	Three Stripes	NO BID	NO BID
1	Belt Weather Kit			NO BID	NO BID
1	Wildland Hose Packs			NO BID	NO BID
1	Binoculars	Bushnell 10x50 Legacy WP		NO BID	NO BID
1	Lock Out/Block Out Kit	Brady Prinzing		NO BID	NO BID
1	Elevator Rescue Kit			NO BID	NO BID
12	MRE			NO BID	NO BID
1	Fusee Box	Dry Storage Can		NO BID	NO BID
1	Chain Box	Dry Storage Can		NO BID	NO BID
1	Tool Box	Sears		NO BID	NO BID
1	Assorted Tools	Sears		NO BID	NO BID
1	HazMat Supplies	Plug 'N Dike	Plug Pattie (4-pack)	NO BID	NO BID
5	Safety Cones	13" x 8-1/4"	Grainger	NO BID	NO BID
1	Fluorescent Marking Paint	Orange	Grainger	NO BID	NO BID
4	Personal Escape Ropes			NO BID	NO BID
1	RASP Bag (Chicago Bag)	RIT Rescue Systems	US Safety Products	NO BID	NO BID
1	Framing Square	16" x 24"	Irwin Steel	NO BID	NO BID
1	Utility Chain	3/8" X 20' Grade 100	BA Products AW Direct	NO BID	NO BID
1	Medical Box	Orange	Pelican FB 1460 EMS	NO BID	NO BID

1	Airway Bag	Blue	Iron Duck FS 75A Blue	NO BID	NO BID
1	Trauma Bag	Blue	BTLS FS65-Blue	NO BID	NO BID
1	C-Spine Bag	Blue	Laerdal CX050	NO BID	NO BID
1	KED	N/A	Ferno SW101	NO BID	NO BID
1	Traction Splint	N/A	SP-901A	NO BID	NO BID
1	EKG Monitor	Zoll E-Series refurbished with options	Master Medical Eq	NO BID	NO BID
3	IV Rolls	N/A	Conterra ID 910	NO BID	NO BID
1	IO Drill	Mini	Life Assist	NO BID	NO BID
1	Siskiyou Burn Kit	N/A	BU020A	NO BID	NO BID

Terms: Net 30

Freight: Will be added to invoice

Delivery: 2-6 Weeks

Sub Total: \$59,820.90

Tax - 7.25% \$4,337.02

Grand Total: \$64,157.92

Ph: 510-839-5111
 TF: 800-443-3556
 Fax: 510-839-5325
oaksales@lncurtis.com
 DUNS#: 00-922-4163



Attachment 7C

Pacific North Division
 185 Lennon Lane Suite 110
 Walnut Creek, CA 94598
www.LNCURTIS.com
 Quotation No. 141087

Quotation

CUSTOMER:

Cal Fire Amador El Dorado
 Unit AEU
 11600 State Highway 49
 Sutter Creek CA 95685

SHIP TO:

Cal Fire Amador El Dorado Unit
 AEU
 4655 Coal Mine Rd.
 Ione CA 95640

QUOTATION NO.	ISSUED DATE	EXPIRATION DATE
141087	01/20/2020	03/20/2020

SALESPERSON	CUSTOMER SERVICE REP
Shawn Sweeney ssweeney@lncurtis.com 530-308-9575	Diana Limbrick dlimbrick@lncurtis.com 510-268-3362

REQUISITION NO.	REQUESTING PARTY	CUSTOMER NO.	TERMS	OFFER CLASS
	TOSTI	C298	Net 30	FR

F.O.B.	SHIP VIA	REQ. DELIVERY DATE
DEST	Best Way	

SPECIAL INSTRUCTIONS

*NO BID ON HOLMATRO TOOLS
 *NO BID ON SCOTT SAFETY

NOTES & DISCLAIMERS

THANK YOU FOR THIS OPPORTUNITY TO QUOTE. WE ARE PLEASED TO OFFER REQUESTED ITEMS AS FOLLOWS. IF YOU HAVE ANY QUESTIONS, NEED ADDITIONAL INFORMATION, OR WOULD LIKE TO PLACE AN ORDER, PLEASE CONTACT YOUR SALESPERSON OR CUSTOMER SERVICE REP AS NOTED ABOVE.

TRANSPORTATION IS INCLUDED IN BELOW PRICING.

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	1	EA	HF5X25YRS NAFH	5X25' CPLD 5STZ YELLOW HI-FLOW 400 NITRILE RUBBER SJ HOSE	\$327.10	\$327.10
2	1	EA	HF5X50YRS NAFH	5X50' CPLD 5STZ YELLOW HI-FLOW 400 NITRILE RUBBER HOSE	\$413.65	\$413.65
3	7	EA	HF5X100YRS NAFH	5X100' CPLD 5STZ YELLOW HI-FLOW 400 NITRILE RUBBER HOSE	\$643.55	\$4,504.85
4	20	EA	FC17X50GK15N AAH	1.75X50' COUPLED 1.5NH GREEN BLACK CONQUEST POLYURETHANE DJ HOSE * GREEN HOSE WITH BLACK STRIPE .	\$282.50	\$5,650.00
5	12	EA	DB3X50YEN NAFH	3X50' CPLD 2.5NH YEL DB800 DURABUILT DJ HOSE	\$229.10	\$2,749.20
6	1	EA	DB3X25REN NAFH	3X25' CPLD 2.5NH RED DB800 DURABUILT DJ HOSE	\$168.00	\$168.00
7	4	EA	FC25X50BK25N AAH	2.5X50' CPLED 1.5NH CONQUEST DJ HOSE * BLUE HOSE WITH BLACK STRIPE	\$331.25	\$1,325.00
8	2	EA	HS-100 RBFAB	HOSE STRAP FOR UP TO 100' OF HOSE	\$70.18	\$140.36

Ph: 510-839-5111
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 Fax: 510-839-5325
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 DUNS#: 00-922-4163

CURTIS

TOOLS FOR HEROES

Attachment 7C

Pacific North Division
 185 Lennon Lane Suite 110
 Walnut Creek, CA 94598
www.LNCURTIS.com
 Quotation No. 141087

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
9	1	EA	UB22 AVON	HYDRANT BAG	\$60.25	\$60.25
10	1		00048001 ELK	PSFS-HP 1NH PHANTOM NOZZLE 15-60 GPM @ 100PSI	\$511.00	\$511.00
11	5	EA	0033XD04 ELK	1.5NHFX1.5NHM XD SHUTOFF WITH 7/8" INTEGRAL SMOOTH BORE TIP	\$432.05	\$2,160.25
12	5		02XD2021 ELK	1.5NH XD HANDLINE 60-200 GPM @ 75PSI	\$876.40	\$4,382.00
13	1	EA	03976201 ELK	246S FOAM AERATION TUBE	\$283.00	\$283.00
14	1	EA	FS3STACK TFT	1.5NH STACKED NOZZLE TIPS 1-1/4"-1-1/8"- 1" ORIFICE	\$91.00	\$91.00
15	1	EA	HSSNJ TFT	2.5NHFX2.5NHM STREAM STRAIGHTENER	\$74.75	\$74.75
16	1	EA	H-2VPP TFT	2.5NH X 1.5NHM PLAYPIPE SHUTOFF BALL VALVE	\$575.25	\$575.25
17	1		02XD4051 ELK	2.5NH 75-325 GPM @ 75PSI XD HANDLINE NOZZLE	\$1,061.00	\$1,061.00
18	2	EA	02507001 ELK	B100A 2.5NH X 2-1.5NHM ALUM WYE VLV	\$306.00	\$612.00
19	1	EA	00302501 ELK	5NHFX2-2.5NHM ELK-O-LITE WYE VALVE	\$1,886.55	\$1,886.55
20	1	EA	00302111 ELK	2.5NHFX2-2.5NHM B97A GATED WYE	\$1,318.25	\$1,318.25
21	1		00303251 ELK	(2)2.5FNH X 2.5 FNH VALVED SIAMESE STYLE B-98-A	\$1,321.90	\$1,321.90
22	1		00164401 ELK	2-2.5NHFX5STZ 4-A CLAPPED SIAMESE	\$628.80	\$628.80
23	2	EA	00381101 ELK	X86A 2.5NHFX2.5NHM LTWT GATE VLV	\$488.60	\$977.20
24	2	EA	3625N25N	2.5NHMX2.5NHM RL DBL MALE ADPTR	\$15.32	\$30.64
25	2	EA	3525N25N	35 2.5NHFRLX2.5NHFRL DOUBLE FEMALE SWIVEL ADAPTER	\$27.50	\$55.00
26	2	EA	S5450S45N	S54 5STZX4.5NHFLH STORZ TO SWIVEL FEMALE ADAPTER	\$157.62	\$315.24
27	1	EA	02507001 ELK	B100A 2.5NH X 2-1.5NHM ALUM WYE VLV	\$319.50	\$319.50
28	1	EA	H60 HEBERT	6" HOSE CLAMP	\$347.05	\$347.05
29	2	EA	571 GEMTOR	HOSE & LADDER STRAP	\$32.67	\$65.34
30	3	EA	01507001 ELK	S454 ADJ HYDRANT WRENCH	\$86.92	\$260.76
31	2	EA	3725N15N	37 2.5NHFRLX1.5NHM ADAPTER	\$16.50	\$33.00
32	2	EA	3615N15N	36 1.5NHMX1.5NHM ROCKER LUG DOUBLE MALE ADAPTER	\$10.50	\$21.00
33	2	EA	3515N15N	35 1.5NHFRLX1.5NHFRL DOUBLE FEMALE SWIVEL ADAPTER	\$17.35	\$34.70
34	1	EA	3715N10N	37 1.5NHFRLX1NHM ADAPTER	\$13.20	\$13.20
35	1	EA	3610N10N	36 1NHMX1NHM ROCKER LUG DOUBLE MALE ADAPTER	\$12.10	\$12.10

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CURTIS

TOOLS FOR HEROES

Attachment 7C

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 Quotation No. 141087

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
36	1	EA	3510N10N	35 1NHFRLX1NHFRL DOUBLE FEMALE SWIVEL ADAPTER	\$14.45	\$14.45
37	3	EA	3710N75G	37 1NHFRLX.75GHTM ADAPTER	\$10.37	\$31.11
38	4	EA	SW2 RH	4"-6" STZ SPANNER WRENCH	\$14.10	\$56.40
39	1	EA	22890300G2150 PARA	MASTER CONTROL KIT G2, CONSISTING OF: * 1 EA. 22-890150G2L 150 PSI VIEW PARTS G2 LABEL * 1 EA. 22-890324 150 PSI MASTER CONTROL KIT G2 INSERT * 1 EA. 22-890337 PELICAN 1610 CASE * 1 EA. 22-890900G2-150 DUAL DEADMAN BAG CONTROLLER G2 * 1 EA. 22-895401G2 PRESSURE REGULATOR * 4 EA. 22-890490-150 INLINE RELIEF VALVE * 2 EA. 22-890682 1/4" NPT F PARATECH NIPPLE * 4 EA. 22-890686 PARATECH NIPPLE FOR ALB 3/8-24 LH THD * 1 EA. 22-890731 PARATECH NIPPLE & LOCKING TIRE CHUCK * 1 EA. 22-890732 SHUTOFF ADAPTER NIPPLE X INDUSTRIAL NIPPLE WITH VALVE * 2 EA. 22-890736 'Y' WITH 2 COUPLINGS & 1 NIPPLE * 1 EA. 22-890749 SHUTOFF ADAPTER NIPPLE WITH TWIST LOCK * 1 EA. 22-890513 BLACK 3/8" X 16' AIR HOSE * 1 EA. 22-890514 BLUE 3/8" X 16' AIR HOSE * 1 EA. 22-890515 YELLOW 3/8" X 16' AIR HOSE * 1 EA. 22-890516 RED 3/8" X 16' AIR HOSE * 1 EA. 22-890517 GREEN 3/8" X 16' AIR HOSE	\$3,395.30	\$3,395.30
40	1	EA	22888170G2 PARA	KPI32 38 TON MAXIFORCE AIR LIFTING BAG	\$1,305.30	\$1,305.30
41	1	EA	22888160G2 PARA	KPI22 25.6 TON MAXIFORCE AIR LIFTING BAG	\$1,165.65	\$1,165.65
42	1	EA	22888138G2 PARA	KPI10 12.9 TON MAXIFORCE AIR LIFTING BAG	\$797.05	\$797.05
43	2	EA	CTC501 RESCUE 42	LONG STRUT W/COMBI HEAD-BASEPLATE & PINS	\$1,199.00	\$2,398.00
44	2	EA	CTC504 RESCUE 42	27' RATCHET STRAP 3300LB RATED	\$89.00	\$178.00

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CURTIS

TOOLS FOR HEROES

Attachment 7C

Pacific North Division
 185 Lennon Lane Suite 110
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www.LNCURTIS.com
 Quotation No. 141087

LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
45	2	EA	CTC505 RESCUE 42	HOOK CLUSTER	\$119.00	\$238.00
46	1	EA	CTC507 RESCUE 42	SCREW JACK HEAD	\$269.00	\$269.00
47	1	EA	CTC516 RESCUE 42	SPARE BASE PIN	\$33.00	\$33.00
48	1	EA	CTC515 RESCUE 42	SPARE STRUT PIN- YEL	\$39.00	\$39.00
49	1	EA	CTC506 RESCUE 42	CINCH RING	\$29.00	\$29.00
50	1	EA	CTC521 RESCUE 42	3/8" X 20' GRA 70 CHAIN GRAB HOOKS EA END	\$119.00	\$119.00
51	1	EA	726101 CMC	RECTANGULAR PROSERIES STAINLESS STRETCHER	\$891.00	\$891.00
52	1	EA	440541 CMC	RESCUE TRUCK CACHE WITH HIDE- AWAY STRAPS	\$252.00	\$252.00
53	1	EA	430302 CMC	BLUE #3 ROPE BAG * CAPACITY = 250 - 300' 1/2" ROPE	\$80.10	\$80.10
54	1	EA	430305 CMC	BLACK #3 ROPE BAG * CAPACITY = 250 - 300' 1/2" ROPE	\$80.10	\$80.10
55	1	EA	432103 CMC	LAR RED RESCUE STUFF BAG	\$27.00	\$27.00
56	1	EA	432107 CMC	LAR YEL RESCUE STUFF BAG	\$27.00	\$27.00
57	1	EA	440233 CMC	MED RED LASSEN DUFFEL BAG	\$97.20	\$97.20
58	3	EA	202114 CMC	REGULAR 32"-42" RESCUE HARNESS	\$215.10	\$645.30
59	1	EA	202404 CMC	PROSERIES LIFESAVER VICTIM CHEST HARNESS	\$124.20	\$124.20
60	1	EA	202405 CMC	PROSERIES LIFESAVER VICTIM HARNESS	\$203.60	\$203.60
61	20	EA	300221 CMC	PROSERIES BRITE ALU SCREW-LOCK D CARABINER	\$37.10	\$742.00
62	6	EA	300441 CMC	2-1/4"X1/2" GREY SINGLE HD2 PULLEY	\$107.10	\$642.60
63	3	EA	300610 CMC	RED ALUMINUM ANCHOR PLATE	\$55.20	\$165.60
64	2	EA	201108 CMC	PROSERIES LOAD RELEASE STRAP	\$58.55	\$117.10
65	1	EA	201022 CMC	SMA BLUE PROSERIES ANCHOR STRAP	\$49.50	\$49.50
66	1	EA	201023 CMC	MED BLUE PROSERIES ANCHOR STRAP	\$51.30	\$51.30
67	1	EA	201024 CMC	LAR BLUE PROSERIES ANCHOR STRAP	\$48.40	\$48.40
68	1	EA	300840 CMC	ALUMINUM RESCUE 8 WITH EARS	\$60.15	\$60.15
69	2	EA	300890 CMC	RESCUE RACK	\$189.00	\$378.00
70	75	FT	293038 CMC	8MM RED RESCUE PRUSIK / LRH CORD FT	\$0.57	\$42.75
71	50	FT	293018 CMC	8MM GRE RESCUE PRUSIK / LRH CORD FT	\$0.57	\$28.50
72	300	FT	K01160 CMC	1/2" RED/WHI NE KM3 STATIC KERN ROPE FT	\$1.29	\$387.00

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73	300	FT	K03160 CMC	1/2" BLU/WHI NE KM3 STATIC KERN ROPE FT	\$1.29	\$387.00
74	40	FT	K02160 CMC	1/2" SAFETY GREEN/BLUE NE KM3 STATIC KERN ROPE FT	\$1.29	\$51.60
75	32	FT	200106 CMC	1" GREEN TUBULAR WEBBING	\$0.37	\$11.84
76	74	FT	200107 CMC	1" YELLOW TUBULAR WEBBING	\$0.37	\$27.38
77	92	FT	200102 CMC	1" BLUE TUBULAR WEBBING	\$0.37	\$34.04
78	122	FT	200101 CMC	1" ORANGE TUBULAR WEBBING	\$0.37	\$45.14
79	30	FT	200108 CMC	1" O.D. GREEN TUBULAR WEBBING	\$0.37	\$11.10
80	1	EA	D10095 NEX GEN	2-PC REACH-IT LOCK-OUT TOOL KIT, CONSISTING OF: * 32" DELUXE CANVAS CASE * 58" 2-PC REACH-IT TOOL * ORIGINAL INFLATABLE WEDGE * RHINO PRY WEDGE	\$42.65	\$42.65
81	3	EA	45103.01.101 NRS	RED NRS STANDARD RESCUE THROW BAG	\$48.75	\$146.25
82	3	EA	40025.01.101 NRS	RED RAPID RESCUER PFD VEST, UNIVERSAL SIZE	\$172.50	\$517.50
83	2	EA	42604.01.104 NRS	YELLOW HAVOC LIVERY HELMET, UNIVERSAL SIZE	\$33.75	\$67.50
84	1	EA	42604.01.100 NRS	RED HAVOC LIVERY HELMET, UNIVERSAL SIZE	\$33.75	\$33.75
85	3	EA	45301.01.101 NRS	BLACK FOX 40 SAFETY WHISTLE	\$4.63	\$13.89
86	3		47303.02.101 NRS	NRS CO-PILOT KNIFE YELLOW	\$32.95	\$98.85
87	1	EA	NORTHWEST RIVER SUPPLY CUSTOM	AS BELOW: ITEM # 55003.02.108 . NRS PUREST MESH DUFFLE BAG . RED - 90L	\$40.25	\$40.25
88	1	EA	RH-6-D FIRE HOOKS	6' STEEL NEW YORK ROOF HOOK WITH D-HANDLE	\$128.10	\$128.10
89	1	EA	RH-6 FIRE HOOKS	6' NEW YORK ROOF HOOK, STEEL	\$109.00	\$109.00
90	1	EA	36206 NUPLA	YPD-6 6' HD CLASSIC NUPLAGLAS PIKE POLE, WITH BUTT END	\$44.10	\$44.10
91	1	EA	FH10 FIRE HOOKS	10' SAN FRANCISCO HOOK	\$147.60	\$147.60
92	1	EA	UH-6-D FIRE HOOKS	6' UNIVERSAL HOOK W/ D-HNDL	\$126.95	\$126.95
93	1	EA	TRH-6 FIRE HOOKS	6' ARSON TRASH HOOK W/ D-HANDLE	\$115.90	\$115.90
94	1	EA	PR1200FG COUNCIL	12# SLEDGE HAMMER WITH FIBERGLASS HANDLE	\$33.50	\$33.50

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LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
95	1	EA	32PW-6 FIRE AXE	32" 6# POLISHED PICKHEAD FIREFIGHTER AXE WITH WOOD HANDLE	\$231.75	\$231.75
96	1	EA	32FW-8 FIRE AXE	32" 8# POLISHED FLATHEAD FIREFIGHTER AXE WITH WOOD HANDLE	\$243.95	\$243.95
97	1	EA	PB-30 FIRE HOOKS	30" PRO-BAR WITHOUT RING	\$219.55	\$219.55
98	1	EA	60PP COUNCIL	36" 6# PINCHPOINT STEEL CROWBAR	\$26.90	\$26.90
99	1	EA	68040 NUPLA	P7218 18" WIDE BROOM HEAD	\$24.00	\$24.00
100	1	EA	72156 NUPLA	AGS12LE #12 ALUM SCOOP SHOVEL WITH 48" HANDLE	\$43.15	\$43.15
101	1	EA	911 CHAN LK	STANDARD HANDLE 9.5" CABLE CUTTING PLIER	\$37.32	\$37.32
				item # 0390FCS . 32" FIBERGLASS CABLE CUTTER		
102	1	EA	0390MCX HKP	HC BOLT CUTTER 36"	\$189.00	\$189.00
103	1	EA	KT K-TOOL	K-TOOL KIT, INCLUDES: * K-TOOL * LEATHER POUCH * SET OF KEY TOOLS * OPERATIONS MANUAL	\$134.62	\$134.62
104	1	EA	OTK-16 FIRE HOOKS	A-TOOL OFFICERS TOOL KIT	\$73.25	\$73.25
105	1	EA	IRON KMP	IRON SLING	\$71.55	\$71.55
106	1	EA	32PW-6 FIRE AXE	32" 6# POLISHED PICKHEAD FIREFIGHTER AXE WITH WOOD HANDLE	\$231.00	\$231.00
107	1	EA	32FW-6 FIRE AXE	32" 6# POLISHED FLATHEAD FIREFIGHTER AXE WITH WOOD HANDLE	\$231.00	\$231.00
108	1	EA	SCBP FIRE AXE	6# PICKHEAD AXE OVERSIZED LEATHER SCABBARD AND BELT	\$170.00	\$170.00
109	1	EA	SCBF-6 FIRE AXE	6# FLATHEAD AXE OVERSIZED LEATHER SCABBARD AND BELT	\$170.00	\$170.00
110	1	EA	415 AMEREX	20# PURPLE K FIRE EXT W/ HOSE- HORN- BRASS VLV	\$155.00	\$155.00
111	1	EA	240 AMEREX	2.5GAL 2A WATER FIRE EXTINGUISHER	\$105.00	\$105.00
112	1	EA	90619 CAMELBAK	845 fl. oz. / 25 L COYOTE SQUADBAK MG OMEGA HYDRATION PACK	\$182.95	\$182.95
113	1	EA	14VSC1214GR GOS	14V 12'X14' GREEN 14oz VINYL SALV COVER	\$104.50	\$104.50
114	1	EA	14VSC1214Y GOS	14V 12'X14' YEL 14oz VINYL SALV COVER	\$104.50	\$104.50
115	1	EA	14VSC1214R GOS	14V 12'X14' RED 14oz VINYL SALV COVER	\$104.50	\$104.50
116	2	EA	25302 STRMLIT	BLA SL-20LP LED POLYMER FLASHLIGHT W/ 12V DC SMART CHARGE, NIMH	\$84.45	\$168.90

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LN	QTY	UNIT	PART NUMBER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
117	2	EA	14VHR320R GOS	14V 3'X20' RED 14oz VINYL HALL RUNNER	\$37.35	\$74.70
118	4	EA	44454 STRMLIT	ORA FIRE VULCAN LED LITEBOX , NO CHRGR	\$136.75	\$547.00
119	1	EA	WH15XTA HONDA	HIGH PRESSURE DE-WATERING PUMP, 98 GAL/MIN, 57 PSI MAX, 1.5"NPT INTAKE AND DISCHARGE	\$622.00	\$622.00
120	1	EA	T320B BULRD	BLACK THERMAL IMAGER INCLUDES: TWO BATTERIES AC/DC BATTERY CHARGER, CARRYING STRAP ORIENTATION CD-ROM INSTRUCTION MANUAL CARDBOARD . CARRY CASE .	\$10,146.50	\$10,146.50
121	1	EA	0835NV KESTREL	3500NV OD GRE POCKET WEATHER METER	\$198.95	\$198.95
122	1	EA	DCS380P1 DEWALT	20V MAX LITHIUM ION RECIPROCATING SAW	\$305.95	\$305.95
123	2	EA	DCB206 DEWALT	20V MAX LIION 6.0AH BATTERY PACK	\$184.25	\$368.50
124	1	EA	010-01199-20 GARMIN	GPSMAP 64ST W/ TOPO	\$320.15	\$320.15
125	1	EA	500031 WLDFIR	RED DRIP TORCH, FOREST SERV SPEC	\$135.00	\$135.00
126	1	EA	DC66ODG GOS	12C 6'X6' 12oz CANV DEBRIS CARRIER	\$75.00	\$75.00
127	2	EA	14160 JUSTRITE	RED 1 GALLON POLY TYPE I OVAL SAFETY CAN WITH STAINLESS STEEL HARDWARE, FLAME ARRESTER & SELF-SEAL CAP	\$51.50	\$103.00
128	2	EA	60A ROGUE HOE	6" WIDE HOE WITH PICK WITH 40" WOOD HANDLE SHARPENED ON 3-SIDES.	\$45.00	\$90.00
129	1	EA	1237500 AMES	ROUND POINT FIRE SHOVEL	\$57.35	\$57.35
130	1	EA	375MA	3.75# PULASKI MATTOCK AX 36" WOOD HNDL- 38PE136	\$43.70	\$43.70
131	1	EA	MT48 FSS COUNCIL	MCLEOD TOOL, 48" HANDLE FOREST SERVICE SPEC 5100-353D	\$72.00	\$72.00
132	1	EA	CH210 TRUE NORTH	BLACK CHAIN SAW PACK, STANDARD SIZE	\$310.35	\$310.35
133	1	EA	910-1140 TMPST	DD-21-H-5.5 21" DIRECT DRIVE BLOWER W/ 5.5HP HONDA ENGINE	\$1,890.00	\$1,890.00
134	1	EA	HUSKY14 FIRE HOOKS	14" DIAMOND RESCUE BLADE, DOUBLE ARBOR SIZE, 20mm WITH A KNOCKOUT TO 1"	\$145.00	\$145.00
135	1	EA	967046201 HUSQ	K1270 14" CUT-OFF SAW	\$1,750.00	\$1,750.00
136	50	EA	1212-12 TUR	BLACK 1'X1'X.5" THIN PROFILE TILE	\$5.00	\$250.00
137	1	EA	CEDVBL14 CUTEDG	14" BLA LIGHTNING MULTI-CUT RESCUE BLADE	\$183.54	\$183.54
138	2	EA	SC1 TUR	BLA STEP CHOCK	\$105.00	\$210.00

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139	1	ST	AUTO-X-A-CBCT TUR	DURA CRIB AUTO X CRIB TOOL KIT A WITH CARRYING BAG & CRIB TOTERS CONSISTING OF: * 6ea - 24-18 CRIB 2X4X18" PYRAMID CRIB * 2ea - 2/4-12 2X4X12" WEDGE * 9ea - 44PL-18 HYBRID CRIB 4X4X18" * 2ea - 4/4-20 4X4X20" WEDGE * 1ea - 3W 3X8.5" LONG WEDGE * 1ea - 6W 6X8.5" LONG WEDGE * 1ea - 1B 1X9" SQ TURTLE LOCK BLOCK * 1ea - 2B 2X9" SQ TURTLE LOCK BLOCK * 1ea - 3B 3X9" SQ TURTLE LOCK BLOCK * 2ea - SC-1 STANDARD STEP CHOCK * 1ea - WC-2 PAIR OF WHEEL CHOCKS * 1ea - CTP1818-1.5 18X18X1.5" MOD PAD * 1ea - TPB TOP BAG PAD BONUS PACKAGE * 1ea - CTP2424-2 24X24X2" MOD PAD W/ LEVEL	\$1,200.00	\$1,200.00
140	2	EA	90619 CAMELBAK	845 fl. oz. / 25 L COYOTE SQUADBAK MG OMEGA HYDRATION PACK	\$190.00	\$380.00
141	4	EA	E093FA00 PETZL	BLACK TIKKA COMPACT HEADLAMP, 300 LUMENS	\$29.95	\$119.80
142	1	EA	HP-2500-BK WOLFPACK	WILDLAND PROGRESSIVE HOSE PACK, HOLDS 2ea 1.5X100' LENGTHS AND/OR 1" HOSE .	\$130.00	\$130.00
143	4	EA	500360 CMC	LEVR WEB ESCAPE SYSTEM	\$440.10	\$1,760.40

DUNS NUMBER: 009224163
 SIC CODE: 5099
 FEDERAL TAX ID: 94-1214350

THIS PRICING REMAINS FIRM UNTIL 03/20/2020. CONTACT US FOR UPDATED PRICING AFTER THIS DATE.

Subtotal	\$74,682.72
Tax Total	\$5,787.91
Transportation	\$0.00
Total	\$80,470.63



Agenda Transmittal

DATE: February 19, 2020

FROM: Vicky Neibauer, Finance/HR Officer

AGENDA ITEM #8: UMPQUA BANK DISTRICT PURCHASING CARD PROGRAM

RECOMMENDED ACTION: APPROVE RESOLUTION 2020-04

INTRODUCTION

The Cameron Park Community Services District (District) currently uses US Bank Purchasing Card Program for the purchase of supplies, materials, and equipment used in the day-to-day operations. Staff requests approval to move from the District's current US Bank Purchasing Card Program to the Umpqua Bank Purchasing Card Program. Umpqua Bank requires a resolution authorizing the District to participate in their Purchasing Card Program (Attachment 8A).

BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee reviewed and supported forwarding the request to the Board of Directors.

DISCUSSION

The California Special Districts Association (CSDA) negotiated with Umpqua Bank to provide a Purchasing Card Program (Program) for vendor payments, purchasing, travel, and fleet transactions. This Program is available to all CSDA members at no cost.

Umpqua Bank's Program offers a 1% rebate on all purchases while US Bank offers a 1% reward for only some purchases. Not only will the District be able to earn more dollars on purchasing activities, the Program also offers opportunities for:

- Increased Internal Control – The District can configure credit cards by commodity, credit limit, and also block certain commodities such as travel and entertainment.

- Expansion of Real Time Access - Umpqua's internet presence is robust and easy to use. The District will have real time access to make changes such as: managing individual cardholder limits and controls, closing cards, downloading statements, and viewing transaction reports.
- Growth – the Umpqua's Purchasing Card Program, through additional options, allows for future interconnectivity with our current financial system, receipt imaging, and vendor on-line payments.

Attachments:

8A – Resolution 2020-04

8B – Umpqua Commercial Card Account Agreement

**RESOLUTION NO. 2020-04
of the Board of Directors
of the Cameron Park Community Services District
February 19, 2020**

**RESOLUTION AUTHORIZING AGREEMENT WITH UMPQUA BANK TO
PARTICIPATE IN THE CSDA DISTRICT PURCHASING CARD PROGRAM**

WHEREAS, Credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of the Cameron Park Community Services District (District), and

WHEREAS, the California Special Districts Association (CSDA) has negotiated with Umpqua Bank to provide a Purchasing Card Program for vendor payments, purchasing, travel or fleet transactions, and

WHEREAS, the CSDA District Purchasing Card Program is available to members of the CSDA and the District is a member of the CSDA; and

WHEREAS, the Program requires an application for credit approval, a resolution by the District Governing Board, and District policy and procedures regarding the use of the credit cards; and

WHEREAS, the District has a Standard Practice of procedures for using credit cards as required by the Program,

NOW THEREFORE BE IT RESOLVED, that the Board of Directors of the Cameron Park Community Services District directs the following actions:

- a. Authorize participation with Umpqua Bank in the CSDA District Purchasing Card program;
- b. Authorize the application to the Program for credit cards or purchasing cards;
- c. Authorize the Board President to execute any necessary agreements;
- d. Authorize the General Manager, or the General Manager's designee, to add new participants or cancel former employees.

BE IT FURTHER RESOLVED, that this Resolution shall be effective upon adoption, on February 19, 2020.

Attachment 8A

PASSED AND ADOPTED by the Board of Directors of the District at a regularly scheduled meeting held on February 19, 2020 by the following vote of said Board:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Director Monique Scobey, President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

Jason Epperson, Legal Counsel

* * * * *



This Commercial Card Account Agreement ("Account Agreement" or "Agreement") sets forth the terms of the Umpqua Bank Commercial Card Account ("Account") for _____ and entered into effective as of _____, 20____ (the "Effective Date"). Your Commercial Card Account has been opened in the name of Company pursuant to the credit application submitted by Company to Umpqua Bank. All extensions of credit in connection with your Commercial Card Account are being made by Umpqua Bank ("Umpqua").

1. **Definitions.** In this Account Agreement the following definitions shall apply:
 - "**Account**" means each individual credit card account established in connection with a Commercial Card and for which Company is fully liable under the Commercial Card Account in accordance with this Account Agreement.
 - "**Annual Percentage Rate**" or "**APR**" means an annualized rate of Finance Charge, as determined by us.
 - "**Authorized Officer**" means the individual(s) who signed Company credit application and this Account Agreement on behalf of Company.
 - "**Cash Advance**" means a Transaction to obtain a cash loan from Umpqua or other financial institution that accepts the Commercial Card (whether through an ATM, a teller at a branch, or otherwise) and/or a loan from Umpqua through your use of any checks or drafts Umpqua may provide for drawing funds from Umpqua to be posted as Cash Advances on your Commercial Card Account (any surcharges charged by any owner or operator of any ATM, or by Umpqua, or by any other bank with respect to the Cash Advance will be deemed a part of the Cash Advance).
 - "**Commercial Card**" means each Visa® credit card that is issued to a Commercial Cardholder under your Commercial Card Account and this Account Agreement.
 - "**Commercial Cardholder**" means a Company employee who is designated by Company to receive a Commercial Card and who is approved to use such Commercial Card to effect Transactions during the term of this Account Agreement.
 - "**Commercial Cardholder Agreement**" means the Commercial Credit Cardholder Agreement that applies to each Account and whose terms bind a Commercial Cardholder.
 - "**Company**" means the corporation, limited liability company, partnership, proprietorship, or other entity that opened the Commercial Card Account with Umpqua pursuant to which Commercial Cards will be issued.
 - "**Finance Charge**" means any charge to an Account by Umpqua that is calculated and assessed in accordance with this Account Agreement or a Commercial Cardholder Agreement.
 - "**Initial Term**" means the period commencing on the Effective Date and continuing for a period of _____.
 - "**Note**" means any promissory note or other agreement, including this Account Agreement, for the extension of credit entered into between Lender and Borrower. "Purchase" means a Transaction made to purchase or lease goods or services, or pay amounts you or any Commercial Cardholder owes (excluding Cash Advances).
 - "**Periodic Statement**" is a written record of the account activity (purchases, payments, fees, etc.) supplied to you by Umpqua on a monthly basis or at set intervals such as weekly or bi-weekly. Also called a "Billing Statement."
 - "**Renewal Term**" means each one-year renewal period following the Initial Term.
 - "**Transaction**" means any Account activity that has a debit value.

The words "we", "us", and "our" refer to Umpqua Bank ("Umpqua"). The words "Borrower", "you", and "your" refer to Company.

2. **Acceptance of this Account Agreement.** Your Authorized Officer's signing of the credit application, Commercial Card or use of Commercial Card or Commercial Card Account confirms your acceptance to be bound by this Account Agreement, as well as any other agreements, disclosures, rules, or notices relating to the Commercial Cards and/or the Commercial Card Account as may be posted on Umpqua's website or otherwise made available to you and as amended from time to time. You represent and warrant that (a) you have all necessary corporate or applicable organizational authority and have taken all action necessary to enter into this Account Agreement and to perform your obligations hereunder, (b) this Account Agreement has been duly executed and delivered by you and is a legal, valid, and binding obligation, enforceable against you in accordance with the terms hereof, and (c) the Authorized Officer signing is duly authorized to execute and deliver this Account Agreement on your behalf.
3. **Ownership of Commercial Cards.** Each Commercial Card remains the property of Umpqua. Umpqua can revoke your and/or any Commercial Cardholder's right to use the Commercial Card Account at any time. Umpqua can do this with or without cause and without giving you or the applicable Commercial Cardholder notice. You and/or your Commercial Cardholders must immediately surrender Commercial Cards to Umpqua upon request.
4. **Program Administration.** Company shall designate in writing to us a Program Administrator to actively manage the Commercial Card Account on your behalf. If not specifically designated by Company, the Program Administrator shall be the first Authorized Officer listed in the signature block of Company's credit application. You agree and acknowledge that such Program Administrator is duly authorized by you to act on your behalf with respect to the Commercial Card Account, and that we may rely on all directions and information we receive from Program Administrator regarding the Commercial Card Account, including issuance of Commercial Cards to your employees. The Program Administrator's responsibilities shall include:
 - (a) Conducting Commercial Account maintenance;



- (b) Collecting Commercial Card request forms, ensuring proper authorization, and facilitating new Commercial Card orders;
 - (c) Communicating Company policy to all Commercial Cardholders that restricts the use of the Commercial Card to business purposes only;
 - (d) Accessing and monitoring Commercial Card Account spending reports;
 - (e) Regularly auditing Company's expense management program to ensure compliance with Company policies;
 - (f) Maintaining internal Company Commercial Card Account forms, policies, procedures, approved and prohibited usage guidelines, web site details and training materials;
 - (g) Maintaining hierarchical approval of all Purchases;
 - (h) Being familiar with all aspects of the Commercial Card Account and each Commercial Card;
 - (i) Handling all Company and Commercial Cardholder inquiries and billing disputes, credit line increase requests, and other requests and notices under this Account Agreement;
 - (j) Upon request, providing us with such information and documentation as we may deem necessary to protect our interests; and
 - (k) Promptly advising us of any termination of any Commercial Cardholder employment relationships with Company and, upon such termination, collect, cut in half and return to us the associated Commercial Card(s)
 - (l) Immediately notifying us by phone and in writing of any reported or suspected unauthorized use of or access to any Commercial Card or the Commercial Card Account.
5. **Scope of Commercial Card Program.** This Account Agreement shall apply to Cash Advances and Purchases by Company, its subsidiaries, divisions, or affiliates as approved by Umpqua, and Commercial Cardholders. Umpqua is a card-issuing member of Visa[®], USA, Inc. and Visa[®] International and may issue credit cards and establish credit card accounts to designated employees of Company as set forth in this Account Agreement. Company will designate employees who are to receive Commercial Cards and become Commercial Cardholders, and unless Umpqua notifies Company to the contrary, Umpqua will issue Commercial Cards to such employees. Unless Umpqua notifies Company to the contrary, or a Commercial Card has been terminated as provided herein, all Commercial Cards will expire upon termination of this Account Agreement. Umpqua may elect in its sole discretion not to issue a Commercial Card to an employee that Company wishes to receive such Commercial Card. Any or all charging privileges may also be withdrawn with or without cause at any time with or without notice.
6. **Use of Commercial Card Account.** You and your Commercial Cardholders may use your Commercial Card Account for Purchases and Cash Advances, wherever the Commercial Card is honored. You agree not to use, and agree that your Commercial Cardholders will not use, your Commercial Card Account for any transaction that is primarily for personal, family or household purposes. You agree to accept credits to the Commercial Card Account instead of cash refunds when the original Purchase was charged to the Commercial Card Account. You agree not to use, and agree that your Commercial Cardholders will not use, the Commercial Card Account for any illegal transactions. You acknowledge that Umpqua provides the Commercial Cards as an accommodation party only and, except as otherwise expressly provided by law or herein, Umpqua is not responsible for the manner in which the Commercial Cards are used.
7. **Refusal to Honor Commercial Card.** Umpqua will not be responsible for a merchant's or financial institution's refusal to honor the Commercial Card. Umpqua also reserves the right to deny authorization of any Purchase or Cash Advance. Except as otherwise required by applicable law or regulation, we will not be responsible for merchandise or services purchased or leased through use of any Commercial Card or the Commercial Card Account.
8. **Obligations on the Commercial Card Account.** You authorize us to pay and charge the Commercial Card Account for all Purchases and Cash Advances made or obtained by any Commercial Cardholder or anyone you authorize to use a Commercial Card or the Commercial Card Account. You promise to pay us for all of these Transactions, plus any related Finance Charges assessed on the Commercial Card Account and any other charges and fees that you may owe us under the terms of this Account Agreement or that your Commercial Cardholders may owe us under the terms of the applicable Commercial Cardholder Agreement. Company will be obligated to pay Transactions posted to the Commercial Card Account whether resulting from (a) actual use of a Commercial Card, (b) mail order or telephone, computer or other electronic Purchases made without presenting the Commercial Card, or (c) any other circumstance where you authorize a Transaction, or authorize someone else to effect a Transaction, to the Commercial Card Account.
9. **Statements.** We will send each Commercial Cardholder a statement at the end of each billing cycle in which the Commercial Cardholder's Account reflects a debit or credit balance (i.e., the total amount of Transactions, Finance Charges and other charges (including, without limitation, any fees) and amounts due under the Commercial Cardholder Agreement, net of any payments and credits, as shown on a Commercial Cardholder's Periodic Billing Statement (such amount for each Commercial Cardholder's Account, the "New Balance") or if a Finance Charge has been imposed. An electronic statement may be made available in substitution of a paper statement upon request. Among other things, the Periodic Statement will: itemize Transactions, credits and adjustments; show any Finance Charge; and, set forth the New Balance, the credit limit, available credit, and the date on which the New Balance is due and payable in full ("Payment Due Date").
10. **Payments. Individual Billing.** If you select individual billing, we will bill each Commercial Cardholder for such Commercial Cardholder's New Balance (as the term "New Balance" is defined in the Commercial Cardholder Agreement), which amount is due in full, on or before the Payment Due Date. Notwithstanding individual billing, you are responsible for full payment of the New Balance on each Commercial Cardholder's Account on or prior to the Payment Due Date, independent of any agreement or program for reimbursement that may exist between you and your employee and independent of any attempts of Umpqua to bill or collect the New Balance from such Commercial Cardholder. All payments must be made in U.S. dollars. Any payment made by check or other item must be drawn on a financial institution located in the United States. The account payment must be sent to Umpqua at the address shown on your Periodic Statement.



Central Billing. If you select central billing, we will bill you for all New Balances regarding all Commercial Cards under Company's Commercial Card Account, and we will send Commercial Cardholders billing statements showing their New Balances as memorandum items only. You will pay Umpqua directly the total amount of all Commercial Cardholders' New Balances, as shown on your Periodic Statement.

General Terms for Both Billing Methods. You agree not to deduct or withhold, without our prior written approval, any amount shown as due on a Billing Statement. Acceptance of late payments, partial payments or any payment marked as being payment in full or as being a settlement of a dispute will not effect any of our rights to payment in full. You agree that payment terms set forth herein supersede any agreement with regard to payment terms established between you or any Commercial Cardholder and the seller of goods or services or any payment terms that might be imputed to you or any Commercial Cardholder and the seller under applicable law for goods or services purchased using Commercial Cards. Subject to any mandatory provisions of applicable law, all payments made on the Commercial Card Account will be applied to your balances in the Commercial Card Account in the manner we determine. In general, we apply payments to lower APR balances before higher APR balances, which means, among other things, your finance charges will increase if you make transactions that are subject to higher APRs. If payment does not conform to the requirements stated above, crediting of the Commercial Card Account may be delayed. If this happens, additional charges may be imposed.

11. **Cash Advances.** If you consent, a Commercial Cardholder may be able to use the Commercial Card to obtain Cash Advances.
12. **Finance Charges.** Finance Charges begin on the date of the Transaction, or the first day of the Commercial Cardholder's billing cycle in which the Transaction is posted, whichever is later. However, Finance Charges will be imposed on Purchases only if the entire New Balance, as shown on the Commercial Cardholder's Billing Statement, is not paid in full on or before the Payment Due Date. The Annual Percentage Rates for Cash Advances and Purchases are described below. In each case, the periodic rate is calculated by dividing the APR by the total number of days in the calendar year (i.e., 365 or 366).

We figure a portion of the Finance Charge on Cash Advances by applying the periodic rate to the "average daily balance" of Cash Advances (including current transactions). To get the "average daily balance" we take the beginning balance of your Cash Advances each day (which such beginning balance includes any past due Finance Charges on Cash Advances), add any new Cash Advances, and subtract any applicable payments or credits. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

The **Annual Percentage Rate** for Cash Advances is currently **23.99%** Depending on qualifications, other rates for Cash Advances may apply or be available and notice thereof will be provided to you or the cardholder. The minimum **Finance Charge** on your combined Cash Advance and Purchase balance is **\$1.00**.

We figure a portion of the Finance Charge on Purchases by applying the periodic rate to the "average daily balance" of your Purchases (excluding current transactions). To get the "average daily balance" we take the beginning balance of your Purchases each day (which such beginning balance includes any Finance Charges on Purchases), and subtract any applicable payments or credits. We do not add in any new Purchases. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle. This gives us the "average daily balance."

The **Annual Percentage Rate** for Purchases is 21.99%. Depending on qualifications, rates other than the standard APR for Purchases may apply or be available and notice thereof will be provided to you or the Commercial Cardholder. The minimum **Finance Charge** on your combined Purchase and Cash Advance balance is **\$1.00**.

If we have "special" Finance Charge offers in effect from time to time, we will separately identify them on your Periodic Statement and separately disclose on your Periodic Statement the balances to which the special offers apply. These separate balances and the related periodic Finance Charges will be calculated in the same manner as Purchases described above. Any such special Finance Charge arrangements may be forfeited if you or Company breach, or are in default under, this Account Agreement or any other agreement governing use of the Commercial Card Account, in which case the above described APRs may apply.

13. **Foreign Currency Transactions.** Transactions in foreign currencies will be converted to U.S. Dollars at the exchange rate determined by Visa[®] USA, Inc. or its affiliates ("Visa[®]"), using Visa[®] currency conversion procedures. Currently, the currency conversion rate is generally either wholesale market rate or a government-mandated rate in effect for the date of conversion, determined by Visa[®] in its sole discretion. The currency conversion rate used on the conversion date may differ from the rate in effect on the date you used your Card. A conversion international transaction charge will be charged to the Card. In addition, an International Transaction Fee will be charged if such transaction was in U.S. Dollars but charged by a merchant who is outside of the U.S. in the amount set forth in the Pricing Information located on the final page of this agreement.
14. **Other Charges.** In addition to any Finance Charge, the following other charges will be applicable to each Account:
 - (a) **Late Fee.** If we do not receive payment by the Payment Due Date shown on the Commercial Cardholder's Billing Statement, we may charge a late payment fee in the amount set forth in the Pricing Information located on the final page of this agreement. For the avoidance of doubt, this late payment fee applies each time a Commercial Cardholder's New Balance is not paid by the Payment Due Date.
 - (b) **Return Check Fee.** If a bank does not honor the check or ACH withdrawal used to pay amounts owing under a Commercial Cardholder Agreement or we must return a check because it is not signed or is otherwise irregular, we may charge a return check fee in the amount set forth in the Pricing Information located on the final page of this agreement. For the avoidance of doubt, this return check fee applies to each Account for which a bank does not honor the check or ACH withdrawal used or for which we must return a check.
 - (c) **Payment by Phone Fee.** We may charge a fee if you or a Commercial Cardholder make a payment through a phone call to us in the



amount set forth in the Pricing Information located on the final page of this agreement.

We may change the Pricing Information from time to time (through disclosures posted on Umpqua's website or otherwise made available to you).

When a Commercial Cardholder uses an ATM not owned by us, there may be a fee charged by the ATM operator, Umpqua or by any network used to complete a transaction, and/or a fee may be charged for a balance inquiry (even if any other transaction is not completed).

Unless otherwise arranged between us, any late, return check, or payment by phone will be added to the Commercial Cardholder's Purchase balance and be treated as a Purchase.

15. **Default.** You will be in default if:

- (1) you fail to comply with this Account Agreement or a Commercial Cardholder fails to comply with the Commercial Cardholder Agreement,
- (2) you fail to meet any of your other obligations to us, howsoever arising (i.e., whether related or unrelated to this Account Agreement or your Commercial Card Account), including, but not limited to any other obligations you have to Umpqua, as Borrower or Guarantor, under any note, account agreement, guaranty, business loan agreement, commercial security agreement, deed of trust or other similar loan documents,
- (3) a petition for bankruptcy, insolvency, receivership, or similar protection is filed by or against Company or any Commercial Cardholder,
- (4) in any period, we do not receive the amount due by the Payment Due Date regarding any Commercial Card,
- (5) any Commercial Cardholder exceeds his or her credit line or Company's overall credit line is exceeded,
- (6) Company is dissolved, consolidated or merged, or a change in control of the ownership of Company or any of its affiliates occurs,
- (7) any Guarantor of this Account Agreement becomes insolvent, dies or becomes incompetent, or revokes or disputes the validity of, or liability under any guaranty of indebtedness that includes this Account Agreement,
- (8) any Guarantor of this Account Agreement fails to comply with any term, obligation, covenant or condition contained in its guaranty,
- (9) or we believe in good faith that the payment or performance of your or any Commercial Cardholder's obligations to us is impaired for any reason.

If you or any Commercial Cardholder is in default, Umpqua may, at its option, restrict some or all further Commercial Card Account activity. Umpqua may also, at its option, demand immediate payment of the full balance and take any available legal action. If you are in default and fail to pay any amount that you owe, then you will be liable for Umpqua's collection costs and, if the claim is referred to an attorney for collection, then you will be liable for any reasonable attorney fees which are incurred, plus the costs and expenses of legal action. Nothing herein shall limit our right to terminate any or all of your Commercial Card Account privileges as otherwise provided in this Account Agreement. We will not be obligated to honor any attempted use of any Commercial Card if a default has occurred regarding such Commercial Card or regarding Company's Commercial Card Account or if we have decided to suspend or terminate the Commercial Card or the Commercial Card Account privileges.

16. **Liability.** Company shall be liable for all Purchases, fees, Cash Advances and other charges incurred or arising by virtue of the use of Commercial Card Account whether or not authorized. The Program Administrator shall notify Umpqua by telephone (with written confirmation) of the termination of employment of any Commercial Cardholder or any lost or stolen Commercial Card. Based upon Standard Industry Classifications ("SIC") or Visa[®] Merchant Category Codes ("MCC") and as agreed to by Company, Umpqua shall consider requests to establish charge authorization procedures in order to cause certain transactions to be refused or denied. Umpqua may monitor transaction activity in order to assist Company in detecting transactions which are outside of usage procedures established by Company or Authorized Officer; provided, Company will bear any incremental costs borne by Umpqua to monitor transaction activity and assist Company in detecting such transactions, including allocated cost of personnel needed to administer such functions, and provided that Umpqua shall have no liability regarding any alleged failure on its part to detect any detecting transactions which are outside of usage procedures established by Company or otherwise unauthorized or improper.

17. **Billing Disputes.** Disputes regarding charges or billings hereunder shall be communicated in writing to Umpqua at the address indicated in paragraph 'Notice and Communication. Be advised that oral communications with us regarding disputed charges or billings may not preserve your rights. Communications should include the Commercial Cardholder name and Account number, the dollar amount of any dispute or suspected error, the reference number and a description of the dispute or error. Any communication regarding a dispute or suspected error must be received by Umpqua within sixty (60) days of the date of the statement on which the disputed or incorrect charge first appeared or you will be deemed to have accepted them and waived any objection to them. Disputed billings are categorized as, but not necessarily limited to, failure to receive goods or services charged, fraud, forgery, altered charges, unauthorized charges, disputes as to the quantity or quality of goods or services purchased with a Commercial Card, and billing errors on your Periodic Statement. Umpqua will investigate disputes and billing errors, and may, in its sole discretion, attempt to facilitate their resolution or correction, but it will not be responsible for resolving or correcting them.

18. **Notice and Communication.** We will send statements and any other notices to Company at the address shown in our files. Our notice may



refer you to a link on our website, in which case you hereby agree to access such link and read the content on the webpage to which it directs you, or else contact us to receive a hardcopy of such notification and then read it. Company agrees to inform us promptly in writing of any change in address. We may, in our discretion, accept address corrections from the United States Postal Service. All notices, requests and other communication from Company to Umpqua must be directed to: Umpqua Bank, Credit Card Department, PO Box 1952 Spokane, WA 99210-1952, or by calling us at 1-866-777-9013. If you have a dispute with us, please be advised that contacting us verbally may not preserve your rights.

19. **Internet Access and Account Information.** Umpqua may permit you to access certain information regarding your Commercial Card Account via the Internet and may provide certain advance reporting regarding your Commercial Card Account. Such Internet access and advance reporting may be subject to additional terms and conditions that will be displayed upon initial login, and you hereby agree to be bound thereby. Umpqua may, in its sole and absolute discretion, at any time and without prior notice, discontinue providing you with Internet access and/or such advance reporting or elect to assess certain fees (or increase such fees) in connection with providing such access or such advance reporting. UMPQUA SPECIFICALLY DISCLAIMS ALL REPRESENTATIONS AND WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, ARISING OUT OF OR RELATED TO ANY INTERNET ACCESS OR ADVANCE REPORTING PROVIDED TO YOU (REGARDLESS OF WHETHER ANY FEE IS ASSESSED), INCLUDING, WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. ANY INTERNET ACCESS AND/OR ADVANCE REPORTING IS PROVIDED "AS IS," "WHERE IS" AND WITHOUT RECOURSE TO UMPQUA. If Umpqua elects to provide you with access to certain information regarding your Commercial Card Account via the Internet or provides any advance reporting regarding your Commercial Card Account, you will be responsible for any configuration, system programming, or other compatibility issues associated with obtaining such access or receiving or utilizing such reports, and Company agrees to accept full liability for any changes made to the Commercial Card Account using these internet services.
20. **Proprietary Information.** Umpqua considers the Commercial Card program to be a unique service involving Umpqua's proprietary information. Company agrees that Commercial Card program reports, manuals, documentation (including, without limitation, this Account Agreement) and related materials will not be used or disclosed other than as necessary to participate in the Commercial Card program, and to take reasonable steps to safeguard the confidentiality of such proprietary information.
21. **Renewal; Termination.**
- (a) Following the expiration of the Initial Term, this Account Agreement will automatically renew for successive Renewal Terms unless either Party provides notice of non-renewal at least ninety (90) days prior to the end of the then-current term or unless earlier terminated pursuant to Section 21.
 - (b) At any time without cause, either party may terminate this Account Agreement with 90 days prior written notice; provided, however, that if Company terminates this Account Agreement pursuant to this Section 21(b), Company shall pay an amount equal to (i) \$5,000 if terminated during the first six months of the Initial Term or \$2,500 if terminated during the sixth through eighteenth month of the Initial Term, plus (ii) a pro rata (based on the number of months remaining in the Initial Term at termination divided by the total number of months in the Initial Term) portion of any signing bonus, incentive or rebate provided to Company upon commencement of this Account Agreement.
 - (c) Umpqua may immediately terminate this Account Agreement if Company fails to pay any amount due hereunder, is in default or otherwise breaches any of its obligations hereunder.
 - (d) All Commercial Cards and related Accounts shall be deemed canceled effective upon termination of this Account Agreement.
- Upon termination of this Account Agreement, Company shall instruct all Commercial Cardholders to return all Commercial Cards, cut in half, to Company, and Company shall thereafter be responsible for returning all Commercial Cards to Umpqua. Company and the Commercial Cardholders shall remain liable for all purchases, fees and other charges incurred or arising by virtue of the use of a Commercial Card prior to the termination date.
- Umpqua shall have the right to suspend all services and its obligations under this Account Agreement in the event that the amount due from Company, as the result of Purchases, fees, Cash Advances and other such charges, exceeds the credit limit established by Umpqua.
- Upon the termination of this Account Agreement, all amounts outstanding on the Commercial Card Account shall be immediately due and payable, without further demand or notice.
- The provisions of this Account Agreement shall survive termination of this Account Agreement as their context may naturally dictate.
- Notwithstanding the foregoing or any other provision in this Account Agreement, we may limit, suspend, or terminate your privileges under this Account Agreement or the privileges of any Commercial Cardholder under a Commercial Cardholder Agreement (and list the Commercial Card and the Commercial Card Account in warning directories) at any time without notice or liability.
22. **Credit Worthiness.** Umpqua reserves the right to:
- (a) Determine the creditworthiness of Company periodically by obtaining financial statements from Company;
 - (b) Request a guaranty of payment, pledge of collateral, or other similar security from Company or its subsidiaries or affiliates based on the review of Company financial statements;
 - (c) Approve or decline the issuance, renewal, or replacement of a Commercial Card to any person at our sole discretion;
 - (d) Cancel, suspend or limit spending on any Commercial Card at any time for any reason or no reason, subject to the notice requirements set forth in the Termination section of this Account Agreement.



23. **Warranties.** Company warrants that:
- This Account Agreement constitutes a valid, binding and enforceable agreement of Company;
 - The execution of this Account Agreement and the performance of its obligations under this Account Agreement are within Company's powers; have been duly authorized by all necessary action; and do not constitute a breach of any agreement of Company with any party;
 - The execution of this Account Agreement and the performance of its obligations under this Account Agreement will not cause a breach by it of any duty arising in law or equity or otherwise; and
 - Company is solvent and possesses the financial capacity to perform all of its obligations under this Account Agreement.
- Failure of any of the above representations and warranties to be true and correct in all respects during the term of this Account Agreement shall constitute a breach of this Account Agreement, and Umpqua will have the right, upon notice to Company, to immediately terminate this Account Agreement and all amounts outstanding hereunder shall be immediately due and payable, without further demand or notice.
24. **Collateral.** This Account Agreement shall be secured by any and all personal property that you have granted to Umpqua under any security agreement securing other Notes from you to Umpqua, except for titled vehicle. However, in no event shall the obligations of the Company under this Account Agreement be secured by real property of any cross-collateralization provision to the contrary in any commercial loan documents between Company and Umpqua.
25. **Financial Information.** Umpqua may elect to defer to Financial Information contained within an active Commercial Borrowing Agreement between the Company and Umpqua. If Company does not have an existing Commercial Borrowing Agreement with Umpqua, then Company shall deliver to Umpqua as soon as available, and in any event not later than One hundred and twenty (120) days after the end of each fiscal year of Company, Company's audited financial statements prepared by independent certified public accountants selected by Company. If audited financials are not available, bank at its sole discretion, may accept reviewed or prepared financial statements. Company further agree to provide to Umpqua from time-to-time, such other information regarding the financial condition of Company as Umpqua may reasonable request. You hereby authorize Umpqua to request credit reports in connection with the issuance and use of the Commercial Cards. Information concerning your credit history with Umpqua may be furnished to consumer reporting agencies or others who may properly receive that information.
26. **Unauthorized Transactions.** We assume no responsibility to discover or audit any possible breach of security or unauthorized disclosure or use of any Commercial Cards or PINs. You will promptly notify us of any actual or suspected breach of security or unauthorized activity involving the Commercial Cards or the Commercial Card Account (whether or not involving your employees). Company must establish, maintain, and follow commercially reasonable security procedures regarding the Commercial Cards and Commercial Card Account.
27. **Trademarks.** Company and Umpqua each recognize that they have no right, title or interest, proprietary or otherwise, in or to the name or any logo, copyright, service mark or trademark owned or licensed by the other party. Company and Umpqua each agree that, without prior written consent of the other party, they will not use the name or any name, logo, copyright, service mark or trademark owned or licensed by the other party.
28. **Amendment.** We can amend this Account Agreement at any time upon notice. Subject to the requirements of applicable law, any amendments to this Account Agreement will become effective at the time stated in our notice and unless we specify otherwise, the amended terms of this Account Agreement will apply to all outstanding unpaid indebtedness in the Commercial Card Account relating to your Commercial Card usage as well as new transactions. Use of any Commercial Card by a Commercial Cardholder after the effective date of the change constitutes acceptance of the change. You shall have no right to amend this Account Agreement.
29. **Interpretation.** The section headings shall in no way be held to explain, modify, or aid in the interpretation of the provisions hereof. Wherever possible, each provision will be interpreted in a manner as to be valid, legal, and enforceable under applicable law. If any provision is declared invalid, illegal, or unenforceable in any jurisdiction, it shall be modified to render it valid, legal, and enforceable in the manner that best advances the spirit of this Account Agreement and/or such provision shall be deemed deleted, as the subject court or arbitrator(s) shall determine, and the remaining provisions will continue in full force and effect in the subject jurisdiction. The rule of construing ambiguities against the drafter shall not apply.
30. **Non-Waiver.** We can accept late payments, partial payments, checks and money orders marked "Paid in Full" or similar language purporting to have the same effect without losing or in any way impairing any of our rights. We can also delay enforcing our rights for any length of time and for any number of times without losing or in any way impairing those or any other of our rights. The fact that we may at any time honor a Purchase or Cash Advance in excess of a credit line does not obligate us to do so again, nor does it waive any of our rights or remedies regarding any breach of this Account Agreement. Without limiting the foregoing, the delay or failure of Umpqua to exercise any right, power or option, or to insist upon strict compliance with any term of this Account Agreement, shall not constitute a waiver of that or any other right, power, option, or term of this Account Agreement, nor a waiver of that or any other breach thereof, nor a waiver of our right at any time thereafter to require strict compliance with that or any other term hereof. No waiver shall be effective against Umpqua unless it is expressly stated in a writing signed by Umpqua.
31. **Survivability of Payment Obligations, Rights and Remedies.** The obligation of Company to make payments as herein set forth, shall continue until fully performed. Rights, obligations or liabilities which arise prior to the suspension or termination of this Account Agreement shall survive the suspension or termination of this Account Agreement, including any rights Company or Umpqua may have with respect to each other arising out of either party's performance of services or obligations prior to the expiration or termination of this Account Agreement.



32. **DISCLAIMER.** UMPQUA MAKES NO WARRANTIES, EXPRESS OR IMPLIED, IN CONNECTION WITH THE SERVICES PROVIDED TO COMPANY OR ANY COMMERCIAL CARDHOLDER WITH RESPECT TO THIS ACCOUNT AGREEMENT OR ANY COMMERCIAL CARDHOLDER AGREEMENT, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NONINFRINGEMENT. ALL UMPQUA SERVICES ARE PROVIDED "AS IS," "WHERE IS" AND WITHOUT RECOURSE TO UMPQUA.
33. **LIMITATION OF LIABILITY.** TO THE EXTENT SUCH LIMITATION OF LIABILITY IS PERMITTED BY LAW, (I) UMPQUA WILL NOT BE LIABLE FOR ANY INDIRECT, SPECIAL, CONSEQUENTIAL, INCIDENTAL, PUNITIVE, OR EXEMPLARY DAMAGES OR LOSSES, WHETHER OR NOT FORESEEABLE, (II) UMPQUA WILL NOT BE LIABLE FOR ANY LOSS OR DAMAGE ARISING DIRECTLY OR INDIRECTLY FROM OR IN CONNECTION WITH ANY INACCURACY, ACT OR FAILURE TO ACT ON THE PART OF ANY PERSON NOT WITHIN OUR REASONABLE CONTROL, OR ANY ERROR, FAILURE, OR DELAY IN EXECUTION OF ANY TRANSACTION RESULTING FROM CIRCUMSTANCES BEYOND OUR REASONABLE CONTROL, INCLUDING, BUT NOT LIMITED TO, ANY INOPERABILITY OF COMMUNICATIONS FACILITIES OR OTHER TECHNOLOGICAL FAILURE, AND (III) UMPQUA WILL NOT BE LIABLE FOR ANYTHING EXCEPT FOR ITS OWN GROSS NEGLIGENCE OR WILLFUL MISCONDUCT. PROVIDED WE HAVE COMPLIED WITH OUR OBLIGATIONS UNDER THIS ACCOUNT AGREEMENT, AND SUBJECT TO APPLICABLE LAW, COMPANY AGREES TO INDEMNIFY, DEFEND, AND HOLD UMPQUA HARMLESS AGAINST ANY THIRD PARTY CLAIM ARISING FROM, OR IN CONNECTION WITH, DIRECTLY OR INDIRECTLY, ANY USE OF ANY COMMERCIAL CARD, THE COMMERCIAL CARD ACCOUNT, THIS ACCOUNT AGREEMENT, OR ANY RELATED SERVICE WE PROVIDE.
34. **Governing Law.** This Agreement and your Card will be controlled by and construed and enforced under the laws of the State of Oregon without regard to Oregon's conflict of laws principles (i.e., as applicable to agreements made and performed in Oregon) and, as applicable, Federal law.
35. **Venue.** If there is a dispute or issue relating to your account or to this Agreement, you and we agree that the location of the court proceeding will occur in the state where you opened the account and that the county will be chosen by us in our sole discretion.
36. **Assigns & Successors.** You may not assign, in whole or in part, any Commercial Card, the Commercial Card Account, or this Account Agreement to any other person or entity. We may at any time(s) assign, in whole or in part, the Commercial Card Account, any sums due on the Commercial Card Account, this Account Agreement. The person(s) or entity(ies) to whom we make any such assignment shall succeed to our rights and/or obligations under this Account Agreement to the extent assigned. Except as otherwise provided in this Account Agreement, it shall be binding upon the parties' successors.
37. **Remedies.** Except where a remedy is expressly stated to be exclusive, the remedies herein provided are cumulative and not exclusive of any remedies provided herein or otherwise, at law or in equity. To the extent permitted by applicable law, Umpqua reserves a right of setoff in all Company accounts with Umpqua (whether checking, savings or other account), including all existing accounts and all such accounts that may be opened in the future. Company authorizes Umpqua, to the extent permitted by applicable law, to charge or setoff all sums owing on the Commercial Card Account against any and all such accounts, and, at Umpqua's option, to administratively freeze all such accounts to allow Umpqua to protect Umpqua's charge and setoff rights provided in this paragraph or otherwise.
38. **Entire Agreement.** This Account Agreement, along with the related credit application documents, and other related agreement(s) is the entire agreement between the parties hereto regarding the subject matter and supersedes any oral agreements, oral representations, or oral warranties relating thereto.
39. **Confidentiality.** We will disclose information to third parties about your account or the transactions you make in order to process transactions or otherwise perform our obligations under this Agreement, to verify the existence and condition of your account for a third party (such as a credit bureau or merchant), or to comply with government agency or court orders, or if you give us your written permission.

UNDER OREGON LAW, MOST AGREEMENTS, PROMISES AND COMMITMENTS MADE BY US (LENDER) CONCERNING LOANS AND OTHER CREDIT EXTENSIONS WHICH ARE NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES OR SECURED SOLELY BY THE BORROWER'S RESIDENCE MUST BE IN WRITING, EXPRESS CONSIDERATION AND BE SIGNED BY US TO BE ENFORCEABLE.



PRICING INFORMATION

Interest Rates and Interest Charges	Purchase Annual Percent Rate (APR)	A fixed APR, currently 21.99%
	Cash Advance APR	A fixed APR, currently 23.99%
	Balance Calculation Method	Average Daily Balance (Including new purchases)
	Minimum Interest Charge per Billing Cycle	\$1.00 unless Average Daily Balance for combined Purchases and Cash Advances is zero
	Payment Due Date	We will not charge you interest on purchases if you pay your entire balance by the due date as outlined below. We will begin charging interest on balance transfers, cash advances, and overdraft advances on the transaction date. <i>Monthly Cycles:</i> Your due date as shown on your Periodic Statement will be a minimum of 25 days after the close of each billing cycle. <i>Weekly or Bi-weekly Cycles:</i> Your due date as shown on your Periodic Statement will be 5 days after the close of each billing cycle. Automatic payment required. <i>Daily Settlement</i> requires automatic payment of your daily balances with no grace period.
Fees	Balance Transfer	Not available
	Cash Advance	Either \$15 or 5% of the amount of each transaction, whichever is greater
	International Transaction	2.00% of transactions made outside the U.S., in either foreign currency or U.S. dollars, using an Umpqua Bank card
	Late Payment	\$15 if the balance is less than \$100; \$35 if the balance is \$100 or more
	Payment by Phone	\$10
	Return Payment	\$35
	Return Check	\$35
Custom Card Design Fee	\$500 one-time setup fee; fee waived with a minimum of \$2MM in annual card program spend	

The information listed above is correct as of September 26, 2017 and is subject to change at any time without prior notice. To receive the most recent information, please write to Umpqua Bank, PO Box 1952 Spokane, WA 99210-1952 or access Umpqua's website at www.umpquabank.com/disclosures/.

COMPANY

AUTHORIZED SIGNER

AUTHORIZED SIGNER

SIGNATURE

SIGNATURE

PRINT NAME

PRINT NAME

TITLE

TITLE

DATE

DATE

UMPQUA BANK

ASSOCIATE SIGNATURE

ASSOCIATE NAME

ASSOCIATE TITLE

DATE

This agreement requires a minimum of one (1) signature by an authorized signer of the company. Any and all signers must be authorized to sign on behalf of the company.



Agenda Transmittal

DATE: February 19, 2020

FROM: Vicky Neibauer, Finance/HR Officer

AGENDA ITEM #10: FISCAL YEAR 2018-19 FINAL AUDIT REPORT

RECOMMENDED ACTION: REVIEW AND APPROVE

Please find attached the FY 2018-19 Final Audit Report for your review. Michael O'Conner from R. J. Ricciardi, Inc. Certified Public Accountants provided an audit presentation to the Budget and Administration Committee. The Committee supported forwarding the Report to the Board of Director's at their next meeting to be held on February 19, 2020.

Michael O'Conner from R. J. Ricciardi, Inc. Certified Public Accountants will provide the audit presentation to the Board of Directors.

The Auditor's opinion indicates the District's FY 2018-19 "financial statements present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information" and "the respective changes in financial position are in accordance with Generally Accepted Accounting Principles (GAAP)". In short, no Audit findings are attached to this FY 2018-19 Final Audit Report. The auditor's opinion is 'unqualified' which is the highest rating for an Audit.

In addition, the Auditor noted no observations and recommendations during the current or prior year.

Attachments:

- 10A – Final 2018-19 Management Report
- 10B – Final 2018-19 Audit Report

**CAMERON PARK COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS & MANAGEMENT REPORT**

**For the Year Ended
JUNE 30, 2019**

TABLE OF CONTENTS

	<u>PAGE</u>
Report on Internal Controls	1
Required Communications	2-3
Management Observations	4

R. J. RICCIARDI, INC.
CERTIFIED PUBLIC ACCOUNTANTS

Board of Directors
Cameron Park Community Services District
Cameron Park, California

In planning and performing our audit of the basic financial statements of Cameron Park Community Services District for the fiscal year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, we considered its internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements but not for the purpose of expressing an opinion on the effectiveness of its internal control. Accordingly, we do not express an opinion on the effectiveness of Cameron Park Community Services District's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses, as defined above. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

During our audit, we noted certain matters involving internal controls and other operational matters that are presented for your consideration in this report. We will review the status of these comments during our next audit engagement. Our comments and recommendations, all of which have been discussed with appropriate members of management, are not intended to be all-inclusive, but rather represent those matters that we considered worthy of your consideration. Our comments and recommendations are submitted as constructive suggestions to assist you in strengthening controls and procedures; they are not intended to reflect on the honesty or integrity of any employee. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist Cameron Park Community Services District in implementing the recommendations.

This report is intended solely for the information and use of management of Cameron Park Community Services District and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

We thank Cameron Park Community Services District's staff for its cooperation during our audit.

R. J. Ricciardi, Inc.

R.J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California
January 10, 2020

Cameron Park Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2019

We have audited the basic financial statements of Cameron Park Community Services District (the District) for the year ended June 30, 2019. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated August 20, 2019, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of the District. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The most sensitive estimate(s) affecting the financial statements were:

- Accrual and disclosure of compensated absences
- Capital asset lives and depreciation expense
- Pension plan and post-employment benefit actuarial assumptions
- Fair value of investments and financial instruments.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the District's financial reporting process (that is, cause future financial statements to be materially misstated).

Cameron Park Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2019

There were no audit adjustments proposed for June 30, 2019.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated January 10, 2020.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the Management's Discussion and Analysis which is required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This report is intended solely for the information and use of management and the Board of Directors of the District and others within the organization, and is not intended to be, and should not be, used by anyone other than these specified parties.

Cameron Park Community Services District
MANAGEMENT REPORT
For the Year Ended June 30, 2019

Current Year Observation

There were no current year observations.

Prior Year Observations

There were no prior year observations.

**CAMERON PARK COMMUNITY
SERVICES DISTRICT**

CAMERON PARK, CALIFORNIA

BASIC FINANCIAL STATEMENTS

JUNE 30, 2019

TABLE OF CONTENTS

	<u>PAGE</u>
Independent Auditors' Report	1-2
Management's Discussion and Analysis (Unaudited)	3-6
<u>Basic Financial Statements</u>	
Statement of Net Position	7
Statement of Activities	8
<u>Fund Financial Statements</u>	
Governmental Funds Balance Sheet	9
Reconciliation of the Governmental Funds – Balance Sheet with the Governmental Activities Statement of Net Position	10
Governmental Funds - Statement of Revenues, Expenditures, and Changes in Fund Balances	11
Reconciliation of the Net Change in Fund Balances – Total Governmental Funds with the Change in Net Position of Governmental Activities	12
Notes to Basic Financial Statements	13-28
<u>Required Supplemental Information</u> (Unaudited)	
General Fund Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual	29
Schedule of the Local Government's Proportionate Share of Net Pension Liability – All Plans	30
Schedule of Contributions – All Plans	31
Schedule of Change in the Net OPEB Liability & Related Ratios	32
<u>Combining Fund Statements</u>	
Non-Major Governmental Funds Balance Sheet	33
Non-Major Governmental Funds – Statement of Revenues, Expenditures and Changes in Fund Balances	34

R. J. RICCIARDI, INC.
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Cameron Park Community Services District
Cameron Park, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Cameron Park Community Services District, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise Cameron Park Community Services District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the State Controller's Minimum Audit Requirements for California Special Districts. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal control relevant to Cameron Park Community Services District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Cameron Park Community Services District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Cameron Park Community Services District, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

To the Board of Directors
Cameron Park Community Services District – Page 2

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (pages 3-6) and the required supplementary information (page 29-32), as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the basic financial statements taken as a whole. The supplementary data (pages 33-34) is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly presented in all material respects in relation to the financial statements taken as a whole.

R. J. Ricciardi, Inc.

R. J. Ricciardi, Inc.
Certified Public Accountants

San Rafael, California
January 10, 2020

Cameron Park Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
For the Year Ended June 30, 2019

Cameron Park Community Services District's (the "District") Management's Discussion and Analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the District's financial activity, (c) identify changes in the District's financial position (its ability to address the next and subsequent year challenges), and (d) identify individual fund issues or concerns.

Since the MD&A is designed to focus on the current year's activities, resulting changes and currently known facts, please read it in conjunction with the District's basic financial statements.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts: management's discussion and analysis (this section), the basic financial statements and required supplementary information. The basic financial statements include two kinds of statements that present different views of the District.

The first two statements are government-wide financial statements that provide both short-term and long-term information about the District's overall financial status.

The remaining statements are fund financial statements that focus on individual parts of the District, reporting the District's operation in more detail than the government-wide statements.

The fund financial statements are composed of:

- Governmental fund statements which tell how basic services were financed in the short term, as well as what remains for future spending.

The Statement of Net Position and the Statement of Activities

The Statement of Net Position and Statement of Activities report information about the District as a whole and about its activities. These statements include all assets and liabilities of the District using the accrual basis of accounting, which is similar to the accounting used by private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the District's net position as well as changes to that net position. Net position is the difference between assets and liabilities, which is one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position are one indicator of whether its financial health is improving or deteriorating. To assess the overall health of the District, you need to consider additional non-financial factors including the condition of the District's buildings and other facilities.

REPORTING THE DISTRICT'S MOST SIGNIFICANT FUNDS

Fund Financial Statement

The fund financial statements provide more detailed information about the District's most significant funds; not the District as a whole. Funds are accounting devices for District use to keep track of specific sources of funding and spending on particular programs:

- Some funds are required by law and covenants.
- The District establishes other funds to control and manage money for particular purposes or to show that certain revenues have been properly used.

Cameron Park Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2019

Governmental Funds

The District's basic services are reported in governmental funds, which generally focus on how money flows into and out of those funds and the balances left at year end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash, and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of fund information, which helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, we provide additional information at the bottom of the governmental fund statements that explains the relationship (or differences) between them.

FINANCIAL ANALYSIS OF THE DISTRICT AS A WHOLE

The following table summarizes the District's net position as of June 30, 2019:

Table 1
Governmental Activities Net Position

	Governmental Activities	
	2019	2018
Current and other assets	\$ 8,864,447	\$ 9,738,006
Capital assets, net of accumulated depreciation	18,765,626	19,261,967
Total assets	<u>27,630,073</u>	<u>28,999,973</u>
Deferred outflows of resources	<u>759,157</u>	<u>865,052</u>
Current liabilities	991,489	1,800,394
Long-term debt outstanding	<u>11,298,793</u>	<u>12,414,320</u>
Total liabilities	<u>12,290,282</u>	<u>14,214,714</u>
Deferred inflows of resources	<u>551,486</u>	<u>631,625</u>
Net position:		
Invested in capital assets, net of related debt	11,591,437	11,686,618
Unrestricted	<u>3,956,025</u>	<u>3,332,068</u>
Total net position	<u>\$ 15,547,462</u>	<u>\$ 15,018,686</u>

The District's net position was \$15,547,462 for the fiscal year ended June 30, 2019.

The following table summarizes the District's change in net position for the year ended June 30, 2019:

Cameron Park Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2019

Table 2
Changes in Net Position

	Governmental Activities	
	2019	2018
Revenues		
Program revenues:		
Charges for services	\$ 1,104,358	\$ 1,009,058
Operating contributions and grants	1,180,534	1,265,782
Subtotal program revenues	2,284,892	2,274,840
General revenues:		
Property taxes	4,979,554	4,644,112
Franchise fees	174,571	166,934
Interest income	96,627	55,414
Total revenues	7,535,644	7,141,300
Program Expenses		
General government	867,537	927,527
Recreation	514,529	396,852
Public safety - fire protection	4,275,227	4,187,258
Parks	189,161	757,974
Maintenance	917,255	1,024,964
Interest and fees	227,347	149,344
Total expenses	6,991,056	7,443,919
Change in Net Position	\$ 544,588	\$ (302,619)

Government Activities

For the 2019 fiscal year, the total District revenues were \$7,535,644 and the total District expenses were \$6,991,056. The difference of \$544,588 is the change in net position bringing the total net position to \$15,547,462 on June 30, 2019. The main sources of revenue for the District are charges for services, operating grants and property taxes. District taxpayers ultimately financed \$4,979,554 for these activities through local taxes and assessments.

Capital Assets

At June 30, 2019, the District had \$18,765,626 in a broad range of capital assets, including land, buildings and furniture and equipment.

Table 3
Capital Assets at Year End

	2019	2018
Land	\$ 8,093,000	\$ 8,093,000
Land and park improvements	574,380	574,380
Buildings and structures	15,874,566	15,842,154
Furniture and equipment	4,182,236	4,088,462
Accumulated depreciation	(9,958,556)	(9,336,029)
Net capital assets	\$ 18,765,626	\$ 19,261,967

Cameron Park Community Services District
MANAGEMENT'S DISCUSSION AND ANALYSIS (UNAUDITED)
 For the Year Ended June 30, 2019

Debt Administration

The District made all scheduled repayments of existing debt. Each of the District's debt issues is discussed in detail in Note 4 to the basic financial statements. As of June 30, 2019, the District's debt comprised:

Net pension liability	\$ 1,867,820
Refunding bond	6,946,000
Fire Truck lease	228,189
Compensated absences	33,936
Other post-employment benefits	<u>2,222,848</u>
Total	<u>\$ 11,298,793</u>

Economic Outlook and Major Initiatives

Financial planning is based on specific assumptions from recent trends, State of California economic forecasts and historical growth patterns in the various communities served by the District.

The economic condition of the District as it appears on the balance sheet reflects financial stability and the potential for organizational growth. The District will continue to maintain a watchful eye over expenditures and remain committed to sound fiscal management practices to deliver the highest quality service to the citizens of the area.

Contacting the District Financial Management

This financial report is designed to provide citizens, taxpayers, investors and creditors with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have any questions regarding this report or need additional financial information, contact the General Manager, Cameron Park Community Services District, 2502 Country Club Drive, Cameron Park, California, 95682.

Cameron Park Community Services District

STATEMENT OF NET POSITION

June 30, 2019

ASSETS

Cash and investments	\$ 8,774,516
Accounts receivable	89,006
Prepaid items	925
Non-depreciable capital assets	8,093,000
Depreciable capital assets, net	<u>10,672,626</u>
Total assets	<u>27,630,073</u>

DEFERRED OUTFLOWS OF RESOURCES

Deferred outflows of resources - pension	<u>759,157</u>
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LIABILITIES

Accounts payable	955,686
Accrued expenses	35,803
Long-term liabilities:	
Due within one year:	
Refunding bonds	371,000
Fire Truck lease	74,226
Due after one year:	
Refunding bonds	6,575,000
Fire Truck lease	153,963
Compensated absences	33,936
Other post-employment benefits	2,222,848
Net pension liability	<u>1,867,820</u>
Total due after one year	<u>10,853,567</u>
Total liabilities	<u>12,290,282</u>

DEFERRED INFLOWS OF RESOURCES

Deferred inflows of resources - pension	<u>551,486</u>
---	----------------

NET POSITION

Invested in capital assets, net of related debt	11,591,437
Unrestricted	<u>3,956,025</u>
Total net position	<u>\$ 15,547,462</u>

The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
STATEMENT OF ACTIVITIES
 For the year ended June 30, 2019

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Total Governmental Activities</u>
Governmental activities:					
General government	\$ 867,537	\$ 18,827	\$ 1,180,534	\$ -	\$ 331,824
Recreation	514,529	868,165	-	-	353,636
Public safety	4,275,227	216,166	-	-	(4,059,061)
Parks	189,161	-	-	-	(189,161)
Facility	917,255	1,200	-	-	(916,055)
Interest and fees	227,347	-	-	-	(227,347)
Total governmental activities	<u>\$ 6,991,056</u>	<u>\$ 1,104,358</u>	<u>\$ 1,180,534</u>	<u>\$ -</u>	<u>(4,706,164)</u>
General revenues:					
Taxes					4,979,554
Franchise fees					174,571
Use of money and property					<u>96,627</u>
Total general revenues					<u>5,250,752</u>
Change in net position					<u>544,588</u>
Net position beginning of period					15,018,686
Prior period adjustment					<u>(15,812)</u>
Net position beginning of period restated					<u>15,002,874</u>
Net position ending of period					<u>\$ 15,547,462</u>

The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
GOVERNMENTAL FUNDS
BALANCE SHEET
June 30, 2019

	General	Fire Development	Parks Impact AB 1600	Debt Service	Nonmajor Governmental Funds	Total Governmental Funds
<u>ASSETS</u>						
Cash and investments	\$ 4,430,770	\$ 1,377,895	\$ 741,770	\$ 537,033	\$ 1,687,048	\$ 8,774,516
Accounts receivable	88,931	-	-	-	75	89,006
Prepaid items	914	-	-	-	11	925
Total assets	<u>\$ 4,520,615</u>	<u>\$ 1,377,895</u>	<u>\$ 741,770</u>	<u>\$ 537,033</u>	<u>\$ 1,687,134</u>	<u>\$ 8,864,447</u>
<u>LIABILITIES</u>						
Accounts payable	\$ 937,543	-	-	-	18,143	\$ 955,686
Accrued expenses	33,543	-	-	-	2,260	35,803
Total liabilities	<u>971,086</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>20,403</u>	<u>991,489</u>
<u>FUND BALANCES</u>						
Committed - stabilization reserve	65,000	-	-	-	-	65,000
Committed - economic uncertainties	400,000	-	-	-	-	400,000
Assigned - specific purposes	-	1,377,895	-	537,033	1,666,731	3,581,659
Restricted	-	-	741,770	-	-	741,770
Unassigned	3,084,529	-	-	-	-	3,084,529
Total fund balances	<u>3,549,529</u>	<u>1,377,895</u>	<u>741,770</u>	<u>537,033</u>	<u>1,666,731</u>	<u>7,872,958</u>
Total liabilities and fund balances	<u>\$ 4,520,615</u>	<u>\$ 1,377,895</u>	<u>\$ 741,770</u>	<u>\$ 537,033</u>	<u>\$ 1,687,134</u>	<u>\$ 8,864,447</u>

The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
 Reconciliation of the
GOVERNMENTAL FUNDS - BALANCE SHEET
 with the Governmental Activities
STATEMENT OF NET POSITION
 For the year ended June 30, 2019

TOTAL FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$	7,872,958
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Amounts reported for Governmental Activities in the Statement of Net Position are different from those reported in the Governmental Funds above because of the following:

CAPITAL ASSETS

Capital Assets used in Governmental Activities are not current assets or financial resources and therefore are not reported in the Governmental Funds		18,765,626
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LONG-TERM ASSETS AND LIABILITIES

The assets and liabilities below are not due and payable in the current period and therefore are not reported in the Funds:

Fire truck lease		(228,189)
Other bonds		(6,946,000)
Other post-employment benefits		(2,222,848)
Non-current portion of compensated absences		(33,936)
Deferred inflows- pension		(551,486)
Deferred outflows- pension		759,157
Net pension liability		<u>(1,867,820)</u>

NET POSITION OF GOVERNMENTAL ACTIVITIES	\$	<u>15,547,462</u>
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The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
 GOVERNMENTAL FUNDS
STATEMENT OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES
 For the year ended June 30, 2019

	General	Fire Development	Parks Impact AB 1600	Debt Service	Other Governmental Funds	Total Governmental Funds
Revenues:						
Property taxes	\$ 4,031,110	\$ -	\$ -	\$ 609,208	\$ 339,236	\$ 4,979,554
Franchise fees	174,571	-	-	-	-	174,571
Intergovernmental	1,180,534	-	-	-	-	1,180,534
Charges for services	851,246	21,272	113,944	-	100,663	1,087,125
Donations	16,919	-	-	-	-	16,919
Other income	-	-	-	-	314	314
Interest	19,108	28,703	12,878	6,663	29,275	96,627
Total revenues	<u>6,273,488</u>	<u>49,975</u>	<u>126,822</u>	<u>615,871</u>	<u>469,488</u>	<u>7,535,644</u>
Expenditures:						
General government	740,121	-	-	-	126,292	866,413
Recreation	563,111	-	-	-	-	563,111
Public safety	4,072,092	-	-	-	-	4,072,092
Parks	742,286	-	-	-	-	742,286
Facility	360,992	-	-	-	351,006	711,998
Debt service:						
Principal	-	-	-	337,000	64,160	401,160
Interest	-	-	-	213,435	13,912	227,347
Total expenditures	<u>6,478,602</u>	<u>-</u>	<u>-</u>	<u>550,435</u>	<u>555,370</u>	<u>7,584,407</u>
Excess (deficit) of revenues over (under) expenditures	<u>(205,114)</u>	<u>49,975</u>	<u>126,822</u>	<u>65,436</u>	<u>(85,882)</u>	<u>(48,763)</u>
Other Financing Sources (Uses):						
Transfer in	70,245	-	-	-	-	70,245
Transfer out	-	-	-	-	(70,245)	(70,245)
Total other financing sources (uses):	<u>70,245</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(70,245)</u>	<u>-</u>
Net change in fund balance	<u>(134,869)</u>	<u>49,975</u>	<u>126,822</u>	<u>65,436</u>	<u>(156,127)</u>	<u>(48,763)</u>
Fund balances, beginning of period	3,684,398	1,327,920	614,948	471,597	1,838,670	7,937,533
Prior period adjustment restituted	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(15,812)</u>	<u>(15,812)</u>
Fund balances, end of period	<u>\$ 3,549,529</u>	<u>\$ 1,377,895</u>	<u>\$ 741,770</u>	<u>\$ 537,033</u>	<u>\$ 1,666,731</u>	<u>\$ 7,872,958</u>

The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
RECONCILIATION OF THE NET CHANGE IN FUND BALANCES -
TOTAL GOVERNMENTAL FUNDS
 with the
CHANGE IN NET POSITION OF GOVERNMENTAL ACTIVITIES
 For the year ended June 30, 2019

Total net change in fund balances - governmental funds	\$	(48,763)
 CAPITAL ASSETS TRANSACTIONS		
Governmental Funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives and reported as depreciation expense.		
The capital outlay expenditures are therefore added back to the fund balance		126,186
Depreciation expense is deducted from the fund balance		(622,527)
 LONG-TERM DEBT PROCEEDS AND PAYMENT		
Bond proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the Statement of Net Position. Repayment of bond principal is an expenditure in the governmental funds, but in the Statement of Net Position the repayment reduces long-term liabilities.		
Repayment of debt principal is added back to the fund balance		401,160
Governmental funds record pension expense as it is paid. However, in the Statement of Activities those costs are reversed as deferred outflows/(inflows) and an increase/(decrease) in net pension liability.		51,969
 ACCRUAL OF NON-CURRENT ITEMS		
The amounts below included in the Statement of Activities do not provide (or require) the use of current financial resources and therefore are not reported as revenue or expenditures in the governmental funds (net change):		
Other post-employment benefits		587,981
Compensated absences		48,582
		836,563
Changes in net position of governmental activities	\$	544,588

The accompanying notes are an integral part of these financial statements.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of Cameron Park Community Services District (the "District") have been prepared in conformity with accounting principles generally accepted in the United States of America as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

A. Reporting Entity

The District was duly organized and formed on June 26, 1961, pursuant to the Community Services District Law of the State of California (Division 2 of Title 6 of the Government Code, Section 61000, et seq.). The District was primarily formed to provide fire protection and park and recreation services but has the authority to provide many other services, including police protection, garbage collection and disposal, water, sewer, electric, street lighting, and mosquito abatement. The District is governed by a five-member elected Board of Directors.

The District has defined its reporting entity in accordance with GASB Statement No. 14, *The Financial Reporting Entity*, which provides guidance for determining which governmental activities, organizations, and functions should be included in its reporting entity.

The District levies assessments and provides services to eighteen Lighting and Landscaping Districts which are operated under the Lighting and Landscaping Act of 1972. All parcels within each Lighting and Landscaping District are assessed at varying rates depending upon the increased property values created by the installation of nearby public improvements.

B. Basis of Presentation - Government-Wide Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the non-fiduciary activities of the primary government and its component units. The effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. The District has no business-type activities or component units.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segments are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Certain indirect costs are allocated from the general government activity to the recreation and park activity based on relative percentages or prior year actual operating expenditures. Program revenues include 1) charges to customers who purchase, use or directly benefit from the goods, services, or privileges provided by a given function or segment, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The government-wide financial statements are reported using the *economic resources measurement focus* and the *full accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue when reimbursable costs are incurred under the accrual basis of accounting.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

C. Basis of Presentation - Fund Financial Statements

The accounts of the District are organized on the basis of funds. A fund is a separate accounting entity with a self-balancing set of accounts. Each fund was established for the purpose of accounting for specific activities in accordance with applicable regulations, restrictions, or limitations. Separate financial statements are provided for each governmental fund. Major individual governmental funds are reported as separate columns in the fund financial statements.

The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled.

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

The District may fund programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net position may be available to finance program expenditures. The District's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

The District reports the following major governmental fund types:

General Fund – this is the District's primary operating fund. It is used to account for all activities, except those required to be accounted for in another fund.

Fire Development Special Revenue Fund - this fund was established to account for the purchase of capital equipment to support public safety services.

Other Governmental Funds are comprised of several non-major funds that include funds for separate smaller landscaping districts, funds reserved for specific capital acquisitions, fire prevention and safety and other miscellaneous fund balances.

D. Budgets

Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP). Annual appropriated budgets are adopted and amended as required for the General Fund, the CC & R Special Revenue Fund, and the Impact Fee Special Revenue Fund and for active Lighting and Landscaping Special Revenue Funds. For each legally adopted operating budget, expenditures may not exceed budgeted appropriations at the activity level. The legal appropriation basis is at the level called "Department" (e.g., Parks) or an entire fund (e.g., CC & R Special Revenue Fund).

General fund expenditures were under appropriations in the amount of \$278,557.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Cash and Investments

The District pools cash resources of its various funds to facilitate the management of cash. Cash applicable to a particular fund is readily identifiable. The balance in the pooled cash and investment account is available to meet current operating requirements.

F. Interfund Transactions

Interfund transactions are reflected as loans, services provided, reimbursements, or transfers. Loans are reported as receivables and payables, as appropriate, and are referred to as either due from/due to other funds.

Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures. Reimbursements occur when one fund incurs a cost, charges the appropriate benefitting fund and reduces its cost as a reimbursement. All other interfund transactions are treated as transfers.

G. Capital Assets

Capital assets for governmental fund types are not capitalized in the funds used to acquire or construct them. Capital acquisitions are reflected as expenditures in the governmental fund, and the related assets are reported in the government-wide financial statements. Capital assets, owned by the District, are stated at historical cost or estimated historical cost, if actual historical cost is not available.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

- Structures and improvements: 5 to 30 years
- Equipment: 3 to 20 years

It is the policy of the District to capitalize all land, structures and improvements, and equipment, except assets costing less than \$5,000.

H. Compensated Absences

An employee accumulates vacation time in accordance with the employee's respective "Memorandum of Understanding." The amount of vacation and sick time vested and accrued depends on years of service and date of hire. Vacation vested may be accumulated not to exceed 240 hours and is paid in full upon termination or retirement. Sick leave time may be accumulated without limit from year to year. Upon non-disciplinary separation from the District, after one year of consecutive District employment, the District will apply 100% of represented employees sick leave as retirement service credits. Upon retirement at age 55 or over after at least 5 years of consecutive District employment, or upon industrial disability retirement, the District will apply 100% of represented employees sick leave as retirement service credits. In the event of death of the employee, the District will pay to the employee's designated beneficiary 100% of accumulated sick leave up to 960 hours.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

I. Property

All property taxes are collected and allocated by the County of El Dorado (the County) to the various taxing entities. Property taxes are determined annually as of January 1 and attach as an enforceable lien on real property as of July 1. Taxes are due November 1 and February 1 and are delinquent if not paid by December 10 and April 10, respectively. The District participates in the County "Teeter-Plan" method of property tax distribution. Under the Teeter Plan, the County remits property taxes to the District based on assessments, not on collections, according to the following schedule: 55 percent in December, 40 percent in April, and 5 percent at the end of the fiscal year. Property tax is recognized when it is available and measurable. The District considers property tax as available if it is received within 60 days after fiscal year end.

J. Net Position

GASB Statement No. 34 adds the concept of Net Position, which is measured on the full accrual basis, to the concept of Fund Balance, which is measured on the modified accrual basis.

Net position is the excess of all the District's assets over all its liabilities, regardless of fund. Net position is divided into three captions under GASB Statement No. 34. These captions apply only to net position, which is determined only at the Government-wide level, and are described below:

Invested in capital, net of related debt describes the portion of net position that is represented by the current net book value of the District's capital assets, less the outstanding balance of any debt issued to finance these assets.

Restricted describes the portion of net position that is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions that the District cannot unilaterally alter. These include amounts for debt service requirements.

Unrestricted describes the portion of net position that is not restricted to use.

K. Fund Equity

The accompanying basic financial statements reflect certain changes that have been made with respect to the reporting of the components of Fund Balances for governmental funds. In previous years, fund balances for governmental funds were reported in accordance with previous standards that included components for reserved fund balance, unreserved fund balance, designated fund balance, and undesignated fund balance. Due to the implementation of GASB Statement No. 54, the components of the fund balances of governmental funds now reflect the component classifications described below. In the fund financial statements, governmental fund balances are reported in the following classifications:

Nonspendable fund balance includes amounts that are not in a spendable form, such as prepaid items or supplies inventories, or that are legally or contractually required to remain intact, such as principal endowments.

Restricted fund balance includes amounts that are subject to externally enforceable legal restrictions imposed by outside parties (i.e., creditors, grantors, contributors) or that are imposed by law through constitutional provisions or enabling legislation.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2019

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (concluded)

K. Fund Equity (concluded)

Committed fund balance includes amounts whose use is constrained by specific limitations that the government imposes upon itself, as determined by a formal action of the highest level of decision-making authority. The Board of Directors serves as the District's highest level of decision-making authority and has the authority to establish, modify or rescind a fund balance commitment via minutes action.

Assigned fund balance includes amounts intended to be used by the District for specific purposes, subject to change, as established either directly by the Board of Directors or by management officials to whom assignment authority has been delegated by the Board of Directors.

Unassigned fund balance is the residual classification that includes spendable amounts in the General Fund that are available for any purpose.

When expenditures are incurred for purposes for which both restricted and unrestricted (committed, assigned or unassigned) fund balances are available, the District specifies that restricted revenues will be applied first. When expenditures are incurred for purposes for which committed, assigned or unassigned fund balances are available, the District's policy is to apply committed fund balance first, then assigned fund balance, and finally unassigned fund balance.

L. Use of Estimates

The process of preparing financial statements in conformity with U.S. generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenditures/expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

M. Deferred Outflows and Inflows of Resources

Pursuant to GASB Statement No. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, the District recognizes deferred outflows and inflows of resources.

In addition to assets, the statement of net position will sometimes report a separate section for deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by the government that is applicable to a future reporting period. In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of net position by the District that is applicable to a future reporting period.

N. Pensions

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the District's California Public Employees' Retirement System (CalPERS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2019

NOTE 2 - CASH AND INVESTMENTS

The District participates in the El Dorado County Treasury. El Dorado County (the County) pools its funds with those of other districts in the County and invests the cash. These pooled funds are carried at cost, which approximates market value. Interest earned is deposited quarterly into participating funds. Any investment losses are proportionately shared by all funds in the pool.

The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq. The funds maintained by the County are either secured by federal depository insurance or are collateralized.

Furthermore, the County Treasurer has a written investment policy, approved by the Board of Supervisors, which is more restrictive than state code as to terms of maturity and type of investment. Also, the County has an investment committee, which performs regulatory oversight for its pool as required by California Government Code Section 27134.

Cash balances from all funds are combined and invested to the extent possible pursuant to the District Board Approved Investment Policy and Guidelines and State Government Code.

<u>Deposits and Investments</u>	<u>Carrying Amount</u>	<u>Market Value</u>	<u>Investment Risk</u>
Cash in bank	\$ 4,079,885	\$ 4,079,885	AA
Cash in County Treasury	<u>4,694,631</u>	<u>4,694,631</u>	N/A
Total cash and investments	<u>\$ 8,774,516</u>	<u>\$ 8,774,516</u>	

A. Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for deposits and investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party.

California Law requires banks and savings and loan associations to pledge government securities with a market value of 110% of the District's cash on deposit or first trust deed mortgage notes with a value of 150% of the deposit as collateral for these deposits. Under California Law, this collateral is held in the District's name and places the District ahead of general creditors of the institution.

B. Authorized Investments

California statutes authorize the District to invest idle or surplus funds in a variety of credit instruments as provided for in California Government Code Section 53600, Chapter 4: Financial Affairs. The Government Code allows investments in the following instruments:

- Securities of the United States Government, or its agencies
- Small Business Administration loans
- Certificates of Deposit (or Time Deposits) placed with commercial banks and/or savings and loan companies

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2019

NOTE 2 - CASH AND INVESTMENTS (concluded)B. Authorized Investments (concluded)

- Negotiable Certificates of Deposit
- Banker's Acceptances
- Commercial paper and medium-term corporate notes
- Local Agency Investment Fund (State Pool and County Pool) Demand Deposits - Repurchase Agreements (Repos)
- Passbook Savings Account Demand Deposits - Reverse Repurchase Agreements
- County Cash Pool

C. Fair Value Reporting - Investments

The District categorizes the fair value measurements of its investments within the fair value hierarchy established by GAAP. Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities; Level 2 inputs are significant other observable inputs; and Level 3 inputs are significant unobservable inputs. These levels are determined by the District's investment manager based on a review of the investment class, structure and what kind of securities are held in the portfolio. The District's holdings are classified in Level 1 of the fair value hierarchy.

NOTE 3 - CAPITAL ASSETS

An analysis of capital assets as of June 30, 2019, is as follows:

	Balance at 07/01/18	Increase	Decrease	Balance at 6/30/19
<u>Governmental Activities</u>				
Capital assets, not being depreciated:				
Land	\$ 8,093,000	\$ -	\$ -	\$ 8,093,000
Total capital assets, not being depreciated	<u>8,093,000</u>	<u>-</u>	<u>-</u>	<u>8,093,000</u>
Capital assets, being depreciated:				
Land improvements	574,380	-	-	574,380
Buildings and structures	15,842,154	32,412	-	15,874,566
Furniture and equipment	4,088,462	93,774	-	4,182,236
Total capital assets, being depreciated	<u>20,504,996</u>	<u>126,168</u>	<u>-</u>	<u>20,631,182</u>
Less accumulated depreciation for:				
Land improvements	193,552	31,584	-	225,136
Buildings and structures	5,606,959	420,035	-	6,026,994
Furniture and equipment	3,535,518	170,908	-	3,706,426
Total accumulated depreciation	<u>9,336,029</u>	<u>622,527</u>	<u>-</u>	<u>9,958,556</u>
Total capital assets being depr. - net	<u>11,168,967</u>	<u>(496,341)</u>	<u>-</u>	<u>10,672,626</u>
Capital assets - net	<u>\$ 19,261,967</u>	<u>\$ (496,341)</u>	<u>\$ -</u>	<u>\$ 18,765,626</u>

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2019

NOTE 3 - CAPITAL ASSETS (concluded)Depreciation allocation:

General government	\$ 1,124
Parks	86,825
Facility	331,443
Public safety	203,135
Total	<u>\$ 622,527</u>

NOTE 4 - LONG-TERM DEBT

The following is a summary of changes in long-term debt as of June 30, 2019:

	Balance at 07/01/18	Increase	Decrease	Balance at 6/30/19	Current
Refunding bond	\$ 7,283,000	\$ -	\$ 337,000	\$ 6,946,000	\$ 371,000
Fire Truck Lease	292,349	-	64,160	228,189	74,226
Other post-employment benefits	2,810,829	-	587,981	2,222,848	-
Compensated absences	82,518	-	48,582	33,936	-
Total	<u>\$ 10,468,696</u>	<u>\$ -</u>	<u>\$ 1,037,723</u>	<u>\$ 9,430,973</u>	<u>\$ 445,226</u>
Unamortized premium	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

General Obligation Bonds, Series A

On August 24, 2005, the District issued \$8,685,000 in general obligation bonds. The bonds were issued at a premium of \$274,347. The bonds were issued for the purpose of constructing a new community center. The general obligation bonds are payable solely from *ad valorem* property taxes. The bonds were fully refunded with proceeds from Umpqua Bank at an interest rate of 3% through August 1, 2030.

Principal payments on the bonds are due August 1 and interest is due on August 1 and February 1 of every year. Debt service requirements are as follows:

Year Ending June 30	Principal	Interest	Total
2020	\$ 371,000	\$ 202,815	\$ 573,815
2021	404,000	191,190	595,190
2022	442,000	178,500	620,500
2023	469,000	164,835	633,835
2024	510,000	150,150	660,150
2025	546,000	134,310	680,310
2026	585,000	117,345	702,345
2027	629,000	99,135	728,135
2028	673,000	79,605	752,605
2029	724,000	58,650	782,650
2030	770,000	36,240	806,240
2031	<u>823,000</u>	<u>12,345</u>	<u>835,345</u>
Total	<u>\$ 6,946,000</u>	<u>\$ 1,425,120</u>	<u>\$ 8,371,120</u>

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2019

NOTE 4 - LONG-TERM DEBT (concluded)Fire Truck Lease

On January 1, 2016, the District entered into a lease purchase agreement for a Fire truck in the amount of \$505,531. Principal payments on the lease are due January 1 and interest is due on January 1 of each year. Lease service requirements are as follows:

<u>Year Ending June 30</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2020	\$ 74,226	\$ 3,846	\$ 78,072
2021	76,048	2,024	78,072
2022	77,915	158	78,073
Total	<u>\$ 228,189</u>	<u>\$ 6,028</u>	<u>\$ 234,217</u>

NOTE 5 - DEFINED BENEFIT PENSION PLAN

Plan Description: All qualified permanent and probationary employees are eligible to participate in the District's following cost-sharing multiple employer defined benefit pension plans (Plans):

- District Miscellaneous

The Plans are administered by the California Public Employees' Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and District resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries.

Benefits are based on years of credited service, equal to one year of full-time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

The Plan provisions and benefits in effect at June 30, 2019, are summarized as follows:

	<u>District Miscellaneous</u>	
	<u>Prior to January 1, 2013</u>	<u>On or after January 1, 2013</u>
Hire date		
Benefit formula	2% @ 55	2% @ 62
Benefit vesting schedule	5 years service	5 years service
Benefit payments	monthly for life	monthly for life
Retirement age	50 - 55	52 - 67
Monthly benefits, as a % of eligible compensations	2.0% to 2.7%	1.0% to 2.5%
Required employee contribution rates	7%	6.25%
Required employer contribution rates	8.892%	6.842%

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2019

NOTE 5 - DEFINED BENEFIT PENSION PLAN (continued)

Contributions - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2019, the contributions recognized as part of pension expense for each Plan were as follows:

	<u>All Plans</u>
Contributions – employer	\$ 186,826

As of June 30, 2019, the District reported net pension liabilities for its proportionate shares of the net pension liability of the Plans as follows:

	<u>Proportionate Share of Net Pension Liability</u>
Miscellaneous	\$ 889,176
Safety	978,645
Total Net Pension Liability	<u>\$ 1,867,821</u>

The District's net pension liability for the Plans is measured as the proportionate share of the net pension liability. The net pension liability of the Plans is measured as of June 30, 2018, and the total pension liability for each Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard update procedures. The District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The District's proportionate share of the net pension liability for each Plan as of June 30, 2018 and 2019 was as follows:

<u>District's Plans</u>	<u>All Plans</u>
Proportion - June 30, 2018	.020%
Proportion - June 30, 2019	.019%
Change – Increase (Decrease)	(.001%)

For the year ended June 30, 2019, the District recognized pension expense of (\$134,780). At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2019

NOTE 5 - DEFINED BENEFIT PENSION PLAN (continued)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes in assumptions	\$ 197,391	\$ 37,798
Differences between expected and actual experience	55,144	11,689
Differences between projected and actual investment earnings	11,022	-
Differences between employer's contributions and proportionate share of contributions	4,625	381,958
Change in employer's proportion	304,149	120,041
Pension contributions subsequent to measurement date	186,826	-
Total	<u>\$ 759,157</u>	<u>\$ 551,486</u>

The \$186,826 amount reported as deferred outflows of resources related to contributions, subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

<u>Year Ended June 30</u>	
2020	\$ 52,444
2021	27,082
2022	(43,905)
2023	(14,776)
2024	-
Thereafter	-

Actuarial Assumptions - The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

	<u>All Plans</u>
Valuation Date	June 30, 2017
Measurement Date	June 30, 2018
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.75%
Payroll Growth	3.00%
Projected Salary Increase	Varies by Entry Age and Service
Investment Rate of Return	7.15% (1)
Mortality	Derived using CalPERS Membership Data for all Funds (2)

- (1) Net of pension plan investment expenses, including inflation.
 (2) The mortality table used was developed based on CalPERS' specific data. The table includes 20 years of mortality improvements using Society of Actuaries Scale BB. For more details on this table, please refer to the CalPERS 2014 experience study report available on CalPERS website.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2019

NOTE 5 - DEFINED BENEFIT PENSION PLAN (continued)

Discount Rate – The discount rate used to measure the total pension liability was 7.15% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.15 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.15 percent will be applied to all plans in the Public Employees’ Retirement Fund (PERF). The stress test results are presented in a detailed report called “GASB Crossover Testing Report” that can be obtained from the CalPERS website under the GASB 68 section.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund (PERF) cash flows. Using historical returns of all the Public Employees Retirement Funds’ asset classes (which includes the agent plan and two cost-sharing plans or PERF A, B, and C funds), expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each PERF fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits of cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

<u>Asset Class</u>	<u>New Strategic Allocation</u>
Global Equity	51%
Global Fixed Income	20%
Real Assets	12%
Private Equity	10%
Inflation Sensitive	6%
Liquidity	1%
Total	<u>100%</u>

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District’s proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District’s proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	<u>All Plans</u>
1% Decrease	6.15%
Net Pension Liability	\$3,606,935
Current Discount Rate	7.15%
Net Pension Liability	\$1,867,821
1% Increase	8.15%
Net Pension Liability	\$439,915

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2019

NOTE 5 - DEFINED BENEFIT PENSION PLAN (concluded)

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

NOTE 6 - DEFERRED COMPENSATION PLAN

The District offers its employees a deferred compensation plan (the "Plan") created in accordance with Internal Revenue Code Section 457. The Plan, available to all full-time and permanent part-time employees, permits them to defer a portion of their salary until future years. Under this plan, participants are not taxed on the deferred portion of the compensation until distributed to them; distributions may be made only at termination, retirement, death or in an emergency as defined by the Plan.

The laws governing deferred compensation plan assets require plan assets to be held by a Trust for the exclusive benefit of plan participants and their beneficiaries. Since the assets held under these plans are not the District's property, are not managed by the District and are not subject to claims by general creditors of the District, they have been excluded from these financial statements.

NOTE 7 - POST-EMPLOYMENT BENEFITS OTHER THAN RETIREMENT

Plan Description. The District's defined benefit post-employment healthcare plan, Cameron Park Community Services District Other Post-Employment Benefit Program, provides medical benefits to eligible retired District employees and their beneficiaries. The contribution requirements of plan members and the District are established and may be amended by the District's governing board. Depending on the number of years of service and the circumstances surrounding retirement, employees may be eligible to receive health care insurance cost reimbursement of between 50%-100%.

Funding Policy. There is no statutory requirement for the District to prefund its OPEB obligation. The District currently pays for retiree healthcare benefits on a pay-as-you-go basis. There are no employee contributions.

Employees Covered by Benefit Terms

At June 30, 2019 (the census date), the benefit terms covered the following employees:

Inactive employees or beneficiaries currently receiving benefit payments:	12
Active employees or beneficiaries currently receiving benefit payments:	10
Inactive employees entitled to but not yet receiving benefit payment:	<u>0</u>
Active plan members:	<u><u>22</u></u>

Contributions

The District establishes rates based on an actuarially determined rate.

For the year ended June 30, 2019 the District's expected contribution rate is 24.75% of covered-employee payroll. Employees pay the difference between the benefit they receive and the monthly premium.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2019

NOTE 7 - POST-EMPLOYMENT BENEFITS OTHER THAN RETIREMENT (continued)

Actuarial Assumptions

The District's Total OPEB liability was measured as of June 30, 2018 and the total OPEB liability used to calculate the total OPEB liability was determined by an alternate measurement method valuation dated June 30, 2018 that was used to determine the June 30, 2018 total OPEB liability, based on the following actuarial methods and assumptions:

Inflation: 3.00%
 Salary increases: Aggregate salary increases 3.25%. Individual salary increases based on CalPERS.
 Investment rate of return: 7.0%
 Mortality rates were based on CalPERS tables.

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of OPEB plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Changes in the Total OPEB Liability

Balance as of June 30, 2018	\$ 2,810,829
Changes for the year:	
Service cost	42,833
Interest	(481,697)
Benefit payments, including refunds of employee contributions	(149,117)
Administrative expenses	-
Net changes	<u>(587,981)</u>
Balances as of June 30, 2019	<u>\$ 2,222,848</u>

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The total OPEB liability of the District, as well as what the District's total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (6.0%) or one percentage point higher (8.0%) follows:

Plan's Net OPEB Liability/(Asset)		
1% Decrease (6.0%)	Current Discount Rate (7.0%)	1% Increase (8.0%)
\$ 2,434,194	\$ 2,222,848	\$ 2,036,418

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The alternative measurement method does not factor in the healthcare cost trend rate.

OPEB Expense and Deferred Inflows and Outflows of Resources Related to OPEB

For the year ended June 30, 2019, the District recognized an OPEB expense of \$587,187. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
 For the Year Ended June 30, 2019

NOTE 7 - POST-EMPLOYMENT BENEFITS OTHER THAN RETIREMENT (concluded)

	Deferred Outflows of Resources	Deferred Inflows of Resources
OPEB contributions subsequent to measurement date	\$ -	\$ -
Differences between actual and expected experience	-	-
Changes in assumptions	-	-
Net differences between projected and actual earnings on OPEB plan investments	-	-
Total	\$ -	\$ -

\$0 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of net OPEB liability in the year ended June 30, 2020.

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Fiscal Year Ended</u>			
6/30/20		\$	-
6/30/21			-
6/30/22			-
Thereafter			-

NOTE 8 - RISK MANAGEMENT

The District is exposed to various risks of loss related to: torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District participates in the Special District Risk Management Authority (SDRMA), an intergovernmental risk-sharing, joint powers authority (risk-sharing pool) established to provide an independently managed, self-insurance program for members. The purpose of SDRMA is to spread the adverse effect of losses among the members and to purchase excess insurance as a group, thereby reducing its expense.

The District contributes its pro-rata share of anticipated losses to a pool administered by SDRMA. Should actual losses among participants be greater than the anticipated losses, the District will be assessed its pro-rata share of that deficiency. Conversely, if the actual losses are less than anticipated, the District will be refunded its pro-rata share of the excess. Settled claims have not exceeded commercial excess liability coverage in any of the past three fiscal years.

NOTE 9 - CONTINGENT LIABILITIES

The District is involved in various lawsuits. One specific claim was filed on March 2, 2016, by the Friends of El Dorado County regarding developer impact fees. The outcome of these lawsuits is not presently determinable.

NOTE 10 - STEWARDSHIP AND COMPLIANCE

At June 30, 2019, only one non-major fund had negative fund equity as follows: Promotional Grant.

The fund's negative fund equity balance is expected to return to a positive status in fiscal year 2020.

Cameron Park Community Services District
NOTES TO FINANCIAL STATEMENTS
For the Year Ended June 30, 2019

NOTE 11 - PRIOR PERIOD ADJUSTMENT

For the year ended June 30, 2019, the beginning net position has been adjusted by (\$15,812) to decrease the net position/fund balance as of the beginning of the period. This adjustment corrects the under recording of expenses in the prior year.

REQUIRED SUPPLEMENTARY INFORMATION

Cameron Park Community Services District
 GENERAL FUND
SCHEDULE OF REVENUES,
EXPENDITURES AND CHANGES IN FUND BALANCES

Budget and Actual

For the year ended June 30, 2019

(Unaudited)

	<u>Budgeted Amounts</u>		<u>Actual</u>	Variance with
	<u>Original</u>	<u>Final</u>		<u>Final Budget</u>
Revenues:				
Property taxes	\$ 3,994,388	\$ 3,994,388	\$ 4,031,110	\$ 36,722
Franchise fees	167,000	176,000	174,571	(1,429)
Intergovernmental	1,200,000	1,286,244	1,180,534	(105,710)
Charges for services	972,659	961,622	851,246	(110,376)
Interest and donations	12,600	11,000	36,027	25,027
Total revenues	<u>6,346,647</u>	<u>6,429,254</u>	<u>6,273,488</u>	<u>(155,766)</u>
Expenditures:				
General government	756,579	756,579	740,121	16,458
Recreation	519,798	519,798	563,111	(43,313)
Public safety	4,450,802	4,450,802	4,072,092	378,710
Facility	348,147	348,147	360,992	(12,845)
Parks	647,989	681,833	742,286	(60,453)
Debt service:				
Principal	-	-	-	-
Interest	-	-	-	-
Total expenditures	<u>6,723,315</u>	<u>6,757,159</u>	<u>6,478,602</u>	<u>278,557</u>
Excess (deficit) of revenues over (under) expenditures	<u>(376,668)</u>	<u>(327,905)</u>	<u>(205,114)</u>	<u>122,791</u>
Other Financing Sources (Uses):				
Transfer in	-	-	70,245	70,245
Total other financing sources (uses):	<u>-</u>	<u>-</u>	<u>70,245</u>	<u>70,245</u>
Net change in fund balance	<u>\$ (376,668)</u>	<u>\$ (327,905)</u>	(134,869)	<u>\$ 193,036</u>
Fund balances, beginning of period			<u>3,684,398</u>	
Fund balances, end of period			<u>\$ 3,549,529</u>	

Cameron Park Community Services District
SCHEDULE OF THE LOCAL GOVERNMENT'S PROPORTIONATE
SHARE OF THE NET PENSION LIABILITY - ALL PLANS
 June 30, 2019

Measurement Date, June 30	2018	2017	2016	2015	2014
Proportion of the net pension liability	0.01938%	0.01962%	0.03895%	0.03225%	0.01139%
Proportion share of the net pension liability	\$ 1,867,820	\$ 1,945,624	\$ 1,650,266	\$ 976,452	\$ 708,539
Covered - employee payroll	\$ 692,037	\$ 539,852	\$ 539,852	\$ 450,150	\$ 450,150
Proportionate share of the net pension liability as percentage of covered-employee payroll	269.90%	360.40%	305.69%	216.92%	157.40%
Plan fiduciary net position as a percentage of the total pension liability	85.27%	84.18%	85.39%	91.01%	75.43%

* Fiscal year 2015 was the 1st year of implementation.

Cameron Park Community Services District
SCHEDULE OF CONTRIBUTIONS - ALL PLANS
 June 30, 2019

<u>Fiscal Year Ending June 30</u>	<u>All Plans</u>				
	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>
Contractually required contribution (actuarially determined)	\$ 186,826	\$ 142,135	\$ 123,075	\$ 81,896	\$ 82,050
Contributions in relation to the actuarially determined contributions	<u>(186,826)</u>	<u>(142,135)</u>	<u>(123,075)</u>	<u>(81,896)</u>	<u>(82,050)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Covered - employee payroll	\$ 692,037	\$ 601,799	\$ 539,852	\$ 450,150	\$ 450,150
Contributions as a percentage of covered- employee payroll	27.00%	23.62%	22.80%	18.19%	18.23%

Cameron Park Community Services District
REQUIRED SUPPLEMENTARY INFORMATION
SCHEDULE OF CHANGE IN THE
NET OPEB LIABILITY AND RELATED RATIOS
 For the period ended June 30, 2019

	2019
Total OPEB Liability	
Service cost	\$ 42,833
Interest	(481,697)
Benefit payments, included refunds of employee contributions	(149,117)
Net change in OPEB liability	(587,981)
Total OPEB liability - beginning of year	2,810,829
Total OPEB liability - end of year	\$ 2,222,848
Plan Fiduciary Net Position	
Net investment income	\$ -
Contributions	
Employer	-
Benefit payments, included refunds of employee contributions	-
Administrative expense	-
Net change in plan fiduciary net position	-
Plan fiduciary net position - beginning of year	-
Plan fiduciary net position - end of year	\$ -
District's net OPEB liability - end of year	\$ 2,222,848
Covered-employee payroll	\$ 692,037
Net OPEB liability as a percentage of covered-employee payroll	321.20%

Notes to Schedule:

The schedules present information to illustrate the changes in the District's net OPEB liability over a ten year period when the information is available. The District adopted GASB 75 for the fiscal year ending June 30, 2018.

Cameron Park Community Services District
 NON-MAJOR GOVERNMENTAL FUNDS
BALANCE SHEET

June 30, 2019

	CC&R 2	Quimby Act 3	Fire Training 5	Fire Equipment Replacement 7	Fire				Community Center 70	Scholarship Fund 71	Per Capita Grant 80	Promotional Grant 81	Total Governmental Funds
					Prevention 9	Maintenance 30-50							
ASSETS													
Cash and investments	\$ 203,705	\$ 72,898	\$ 21,799	\$ 544,814	\$ 46,996	\$ 633,864	\$ 1	\$ 12,078	\$ 150,929	\$ (36)	\$ 1,687,048		
Prepaid items	11	-	-	-	-	-	-	-	-	-	-	11	
Accounts receivable	75	-	-	-	-	-	-	-	-	-	-	75	
Total assets	\$ 203,791	\$ 72,898	\$ 21,799	\$ 544,814	\$ 46,996	\$ 633,864	\$ 1	\$ 12,078	\$ 150,929	\$ (36)	\$ 1,687,134		
LIABILITIES													
Accounts payable	\$ 3,609	\$ -	\$ -	\$ -	\$ -	\$ 14,534	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,143	
Accrued expenses	1,123	-	-	-	-	1,137	-	-	-	-	-	2,260	
Total liabilities	4,732	-	-	-	-	15,671	-	-	-	-	-	20,403	
FUND BALANCES													
Assigned for:													
Specific purposes	199,059	72,898	21,799	544,814	46,996	618,193	1	12,078	150,929	(36)	1,666,731		
Total fund balances	199,059	72,898	21,799	544,814	46,996	618,193	1	12,078	150,929	(36)	1,666,731		
Total liabilities and fund balances	\$ 203,791	\$ 72,898	\$ 21,799	\$ 544,814	\$ 46,996	\$ 633,864	\$ 1	\$ 12,078	\$ 150,929	\$ (36)	\$ 1,687,134		

Cameron Park Community Services District
 NON-MAJOR GOVERNMENTAL FUNDS
 STATEMENT OF REVENUES,
 EXPENDITURES AND CHANGES IN FUND BALANCES
 For the year ended June 30, 2019

	CC&R 2	Quimby Act 3	Fire Training 5	Fire				Community Center 70	Scholarship Fund 71	Per Capita Grant 80	Promotional Grant 81	Total Governmental Funds
				Equipment Replacement 7	Fire Safe Project 8	Fire Prevention 9	Maintenance 30-50					
Revenues:												
Property taxes	\$ 77,480	\$ -	\$ -	\$ -	\$ -	\$ 261,756	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,236
Charges for services	18,513	72,900	-	-	8,050	1,200	-	-	-	-	-	100,663
Other income	-	-	-	-	-	314	-	-	-	-	-	314
Interest	3,958	207	144	239	110	24,617	-	-	-	-	-	29,275
Total revenues	99,951	73,107	144	239	8,160	287,887	-	-	-	-	-	469,488
Expenditures:												
General government	112,688	-	4,656	-	-	-	-	-	-	-	-	126,292
Facility	-	32,412	-	-	-	318,594	-	-	-	-	-	351,006
Debt service:												
Principal	-	-	-	72,448	-	-	-	-	-	-	-	72,448
Interest	-	-	-	5,624	-	-	-	-	-	-	-	5,624
Total expenditures	112,688	32,412	4,656	78,072	8,948	318,594	-	-	-	-	-	555,370
Excess (deficit) of revenues over (under) expenditures	(12,737)	40,695	(4,512)	(77,833)	(788)	(30,707)	-	-	-	-	-	(85,882)
Other Financing Sources (Uses):												
Transfer out	-	-	(16,213)	(33,509)	(5,075)	(15,448)	-	-	-	-	-	(70,245)
Total other financing sources (uses):	-	-	(16,213)	(33,509)	(5,075)	(15,448)	-	-	-	-	-	(70,245)
Net change in fund balance	(12,737)	40,695	(20,725)	(111,342)	(5,075)	(30,707)	-	-	-	-	-	(156,127)
Fund balances, beginning of period	211,796	32,203	42,524	656,156	5,075	664,712	1	12,078	150,929	(36)	(36)	1,838,670
Prior period adjustment	-	-	-	-	-	(15,812)	-	-	-	-	-	(15,812)
Fund balances, beginning of period restated	211,796	32,203	42,524	656,156	5,075	648,900	1	12,078	150,929	(36)	(36)	1,822,858
Fund balances, end of period	\$ 199,059	\$ 72,898	\$ 21,799	\$ 544,814	\$ -	\$ 618,193	\$ 1	\$ 12,078	\$ 150,929	\$ (36)	\$ (36)	\$ 1,666,731



Agenda Transmittal

DATE: February 19, 2020

FROM: Jill Ritzman, General Manager
Sherry Moranz, Fire Chief

AGENDA ITEM #11: PROPOSED 2020.03.18 WEED ABATEMENT ORDINANCE

RECOMMENDED ACTION: APPROVE FIRST READING

BACKGROUND

For many years, the Cameron Park Community Services District (District) Fire Department implemented a program associated with the District's Weed and Rubbish Abatement Ordinance (Ordinance). Updates to the initial Ordinance were approved by the Board in March 2016 and March 2018. Ordinance 2018.03.21 is attached (Attachment 11A).

FIRE & EMERGENCY SERVICES COMMITTEE

Chief Moranz summarized the benefits and changes of the proposed Ordinance to the Fire & Emergency Services Committee. The Committee supported forwarding the recommendation to the Board of Directors.

DISCUSSION

Staff is proposing a re-write of the Ordinance to provide:

- Flexibility in implementing the Ordinance;
- Greater understanding and improved readability;
- Opportunity for year-round implementation;
- More tools for enforcement;
- Foundation for citing violators and implementing fines.

Once the Public Hearings have concluded and approval secured from the Board of Directors, Ordinance 2020.03.18 will replace 2018.03.21.

Attachments:

11A – Ordinance 2018.03.21

11B – Proposed Draft Ordinance 2020.03.18

11C – Ordinance Timeline

ORDINANCE NO. 2018.03.21

AN ORDINANCE OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
AMENDING THE "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2014.09.17
and 2016.03.16 WITHIN CAMERON PARK COMMUNITY SERVICES DISTRICT

=====

BE IT ORDAINED BY THE CAMERON PARK COMMUNITY SERVICES DISTRICT AS
FOLLOWS:

The "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2014.09.17 and
2016.03.16 are hereby amended as follows, and shall hereafter be designated as CAMERON
PARK COMMUNITY SERVICES DISTRICT ORDINANCE NO. 2018.03.21

Sections:

- Section 1: FINDINGS
- Section 2: DEFINITIONS
- Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE
- Section 4: PROHIBITED CONDUCT
- Section 5: DUTY TO REMOVE AND ABATE HAZARDOUS VEGETATION AND
COMBUSTIBLE MATERIAL
- Section 6: ENFORCEMENT OFFICIALS
- Section 7: INSPECTION
- Section 8: ENFORCEMENT
- Section 9: ENFORCEMENT PROCEDURE
- Section 10: APPEALS
- Section 11: REMOVAL OF HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL
- Section 12: COLLECTION OF COSTS FOR ABATEMENT
- Section 13: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY
- Section 14: VIOLATIONS
- Section 15: PENALTY – INFRACTION
- Section 16: SEVERABILITY
- Section 17: EFFECTIVE DATE AND PUBLICATION

Section 1: FINDINGS

- A. The Board of Directors of Cameron Park Community Services District (hereinafter "District") finds and declares that the uncontrolled growth and/or accumulation of weeds, grasses, hazardous vegetation and combustible materials or other materials or obstructions on sidewalks, streets, and on lands or lots within the District is dangerous or injurious to neighboring property and the health or welfare of residents of the District and is a public nuisance in that it creates fire hazards, conditions that reduce the value of private property, promote blight and deterioration, invite plundering, constitute an unattractive nuisance creating a hazard to the health and safety of minors, and creates a harbor for rodents and insects and is injurious to the health, safety and general welfare.

- B. It is the intent of the District that this Ordinance shall apply to the abatement of the accumulation of weeds, grasses, hazardous vegetation and combustible materials on all parcels within the District;
- C. The District is located in a wildland/suburban interface in which many of the native and non-native plant species within the jurisdictional boundaries of the District are highly flammable during dry periods and have contributed to significant wildfires resulting in catastrophic fire losses to life, property and the environment.
- D. The District has a diverse and complex landscape which includes mountains and other brush covered wildlands which are home to many rare and sensitive plant and animal species;
- E. Of paramount importance to the District Board of Directors and the citizens of this District is the protection of lives and property from the threat of fire and the safety of fire and law enforcement personnel during wildfires; and
- F. It is the purpose of this Ordinance to establish a hazardous vegetation and combustible material abatement program that protects the lives and property of the citizens of the District.

Section 2: DEFINITIONS

- A. Accumulation of Weeds, Grasses, Hazardous Vegetation and Combustible Materials - Allowing the growth of weeds, grasses, hazardous vegetation and accumulation of combustible materials as defined below.
- B. Combustible Material – Accumulation of garbage, rubbish, waste or material of any kind other than hazardous vegetation that is flammable and endangers the public safety by creating a fire hazard.
- C. Fire Chief – The Battalion Chief of the Cameron Park Community Services District Fire Department or his or her authorized representative.
- D. Garbage – Includes, but is not limited to, the following: waste resulting from the handling of edible foodstuffs or resulting from decay, and solid or semisolid putrescible waste, and all other mixed, nonrecyclable wastes which are generated in the day-to- day operation of any business, residential, governmental, public or private activity, and may include paper, plastic, or other synthetic material, food or beverage containers.
- E. Hazardous Vegetation – Vegetation that is flammable and endangers the public safety by creating a fire hazard including but not limited to seasonal and recurrent weeds, stubble, brush, dry leaves and tumbleweeds.
- F. Improved Parcel – A portion of land of any size, the area of which is determined by the Assessor’s maps and records and may be identified by an Assessor’s Parcel Number upon which a structure is located.

- G. Rubbish - Includes all the following, but is not restricted to, nonputrescible wastes, such as paper, cardboard, grass clippings, tree or shrub trimmings, leaves wood, wood chips, bedding, crockery, rubber tires, construction waste and similar waste materials.
- H. Structure – Any dwelling, house, building or other type of flammable construction including but not limited to a wood fence attached to or near any other structure.
- I. Unimproved Parcel – A portion of land of any size, the area of which is determined by the Assessor’s maps and records and may be identified by an Assessor’s Parcel Number upon which no structure is located.
- J. Waste - waste means all putrescible and non-putrescible solid, semi-solid, and liquid wastes, including residential, commercial, and municipal garbage, trash, refuse, paper, rubbish, ashes, industrial wastes, construction and demolition debris, discarded home and industrial appliances, manure, vegetable or animal solid and semi-solid wastes, and other discarded solid wastes and semisolid wastes.
- K. Weeds - Includes any of the following:
 - (1) Weeds which bear seeds of a downy or wingy nature;
 - (2) Sagebrush, chaparral, and any other brush or weeds which attain such hard growth as to become, when dry, a fire menace to adjacent improved property;
 - (3) Weeds and grasses which are otherwise noxious;
 - (4) Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health;
 - (5) Dry grass, stubble, brush, or other flammable vegetation which endanger the public safety by creating a fire hazard.

Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE

The District has the legal authority to adopt the provisions contained in this Ordinance as specified below:

- A. **Government Code** Section 61100(t) which provides the District the authority to abate weeds and rubbish pursuant to the provisions of the California Health and Safety Code at Section 14875 et seq.

- B. **Government Code** Section 61069 which provides the District the authority to enter private property to: (1) inspect and determine the presence of public nuisances including fire hazards that the District has the authority to abate; and (2) abate public nuisances, including public nuisances constituting fire hazards such as excessive growth of weeds, grasses, hazardous vegetation and other combustible material by giving notice to the property owner to abate such public nuisance; and (3) enter upon private property to determine if a notice to abate a public nuisance including a fire hazard has been complied with by the property owner; and, if not, exercise its power to abate such public nuisance after failure to act by the responsible property owner.
- C. The **California Health and Safety Code**, Part 5 Sections 14875-14930, which provides that an accumulation of weeds, grasses, hazardous vegetation and other combustible material constitutes a public nuisance, providing guidelines for enforcement and abatement by the District of such fire hazards, and payment of such abatement costs incurred by the District to remove such hazardous vegetation and combustible material, and provides for penalties for violations of this Ordinance by property owners.
- D. The **California Fire Code** Title 24, Part 9, Chapter 3, Section 304.1.2 and Section 1103.2.4 prohibits combustible waste material creating a fire hazard on vacant lots or open space, which California Fire Code has been adopted by this District.
- E. The **California Code of Regulations Code**, 14 C.C.R., Sections 1270.01-1276.03.
- F. The **California Public Resources Code** Section 4291 which requires a person who owns, leases, controls, operates, or maintains a building or structure in, upon, or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands, or land that is covered with flammable material, to maintain defensible space no greater than 100 feet from each side of the structure, and which provides for required fuel modification so as to ensure that a wildfire burning under average weather conditions would be unlikely to ignite the structure on the property.
- G. **Government Code** Section 25845 regarding enforcement mechanisms available for the District to ensure that the costs incurred by the District in abating the nuisance consisting of accumulation of weeds, grasses, hazardous vegetation and other combustible materials are recovered from the property owner who fails to abate such nuisance after notice from the District to do so.

H. **Government Code** Section 61115 which provides the District the authority to levy charges against property owners within the District for all the costs incurred by the District in abating nuisances created by accumulation of weeds, grasses, hazardous vegetation and other combustible materials: to provide for a basic penalty for the nonpayment of such charges of not more than 10% plus an additional penalty of not more than 1% per month for the nonpayment of the charges and the basic penalty; to recover such charges and penalties by recording in the office of the County Recorder a lien declaring the amount of the charges and penalties due, the lien to be incurred against all real property owned by the delinquent property owner within El Dorado County; and to request the El Dorado County Tax Collector to enter the amount of the delinquent weed abatement charges and penalties as special tax assessments on the current real property tax roll against those parcels of real property owned by the property owner who is delinquent in the payment of such charges and penalties. Such special tax assessments are to be collected in the same manner and method as real property taxes are collected by the county.

Section 4: PROHIBITED CONDUCT

A person shall not dump, nor permit the dumping of weeds, grasses, hazardous vegetation, refuse, or other combustible material, nor shall a person permit the accumulation of weeds, grasses, hazardous vegetation, refuse, or other combustible material on that person's property or on any other property so as to constitute a fire hazard.

Section 5: DUTY TO REMOVE AND ABATE HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL

It shall be the duty of every owner, occupant, and person in control of any parcel of land or interest therein, which is located within the District to remove, or abate, all hazardous vegetation and combustible material, which constitutes a fire hazard which may endanger or damage neighboring property.

The owner, lessee or occupant of buildings, grounds, or lots within the District shall remove from such property and adjacent streets all waste, garbage,, rubbish weeds, hazardous vegetation or other combustible materials growing or accumulated thereon in accordance with the procedures and methods prescribed in this Ordinance and by the enforcement official.

All parcels within the District, whether Improved or Unimproved, shall comply with the following requirements:

- (1) Cultivated and useful grasses and pastures shall not be considered a public nuisance. However, if the District's enforcement official shall determine it necessary to protect adjacent improved property from fire exposure, an adequate firebreak may be required. All waste, dry grass, brush, vines or other dry vegetation shall be cleared for an area of not less than 30 feet from all structures, combustible fences, vehicles, and combustible storage. The enforcement official may require additional clearances when topographical or geographical conditions warrant said action.

(2) Any Unimproved Parcel of less than two acres (2ac.) shall be cleared of all waste, hazardous vegetation and combustible material prior to May 1 or the start of fire season, whichever occurs first. Lots on which weeds, dry grass, non-cultivated pastures, or other hazardous vegetation exists, shall be mowed, and shall be cut to a maximum height of two inches so as to not constitute a fire hazard throughout the calendar year.

(3) Any Unimproved parcel or multiple contiguous parcels under the same ownership consisting of more than two acres (2ac.) shall either be cleared of all waste, hazardous vegetation and combustible material or mowed as set forth in subsection (2) above, or shall construct and maintain a minimum thirty-foot wide firebreak around the perimeter of such property. Such actions should take place prior to May 1 or the start of fire season, whichever occurs first. Firebreaks shall be disked around the entire perimeter of the parcel. Scraping will also be allowed, provided that the scraped material is removed or spread evenly over the remaining property

(4) The District's enforcement official or his or her designee may require a firebreak of more than thirty (30) feet in width to a maximum of one hundred (100) feet in width, or less than thirty (30) feet in width, as a firebreak for the protection of public health, safety or welfare or the environment. The determination of appropriate clearance distances for firebreaks will be made based upon a visual inspection of the parcel and shall consider all factors that place the property or adjoining structure(s) at risk from an approaching fire. These factors shall include local weather conditions, fuel type(s), topography, and the environment where the property or adjoining structure(s) is located.

(5) Dry leaves or wood chips located on parcels must be disked or turned under or evenly broadcast over the parcel area. If leaves or wood chips are being retained for the purpose of mulch or compost, they must be placed in a container so as to not constitute a fire hazard.

Section 6: ENFORCEMENT OFFICIALS

The enforcement official shall have authority to enforce this chapter and issue citations for violations. For purposes of this chapter, the "enforcement official" may be:

- A. The District General Manager or his/her designee;
- B. The Covenants, Codes and Restrictions (CC&R) enforcement official of the District;
- C. The Battalion Chief of the District's Fire Department, or his/her designee; and/or
- D. The Park Superintendent.

Section 7: INSPECTION

The enforcement official, or personnel acting under his or her direction, may enter upon private or public property whenever necessary to enforce or administer the provisions of this chapter; provided, however, that this right of entry and inspection shall not be construed to grant the right to enter into any dwelling or structure which may be located on the land. Should the District determine that there is a reasonable expectation of privacy of the property owner with respect to the dwelling unit to be inspected, the District may request an inspection warrant pursuant to the provisions of California Civil Code Section 1822.50 et seq., which warrant shall state the location which it covers and state the purposes of the inspection. When there is no reasonable expectation of privacy, such as with respect to an abandoned dwelling or building, the District's designated enforcement official may enter onto that property without a warrant in order to inspect the property for the purposes of determining whether the provisions of this Ordinance have been violated.

Section 8: ENFORCEMENT

Violations of this Ordinance may be enforced pursuant to the legal authorities specified in Section 3 of this Ordinance following the procedures and timelines specified in Section 9 of this Ordinance. As an alternative to such enforcement procedures, the enforcement official retains the discretion to commence a meet and confer process with property owners determined to be in violation of this Ordinance to attempt to agree to a mutually acceptable method for abating the waste, vegetation and combustible material existing on such property. Nothing shall prohibit the enforcement official from issuing a hazard abatement notice to a property owner and following the enforcement procedure specified in Section 9 with respect to property owners who do not agree to a mutually acceptable abatement method after discussions with the enforcement official.

Section 9: ENFORCEMENT PROCEDURE

A. Initial Notice of Duty to Remove and Abate Waste, Hazardous Vegetation and Combustible Material

On or before February 15 of each year the enforcement official shall mail written notice to all owners of Unimproved Parcels within the District stating that all waste, hazardous vegetation and combustible material located on such parcel must be removed and or abated as specified in Section 5 of this Ordinance on or before April 1 of such year. Such written notice shall be mailed to all owners of Improved Parcels within the District with respect to which inspection of the parcel by the enforcement official reveals a violation of this Ordinance within 15 days after the discovery of such violation by the enforcement official.

B. Hazard Abatement Notice

If the meet and confer process described in Section 8 does not occur or does not result in abatement and removal of waste, hazardous vegetation and/or combustible material, the enforcement official may commence proceedings to enforce the provisions of this Ordinance when a violation is identified due to: (a) the failure of an owner of an

Unimproved Parcel to remove and abate all waste, hazardous vegetation and combustible material on or before April 1 pursuant to the Notice specified in section 9 A, or (b) the failure of an owner of an Improved Parcel to remove and abate all waste, hazardous vegetation and combustible material within the time specified in the Notice described in Section 9 A. Enforcement proceedings are commenced by the mailing of a Hazard Abatement Notice in the manner prescribed as follows: The enforcement official shall mail the Hazard Abatement Notice to each person that has an ownership interest in the parcel to which the violation pertains. Ownership interest shall be determined based on the last equalized assessment roll available on the date of mailing of the Hazard Abatement Notice. Notification may also be accomplished by posting the Hazard Abatement Notice on the property if the owner's mailing address is not available or not current.

The contents of the Hazard Abatement Notice shall include the following:

- (1) A description of the property by reference to the assessor's parcel number as used in the records of the county assessor, and by reference to the common name of a street or road upon which the property abuts, if the property abuts upon a road or street;
- (2) A statement that there are weeds, grasses, hazardous vegetation, waste and combustible materials upon the property;
- (3) A request that such weeds, grasses, hazardous vegetation, waste and combustible materials be removed or abated by May 1, which shall not be less than 15 calendar days following the mailing or posting of the notice;
- (4) A statement that if such weeds, grasses, hazardous vegetation, waste and combustible materials are not removed or abated by the property owner by May 1, that such materials may be removed under authority of the District, and the costs of such removal and abatement may be made a legal charge against the owner or owners of the property, a lien imposed on and recorded against the property in the amount of such costs, and such costs referred to the County Tax Collector for collection together with property taxes on such property pursuant to the provisions of Health and Safety Code Sections 14875 through 14931, and Government Code Sections 25845 and 61115;
- (5) A statement referencing the right of the property owner to appeal the issuance of the Hazard Abatement Notice pursuant to Section 10 hereof.; and
- (6) With respect to notices which are posted, a title which reads "Notice to Remove Weeds, Grass, Hazardous Vegetation, Waste and/or Other Combustible Materials," the letters of the foregoing title to be not less than one inch in height.

Notices which are posted shall be conspicuously posted in front of the property, or if the property has no frontage upon a road or street, then upon a portion of the property nearest to a road or a street most likely to give actual notice to the owner. Notices shall be posted not more than 100 feet in distance apart upon property with more than 200 feet of frontage, and at least one notice shall be posted on each parcel with 200 or less feet of frontage.

Such Hazard Abatement Notice also will be sent by certified mail to the property owner of such parcel as her or her name appears on the last equalized assessment roll and to the address shown on such assessment roll.

Section 10: APPEALS

Appeals Procedure. Any person, who is adversely affected by the Hazard Abatement Notice specified in Section 9, may appeal such Hazard Abatement Notice to the Board of Directors within fifteen (15) calendar days of the postmark on the Hazard Abatement Notice by filing a written appeal with the enforcement official. Timely appeal shall stay any further action for removal or abatement until the date set for hearing, unless the weeds, hazardous vegetation, waste or combustible material at issue presents an imminent fire hazard within 100 feet of any structure. The enforcement official shall set the matter for hearing before the Board of Directors. The enforcement official shall notify the Appellant by certified mail of the date and time set for such hearing, at least fifteen (15) days prior to said date. If the Appellant resides outside the District, such Notice of Hearing shall be mailed to the Appellant at least twenty (20) days prior to the date set for the hearing. The Appellant shall have the right to appear in person or by agent, designated in writing, at the hearing, and present oral, written, and/or photographic evidence. The Board of Directors shall issue its order denying or granting the appeal, which shall be in writing and be issued within fifteen (15) days of the date of the hearing. The decision of the Board of Directors shall be final.

Section 11: REMOVAL OF HAZARDOUS VEGETATION AND COMBUSTIBLE MATERIAL

If, by May 1 of any year as specified in the original Hazard Abatement Notice, or as extended in cases of appeal, or as specified by the Board of Directors, compliance with this Ordinance has not been accomplished, the enforcement official or his designee may order that waste, hazardous vegetation or other combustible material located on the property be removed by public officers and/or employees of the District, or may cause such removal to be carried out by a private contractor selected by the District.

Section 12: COLLECTION OF COSTS FOR ABATEMENT

When proceedings under this chapter result in the removal of weeds, grasses, hazardous vegetation, waste or combustible material from property by the District or its agents or contractors due to the refusal of a property owner to comply with this Ordinance, all costs incurred by the District in performing such removal may be assessed against the property. Such costs shall include the costs of labor, materials and equipment furnished by the District in removing such waste, hazardous vegetation and/or combustible material; the costs incurred by the District for payments to an independent contractor to remove such waste, hazardous vegetation and combustible material from the property; all administrative costs incurred by the District in removing such waste, hazardous vegetation and combustible material including actual costs of investigation, property inspection, boundary determination, measurement, clerical costs, related attorneys' fees, and administrative overhead costs for supervision, insurance, costs of publication, mailing and posting of notices; preparation of contracts with independent contractors to perform the abatement work; review of bids by contractors; administration of contracts for abatement activities; and other budgeted overhead items. If waste, weeds, hazardous vegetation and/or combustible

material are ultimately removed from the property by the property owner subsequent to the deadline for removal specified in any Hazard Abatement Notice issued by the District, the District shall be entitled under this Ordinance to assess against the property all such costs incurred securing such compliance with this Ordinance by the property owner up to and including the final date of compliance.

The enforcement official shall keep an account of such administrative and removal costs of abatement, and shall submit to the District Board of Directors for confirmation an itemized written report showing such unpaid costs and their proposed assessment to the respective properties subject to the Hazard Abatement Notice. The report shall be filed with the General Manager not less than 15 calendar days in advance of the confirmation hearing required below.

Upon receipt of the report, a public hearing shall be scheduled in June to receive any protests and to confirm the cost report. A statement of the proposed costs and notice of the time, date and place of the hearing, together with reference to the report on file with the clerk, shall be mailed to the owner or owners of each parcel of property proposed to be assessed as shown on the last equalized assessment roll available on the date of mailing of the notice to the address or addresses of the owner or owners shown on the roll or any other address or addresses ascertained to be more accurate. Such notice shall be mailed not less than 15 calendar days in advance of the hearing.

Notice of the time, date and place of the public hearing by the Board shall be published once in a newspaper of general circulation published within the District. With respect to each property proposed to be assessed for which the name of the owner or owners is not shown on the last equalized assessment roll, or no address for an owner is shown on the last equalized assessment roll, the notice shall show the name or names of the owner or owners as such name or names are shown on the last equalized assessment roll, the assessor's parcel number, the street address of the property if the property has an address and the address is known to the enforcement official, the name of the street or road upon which such property abuts if the property abuts upon a street or road, the amount of the proposed assessment and reference to the report on file with the enforcement official. Such publication shall be made not less than 15 calendar days in advance of the hearing.

At the time fixed for receiving and considering the report, the District Board of Directors shall conduct a public hearing and shall receive and consider any objections from members of the general public or property owners liable to be assessed for the costs of abatement. The District Board of Directors may continue the hearing and delegate to the General Manager or his or her designee the responsibility of hearing individual protests and submitting a recommendation with respect thereto; provided, that the District Board of Directors provides an opportunity for individual consideration of each property upon which abatement activities have been conducted by the District upon receipt of a recommendation by the General Manager. The District Board of Directors may modify the report if it is deemed necessary. The District Board of Directors shall then confirm the report by motion or resolution.

Section 13: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY

- A. The costs of abatement incurred by the District once approved by resolution of the Board of Directors of the District, shall be mailed to the owner of the property by July 1 demanding payment within thirty (30) days of the date of mailing, or by August 1. If the costs as confirmed are not paid by the responsible property owner by August 1, or within 30 days of the date of mailing of the notice, whichever is later, such costs shall be assessed against the parcel of land as a nuisance abatement lien in accordance with Health and Safety Code Sections 14875 through 14931, Government Code Section 25845. The Notice of Lien shall, at a minimum, identify the record owner or possessor of the property, set forth the last known address of the record owner or possessor, set forth the date upon which the abatement of the nuisance was ordered by the Board of Directors and the date that the abatement was complete, and include a description of the real property subject to the lien and the amount of the abatement cost constituting the lien. Recordation of a Notice of Abatement Lien pursuant to this Section shall have the same effect as recordation of a money judgment recorded pursuant to Code of Civil Procedure Section 697.310 et seq., and shall create a lien which has the same priority as a judgment lien on real property which shall continue in effect until released. On the order of the Board of Directors, or any designee of the Board of Directors, an abatement lien created under this Ordinance may be released or subordinated in the same manner as a judgment lien on real property may be released or subordinated.
- B. As an alternative to, or in addition to the lien procedure detailed in subsection A above, the abatement costs incurred by the District may be levied against the parcel of land subject to abatement activities by the District as a real property assessment in accordance with Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915 – 14919 and Government Code Section 25845. Any assessment imposed on real property pursuant to this Section may be collected at the same time and in the same manner as ordinary real property taxes are collected by the County of El Dorado, and shall be subject to the same penalties and the same procedure and sale in case of delinquency as is provided for ordinary real property taxes. Notice of any assessment that is levied on real property pursuant to this Section shall be given to the property owner by certified mail from District, and shall contain the information set forth in Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915 – 14919 and Section 25845 of the Government Code. The District shall transmit the notice of such assessment levied on real property pursuant to this Section to the County Auditor-Controller of El Dorado County with instructions to collect the assessment on the real property tax rolls for the ensuing fiscal year. Such notice shall be transmitted to the County Auditor-Controller prior to August 10 in any fiscal year.

Section 14: VIOLATIONS

The owner or occupant of any parcel or premises within the District who violates this Ordinance or permits a violation of this Ordinance upon any parcel or premises owned, occupied or controlled by him or her, shall be guilty of an infraction. Violation of this Ordinance shall consist of the following: (1) failure to abate waste, hazardous vegetation and combustible material after abatement notice from the District; or (2) interference with the performance of the duties of officers or employees of the District or any contractor hired

by the District for abatement activities: or (3) refusal to allow any officer or employee of the District or private contractor approved by the District to enter upon the property for the purpose of inspecting and/or removing any waste, hazardous vegetation and/or combustible material from the property; or (4) interference in any manner whatsoever with the officers, employees or contractors of the District in the work of inspection and removal as provided in this Ordinance.

Section 15: PENALTY - INFRACTION

- A. Notwithstanding the provisions of any other section of this code, violation of any of the provisions of this chapter, or failure to comply with any of the regulatory requirements of this chapter, is an infraction.
- B. Every violation of this chapter is punishable by:
- (1) A fine not exceeding \$100.00 for the first violation;
 - (2) A fine not exceeding \$200.00 for the second violation within three (3) years; and
 - (3) A fine not exceeding \$500.00 for each additional violation within three (3) years.

Section 16: SEVERABILITY

If any Ordinance, article, subsection or subdivision thereof, provision, sentence, clause or phrase of this code, or any application thereof, is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the remaining provisions of this code, which can be given effect without the invalid portions and, therefore, such invalid portions are declared to be severable. The District hereby declares that it would have enacted this Ordinance and each of its articles, sections, subsections, or subdivisions thereof, provisions, sentences, clauses or phrases irrespective of the fact that one or more of them is declared invalid.

Section 17: EFFECTIVE DATE AND PUBLICATION

This Ordinance shall take effect thirty (30) days after its adoption. The Cameron Park Board Secretary is directed to publish this Ordinance as adopted in a newspaper of general circulation in the District. In lieu of publication of the full text of the Ordinance within fifteen (15) days after its passage, a summary of the Ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the District Board and a certified copy shall be posted in the office of the District, and Cameron Park Fire Department Office, pursuant to Government Code Sections 25120 through 25132.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District this 21st day of March 2018, by the following vote:

AYES: HM, MM, MS, GS, EW

NOES: None

ABSENT: None

ATTEST:



Director Holly Morrison, President
Board of Directors



Jill Ritzman
Secretary to the Board

ORDINANCE NO. 2020.03.18

AN ORDINANCE OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
AMENDING THE "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2016.03.16
and 2018.03.21 WITHIN CAMERON PARK COMMUNITY SERVICES DISTRICT

=====

BE IT ORDAINED BY THE CAMERON PARK COMMUNITY SERVICES DISTRICT AS FOLLOWS:

The "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2016.03.16 and
2018.03.21 are hereby amended as follows, and shall hereafter be designated as CAMERON
PARK COMMUNITY SERVICES DISTRICT ORDINANCE NO. 2020.03.18

Sections:

- Section 1: FINDINGS
- Section 2: DEFINITIONS
- Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE
- Section 4: PROHIBITED CONDUCT
- Section 5: DUTY TO REMOVE AND ABATE HAZARDOUS VEGETATION AND RUBBISH
- Section 6: ENFORCEMENT OFFICIALS
- Section 7: REQUIREMENTS
- Section 8: INSPECTION
- Section 9: ENFORCEMENT
- Section 10: APPEALS
- Section 11: SEASONAL DESIGNATION
- Section 12: REMOVAL OF HAZARDOUS VEGETATION AND RUBBISH
- Section 13: COLLECTION OF ABATEMENT COSTS
- Section 14: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY
- Section 15: VIOLATIONS
- Section 16: PENALTY - MISDEMEANOR
- Section 17: DELINQUENT FEES
- Section 18: SEVERABILITY
- Section 19: EFFECTIVE DATE AND PUBLICATION

Section 1: FINDINGS

- A. The Board of Directors of the Cameron Park Community Services District (hereinafter "District") finds and declares that the uncontrolled growth and/or accumulation of hazardous vegetation and rubbish is a public nuisance, in that it creates a fire hazard.
- B. It is the intent of the District that this Ordinance shall apply to the abatement of the accumulation of hazardous vegetation and rubbish on all improved parcels and all unimproved parcels within the District, and the maintenance of those parcels to prevent vegetation from growing back and rubbish from accumulating.
- C. Cameron Park is located in a wildland urban interface where homes are intermingled with or adjacent to highly flammable native and non-native plant species, within the jurisdictional boundaries. Each year the District experiences periods of high temperatures, accompanied by low humidity, and seasonal high wind. These conditions contribute to significant wildfires resulting in catastrophic fire losses to life, property, and the environment.

- D. The District has a diverse and complex landscape which includes mountains and other brush covered wildlands, which are home to many rare and sensitive plant and animal species.
- E. Of paramount importance to the District Board of Directors, is the protection of life and property from the threat of fire, and the safety of fire and law enforcement personnel during wildfires. The proper establishment of defensible space benefits property owners, public safety personnel and all residents of Cameron Park by dramatically increasing the likelihood that structures will survive a wildfire, provides for firefighter safety during a firestorm and generally aids in the protection of lives.
- F. It is the purpose of this Ordinance to establish a hazardous vegetation and rubbish abatement program that protects the lives and property of the citizens of the District.

Section 2: DEFINITIONS

- A. Abatement- The removal of hazardous vegetation and rubbish from property, to mitigate a public nuisance.
- B. Abatement costs- Any and all costs incurred by the District to enforce this Ordinance and to abate the hazardous vegetation and rubbish on any property, including inspection, physical abatement costs, administration and clerical fees and any additional actual costs incurred for the abatement proceeding(s), including attorney's fees, if applicable.
- C. Accumulation- Allowing the growth of hazardous vegetation and allowing rubbish to collect and remain as defined below.
- D. Defensible Space- Described in Public Resources Code 4291, and under "requirements" in this Ordinance, the area around a structure where hazardous vegetation, and rubbish have been cleared or reduced, to slow the spread of fire, to and from the structure.
- E. Enforcement Officials- A Fire Chief of the Cameron Park Community Services District Fire Department or his/her authorized representative.
- F. Fixed Flammable Items- Combustible fencing or other combustible materials that are attached to a structure.
- G. Hazardous Vegetation- Vegetation that is flammable and endangers the public safety by creating a fire hazard, including but not limited to seasonal and recurrent weeds, chaparral, manzanita, brush, dead trees, dry leaves, needles, and tumbleweeds.
- H. Improved Parcel- A portion of land of any size, the area of which is determined by the Assessor's maps and records and may be identified by an Assessor's Parcel Number, upon which a structure is located.
- I. Outbuilding- Buildings or structures that are less than one hundred twenty square feet (120 sq. ft.) in size and not used for human habitation.

- I. Rubbish - Includes all the following, but is not limited to, paper, cardboard, wood chips, bedding, rubber tires, construction waste, garbage, trash, and other combustible material.
- J. Structure – Anything constructed that is designed or intended to shelter or protect persons, animals, or property, including houses, whether inhabited or not, barns, storage sheds, etc.
- K. Unimproved Parcel - A portion of land of any size, the area of which is determined by the Assessor's maps and records and may be identified by an Assessor's Parcel Number, upon which no structure is located.
- L. Weeds- Includes any of the following:
 - 1) Vegetation that bears seeds of a downy or wingy nature.
 - 2) Vegetation that is not pruned or is otherwise neglected so as to attain such large growth as to become, when dry, a fire menace to adjacent property.
 - 3) Vegetation that is otherwise noxious or dangerous.
 - 4) Poison oak and poison ivy, when the conditions of growth are such as to constitute a menace to the public health.
 - 5) Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard.

Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE

The District has the legal authority to adopt the provisions contained in this Ordinance as specified below:

- A. **Government Code** Section 61100(t) which provides the District the authority to abate weeds and rubbish pursuant to the provisions of the California Health and Safety Code at Section 14875 et seq.
- B. **Government Code** Section 61069 which provides the District the authority to enter private property to: (1) inspect and determine the presence of public nuisances including fire hazards that the District has the authority to abate; and (2) abate public nuisances, including public nuisances constituting fire hazards such as excessive growth of weeds, grasses, hazardous vegetation and other combustible material by giving notice to the property owner to abate such public nuisance; and (3) enter upon private property to determine if a notice to abate a public nuisance including a fire hazard has been complied with by the property owner; and, if not, exercise its power to abate such public nuisance after failure to act by the responsible property owner.
- C. The **California Health and Safety Code**, Part 5, Section 13871, which provides that any person who refuses to correct or eliminate a fire hazard, is guilty of a misdemeanor.
- D. The **California Health and Safety Code**, Part 5, Sections 14875-14930, which provides that an accumulation of weeds, grasses, hazardous vegetation and other combustible material constitutes a public nuisance, providing guidelines for enforcement and

abatement by the District of such fire hazards, and payment of such abatement costs incurred by the District to remove such hazardous vegetation and combustible material and provides for penalties for violations of this Ordinance by property owners.

- E. The **California Fire Code** Title 24, Part 9, Chapter 3, Section 304.1 prohibits combustible waste material creating a fire hazard on vacant lots or open space, which California Fire Code has been adopted by this District.
- F. The **California Code of Regulations Code** 14, C.C.R., Sections 1270.01-1276.03. Which establishes minimum wildfire protection standards in conjunction with building, construction and development in the SRA.
- G. The **California Code of Regulations Code** 14, C.C.R., Sections 1299.03. Which establishes defensible space requirements.
- H. The **California Public Resources Code** Section 4291 Which requires a person who owns, leases, controls, operates, or maintains a building or structure in, upon or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands, or land that is covered with flammable material, to maintain defensible space at least 100 feet from each side of the structure, and which provides for required fuel modification so as to ensure that a wildfire burning under average weather conditions would be unlikely to ignite the structure on the property.
- I. **Government Code** Section 25845 regarding enforcement mechanisms available for the District to ensure that the costs incurred by the District in abating the nuisance consisting of accumulation of hazardous vegetation and rubbish are recovered from the property owner who fails to abate such nuisance after notice from the District to do so.
- J. **Government Code** Section 61115 which provides the District the authority to levy charges against property owners within the District for all the costs incurred by the District in abating nuisances created by accumulation of weeds, grasses, hazardous vegetation and other combustible materials. The District may provide that any charges and penalties maybe collected on the tax roll in the same manner as property taxes. To recover such charges and penalties by recording in the office of the County Recorder a lien declaring the amount of the charges and penalties due, the lien to be incurred against all real property owned by the delinquent property owner within El Dorado County. Such special tax assessments are to be collected in the same manner and method as real property taxes are collected by the county.

Section 4: PROHIBITED CONDUCT

A person shall not dump, nor permit the dumping of hazardous vegetation and rubbish, nor shall a person permit the accumulation of hazardous vegetation and rubbish, on that person's property or on any other property, so as to constitute a fire hazard.

Section 5: DUTY TO REMOVE AND ABATE HAZARADOUS VEGETATION AND RUBBISH

It shall be the duty of every owner, occupant, and person in control of any parcel of land or interest therein, which is located within the District, to abate all hazardous vegetation and rubbish, which constitutes a fire hazard, which may endanger or damage neighboring property.

By May 1, of each year, the owner of parcels within the District shall remove, from such property and adjacent streets, all hazardous vegetation and rubbish, growing or accumulated thereon, in accordance with the procedures and methods prescribed in this Ordinance and by the enforcement official.

Section 6: ENFORCEMENT OFFICIALS

The enforcement official shall have authority to enforce this chapter and issue citations for violations. For purposes of this chapter, the "enforcement official" is the Fire Chief of the District's Fire Department, or his/her designee.

Section 7: REQUIREMENTS

A. All **Unimproved** parcels within the District shall comply with the following requirements:

- (1) Any Unimproved parcel of less than two acres (2 ac.) shall be cleared of all hazardous vegetation and rubbish. Weeds, non-cultivated pastures, or other hazardous vegetation, shall be mowed and cut to a maximum height of four inches (4 in.), so as to not constitute a fire hazard throughout the year.
- (2) Any Unimproved parcel, or multiple contiguous parcels under the same ownership, consisting of more than two acres (2 ac.) shall be cleared of all rubbish and shall **either** be cleared of all hazardous vegetation and mowed and cut to a maximum height of four inches (4 in.), **or** shall construct and maintain a minimum thirty-foot wide firebreak around the perimeter of the property. Firebreaks will be disked, and can also be scraped, provided that the scraped material is removed or spread evenly over the remaining property.
- (3) Remove tree limbs six feet (6ft.) from the ground.
- (4) The District's enforcement official or his/her designee may require a firebreak to a maximum of one hundred feet (100 ft.) in width, if the determination is that the property or adjoining structure(s) will be at risk from an approaching fire. These factors shall include fuel type(s), topography, and the environment where the property or adjoining structure(s) is located.
- (5) Dry leaves or wood chips located on parcels must be disked or turned under or evenly broadcast over the parcel area. If leaves or wood chips are being retained for the purpose of mulch or compost, they must be placed in a container so as to not constitute a fire hazard.

B. All **Improved** parcels within the District shall comply with the following requirements:

(1) One hundred feet (100 ft.) of defensible space clearance shall be maintained in two distinct “Zones” as follows:

- a) “Zone 1” extends thirty feet (30 ft.) from each structure or to the property line, whichever comes first.
- b) “Zone 2” extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure, or to the property line, whichever comes first.

C. Zone 1 requirements:

- Remove all dead grass, plants, shrubs, trees, branches, leaves, weeds, and pine needles, from the yard and from the roof and gutters of the structure.
- Remove all dead branches that overhang roofs and keep all branches ten feet (10 ft.) away from the chimney and stovepipe outlets.
- Relocate wood piles outside of Zone 1.
- Remove or prune flammable plants and shrubs near windows.
- Remove flammable vegetation and items that could catch fire, from around and under decks and stairs.

D. Zone 2 requirements:

- Cut or mow annual grass down to a maximum height of four inches (4 in.).
- Create horizontal spacing between shrubs and trees. (See diagram)
- Create vertical spacing between grass, shrubs and trees. (See diagram)
- Remove tree limbs 6 feet from the ground.
- Remove dead and dying shrubs, trees, and other woody plants. Loose surface litter, consisting of fallen leaves, needles, twigs, bark, cones, and small branches, are permitted to a depth of three inches (3 in.).
- All exposed wood piles must have a minimum of ten feet (10 ft.) of clearance, down to bare mineral soil, in all directions.

C. For both Zones 1 and 2:

- Outbuildings and Liquid Propane Gas (LPG) storage tanks shall have a minimum of ten feet (10 ft.) clearance, down to bare mineral soil, and no flammable vegetation for an additional ten feet (10 ft.) around their exterior.

Section 8: INSPECTION

The enforcement official, or his/her designee may enter upon private or public property, whenever necessary, to enforce or administer the provisions of this chapter; provided, however, that this right of entry and inspection shall not be construed to grant the right to enter into any dwelling or structure which may be located on the land. Should the District determine that there is a reasonable expectation of privacy of the property owner with respect to the dwelling unit to be inspected, the District may request an inspection warrant pursuant to the provisions of California Civil Code Section 1822.50 et seq., which warrant shall state the location which it covers and state the purposes of the inspection. When there is no reasonable expectation of privacy, such as with respect to an abandoned dwelling or building, the District's designated enforcement official may enter onto that property without a warrant in order to inspect the property for the purposes of determining whether the provisions of this Ordinance have been violated.

A. Initial inspections will occur during April of each year.

(1) Should inspections reveal violations of this Ordinance, the enforcement officer will mail a notice of non-compliance to parcel owners,

B. Second inspections will occur during May of each year.

(1) Should second inspections reveal violations of this Ordinance, the enforcement process will begin,

Section 9: ENFORCEMENT

Violations of this Ordinance may be enforced pursuant to the legal authorities specified in Section 3 of this Ordinance, following the procedures and timelines specified in this Ordinance.

As an alternative to enforcement procedures, the enforcement official retains the discretion to meet and confer with property owners, who are in violation of this Ordinance, to attempt a mutually acceptable method for abating the hazardous vegetation and rubbish. Nothing shall prohibit the enforcement official from issuing a hazard abatement notice to a property owner and following the enforcement procedure with respect to property owners who do not agree to a mutually acceptable abatement method after discussions with the enforcement official.

A. If the meet and confer process does not occur or does not result in the abatement of hazardous vegetation and rubbish, the enforcement official may commence proceedings to enforce the provisions of this Ordinance, when a violation is identified due to:

(1) The failure of an owner of a parcel to abate all hazardous vegetation and rubbish on or before May 1.

(2) The failure of an owner of a parcel to abate all hazardous vegetation and rubbish within the time specified in the Notice.

B. Enforcement proceedings are commenced by the mailing of a Hazard Abatement Notice

in the manner prescribed as follows:

- (1) The enforcement official shall mail the Hazard Abatement Notice to each person that has an ownership interest in the parcel to which the violation pertains.
- (2) Ownership interest shall be determined based on the last equalized assessment roll available on the date of mailing of the Hazard Abatement Notice.
- (3) Notification may also be accomplished by posting the Hazard Abatement Notice on the property, if the owner's mailing address is not available or not current. Such Hazard Abatement Notice also will be sent by mail to the property owner of such parcel as his or her name appears on the last equalized assessment roll and to the address shown on such assessment roll.
- (4) Notices which are posted, shall be conspicuously posted in front of the property, or if the property has no frontage upon a road or street, then upon a portion of the property nearest to a road or a street most likely to give actual notice to the owner. Notices shall be posted not more than 100 feet in distance apart upon property with more than 200 feet of frontage, and at least one notice shall be posted on each parcel with 200 or less feet of frontage.

C. The contents of the Hazard Abatement Notice shall include the following:

- (1) A description of the property by reference to the assessor's parcel number as used in the records of the county assessor, and by reference to the common name of a street or road upon which the property abuts, if the property abuts upon a road or street;
- (2) A statement that there are hazardous vegetation and rubbish upon the property;
- (3) A request that such hazardous vegetation and rubbish be abated by June 1, which shall not be less than 15 calendar days following the mailing or posting of the notice;
- (4) A statement that if such hazardous vegetation and rubbish are not abated by the property owner by June 1, that such materials may be removed under authority of the District, and the costs of such abatement may be made a legal charge against the owner or owners of the property, a lien imposed on and recorded against the property in the amount of such costs, and such costs referred to the County Tax Collector for collection together with property taxes on such property pursuant to the provisions of Health and Safety Code Sections 14875 through 14931, and Government Code Sections 25845 and 61115;
- (5) A statement referencing the right of the property owner to appeal the issuance of the Hazard Abatement Notice pursuant to Section 10 hereof and;
- (6) With respect to notices which are posted, a title which reads "Notice to Remove Hazardous Vegetation and Rubbish" the letters of the foregoing title to be not less than one inch in height.

Section 10: APPEALS

Process: Any person, who is adversely affected by the Hazard Abatement Notice specified in Section 9, may appeal such Hazard Abatement Notice to the Board of Directors within fifteen (15) calendar days of the postmark on the Hazard Abatement Notice by filing a written appeal with the enforcement official. Timely appeal shall stay any further action for abatement until the date set for hearing, unless the hazardous vegetation and rubbish at issue presents an imminent fire hazard within 100 feet of any structure. The enforcement official shall set the matter for hearing before the Board of Directors. The enforcement official shall notify the Appellant by certified mail of the date and time set for such hearing, at least fifteen (15) days prior to said date. If the Appellant resides outside the District, such Notice of Hearing shall be mailed to the Appellant at least twenty (20) days prior to the date set for the hearing. The Appellant shall have the right to appear in person or by agent, designated in writing, at the hearing, and present oral, written, and/or photographic evidence. The Board of Directors shall issue its order denying or granting the appeal, which shall be in writing and be issued within fifteen (15) days of the date of the hearing. The decision of the Board of Directors shall be final.

Section 11: SEASONAL DESIGNATION

In the case of a parcel containing a fire hazard where it has been necessary for the District to abate the nuisance in two (2) consecutive years, and the fire hazard is seasonal or recurring, it shall be the decision of the Board of Directors to declare the lot a seasonal public nuisance and the fire hazards may be abated thereafter without the necessity of further hearing.

Section 12: REMOVAL OF HAZARDOUS VEGETATION AND RUBBISH

If, by June 1 of any year as specified in the original Hazard Abatement Notice, or as extended in cases of appeal, or as specified by the Board of Directors, compliance with this Ordinance has not been accomplished, the enforcement official or his designee may order that hazardous vegetation and rubbish, located on the property be removed by public officers and/or employees of the District, or may cause such removal to be carried out by a private contractor selected by the District.

Section 13: COLLECTION OF ABATEMENT COSTS

- A. When proceedings under this chapter result in the abatement of hazardous vegetation and rubbish from property by the District or its agents or contractors due to the refusal of a property owner to comply with this Ordinance, all costs incurred by the District in performing such abatement may be assessed against the property. Such costs shall include the costs of labor, materials and equipment furnished by the District in abating such hazardous vegetation and rubbish; the costs incurred by the District for payments to an independent contractor to abate such hazardous vegetation and rubbish from the property; all administrative costs incurred by the District in abating such hazardous vegetation and rubbish, including actual costs of investigation, property inspection, boundary determination, measurement, clerical costs, related attorney's fees, and administrative overhead costs for supervision, insurance, costs of publication, mailing and posting of notices, preparation of contracts with independent contractors to perform the abatement work, review of bids by contractors, administration of contracts for

abatement activities, and other budgeted overhead items.

- B. If hazardous vegetation and rubbish are ultimately abated by the property owner, subsequent to the deadline for abatement specified in any Hazard Abatement Notice issued by the District, the District shall be entitled under this Ordinance to assess against the property all such costs incurred securing such compliance with this Ordinance by the property owner up to and including the final date of compliance.
- C. The enforcement official shall keep an account of such administrative and costs of abatement and shall submit to the District Board of Directors for confirmation an itemized written report showing such unpaid costs and their proposed assessment to the respective properties subject to the Hazard Abatement Notice. The report shall be filed with the General Manager not less than 15 calendar days in advance of the confirmation hearing required below.
- D. Upon receipt of the report, a public hearing shall be scheduled in June to receive any protests and to confirm the cost report. A statement of the proposed costs and notice of the time, date and place of the hearing, together with reference to the report on file with the clerk, shall be mailed to the owner or owners of each parcel of property proposed to be assessed as shown on the last equalized assessment roll available on the date of mailing of the notice shall be mailed not less than 15 calendar days in advance of the hearing.
- E. Notice of the time, date and place of the public hearing by the Board shall be published once in a newspaper of general circulation published within the District. The notice shall show the name or names of the owner, the assessor's parcel number, the street address of the property if the property has an address and the address is known to the enforcement official, the name of the street or road upon which such property abuts, the amount of the proposed assessment and reference to the report on file with the enforcement official. Such publication shall be made not less than 15 calendar days in advance of the hearing.
- F. At the time fixed for receiving and considering the report, the District Board of Directors shall conduct a public hearing and shall receive and consider any objections from members of the general public or property owners liable to be assessed for the costs of abatement. The District Board of Directors may continue the hearing and delegate to the General Manager or his or her designee the responsibility of hearing individual protests and submitting a recommendation with respect thereto; provided, that the District Board of Directors provides an opportunity for individual consideration of each property upon which abatement activities have been conducted by the District upon receipt of a recommendation by the General Manager. The District Board of Directors may modify the report if it is deemed necessary. The District Board of Directors shall then confirm the report by motion or resolution.

Section 14: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY

- A. The abatement costs incurred by the District may be levied against the parcel of land

subject to abatement activities by the District as a real property assessment in accordance with Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915-14919 and Government Code Section 25845. Any assessment imposed on real property pursuant to this Section may be collected at the same time and in the same manner as ordinary real property taxes are collected by the County of El Dorado and shall be subject to the same penalties and the same procedure and sale in case of delinquency as is provided for ordinary real property taxes. Notice of any assessment that is levied on real property pursuant to this Section shall be given to the property owner by certified mail from District and shall contain the information set forth in Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915-14919 and Section 5845 of the Government Code. The District shall transmit the notice of such assessment levied on real property pursuant to this Section to the County Auditor-Controller of El Dorado County with instructions to collect the assessment on the real property tax rolls for the ensuing fiscal year. Such notice shall be transmitted to the County Auditor-Controller prior to August 10 in any fiscal year.

Section 15: VIOLATIONS

The owner or occupant of any parcel within the District who violates this Ordinance or permits a violation of this Ordinance upon any parcel owned, occupied or controlled by him/her, shall be guilty of a misdemeanor (H&S 13871). Violation of this Ordinance shall consist of the following:

- A. Every person who fails or refuses to correct or eliminate a fire hazard after written order of a district board or its authorized representative, is guilty of a misdemeanor.

Section 16: PENALTY - MISDEMEANOR

- A. Notwithstanding the provisions of any other section of this Ordinance, violation of any provisions of this chapter or failure to comply with any of the regulatory requirements of this chapter, is a misdemeanor.
- B. Every violation of this chapter is punishable by imprisonment in the county jail, not exceeding six months, or by fine not exceeding one thousand dollars, or both.

Section 17: DELINQUENT FEES

The following shall apply to any delinquent fee due.

- A. A penalty of ten percent (10%) shall be added to any delinquent fines on the last day of each month more than 15 days after the due date.
- B. In addition to penalties, delinquent fees will accrue interest of one percent (1%) per month, from the due date.

Section 18: SEVERABILITY

If any Ordinance, article, subsection or subdivision thereof, provision, sentence, clause or

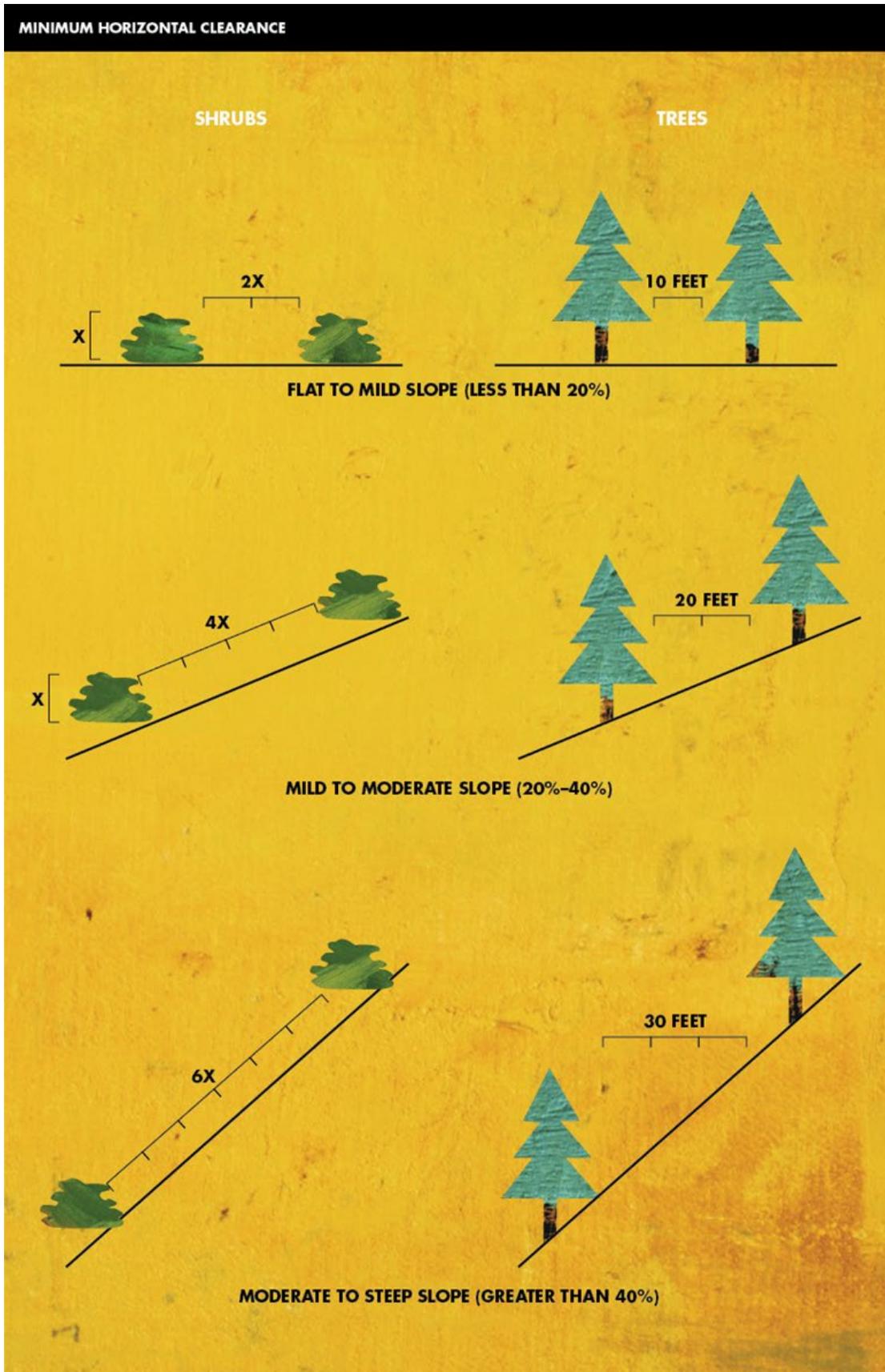
phrase of this code, or any application thereof, is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the remaining provisions of this code, which can be given effect without the invalid portions and, therefore, such invalid portions are declared to be severable. The District hereby declares that it would have enacted this Ordinance and each of its articles, sections, subsections, or subdivisions thereof, provisions, sentences, clauses or phrases irrespective of the fact that one or more of them is declared invalid.

Section 19: EFFECTIVE DATE AND PUBLICATION

This Ordinance shall take effect thirty (30) days after its adoption. The Cameron Park Board Secretary is directed to publish this Ordinance as adopted in a newspaper of general circulation in the District. In lieu of publication of the full text of the Ordinance within fifteen (15) days after its passage, a summary of the Ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the District Board and a certified copy shall be posted in the office of the District, and Cameron Park Fire Department Office, pursuant to Government Code Sections 25120 through 25132.

DRAFT







Weed and Rubbish Abatement Ordinance 2020.03.18 Timeline

Date	Action
January 29, 2020	Committee report due for Fire & Emergency Services Committee
February 4, 2020	Present to Fire & Emergency Services Committee
February 12, 2020	Board report for first reading due (for agenda packet)
February 19, 2020	First reading of ordinance at Board of Directors' meeting
March 2, 2020	<p>Email first public notice (public hearing) to the Mt. Democrat to post on Friday, March 6th – one day only: legals@mtdemocrat.net</p> <p>Also, post to District posting boards and on website (under “What’s New” with full pdf of draft ordinance) by or before March 6th.</p>
March 11, 2020	Board report for second reading due (for agenda packet)
March 18, 2020	Second reading of ordinance and adoption at Board of Directors' meeting with a poll vote
March 23, 2020	<p>Email second public notice (summary final ordinance) to the Mt. Democrat to post on Friday, March 27th – one day only: legals@mtdemocrat.net</p> <p>Also, post to District posting boards and on website (under “What’s New” with full pdf of final ordinance) by or before March 27th – for at least a week.</p>



Agenda Transmittal

DATE: February 19, 2020

FROM: Jill Ritzman, General Manager
Vicky Neibauer, Finance Officer

AGENDA ITEM #12: **REVISIONS TO MANAGEMENT AND BUDGET POLICY: RESERVE POLICY 3272 AND UNCLAIMED CHECK POLICY 3270.60; AND RESOLUTION 2020-05 TO MOVE \$400,000 HELD AT EL DORADO COUNTY TO CAMERON PARK COMMUNITY SERVICES DISTRICT**

RECOMMENDED ACTION: APPROVE POLICY CHANGES AND RESOLUTION 2020-05

INTRODUCTION

In 2011, the Cameron Park Community Services District (District) Board of Directors adopted Management and Budget Policies, 3270-3277. Reserve Policy 3272 outlines the establishment, funding and use of Reserves. Staff is addressing the Reserve Policy, which will enable the Board to establish framework and budgets for new Capital Asset Reserves. In addition, staff is recommending Policy 3270.60 for Unclaimed Checks. The remaining portions of the Policy will be updated in upcoming months.

BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee provided input on staff recommendations for policies and funds. With changes, the Committee supported advancing staff's recommendations to the Board of Directors.

DISCUSSION

Reserve Policy and Funds

Staff revised the Reserve Policy for clarity and functionality (Attachment 12A). Purposes, sources of revenues, and appropriate expenditures were more clearly defined, along with an annual budget process.

An Economic Uncertainty Reserve was established by the Board of Directors, presumably after this policy was approved in 2011. Fiscal Year 2018-19 Audit, page 9, cites this reserve as Committed Economic Uncertainties. Specifically, this is the \$400,000 that is held by El Dorado County from the District's annual property taxes. Staff is recommending that the \$400,000 be moved from the County to the District, which will increase interest earning and provide greater clarity and accountability of the District's finances.

Staff is recommending two Special Funds be identified as Capital Asset Reserves: 1) Fire & Emergency Services Reserve, and 2) Recreation Facilities & Parks Reserve. The Fire & Emergency Services Reserve funding is the result of fire apparatus rental revenues collected over many years and placed into a Special Fund, current fund balance is \$544,814.32. The Recreation Facilities & Parks Reserve funding source is a reimbursement from the State of California to the District for past grant expenditures related to park improvements, which District staff placed into a Special Fund several years ago; current fund balance is \$150,928.

Budgets for the Capital Asset Reserves, revenues and expenditures, shall be approved at least annually by the Board of Directors. Policy describes appropriate funding sources and expenditures. Staff will no longer budget for Capital Assets in the General Fund 001. The General Fund will be a reflection of the District's operations for departments of Fire and Emergency Services, Parks and Facilities, Recreation, and Administration. Staff will be recommending revenues and expenditures for the new Reserves during the upcoming budget process and consistent with the new Policy, if approved by the Board.

Unclaimed Check Policy

The District does not have a Policy to address unclaimed checks. Adding Policy 3270.6 will provide staff with a means to address unclaimed checks.

Attachments:

12A – Resolution 2020-05

12B - Management and Budget Policies, 3270-3277 in Track Changes

RESOLUTION NO. 2020-XX
Board of Directors
Cameron Park Community Services District
February 19, 2020

RESOLUTION APPROVING THE RE-LOCATION OF
ECONOMIC UNCERTAINTY FUNDS FROM EL DORADO COUNTY TO
CAMERON PARK COMMUNITY SERVICES DISTRICT

WHEREAS, the Cameron Park Community Services District (District) Board of Directors adopted Management and Budget Policies, 3270-3277; and

WHEREAS, Management and Budget Policies includes Policy 3272.30 Economic Uncertainty Policy which establishes a Reserve to protect the District from economic uncertainties; and

WHEREAS, this Reserve funding currently resides at the County.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cameron Park Community Services District does hereby approve re-locating the Economic Uncertainty funds from El Dorado County to Cameron Park Community Services District.

PASSED AND ADOPTED by the Board of Directors of the District at a regularly scheduled meeting held on February 19, 2020 by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Director Monique Scobey, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary to the Board

**CAMERON PARK COMMUNITY SERVICES DISTRICT
*POLICY GUIDE SERIES 3000-OPERATION***

POLICY TITLE: MANAGEMENT AND BUDGET POLICIES
POLICY NUMBER: 3270 - 3277 Financial Management Policies

The Cameron Park Community Services District's financial policies establish long-term policy guidance for conducting the District's financial activities. The Board of Directors has established these policies to meet the following objectives:

General Policies

3270.10 All current operating expenditures will be financed with current revenues.

3270.20 Budgetary emphasis will focus on providing high quality District services, recognizing the fundamental importance to the public, of public safety and properly maintained infrastructure and their related programs.

3270.30 The budget will provide sufficient funding for adequate maintenance and orderly replacement of capital assets and equipment.

3270.40 The budget will reflect a higher priority for maintenance of existing facilities than for the acquisition of new facilities.

3270.50 Future maintenance needs and operational costs for all new capital facilities will be conservatively estimated and added costs will be recognized and included in future year's budget projections.

3270.60 Quality community services, with a focus on cost savings, remain important budgetary goals.

3270.70 Likewise, productivity improvements resulting in cost reduction will remain an important budgetary goal.

Revenue Policies

3271.10 Whenever possible, a diversified and stable revenue system will be maintained to avoid the District facing short-run fluctuations in any single revenue source.

**CAMERON PARK COMMUNITY SERVICES DISTRICT
*POLICY GUIDE SERIES 3000-OPERATION***

3271.20 Revenues will be conservatively estimated, will be projected over the next five years and will be updated annually.

3271.30 Intergovernmental assistance in the form of grants or loans will be used to finance:

- Capital improvements that are consistent with the Capital Improvement priorities and can be maintained and operated over time; and
- Operating programs which can either be sustained over time or have a limited duration.

3271.40 One-time revenues will be used only to support capital projects that have operational funding in place or for other non-recurring expenditures.

3271.50 Fees and charges will be set at a level that supports the direct and indirect cost of the service provided.

3271.60 Unclaimed cash payments shall be properly accounted for and recorded in the financial records, pursuant to the Government Code Section 50050-50057.

Reserve Policies

~~**3272.10** The District will maintain prudent reserve funds to stabilize the District's fiscal base for anticipated fluctuations in revenues and expenditures, provide for unanticipated expenditures of a nonrecurring nature or to meet unexpected increases in service delivery costs within the fiscal year. The following reserve funds are to be utilized:~~

3272.10 Purpose The District will maintain prudent Reserve funds to stabilize services during economic uncertainties, and acquire, replace and improve capital assets.

3272.20 Appropriations of Revenues and Expenditures for Reserves shall be approved by the Board of Directors at least annually. Funding for Reserves shall consider property tax revenues, revenues generated from fees, grant funding, and other sources determined by the Board of Directors. Expenditures for Reserves shall consider five-year capital improvement plan, reserve studies, strategic plans, financial projections, and other appropriate Board-approved policy documents.

~~**3272.20 Economic Uncertainty Reserve** to protect the General Fund against unpredictable fluctuations in major revenues and unexpected emergencies. Maintain General Fund Reserve level of 15% of discretionary General Fund Revenues. The reserve level should be reviewed at least semi-annually.~~

CAMERON PARK COMMUNITY SERVICES DISTRICT
POLICY GUIDE SERIES 3000-OPERATION

3272.30 Economic Uncertainty Reserve shall be funded and used to protect the General Fund against unpredictable fluctuations in major revenues and unexpected emergencies. A Reserve level of 15% of discretionary General Fund Revenues is recommended.

~~**3272.30 Capital Replacement Reserve** to provide for sufficient funds for the anticipated replacement of capital equipment and the maintenance of capital assets per the Browning Reserve Study. The goal for the General Fund Capital Replacement Reserve shall be set at, or exceed the minimum level, recommended in the Browning Reserve Study. Appropriations from these reserves will be to fund major capital replacement expenditures, replacement costs of existing equipment, vehicles, computers and office furnishings as they reach the end of their useful life.~~

3272.40 Capital Asset Reserves shall be funded and used to acquire, replace and improve capital assets for Fire & Emergency Services and Recreation Facilities & Parks. Appropriations from these Reserves shall fund repairs, maintenance, and replacement of existing capital assets, and fund acquisition of new assets. Assets are considered items and projects costing more than \$5,000, such as vehicles, fire apparatus, parking lots, restrooms, personal protective gear, fire equipment, mechanical systems, appliances, buildings, playgrounds, and major park improvements.

~~**3272.40 Compensated Absences Reserve** to fund the District's liability to pay employees for unused vacation benefits upon retirement or termination.~~

~~**3272.50 Funding of Reserves** will come generally from one-time revenues, year-end fund balances and projected revenues in excess of projected expenditures. They will generally be reserved in the following priority order:~~

- ~~• Reserve for Economic Uncertainty/Emergencies~~
- ~~• Reserve for Capital Replacement~~
- ~~• Reserve for Compensated Absences~~

~~**3272.60** Appropriation or use of funds from these reserves requires Board of Directors approval.~~

Debt Management Policy

3273.10 It is the intent of the Cameron Park Community Services District to issue debt in a manner that adheres to federal and state laws, existing bond covenants and prudent financial management.

CAMERON PARK COMMUNITY SERVICES DISTRICT
POLICY GUIDE SERIES 3000-OPERATION

3273.20 The Board of Directors will annually review and adopt a Debt Management Policy. This policy will address inter-fund borrowing, short-term borrowing, long-term borrowing, and debt issuance. The policy will provide guidance for ensuring that financial resources are adequate to meet short-term and long-term service objectives and that financing undertaken by the District satisfy certain clear objective standards which allow the District to protect its financial resources in order to meet its long term capital needs.

Investment Policy

3274.10 The Board of Directors will annually review and adopt an Investment Policy in conformance with the California Government Code. The policy will address the objectives of safety, liquidity and yield with respect to the District's financial assets.

Fees and Charges Policy

3275.10 The fees and charges will be set to provide adequate resources for the cost of the program or service provided.

Purchasing Policy

3276.10 The District will maintain a purchasing policy designed to support and enhance the delivery of governmental services while seeking to obtain the maximum value for each dollar expended.

Performance Measures Policy

3277.10 The General Manager, working with heads of departments, will annually develop performance measures to assess how efficiently and effectively the functions, programs and activities in each department are provided and for determining whether program goals are being met.

Source:
Annual Review Due



Agenda Transmittal

DATE: February 19, 2020

FROM: Monique Scobey, President
District Standing Committees

AGENDA ITEM #13: DISTRICT 2020 WORK PLAN

RECOMMENDED ACTION: APPROVE

INTRODUCTION

Since 2017, staff and Board members have developed work plans associated with the annual budgets and other important projects. The purpose of these work plans is to prioritize the District's limited resources. For calendar year 2020, Board President asked each Standing Committee to develop a Committee Work Plan which will be consolidated into a District Work Plan.

DISCUSSION

The below list summarizes the Committee Work Plans.

Fire & Emergency Services Committee

- Revise Weed and Rubbish Abatement Ordinance to provide more flexibility in implementing a community fire safe program and additional enforcement options.
- Plan for Capital Asset Improvements to better Training Facilities and Fire Station 88, utilizing Fire Development Impact Fees and other grant funding sources.
- Implement programs funded by California Climate Investment Grant including community education and fire fuel reduction projects.

Parks & Recreation Committee

- Initiate and implement plans for Park Improvement Projects with support from the District's landscape architect and grant writer, utilizing the Park Development Impact Fees and additional sources of funding. Determining a replacement for the Swimming Lagoon is a high priority.
- Develop new base for operations of the Recreation Department, to improve efficiencies, to maximize revenues, reduce expenditures, maintain self-sufficiency, improve customer service, and increase overall participation in programs and use of facilities.
- Implement Summer Spectacular as a self-sufficient event, with plans based on community and stakeholder feedback.

CC&R Committee

- Update the CC&R Handbook to reflect current best practices and provide framework for Committee functions.
- Create guidelines and procedures for the Architecture Review Committee to include in the CC&R Handbook.

Budget & Administration Committee

- Initiate a new District 5-Year Strategic Plan involving the community and stakeholders.
- Develop Five-Year Budget Projection to assist in guiding future budget decisions.
- Establish a Reserve Policy and Reserve Accounts for Capital Asset Improvements and Economic Uncertainties.
- Attain the District of Distinction Certification from Special District Leadership Foundation.
- Plan for District Sustainability.

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



Budget and Administration Committee
Tuesday, February 4, 2020
6:30 p.m.

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

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

Staff: Jill Ritzman, General Manager
and Vicky Neibauer, Finance/Human Resources Officer

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

- 1. El Dorado Disposal Amended Agreement** (oral report and handout; J. England)
- 2. Fiscal Year 2018-19 Audit** (V. Neibauer, M. O'Connor)
- 3. VTD Final Report and Recommendations** (V. Neibauer, K. Tsuchida)
- 4. Reserve Policy Recommendations** (J. Ritzman, V. Neibauer)

5. Discuss 2020 Committee Work Plan (all; discussion)

6. Staff Updates

- a. Admin & Finance Dept Report (V. Neibauer)
- b. January Check Register Review (V. Neibauer)

7. Items for March & Future Committee Meetings

8. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

ADJOURNMENT

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



Covenants, Conditions & Restrictions (CC&R) Committee
Monday, February 3, 2020
5:30 p.m.

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

Agenda

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

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

1. CALL TO ORDER

2. 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.

3. APPROVAL OF AGENDA

4. APPROVAL OF CONFORMED AGENDA

5. OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

COMMITTEE REVIEW/ACTION

6. MONTHLY STAFF REPORT

Update on Previous Action Items:

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Action	Outcome
6a.	4165 Crazy Horse Rd	Cambridge Oaks Unit #3	119-274-019	Unmaintained Lot	CCR19-1032	Legal Counsel has sent letter	Additional violation notice issued for refuse accumulation
6b.	3115 Boeing Rd	Airpark Estates	083-162-006-000	Improperly Stored Materials	CCR19-1035	Legal Counsel has sent letter	30 day hold on further legal action while property owner works on removing items

Items Requiring Action:

Item #	Property Address	Unit	Parcel Number	Violation	CC&R Violation Case #	Recommended Action
6c.	2740 Alhambra Drive	Cameron Park North Unit #7	083-072-028-000	Improperly Stored Vehicle	ARC19-1095	Consider eligibility for a Temporary Variance

6d. Open Violations

- Initial Notices - 15
- Final Notices - 3
- Pre-Legal Notices – 1
- Pending – 8
- Legal Cases – 2 (1 in limited legal)

Note: A list of current violations will be available at the meeting.

6e. Architectural Review - January

- Projects Reviewed – 22
- Approved – 22
- Denied – 0
- Held Over to January – 0

6f. Staff Update

7. Appointment of Current Community Members, G. Lillpop, S. Bazett, B. Dutta

8. Discuss 2020 Committee Work Plan (all; discussion)

9. Items for March and Future CC&R Committee Agendas

10. Items to take to the Board of Directors

11. MATTERS TO AND FROM COMMITTEE MEMBERS

12. ADJOURNMENT

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



**Fire and Emergency Services Committee
 Tuesday, February 4, 2020
 5:30 p.m.**

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

Agenda

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

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

CALL TO ORDER

ROLL CALL

- Nominate Committee Chair

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ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA – 12/3/19 & 1/7/20 Conformed Agendas

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

1. **Weed Abatement Ordinance Changes** (S. Moranz)
2. **JPA – Operational Changes to Staff Medic 89** (oral report; S. Moranz)
3. **2020 Work Plan** (all; discussion)

4. Report Backs – Staff and Committee Members

- Impact Mitigation Fees for Training Tower

5. Items for March and Future Committee Agendas

6. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

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



Parks & Recreation Committee
Monday, February 3, 2020
6:30 p.m.

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

Agenda

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

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

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.

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

DEPARTMENT MATTERS

1. **Disc Golf - Name & Logo** (M. Grassle)
2. **Landscape Architect Request for Qualifications – Outcomes & Next Steps** (oral report and handouts; J. Ritzman, M. Grassle)
3. **Summer Spectacular 2020 Plans** (oral report; J. Ritzman, M. Grassle, W. Kahn)

4. Finalize 2020 Committee Work Plan (discussion; all)

5. Staff Oral & Written Updates

- a. Parks & Facilities Report (M. Grassle)
- b. Recreation Report (W. Kahn)

6. Items for the March & Future Committee Agendas

- Bass Lake Park Tour, hosted by EDHCSD – Tuesday, February 18 (early afternoon)

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT