

Budget and Administration Committee

Monday, March 9, 2026

5:30pm



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

Agenda

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

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

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF MINUTES – Monday, January 12th & Monday, February 9th

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. Landscaping Contract Award (M. Hornstra)
2. Preparation of the Engineer's Report for LLADs for FY 2026-27 (M. Johnson)

3. **Cash Handling Policy** (M. Johnson)
4. **Public Records Policy #1050** (M. Johnson)
5. **Brighton/Solar (verbal update)**
6. **Director Scobey Resolution** (M. Johnson)
7. **Administrative Services Coordinator Job Description** (M. Johnson)
8. **Administrative Services Analyst Job Description** (M. Johnson)
9. **Board Clerk Job Description** (M. Johnson)
10. **Staff Updates**
 - a. February Check Register (L. Sanders-Ito)
 - b. FY 2024-25 Audit (M. Johnson)
11. **Items for Future Committee Meetings**
 - Cost Recovery Policy (bounced check, etc.)
 - Bylaws Review

12. Items to Take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

CLOSED SESSION

**Conference with Legal Counsel – Potential Litigation
Significant Exposure to Litigation pursuant to Government Code Section 54956.9(d)(2)**

ADJOURNMENT

Budget and Administration Committee

Monday, January 12, 2026
5:30pm



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

Minutes

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

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

CALL TO ORDER – 5:30pm

ROLL CALL – DW/KG

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

ADOPTION OF AGENDA - Approved

APPROVAL OF MINUTES - Approved

OPEN FORUM

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

DEPARTMENT MATTERS

1. Elect Chair & Vice Chair

- Chair Director Katie Gilchrest and Vice Chair Director Dawn Wolfson

2. Park Impact Fee Use – Community Center Updates (M. Johnson - verbal)

- *Discussed Park Impact Fee Use for Community Center Updates. Move to Board with support.*

3. Staff Updates

- a. December Check Register (L. Sanders-Ito)
- b. Annual Comprehensive Financial Report (M. Johnson)
- c. FY 2024-25 Audit (L. Sanders-Ito)
- d. AQMD Grants (M. Johnson)
- e. Community Survey (M. Johnson)
- f. Wildfire Mitigation Coordinator Vehicle Purchase (M. Johnson)
- g. First Responder Fees Amended Ordinance (M. Johnson)

4. Items for Future Committee Meetings

- Cost Recovery Policy (bounced check, etc.)
- Cash Handling Policy
- Bylaws Review
- *Mid Year Budget Adjustments*

5. Items to Take to the Board of Directors

- *Park Impact Fee Use – Community Center Updates*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

- *Recess at 5:55pm*
- *Adjourned to Closed Session at 6:00pm*

CLOSED SESSION

Pursuant to Government Code Section 54957(b)(1) – Title: General Manager Recruitment

- *Discussed General Manager Recruitment.*

ADJOURNMENT – 6:05pm

Budget and Administration Committee



Monday, February 9, 2026
5:30pm

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

Minutes

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

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

CALL TO ORDER – 5:31pm

ROLL CALL – DW/KG

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

ADOPTION OF AGENDA - Approved

APPROVAL OF MINUTES (Carry Over to March Meeting)

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. Fire Impact Adjustment (M. Johnson)

- Discussed Fire Impact Adjustment. Move to Board with support.

2. Park Impact Fee Adjustment (M. Johnson)

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

3. CIP (Discussion)

- *Discussed Capital Improvement Projects.*

4. Senior Nutrition Contract Discussion (M. Johnson)

- *Discussed Senior Nutrition Contract Discussion. Move to Board for discussion.*

5. Policy 3330.5 In-Kind (M. Johnson)

- *Discussed Policy 3330.5 In-Kind. Move to Board with support.*

6. Mid-Year Budget Review (hand carry – M. Johnson)

- *Discussed Mid-Year Budget Review. Move to Board with support.*

7. Staff Updates

- January Check Register (L. Sanders-Ito)
- Report Back on 4600 “Other Income” (L. Sanders-Ito)
- Annual Comprehensive Financial Report (M. Johnson)
- FY 2024-25 Audit (L. Sanders-Ito)
- AQMD Grants (M. Johnson)
- Community Survey (M. Johnson)

8. Items for Future Committee Meetings

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

9. Items to Take to the Board of Directors

- *Fire Impact Fee Adjustment*
- *Park Impact Fee Adjustment*
- *Senior Nutrition Contract*
- *Policy 3330.5 In-Kind*
- *Mid-Year Budget Review*

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF

CLOSED SESSION – 7:03pm

Pursuant to Government Code Section 54957(b)(1) – Title: General Manager Recruitment

- *Discussed General Manager Recruitment. Direction was given to staff.*

ADJOURNMENT – 7:

Cameron Park Community Services District



Staff Report

DATE: March 9, 2026

FROM: MARK HORNSTRA, PARKS AND FACILITIES SUPERVISOR

AGENDA ITEM #1: Landscaping Contract Award

RECOMMENDED ACTION: Review and forward to full Board for approval

Background

As part of improving parks operations efficiencies, the District has conducted a public bid process for landscape maintenance services at four of our parks. As previously discussed with the Board, the outsourcing of landscaping services at these parks: Christa McAuliffe, Dave West, Eastwood, and Rasmussen, will allow District staff more time to focus on deferred and ongoing maintenance needs at all parks

Discussion

In November, the District published a Request for Proposals (RFP) on our website as well as notifying several commercial landscape companies of the RFP in case they do not follow our district website page for RFPs. The district received four proposals in response to the RFP. Staff held a bid opening on February 4th and subsequently reviewed the bids per the selection criteria noted in the RFP. The table below is a summary of the bid response ratings.

Bid Response Rating

	Max Points	<u>Cagwin & Dorward</u>	<u>City Wide</u>	<u>Elite Maintenance</u>	<u>Zuri Alliance</u>
<u>Bid Price</u>		\$110,301	\$259,140	\$61,332	\$68,314
<u>Within District Budget</u>		No ¹	No ¹	Yes	Yes
<u>Pricing (3 Year Term total)</u>	40 ²			40	35
<u>Qualifications & Experience</u>	40			39	34
<u>Technical Approach</u>	20			16	12
<u>Scoring Total</u>	60	0	0	95	81

1) If price not within budget, detailed rating not done

2) Points based on percent off of lowest bidder

Funding for the remainder of the fiscal year will come from the Department 4000 salary budget which is available due to the district not filling the open Maintenance Worker II position in anticipation of bringing on a landscaping contractor.

Recommendation

Following the bid opening on February 4th, and subsequent review for proposal responsiveness and qualifications, staff are recommending to award the contract to Elite Maintenance & Tree Service in the amount of \$ 61,332.00 per year for the initial contract term of three (3) years.

If approved by the Board, staff is targeting an April transition timeframe.

Cameron Park Community Services District



Staff Report

DATE: MARCH 9, 2026

FROM: MAURICE JOHNSON, INTERIM GENERAL MANAGER

AGENDA ITEM #2: Preparation of the Engineer's Report for the Continuation of the Annual Assessments for the Landscaping and Lighting Assessment Districts: Airpark, Unit 6, Unit 7, Unit 8, Viewpointe, Goldorado, Unit 11, Unit 12, Cameron Woods 1-4, Bar J15-A, Bar J15-A No. 2, Bar J 15-B, Creekside, Eastwood, David West, Cambridge Oaks, Northview, Cameron Valley, Cameron Woods 8, Silver Springs and Bar J14-A No. 2

RECOMMENDED ACTION: Review and Move to the Board With Support

INTRODUCTION

The Landscaping and Lighting Act of 1972 requires that an annual Engineer's Report be prepared by a licensed professional engineer and establishes other requirements for the continuation of the assessments. This Resolution directs SCI Consulting Group to prepare the Engineer's Report for the Cameron Park Community Services District (District) Landscaping and Lighting Assessment Districts (LLADs) as the first step in a three-step process to continue assessments for fiscal year 2026-27.

DISCUSSION

Each year, an updated Engineer's Report, including updated budgets, scope of services, current legal justifications, and rate adjustments should be prepared by a California registered civil engineer. SCI Consulting Group will provide professional assessment engineering and administration services to justify the continued collection of the District's LLADs for Fiscal Year 2026-27. The services provided by SCI will include the preparation of the Engineer's Report and preliminary assessment roll with the specific assessment amount for each parcel. The Engineer's Report will be presented to the Board for preliminary approval in June of this year.

To continue to levy the assessments, staff is recommending that the Board approve the proposed Resolution to direct SCI Consulting Group, the assessment engineer, to

prepare an Engineer's Report for Fiscal Year 2026-27. This Engineer's Report will include:

- Proposed budgets for the assessments for Fiscal Year 2026-27,
- Special and general benefit findings to support the assessments, the updated proposed assessments for each parcel within each of the landscaping and lighting districts,
- Proposed assessments per single family equivalent benefit unit for Fiscal Year 2026-27.

After the Engineer's Report and assessment roll is completed, the reports will be brought back to the Board for review and consideration. If the Board preliminarily approves the Report, a noticed Public Hearing will be subsequently held to allow the public to provide input on the proposed budgets, services and continued assessments, and to allow the Board to make a final decision on the continuation of these important assessments. The Preliminary Engineer's Report is scheduled to be presented to the Board on June 17, 2026.

CONCLUSION

The Resolution directing SCI Consulting Group to prepare the annual Engineer's Report for the District LLADs for Fiscal Year 2025-26 will be provided at the March Board of Directors Meeting.

Attachments:

2A – SCI Consulting Proposed Timeline for LLADs FY 26-27

2B – SCI Consulting Levy Administration Services Agreement

PROPOSED TIMELINE FOR CAMERON PARK CSD
LANDSCAPING AND LIGHTING ASSESSMENT DISTRICTS
FISCAL YEAR 2026-27 LEVY

Attachment #2A

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31								29	30	31					26	27	28	29	30		

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	1	2	3	4	5	6				1	2	3	4							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30	31					

Date	Tasks to be Completed	Responsible
February '26	Submit Proposed Timeline to District	SCI
Mar 11	Submit Resolutions (CC&R and LLADs) to District	SCI
Mar 18	Passage of resolution directing the preparation of the Engineer's Report and resolution authorizing CC&R assessments	Board/District
Jun 03	District provides budgets/ SCI works on Engineer's Report	District/SCI
Jun 08	Complete and file Engineer's Report and submit second resolution with District	SCI
Jun 17	Passage of resolution preliminarily accepting Engineer's Report and scheduling the Public Hearing	Board/District
Jun 24	Publish notice of public hearing (Publish Resolution of Intention, must occur at least 10 days before Public Hearing)	SCI
Jul 06	Submit Third Resolution to District	SCI
Jul 15	Public Hearing and approval of resolution approving Engineer's Report and levying annual assessments	Board/District
Aug 10	Submission of assessments to Auditor	SCI
Sept/Oct	Confirmation of final levies with Auditor	SCI

SCI can meet this timeline; however, the District can also modify it as needed. It is understood that all regular Board meetings are on the 3rd Wednesday of the month.

Levy Administration Services Agreement

THIS AGREEMENT is made on _____, 2026, between the **Cameron Park Community Services District**, (“District”) and **SCI Consulting Group** (“Consultant” or “SCI”), a California Corporation, who agree as follows:

1. **Scope of Work (“Work”).** Consultant shall perform the work and render the services described in the Scope of Work shown below (the “Work”). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
 - a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant’s fee shall include all of the Consultant’s costs and expenses related to the Work.
 - b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Insurance.**
 - a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

Commercial General Liability	\$2,000,000 per occurrence \$4,000,000 aggregate
Automobile Liability	\$2,000,000 per accident
Workers' Compensation	Statutory limits
Professional Liability	\$2,000,000 per claim
Excess Liability (over General Liability & Auto Liability)	\$1,000,000 per occurrence & \$1,000,000 aggregate
 - b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.
 - c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.
13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.
14. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

15. **Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

Public Agency:

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

Consultant:

SCI Consulting Group
4745 Mangels Boulevard
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

_____	_____
_____	_____
_____	_____
_____	_____

Scope of Work

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and Assessment Levy Administrator for Cameron Park Community Services District.

DEFINITIONS

District:	Cameron Park Community Services District, staff and Directors.
Assessment:	The Cameron Park Community Services District Landscaping and Lighting Assessment Districts
SCI or Consultant:	SCI Consulting Group, and any and all employees and subcontractors.
Administration:	Services related to the determination, levy and collection of assessment revenues.

Engineer's Report and Other Documents

1. Obtain upcoming fiscal year estimated cost information from the District to use as a basis for the budget in the Engineer's Report.
2. Calculate and prepare the preliminary assessment roll for inclusion in the Engineer's Report.
3. Prepare the Engineer's Report, including any necessary upgrades due to any recent court rulings or other requirements.
4. File the final Engineer's Report with the District.
5. Prepare any needed resolutions and staff reports for the Assessment.
6. Prepare and assist with the publication of any notices for the continuation of the Assessment.
7. Attend the District Board meeting at which the public hearing is held, and the Engineer's Report is approved.

Confirmation of District Parcels, Levy Calculation, Verification and Submittal

1. Create a database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments, and update it with new information for the upcoming year.
2. Identify new or changed parcels that may require an updated or new assessment calculation and recalculate the final assessment on a parcel-by-parcel basis.
3. Prepare the final Assessment Roll for the Assessment District and submit it to the County for inclusion on the upcoming fiscal year tax bills.

District Information and Levy Confirmation

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

Responding To Public Inquiries and Appeals

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any Assessments which we find to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

Fee Schedule

SCI shall be compensated for the performance of the Scope of Work as follows:

	<u>2026-27</u>
Annual Levy Administration for LLADs	\$ 21,525
Payment due on August 10:	\$ 13,991
Balance due on January 31:	\$ 7,534
Annual Levy Administration for CC&Rs	\$ 2,500
Maximum Direct Expenses	\$ 1,000
Total Contract Authorization	\$ 25,025

1. The Scope of Work includes one meeting with the District. Any additional meetings shall be billed at the rate of \$550 per person per meeting.
2. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an Addendum to the agreement for these additional services.
3. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed \$1,000 per year, without prior authorization from the District. Publication of the legal notice of public hearing will be billed separately as incurred.

Note: All costs associated with this proposal can be financed or refunded by assessment proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.

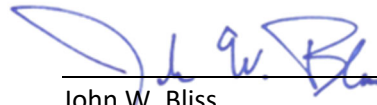
Signature Page

By signing below, we agree to the terms of this Levy Administration Services Agreement.

Accepted:

Accepted:

Maurice Johnson
Interim General Manager
Cameron Park Community Services District



John W. Bliss
President
SCI Consulting Group

Date

2-2-2026
Date

Cameron Park Community Services District



Staff Report

DATE: March 9, 2026

FROM: MAURICE JOHNSON, INTERIM GENERAL MANAGER

AGENDA ITEM #3: Consideration and Adoption of Policy 3200, Cash Handling Policy, Replacing Partial Cash Handling Language in Policy Guide Series 3000 – Operations

RECOMMENDED ACTION: Staff recommends that the Board of Directors adopt Policy 3200, Cash Handling Policy, establishing standardized procedures for the collection, safeguarding, reconciliation, and deposit of cash and cash equivalents received by the District

BACKGROUND

The Cameron Park Community Services District receives payments from a variety of sources, including recreation programs, facility rentals, concessions, special events, and other public services. These transactions occur at multiple District facilities and occasionally at temporary or remote locations such as special events or lake operations.

The District previously included limited cash handling language within the Policy Guide Series 3000, Operations. However, those provisions were incomplete and did not provide comprehensive guidance for staff responsible for handling financial transactions. As District operations have expanded, particularly with increased recreation programming, special events, and point of sale systems, staff identified the need to modernize and consolidate these procedures into a dedicated policy.

Policy 3200 replaces the existing partial cash handling language previously contained within the Policy Guide Series 3000, Operations, and establishes a comprehensive framework for managing cash and cash equivalent transactions. The policy provides clear procedures and accountability for the handling, recording, safeguarding, and depositing of District funds.

The proposed policy aligns with common internal control standards used by public agencies and is intended to reduce the risk of financial loss, strengthen accountability, and support compliance with audit and financial reporting requirements.

Policy Overview

Policy 3200 establishes uniform procedures for handling, recording, safeguarding, and depositing cash and cash equivalents received by the District. The policy applies to all departments, employees, supervisors, and volunteers who participate in the collection or management of funds at District facilities or events.

Key elements of the policy include standardized cash drawers and floats, use of approved point of sale systems, segregation of duties, daily reconciliation procedures, Accounting Department oversight, enhanced controls for special events and remote locations, and required staff training and acknowledgment.

Fiscal Impact

There is no direct fiscal impact associated with the adoption of this policy. Implementation will occur using existing staff and systems currently in place for transaction processing and accounting oversight.

Adoption of the policy may reduce financial risk by strengthening internal controls and supporting compliance with audit standards.

Conclusion

Adoption of Policy 3200 will formalize District practices related to cash handling, replace outdated and incomplete language previously contained in the Policy Guide Series 3000, and strengthen the District's internal financial controls.

Staff recommends that the Board adopt Policy 3200, Cash Handling.

Attachments:

3A – Old Policy Series 3000 – Operations Language

3B – Draft Policy 3200 – Cash Handling



Maurice Johnson
Interim General Manager

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

All revenues to the District must be deposited into the District's interest-bearing checking account. The use of checking or other bank accounts by District personnel for depositing District cash is prohibited. Unannounced periodic reviews of cash handling procedures and counting of cash will be conducted by the Finance Department and are always subject to cash counts and audit by the Independent Auditors.

Department Heads are expected to provide secure surroundings for employees who handle cash and keep them informed of all District receipt policies and procedures. Each department shall make available to all employees who handle cash the current Accounting Procedures Manual concerning all aspects of its cash handling procedures.

Employees involved in cash handling are expected to be accurate and efficient when processing customer payments, making change, or accepting payment. They are expected to safeguard District funds against loss, and to establish and maintain good customer relations.

Cash Collection Point – Each Department Head must:

1. Design an adequate separation of duties in cash handling.
2. Develop a method of accounting for cash as it is received.
3. Provide adequate safeguards for storing cash.
4. Establish procedures for promptly depositing cash receipts and delivering the cash receipts to the Finance Department.
5. Reconcile validated deposit forms to the supporting documentation and to the Rec Trac report name.
6. Approve any voided cash receipts.
7. The General Manager and/or his designee must approve in writing any changes in cash handling procedures or changes in personnel involved with the cash collection point.

Source:

**Cameron Park Community Services District
Policy 3200 Cash Handling**

Purpose

This policy establishes uniform requirements for handling, recording, safeguarding, and depositing cash and cash equivalents received by the District. The objective is to protect District assets, ensure accountability, reduce the risk of loss or fraud, and maintain compliance with internal controls and audit standards.

Scope

This policy applies to all District departments, employees, supervisors, and volunteers who collect, process, reconcile, transport, or oversee cash, checks, and credit card/electronic ach payments at any District facility or program location.

Definitions

Cash includes currency, coins, and checks. Cash equivalents include credit and debit card transactions and electronic ach payments processed through approved systems. Point of Sale systems include Square and ACTIVENet or other systems approved by the Accounting Department.

Roles and Responsibilities

General

Manager

Approves changes to cash handling procedures, personnel assignments related to cash collection, deposits and online or in person banking.

Accounting

Department

Provides oversight, establishes accounting controls, conducts unannounced cash counts, performs reconciliations and refunds, prepares deposits, and coordinates audits.

Department Heads or Supervisors

Ensure compliance with this policy, maintain segregation of duties, approve credits, adjustments and refunds, and provide secure working conditions and training for staff.

Oversee daily operations, review reconciliations, and ensure documentation is complete and accurate. Accounting staff may also complete these daily reviews/approvals.

Cash Handling Employees

Accurately process transactions, safeguard funds, complete reconciliations, and follow all procedures outlined in this policy.

Cash Collection and Control Procedures

1. Cash Drawers, Cash Boxes or Envelopes

Each cash drawer or cash box/envelope shall be assigned to a single employee whenever operationally feasible. Each drawer shall begin with an approved starting cash float in a standardized amount. Shared drawers are discouraged and require approval by the Department Head and/or Accounting. If shared drawers are used, each single employee should use their own cash envelope to keep cash & transaction documentation separated.

Cash drawers, etc. must remain closed when not in use and always secured. Unlocked drawers, etc. may not be left unattended or accessed by unauthorized personnel.

2. Transaction Processing

All cash, check, and electronic payments shall be processed through approved Point of Sale systems. Manual receipts may only be used if authorized by Accounting and must be fully documented.

Employees shall issue receipts for all transactions and ensure amounts entered match funds received.

3. Segregation of Duties

No single employee may be responsible for receiving funds, reconciling activity, and preparing deposits. Supervisory or Accounting Staff's review is required for reconciliations, voids, refunds and adjustments.

4. Daily Reconciliation

At the end of each business day or shift, cash drawers shall be balanced to system-generated reports. Cash Journals signed by the employee with any overages and/or shortages must be documented and reported to the Department Head or Accounting Staff.

Reconciliation documentation shall include daily journals, cash count sheets, and applicable system reports.

5. Cash Journals and Documentation

Cash and checks shall be placed in cash journal reports DAILY with all supporting documentation. Journals shall be folded & secured and signed by the employee and delivered promptly to the Accounting Department in accordance with established deposit schedules, typically at the end of one's shift. Cash shall not be held elsewhere beyond approved timeframes.

All Cash Journals shall be locked in the safe. Accounting is responsible for preparing and submitting bank deposits each week, or more/less when determined.

6. Security and Audits

The Accounting Department may conduct unannounced cash counts and procedural reviews at any time. All cash-handling locations are subject to internal and external audits.

Employees shall cooperate fully with audit and review activities.

Special Events and Remote Location Cash Handling

Special events conducted at remote or temporary locations require enhanced controls due to increased risk, volume, and mobility of cash handling operations. This section applies to events such as Summer Spectacular, pop up concessions at Cameron Park Lake, and any other District approved events held outside normal facility cash handling environments.

Event Planning and Authorization

All special events involving cash collection must be approved in advance by the Department Head and Accounting. An event cash handling plan shall be established prior to the event and communicated to all assigned staff.

Cash Drawers and Point of Sale Systems

Only approved Point of Sale systems, including Square or ActiveNet, may be used at remote locations. Cash drawers, boxes or envelopes shall be assigned to individual staff whenever feasible, with standardized starting cash floats documented prior to the event.

Staffing and Segregation of Duties

Event staffing plans shall maintain segregation of duties to the extent practical. No single individual shall be responsible for receiving cash, reconciling funds, and transporting deposits without supervisory oversight.

On Site Security and Safeguards

Cash shall be kept always secured and never left unattended. High volume events shall utilize locked cash boxes, secure storage containers, or periodic cash drops to reduce exposure. Law enforcement or contracted security support may be used when warranted.

Reconciliation During and After Events

Cash counts and interim reconciliations may be performed during the event as directed by Accounting Staff. At the conclusion of the event, all cash shall be reconciled to system reports and documented using a Daily Cash Reconciliation Form.

Transport and Transfer of Funds

Cash collected at remote locations shall be transported promptly to the designated secure location or delivered directly to Accounting in accordance with the approved event plan. Personal vehicles may only be used when authorized and with at least two staff present.

Training and Acknowledgement

All employees involved in cash handling shall receive training on this SOP prior to assuming cash handling duties and periodically thereafter. Employees must acknowledge receipt and understanding of this SOP in writing.

Role-Specific Quick Checklists

These quick-reference checklists summarize required duties by role and are intended for daily operational use. They do not replace the full SOP requirements.

Front Desk Staff Cash Handling Checklist

Start of Shift - Verify assigned cash drawer - Confirm starting cash float amount - Log into approved Point of Sale system.

During Shift - Process all transactions through Square or RecTrac - Issue receipts for all payments - Keep cash drawer closed and secured when not in use - Do not share drawer access, do not keep the key in sight.

End of Shift - Run daily system report (Cash Journal) - Count cash and checks - Reconcile drawer to system totals - Document overages or shortages - Complete cash reconciliation form - Place funds and documentation in cash journal – Sign and secure - Submit to supervisor or Accounting Staff.

Concessions Staff Cash Handling Checklist

Start of Shift - Receive assigned cash drawer or cash box - Verify starting float - Confirm Point of Sale device is operational

During Shift - Record all sales in the Point of Sale system - Accept only approved payment types - Keep cash secured and attended at all times when possible - Report equipment or system issues immediately

End of Shift - Run daily system report (Cash Journal) - Count cash and checks - Reconcile drawer to system totals - Document overages or shortages - Complete cash reconciliation form - Place funds and documentation in cash journal – Sign and secure - Submit to supervisor or Accounting Staff.

Accounting Department Cash Handling Checklist

Receipt and Deposit Processing - Receive sealed cash journals – Run weekly or date to date Point of Sale report - Verify documentation completeness - Prepare bank deposits and take to bank.

Oversight and Controls - Reconcile deposits to departmental reports - Conduct unannounced cash counts - Monitor trends in overages, shortages, and voids - Retain records in accordance with retention schedules

Audit Support - Provide documentation for internal and external audits - Review procedures periodically and recommend updates

Enforcement

Failure to comply with this SOP or role-specific checklist requirements may result in corrective action, up to and including disciplinary measures, consistent with District policy.

Cash Handling SOP – Full Implementation Packet

This packet consolidates the SOP, role-specific checklists, and required forms for distribution, training, and audit support.

Packet Contents

- 1. Cash Handling Standard Operating Procedure
- 2. Role-Specific Quick Checklists
- 3. Daily Cash Reconciliation Form
- 4. Accounting Review and Approval Form
- 5. Employee Acknowledgement Form

Daily Cash Reconciliation Form

Department: _____
Location: _____
Date: _____
Employee Name: _____

Starting Cash Float: \$ _____
Ending Cash Count: \$ _____

System Used: Square ActiveNet

System Total: \$ _____

Overage / Shortage: \$ _____

Explanation (if applicable):

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Accounting Review and Approval Form

Accounting Staff Name: _____

Date Reviewed: _____

Checklist Items Verified: - Cash drawer assigned and reconciled - Supporting reports attached - Overages / shortages documented - Voids and adjustments reviewed - Funds secured and transferred

Comments:

Supervisor Name: _____

Signature: _____ Date: _____

Employee Acknowledgement Form

I acknowledge that I have received, read, and understand the District's Cash Handling Standard Operating Procedure. I agree to comply with all requirements and understand that failure to do so may result in corrective action.

Employee Name: _____

Position: _____

Signature: _____ Date: _____

Cameron Park Community Services District



Staff Report

DATE: March 9, 2026

FROM: MAURICE JOHNSON, INTERIM GENERAL MANAGER

AGENDA ITEM #4: Consideration and Adoption of Revisions to Policy 1050, Public Records Act Response Procedures.

RECOMMENDED ACTION: Adopt revisions to Policy 1050, Public Records Act Response Procedures, and direct staff to incorporate the updated policy into the District Policy Handbook

BACKGROUND

The California Public Records Act, Government Code Section 6250 et seq., provides members of the public with the right to access records maintained by public agencies. The Cameron Park Community Services District maintains Policy 1050 to establish procedures for responding to Public Records Act requests and to ensure that requests are handled in a timely and consistent manner.

The current policy was originally adopted in 2007 and last revised in 2018. Staff conducted a review of the policy to ensure that it reflects current administrative practices, clarifies response procedures, and maintains consistency with statutory requirements.

Summary of Proposed Revisions

The proposed revisions maintain the core structure of the policy while making several clarifying updates and administrative improvements.

Clarification of Request Procedures

The policy reiterates that requests for public records should be submitted in writing using a District-approved form, except for certain commonly available documents such as Board agendas, minutes, ordinances, and resolutions that are already accessible at the District office.

Response Timeframes

The policy confirms that the District will respond to requests as soon as possible and within the ten day statutory timeframe established by the Public Records Act, including any allowable extensions under Government Code Section 6253.

Staff Coordination and Record Searches

The revised language clarifies the role of District staff in reviewing requests, assisting requestors in identifying responsive records, and coordinating with Board members when records may be held outside of administrative files.

Notification to Requestors

The policy outlines how staff will notify requestors regarding the availability of records, the format in which they are maintained, the location of the records, and whether any exemptions apply under the Public Records Act.

Copying and Reproduction Fees

The revisions update the section describing copying costs for physical records and clarify that fees may apply for document reproduction, electronic media, or retrieval of older records. The policy continues to authorize the General Manager to establish fees consistent with applicable law.

Political Reform Act Filings

The policy reaffirms that documents filed under the Political Reform Act must be available for public inspection and reproduction during regular business hours and no later than the second business day after they are received.

Administrative Limitations

The policy clarifies that staff will provide specific identifiable records but will not conduct research, compile data, or analyze information contained within records in response to requests.

FISCAL IMPACT

There is no direct fiscal impact associated with the adoption of the revised policy. The policy continues to allow the District to recover reasonable costs associated with document reproduction as permitted under the Public Records Act.

CONCLUSION

Updating Policy 1050 will ensure that the District's Public Records Act response procedures remain clear, transparent, and consistent with state law while supporting efficient administrative handling of records requests.

Staff recommends the Board adopt the revised Policy 1050, Public Records Act Response Procedures.

Attachment:

4A – Policy 1050 – Public Records Act Response Procedures (Redline Version)

**CAMERON PARK COMMUNITY SERVICES DISTRICT
RESOLUTION NO. ____**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CAMERON PARK
COMMUNITY SERVICES DISTRICT RECOGNIZING AND COMMENDING DIRECTOR
MONIQUE SCOBEY FOR HER SERVICE TO THE COMMUNITY**

WHEREAS, following her career in the aerospace industry, Director Scobey and her family returned to Cameron Park, where she became deeply involved in community service and civic engagement, and

WHEREAS, Director Scobey served on the Prospector Soccer Club Board for four years, including two years as President, contributed to the Cameron Park Shingle Springs Chamber of Commerce as an Ambassador and was honored with the Larry Cameron Award, and served as President of her Homeowners Association Board, demonstrating her commitment to strengthening the Cameron Park community, and

WHEREAS, Director Scobey was appointed to the Cameron Park Community Services District Board of Directors in September 2017 and subsequently elected by the voters of Cameron Park in November 2018, continuing her dedication to public service and the betterment of the District, and

WHEREAS, during her tenure on the Board of Directors, Director Scobey actively participated in numerous Board committees and contributed her knowledge, professionalism, and thoughtful leadership to the governance and strategic direction of the District, and

WHEREAS, Director Scobey has consistently demonstrated a strong commitment to public service, fiscal responsibility, and the continued improvement of parks, recreation, and community services for the residents of Cameron Park.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Cameron Park Community Services District hereby expresses its sincere appreciation and gratitude to **Director Monique Scobey** for her years of dedicated service, leadership, and commitment to the Cameron Park community.

BE IT FURTHER RESOLVED that the Board of Directors extends its best wishes to Director Scobey in all of her future endeavors and thanks her for the lasting contributions she has made to the Cameron Park Community Services District and the residents it serves.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regular meeting held on _____, 2026, by the following vote

Cameron Park Community Services District



Staff Report

DATE: March 9, 2026

FROM: MAURICE JOHNSON, INTERIM GENERAL MANAGER

AGENDA ITEM #7: Consideration of Job Description – Administrative Services Coordinator

RECOMMENDED ACTION: Receive and consider the proposed Administrative Services Coordinator job description as part of the District’s ongoing evaluation of administrative staffing and potential future organizational structure adjustments

BACKGROUND

The Cameron Park Community Services District periodically evaluates its organizational structure to ensure that staffing classifications and responsibilities align with the District’s operational needs, service delivery expectations, and long term administrative efficiency. As part of this ongoing review, staff has evaluated existing administrative classifications and responsibilities to identify opportunities to streamline duties, improve operational flexibility, and strengthen support for both public facing services and internal administrative functions.

Historically, front office and administrative support duties have been distributed among several classifications, including Receptionist and Administrative Assistant I and II. While these roles have supported District operations, the distribution of responsibilities across multiple classifications can create challenges in maintaining consistent coverage, coordination, and administrative continuity.

To address these considerations, staff has developed a proposed Administrative Services Coordinator classification that consolidates key duties from these existing administrative roles into a single, more comprehensive position.

DISCUSSION

The proposed Administrative Services Coordinator position is designed to combine the primary responsibilities currently associated with the Receptionist and Administrative Assistant I and II classifications. The position would serve as a central administrative support role responsible for front office operations, customer service, and general administrative coordination for multiple District departments.

Core responsibilities include greeting and assisting members of the public, responding to telephone and electronic inquiries, processing service payments, and providing information regarding District programs, facilities, and services. The position would also perform a range of administrative duties including document preparation, recordkeeping, coordination of Board and committee materials, and assistance with Public Records Act requests.

The role also includes administrative coordination functions such as safety program tracking, insurance documentation, compliance monitoring, and support for District programs including the Weed and Rubbish Abatement Ordinance.

In addition, the classification is structured to provide flexibility to support governance functions by serving as a backup to the Board Clerk when necessary. This may include assisting with preparation and posting of meeting agendas, coordination of meeting materials, and communication with Board members and the public regarding meeting documentation. Providing this backup capacity supports operational continuity and reduces administrative disruptions during staff absences or periods of increased workload.

The development of this classification is intended to support future organizational planning by creating a more flexible administrative role capable of supporting multiple District functions while maintaining strong customer service and operational support. It is important to note that adoption of this job description does not itself constitute a reorganization. Rather, it provides the District with an updated classification framework that may be utilized as part of a future organizational structure review.

FISCAL IMPACT

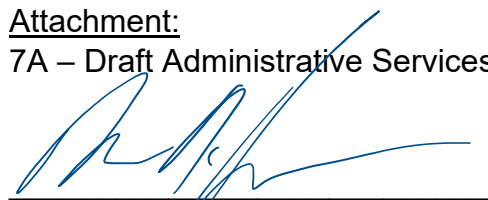
There is no immediate fiscal impact associated with the consideration of this job description. Any staffing changes associated with future organizational reorganization would be presented to the Board for review and consideration at that time.

CONCLUSION

The Administrative Services Coordinator classification reflects the evolving administrative needs of the District and provides a more flexible structure for delivering administrative and customer service functions. Consideration of this job description supports the District's ongoing evaluation of organizational structure and administrative efficiency.

Attachment:

7A – Draft Administrative Services Coordinator Job Description



Maurice Johnson
Interim General Manager



CAMERON PARK COMMUNITY SERVICES DISTRICT
ADMINISTRATIVE SERVICES COORDINATOR
ADMINISTRATION DEPARTMENT
Full-Time/NON-EXEMPT EMPLOYMENT
Salary Range: TBA (Benefits Included)

JOB DESCRIPTION:

Under the general direction of the General Manager, the Administrative Services Coordinator performs a wide range of administrative and clerical duties in support of District operations and multiple departments. The position provides customer service to the public, assists with administrative processes, prepares reports and documentation, and supports operational coordination across the District.

This position may also perform administrative duties related to Fire Department operations, including processing service payments and coordinating with vendors and community members.

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

Greet and assist members of the public in person and by telephone, providing information regarding District services, facilities, programs, and community resources.

- Monitor and respond to District voicemail, email, and fax communications and relay messages to appropriate staff.
- Perform general administrative tasks including data entry, document preparation, filing, correspondence, and maintaining office records and files.
- Assist the General Manager or department managers with preparation and posting of Board and Committee agendas, reports, minutes, and resolutions.
- Communicate with Board members and community members regarding agendas, public reports, and related materials.
- Coordinate responses to Public Records Act requests and assist in maintaining public documentation records.
- Coordinate District safety program activities including scheduling staff safety trainings, maintaining Emergency Action Plans, monitoring permit compliance, and assisting with safety inspections and reporting.
- Coordinate insurance-related matters including processing claims and issuing or receiving Certificates of Insurance as required.
- Assist with implementation of the District Weed and Rubbish Abatement Ordinance program in coordination with the Wildfire Risk Mitigation Coordinator, including preparing correspondence, informational materials, and assisting with inspections and compliance tracking.

- Perform cash handling and payment processing duties as required.
- Maintain a clean, organized, and professional office workspace.
- Demonstrate strong organizational skills and the ability to establish timelines and complete assignments efficiently.
- Establish and maintain positive working relationships with District staff, public officials, community organizations, vendors, and members of the public.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Education and experience that demonstrates the knowledge, skills, and abilities necessary to perform the duties of the position will be considered. Typical qualifying pathways include:

- Completion of high school or equivalent.
- An associate degree in business administration, public administration, office administration, or a related field is desirable.
- Prior administrative or office support experience is preferred.

KNOWLEDGE OF:

- Standard office procedures, practices, and equipment.
- Proper English usage, spelling, grammar, and punctuation.
- Basic mathematical functions and accurate cash handling procedures.
- Recordkeeping practices and administrative filing systems.
- Standard Public Agency process and procedures
- Social media and publishing tools used for communication and outreach.

ABILITY TO:

- Provide courteous and professional customer service.
- Organize, prioritize, and complete multiple assignments within established timelines.
- Read, interpret, and record information accurately.
- Communicate clearly and effectively both orally and in writing.
- Work independently and collaboratively as part of a team.
- Maintain confidentiality and exercise sound judgment.
- Establish and maintain effective working relationships with staff, vendors, and the public.

SKILLS:

- Operation of standard office equipment and computer systems.
- Proficient use of word processing, spreadsheet, email, scheduling, and database software.
- Strong organizational and administrative support skills.

PROBATIONARY PERIOD

This position is subject to a twelve-month probationary period. During this period, the employee's performance, conduct, and overall suitability for the position will be evaluated.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

This position is primarily performed in an office environment. Duties require prolonged sitting, standing, walking, reaching, bending, and repetitive hand movement when working with computers or documents. The employee must be able to lift and move files, records, and office materials weighing up to 25 pounds. Visual acuity sufficient to read documents and computer screens and hearing sufficient to communicate effectively in person and by telephone is required.

Reasonable accommodations may be made for qualified individuals with disabilities.

CONDITIONAL OFFER PROCEDURES - Candidates selected from the interview process will receive a conditional offer of employment contingent upon the successful completion of the following:

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

EQUAL OPPORTUNITY EMPLOYER:

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

Cameron Park Community Services District



Staff Report

DATE: March 9, 2026

FROM: MAURICE JOHNSON, INTERIM GENERAL MANAGER

AGENDA ITEM #8: Consideration of Job Description – Administrative Services Analyst

RECOMMENDED ACTION: Receive and consider the proposed Administrative Services Analyst job description as part of the District’s ongoing evaluation of administrative staffing and potential future organizational structure adjustments

BACKGROUND

The Cameron Park Community Services District periodically reviews its staffing structure to ensure that administrative classifications align with the District’s operational, financial, and governance needs. As the District has grown in both complexity and service responsibilities, administrative functions such as budgeting, financial reporting, human resources coordination, contract administration, grant management, and regulatory compliance have expanded.

Historically, many of these duties have been distributed among various administrative positions or performed at a limited capacity due to staffing constraints. As part of the District’s broader organizational review, staff has evaluated opportunities to strengthen internal administrative capacity and improve analytical and technical support available to management.

To support these efforts, staff has developed a proposed Administrative Services Analyst classification designed to provide professional level analytical, financial, and administrative support across District operations.

DISCUSSION

The Administrative Services Analyst classification is intended to serve as a professional level administrative position responsible for complex analytical, technical, and operational support functions. The role is designed to assist management in areas including budgeting, financial monitoring, human resources coordination, contract management, policy research, and organizational analysis.

Key responsibilities of the position include assisting with development and monitoring of the District’s operating and capital budgets, preparing financial analysis and reports,

supporting preparation for the annual audit, and maintaining financial records consistent with governmental accounting practices.

The position would also support human resources administration, including coordination of employee records, benefits administration, recruitment support, and CalPERS compliance. In addition, the Administrative Services Analyst may assist with grant tracking, contract monitoring, internal process improvement initiatives, and research related to District policies, regulations, and operational programs.

Another important component of this role is providing analytical support to the General Manager and Board of Directors. This may include preparing reports, data analysis, presentations, and operational studies that support informed decision making and strategic planning.

The Administrative Services Analyst classification is intended to complement other administrative positions by providing higher level analytical and technical capacity that supports long term operational effectiveness, regulatory compliance, and financial oversight.

As with the Administrative Services Coordinator classification, consideration of this job description is part of a broader evaluation of the District's administrative structure and does not by itself constitute a reorganization.

FISCAL IMPACT

There is no immediate fiscal impact associated with the consideration of this job description. Any staffing changes or budget implications associated with a future organizational restructuring would be presented to the Board for review and consideration.

CONCLUSION

The Administrative Services Analyst classification provides the District with a professional level administrative role capable of supporting financial management, human resources coordination, policy analysis, and operational oversight. Consideration of this job description supports the District's ongoing efforts to evaluate administrative capacity and prepare for potential future organizational adjustments.

Attachment:

8A – Draft Administrative Services Analyst Job Description



Maurice Johnson
Interim General Manager
Administrative Services Analyst

March 9, 2026

Page 2 of 2



CAMERON PARK COMMUNITY SERVICES DISTRICT

ADMINISTRATIVE SERVICES ANALYST

ADMINISTRATION DEPARTMENT

Full-Time/NON-EXEMPT EMPLOYMENT

Salary Range: TBA (Benefits Included)

JOB DESCRIPTION:

Under the general supervision of the General Manager, the Administrative Services Analyst provides analytical, technical, and administrative support to District management in areas including finance, budgeting, human resources, purchasing, contracts, and general operations. The position performs research, data analysis, reporting, and program support activities that assist management in decision-making, regulatory compliance, and operational efficiency.

This position works collaboratively with all District departments and may provide technical guidance or project coordination support to clerical or technical staff.

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

- Provide analytical and administrative support to the General Manager and District departments.
- Assist in the preparation, monitoring, and administration of the District's operating and capital budgets.
- Monitor revenues and expenditures, prepare financial forecasts and projections, and assist in analyzing budget performance trends.
- Prepare and reconcile financial records, journal entries, and reports in accordance with governmental accounting standards.
- Assist with the preparation and coordination of the District's annual financial audit and support implementation of audit recommendations.
- Conduct research, data collection, and statistical analysis related to District programs, operations, and administrative functions.
- Prepare reports, presentations, spreadsheets, and data summaries to support management decision-making and Board review.
- Assist in the development, evaluation, and implementation of administrative programs, systems, and procedures.
- Review and analyze organizational workflows and administrative processes and recommend improvements to increase efficiency and strengthen internal controls.
- Assist with grant administration activities including research, tracking, reporting, and compliance monitoring.

- Support human resources functions including benefits administration, employee record maintenance, recruitment coordination, and onboarding processes.
- Assist with CalPERS enrollment and compliance requirements as assigned.
- Coordinate purchasing activities and assist with preparation and monitoring of vendor agreements and professional services contracts.
- Support the District's risk management functions including insurance coordination, claims documentation, and regulatory reporting requirements.
- Research and interpret federal, state, and local regulations and District policies to ensure compliance.
- Maintain confidentiality and professionalism when handling sensitive personnel, financial, or organizational matters.
- Provide information and assistance to staff, vendors, and members of the public regarding administrative policies and procedures.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Education and experience that demonstrates the knowledge, skills, and abilities necessary to perform the duties of the position will be considered. Typical qualifying pathways include:

Option I

Bachelor's degree from an accredited college or university in public administration, business administration, finance, accounting, human resources, or a closely related field.

AND,

Two years of professional-level experience performing administrative or analytical work, preferably within a public agency or governmental organization.

Option II

Associate degree from an accredited institution.

AND,

Four years of increasingly responsible administrative, technical, or paraprofessional experience in public administration, finance, human resources, or a related field.

Proof of education, including transcripts or degree verification, may be required at the time of appointment.

PROBATIONARY PERIOD

This position is subject to a twelve-month probationary period. During this period, the employee's performance, conduct, and overall suitability for the position will be evaluated.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of public administration, budgeting, finance, and human resources.
- Governmental fund accounting and financial reporting practices.
- Public sector benefits administration and CalPERS requirements.
- Research methods, statistical analysis, and report preparation.
- Applicable federal, state, and local laws governing public agency administration.
- Contract development, procurement practices, and vendor management.
- Office software applications including spreadsheets, databases, and financial systems.

Ability to:

- Analyze financial and operational data and draw sound conclusions.
- Prepare clear, concise, and accurate reports and correspondence.
- Assist in developing and monitoring budgets and financial reports.
- Interpret and apply District policies, procedures, and regulations.
- Communicate effectively both orally and in writing.
- Maintain confidentiality and exercise sound professional judgment.
- Establish and maintain effective working relationships with employees, public officials, vendors, and the public.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

This position is primarily performed in an office environment. Duties require prolonged sitting, standing, walking, reaching, bending, and repetitive hand movement when working with computers or documents. The employee must be able to lift and move files, records, and office materials weighing up to 25 pounds. Visual acuity sufficient to read documents and computer screens and hearing sufficient to communicate effectively in person and by telephone is required.

Reasonable accommodations may be made for qualified individuals with disabilities.

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

the following:

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

EQUAL OPPORTUNITY EMPLOYER:

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

Cameron Park Community Services District



Staff Report

DATE: March 9, 2026

FROM: MAURICE JOHNSON, INTERIM GENERAL MANAGER

AGENDA ITEM #9: Consideration of Updated Job Description – Board Clerk

RECOMMENDED ACTION: Receive and consider the updated Board Clerk job description that modernizes and clarifies the statutory governance responsibilities of the position

BACKGROUND

The Cameron Park Community Services District previously adopted a job description titled *Administrative Assistant II – Board Clerk*, which combined administrative support duties with the statutory responsibilities of the Board Clerk. While the position has successfully supported the District’s governance functions, the existing job description frames the role primarily as an administrative support classification rather than clearly identifying the position as the District’s Board Clerk responsible for governance administration.

As part of the District’s ongoing evaluation of administrative classifications and potential future organizational structure improvements, staff has reviewed the Board Clerk job description to better align it with current governance practices for California special districts. This review also considered best practices used by municipal and special district clerks in managing public meetings, official records, and statutory compliance.

DISCUSSION

The proposed job description revision restructures the existing classification to clearly establish the position as Board Clerk, emphasizing its governance and legislative support responsibilities rather than its administrative assistant functions.

The update does not significantly change the core duties currently performed by the position. Instead, it clarifies and modernizes the role to better reflect the statutory responsibilities required of a Board Clerk in a public agency.

Key updates include the following:

- **Clarification of Role and Title** - The job description has been revised to focus on the position as the District's Board Clerk rather than an administrative assistant classification. The updated language emphasizes the role as Clerk of the Board of Directors and custodian of official legislative records.
- **Expanded Governance and Compliance Responsibilities** - The revised job description explicitly identifies responsibility for ensuring compliance with laws governing public agencies, including the Brown Act, Public Records Act, Political Reform Act, and related disclosure and reporting requirements.
- **Modernization of Meeting Administration Functions** - The description now includes responsibilities related to agenda preparation, electronic agenda management systems, posting of meeting materials, and maintenance of official meeting records to reflect current public meeting administration practices.
- **Records Management and Retention Responsibilities** - The updated description clarifies the Board Clerk's role as custodian of the District's official legislative records, including ordinances, resolutions, meeting minutes, and other Board actions. It also includes responsibilities related to records retention and document management practices.
- **Website Transparency and Public Access** - The job description now includes maintaining governance documents on the District's website, including agendas, minutes, resolutions, and public notices, which reflects current transparency expectations for public agencies.
- **Board Member Administrative Coordination** - Additional language clarifies responsibilities related to coordinating Board member filings, including Statements of Economic Interest (Form 700), oaths of office, and other governance documentation.
- **Election Coordination Responsibilities** - The revised description clarifies the Board Clerk's role in coordinating District elections with county and state election officials when applicable.
- **Professional Standards and Training** - The updated job description includes preferred qualifications related to municipal clerk training and professional development consistent with standards used by California municipal and special district clerks.

These updates help ensure the position reflects the professional governance support role expected of a Board Clerk while maintaining the duties currently performed by the position.

FISCAL IMPACT


There is no fiscal impact associated with the revision of the job description. The update clarifies the role and responsibilities of the existing position and does not create a new position or change the approved salary range.

CONCLUSION

The revised Board Clerk job description modernizes the position and clarifies its governance and statutory responsibilities while maintaining the core duties currently performed. Updating the description helps align the role with current best practices for special districts and ensures the District maintains clear accountability for governance administration and public records compliance.

Attachments:

9A – Updated Board Clerk Job Description



Maurice Johnson
Interim General Manager



CAMERON PARK COMMUNITY SERVICES DISTRICT
BOARD CLERK
ADMINISTRATION DEPARTMENT
LESS THAN PART-TIME/NON-EXEMPT EMPLOYMENT
Salary Range: \$24.97 – 31.88 (Benefits Excluded)

JOB DESCRIPTION:

Under the general direction of the General Manager, the Board Clerk performs the statutory duties of Clerk to the Board of Directors and serves as Secretary to the Board and the General Manager. The Board Clerk is responsible for coordinating the legislative and governance processes of the District, including preparation and posting of agendas, recording and maintaining official minutes, managing public records, and ensuring compliance with applicable laws governing public agencies.

The Board Clerk serves as the official custodian of District records related to Board actions, including ordinances, resolutions, minutes, and other formal documents. The position requires a high degree of accuracy, discretion, confidentiality, and independent judgment.

DISTINGUISHING CHARACTERISTICS

The Board Clerk is a confidential, non-exempt classification responsible for the administration and coordination of governance processes for the District. The position ensures compliance with applicable state laws including the Brown Act, Public Records Act, Political Reform Act, and related regulatory requirements.

This classification is distinguished by the political and confidential nature of the work, the independence of action required, and the responsibility for maintaining the official records of the District and supporting the legislative functions of the Board of Directors.

SUPERVISION RECEIVED

Receives supervision from the General Manager. This position does not routinely exercise supervision.

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

Coordinate the preparation, posting, and distribution of Board and Committee meeting agendas in compliance with the Brown Act.

- Prepare and assemble Board agenda packets and supporting documentation for distribution to Board members, staff, and the public.
- Attend Board and Committee meetings and record official proceedings.

Attachment #9A

- Prepare, edit, and maintain official minutes of meetings from recordings and written notes.
- Ensure compliance with applicable laws including the Brown Act, Public Records Act, Political Reform Act, and related regulations.
- Maintain the official records of the District including ordinances, resolutions, minutes, agreements, and other formal documents.
- Serve as custodian of District legislative records and ensure proper retention and archiving in accordance with records management requirements.
- Coordinate publication and posting of legal notices, public hearing notices, and other required public notifications.
- Ensure compliance with the California Brown Act, Public Records Act, Political Reform Act, and other applicable laws governing public agencies.
- Coordinate and manage responses to Public Records Act requests and maintain records of such requests.
- Maintain and update Board and governance records on the District website, including agendas, minutes, resolutions, and related materials.
- Coordinate and maintain Statements of Economic Interest (Form 700) filings for Board members, designated employees, and consultants.
- Assist with coordination of District elections with County and State election officials as required.
- Prepare resolutions, certifications, and official documents related to Board actions.
- Provide administrative support to the Board of Directors and General Manager related to governance functions.
- Operate audio and visual equipment used for meetings and maintain electronic meeting records.
- Maintain professional working relationships with Board members, District staff, and members of the public.
- Maintain confidentiality of sensitive information and documents.
- Maintain governance documents on the District's website including agendas, minutes, resolutions, policies, and meeting notices.
- Perform other related duties as assigned.
- Coordinate Board member appointments
- Coordinate oaths of office
- Prepare Board member orientation materials
- Track legislative or regulatory issues affecting the District and assist management with related documentation.

ABILITY TO

- Organize and coordinate multiple tasks with strict timelines and legal deadlines.
- Prepare clear and accurate meeting minutes and official documents.
- Interpret and apply laws and regulations governing public agency meetings and records.
- Maintain confidentiality and exercise sound judgment.
- Communicate clearly and effectively both orally and in writing.
- Establish and maintain effective working relationships with Board members, staff, and the public.
- Work independently while maintaining attention to detail and accuracy.

KNOWLEDGE OF

- Brown Act requirements governing public meetings.
- California Public Records Act requirements.
- Political Reform Act and FPPC reporting requirements including Form 700 filings.
- Basic election administration procedures applicable to special districts.
- Records management and document retention practices.
- Standard office procedures and modern office equipment.
- Proper English grammar, spelling, and punctuation.
- Microsoft Office, Adobe Acrobat, and related office software applications.

SKILLS

- Operation of standard office equipment and meeting technology.
- Document preparation, editing, and records management.
- Use of computer applications including word processing, spreadsheets, email, and database systems.

REQUIRED EDUCATION AND EXPERIENCE

- Any combination of education and experience that provides the knowledge and skills necessary to perform the duties of the position.
- An associate degree in public administration, business administration, or a related field is desirable.
- Prior experience supporting public agency boards, governing bodies, or legislative processes is highly desirable.
- Candidates must successfully complete a Department of Justice (DOJ) background check and meet all employment eligibility requirements.

PREFERRED SKILLS OR CERTIFICATIONS

- Possession of, or ability to obtain, a valid California driver's license.
- Certification or training related to Board Clerk or Municipal Clerk responsibilities is desirable.
- IIMC certification
- Municipal clerk training
- CSDA governance training

EQUAL OPPORTUNITY EMPLOYER

Cameron Park Community Services District is an Equal Opportunity Employer.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

This position is primarily performed in an office environment and requires prolonged sitting, standing, walking, reaching, bending, and repetitive hand movement while working on computers and preparing documents. The employee must be able to lift and move files or office materials weighing up to 25 pounds.

Reasonable accommodations may be made for qualified individuals with disabilities.

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

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

EQUAL OPPORTUNITY EMPLOYER:

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

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
	Debit Adjust. for Office Dep PB Dep. (SQ)(Cash)1/23-2/18/26	168.00	2/24/2026	Merch PB Deb Adj
		168.00	2/24/2026	Total Merch PB Deb Adj
	Payroll GL 02/13/26 PP04	29,728.07	2/12/2026	Payroll GL 02/13/26
		29,728.07	2/12/2026	Total Payroll GL 02/13/26
	Payroll GL 02/27/26 PP05	33,002.86	2/26/2026	Payroll GL 02/27/26
		33,002.86	2/26/2026	Total Payroll GL 02/27/26
Active Network LLC	CC - ActiveNet Payment Devices/Hardware 1/31/26	1,797.74	2/5/2026	41882
		1,797.74	2/5/2026	Total 41882
ADM Screening	Pre-emp Screening Rec/Inst. 1/22/26	120.00	2/5/2026	41883
		120.00	2/5/2026	Total 41883
AFSCME District Council 57	Union Dues for Payroll PP04 1/25/26-2/7/26	97.89	2/12/2026	41927
		97.89	2/12/2026	Total 41927
AFSCME District Council 57	Union Dues for Payroll PP05 2/8/26-2/21/26	96.71	2/26/2026	41987
		96.71	2/26/2026	Total 41987
Airgas National Carbonation	CO2 Fill, Pool 1/26/26	287.14	2/5/2026	41884
		287.14	2/5/2026	Total 41884
Airgas National Carbonation	CO2 Tank Rental 1/1/26 - 1/31/26	115.44	2/12/2026	41928
		115.44	2/12/2026	Total 41928
Alyson McMillan	Esheatments - re-issue pymt for check 36882 2/23/2023	(40.00)	2/5/2026	40587
		(40.00)	2/5/2026	Total 40587

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
Andrea Korven	Musical Theater TP Refund(CSD Cancelation Low enroll)1/30/26	50.00	2/12/2026	41959
		50.00	2/12/2026	Total 41959
Ashby Communications, Inc.	Install New Landline for CC&R @FD89 2/13/26	264.16	2/19/2026	41971
		264.16	2/19/2026	Total 41971
AT&T Calnet 3	CSD Phone Lines BAN#9391035823 12/24/25-1/23/26	501.62	2/5/2026	41885
		501.62	2/5/2026	Total 41885
AT&T Calnet 3	FD89 Alarm Lines BAN#9391035819 1/10/26-2/9/26	33.09	2/19/2026	41972
		33.09	2/19/2026	Total 41972
Best Best & Krieger LLP	Legal Professional Services (General) 1/5/26-1/26/26	2,643.90	2/5/2026	41887
Best Best & Krieger LLP	Legal Professional Services Labor/HR 1/5/26-1/30/26	3,230.00	2/5/2026	
		5,873.90	2/5/2026	Total 41887
Bliss Power Lawn Equipment Co.	CP Lake Mower - Spool, Echo Oil, Bar Oil 2/3/26	116.28	2/12/2026	41929
		116.28	2/12/2026	Total 41929
Brighton Energy	CC Solar 1/1/26-1/31/26	2,648.59	2/12/2026	41930
		2,648.59	2/12/2026	Total 41930
Brighton Energy	FD89 Solar 1/1/26-1/31/26	718.73	2/12/2026	41931
		718.73	2/12/2026	Total 41931
Caden Esposito	FF Res Assign.(OES Reimb) CA XED 260008 2/16-19/26	3,717.52	2/26/2026	41994
		3,717.52	2/26/2026	Total 41994

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
California Public Employee's Retirement System	CalPERS 457 for Payroll PP04 2/13/26	350.00	2/12/2026	1003209561
		350.00	2/12/2026	Total 1003209561
California Public Employee's Retirement System	CalPERS 457 for Payroll PP05 02/27/26	350.00	2/27/2026	1003223572
		350.00	2/27/2026	Total 1003223572
California Public Employee's Retirement System	CalPERS Health - Feb 2026 (EE Withholding)	3,496.53	2/6/2026	1003148126
California Public Employee's Retirement System	CalPERS Health - Feb 2026 LLAD (Cortes @ 12%)	269.16	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 LLAD (Cortes @ 13%)	145.79	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 LLAD (Cortes @ 17%)	190.65	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 LLAD (Cortes @ 20%)	224.30	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 LLAD (Cortes @ 6%)	67.29	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 LLAD (Cortes @ 7%)	78.50	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 PK(Hornstra @ 50%, Cortes @ 13%)	3,667.42	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 Rec (w/ Hornstra @ 50%)	5,303.19	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 Retiree Admin	1,558.97	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 Retiree Fire	1,778.56	2/6/2026	

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
California Public Employee's Retirement System	CalPERS Health - Feb 2026 Retiree Rec	1,198.96	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 ADMIN	5,480.83	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 CCR	1,169.80	2/6/2026	
California Public Employee's Retirement System	CalPERS Health - Feb 2026 Retiree Parks	4,616.30	2/6/2026	
		<hr/>		
		29,246.25	2/6/2026	Total 1003148126
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP04 02/13/26	4,343.67	2/12/2026	1003209559
		<hr/>		
		4,343.67	2/12/2026	Total 1003209559
California Public Employee's Retirement System	CalPERS Retirement - Pepra PP05 02/27/26	4,547.49	2/27/2026	1003223570
		<hr/>		
		4,547.49	2/27/2026	Total 1003223570
CardConnect	Front Desk Devices Rental Mthly January 2026	50.00	2/5/2026	41890
		<hr/>		
		50.00	2/5/2026	Total 41890
Churchill's Hardware, Inc.	CC/Parks Hardware Supplies 11/12/25-1/31/26	777.88	2/26/2026	41989
		<hr/>		
		777.88	2/26/2026	Total 41989
Churchill's Hardware, Inc.	FD 89 Hardware Supplies 11/10/25-12/30/25	373.94	2/26/2026	41988
		<hr/>		
		373.94	2/26/2026	Total 41988
Cintas Corporation #622	CC Maint. Bldg - Logo Mats 1/6/26	35.92	2/5/2026	41892
		<hr/>		
		35.92	2/5/2026	Total 41892

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
Cintas Corporation #622	CC Maint. Bldg - Logo Mats 2/10/26	35.92	2/12/2026	41932
		35.92	2/12/2026	Total 41932
Cintas Corporation #622	CC Maint. Bldg - Logo Mats 2/17/26	35.92	2/19/2026	41975
		35.92	2/19/2026	Total 41975
Cintas Corporation #622	CC Maint. Bldg - Logo Mats 2/24/26	35.92	2/26/2026	41990
		35.92	2/26/2026	Total 41990
Cintas Corporation #622	CC Maint. Bldg - Logo Mats 2/3/26	35.92	2/5/2026	41892
		35.92	2/5/2026	Total 41892
City Wide Facility Solutions Sacramento	CC February 2026 Managed Janitorial Srvcs 3x Week	3,507.13	2/12/2026	41933
		3,507.13	2/12/2026	Total 41933
Cody Faubert	Men's Basketball Officiating 1/20/26 & 1/27/26	560.00	2/12/2026	41950
Cody Faubert	Men's Basketball Officiating 1/6/26	195.00	2/12/2026	
		755.00	2/12/2026	Total 41950
Columbia Bank	Banking Maint Fee for January 2026	303.26	2/20/2026	Bank Maint Fee
		303.26	2/20/2026	Total Bank Maint Fee
Columbia Bank	Columbia Bank GO Bond Loan (Interest pymt) due 2/1/26	54,285.00	2/5/2026	97070031395-02/01/26
		54,285.00	2/5/2026	Total 97070031395-02/...
Columbia Bank	Credit Card Merch Fees- IQ Jan 2026 (ARC 4.39%)	79.38	2/10/2026	Merch Fees
Columbia Bank	Credit Card Merch Fees- IQ Jan 2026 (FD IN 8.27%)	149.54	2/10/2026	
Columbia Bank	Credit Card Merch Fees- IQ Jan 2026 (Parks 3.12%)	56.42	2/10/2026	

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
Columbia Bank	Credit Card Merch Fees- IQ Jan 2026 (Rec/CC 84.22%)	1,522.86	2/10/2026	
		1,808.20	2/10/2026	Total Merch Fees
Columbia Bank	ISVPay - Gateway Account Fee December 2025	17.40	2/2/2026	ISVPay ACM Fee
		17.40	2/2/2026	Total ISVPay ACM Fee
Columbia Bank	ISVPay January Merch Fees @ Parking boxx	537.89	2/3/2026	Merch Fees-PB
		537.89	2/3/2026	Total Merch Fees-PB
Comcast	FD88 Internet 2/14/26-3/13/26	182.16	2/19/2026	41976
		182.16	2/19/2026	Total 41976
Comcast	FD89 Internet 12/11/25-1/10/26	249.96	2/5/2026	41893
		249.96	2/5/2026	Total 41893
Comcast	FD89 Internet 2/11/26-3/10/26	261.01	2/12/2026	41934
		261.01	2/12/2026	Total 41934
Conforti Plumbing, Inc	Rasm Park - Srvcs Call Stoppage in between Restrooms 2/2/26	245.00	2/12/2026	41935
		245.00	2/12/2026	Total 41935
Dawn Avalon	Inst. Pay Tai Chi for Health Classes 1/6/26-1/27/26	456.00	2/5/2026	41886
		456.00	2/5/2026	Total 41886
Delta Dental of California	Dental - March 2026	889.06	2/19/2026	41977
		889.06	2/19/2026	Total 41977
Department of Forestry and Fire Protection	1st QTR 25/26 CalFire #27750 12/11/25	924,858.93	2/5/2026	41894

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
		924,858.93	2/5/2026	Total 41894
Department of Justice	Rec/FD Fingerprinting - January 2026	288.00	2/26/2026	41991
		288.00	2/26/2026	Total 41991
DMV	Vehicle Regist Renewal Toyt 2025 #JTMABACA1SA093746	536.00	2/5/2026	41895
		536.00	2/5/2026	Total 41895
EDC Emergency Services Authority	FD Dispatch Services FY25/26 Q1 July-Sept	6,687.26	2/26/2026	41992
		6,687.26	2/26/2026	Total 41992
Eide Bailly LLP	Accounting Srvcs Consult FY25/26 - Audit Acctg Srvcs FY24/25	8,888.75	2/5/2026	41896
		8,888.75	2/5/2026	Total 41896
El Dorado Disposal Service	FD89 Trash Service 1/1/26-1/31/26	4.03	2/26/2026	41993
		4.03	2/26/2026	Total 41993
El Dorado Irrigation District	Bar J - B Water 11/22/25-1/23/26	278.42	2/12/2026	41943
		278.42	2/12/2026	Total 41943
El Dorado Irrigation District	Bar J-15A Water/Landscape 11/21/25-1/23/26	422.89	2/12/2026	41942
		422.89	2/12/2026	Total 41942
El Dorado Irrigation District	CC Pool & Grounds Recycle/Water/Sewer 11/19/25-1/22/26	627.45	2/12/2026	41948
		627.45	2/12/2026	Total 41948
El Dorado Irrigation District	Chardi/CP Entry Water/Landscape 11/19/25-1/22/26	113.58	2/12/2026	41946
		113.58	2/12/2026	Total 41946

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
El Dorado Irrigation District	Christa McAuliffe Park Water 11/22/25-1/23/26	430.08	2/12/2026	41941
		430.08	2/12/2026	Total 41941
El Dorado Irrigation District	CM- Merrychase-RR Water/Sewer 11/22/25-1/23/26	329.13	2/12/2026	41937
		329.13	2/12/2026	Total 41937
El Dorado Irrigation District	Com Ctr Bldg Water/Sewer 11/19/25-1/23/26	2,338.57	2/12/2026	41947
		2,338.57	2/12/2026	Total 41947
El Dorado Irrigation District	CP Lake Water/Sewer 11/20/25-1/27/26	587.66	2/12/2026	41945
		587.66	2/12/2026	Total 41945
El Dorado Irrigation District	David West Water 11/21/25-1/23/26	290.46	2/12/2026	41944
		290.46	2/12/2026	Total 41944
El Dorado Irrigation District	Dog Park Water 11/19/25-1/22/26	112.46	2/12/2026	41939
		112.46	2/12/2026	Total 41939
El Dorado Irrigation District	FD88 Water/Sewer 11/19/25-1/26/26	561.13	2/12/2026	41938
		561.13	2/12/2026	Total 41938
El Dorado Irrigation District	FD89 Water/Sewer 11/21/25-1/27/26	718.57	2/12/2026	41936
		718.57	2/12/2026	Total 41936
El Dorado Irrigation District	Rasmussen Park Water/Sewer 11/21/25-1/22/26	218.13	2/12/2026	41940
		218.13	2/12/2026	Total 41940
Executech	CC - B. Campbell Site Visit Airespg Circuit Down 1/28/26	612.50	2/12/2026	41949
		612.50	2/12/2026	Total 41949

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
Executech	MSA Part 2 Cloud, etc January 2026	1,247.26	2/19/2026	41978
		1,247.26	2/19/2026	Total 41978
Executech	MSA, Part 1 Monthly Srvc, February 2026	2,345.00	2/12/2026	41949
		2,345.00	2/12/2026	Total 41949
Gold Country Hardware	CC - Parts for Lifeguard Stands 1/30/26	8.79	2/5/2026	41899
		8.79	2/5/2026	Total 41899
Helen Hess	Inst. Pay Modified Zumba Classes 1/1/26-1/29/26	97.50	2/5/2026	41902
		97.50	2/5/2026	Total 41902
Highlander Termite & Pest Control	CP Lake - Pest Control 2/12/26	85.00	2/19/2026	41979
		85.00	2/19/2026	Total 41979
Highlander Termite & Pest Control	CSD Pest Control 2/10/26	75.00	2/12/2026	41952
		75.00	2/12/2026	Total 41952
Highlander Termite & Pest Control	FD88 Pest Control 2/6/26	65.00	2/12/2026	41951
		65.00	2/12/2026	Total 41951
Highlander Termite & Pest Control	FD89 Pest Control 2/15/26	65.00	2/26/2026	41996
		65.00	2/26/2026	Total 41996
Hillyard, Inc.	Parks - TP 2/5/26	223.94	2/12/2026	41953
		223.94	2/12/2026	Total 41953
Hillyard, Inc.	Parks - Urinal Deo Blocks 2/20/26	29.42	2/26/2026	41997

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
		29.42	2/26/2026	Total 41997
Hillyard, Inc.	Parks/Lake - Liners 2/3/26	442.53	2/12/2026	41953
		442.53	2/12/2026	Total 41953
Hillyard, Inc.	Parks/Lake -Towel Rolls, Urinal Blocks, Disinfectant 1/28/26	892.17	2/5/2026	41903
		892.17	2/5/2026	Total 41903
Home Depot Credit Services	CC Hardware Supplies 1/6/26	172.14	2/5/2026	41904
		172.14	2/5/2026	Total 41904
Hunt & Sons	FD Bulk Fuel (W/CM 41785) 2/19/26	1,505.74	2/26/2026	41998
Hunt & Sons	FD Bulk Fuel 2/10/26	1,597.73	2/26/2026	
		3,103.47	2/26/2026	Total 41998
Interwest Consulting Group, Inc.	FD Inspect. Srvcs Cambridge House 1/30/26	256.38	2/26/2026	41999
Interwest Consulting Group, Inc.	FD Inspect. Srvcs Cambridge House 2/2/26	256.38	2/26/2026	
Interwest Consulting Group, Inc.	FD Inspect. Srvcs Cameron Park Taekwondo 2/6/26	196.38	2/26/2026	
		709.14	2/26/2026	Total 41999
Interwest Consulting Group, Inc.	FD Inspect. Srvcs McClelland SFR 1/29/26	256.38	2/12/2026	41954
Interwest Consulting Group, Inc.	FD Inspect. Srvcs Moonraker Solar 1/29/26	256.38	2/12/2026	
		512.76	2/12/2026	Total 41954
Interwest Consulting Group, Inc.	FD Inspect. Srvcs Nathan and Sons 2/13/26	196.38	2/26/2026	41999

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
Interwest Consulting Group, Inc.	FD Inspect. Srvcs Nina's Taqueria Expansion #320 12/19/25	256.38	2/26/2026	
		452.76	2/26/2026	Total 41999
Interwest Consulting Group, Inc.	FD Inspect. Srvcs Northwing Automotive 1/29/26	256.38	2/12/2026	41954
Interwest Consulting Group, Inc.	FD Plan Rev. Bath Remodel & Addit. Carver.1/1-1/31/26	390.00	2/12/2026	
		646.38	2/12/2026	Total 41954
Interwest Consulting Group, Inc.	FD Plan Review Chevron Fire Alarm 1/1-2/11/26	272.50	2/26/2026	41999
Interwest Consulting Group, Inc.	FD Plan Review Langdon ADU-FS 1/1-2/4/26	360.00	2/26/2026	
		632.50	2/26/2026	Total 41999
Jacob Heath	Reserve FF Shift Stipend 1/31/26	80.00	2/26/2026	41995
		80.00	2/26/2026	Total 41995
James McAuliffe	Reserve FF Shift Stipend 1/31/26	80.00	2/26/2026	42003
		80.00	2/26/2026	Total 42003
Jamie Christine Hall	Inst. Pay Kaiut Yoga Classes 1/3/26-1/31/26	639.00	2/5/2026	41900
		639.00	2/5/2026	Total 41900
Jamie Elliott	Refund Futsal (Child Broke arm & gave enough notice) 1/26/26	84.00	2/5/2026	41897
		84.00	2/5/2026	Total 41897
Jeffrey Robert Fales	Pre-Emp Fingerprinting CC MW1 2/18/26	25.00	2/19/2026	41970
		25.00	2/19/2026	Total 41970

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

Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
John Janus	CC Full Hall Deposit Refund 1/17/26	700.00	2/5/2026	41906
		700.00	2/5/2026	Total 41906
Johnson Controls Building Solutions, LLC	CC - Replaced Heat exchanger & Gas Valve AC4 1/28/26	6,037.81	2/12/2026	41955
		6,037.81	2/12/2026	Total 41955
Jorgensen Company	FD89 Annual Fire Extinguisher Srvcs 1/28/26	108.43	2/26/2026	42001
		108.43	2/26/2026	Total 42001
JS West Propane Gas	FD88 & 89 Propane Fill 1/31/26	1,411.62	2/12/2026	41957
		1,411.62	2/12/2026	Total 41957
JS West Propane Gas	FD89 Propane Fill 12/31/25	2,705.23	2/12/2026	41958
		2,705.23	2/12/2026	Total 41958
JS West Propane Gas	Propane Fill Pool & CC 1/5/26-1/30/26	11,792.40	2/12/2026	41956
		11,792.40	2/12/2026	Total 41956
Kelly Henderson	Refund Futsal (Unable to attend gave enough notice) 1/2/26	94.00	2/5/2026	41901
		94.00	2/5/2026	Total 41901
Kenneth R. Campo	Financial Consulting Services - January 2026	1,050.00	2/5/2026	41889
		1,050.00	2/5/2026	Total 41889
Larry McBride	In Lieu Medical Benefits - Retiree - February 2026	600.00	2/5/2026	41911
		600.00	2/5/2026	Total 41911
Legal Services of Northern CA	CC Classroom B Deposit Refund 1/16/26	200.00	2/5/2026	41908

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From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
		200.00	2/5/2026	Total 41908
Life-Assist, Inc.	FD Medical Supplies (CMC Needles) 2/3/26	44.40	2/12/2026	41960
		44.40	2/12/2026	Total 41960
Life-Assist, Inc.	FD Medical Supplies (Needles,Gel,GlovesTubes) 1/30/26	2,227.37	2/5/2026	41909
		2,227.37	2/5/2026	Total 41909
Life-Assist, Inc.	FD Medical Supplies (VLS Blade) 2/4/26	11.83	2/12/2026	41960
Life-Assist, Inc.	FD Medical Supplies (VLS Blades,Battery) 2/2/26	120.02	2/12/2026	
		131.85	2/12/2026	Total 41960
Lincoln Aquatics (SCP Distributors LLC)	Pool - Anit Wave Gree/Yellow 2/18/26	1,539.04	2/19/2026	41982
		1,539.04	2/19/2026	Total 41982
Lincoln Aquatics (SCP Distributors LLC)	Pool - Rope Float 2/17/26	166.24	2/19/2026	41981
		166.24	2/19/2026	Total 41981
Lincoln Aquatics (SCP Distributors LLC)	Pool Muriatic Acid & Drum 2/11/26	1,333.87	2/12/2026	41961
		1,333.87	2/12/2026	Total 41961
Lincoln Aquatics (SCP Distributors LLC)	Pool-Umbrella Ring Holder&Guide (W/credit #NS538854) 2/13/26	646.53	2/19/2026	41980
		646.53	2/19/2026	Total 41980
Lolita Bonney	FRF Refund for overpayment 1/29/26	214.00	2/5/2026	41888
		214.00	2/5/2026	Total 41888

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From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
Lucas Wolfe	FF Reserve (OES Reimb) CA XED 280006 2/19,2/20/26	1,558.96	2/26/2026	42014
		1,558.96	2/26/2026	Total 42014
Lynnette Falls	Inst. Pay Line Dancing Classes 1/8/26	486.00	2/5/2026	41898
		486.00	2/5/2026	Total 41898
Mark Hornstra	CC - Lift Rental for Securing Basketball Backboard 1/29/26	211.15	2/5/2026	41905
		211.15	2/5/2026	Total 41905
Mary Ventura	FRF Refund for overpayment 9/18/25	300.00	2/5/2026	41922
		300.00	2/5/2026	Total 41922
Masato Seki	RRAO Inst. (State to Reimb) 12/4/25 & 12/5/25	1,520.00	2/19/2026	41984
		1,520.00	2/19/2026	Total 41984
Maurice Johnson	Cell Allowance - February 2026	100.00	2/5/2026	41907
		100.00	2/5/2026	Total 41907
Maurice Johnson	Cell Allowance - January 2026 (Reissue)(Chk Lost)	100.00	2/26/2026	42000
		100.00	2/26/2026	Total 42000
Melissa O'Meara Simpkin	WMC - Clothing 2/19/26	285.82	2/26/2026	42007
		285.82	2/26/2026	Total 42007
Michael Luther	Reserve FF OES(Reimb) CA XED 260008 2/20/26	719.52	2/26/2026	42002
		719.52	2/26/2026	Total 42002
Mountain Democrat	MD Public Notice - Fire & Park Impact Fees 2/6/26	31.50	2/12/2026	41962
Mountain Democrat	MD Public Notice - First Responder Srvc Fee 2/4/26	177.10	2/12/2026	
		208.60	2/12/2026	Total 41962

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From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
Music & More Entertainment Inc.	CC - Ties and Tiaras Event Music/Entertainment 2/7/26	450.00	2/5/2026	41912
		450.00	2/5/2026	Total 41912
Myung Chong	Inst. Pay Modified Zumba Classes 1/1/26-1/29/26	97.50	2/5/2026	41891
		97.50	2/5/2026	Total 41891
O'Connor & Company	CP CSD FY24/25 Audit Services January 2026	1,207.50	2/5/2026	41913
O'Connor & Company	CP CSD FY24/25 State Controller Report 1/21/26	1,100.00	2/5/2026	
		2,307.50	2/5/2026	Total 41913
Parking Boxx Corporation	Parking Boxx - Integration Fee Year 2026	643.50	2/5/2026	41914
		643.50	2/5/2026	Total 41914
Pathian Administrators	Vision Benefits - March 2026	134.92	2/19/2026	41983
		134.92	2/19/2026	Total 41983
Paychex	Paychex Flex/Mobile fees for January 2026	166.60	2/20/2026	13921539
		166.60	2/20/2026	Total 13921539
Paychex	Paychex Payroll Fees for 02-13-26 PP04	262.77	2/13/2026	2026020901
		262.77	2/13/2026	Total 2026020901
Paychex	Paychex Payroll Fees for 02-27-26 PP05	270.83	2/27/2026	2026022301
		270.83	2/27/2026	Total 2026022301
PG&E	Elec. 11 Lamps 1/15/26-2/13/26	247.27	2/26/2026	42005
		247.27	2/26/2026	Total 42005
PG&E	Elec. 8 Lamps 1/15/26-2/13/26	164.85	2/26/2026	42004
		164.85	2/26/2026	Total 42004

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From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
PG&E	Elec. CC & LP#63 12/18/25-1/19/26	7,272.99	2/5/2026	41917
		7,272.99	2/5/2026	Total 41917
PG&E	Elec. CP Lake & New Crn Bar J B 12/24/25-1/25/26	2,359.84	2/12/2026	41964
		2,359.84	2/12/2026	Total 41964
PG&E	Elec. CP Lake Aerators 12/17/25-1/15/26	539.17	2/5/2026	41915
		539.17	2/5/2026	Total 41915
PG&E	Elec. FD88/89 & Tower/Cam Val Carousel 12/24/25-1/25/26	1,286.75	2/5/2026	41916
		1,286.75	2/5/2026	Total 41916
PG&E	Elec. LLAD's 12/24/25-1/25/26	13,308.31	2/12/2026	41963
		13,308.31	2/12/2026	Total 41963
Primo Brands	CC Water Cooler Rental 1/16/26-2/12/26	16.08	2/5/2026	41918
		16.08	2/5/2026	Total 41918
RD Training Systems	CC Classroom B Deposit Refund 1/15/26	200.00	2/5/2026	41919
		200.00	2/5/2026	Total 41919
Roy Mayhugh	CC East Half Hall Deposit Refund 2/1/26	450.00	2/5/2026	41910
		450.00	2/5/2026	Total 41910
SCI Consulting Group	LLAD Assessments FY 25/26 (20)	7,406.00	2/26/2026	42006
		7,406.00	2/26/2026	Total 42006
SDRMA	Employee Assistance Plan March 2026	39.84	2/12/2026	41965
		39.84	2/12/2026	Total 41965

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From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
SDRMA	Prob/Liability WMC Vehicle Insur (Partial FY25/26) 12/31/25	1,192.26	2/5/2026	41920
		1,192.26	2/5/2026	Total 41920
Sharon L Caputo	Inst. Pay Speaking Spanish Classes 10/9/25-12/4/25	384.00	2/19/2026	41974
		384.00	2/19/2026	Total 41974
SiteOne Landscape Supply	Park - Irrigation Supplies 2/11/26	68.84	2/19/2026	41985
		68.84	2/19/2026	Total 41985
Solitude Lake Management LLC	Lake - Aerator Install Srvc Complete 1/28/26	33,000.00	2/5/2026	41921
		33,000.00	2/5/2026	Total 41921
Stephen Beck	Inst. Pay Futsal League - Sess 2 1/2/26-2/8/26	20,085.60	2/19/2026	41973
		20,085.60	2/19/2026	Total 41973
Stratus Engineering Associates, LLC	CP Lake Profess. Srvcs Annual Water Rights Reporting 2/11/26	1,015.00	2/19/2026	41986
		1,015.00	2/19/2026	Total 41986
TPX Communications	Com Center Phones/Internet February 2026	1,259.34	2/12/2026	41966
		1,259.34	2/12/2026	Total 41966
Umpqua Bank Commercial Card OPS	Umpqua CC's - January 2026	8,680.64	2/12/2026	41967
		8,680.64	2/12/2026	Total 41967
Verizon Business	FD Business Lines 12/10/25	5.77	2/26/2026	42008
		5.77	2/26/2026	Total 42008
Verizon Wireless	FD88&89 Wireless 11/16/25-12/15/25	428.25	2/26/2026	42009

**Cameron Park Community Services District
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Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
		428.25	2/26/2026	Total 42009
Verizon Wireless	FD88&89 Wireless 12/16/25-1/15/26	428.30	2/26/2026	42010
		428.30	2/26/2026	Total 42010
Verizon Wireless	Parks Wireless - Wifi's Hot Spots, PB Router 1/11/26-2/10/26	360.90	2/26/2026	42012
		360.90	2/26/2026	Total 42012
Verizon Wireless	Wireless Phones CC, Rec, Parks, CCR, Admin 01/11-02/10/26	557.20	2/26/2026	42011
		557.20	2/26/2026	Total 42011
Walker's Office Supplies, Inc.	CC Copier Paper (5) 2/19/26	251.98	2/26/2026	42013
		251.98	2/26/2026	Total 42013
Wilkinson Portables, Inc.	D. West Porta Potty ID:R1759 1/5/26-2/1/26	187.00	2/5/2026	41923
		187.00	2/5/2026	Total 41923
Wilkinson Portables, Inc.	D. West Porta Potty ID:R1759 12/8/25-1/4/26	187.00	2/12/2026	41968
		187.00	2/12/2026	Total 41968
Wittman Enterprises, LLC	First Responder Fee Billing Services January 2026	2,475.00	2/5/2026	41924
		2,475.00	2/5/2026	Total 41924
WiZiX Technology Group, Inc	CSD & FD88 Copier Count January 2026	55.03	2/5/2026	41925
		55.03	2/5/2026	Total 41925
Worthy HR LLC	HR Consultant - December 2025	81.25	2/12/2026	41969
Worthy HR LLC	HR Consultant - January 2026	520.00	2/12/2026	
		601.25	2/12/2026	Total 41969

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Item #10A

From 2/1/2026 Through 2/28/2026

Vendor Name	Description	Check Amount	Check Date	Check #
Zuri Alliance LLC	January - Pool Srvcs/Storm Clean up/Tile Repair 2/2/26	4,143.50	2/5/2026	41926
		4,143.50	2/5/2026	Total 41926
Report Total		1,294,115.82		