



CAMERON PARK COMMUNITY SERVICES DISTRICT

2502 Country Club Drive
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AGENDA

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

BOARD MEETING
Wednesday, August 17, 2022
6:30 p.m.

(updated 8/16/2022 to correct resolution numbers on agenda)

Hybrid Meeting Link for Teams

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZDYwNTNjNjEtNzg1Ny00NGFiLTgzNTYtOTFjNjFmMDZiZDZh%40thread.v2/0?context=%7b%22Tid%22%3a%227546519e-2cd5-4e2c-bed5-ac3d46eec8ff%22%2c%22Oid%22%3a%22b510e640-8ba3-421f-a075-694cad7ace01%22%7d

Board Members

Felicity Carlson	President
Sidney Bazett	Vice President
Eric Aiston	Board Member
Monique Scobey	Board Member
Ellie Wooten	Board Member

CONFORMED AGENDA

CALL TO ORDER – 6:30 pm

1. Roll Call – FWC/SB/EA/MS/EW – present
2. Pledge of Allegiance

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion – SB / 2nd – EA with a friendly the amendment of including the recognition of Clint Siebert as the new Battalion Chief for the Cameron Park Fire Department during Recognitions and Presentations.

Amendment accepted by SB.

Ayes – FWC/SB/EA/MS/EW – Motion passed

Noes – None

Absent- None

Abstain - None

RECOGNITIONS AND PRESENTATIONS

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

OPEN FORUM FOR NON-AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #12 to be discussed and acted upon individually.

4. **APPROVE** Conformed Agenda – Board of Directors May 18, 2022
5. **APPROVE** Conformed Agenda – Board of Directors Special Meeting May 18, 2022
6. **APPROVE** Conformed Agenda – Board of Directors Special Meeting May 25, 2022
7. **APPROVE** Conformed Agenda – Board of Directors June 15, 2022
8. **APPROVE** Conformed Agenda – Board of Directors Special Meeting June 22, 2022
9. **APPROVE** Conformed Agenda – Board of Directors Special Meeting July 6, 2022
10. **RECEIVE AND FILE** General Manager’s Report
11. **APPROVE - Resolution No. 2022-28** Hybrid Meetings

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12. **APPROVE - Resolution 2022-24** Building Department Memorandum of Understanding (D. Martin)
13. **APPROVE – Resolution 2022-25** Updated Advanced Life Support JPA Agreement (D. Martin)
14. **APPROVE – Resolution 2022-22** Addendum to the Agreement for Mutual Aid Fire Protection (D. Martin)

MS requested that item #14 pulled for discussion. MS made a motion to approve the Consent Agenda with item #14 pulled for discussion, 2nd by EA

GENERAL BUSINESS

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

15. Items removed from the Consent Agenda for discussion

Item pulled from the Consent Agenda is Item #14: **APPROVE – Resolution 2022-22** Addendum to the Agreement for Mutual Aid Fire Protection (D. Martin)

Discussion

- MS noted that the original Mutual Fire Aid agreement was not included in the attachments for this item
- The General Manager said that was true and indicated that the requested original agreement was sent to MS upon her request but that there was not enough time to include it in the agenda packet.
- FWC asked attorney JE if the original agreement was not included as an attachment to this item if it would preclude the Board from voting on this item. JE indicated that since the District has a copy of the original agreement that the document could be made to any member of the public that wished to see it and the Board could proceed with the item and a vote. MS said she had a copy and wanted to be clear that when an amended agreement comes before the Board that the original agreement be included as an attachment.
- SB asked how the amended agreement differs from the originals, “what’s different?” Chief DM stated that the amendment allows CAL FIRE to rent Cameron Park Fire Department’s equipment and for CAL FIRE to pay direct to Cameron Park, as opposed to going through the original agreement process of CAL FIRE paying through CFAA through the OES and then paying the District. In short, it streamlines the payment process.
- EA clarified with Chief DM that this agreement is a standard agreement amongst all fire department in the Amador-El Dorado Unit.
- FWC asked for clarification about the payment process and what that would look like. Chief DM described the process. FWC accepted the explanation.
- MS made a motion to approve Resolution 2022-22, waive the reading and that staff add a link for the original agreement to the conformed agenda, 2nd by SB

Ayes – FWC/SB/EA/MS/EW – Motion passed

Noes – None

Absent – None

Abstain - None

16. **PUBLIC HEARING – ADOPT Ordinance 2022-01 and APPROVE Resolution 2022-23** Second reading of First Responder Fee Ordinance (A. Pichly, D. Martin)

Discussion

- FWC asked Board members if they have any questions or comments.
- SB would like the Board to consider the adoption of some sort of policy and defined process on how the District would allow those unable to pay the fee to get a waiver.
- SB asked about the collection process. Chief DM explained that a contract for a collection service has been sent to the GM and Finance Officer. That collection service will handle the billing on behalf of the District and they would send those payments less their collection fee to the District. It is the District's responsibility to have that arrangement with the collection agency.
- EA asked Counsel JE asked in an effort to protect the identity of the public, if a request for fee waiver was brought to the Board level if that discussion should take place in closed session as a way to protect the person's identity, but perhaps that's not possible. Counsel JE responded that he agreed with the concern, but that there is no way to protect the identity. EA asked if the Board could set a general policy and designate authority to the GM to make those decision and if there is an appeal to bring it to the Board.
- MS asked if the contract with the collection service would be coming to the Board. The GM indicated that the amount of the contract does not rise to the level that would require Board approval.
- FWC asked Chief DM to respond to a question from a member of the public about billing and if insurance could cover the cost of the First Responder Fee, especially if their particular coverage was not enough. Chief DM confirmed that the fee only applies to Cameron Park Fire Department medical response, not to private ambulance services. The GM indicated that they would meet to craft a response for the member of the public.
- FWC opened the public hearing. No comments and the public hearing was closed.
- EA made a motion to approve Resolution 2022-23 and adopt Ordinance 2022-01 waiving the second reading of the ordinance. 2nd by SB.

Ayes – FWC/SB/EA/MS/EW – Motion passed

Noes – None

Absent – None

Abstain - None

FWC recessed the meeting at 7:22 pm.

FWC called the meeting back to order at 7:26 pm

17. APPROVE- Resolution 2022-26 Fiscal Year 2022-2023 Final Budget

Discussion

- MS asked about Recreation program revenue difference and if it would perform better this next year, which CG confirmed.
- EA asked for clarification in regard to CC&R staffing. The CG and the GM clarified the current staffing level.
- MS asked about the Fire Contract underutilization. Chief DM said the estimate is based on actuals from the last fiscal year.
- MS suggested to the Board that with future budget reviews that they need the preliminary and move to final but see the difference to help them better understand the budget picture.
- SB asked about the franchise fee. CG explained that it is a fee collected quarterly from El Dorado Disposal. SB also asked about the increase in anticipated lake entry fees. CG explained that staff is looking at making some changes and the GM indicated that there has been regular staffing this year that has helped Finance estimate for the 2022/23 budget.
- MS questioned the amount of the reserves. EA asked CG to explain the rationale for the \$100,000 place holder and why it is there and where it would go. CG explained that it was a general number and with a significant amount in the District's fund balance, the \$100,000 could be moved in to reserves that could be used to cover any emergency costs. The amount can be whatever the Board decides, but our reserves are under funded at this time. EA asked CG to verify that the transfer of fund balance to reserves would not negatively impact the daily operations of the District, to which CG said that was correct.
- MS to CG – did Eide Bailly make some recommendations for what our reserve balances should be? CG explained that Eide Bailly calculated all capital assets are in the different funds and how much our fund balance was in Fund O1, and then it showed what the deficit was based on our capital assets and what we actually had in each fund to be able to replace those. Two different calculations were used to establish a percentage. It's up to the Board what that percentage should be, but Eide Bailly is recommending at least between 15% and 40%.
- MS suggested \$500,000 be moved to reserve due to our healthy fund balance. SB agreed. EA encourages the fellow Board members to be cautious and revisit the move of funds to reverse during the mid-year budget review. MS expressed that the move should happen now. CG's opinion is that done with the District's year-end processes. She would let the Board know at that time what the District can and cannot do.
- MS made a motion to approve Resolution 2022-26 adopting the fiscal year final budget, increasing reserves to \$500,000 and adding the handout to the conformed agenda. 2nd by SB. Discussion on

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motion by EA – agrees with the principal of placing funding into reserves, but suggest that \$500,000 may seem excessive in the eyes of the public and would suggest a compromise amount of \$200,000. EA requested a friendly amendment changing the amount to \$200,000. MS responded that building a healthy reserve is what’s best for the District and explained her reasoning. MS rejected EA’s friendly amendment.

- SB

Ayes – FWC/SB/EA/MS/EW – Motion passed

Noes – None

Absent – None

Abstain - None

- 39:46

18. **APPROVE- Resolution 2022-27** Fiscal Year 2022-2023 Special Funds Budget

BOARD INFORMATION ITEMS

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

19. Committee Chair Report-Outs
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
20. General Matters to/from Board Members and Staff

PUBLIC COMMENT

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

CONVENE TO CLOSED SESSION

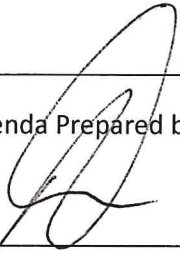
*The Board will recess to closed session to discuss the following item(s): **NONE***

ADJOURNMENT – Motion to adjourn by EA, 2nd by MS. Meeting adjourned at 8:54 pm.

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

Conformed Agenda Prepared by:



André Pichly, General Manager
Board Secretary

Conformed Agenda Approved by:



Director Felicity Wood Carlson, President
Board of Directors