

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



**Budget and Administration Committee**  
**Tuesday, October 5, 2021**  
**6:30 p.m.**

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

**Agenda**

Members: Chair Director Eric Aiston (EA), Vice Chair Director Felicity Wood Carlson (FC)

Alternate Director Monique Scobey (MS)

Staff: Jill Ritzman, General Manager; Christina Greek, Finance/HR Officer

**CALL TO ORDER**

**ROLL CALL**

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

**ADOPTION OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

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

**DEPARTMENT MATTERS**

- 1. Implementation of Assembly Bill 361 Open Meetings and Hybrid Meetings (J. Ritzman)**
- 2. First Quarter Fiscal Year 2021-2022 Budget & Actuals (C. Greek)**
- 3. Annual Report and Five-Year Findings Reports, Fire & Parks Impact Fees (J. Ritzman)**
- 4. Staff Updates**
  - a. Check Register Review (C. Greek)
  - b. Finance Office Monthly Report (C. Greek)

- c. Legislative Updates (J. Ritzman, oral)
- d. El Dorado Disposal Implementing SB 1383 Food Waste Recycling (J. Ritzman)

**5. Items for Sept & Future Committee Meetings**

- El Dorado Disposal & Food Waste Recycling

**6. Items to take to the Board of Directors**

- Dodge Dakota recommendation surplus

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

**ADJOURNMENT**

# COVID Procedure Updates: Social Distancing & Mandatory Use of Masks at Cameron Park Community Services District, Board of Directors Meetings

1. All community members and meeting attendees are required to wear a mask or face covering upon entering and remaining within the Community Center. The mask or face covering must cover the nose, mouth and chin.
  - a. The following persons are exempted from the requirement to wear a mask or face covering and will not be required to provide proof of such exemption:
    - i. Children under two years of age;
    - ii. Persons with medical conditions who cannot safely wear a mask or face covering (e.g. due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);
    - iii. Persons who cannot wear or remove a mask or face covering without assistance;
    - iv. Employees who are in an area of the premise that is not designated for public access, or who are within or behind a physical barrier.
  - b. Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
    - i. Actively engaging in an athletic or fitness activity including water-based activities;
    - ii. Consuming food or drink;
    - iii. For any emergency or medical purpose.
2. This policy will be implemented and enforced in “good faith” to primarily educate people on masks and face coverings and promote their use in enclosed public spaces.
  - a. Persons with exemptions listed under 1a) are not required to show proof of exemption.
  - b. Signs about the requirement to wear masks or face coverings shall be posted at all public entrances.
  - c. Persons entering or remaining without a mask or face covering will be given a verbal reminder of the policy’s masking requirement.
3. Social distancing is encouraged whenever possible. Chairs and tables will be spaced to support social-distancing.

Thank you for your cooperation and consideration. As individuals we can choose to help build a safe, healthy, and active community.



**Budget and Administration Committee**  
**Tuesday, August 3, 2021**  
**6:30 p.m.**

**TELECONFERENCE ZOOM MEETING**

<https://us02web.zoom.us/j/82764509787>

**Meeting ID: 827 6450 9787**

(Teleconference/Electronic Meeting Protocols are attached)

**Conformed Agenda**

Members: Chair Director Eric Aiston (EA), Vice Chair Director Felicity Wood Carlson (FC)

Alternate Director Monique Scobey (MS)

Staff: Jill Ritzman, General Manager; Christina Greek, Finance/HR Officer

**CALL TO ORDER**          6:34

**ROLL CALL**          EA/FC

*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 CONFORMED AGENDA**    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. Fiscal Year 2021 – 2022 Budget (C. Greek)**

- *Supported proposed FY21-22 Final Budget and recommended forwarding to Board of Directors for approval*

**2. Report Back - Air Quality Management District Electric Vehicle Charging Station Grant (J. Ritzman)**

- *Supported forwarding to the Board of Directors for approval*

**3. Request to County for American Rescue Funds**

- *Received information*

**4. Staff Updates**

- a. Check Register Review (C. Greek)
- b. Finance Office Monthly Report (C. Greek, oral)
- c. Legislative Updates (J. Ritzman, oral)

**5. Items for Sept & Future Committee Meetings**

- *Fund balances in Special Funds*

**6. Items to take to the Board of Directors**

- *FY21-22 Final Budget*
- *AQMD Grant Application*
- *American Rescue Funds request to County*

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

**ADJOURNMENT 8:05**

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

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Board Clerk

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Director Eric Aiston, Chair  
Budget and Administration Committee



## Agenda Transmittal

**DATE:** October 5, 2021

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #1:** **Implementation of Assembly Bill 361 Open Meetings and Hybrid Meetings**

**RECOMMENDED ACTION:** **Review and Discuss**

### Background

Starting in March 2020, Governor Gavin Newsom issued a series of Executive Orders modifying certain requirements created by the Ralph M. Brown Act, the state's local agency public meetings law. These Executive Orders allowed for virtual meetings to take place, suspending requirements for a physical presence of members of the board and district staff. On June 11, 2021, the Governor rescinded the orders effective September 30, 2021.

### Discussion

On September 16, 2021, the Governor signed into law Assembly Bill 361, which provides local agencies the ability to meet remotely during proclaimed state of emergencies under modified Brown Act requirements, similar in many ways to the rules and procedures established by the previous Governor's Executive Orders.

California Special District Association (CSDA) developed an Implementation Guide to assist special districts (Attachment A). The Guide compares AB 361 to the Brown Act, highlighting the differences. An Executive Summary is on the last page, outlining steps to implement AB 361 during a declared state of emergency per government code 8625.

### Current Stipulations for Teleconferencing

Local governments may hold remote teleconference meetings under the standard requirements found within the Brown Act (i.e., subdivision (b) of Government Code section 54953) –

- ✓ Remote meeting locations identified in the meeting agenda and meeting notices;

- ✓ Agendas posted at all teleconference locations, locations are accessible to the public, and the public is able to address the legislative body at each teleconference conference location;
- ✓ Quorum of the members of the local body participate from locations within the boundaries of the territory.

Staff met with a vendor regarding their cloud-based meeting management software. The software provides a centralized location for documents, many automated notifications, meeting templates, accuracy in tracking votes and ease of taking minutes. Hybrid and live streaming are a software component. Agencies may choose from a menu of services, but if the District chooses only live streaming and hybrid functions, District generated PDF agendas will not interface with their software system (example, hyperlinks would not function). The software uses existing agency hardware.

### **Conclusion**

Providing a platform for hybrid and live streaming meetings within the confines of the Brown Act would promote accessibility to meetings, encourage increased participation and embrace current technology. Hybrid meetings and live streaming becomes another “tool in the tool box” to engage the community. Before implementing hybrid meetings, Board members should discuss:

- Their expectations of staff and board members to attend meetings in-person versus remotely;
- Understand additional staff resources and supply/service costs for implementation;
- Review current Board meeting and attendance policies;
- Identify what “success” will be for hybrid meeting.

The 2021-2026 Strategic Plan designates “Creating Community” as a Strategic Focus Area. Balancing resources dedicated to hybrid meetings along with implementing additional neighborhood meetings and increased social media engagement will be an important Board and staff discussion.

### Attachments:

- 1A. AB 361 Implementation Guide
- 1B. AB 361 Resolution Template



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## AB 361 Implementation Guide

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### **AB 361 – Brown Act: Remote Meetings During a State of Emergency**

#### Background – the Governor’s Executive Orders:

Starting in March 2020, amid rising concern surrounding the spread of COVID-19 throughout communities in the state, California Governor Gavin Newsom issued a series of Executive Orders aimed at containing the novel coronavirus. These Executive Orders ([N-25-20](#), [N-29-20](#), [N-35-20](#)) collectively modified certain requirements created by the Ralph M. Brown Act (“the Brown Act”), the state’s local agency public meetings law.

The orders waived several requirements, including requirements in the Brown Act expressly or impliedly requiring the physical presence of members of the legislative body, the clerk or other personnel of the body, or of the public as a condition of participation in or for the purpose of establishing a quorum for a public meeting.<sup>12</sup> Furthermore, the orders:

- waived the requirement that local agencies provide notice of each teleconference location from which a member of the legislative body will be participating in a public meeting,
- waived the requirement that each teleconference location be accessible to the public,
- waived the requirement that members of the public be able to address the legislative body at each teleconference conference location,
- waived the requirement that local agencies post agendas at all teleconference locations, and,
- waived the requirement that at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

Under the orders, local agencies were still required to provide advance notice of each public meeting according to the timeframe otherwise prescribed by the Brown Act, and using the means otherwise prescribed by the Brown Act. Agencies were – for a time – required to allow members of the public to observe and address the meeting telephonically or otherwise electronically. Local agencies were eventually explicitly freed from the obligation of providing a physical location from which members of the public could observe the meeting and offer public comment.<sup>3</sup>

In each instance in which notice of the time of the meeting was given or the agenda for the meeting was posted, the local agency was required to give notice of the manner members of the public could observe the meeting and offer public comment. In any instance in which there was a change in the manner of public observation and comment, or any instance prior to the issuance of the executive orders in which the time of the meeting had been noticed or the agenda for the meeting had been posted without also including notice of the manner of public observation and comment, a local agency would be able to satisfy this requirement by

<sup>1</sup> **Executive Order N-25-20**, <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.12.20-EO-N-25-20-COVID-19.pdf>

<sup>2</sup> **Executive Order N-29-20**, <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.17.20-N-29-20-EO.pdf>

<sup>3</sup> *Ibid*



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advertising the means of public observation and comment using "the most rapid means of communication available at the time" within the meaning of California Government Code, section 54954(e); this includes, but is not limited to, posting the manner in which the public could participate on the agency's website.

The orders also provided flexibility for a legislative body to receive a "serial" or simultaneous communication outside of an open meeting, allowing all members of the legislative body to receive updates (including, but not limited to, simultaneous updates) relevant to the emergency (including, but not limited to, updates concerning the impacts of COVID-19, the government response to COVID-19, and other aspects relevant to the declared emergency) from federal, state, and local officials, and would be allowed to ask questions of those federal, state, and local officials, in order for members of the legislative body to stay apprised of emergency operations and the impact of the emergency on their constituents. Members of a local legislative body were explicitly not permitted to take action on, or to discuss amongst themselves, any item of business that was within the subject matter jurisdiction of the legislative body without complying with requirements of the Brown Act.<sup>4</sup>

### *The Brown Act Executive Orders Sunset – September 30, 2021*

On June 11, 2021, the Governor issued Executive Order N-08-21 which rescinds the aforementioned modifications made to the Brown Act, effective September 30, 2021.<sup>5</sup> After that date, local agencies are required to observe all the usual Brown Act requirements *status quo ante* (as they existed prior to the issuance of the orders). Local agencies must once again ensure that the public is provided with access to a physical location from which they may observe a public meeting and offer public comment. Local agencies must also resume publication of the location of teleconferencing board members, post meeting notices and agendas in those locations, and make those locations available to the public in order to observe a meeting and provide public comment.

Following the Governor's September 16 signing of AB 361, the Governor's office contemplated immediately rescinding the remote public meeting authority provided under prior Executive Orders. Such action would have instantly impacted thousands of local agencies – potentially requiring them to cancel meetings or conduct in-person meetings or meetings pursuant to standard Brown Act teleconferencing requirements, notwithstanding the ongoing health directives related to the pandemic. After fruitful discussions between CSDA, the Governor's office, and other stakeholders on how to best assist local agencies to conduct meetings in an open and public manner, the Governor's office modified its approach and issued a revised Order on September 20, suspending the provisions of AB 361 and providing for a clear transition.<sup>6</sup>

Until September 30, local agencies should look to the revised Executive Order, [N-15-21](#), to determine how to conduct a particular meeting. The revised Order makes clear that, **until September 30**, local agencies may conduct open and public remote meetings relying on the

<sup>4</sup> **Executive Order N-35-20**, <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.21.20-EO-N-35-20.pdf>

<sup>5</sup> **Executive Order N-08-21**, <https://www.gov.ca.gov/wp-content/uploads/2021/06/6.11.21-EO-N-08-21-signed.pdf>

<sup>6</sup> **Executive Order N-15-21**, [gov.ca.gov/wp-content/uploads/2021/09/9.20.21-executive-order.pdf](https://www.gov.ca.gov/wp-content/uploads/2021/09/9.20.21-executive-order.pdf)



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authority provided under prior Executive Orders (rather than AB 361). The revised Order also explicitly permits a local agency to meet pursuant to the procedures provided in AB 361 **before** October 1, so long as the meeting is conducted in accordance with the requirements of AB 361. All local agencies should be aware that they **may not** conduct remote teleconference meetings pursuant to the authority in the Governor's prior Executive Orders **beyond September 30**; after that date, all meetings subject to the Brown Act must comply with standard teleconference requirements (as they existed "pre-pandemic") **OR** must comply with the newly enacted provisions of AB 361.

Any local agency that seeks to continue conducting remote teleconference meetings after September 30, **but has not taken action to transition to the provisions of AB 361**, may hold remote teleconference meetings under the standard requirements found within the Brown Act (i.e., subdivision (b) of Government Code section 54953, with remote meeting locations identified in the meeting agenda, meeting notices and agendas posted at all teleconference locations, teleconference locations accessible to the public, et cetera). Local agencies are strongly encouraged to swiftly begin preparations to ensure all Brown Act meetings and board actions taken via remote meetings after September 30 are done in a proper manner.

### AB 361 – Flexibility for Remote Open Meetings During a Proclaimed State Emergency

Assembly Bill 361, introduced in February 2021 by Assembly Member Robert Rivas (D-30, Hollister) and sponsored by the California Special Districts Association, provides local agencies with the ability to meet remotely **during proclaimed state emergencies** under modified Brown Act requirements, similar in many ways to the rules and procedures established by the Governor's Executive Orders.

**Important Note:** AB 361's provisions can only be used in the event that a gubernatorial **state of emergency** 1) has been issued **AND** 2) remains active. It is **not sufficient** that county and/or city officials have issued a local emergency declaration – the emergency declaration must be one that is made pursuant to the California Emergency Services Act (CA GOVT § 8625).

Specifically, AB 361 suspends the requirements located in California Government Code, section 54953, subdivision (b), paragraph (3). What does this mean for local agencies? This means that, during a state of emergency, under specified circumstances, local agencies can meet pursuant to modified Brown Act requirements. Each of these modifications is broken out below.

**The provisions enacted by AB 361 providing flexibility to meet remotely during a proclaimed emergency will sunset on January 1, 2024. This is subject to change if a future Legislature and Governor elect to extend the sunset or make the provisions permanent.**



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## AB 361 IMPACTS ON LOCAL AGENCY COMPLIANCE WITH THE BROWN ACT

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency.	<ul style="list-style-type: none"> <li>Agendas not required to be posted <b>at all teleconference locations</b></li> <li>Meeting must still be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency</li> </ul>

In the context of an emergency, members of the legislative body of a local agency may be teleconferencing from less-than-ideal locations – e.g., the private domicile of a friend or relative, a hotel room, an evacuation shelter, from a car, etc. The nature of the emergency may further compound this issue, as was the case during the COVID-19 outbreak and the necessity to implement social distancing measures. To address this issue, AB 361 provides relief from the obligation to post meeting agendas at all conference locations.

Although local agencies are relieved from this obligation, local agencies should endeavor to post meeting agendas at all usual locations where it remains feasible to do so.

**Important Note:** *Local agencies must still provide advance notice of public meetings and must still post meeting agendas consistent with the provisions of the Brown Act. AB 361 does nothing to change the fact that meetings must still be noticed and agendized in advance.*

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public.	<ul style="list-style-type: none"> <li>Agendas are not required to identify each teleconference location in the meeting notice/agenda</li> <li>Local agencies are not required to make each teleconference location accessible to the public</li> </ul>

Emergencies can – and often do – happen quickly. As was the case with the 2018 Camp Fire, individuals fleeing a disaster area may end up in disparate locations throughout the state. These impromptu, ad hoc locations are not ideal for conducting meetings consistent with the usual Brown Act requirements, which may impede local agencies seeking to meet promptly in response to calamity. To that end, AB 361 removes the requirement to document each teleconference location in meeting notices and agendas. Similarly, local agencies are not required to make these teleconference locations accessible to the public.

Brown Act Requirement	Requirement under AB 361
If the legislative body of a local agency elects to use teleconferencing, during the teleconferenced meeting, at least a quorum of the members of the legislative body shall	<ul style="list-style-type: none"> <li>No requirement to have a quorum of board members participate from within the territorial bounds of the local agency's jurisdiction</li> </ul>



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participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction.	
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The purpose of AB 361 is to assist local agencies with continuing their critical operations despite facing emergencies that pose a risk to human health and safety – emergencies which oftentimes correspond with advisory or mandatory evacuation orders (e.g., wildfires, earthquakes, gas leaks, etc.). An emergency which drives individuals from an area could make meeting within the bounds of a local agency impossible to do feasibly or safely. Accordingly, AB 361 allows for local agencies to disregard quorum requirements related to members of a legislative body teleconferencing from locations beyond the local agency’s territory.

<b>Brown Act Requirement</b>	<b>Requirement under AB 361</b>
<p>If the legislative body of a local agency elects to use teleconferencing, the agenda shall provide an opportunity for members of the public to address the legislative body directly at each teleconference location.</p>	<ul style="list-style-type: none"> <li>• In each instance in which notice of the time of the teleconferenced meeting is given or the agenda for the meeting is posted, the legislative body shall also give notice of the manner by which members of the public may access the meeting and offer public comment</li> <li>• The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option</li> <li>• The legislative body shall allow members of the public to access the meeting, and the agenda shall include an opportunity for members of the public to address the legislative body directly</li> <li>• In the event of a disruption which prevents the local agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency’s control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored</li> </ul>



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	<ul style="list-style-type: none"> <li>• Written/remote public comment must be accepted until the point at which the public comment period is formally closed; registration/sign-up to provide/be recognized to provide public comment can only be closed when the public comment period is formally closed</li> </ul>
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The right of individuals to attend the public meetings of local agencies and be face-to-face with their elected or appointed public officials is viewed as sacrosanct, only able to be abrogated in the most extraordinary of circumstances. Under normal conditions, local agencies are required to allow members of the public to participate in a public meeting from the very same teleconference locations that other board members are using to attend that meeting.

AB 361 solves the specific problem of what to do in circumstances when local agencies are holding their meetings remotely during an emergency and it would be unsafe to permit access to members of the public to the remote teleconference locations. AB 361 permits local agencies to meet without making teleconference locations available to members of the public, **provided that** members of the public are afforded the opportunity to provide public comment remotely as well.

Importantly, local agencies must ensure that the opportunity for the public to participate in a meeting remains as accessible as possible. This means that local agencies cannot discriminate against members of the public participating either remotely or in-person. In practice, this means:

- Local agencies must clearly advertise the means by which members of the public can observe a public meeting or offer comment during a meeting remotely, via either a call-in or internet-based option

Importantly, local agencies are required to provide the relevant remote access information to members of the public looking to attend a meeting of a local agency legislative body. This information includes, but is not limited to: phone numbers, passwords, URLs, email addresses, etc. Using this information, members of the public must be able to attend the meeting remotely. Any of the information related to participation must be included in the relevant meeting notice(s) and meeting agenda(s). If an agency fails to provide one or more of these key pieces of information in a meeting notice or agenda, the agency should not proceed with the meeting as-is, as it could result in any subsequent action being rendered null or void.

- Agencies whose meetings are interrupted by technological or similar technical disruptions must first resolve those issues before taking any other action(s) on items on the meeting agenda

In a notable departure from the terms of the Governor's orders, AB 361 explicitly requires that local agencies must first resolve any remote meeting disruption before proceeding to take further action on items appearing on a meeting agenda. In the event that a public comment line unexpectedly disconnects, a meeting agenda was sent out with the incorrect web link or dial-in





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information, the local agency's internet connection is interrupted, or other similar circumstances, a local agency is required to stop the ongoing meeting and work to resolve the issue before continuing with the meeting agenda.

Local agencies should ensure that the public remains able to connect to a meeting and offer public comment by the means previously advertised in the meeting notice or agenda. This may require directing staff to monitor the means by which the public can observe the meeting and offer comment to ensure that everything is operating as intended.

In the event that a meeting disruption within the control of the agency cannot be resolved, a local agency should not take any further action on agenda items; the local agency should end the meeting and address the disruption in the interim, or it may risk having its actions set aside in a legal action.

***Important Note:*** *Test, test, test! Local agencies should be testing their remote meeting setup in advance of (and during) every meeting to ensure that there are no apparent issues. Local agency staff should attempt to attend the meeting in the same way(s) made available to members of the public and demonstrate that everything is working as intended. The fact that staff tested the system before and during a meeting and failed to detect any problems may become a key factor in any potential legal action against the agency.*

- Local agencies cannot require that written comments be submitted in advance of a meeting

It is not permissible to require that members of the public looking to provide public comment do so by submitting their comment(s) in advance of a meeting – in fact, not only is this a violation of AB 361's terms, it is also a violation of the Brown Act generally. Both AB 361 and the Brown Act explicitly require that members of the public be given the opportunity to provide public comment **directly** – that is, live and at any point prior to public comment being officially closed during a public meeting. Until such time during a meeting that the chairperson (or other authorized person) calls for a close to the public comment period, members of the public are allowed to submit their public comments directly or indirectly, orally, written, or otherwise.

- Local agencies may only close registration for public comment at the same time the public comment period is closed, and must accept public comment until that point

Local agencies cannot require that individuals looking to provide public comment register in advance of a meeting (though agencies may extend the **possibility** of advance registration or commenting as a **non-mandatory** option). Nor may local agencies require that individuals looking to provide public comment register in advance of the agenda item being deliberated by a local agency. Local agencies may only close registration for public comment at the same time that they close the public comment period for all. Until the public comment period is completely closed for all, members of the public must be permitted to register for, and provide, public comment.



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Local agencies that agendize a comment period for each agenda item cannot close the public comment period for the agenda item, or the opportunity to register to provide public comment, until that agendized public comment period has elapsed.

Local agencies that do not provide an agendized public comment period but instead take public comment separately on an informal, ad hoc basis on each agenda item must allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register or otherwise be recognized for the purpose of providing public comment.

Local agencies with an agendized general public comment period that does not correspond to a specific agenda item (i.e., one occurring at the start of a meeting, covering all agenda items at once) cannot close the public comment period or the opportunity to register until the general public comment period has elapsed.

<b>Brown Act Requirement</b>	<b>Requirement under AB 361</b>
<p>A member of the public shall not be required, as a condition to attendance at a meeting of a legislative body of a local agency, to register his or her name, to provide other information, to complete a questionnaire, or otherwise to fulfill any condition precedent to his or her attendance.</p> <p>If an attendance list, register, questionnaire, or other similar document is posted at or near the entrance to the room where the meeting is to be held, or is circulated to the persons present during the meeting, it shall state clearly that the signing, registering, or completion of the document is voluntary, and that all persons may attend the meeting regardless of whether a person signs, registers, or completes the document.</p>	<ul style="list-style-type: none"> <li>An individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body that requires registration to log in to a teleconference, may be required to register as required by the third-party internet website or online platform to participate</li> </ul>

“Zoom meetings” became ubiquitous during the COVID-19 pandemic – for good reason. The Zoom video teleconferencing software was free (with some “premium” features even made temporarily free to all users), easily deployed, and user-friendly. All one needed was a Zoom account and then they’d be able to make use of the platform’s meeting services, hosting and attending various meetings as they pleased.

Unfortunately, the Brown Act has long prohibited the use of mandatory registration or “sign-ups” to attend public meetings or to provide public comment. Privacy and good governance concerns prohibit such information gathering from members of the public seeking to remain anonymous while also engaging with their government. Accordingly, it would normally be a concern to use any teleconference platform which may require participants to register for an account even when it is not the local agency establishing that requirement.





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AB 361 resolves this issue by explicitly allowing local agencies to use platforms which, incidental to their use and deployment, may require users to register for an account with that platform so long as the platform is not under the control of the local agency.

***Important Note:*** *Just because you “can” doesn’t mean you “should.” There are products on the market that do not require individuals to sign up for/sign in to an account to participate in a remote meeting. Local agencies are heavily discouraged from contacting their remote meeting platform vendor in an attempt to uncover information about meeting attendees.*

### RESOLUTIONS: ENACTING ASSEMBLY BILL 361

A local agency wishing to rely on the provisions of AB 361 must meet one of the following criteria:

- (A) The local agency is holding a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing; or
- (B) The local agency is holding a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees; or
- (C) The local agency is holding a meeting during a proclaimed state of emergency and has determined, by majority vote, that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

These criteria permit a local agency to schedule a remote meeting to determine whether meeting in-person during the state of emergency would pose imminent risk to the health or safety of attendees. At that remote meeting, a local agency may determine by majority vote that sufficient risks exist to the health or safety of attendees as a result of the emergency and pass a resolution to that effect. These criteria also permit a local agency to meet remotely in the event that there is a state of emergency declaration while state or local officials have recommended or required measures to promote social distancing.

If a local agency passes a resolution by majority vote that meeting in-person during the state of emergency would present imminent risks to the health or safety of attendees, the resolution would permit meeting under the provisions of AB 361 for a maximum period of 30 days. After 30 days, the local agency would need to renew its resolution, consistent with the requirements of AB 361, if the agency desires to continue meeting under the modified Brown Act requirements, or allow the resolution to lapse.

***Important Note:*** *Consider referencing [the initial sample resolution linked on this page \(click here\)](#) in crafting your agency’s initial resolution effecting the transition to these modified Brown Act requirements. While this sample resolution is provided for the benefit of local agencies, consult your legal counsel to review your agency’s resolution before its consideration at a public meeting.*



## California Special Districts Association

*Districts Stronger Together*

After 30 days, a local agency is required to renew its resolution effecting the transition to the modified Brown Act requirements if it desires to continue meeting under those modified requirements.

Importantly, the ability to renew the resolution is subject to certain requirements and conditions. In order to renew the resolution, a local agency must:

- Reconsider the circumstances of the state of emergency
- Having reconsidered the state of emergency, determine that either
  - The state of emergency continues to directly impact the ability of the members to meet safely in person, or
  - State or local officials continue to impose or recommend measures to promote social distancing

AB 361 requires that the renewal of the resolution effecting the transition to the modified Brown Act requirements must be based on findings that the state of emergency declaration remains active, the local agency has thoughtfully reconsidered the circumstances of the state of emergency, and the local agency has either identified A) ongoing, direct impacts to the ability to meet safely in-person or B) active social distancing measures as directed by relevant state or local officials.

**Important Note:** Consider referencing [the subsequent adoption sample resolution linked on this page \(click here\)](#) in crafting your agency's renewal resolution renewing the transition to these modified Brown Act requirements. While this sample resolution is provided for the benefit of local agencies, consult your legal counsel to review your agency's resolution before its consideration at a public meeting.

**Important Note:** If your agency does not meet again before the 30 day period during which the resolution remains active, the resolution will lapse for lack of action by the agency. After a resolution has lapsed, if the agency seeks to meet remotely again under the modified Brown Act requirements, it must pass a new initial resolution effecting the transition to the modified Brown Act requirements, subject to the same substantive and procedural requirements as before.



## California Special Districts Association

*Districts Stronger Together*

### AB 361 PROCESS: AN EXECUTIVE SUMMARY

1. An emergency situation arises. The specific nature of the emergency produces an imminent risk to public health and safety.
2. A state of emergency is declared (pursuant to CA GOVT § 8625).
3. A local agency wishes to meet remotely via teleconferencing as a result of the emergency. A meeting notice/agenda are produced and posted, with an agenda item dedicated to consideration of a resolution to transition to teleconferenced meetings consistent with the terms of CA GOVT § 54953, subdivision (e).
4. A resolution is passed consistent with the terms of CA GOVT § 54953, subdivision (e), paragraph (1), subparagraph (B) (i.e., a resolution passed by majority vote determining that meeting in person would present imminent risks to the health or safety of attendees).<sup>1</sup> This resolution is valid for 30 days.
5. 30 days later: if the state of emergency remains active, a local agency may act to renew its resolution effecting the transition to teleconferenced meetings by passing another resolution, consistent with the terms of CA GOVT § 54953, subdivision (e), paragraph (3) (i.e., a resolution which includes findings that legislative body has both 1) reconsidered the circumstances of the state of emergency, and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person.<sup>2</sup>

<sup>1</sup> Alternatively, in lieu of a resolution finding that meeting in person would present imminent risks to the health or safety of attendees, a local agency may use modified Brown Act procedures when state/local officials recommend/require measures to promote social distancing.

<sup>2</sup> Should state/local officials continue to impose or recommend measures to promote social distancing, this may instead be used as a basis for renewing a resolution (as opposed to the fact that the state of emergency continues to directly impact the ability of the members to meet safely in person).

**This communication is provided for general information only and is not offered or intended as legal advice. Readers should seek the advice of an attorney when confronted with legal issues and attorneys should perform an independent evaluation of the issues raised in these communications.**

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RESOLUTION NO. XXXX-XX

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE [SPECIAL DISTRICT NAME HERE] PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY [ENTER GOVERNOR'S ORDER AND DATE OF ISSUANCE], AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF [SPECIAL DISTRICT NAME HERE] FOR THE PERIOD [INSERT 30 DAY WINDOW HERE] PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the [SPECIAL DISTRICT NAME HERE] is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of [SPECIAL DISTRICT NAME HERE]'s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, [A STATE OF EMERGENCY HAS BEEN PROCLAIMED – DESCRIBE GOVERNOR'S PROCLAMATION HERE]; and

WHEREAS, [DESCRIBE ORDERS FROM STATE OR LOCAL OFFICIALS IMPOSING OR RECOMMENDING SOCIAL DISTANCING MEASURES OR DESCRIBE HOW MEETING IN PERSON WOULD PRESENT IMMINENT RISK TO HEALTH AND SAFETY OF ATTENDEES]; and

WHEREAS, the Board of Directors does hereby find that [DESCRIBE STATE OF EMERGENCY, AND, SOCIAL DISTANCING ORDERS OR CONDITIONS CAUSING IMMIMENT RISK TO ATTENDEES] has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California [AND POSSIBLY RATIFY STATE OR LOCAL ORDERS FOR SOCIAL DISTANCING]; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of [SPECIAL DISTRICT NAME HERE] shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, [DESCRIBE MEASURES DISTRICT IS TAKING TO ENSURE ACCESS FOR THE PUBLIC].

NOW, THEREFORE, THE BOARD OF DIRECTORS OF [SPECIAL DISTRICT NAME HERE] DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and [DESCRIBE SOCIAL DISTANCING ORDERS OR DESCRIBE HOW MEETING IN PERSON WOULD PRESENT IMMINENT RISK].

Section 3. Ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of [ENTER ISSUANCE DATE HERE].

Section 4. Remote Teleconference Meetings. The [STAFF OR GENERAL MANAGER] and legislative bodies of [SPECIAL DISTRICT NAME HERE] are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) [ENTER DATE 30 DAYS FROM ADOPTION OF RESOLUTION], or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of [SPECIAL DISTRICT NAME HERE] may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of [SPECIAL DISTRICT NAME HERE], this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by the following vote:

AYES: Detwiler, Gibbons, Silhi, Packham

NOES: Tannehill

ABSENT: None

ABSTAIN: None



## Agenda Transmittal

**DATE:** October 5, 2021

**FROM:** Jill Ritzman, General Manger  
Christina Greek, Finance/HR Manager

**AGENDA ITEM #2:** PRELIMINARY YEAR-END FISCAL YEAR 2020-2021

**RECOMMENDED ACTION:** Review and Discuss

### Introduction

Staff is preparing for Fiscal Year 2020-2021 Audit, and have completed enough tasks to share with the Budget and Administration Committee a preliminary year-end report. At this time, the District has ended with a positive number of \$206,618.

### Discussion

Significant budget adjustments were made to respond to COVID at mid-year. Revenues, staff costs and supplies were greatly reduced. In many areas, the District was at or lower than estimated. In a few areas, expenses were much higher.

- Overtime due to vacancies;
- CCI expenditures - revenues will be realized in the current fiscal year, the grant ends in March 2020.
- Accounting contract due to a vacancy in the Finance Office.
- Retiree Health due to additional retiree.

Staff will do our best to analyze and explain variances of budget to actuals, but it should be noted that key staff assigned to budget development and monitoring in the Finance Office and Fire Department are no longer at the District. Providing your questions in advance of the meeting would be helpful.

### Attachments:

- 2A. Fund 01 Preliminary Year-End Fiscal Year 2020-2021
- 2B. Fund 02 Preliminary Year-End Fiscal Year 2020-2021

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
01 - General Fund  
From 7/1/2020 Through 6/30/2021

		Final 2019-20 Budget	2019-20 Actual	Final 2020-21 Budget	2020-21 YTD Actual	Current Period Exp To Date
<b>Operating Revenue</b>						
Property Taxes	4110	4,184,387.00	4,253,025.60	4,363,061.00	4,419,679.40	101.29%
Franchise Fees	4113	200,000.00	188,602.30	200,000.00	161,175.02	80.58%
Park Impact Fees	4115	52,000.00	0.00	0.00	0.00	0.00%
Quimby Fees	4120	28,554.00	0.00	0.00	0.00	0.00%
Fire Development	4125	10,000.00	0.00	0.00	0.00	0.00%
Fire Marshall Plan Review	4132	18,000.00	40,723.90	40,000.00	33,139.30	82.84%
Tuition Fees/Revenue	4142	0.00	12,455.00	0.00	1,350.00	0.00%
Youth Classes	4145	38,000.00	9,319.38	0.00	(30.00)	0.00%
Adult Classes	4146	36,727.00	16,526.81	0.00	0.00	0.00%
Youth Sports	4147	100,000.00	50,930.21	0.00	0.00	0.00%
Adult Sports	4148	18,800.00	6,800.00	0.00	0.00	0.00%
Camp Revenues	4149	12,800.00	0.00	0.00	0.00	0.00%
Senior Programs	4153	12,000.00	8,648.69	0.00	0.00	0.00%
Recreation Program Revenue	4154	11,609.00	942.50	116,918.38	55,949.80	47.85%
Transfer In	4165	0.00	62,430.99	24,570.00	22,146.00	90.13%
Special Events	4170	25,000.00	11,433.40	0.00	(47.50)	0.00%
Lake Entries - Daily (Kiosk)	4180	21,012.00	23,196.00	0.00	1,594.00	0.00%
Annual Passes (Lake/Pool Co...)	4181	21,666.00	28,055.23	66,782.00	70,196.25	105.11%
Picnic Site Rentals	4182	27,436.00	112.00	0.00	580.00	0.00%
Summer Kids Camp	4183	42,000.00	11,777.50	0.00	0.00	0.00%
Cameron Park Lake Concessions	4184	3,250.00	4,023.25	0.00	0.00	0.00%
Assembly Hall & Classroom Re...	4185	129,114.00	32,933.13	15,304.00	13,665.00	89.29%
Gym Rentals	4186	33,650.00	17,515.75	27,810.00	20,702.40	74.44%
Pool Rental Fees	4187	195,882.00	71,689.17	87,215.00	85,402.19	97.92%
Sports Field Rentals	4190	27,061.00	21,198.25	27,070.00	10,992.96	40.60%
Donations	4250	1,000.00	200.00	0.00	1,200.00	0.00%
Sponsorships	4255	30,000.00	6,075.00	14,500.00	29,000.00	200.00%
JPA Reimbursable	4260	1,150,000.00	1,122,399.78	1,150,000.00	1,127,797.03	98.06%
Fire Apparatus Equip Rental	4262	100,000.00	0.00	20,000.00	19,656.46	98.28%
Reimbursement	4400	64,717.00	8,930.17	6,776.00	25,636.97	378.34%
Weed Abatement	4410	23,263.00	11,220.66	4,020.00	15,731.73	391.33%
Interest Income	4505	59,000.00	45,593.55	25,000.00	4,265.76	17.06%
Other Income	4600	121,592.00	2,278.80	12,000.00	2,802.90	23.35%
Grant - CI	4605	23,000.00	1,946.35	153,794.00	111,642.36	72.59%
Grants	4610	0.00	0.00	0.00	999.90	0.00%
<b>Total Operating Revenue</b>		<u>6,821,520.00</u>	<u>6,070,983.37</u>	<u>6,354,820.38</u>	<u>6,235,227.93</u>	<u>98.12%</u>
<b>Expenditures</b>						
Salaries - Perm.	5000	648,646.00	673,231.56	668,160.00	684,576.67	102.45%

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
01 - General Fund  
From 7/1/2020 Through 6/30/2021

		Final 2019-20 Budget	2019-20 Actual	Final 2020-21 Budget	2020-21 YTD Actual	Current Period Exp To Date
Salaries - Seasonal	5010	157,170.00	118,195.46	90,540.00	92,865.14	102.56%
Overtime	5020	5,899.00	8,740.78	7,050.00	16,697.68	236.84%
Health Benefit	5130	108,174.00	125,407.45	118,523.00	124,254.05	104.83%
Retiree Health Benefit	5135	69,042.00	81,001.21	78,016.00	95,996.15	123.04%
Dental Insurance	5140	9,488.00	11,111.07	9,663.00	10,605.45	109.75%
Vision Insurance	5150	1,460.00	1,627.45	1,396.00	1,732.98	124.13%
CalPERS Employer Retirement	5160	220,831.00	213,596.31	207,664.00	204,874.11	98.65%
Worker's Compensation	5170	56,127.00	58,277.36	57,914.00	53,016.48	91.54%
FICA/Medicare Employer Cont...	5180	19,963.00	21,571.28	23,999.00	20,050.14	83.54%
UI/TT Contribution	5190	42,188.00	10,053.51	10,689.00	9,864.65	92.28%
Advertising/Marketing	5209	30,095.00	24,044.78	7,810.00	8,824.16	112.98%
Agriculture	5215	18,485.00	8,870.05	14,816.00	12,959.83	87.47%
Audit/Accounting	5220	47,500.00	43,902.31	30,000.00	46,775.22	155.91%
Bank Charge	5221	14,141.00	8,526.71	10,000.00	7,065.16	70.65%
Clothing/Uniforms	5230	8,360.00	6,127.04	4,285.00	2,473.78	57.73%
Computer Software	5231	28,483.00	21,923.53	27,200.00	29,981.64	110.22%
Computer Hardware	5232	47,758.00	38,260.52	5,500.00	4,514.06	82.07%
Contractual Services	5235	20,000.00	6,479.55	10,000.00	13,874.60	138.74%
Contractual - Provider Service...	5236	3,710,059.00	3,739,052.27	4,059,061.00	3,313,484.70	81.63%
Contract Under Utilization	5237	0.00	0.00	(250,000.00)	0.00	0.00%
Contract Services - Other	5240	106,591.00	122,095.08	163,438.00	264,194.49	161.64%
Director Compensation	5250	13,700.00	11,759.02	18,000.00	11,400.00	63.33%
EDC Department Agency	5260	4,268.00	4,268.20	4,300.00	4,252.73	98.90%
Educational Materials	5265	6,845.00	14,027.83	12,500.00	19,172.88	153.38%
Elections	5270	0.00	0.00	0.00	45.00	0.00%
Equipment-Minor/Small Tools	5275	9,500.00	6,912.29	9,340.00	5,704.30	61.07%
Fire & Safety Supplies	5285	4,803.00	6,926.21	3,913.04	5,007.70	127.97%
Fire Prevention & Inspection	5290	1,800.00	1,100.00	1,200.00	2,250.65	187.55%
Fire Turnout Gear	5295	31,000.00	30,195.26	31,000.00	30,208.18	97.44%
Fire- Volunteer/Resident	5296	29,200.00	10,816.60	14,200.00	16,360.00	115.21%
Food	5300	4,117.00	4,550.91	2,750.00	1,927.05	70.07%
Fuel	5305	71,028.00	53,577.49	38,200.00	39,611.39	103.69%
Government Fees/Permits	5310	29,934.00	20,464.81	25,382.00	22,846.63	90.01%
Household Supplies	5315	26,701.00	29,475.36	26,700.00	31,508.77	118.01%
Instructors	5316	52,090.00	47,220.76	1,000.00	1,365.00	136.50%
Insurance	5320	103,500.00	97,704.65	130,000.00	129,411.74	99.54%
Legal Services	5335	14,250.00	40,171.41	15,000.00	13,933.50	92.89%
Maint. - Vehicle Supplies	5340	4,000.00	26.58	1,700.00	1,085.04	63.82%
Maint. - Buildings	5345	50,495.00	31,585.39	27,900.00	25,662.94	91.98%
Maint. - Equipment	5350	46,668.00	44,609.28	42,225.00	38,703.98	91.66%



**Cameron Park Community Services District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
01 - General Fund  
From 7/1/2020 Through 6/30/2021

		Final 2019-20 Budget	2019-20 Actual	Final 2020-21 Budget	2020-21 YTD Actual	Current Period Exp To Date
Maint. - Grounds	5355	86,488.00	21,257.86	50,026.00	44,453.48	88.86%
Maint. - Radio/Phones	5360	2,000.00	1,959.41	2,000.00	1,453.05	72.65%
Maint. - Tires & Tubes	5365	16,100.00	9,923.85	14,800.00	8,111.34	54.80%
Maint. - Vehicle	5370	21,000.00	22,916.91	33,750.00	29,170.32	86.43%
Medical Supplies	5375	766.00	217.30	700.00	0.00	0.00%
Memberships/Subscriptions	5380	9,445.00	10,494.62	10,160.00	9,879.25	97.23%
Mileage Reimbursement	5385	1,028.00	916.99	1,250.00	228.09	18.24%
Miscellaneous	5395	0.00	40.00	100.00	0.00	0.00%
Office Supplies/Expense	5400	10,848.00	13,047.43	10,200.00	9,377.95	91.94%
Pool Chemicals	5405	21,500.00	23,398.15	26,827.00	32,788.86	122.22%
Postage	5410	4,400.00	8,213.77	10,300.00	5,166.83	50.16%
Printing	5415	614.00	211.88	1,100.00	156.56	14.23%
Professional Services	5420	161,432.00	78,764.00	129,587.00	112,749.83	87.00%
Program Supplies	5421	25,242.00	15,784.35	2,579.00	4,604.08	178.52%
Publications & Legal Notices	5425	595.00	0.00	600.00	298.88	49.81%
Radios	5430	2,500.00	2,370.88	3,000.00	11,749.80	391.66%
Refund-Activity Pass	5431	1,500.00	0.00	0.00	0.00	0.00%
Rent/Lease - Bldgs, Fields, etc.	5435	30.00	7,060.00	0.00	490.15	0.00%
Rent/Lease - Equipment	5440	9,820.00	8,072.16	4,200.00	2,550.17	60.71%
Staff Development	5455	28,050.00	12,895.57	19,300.00	18,187.40	94.23%
Special Events	5465	4,238.00	4,650.35	500.00	530.72	106.14%
Summer Spectacular	5466	0.00	828.34	0.00	0.00	0.00%
Phones/Internet	5470	44,589.00	42,134.52	41,600.00	42,333.70	101.76%
Utilities - Water	5490	42,500.00	44,436.17	38,500.00	52,711.46	136.91%
Utilities - Electric	5492	168,350.00	158,555.71	147,860.00	199,860.51	135.16%
Utilites - Water - LLAD's	5495	0.00	867.37	350.00	864.37	246.96%
Vandalism	5500	2,000.00	0.00	2,200.00	985.10	44.77%
Cal Fire In Kind Purchases	5501	13,500.00	14,794.73	12,400.00	7,167.67	57.80%
Capital Equipment Expense	5625	451,117.00	(9,093.00)	0.00	4,520.88	0.00%
Transfer Out	7000	0.00	98,344.25	9,020.00	9,080.00	100.66%
<b>Total Expenditures</b>		<u>7,004,011.00</u>	<u>6,390,550.90</u>	<u>6,333,943.04</u>	<u>6,028,609.07</u>	<u>95.18%</u>
<b>Net Revenue Over Expenditures</b>		<u>(182,491.00)</u>	<u>(319,567.53)</u>	<u>20,877.34</u>	<u>206,618.86</u>	<u>989.68%</u>

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
02 - CC&R  
From 7/1/2020 Through 6/30/2021

		Final 2019-20 Budget	2019-20 Actual	Final 2020-21 Budget	2020-21 YTD Actual	Current Period Exp To Date
<b>Operating Revenue</b>						
Property Taxes	4110	0.00	331.64	0.00	285.90	0.00%
Special Assessments	4135	81,600.00	78,949.99	81,600.00	78,658.16	96.39%
Arc Review Fees	4140	19,500.00	20,162.50	19,500.00	26,355.00	135.15%
Interest Income	4505	2,500.00	3,917.05	4,000.00	987.70	24.69%
Other Income	4600	0.00	0.00	0.00	3,056.50	0.00%
<b>Total Operating Revenue</b>		<b>103,600.00</b>	<b>103,361.18</b>	<b>105,100.00</b>	<b>109,343.26</b>	<b>104.04%</b>
<b>Expenditures</b>						
Salaries - Perm.	5000	55,035.00	46,487.76	60,694.00	60,217.51	99.21%
Overtime	5020	0.00	32.13	0.00	1,465.53	0.00%
Health Benefit	5130	8,400.00	8,762.24	9,222.00	10,286.10	111.53%
Dental Insurance	5140	735.00	750.00	735.00	750.00	102.04%
Vision Insurance	5150	131.00	130.32	130.00	141.18	108.60%
CalPERS Employer Retirement	5160	4,481.00	3,152.42	4,240.00	4,553.93	107.40%
Worker's Compensation	5170	1,651.00	0.00	3,702.00	0.00	0.00%
FICA/Medicare Employer Cont...	5180	798.00	628.69	880.00	835.08	94.89%
UI/TT Contribution	5190	2,752.00	186.35	217.00	532.01	245.16%
Advertising/Marketing	5209	0.00	33.75	0.00	202.70	0.00%
Agency Administration Fee	5210	2,000.00	0.00	2,000.00	0.00	0.00%
Bank Charge	5221	200.00	0.00	200.00	0.00	0.00%
Clothing/Uniforms	5230	150.00	0.00	150.00	345.35	230.23%
Computer Software	5231	6,799.00	7,320.00	4,101.00	3,890.68	94.87%
Computer Hardware	5232	0.00	0.00	0.00	32.16	0.00%
Contract Services - Other	5240	3,000.00	12,406.57	3,000.00	6,250.55	208.35%
Food	5300	200.00	0.00	200.00	67.81	33.90%
Fuel	5305	950.00	94.23	950.00	62.83	6.61%
Insurance	5320	3,018.00	0.00	3,017.00	0.00	0.00%
Legal Services	5335	7,000.00	12,140.12	12,000.00	3,246.36	27.05%
Maint. - Equipment	5350	200.00	38.01	200.00	23.50	11.75%
Maint. - Grounds	5355	0.00	177.50	0.00	(177.50)	0.00%
Maint. - Vehicle	5370	1,500.00	3,005.61	500.00	558.69	111.73%
Memberships/Subscriptions	5380	30.00	0.00	30.00	0.00	0.00%
Mileage Reimbursement	5385	0.00	75.40	0.00	0.00	0.00%
Office Supplies/Expense	5400	600.00	146.18	500.00	91.06	18.21%
Postage	5410	300.00	18.70	300.00	162.54	54.18%
Printing	5415	700.00	278.07	500.00	228.98	45.79%
Professional Services	5420	0.00	0.00	0.00	98.00	0.00%
Publications & Legal Notices	5425	200.00	3.00	300.00	0.00	0.00%
Staff Development	5455	450.00	815.00	500.00	0.00	0.00%

**Cameron Park Community Services District**  
Statement of Revenues and Expenditures - Unposted Transactions Included In Report  
02 - CC&R  
From 7/1/2020 Through 6/30/2021

	Final 2019-20 Budget	2019-20 Actual	Final 2020-21 Budget	2020-21 YTD Actual	Current Period Exp To Date
Phones/internet	5470 4,500.00	4,193.74	4,500.00	4,365.59	97.01%
Travel/Lodging	5480 0.00	2.00	0.00	0.00	0.00%
Transfer Out	7000 0.00	0.00	0.00	17,146.00	0.00%
Total Expenditures	<u>105,780.00</u>	<u>100,877.79</u>	<u>112,768.00</u>	<u>115,376.64</u>	<u>102.31%</u>
Net Revenue Over Expenditures	<u>(2,180.00)</u>	<u>2,483.39</u>	<u>(7,668.00)</u>	<u>(6,033.38)</u>	<u>78.68%</u>



## Agenda Transmittal

**DATE:** October 5, 2021

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #3:** **ANNUAL REPORT AND FIVE-YEAR FINDINGS REPORTS, FIRE & PARKS IMPACT FEES**

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

### Background

The Mitigation Fee Act requires local agencies to report financial information regarding their development impact fee programs every year and a more extensive report every fifth year. County staff coordinates the annual reports; District staff contracted with SCI Consulting to provide the Five-Year Findings Report which is due this year.

### Discussion

The Five-Year Findings Report outlines plans for the Impact Fees:

- ✓ Identify the purpose or project;
- ✓ Demonstrate a reasonable relationship between the fee and the purpose;
- ✓ Identify all sources and amounts of funding anticipated to complete financing for improvements.

The amounts identified for projects are estimates, and may vary once implemented, which is allowable and expected.

Staff worked with SCI Consulting to complete the Five-Year Findings Report and submit by the due date of October 1, 2021. The Board of Supervisors will be receiving these reports in the coming weeks. The District Resolution, once approved, will be forwarded to the County.

### Attachments:

3A – Draft Resolution

3B – Annual Report & Five-Year Findings Report, Park Impact Fee Program, FY 2020-21

3C - Annual Report & Five-Year Findings Report, Fire Impact Fee Program, FY 2020-21

**RESOLUTION NO. \_\_\_\_\_-\_\_\_\_**  
**OF THE BOARD OF DIRECTORS**  
**OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT**  
**\_\_\_\_\_, 2021**

**RESOLUTION APPROVING THE CAMERON PARK  
COMMUNITY SERVICES DISTRICT ANNUAL REPORTS  
AND FIVE-YEAR FINDINGS REPORTS FOR THE FIRE  
IMPACT FEE PROGRAM AND PARK IMPACT FEE  
PROGRAM IN COMPLIANCE WITH GOVERNMENT  
CODE SECTIONS 66006 AND 66001**

**WHEREAS**, AB 1600 was passed and codified in California Government Code Section 66000 (“Mitigation Fee Act”), allowing the establishment of a development impact fee as a condition of approval where the purpose and use of the fees are identified, and a reasonable relationship to the development project can be demonstrated; and

**WHEREAS**, the County of El Dorado (“County”) has adopted Ordinance No. 3991, codified in Chapter 13, Section 20 of the El Dorado County Code, which sets forth the requirements for the establishment and administration of development impact mitigation fees collected by the County on behalf of a special district within the County; and

**WHEREAS**, the County, at the request of the Cameron Park Community Services District (“District”), has established fire impact mitigation fees and park impact mitigation fees (“Reportable Fees”) for District on new development within the District’s respective service areas; and

**WHEREAS**, Government Code Sections 66001(d) and 66006(b) require the District to make an annual accounting of the Reportable Fees collected and expended and to make additional findings every five years if there are any funds remaining in the Reportable Fees fund at the end of the prior fiscal year; and

**WHEREAS**, pursuant to Government Code Section 66001(e) and (f), the District shall make certain findings when sufficient Reportable Fees have been collected to complete the financing of incomplete improvements, and any improvements remain incomplete; and

**WHEREAS**, the District’s Annual Report and Five-Year Findings Report for the Fire Impact Fee Program, FY 2020-21 and the District’s Annual Report and Five-Year Findings Report for the Park Impact Fee Program, FY 2020-21 (“Reports”) contains the requisite information and proposed findings concerning the collection and expenditure of Reportable Fees pursuant to Government Code Sections 66006 and 66001.

***NOW, THEREFORE BE IT RESOLVED***, that the Board makes the following finds and takes the stated actions regarding the program as required by and in accordance with Government Code Section 66006(b):

- 1) The Board finds and determines that the foregoing recitals and determinations are correct.
- 2) Pursuant to Government Code Section 66001(d), the Board reviewed the Reports which are incorporated by this reference and contains the following proposed findings:
  - (A) Identification of the purposes to which the Reportable Fees are to be put;
  - (B) Demonstration of a reasonable relationship between the Reportable Fees and the purpose for which they are charged;
  - (C) Identification of all sources and amounts of funding anticipated to complete incomplete improvements of the District; and
  - (D) Designation of the approximate dates on which the funding referred to in paragraph (3) is expected to be deposited into the respective District account(s).
- 3) Pursuant to Government Code Sections 66006(b)(1) and (2), the Board reviewed the Reports which are incorporated by this reference and contains the following proposed findings:
  - (A) A brief description of the type of Reportable Fees in the Reportable Fees fund;
  - (B) The amount of the Reportable Fees;
  - (C) The beginning and ending balance of the Reportable Fees Account;
  - (D) The amount of Reportable Fees collected, and the interest earned;
  - (E) An identification of each improvement on which Reportable Fees were expended and the amount of the expenditures on each improvement, including the total percentage of the cost of the improvement that was funded with Reportable Fees;
  - (F) An identification of an approximate date by which the construction of the improvement will commence if the District determines that sufficient funds have been collected to complete financing on an incomplete improvement, as identified in Section 66001(a)(2), and the improvement remains incomplete;
  - (G) A description of each interfund transfer or loan made from the Reportable Fees fund, including the improvement on which the transferred or loaned Reportable Fees will be expended, and, in the case of an interfund loan, the date on which the loan will be repaid, and the rate of interest that the Reportable Fees fund will receive on the loan; and
  - (H) The amount of refunds made pursuant to Section 66001(e) and any allocations pursuant to Section 66001(f).
- 4) The findings required by Government Code Section 66001(d) are made at the same time as the findings as that information required by Government Code Section 66006(b).

- 5) The Board determines that the District is in compliance with Government Code Section 66000, et seq., regarding the receipt, deposit, investment, expenditure and refund of Reportable Fees received and expended relative to improvements for Fiscal Year 2020-21.
- 6) The Board determines that no refunds and allocations of Reportable Fees, as required by Government Code Sections 66001(e) and 66006(b)(1)(H), are deemed payable at this time for Fiscal Year 2020-21.

**PASSED AND ADOPTED** by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on the \_\_\_\_<sup>th</sup> of \_\_\_\_\_ 2021, by the following vote of said Board:

\_\_\_\_\_, 2021

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
President, Board of Directors

\_\_\_\_\_  
Secretary to the Board

# **CAMERON PARK COMMUNITY SERVICES DISTRICT**

## **ANNUAL REPORT AND FIVE-YEAR FINDINGS REPORT FOR PARK IMPACT FEE PROGRAM**

FY 2020-21

PREPARED FOR:

**BOARD OF DIRECTORS  
CAMERON PARK COMMUNITY SERVICES DISTRICT**

PREPARED BY:

  
**SCI Consulting Group**

4745 MANGLES BOULEVARD  
FAIRFIELD, CALIFORNIA 94534  
PHONE 707.430.4300  
[www.sci-cg.com](http://www.sci-cg.com)



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## CAMERON PARK COMMUNITY SERVICES DISTRICT

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### **BOARD OF DIRECTORS**

Eric Aiston, President  
Felicity Carlson, Vice President  
Sidney Bazett, Director  
Monique Scobey, Director  
Ellie Wooten, Director

### **GENERAL MANAGER**

Jill Ritzman

### **FINANCE/HUMAN RESOURCES OFFICER**

Christina Greek

### **PARKS AND FACILITIES SUPERINTENDENT**

Mike Grassle

### **IMPACT FEE CONSULTANT**

Blair Aas, SCI Consulting Group

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## EXECUTIVE SUMMARY

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### INTRODUCTION

The Mitigation Fee Act (Government Code Section 66000 et. seq., hereafter the "Act") requires local agencies to report certain financial information regarding their development impact fee programs every year and every fifth year. These reporting requirements are applicable to the park impact fee ("Reportable Fee") program of the Cameron Park Community Services District ("District") adopted by the County of El Dorado ("County") on behalf of the District.

This *Five-Year Findings Report* provides the findings required by Section 66001(d)(1) of the Act for the District's Park Impact Fee Fund for fiscal year ending June 30, 2021. The District's last Five-Year Findings Report for their park impact fee fund was provided for fiscal year ending June 30, 2016.

### BACKGROUND

Section 66006(b) the Act requires that the following information, entitled "*Annual Report*," be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

In addition to the Annual Report, local agencies are required, for the fifth fiscal year following the first receipt of any development impact fee proceeds, and every five years thereafter, to

comply with Section 66001(d)(1) of the Act by affirmatively demonstrating that the local agency still needs unexpended development impact fee revenue to achieve the purpose for which it was originally imposed and that the local agency has a plan on how to use the unexpended balance to achieve that purpose.

Specifically, local agencies must make the following findings, entitled "*Five-Year Findings Report*," with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

In addition to the requirements set forth above, Section 66001(e) of the Act of the states that when sufficient funds have been collected to complete financing on incomplete public improvements, and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then-current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon.

However, 66001(f) of the Act states that if the administrative costs of refunding unexpended revenues exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected and which serves the project on which the fee was originally imposed.

## ANNUAL REPORT (FISCAL YEAR 2020-21)

---

In accordance with Government Code Section 66006(b)(1) and (2), the Cameron Park Community Services District (the "District") provides the following information for fiscal year 2020-21 for District's Park Impact Fee Program.

### BRIEF DESCRIPTION OF THE REPORTABLE FEE

The purpose of the District's Park Impact Fee ("Reportable Fee") is to fund the cost of new and expanded parks and recreational facilities, open space area, and trails needed as a result of new development and to maintain the District's existing level of service for such facilities.

### REPORTABLE FEE AMOUNTS

The current Reportable Fees in effect at the end of fiscal year 2020-21 are shown below.

Land Use Category	Fee
Single Family Detached	\$4,894 / dwelling unit
Single Family Attached	\$3,690 / dwelling unit
Multi Family Unit	\$3,816 / dwelling unit
Mobile Home	\$2,467 / dwelling unit

### REPORTABLE FEE ACCOUNT BALANCES

The balance of the Reportable Fee account at the beginning of fiscal year 2020-21 was \$681,737.60. At the end of fiscal year 2020-21, the balance of the Reportable Fee fund was \$828,389.60.

### REPORTABLE FEES COLLECTED AND INTEREST EARNED

The amount of the fees collected during fiscal year 2020-21 was \$132,229.00. In addition, \$14,428.00 was earned in interest during the fiscal year. The total amount of fees and interest collected during fiscal year 2020-21 was \$146,657.00.

### USE OF REPORTABLE FEES

For fiscal year 2020-21, Reportable Fees were expended on no improvements.

### IDENTIFICATION OF INCOMPLETE IMPROVEMENTS

For fiscal year 2020-21, Reportable Fees were expended on no improvements.

**INTERFUND TRANSFERS AND LOANS**

There were no other interfund transfers or interfund loans from the Reportable Fee fund in fiscal year 2020-21.

**REFUNDS**

The District issued no refund of Reportable Fees in fiscal year 2020-21.

## FIVE-YEAR REPORT (AS OF JUNE 30, 2021)

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In accordance with Government Code Section 66001(d)(1), the Cameron Park Community Services District (the "District") affirmatively demonstrate that the District still needs unexpended fees to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose.

### UNEXPENDED REPORTABLE FEES

The District's Park impact fee ("Reportable Fee") fund balance as of June 30, 2021, was \$828,394.60.

### PURPOSE OF THE REPORTABLE FEE

The purpose of the Reportable Fee imposed and collected on new residential development within the District is to fund the construction of new park and recreational facilities, including community use facilities, to serve the new service population created by new residential development within the District. Specifically, the District's unexpended Reportable Fee fund balance will fund the following projects:

**FIGURE 1 – IMPROVEMENTS TO BE FUNDED WITH UNEXPENDED REPORTABLE FEES**

Improvement / Purchase	Estimated Cost
New Splash and Spray Park at Cameron Park Lake	\$1,093,030
<b>TOTAL</b>	<b>\$1,093,030</b>

Source: Cameron Park Community Services District

### RELATIONSHIP BETWEEN THE REPORTABLE FEE AND THE PURPOSE FOR WHICH IT IS CHARGED

There is reasonable relationship between the unexpended Reportable Fee balance and the purpose of the Reportable Fee, by reason of the fact that the additional service population generated by the development projects that paid the Reportable Fee created the need for new park and recreational facilities, including community use facilities, to maintain the District's level of service. The District intends to use the unexpended Reportable Fee fund balance to fund the installation of new (added) recreational facilities which will expand the District's recreational facilities to serve the District's growing service population.



**SOURCES OF FUNDING FOR INCOMPLETE IMPROVEMENTS FUNDED BY UNEXPENDED REPORTABLE FEES**

The estimated cost of the District's incomplete improvements funded by the unexpended Reportable Fee and the sources and amounts of funding anticipated to complete the financing of the incomplete improvements are shown in Figure 3 on the Page 7.

**APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING**

The approximate dates on which the funding anticipated to complete financing of the District's incomplete improvements is expected to be deposited into the Reportable Fees fund is shown in Figure 4 on page 7.

FIGURE 2 - ANTICIPATED FUNDING TO COMPLETE FINANCING OF INCOMPLETE IMPROVEMENTS

Incomplete Improvement	Unexpended Reportable Fees <sup>1</sup>	Future Quimby In-Lieu Fees <sup>2</sup>	Future Proposition 68 State Grant	Future Private Donations	Estimated Cost
New Splash and Spray Park at Cameron Park	\$828,395	\$42,000	\$128,000	\$94,635	\$1,093,030
<b>TOTAL</b>	<b>\$828,395</b>	<b>\$42,000</b>	<b>\$128,000</b>	<b>\$94,635</b>	<b>\$1,093,030</b>

Source: Cameron Park Community Services District

Notes:

<sup>1</sup> Reportable fees collected and unexpended as of June 30, 2021.

<sup>2</sup> Quimby in-lieu fees collected after June 30, 2021.

FIGURE 3 - APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING

Incomplete Improvement	Anticipated Deposit Date of Funding				Construction Completion / Purchase Date
	Unexpended Reportable Fees	Future Quimby In-Lieu Fees	Proposition 68 State Grant	Private Donations	
New Splash and Spray Park at Cameron Park Lake	Balance as of June 30, 2021	FY 2021-22	FY 2021-22	FY 2021-22; FY 2022-23	Spring 2023

Source: Cameron Park Community Services District

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# **CAMERON PARK COMMUNITY SERVICES DISTRICT**

## **ANNUAL REPORT AND FIVE-YEAR FINDINGS REPORT FOR FIRE IMPACT FEE PROGRAM**

FY 2020-21

PREPARED FOR:

**BOARD OF DIRECTORS  
CAMERON PARK COMMUNITY SERVICES DISTRICT**

PREPARED BY:

**SCI Consulting Group**

4745 MANGLES BOULEVARD  
FAIRFIELD, CALIFORNIA 94534  
PHONE 707.430.4300  
[www.sci-cg.com](http://www.sci-cg.com)

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## **CAMERON PARK COMMUNITY SERVICES DISTRICT**

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### **BOARD OF DIRECTORS**

Eric Aiston, President  
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Monique Scobey, Director  
Ellie Wooten, Director

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Jill Ritzman

### **FINANCE/HUMAN RESOURCES OFFICER**

Christina Greek

### **PARKS AND FACILITIES SUPERINTENDENT**

Mike Grassle

### **IMPACT FEE CONSULTANT**

Blair Aas, SCI Consulting Group

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## EXECUTIVE SUMMARY

---

### INTRODUCTION

The Mitigation Fee Act (Government Code Section 66000 et. seq., hereafter the "Act") requires local agencies to report certain financial information regarding their development impact fee programs every year and every fifth year. These reporting requirements are applicable to the fire impact fee ("Reportable Fee") program of the Cameron Park Community Services District ("District") adopted by the County of El Dorado ("County") on behalf of the District.

This *Five-Year Findings Report* provides the findings required by Section 66001(d)(1) of the Act for the District's Fire Impact Fee Fund for fiscal year ending June 30, 2021. The District's last Five-Year Findings Report for their fire impact fee fund was provided for fiscal year ending June 30, 2016.

### BACKGROUND

Section 66006(b) the Act requires that the following information, entitled "*Annual Report*," be made available to the public within 180 days after the last day of each fiscal year:

- a brief description of the type of fee in the account;
- the amount of the fee;
- the beginning and ending balance of the account;
- the fees collected that year and the interest earned;
- an identification of each public improvement for which the fees were expended and the amount of the expenditures for each improvement;
- an identification of an approximate date by which development of the improvement will commence if the local agency determines that sufficient funds have been collected to complete financing of an incomplete public improvement;
- a description of each inter-fund transfer or loan made from the account or fund, including the public improvement on which the transferred or loaned fees will be expended, the date on which any loan will be repaid, and the rate of interest to be returned to the account; and
- the amount of money refunded under section Govt. Code § 66001.

In addition to the Annual Report, local agencies are required, for the fifth fiscal year following the first receipt of any development impact fee proceeds, and every five years thereafter, to



comply with Section 66001(d)(1) of the Act by affirmatively demonstrating that the local agency still needs unexpended development impact fee revenue to achieve the purpose for which it was originally imposed and that the local agency has a plan on how to use the unexpended balance to achieve that purpose.

Specifically, local agencies must make the following findings, entitled "*Five-Year Findings Report*," with respect to that portion of the account or fund remaining unexpended, whether committed or uncommitted:

- Identify the purpose to which the fee is to be put;
- Demonstrate a reasonable relationship between the fee and the purpose for which it is charged;
- Identify all sources and amounts of funding anticipated to complete financing in incomplete improvements; and
- Designate the approximate dates on which the funding is expected to be deposited into the appropriate account or fund.

In addition to the requirements set forth above, Section 66001(e) of the Act of the states that when sufficient funds have been collected to complete financing on incomplete public improvements, and the public improvements remain incomplete, the local agency shall identify, within 180 days of the determination that sufficient funds have been collected, an approximate date by which the construction of the public improvement will be commenced, or shall refund to the then-current record owner or owners of the lots or units, as identified on the last equalized assessment roll, of the development project or projects on a prorated basis, the unexpended portion of the fee, and any interest accrued thereon.

However, 66001(f) of the Act states that if the administrative costs of refunding unexpended revenues exceed the amount to be refunded, the local agency, after a public hearing, notice of which has been published and posted in three prominent places within the area of the development project, may determine that the revenues shall be allocated for some other purpose for which fees are collected and which serves the project on which the fee was originally imposed.

## ANNUAL REPORT (FISCAL YEAR 2020-21)

---

In accordance with Government Code Section 66006(b)(1) and (2), the Cameron Park Community Services District (the "District") provides the following information for fiscal year 2020-21 for District's Fire Impact Fee Program.

### BRIEF DESCRIPTION OF THE REPORTABLE FEE

The District's fire impact fee ("Reportable Fee") will help maintain existing levels of service for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fee will fund the construction of new or expanded fire facilities, apparatus and equipment necessary to accommodate residential and nonresidential development in the District.

### REPORTABLE FEE AMOUNTS

The current Reportable Fees in effect at the end of fiscal year 2020-21 are shown below.

Land Use Category	Fee
Residential Single Family	\$0.54/sq. ft.
Residential Multi Family	\$0.91/sq. ft.
Residential Mobile Home	\$0.80/sq. ft.
Retail/Commercial	\$0.78/sq. ft.
Office	\$0.96/sq. ft.
Industrial	\$0.72/sq. ft.
Agriculture	\$0.33/sq. ft.
Warehouse/Distribution	\$0.52/sq. ft.

### REPORTABLE FEE ACCOUNT BALANCES

The balance of the Reportable Fee account at the beginning of fiscal year 2020-21 was \$1,377,894.00. At the end of fiscal year 2020-21, the balance of the Reportable Fee fund was \$993,3331.29.

### REPORTABLE FEES COLLECTED AND INTEREST EARNED

The amount of the fees collected during fiscal year 2020-21 was \$40,240.94. In addition, \$25,196.35 was earned in interest during the fiscal year. The total amount of fees and interest collected during fiscal year 2020-21 was \$65,437.29.

**USE OF REPORTABLE FEES**

For fiscal year 2020-21, Reportable Fees were expended on a new fire and rescue training tower. This improvement is detailed in Figure 1 below.

**FIGURE 1 – USE OF REPORTABLE FEES**

<u>Improvement Project</u>	<u>Total Expenditure</u>	<u>% Funded with Reportable Fee</u>
New Fire and Rescue Training Tower	\$450,000	78.0%

**IDENTIFICATION OF INCOMPLETE IMPROVEMENTS**

The District expended \$450,000 on the construction of a new fire and rescue training tower in fiscal year 2020-21. The estimated cost of the project is \$577,725. The District anticipates construction would be completed by Fall 2021.

**INTERFUND TRANSFERS AND LOANS**

There were no other interfund transfers or interfund loans from the Reportable Fee fund in fiscal year 2020-21.

**REFUNDS**

The District issued no refund of Reportable Fees in fiscal year 2020-21.

## FIVE-YEAR REPORT (AS OF FY 2020-21)

---

In accordance with Government Code Section 66001(d)(1), the Cameron Park Community Services District (the "District") affirmatively demonstrate that the District still needs unexpended fees to achieve the purpose for which it was originally imposed and that the District has a plan on how to use the unexpended balance to achieve that purpose.

### UNEXPENDED REPORTABLE FEES

The District's Fire Impact Fee ("Reportable Fee") fund balance as of June 30, 2021, was \$993,331.29.

### PURPOSE OF THE REPORTABLE FEE

The purpose of the Reportable Fee imposed and collected on new development within the District is to help maintain its existing level of service for fire protection in the District. New development in the District will increase the demand for fire protection services. The Reportable Fees will be used to expand the District's fire facilities, apparatus, vehicles, and equipment to meet the additional demand generated by the new residents and employees and new structural area created by new development projects.

Specifically, the District intends to put the unexpended Reportable fees towards the following improvements.

**FIGURE 2 – IMPROVEMENTS TO BE FUNDED WITH UNEXPENDED REPORTABLE FEES**

Improvement / Purchase	Estimated Cost
Station 88 Expansion and New Annex Building	\$800,000
New Fire and Rescue Training Tower	\$577,525
New (Added) Rescue Equipment	\$100,000
<b>TOTAL</b>	<b>\$1,477,525</b>

Source: Cameron Park Community Services District

**RELATIONSHIP BETWEEN THE REPORTABLE FEE AND THE PURPOSE FOR WHICH IT IS CHARGED**

There is a roughly proportional, reasonable relationship between the new residential and nonresidential development upon which the Reportable Fees are charged and the need for additional fire facilities, apparatus, vehicles, and equipment by reason of the fact that development of residential and nonresidential land uses in the District will generate additional demand for fire services and fire protection improvements. The fire impact fees will be used to fund these improvements, which are necessary to serve new development in the District. Each residential and nonresidential development project will add to the incremental need for additional fire protection capacity, and each new project will benefit from the new fire protection capacity. For the new development to occur in the District, fire protection facilities and equipment must be added in order to maintain the District's existing level of fire protection service.

**SOURCES OF FUNDING FOR INCOMPLETE IMPROVEMENTS FUNDED BY UNEXPENDED REPORTABLE FEES**

The estimated cost of the District's incomplete improvements and the sources and amounts of funding anticipated to complete the financing of the incomplete improvements is shown in Figure 3 on the following page.

**APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING**

The approximate dates on which the funding anticipated to complete financing of the District's incomplete improvements is expected to be deposited into the Reportable Fees fund is shown in Figure 4 on page 8.

**FIGURE 3 - ANTICIPATED FUNDING TO COMPLETE FINANCING OF INCOMPLETE IMPROVEMENTS**

Incomplete Improvement	Anticipated Funding Amount				Estimated Cost
	Expended Prior to June 30, 2021 <sup>1</sup>	Unexpended Reportable Fees <sup>2</sup>	Future Reportable Fees <sup>3</sup>	General Fund Contribution <sup>4</sup>	
Station 88 Expansion and New Annex Building		\$800,000			\$800,000
New Fire and Rescue Training Tower	\$450,000	\$127,525			\$577,525
New (Added) Rescue Equipment		\$65,806	\$34,194		\$100,000
<b>TOTAL</b>	<b>\$450,000</b>	<b>\$993,331</b>	<b>\$34,194</b>	<b>\$0</b>	<b>\$1,477,525</b>

Source: Cameron Park Community Services District

Notes:

<sup>1</sup> Reportable fees from the prior fee program expended prior to June 30, 2021.

<sup>2</sup> Reportable fees collected and unexpended as of June 30, 2021.

<sup>3</sup> Projected reportable fees to be collected after June 30, 2021.

<sup>4</sup> Anticipated funding from the District General Fund Budget that is funded generally through property taxes.

FIGURE 4 - APPROXIMATE DATES OF DEPOSIT OF ANTICIPATED FUNDING

	Anticipated Deposit Date of Funding				Construction Completion / Purchase Date
	Reportable Fees Expended in FY 2020-21	Unexpended Reportable Fees	Future Reportable Fees	General Fund Contribution	
Incomplete Improvement					
Station 88 Expansion and New Annex Building		Balance as of June 30, 2021			2023
New Fire and Rescue Training Tower	FY 2020-21	Balance as of June 30, 2021			Fall 2021
New (Added) Rescue Equipment		Balance as of June 30, 2021	FY 2021-22		FY 2021-22

Source: Cameron Park Community Services District

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**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
	Payroll GL PP16 08/06/21	52,457.24	8/6/2021	Payroll GL 08/06/21
	Payroll GL PP16 08/06/21 (30 hrs \$617.10 CA Covid)	1,316.48	8/6/2021	
		<hr/>		
		53,773.72	8/6/2021	Total Payroll GL 08/06/21
	Payroll GL PP17 08/20/21	40,936.19	8/20/2021	Payroll GL
	Payroll GL PP17 08/20/21 -decr by FUTA of \$69.86 Pychx error	313.52	8/20/2021	
		<hr/>		
		41,249.71	8/20/2021	Total Payroll GL
Abila	Accounting Software - September 2021	795.30	8/12/2021	34244
		<hr/>		
		795.30	8/12/2021	Total 34244
Acer Landscape Materials, Inc	Rasm gravel 07/23/21	26.81	8/12/2021	34245
		<hr/>		
		26.81	8/12/2021	Total 34245
Airespring Inc.	Internet Broadbands Com Cntr/Lake August 2021	567.19	8/12/2021	34246
		<hr/>		
		567.19	8/12/2021	Total 34246
Airgas National Carbonation	CO2 fill, Pool 07/26/21	361.85	8/12/2021	34247
Airgas National Carbonation	CO2 fill, Pool 08/02/21	176.66	8/12/2021	
		<hr/>		
		538.51	8/12/2021	Total 34247
Airgas National Carbonation	CO2 fill, pool 08/11/21	299.66	8/26/2021	34327
Airgas National Carbonation	CO2 fill, pool 08/17/21	109.00	8/26/2021	
		<hr/>		
		408.66	8/26/2021	Total 34327
Airgas National Carbonation	Pool, CO2 Tank rental 07/31/21	82.25	8/12/2021	34247
		<hr/>		
		82.25	8/12/2021	Total 34247

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Alhambra	Water delv/Cooler rental 07/12 & 07/26 -extra/ pkg lot close	151.83	8/12/2021	34249
		151.83	8/12/2021	Total 34249
Angius & Terry LLP	CC&R legal 07/08-07/30/21	985.00	8/26/2021	34328
		985.00	8/26/2021	Total 34328
ARC Alternatives	Solar Consulting Srvcs - July 2021	5,727.50	8/12/2021	34250
		5,727.50	8/12/2021	Total 34250
AT&T Calnet 3	FD89 Fax 7/10-8/9/21 JPA/Fire splits BAN 9391035819	23.21	8/19/2021	34302
		23.21	8/19/2021	Total 34302
C & H Motor Parts, Inc	FD Vehicle Maint/Parts 07/26/21	909.54	8/19/2021	34304
		909.54	8/19/2021	Total 34304
California Public Employee's Retirement System	CalPERS Health Pymt August 2021	20,954.33	8/6/2021	1001900554
		20,954.33	8/6/2021	Total 1001900554
California Public Employee's Retirement System	PP16 08/06/21 CalPERS Retirement - Classic	530.29	8/6/2021	1001911768
		530.29	8/6/2021	Total 1001911768
California Public Employee's Retirement System	PP16 08/06/21 CalPERS Retirement - Pepra	3,781.65	8/6/2021	1001911771
		3,781.65	8/6/2021	Total 1001911771
California Public Employee's Retirement System	PP17 08-20-21 CalPERS Retirement - Classic	530.29	8/20/2021	1001922501
		530.29	8/20/2021	Total 1001922501

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
California Public Employee's Retirement System	PP17 08/20/21 CalPERS Retirement - Pepra	3,609.80	8/20/2021	1001922503
		3,609.80	8/20/2021	Total 1001922503
CalPERS 457 Plan	PP16 08/06/21 CalPERS 457 Plan	200.00	8/6/2021	1001911757
		200.00	8/6/2021	Total 1001911757
CalPERS 457 Plan	PP17 08-20-21 CalPERS 457 Plan	200.00	8/20/2021	1001922499
		200.00	8/20/2021	Total 1001922499
Capital Live Scan	Pre-emp fp/bg check July 2021 (Admin)	21.00	8/19/2021	34305
		21.00	8/19/2021	Total 34305
Capital Private Patrol	Parks, Patrol Srvcs for July 2021	1,067.72	8/12/2021	34252
		1,067.72	8/12/2021	Total 34252
CardConnect	Card reader rentals CC & Kiosk July 2021	75.00	8/12/2021	34253
		75.00	8/12/2021	Total 34253
Christina Greek	Cell Allowance - August 2021	100.00	8/12/2021	34283
		100.00	8/12/2021	Total 34283
Christopher Dalbeck	Music vendor for 8/13/21 Rec event	100.00	8/12/2021	34257
		100.00	8/12/2021	Total 34257
Christy C. Hunt	Ice Cream Truck/Summer Camp 08/04/21	132.00	8/12/2021	34285
		132.00	8/12/2021	Total 34285
Churchill's Hardware, Inc.	Parks/LLad's Hardware, misc July 2021	449.98	8/12/2021	34255
		449.98	8/12/2021	Total 34255

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Cintas Corporation #622	CC Janitorial Supplies 08/04/21	226.28	8/12/2021	34256
Cintas Corporation #622	CC Janitorial Supplies 08/11/21	331.71	8/12/2021	
		557.99	8/12/2021	Total 34256
Cintas Corporation #622	CC Janitorial Supplies 08/18/21	316.25	8/26/2021	34329
Cintas Corporation #622	CC Janitorial Supplies 08/25/21	284.56	8/26/2021	
		600.81	8/26/2021	Total 34329
Conforti Plumbing, Inc	Rasmussen RR Drain odor, water added 08/16/21	120.00	8/26/2021	34330
		120.00	8/26/2021	Total 34330
De Lage Landen Financial Services, Inc.	CC Copier lease pymt 07/15-08/14/21 #988441	235.95	8/12/2021	34259
		235.95	8/12/2021	Total 34259
De Lage Landen Financial Services, Inc.	FD88 Copier lease 07/15-08/14/21	87.97	8/12/2021	34258
		87.97	8/12/2021	Total 34258
Delta Dental of California	Dental - September 2021	1,288.76	8/19/2021	34306
		1,288.76	8/19/2021	Total 34306
Department of Industrial Relations	OSHA Penalty Pymt #26 Due 08/20/21	485.00	8/12/2021	34261
		485.00	8/12/2021	Total 34261
Department of Justice	Pre-Emp BG checks July 2021	367.00	8/26/2021	34331
		367.00	8/26/2021	Total 34331
Eide Bailly LLP	CPA Srvcs, Mtgs, GO Bond review, etc. 07/06-07/19/21	715.00	8/12/2021	34275

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		715.00	8/12/2021	Total 34275
El Dorado County Air Quality Mgmt Dist.	Pool Heater Permit Fee #06-1748 FY 21/22 FA0006535	412.00	8/12/2021	34262
		412.00	8/12/2021	Total 34262
El Dorado Irrigation District	Bar J 15A WTR/LNDSCP 5/22-7/26 (FY % splits done)	521.06	8/12/2021	34268
		521.06	8/12/2021	Total 34268
El Dorado Irrigation District	Bar J B WTR 5/22-7/22 (FY % splits done)	426.77	8/12/2021	34269
		426.77	8/12/2021	Total 34269
El Dorado Irrigation District	CC Bldg WTR/SWR 5/22-7/29 (FY % splits done)	1,797.62	8/12/2021	34273
		1,797.62	8/12/2021	Total 34273
El Dorado Irrigation District	CC Pool/Gnds RW/WTR/SWR 5/22-7/29 (FY % splits done)	693.34	8/12/2021	34274
		693.34	8/12/2021	Total 34274
El Dorado Irrigation District	Chardi WTR/LNDSCP 5/22-7/21 (FY % splits done)	278.88	8/12/2021	34272
		278.88	8/12/2021	Total 34272
El Dorado Irrigation District	Christa RR's WTR/SWR 5/22-7/29 (FY % splits done)	279.87	8/12/2021	34263
		279.87	8/12/2021	Total 34263
El Dorado Irrigation District	Christa WTR 5/22-7/22 (FY % splits done)	1,944.70	8/12/2021	34267
		1,944.70	8/12/2021	Total 34267
El Dorado Irrigation District	CP Lake WTR/SWR 5/22-7/29 (FY % splits done)	2,791.47	8/12/2021	34271
		2,791.47	8/12/2021	Total 34271
El Dorado Irrigation District	D. West WTR 5/22-7/27 (FY % splits done)	2,345.20	8/12/2021	34270

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		2,345.20	8/12/2021	Total 34270
El Dorado Irrigation District	Dog Park WTR 5/21-7/21 (FY % splits done)	468.81	8/12/2021	34265
		468.81	8/12/2021	Total 34265
El Dorado Irrigation District	FD88 WTR/SWR 5/21-7/29 (FY % splits done)	496.62	8/12/2021	34264
		496.62	8/12/2021	Total 34264
El Dorado Irrigation District	FD89 Wtr/Swr 5/25-7/29/21 (FY Splits done)	4,014.41	8/19/2021	34307
		4,014.41	8/19/2021	Total 34307
El Dorado Irrigation District	Rasmussen WTR/SWR 5/22-7/29 (FY % splits done)	227.60	8/12/2021	34266
		227.60	8/12/2021	Total 34266
El Dorado Press	FD89 BC Agustin business cards 08/06/21	74.00	8/12/2021	34276
		74.00	8/12/2021	Total 34276
El Dorado Weed Control	Chem weed control near lake bridge 05/26/21 (FY 20/21)	224.50	8/12/2021	34277
		224.50	8/12/2021	Total 34277
Epperson Law Group, PC	Legal srvc, mtgs, emails, calls, etc. July 2021	1,324.00	8/12/2021	34278
		1,324.00	8/12/2021	Total 34278
Eric William Blodgett Aiston	Dir Comp Mtgs 06/01,16,23 (FY 20/21)	300.00	8/12/2021	34248
Eric William Blodgett Aiston	Dir Comp Mtgs 07/13, 21 & GM Rec 07/22,27,28	500.00	8/12/2021	
		800.00	8/12/2021	Total 34248
Ewing Irrigation Products, Inc.	Bar JA irrig supplies 07/27/21	10.97	8/12/2021	34279
Ewing Irrigation Products, Inc.	Eastwood Irrigation supplies 08/09/21	483.56	8/12/2021	
		494.53	8/12/2021	Total 34279

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Ewing Irrigation Products, Inc.	Parks irrig supplies, battery, etc. 08/11/21	1,093.28	8/19/2021	34308
		<hr/> 1,093.28	8/19/2021	Total 34308
Ewing Irrigation Products, Inc.	Parks, coupling 07/22/21	62.10	8/12/2021	34279
Ewing Irrigation Products, Inc.	Parks, irrig supplies 08/03/21	205.37	8/12/2021	
		<hr/> 267.47	8/12/2021	Total 34279
Executech	FD89 Chief Agustin new laptop & Pro Support 07/30/21	1,677.22	8/12/2021	34280
		<hr/> 1,677.22	8/12/2021	Total 34280
Executech	MSA, IT Srvcs, August 2021	2,947.06	8/26/2021	34332
		<hr/> 2,947.06	8/26/2021	Total 34332
Felicity Wood Carlson	Dir Comp 07/19,21 & GM Rec 07/08,22,27,28	600.00	8/12/2021	34254
		<hr/> 600.00	8/12/2021	Total 34254
Gold Country Hardware	Christa, pvc fitting 07/15/21	3.41	8/12/2021	34281
		<hr/> 3.41	8/12/2021	Total 34281
Heartwood Professional Tree Management Inc.	CP Lake, dead tree removals 08/19/21	4,100.00	8/26/2021	34333
		<hr/> 4,100.00	8/26/2021	Total 34333
Hillyard, Inc.	CC/Pool Restroom Supplies 07/22/21	398.97	8/12/2021	34284
		<hr/> 398.97	8/12/2021	Total 34284
Hunt & Sons	Fuel fill 08/06/21	1,701.81	8/19/2021	34309
		<hr/> 1,701.81	8/19/2021	Total 34309
Jill Ritzman	Cell Allowance - August 2021	100.00	8/12/2021	34291
		<hr/> 100.00	8/12/2021	Total 34291

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Jill Ritzman	EP mailers - stamps reimbursement 8/16/21	100.65	8/19/2021	34320
		<hr/>		
		100.65	8/19/2021	Total 34320
Jill Ritzman	Rotary lunch - Reimb	80.00	8/26/2021	34337
		<hr/>		
		80.00	8/26/2021	Total 34337
Jonathan Sherwood	Fire Intern shifts/FM Inspections 07/13,20,27	480.00	8/12/2021	34293
		<hr/>		
		480.00	8/12/2021	Total 34293
Joshua C. Marks	Janitorial Srvcs Parks -July 2021	1,250.00	8/19/2021	34313
		<hr/>		
		1,250.00	8/19/2021	Total 34313
JS West Propane Gas	Propane fill, Pool 08/05/21 (new GL FY 21/22)	1,348.88	8/19/2021	34310
		<hr/>		
		1,348.88	8/19/2021	Total 34310
Kathryn Stewart	Summer Camp refund (x2) Covid exposure prior August 2021	398.00	8/12/2021	34294
		<hr/>		
		398.00	8/12/2021	Total 34294
Kayla Thayer	Camp/Aquatics party beverages - reimb 08/05/21	17.59	8/12/2021	34296
Kayla Thayer	Cell Allowance - August 2021 (1st)	50.00	8/12/2021	
		<hr/>		
		67.59	8/12/2021	Total 34296
Kimberly Vickers	Cell Allowance - August 2021	100.00	8/12/2021	34299
		<hr/>		
		100.00	8/12/2021	Total 34299
L.N. Curtis & Sons	FD Structure PPE 08/06/21	13,500.90	8/19/2021	34311
		<hr/>		
		13,500.90	8/19/2021	Total 34311
Lincoln Aquatics	Chlorine fill bulk, Pool 08/05/21	1,000.43	8/12/2021	34287
		<hr/>		
		1,000.43	8/12/2021	Total 34287



**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Lincoln Aquatics	Muriatic acid, pool 07/14/21	441.86	8/19/2021	34312
		441.86	8/19/2021	Total 34312
Michael Grassle	Cell Allowance - August 2021	100.00	8/12/2021	34282
		100.00	8/12/2021	Total 34282
Michelle Schanel	Family pass 50% refund cust unhappy w/ Rec swim times Aug 21	121.00	8/19/2021	34322
		121.00	8/19/2021	Total 34322
Mountain Democrat	Public hearing notice - FB FY 21/22 8/13/21	38.75	8/19/2021	34314
		38.75	8/19/2021	Total 34314
Municipal Resource Group LLC	GM Recruitment mtgs, travel, etc. July 2021	5,115.14	8/19/2021	34315
		5,115.14	8/19/2021	Total 34315
Nicole Deatherage	Rec Trac swim lesson pricing error - refund Aug 2021	66.00	8/12/2021	34260
		66.00	8/12/2021	Total 34260
Pathian Administrators	Vision Benefits - September 2021	145.32	8/12/2021	34288
		145.32	8/12/2021	Total 34288
Paychex	Paychex Flex/Mobile fees for July 2021	312.00	8/20/2021	1572245
		312.00	8/20/2021	Total 1572245
Paychex	Paychex Payroll Fees for 08/06/21 PP16	333.50	8/6/2021	2021080201
		333.50	8/6/2021	Total 2021080201
Paychex	Paychex Payroll Fees for 08/20/21 PP17	313.70	8/20/2021	2021081601
		313.70	8/20/2021	Total 2021081601

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
PG&E	CC Elec. 07/21-08/19/21	8,115.07	8/26/2021	34336
		8,115.07	8/26/2021	Total 34336
PG&E	CP Lake Elec. 6/25-7/26 (FY Splits done)	1,748.69	8/19/2021	34316
		1,748.69	8/19/2021	Total 34316
PG&E	Elec LLAD's/Parks 6/25-7/26 (22% FY 20/21, 78% FY 21/22)	11,538.34	8/12/2021	34289
		11,538.34	8/12/2021	Total 34289
PG&E	FD's elec 6/25-7/26 (FY splits done) & 89 JPA/FIRE splits	3,298.13	8/19/2021	34317
		3,298.13	8/19/2021	Total 34317
PG&E	Parks - Elec. 11 lamps 07/17-08/17/21	162.71	8/26/2021	34335
		162.71	8/26/2021	Total 34335
PG&E	Parks - Elec. 8 lamps 07/17-08/17/21	118.33	8/26/2021	34334
		118.33	8/26/2021	Total 34334
Public Employee's Union Local 1	Union Dues for Payroll 08/06/21 PP16	106.79	8/12/2021	34290
		106.79	8/12/2021	Total 34290
Public Employee's Union Local 1	Union Dues for Payroll 08/20/21	106.74	8/19/2021	34318
		106.74	8/19/2021	Total 34318
Riebes Auto Parts	FD Vehicle Blue Def 08/08	803.84	8/19/2021	34319
		803.84	8/19/2021	Total 34319
Riverview International Trucks, Inc.	E89 Maint/Parts 08/10/21	4,520.26	8/19/2021	34321
Riverview International Trucks, Inc.	E89 parts 08/09/21	270.99	8/19/2021	

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		4,791.25	8/19/2021	Total 34321
Safelite Auto Glass	FD 2019 F250 Windshield replaced 07/21/21	476.57	8/26/2021	34338
		476.57	8/26/2021	Total 34338
Scott's PPE Recon, Inc.	FD PPE gear repairs/revisions 08/04/21	408.68	8/12/2021	34292
		408.68	8/12/2021	Total 34292
SDRMA	Workers Comp FY20/21 Reconciled Invoice addtl contrib	1,098.44	8/26/2021	34339
		1,098.44	8/26/2021	Total 34339
Sidney Arthur Bazett	Dir Comp Mtgs 07/19, 21	200.00	8/12/2021	34251
		200.00	8/12/2021	Total 34251
Sierra Ecosystem Associates	CEQA - D. West Improvements (FY 20/21 & 21/22 splits)	3,644.02	8/19/2021	34323
Sierra Ecosystem Associates	CEQA - Rasm Park Repair & Minor Imp -FY 20/21 & 21/22 splits	633.75	8/19/2021	
		4,277.77	8/19/2021	Total 34323
Sierra Office Systems and Products	FD89 Office supplies 08/10/21	27.86	8/19/2021	34324
		27.86	8/19/2021	Total 34324
Straightline Construction	ARC roof app, outside of CP - refund Aug 2021	150.00	8/19/2021	34325
		150.00	8/19/2021	Total 34325
Streamline	Streamline Web/Engage Mthly 08/01-09/01/21	370.00	8/12/2021	34295
		370.00	8/12/2021	Total 34295

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 8/1/2021 Through 8/31/2021

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Todd Bolger	Enc Permit - refund (reissued check, prior damaged , Aug 21)	500.00	8/19/2021	34303
		500.00	8/19/2021	Total 34303
TPX Communications	Com Center Phones/Internet August 2021	1,019.63	8/12/2021	34297
		1,019.63	8/12/2021	Total 34297
Umpqua Bank	Maintenance Fee for July 2021 (new splits for FY 21/22)	43.74	8/20/2021	Bank Maint Fee
		43.74	8/20/2021	Total Bank Maint Fee
Umpqua Bank	Merch Fees Vantiv/Umpqua July 2021 -new splits for FY 21/22	1,632.98	8/10/2021	Merch Fees
		1,632.98	8/10/2021	Total Merch Fees
Umpqua Bank	Umpqua Visa Cards - July 2021	5,598.37	8/19/2021	34326
		5,598.37	8/19/2021	Total 34326
United States Treasury	941 Adj. Q4 12/31/20 Covid/Fed tax credit removal (FY 20/21)	339.44	8/12/2021	34286
		339.44	8/12/2021	Total 34286
Van's Paving & Grading, Inc.	FD89 Tower Const. Foundation work July/Aug 2021	45,500.61	8/12/2021	34298
		45,500.61	8/12/2021	Total 34298
Verizon Wireless	Parks - Wireless Ipdas, hotspots, etc. 07/11-08/10/21	180.96	8/26/2021	34341
		180.96	8/26/2021	Total 34341
Verizon Wireless	Wireless Phones CC, Rec, Parks, CCR 07/11-08/10/21	575.01	8/26/2021	34340
		575.01	8/26/2021	Total 34340

Cameron Park Community Services District

Check/Voucher Register - Check Register

From 8/1/2021 Through 8/31/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Wayne's Locksmith	Rekey/keys for snack shack 08/11/21	16.50	8/12/2021	34300
		<u>16.50</u>	8/12/2021	Total 34300
Wex Bank	FD OOA Fuel July 2021	123.41	8/12/2021	34301
		<u>123.41</u>	8/12/2021	Total 34301
Report Total		<u>292,597.95</u>		

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
	Payroll GL PP18 09-03-21	33,635.86	9/3/2021	Payroll GL 09-03-21
		33,635.86	9/3/2021	Total Payroll GL 09-03-21
	Payroll GL PP19 09-17-21	34,372.30	9/17/2021	Payroll GL 09-17-21
		34,372.30	9/17/2021	Total Payroll GL 09-17-21
Abila	Accounting Software - October 2021	795.30	9/16/2021	34406
		795.30	9/16/2021	Total 34406
Acer Landscape Materials, Inc	CC Bark during Solar 08/18/21	506.90	9/9/2021	34385
		506.90	9/9/2021	Total 34385
ADM Screening	Pre emp testing Admin/Parks 08/23 & 09/10/21	90.00	9/16/2021	34407
		90.00	9/16/2021	Total 34407
Airespring Inc.	Internet Broadbands Com Cntr/Lake September 2021	567.19	9/2/2021	34342
		567.19	9/2/2021	Total 34342
Airgas National Carbonation	CO2 delv, pool 08/31/21	342.73	9/9/2021	34386
		342.73	9/9/2021	Total 34386
Airgas National Carbonation	CO2 fill, pool 09/14/21	401.05	9/23/2021	34441
		401.05	9/23/2021	Total 34441
Airgas National Carbonation	CO2 tank rental pool 08/31/21	82.25	9/9/2021	34386
		82.25	9/9/2021	Total 34386
Alhambra	water cooler rental 08/25/21	12.05	9/9/2021	34387
		12.05	9/9/2021	Total 34387
Alhambra	Water Delv & Cooler rental 9/9/21	40.98	9/30/2021	34467
		40.98	9/30/2021	Total 34467

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Alia Martin	Wedding cancelled/Covid (refund from HH credit) FY 20/21	720.00	9/23/2021	34459
		720.00	9/23/2021	Total 34459
ARC Alternatives	Solar Consulting Srvcs - August 2021	7,731.10	9/16/2021	34408
		7,731.10	9/16/2021	Total 34408
Arend Tosti	FD88 EMT Recert - A. Tosti	155.75	9/16/2021	34434
		155.75	9/16/2021	Total 34434
Arnolds for Awards, Inc.	Agustin tags / FD89 08/17/21	11.26	9/2/2021	34343
		11.26	9/2/2021	Total 34343
Arnolds for Awards, Inc.	FD89 Signature Stamps 09/03/21	61.21	9/16/2021	34409
		61.21	9/16/2021	Total 34409
AT&T Calnet 3	CSD Phone lines 07/24-08/23/21 BAN 9391035823	375.66	9/2/2021	34344
		375.66	9/2/2021	Total 34344
AT&T Calnet 3	CSD Phone lines 08/24-09/23/21 Ban# 9391035823	376.26	9/30/2021	34468
		376.26	9/30/2021	Total 34468
AT&T Calnet 3	FD phone lines 07/24-08/23/21 JPA/Fire splits	158.52	9/9/2021	34388
		158.52	9/9/2021	Total 34388
AT&T Calnet 3	FD89 Fax line 08/10-09/09/21 Fire/JPA splits Ban# 9391035819	23.42	9/23/2021	34442
		23.42	9/23/2021	Total 34442

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 9/1/2021 Through 9/30/2021

Vendor Name	Description	Check Amount	Check Date	Check #
AT&T Calnet 3	FD89 phones 08/24-09/23/21 Fire/JPA splits Ban#9391035822	158.48	9/30/2021	34469
		158.48	9/30/2021	Total 34469
Bauer Compressors, Inc.	FD89 Annual air comp maint. 09/27/21	1,153.82	9/30/2021	34470
		1,153.82	9/30/2021	Total 34470
Brittany Hieb	EW Park Bush trimming/removal 08/26/21	3,000.00	9/2/2021	34360
		3,000.00	9/2/2021	Total 34360
Brooke Brown	Gazebo rental - refund due to air quality/smoke 8/28/21	120.00	9/2/2021	34345
		120.00	9/2/2021	Total 34345
California Public Employee's Retirement System	CalPERS GASB 68 Reporting Fee	1,050.00	9/3/2021	1001922505
		1,050.00	9/3/2021	Total 1001922505
California Public Employee's Retirement System	CalPERS Health Pymt September 2021	20,386.25	9/8/2021	1001923279
		20,386.25	9/8/2021	Total 1001923279
California Public Employee's Retirement System	PP18 09-03-21 CalPERS Retirement - Classic	530.29	9/3/2021	1001932531
		530.29	9/3/2021	Total 1001932531
California Public Employee's Retirement System	PP18 09-03-21 CalPERS Retirement - Pepra	3,586.63	9/3/2021	1001932534
		3,586.63	9/3/2021	Total 1001932534
California Public Employee's Retirement System	PP19 09-17-21 CalPERS Retirement - Pepra	3,687.09	9/17/2021	1001942976



**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		3,687.09	9/17/2021	Total 1001942976
California Public Employee's Retirement System	PP19 09/17/21 CalPERS Retirement - Classic	530.29	9/17/2021	1001942974
		530.29	9/17/2021	Total 1001942974
Callander Associates Landscape Architecture	CP Lake Splash Pad Design - July 2021	21,740.92	9/2/2021	34346
		21,740.92	9/2/2021	Total 34346
Callander Associates Landscape Architecture	CP Splash Pad Design - August 2021	1,170.19	9/23/2021	34444
		1,170.19	9/23/2021	Total 34444
CalPERS 457 Plan	PP18 09-03-21 CalPERS 457 Plan	200.00	9/3/2021	1001932529
		200.00	9/3/2021	Total 1001932529
CalPERS 457 Plan	PP19 09-17-21 CalPERS 457 Plan	200.00	9/17/2021	1001942958
		200.00	9/17/2021	Total 1001942958
Cameron Park Community Foundation	Reimb / Staff Appreciation cards (Evac Cntr) 09/05/21	659.60	9/9/2021	34389
		659.60	9/9/2021	Total 34389
Camino Power Tool	FD89 Chainsaw repair 07/15/21	254.71	9/2/2021	34347
		254.71	9/2/2021	Total 34347
Capital Live Scan	Pre-emp fp/bg check admin BC 08/31/21	21.00	9/30/2021	34471
		21.00	9/30/2021	Total 34471

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Capital Private Patrol	Parks - Patrol Srvcs - August 2021	1,065.90	9/16/2021	34411
		1,065.90	9/16/2021	Total 34411
Carbon Copy, Inc.	CC Copier Count - August 2021	42.30	9/2/2021	34348
		42.30	9/2/2021	Total 34348
Carbon Copy, Inc.	CC Copier Count Sept 2021	35.48	9/30/2021	34472
Carbon Copy, Inc.	FD88 Copier count 04/01-09/30/21 (FY splits done)	31.25	9/30/2021	
		66.73	9/30/2021	Total 34472
Carbon Copy, Inc.	FD89 Copier August 2021	17.81	9/9/2021	34390
		17.81	9/9/2021	Total 34390
Carbon Copy, Inc.	FD89 Copier count Sept 2021	12.77	9/30/2021	34472
		12.77	9/30/2021	Total 34472
CardConnect	Card reader rentals CC & Kiosk August 2021	75.00	9/2/2021	34349
		75.00	9/2/2021	Total 34349
Carey Gardner	Aquabody class cancelled /AQ/ refund August 2021	9.00	9/9/2021	34397
		9.00	9/9/2021	Total 34397
Christina Greek	Cell Allowance - September 2021	100.00	9/2/2021	34358
		100.00	9/2/2021	Total 34358
Churchill's Hardware, Inc.	FD89 misc hardware, etc. August 2021	113.13	9/2/2021	34350
		113.13	9/2/2021	Total 34350
Churchill's Hardware, Inc.	Parks/Lake/CC Misc hardware, etc. August 2021	305.28	9/2/2021	34351
		305.28	9/2/2021	Total 34351

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Cintas Corporation #622	CC Extra janitorial supplies - Red Cross Evac Shelter 09/02	779.26	9/9/2021	34391
Cintas Corporation #622	CC Janitorial Supplies 09/01/21	234.38	9/9/2021	
		<hr/> 1,013.64	9/9/2021	Total 34391
Cintas Corporation #622	CC Janitorial Supplies 09/08/21	291.29	9/16/2021	34412
		<hr/> 291.29	9/16/2021	Total 34412
Cintas Corporation #622	CC Janitorial Supplies 09/15/21	331.08	9/23/2021	34446
		<hr/> 331.08	9/23/2021	Total 34446
Cintas Corporation #622	CC Nitrile Gloves 08/19/21	482.63	9/9/2021	34391
		<hr/> 482.63	9/9/2021	Total 34391
Comcast	FD88 Internet 08/14-08/13/21	87.95	9/2/2021	34353
		<hr/> 87.95	9/2/2021	Total 34353
Comcast	FD88 Internet 09/14-10/13/21	87.95	9/23/2021	34447
		<hr/> 87.95	9/23/2021	Total 34447
Comcast	FD89 Internet 08/11-09/10/21 Jpa/Fire splits	154.69	9/2/2021	34352
		<hr/> 154.69	9/2/2021	Total 34352
Comcast	FD89 Internet Fire/Jpa splits 09/11-10/10/21	154.69	9/16/2021	34413
		<hr/> 154.69	9/16/2021	Total 34413
De Lage Landen Financial Services, Inc.	CC Copier lease 08/15-09/14/21 #988441	247.75	9/2/2021	34354
		<hr/> 247.75	9/2/2021	Total 34354
De Lage Landen Financial Services, Inc.	FD88 Copier Lease 08/15-09/14/21	91.97	9/9/2021	34392
		<hr/>		

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 9/1/2021 Through 9/30/2021

Vendor Name	Description	Check Amount	Check Date	Check #
		91.97	9/9/2021	Total 34392
De Lage Landen Financial Services, Inc.	FD89 Copier lease 08/15-09/14/21	196.82	9/2/2021	34355
		196.82	9/2/2021	Total 34355
De Lage Landen Financial Services, Inc.	FD89 Copier lease 09/15-10/14/21 #988441	196.82	9/30/2021	34473
		196.82	9/30/2021	Total 34473
Delta Dental of California	Dental - October 2021	1,288.76	9/23/2021	34448
		1,288.76	9/23/2021	Total 34448
Department of Industrial Relations	OSHA Penalty Pymt #27, due 09/19/21	485.00	9/9/2021	34393
		485.00	9/9/2021	Total 34393
Department of Justice	Pre-emp BG checks - August 2021	32.00	9/16/2021	34414
		32.00	9/16/2021	Total 34414
Dept. of Forestry & Fire Protection	4th Qtr FY 20/21 CALFIRE #27750	553,487.10	9/16/2021	34415
		553,487.10	9/16/2021	Total 34415
Dept. of Forestry & Fire Protection	4th Qtr FY 20/21 CALFIRE #27753	279,032.54	9/16/2021	34416
		279,032.54	9/16/2021	Total 34416
EDC Emergency Services Authority	FD Q4 Dispatch services Apr-June 2021 FY 20/21	6,278.94	9/30/2021	34475
		6,278.94	9/30/2021	Total 34475
EDC Emergency Services Authority	FY 20/21 Q1, Q2, Q3, Q4 FIRE - Refund to JPA (Medic 89/289)	22,202.93	9/16/2021	34417
		22,202.93	9/16/2021	Total 34417

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Edward Samuel Otero	CP Lake Fence & Gates replacement (SDRMA claim) 09/03/21	10,745.00	9/16/2021	34427
		10,745.00	9/16/2021	Total 34427
El Dorado Disposal Service	Waste collection/Evac center 08/18 & 08/31/21	1,515.09	9/9/2021	34394
		1,515.09	9/9/2021	Total 34394
El Dorado Fitness	FD88 Fitness membership renewal 9/23/21 #1C-12003807284	400.00	9/30/2021	34481
		400.00	9/30/2021	Total 34481
El Dorado Irrigation District	Cam Val Water/Lndscp 07/16-09/15/21	259.70	9/30/2021	34476
		259.70	9/30/2021	Total 34476
El Dorado Irrigation District	EW Park Water 07/15-09/14/21	728.02	9/30/2021	34478
		728.02	9/30/2021	Total 34478
El Dorado Irrigation District	EW Park water 07/20-09/16/21	607.04	9/30/2021	34477
		607.04	9/30/2021	Total 34477
El Dorado Irrigation District	EW Park Water/Lndscp 07/15-09/14/21	71.51	9/30/2021	34479
		71.51	9/30/2021	Total 34479
El Dorado Irrigation District	NView Water 07/15-09/14/21	255.31	9/30/2021	34480
		255.31	9/30/2021	Total 34480
Ellamae J. Wooten	Dir Comp Mtgs 08/02,18,24	300.00	9/2/2021	34384
		300.00	9/2/2021	Total 34384
Ellamae J. Wooten	Dir Comp Mtgs 09/15, 16	200.00	9/23/2021	34466
		200.00	9/23/2021	Total 34466

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 9/1/2021 Through 9/30/2021

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Epperson Law Group, PC	Legal srvcs, calls, emails 08/10-08/24/21	234.00	9/9/2021	34395
		234.00	9/9/2021	Total 34395
Ewing Irrigation Products, Inc.	CC Irrig supplies 09/09/21	196.61	9/23/2021	34449
		196.61	9/23/2021	Total 34449
Ewing Irrigation Products, Inc.	CC landscape staples 09/15/21	15.38	9/30/2021	34482
		15.38	9/30/2021	Total 34482
Ewing Irrigation Products, Inc.	Parks - Irrig supplies 09/14/21	78.55	9/23/2021	34449
Ewing Irrigation Products, Inc.	Parks/LLAD's Grass mix 09/14/21	4,440.23	9/23/2021	
		4,518.78	9/23/2021	Total 34449
Executech	District laptop replacement FY 21/22 (REC) use 08/31/21	1,373.64	9/9/2021	34396
Executech	FD Server room issues/fans 07/22/21	621.48	9/9/2021	
		1,995.12	9/9/2021	Total 34396
Executech	FD89 Chief A, laptop prof srvc setup 09/16/21	400.00	9/30/2021	34483
		400.00	9/30/2021	Total 34483
Executech	MSA, IT Srvcs, Sept. 2021	2,947.06	9/16/2021	34418
		2,947.06	9/16/2021	Total 34418
Felicity Wood Carlson	Dir Comp Mtgs 09/15, 16	200.00	9/23/2021	34445
		200.00	9/23/2021	Total 34445
Fire Apparatus Solutions	FD E89 seat cushion 09/09/21	479.02	9/16/2021	34419
		479.02	9/16/2021	Total 34419
G & O Body Shop	FD B2705 Truck repair 07/13/21	511.84	9/16/2021	34420

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		511.84	9/16/2021	Total 34420
Gold Country Hardware	Parks, eye bolt for dog park 09/17/21	6.85	9/23/2021	34450
		6.85	9/23/2021	Total 34450
Hi - Tech E V S, Inc.	FD89 Engine parts 08/19/21	795.65	9/2/2021	34359
		795.65	9/2/2021	Total 34359
Highlander Termite & Pest Control	CC Pest control 08/31/21 #941	75.00	9/2/2021	34362
		75.00	9/2/2021	Total 34362
Highlander Termite & Pest Control	FD89 Pest Control 08/16/21	75.00	9/2/2021	34361
		75.00	9/2/2021	Total 34361
Highlander Termite & Pest Control	FD89 Pest Control 09/14/21 #713	75.00	9/16/2021	34422
		75.00	9/16/2021	Total 34422
Hillyard, Inc.	Parks, Janitorial supplies 08/25/21	80.18	9/2/2021	34363
		80.18	9/2/2021	Total 34363
Home Depot Credit Services	Parks/Lake/CC misc hardware, supplies, etc. 08/02-08/12/21	1,676.57	9/16/2021	34423
		1,676.57	9/16/2021	Total 34423
Hunt & Sons	FD Bulk Fuel 09/17/21	2,199.35	9/23/2021	34451
		2,199.35	9/23/2021	Total 34451
Hunt & Sons	Fuel 08/20/21	2,114.85	9/2/2021	34364
		2,114.85	9/2/2021	Total 34364
Hunt & Sons	Fuel fill 09/03/21	1,339.74	9/16/2021	34424

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		1,339.74	9/16/2021	Total 34424
Interwest Consulting Group, Inc.	FD Plan review - 2650 Cam Park Dr. 07/01-08/30/21 #CPKF21-15	205.00	9/9/2021	34399
		205.00	9/9/2021	Total 34399
Interwest Consulting Group, Inc.	FD Plan Review 2675 La Crescenta #CPKF21-0013 Aug/Sept 2021	196.25	9/16/2021	34425
Interwest Consulting Group, Inc.	FD Plan Review 3300 Coach Ln #CPKF21-0017 07/01-09/09/21	187.50	9/16/2021	
		383.75	9/16/2021	Total 34425
Interwest Consulting Group, Inc.	Fire Inspection - 3000 GV Road - 8/26/21	210.16	9/9/2021	34399
		210.16	9/9/2021	Total 34399
Jill Ritzman	Cell Allowance - September 2021	100.00	9/2/2021	34371
		100.00	9/2/2021	Total 34371
Jill Ritzman	Staff donuts, Reimb to J. Ritzman	36.44	9/16/2021	34430
		36.44	9/16/2021	Total 34430
Jonathan Sherwood	Fire intern shifts/FM Inspections 08/03, 10, 17, 24, 31	640.00	9/9/2021	34402
		640.00	9/9/2021	Total 34402
Joshua C. Marks	Parks Janitorial Svcs 08/04,11,18,25 2021	1,250.00	9/2/2021	34365
		1,250.00	9/2/2021	Total 34365
JS West Propane Gas	Propane fill, Pool 09/02/21	1,753.37	9/23/2021	34452
		1,753.37	9/23/2021	Total 34452



**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 9/1/2021 Through 9/30/2021

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Kayla Thayer	Cell Allowance - September 2021	50.00	9/2/2021	34377
		50.00	9/2/2021	Total 34377
Kimberly Vickers	Cell Allowance - September 2021	100.00	9/2/2021	34381
		100.00	9/2/2021	Total 34381
L.N. Curtis & Sons	FD E88 New Type 1 Engine Appurts 05/24/21 FY 20/21	335.59	9/23/2021	34454
		335.59	9/23/2021	Total 34454
L.N. Curtis & Sons	FD E88 New Type 1 Engine Cord/Webbing 07/16/21	49.76	9/23/2021	34457
		49.76	9/23/2021	Total 34457
L.N. Curtis & Sons	FD E88 New Type 1 Engine Foam/Poles/Etc. 05/17/21 FY 20/21	1,532.33	9/23/2021	34453
		1,532.33	9/23/2021	Total 34453
L.N. Curtis & Sons	FD E88 New Type 1 Engine Hose 06/10/21 FY 20/21	143.72	9/23/2021	34455
		143.72	9/23/2021	Total 34455
L.N. Curtis & Sons	FD E88 New Type 1 Engine Hose 06/28/21 FY 20/21	1,304.16	9/23/2021	34456
		1,304.16	9/23/2021	Total 34456
L.N. Curtis & Sons	FD E89 Hose transport charge 08/16/21	282.53	9/23/2021	34458
		282.53	9/23/2021	Total 34458
Larry McBride	In Lieu Med Bens - Retired - September 2021	600.00	9/2/2021	34366
		600.00	9/2/2021	Total 34366
Laura Sanders-Ito	CY 2021 Q1 Mileage reimb. (bank/po) July-Sept.	64.79	9/30/2021	34488
		64.79	9/30/2021	Total 34488

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Matthew Peterson	Hall rental for Tai Chi demo refund due to Evac center/fires	300.00	9/2/2021	34367
		300.00	9/2/2021	Total 34367
Melissa O'Meara Simpkin	CSD Rec staff shirts 09/07/21	224.42	9/9/2021	34403
Melissa O'Meara Simpkin	CSD staff/board shirts 09/07/21 admin	108.86	9/9/2021	
		333.28	9/9/2021	Total 34403
Michael Grassle	Cell Allowance - September 2021	100.00	9/2/2021	34357
		100.00	9/2/2021	Total 34357
Municipal Resource Group LLC	GM Recruitment, mtgs, travel, etc. August 2021	5,191.33	9/16/2021	34426
		5,191.33	9/16/2021	Total 34426
Nicole Deatherage	Flag Football cancelled - refund 09/23/21	85.00	9/30/2021	34474
		85.00	9/30/2021	Total 34474
Pathian Administrators	Vision Benefits - October 2021	156.18	9/9/2021	34400
		156.18	9/9/2021	Total 34400
Paychex	Paychex Flex/Mobile fees for August 2021	306.80	9/20/2021	1644542
		306.80	9/20/2021	Total 1644542
Paychex	Paychex Payroll Fees for 09-03-21 PP18	287.30	9/3/2021	2021083001
		287.30	9/3/2021	Total 2021083001
Paychex	Paychex Payroll Fees for 09-17-21 PP19	260.90	9/17/2021	2021091301
		260.90	9/17/2021	Total 2021091301
PG&E	CC Elec. 08/20-09/20/21	8,962.85	9/30/2021	34485

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		8,962.85	9/30/2021	Total 34485
PG&E	Elec. 07/27-08/25/21 LLADs	11,551.30	9/16/2021	34428
		11,551.30	9/16/2021	Total 34428
PG&E	Elec. CP Lake & New Crn 07/27-08/25/21	1,535.27	9/30/2021	34484
		1,535.27	9/30/2021	Total 34484
PG&E	FD's 88/89 Elec 07/27-08/25/21 Jpa/Fire splits & Carous Ln.	2,935.19	9/9/2021	34401
		2,935.19	9/9/2021	Total 34401
PG&E	Parks, 11 lamps 08/18-09/16/21	162.83	9/23/2021	34461
		162.83	9/23/2021	Total 34461
PG&E	Parks, 8 lamps 08/18-09/16/21	118.42	9/23/2021	34460
		118.42	9/23/2021	Total 34460
Pitney Bowes Global Financial Services	Postage Machine ink refill 08/20/21	69.82	9/2/2021	34368
		69.82	9/2/2021	Total 34368
Public Employee's Union Local 1	Union Dues for Payroll 09-03-21	107.57	9/2/2021	34369
		107.57	9/2/2021	Total 34369
Public Employee's Union Local 1	Union Dues for Payroll 09/17/21	106.14	9/16/2021	34429
		106.14	9/16/2021	Total 34429
Public Employee's Union Local 1	Union Dues for Payroll 10/01/21	105.32	9/30/2021	34486
		105.32	9/30/2021	Total 34486
Purchase Power	Postage Meter refill ( dept % cost) 08/26-09/24/21	200.00	9/30/2021	34487

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
		200.00	9/30/2021	Total 34487
Riebes Auto Parts	Parks - mower parts 08/18/21	26.80	9/2/2021	34370
Riebes Auto Parts	Parks - Polaris parts 08/11/21	105.60	9/2/2021	
Riebes Auto Parts	Parks, Auto recoil hose 08/25/21	173.73	9/2/2021	
		306.13	9/2/2021	Total 34370
Riverview International Trucks, Inc.	FD E388 parts 08/20/21	2,809.74	9/2/2021	34372
Riverview International Trucks, Inc.	FD E389 parts 08/19/21	242.31	9/2/2021	
		3,052.05	9/2/2021	Total 34372
Riverview International Trucks, Inc.	FD Invc/Creds 08/24 & 08/26 for E388 Parts	65.25	9/23/2021	34462
		65.25	9/23/2021	Total 34462
Sandy Hollister	Gazebo rental - refund for October use	120.00	9/9/2021	34398
		120.00	9/9/2021	Total 34398
SCI Consulting Group	LLAD Assessments FY 21/22 (20) 8/30/21	8,406.34	9/30/2021	34489
		8,406.34	9/30/2021	Total 34489
Sidney Arthur Bazett	Dir Comp Mtgs 08/03,18,24	300.00	9/16/2021	34410
		300.00	9/16/2021	Total 34410
Sidney Arthur Bazett	Dir Comp Mtgs 08/30 & 09/15, 16	300.00	9/23/2021	34443
		300.00	9/23/2021	Total 34443
Sierra Ecosystem Associates	CEQA - D. West Improvements August 2021	1,261.50	9/16/2021	34432
		1,261.50	9/16/2021	Total 34432

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 9/1/2021 Through 9/30/2021

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Sierra Nevada Tire & Wheel	FD89 2012 Engine Tire replacements (2) 08/19/21	1,284.14	9/2/2021	34373
		1,284.14	9/2/2021	Total 34373
SiteOne Landscape Supply	Bar Ja irrig supplies (w/ disc -\$2.17) 08/17/21	114.41	9/2/2021	34374
SiteOne Landscape Supply	CM Park irrig supplies (w/ disc -\$4.92) 08/25/21	258.98	9/2/2021	
SiteOne Landscape Supply	EW Park irrig supplies (w/ disc -\$2.29) 08/19/21	120.53	9/2/2021	
		493.92	9/2/2021	Total 34374
SiteOne Landscape Supply	EW Park irrig supplies 09/13/21 (w/- \$1.76 disc)	92.35	9/30/2021	34490
		92.35	9/30/2021	Total 34490
SiteOne Landscape Supply	Parks pvc, etc. 08/30/21	14.70	9/16/2021	34433
SiteOne Landscape Supply	Rasm Park, pipe fittings 08/30/21	17.33	9/16/2021	
		32.03	9/16/2021	Total 34433
SS/CP Chamber of Commerce	SS/CP Chamber Membership FY 21/22	148.00	9/16/2021	34431
		148.00	9/16/2021	Total 34431
State Industrial Products	CC chemicals 08/23/21	461.39	9/2/2021	34375
		461.39	9/2/2021	Total 34375
Streamline	Streamline Web/Engage Mthly 09/01-10/01/21	370.00	9/9/2021	34404
		370.00	9/9/2021	Total 34404
Sunny Acosta	Flag Football (Skyhawks cancelled) refund Sept 2021	85.00	9/23/2021	34440
		85.00	9/23/2021	Total 34440
Target Specialty Products	CM Park - Agriculture 09/02/21	906.58	9/9/2021	34405

**Cameron Park Community Services District**  
**Check/Voucher Register - Check Register**  
From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Target Specialty Products	CM Park, Agriculture/Fungicide 07/13/21	1,469.48	9/9/2021	
		2,376.06	9/9/2021	Total 34405
Target Specialty Products	Parks, Activator 09/02/21	50.01	9/23/2021	34463
Target Specialty Products	Parks, fungicide 09/02/21	1,469.48	9/23/2021	
		1,519.49	9/23/2021	Total 34463
Target Specialty Products	Parks/LLAD's fertilizer 08/24/21	983.69	9/2/2021	34376
		983.69	9/2/2021	Total 34376
Tina Lynn Goins	E Newsletter August 2021	125.00	9/2/2021	34356
		125.00	9/2/2021	Total 34356
Tina Lynn Goins	E Newsletter September 2021	100.00	9/16/2021	34421
		100.00	9/16/2021	Total 34421
TPX Communications	Com Center Phones/Internet Sept. 2021	1,019.63	9/16/2021	34435
		1,019.63	9/16/2021	Total 34435
Umpqua Bank	CC Merch Fees - Vantiv/Umpqua August 2021	646.66	9/9/2021	Merch Fees
		646.66	9/9/2021	Total Merch Fees
Umpqua Bank	Maintenance Fees for August 2021	66.92	9/21/2021	Bank Maint Fee
		66.92	9/21/2021	Total Bank Maint Fee
Umpqua Bank	Umpqua Visa cards - August 2021	8,628.71	9/16/2021	34436
		8,628.71	9/16/2021	Total 34436
Verizon Business	FD Business Line August 2021 Y2620200	5.53	9/16/2021	34437
		5.53	9/16/2021	Total 34437

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 9/1/2021 Through 9/30/2021

<b>Vendor Name</b>	<b>Description</b>	<b>Check Amount</b>	<b>Check Date</b>	<b>Check #</b>
Verizon Business	FD Business Line Y2620200 July 2021	5.51	9/2/2021	34378
		5.51	9/2/2021	Total 34378
Verizon Wireless	FD Wireless 07/16-08/15/21 #970402560-00005 (was 00001)	548.13	9/2/2021	34379
		548.13	9/2/2021	Total 34379
Verizon Wireless	FD Wireless 07/16-08/15/21 #970402560-00006 (was 00002)	114.03	9/2/2021	34380
		114.03	9/2/2021	Total 34380
Verizon Wireless	FD Wireless 08/16-09/15/21 #970402560-00005	803.01	9/30/2021	34491
		803.01	9/30/2021	Total 34491
Verizon Wireless	FD Wireless 08/16-09/15/21 #970402560-00006	114.03	9/30/2021	34492
		114.03	9/30/2021	Total 34492
Verizon Wireless	Wireless Ipads/Hotspots 08/11-09/10/21	180.98	9/23/2021	34465
		180.98	9/23/2021	Total 34465
Verizon Wireless	Wireless Phones CC, Rec, Parks, CCR 08/11-09/10/21	375.43	9/23/2021	34464
		375.43	9/23/2021	Total 34464
Walker's Office Supplies, Inc.	CC Copier Paper 09/24/21 (5 cases)	176.91	9/30/2021	34493
		176.91	9/30/2021	Total 34493
Wayne's Locksmith	Parks, CC keys 08/25/21	32.48	9/2/2021	34382
		32.48	9/2/2021	Total 34382
Wex Bank	FD OOA Fuel August 2021	502.40	9/16/2021	34438
		502.40	9/16/2021	Total 34438

**Cameron Park Community Services District**

**Check/Voucher Register - Check Register**

From 9/1/2021 Through 9/30/2021

<u>Vendor Name</u>	<u>Description</u>	<u>Check Amount</u>	<u>Check Date</u>	<u>Check #</u>
Wilkinson Portables, Inc.	D. West Porta Potty 09/14-10/11/21 #28615	155.73	9/16/2021	34439
		155.73	9/16/2021	Total 34439
Wilkinson Portables, Inc.	Disc Golf, porta potty 08/20-09/16/21 #28738	155.73	9/2/2021	34383
Wilkinson Portables, Inc.	FD89 Tower, porta potty 08/16-09/12/21 #29561	105.73	9/2/2021	
		261.46	9/2/2021	Total 34383
Wilkinson Portables, Inc.	FD89 tower, porta potty 09/14/21 #29561	105.73	9/16/2021	34439
		105.73	9/16/2021	Total 34439
Report Total		1,119,421.92		



*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** October 5, 2021

**FROM:** Christina Greek

**AGENDA ITEM #4B:** ADMINISTRATION DEPARTMENT REPORT

**RECOMMENDED ACTION:** Receive and File

### The Administration and Finance Department

The following is a list of Department's current activities and the Department's focus in the next month.

#### Year End- Fiscal Year 2020-2021

Staff has finished properly allocating payables and receivables that have been received through September 30, 2021 to ensure that they are accounted for in the correct fiscal year eliminating the need to process journal entries to accrue them back. Our current timeline is to have all information requested sent to our auditor by the end of October 2021 so that they can have financial statements completed for review by the Committee and Board by December 2021.

#### Monthly Department Financial Reporting

Staff has developed a process and reports for a monthly financial status review and feedback loop. This loop includes the Department Manager's review and report back with information identifying the cause of large variances, and questions regarding proper account coding and sources of costs and revenues and needed research. This process helps with more accurate financial reporting and early identification of large variances, errors in revenue and expenditure coding and any needed research. This timely 'review and feedback loop' gives the District more information and flexibility to respond as early as possible to any program/financial issues that may be identified.