

# Budget and Administration Committee



Monday, August 11, 2025  
5:30pm

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

## Minutes

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

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

### **CALL TO ORDER** – 5:30pm

### **ROLL CALL** – KG/DW

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

### **ADOPTION OF AGENDA** - Approved

### **APPROVAL OF MINUTES** - Approved

### **OPEN FORUM**

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

### **DEPARTMENT MATTERS**

- 1. Annual Disclosure of Board of Directors and Employee Reimbursement FY 2024-25 (L. Sanders-Ito)**
  - *Discussed Annual Disclosure of Board of Directors and Employee Reimbursement FY 2024-25.  
Move to the Board with Support.*

**2. Lifeguard Job Description (M. Johnson)**

- *Discussed Lifeguard Job Description. Move to the Board with Support.*

**3. Wildlife Mitigation Coordinator Job Description (M. Johnson)**

- *Discussed Mitigation Coordinator Job Description. Move to the Board with Support.*

**4. Volunteers in Support Program (M. Johnson)**

- *Discussed Volunteers in Support Program. Move to the Board with Support.*

**5. FY 2025/26 Final Budget (M. Johnson)**

- *Discussed FY 2025/26 Final Budget. Move to the Board with Support.*

**6. Bylaws Legal Review (M. Johnson – verbal)**

- *Discussed Bylaws Legal Review. Move to the Board with Support.*

**7. District Revenue Options (M. Johnson - verbal)**

- *Discussed District Revenue Options.*

**8. Sale of Surplus Fire Apparatus - Engine 288 (M. Johnson)**

- *Discussed Sale of Surplus Fire Apparatus – Engine 288. Move to the Board with Support.*

**9. 52 Ways to be a Better Board (M. Johnson - verbal)**

- *Discussed Book, 52 ways to be a Better Board. Move to the Board with Support.*

**10. Staff Updates**

- a. July Check Register (L. Sanders-Ito)
- b. Annual Comprehensive Financial Report (M. Johnson)

**11. Items for Future Committee Meetings**

- a. Cost Recovery Policy (bounced check, etc.)
  - b. Recreation Leader Job Description Update
  - c. Cash Handling Policy
- *Audit Update*
  - *Bylaws Review*

**12. Items to Take to the Board of Directors**

- *Annual Disclosure of Board of Directors and Employee Reimbursement FY 2024-25*
- *Lifeguard Job Description*
- *Wildlife Mitigation Coordinator Job Description*
- *Volunteers in Support Program*
- *FY 2025/26 Final Budget*
- *Sale of Surplus Fire Apparatus – Engine 288*

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

**ADJOURNMENT** – 6:38pm

Minutes Prepared by:



Niki Garrison  
Board Clerk

Minutes Approved by:



Director Katie Gilchrest, Chair  
Budget and Administration Committee