



Budget and Administration Committee
Tuesday, December 12, 2017
5:30 p.m.
2502 Country Club Drive, Cameron Park
Agenda

Members: Chair Director Greg Stanton (GS), Vice Chair Director Monique Scobey (MS)
and Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

- 1. Resolution No. 2017-19 Authorizing Proposal Submission for the AB 2766 Vehicle Emissions Reductions Grant - Action**
- 2. Adding Members of the Public to Committees - Discuss**
- 3. Server Upgrades; separating public WiFi from business internet - Presentation**
- 4. Making Board Meeting Agendas More Clear – Discuss**

5. **Status of Audits - Budgets to the Actuals, Financial Reports and Mid-Year Budget - Information**
6. **Items for January Committee Agenda**
7. **Items to take to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT



Budget and Administration Committee
Tuesday, November 7, 2017
5:30 p.m.
2502 Country Club Drive, Cameron Park
DRAFT Conformed Agenda

Members: Chair Director Greg Stanton (GS), Vice Chair Director Monique Scobey (MS)
and Alternate Director Holly Morrison (HM)
Staff: Interim General Manager Richard J. Ramirez, Interim Finance Officer Amy Trier

CALL TO ORDER - 5:30 p.m.

ROLL CALL – GS, MS

ADOPTION OF AGENDA - Adopted

APPROVAL OF CONFORMED AGENDA – Move to the November Board meeting for approval.

OPEN FORUM - None

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

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DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

- 1. Adding Members of the Public to Committees**
- 2. Server Upgrades**
- 3. Adding Meeting Videos to Website**
- 4. Items for December Committee Agenda**
 - *Adding Members of the Public to Committees*
 - *Server Upgrades*

5. Items to take to the Board of Directors

- *Adding Meeting Videos to the Website*

MATTERS TO AND FROM COMMITTEE MEMBERS

- *GS - Welcomed Director Scobey to the committee.*

ADJOURNMENT – 6:16 p.m.

RESOLUTION NO. 2017-19
of the Board of Directors of the
CAMERON PARK COMMUNITY SERVICES DISTRICT

December 20, 2017

**RESOLUTION AUTHORIZING SUBMISSION OF GRANT PROPOSAL FOR
AB 2766 MOTOR VEHICLE EMISSIONS REDUCTIONS GRANT, 2018-2019**

WHEREAS, the Summer Spectacular event continues to grow and create problems with air pollution, traffic and parking; and

WHEREAS, the Cameron Park Community Services District (CPCSD) wishes to provide a free shuttle to the Cameron Park Lake for the Summer Spectacular event; and

WHEREAS, the CPCSD is eligible for grant funding (AB 2766 Motor Vehicle Emissions Reductions Grant 2018-2019) being offered by the El Dorado County Air Quality Management District; and

WHEREAS, recognizing the need for funds to provide a free shuttle to the Summer Spectacular to reduce air pollution and ease traffic/parking issues, a grant proposal should be submitted for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2018-2019.

NOW, THEREFORE, BE IT RESOLVED that CAMERON PARK COMMUNITY SERVICES DISTRICT hereby:

1. Authorizes staff to submit a grant proposal to the El Dorado County Air Quality Management District for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2018-2019, in the amount of \$XXXX.
2. Authorizes a commitment of \$XXX as matching funds for the grant proposal.

RESOLVED FURTHER, that staff be directed to file a copy of this Resolution with the El Dorado County Air Quality Management District as required by the grant procedures; and

RESOLVED FURTHER, that staff is hereby authorized to take any and all actions necessary to be in compliance with the requirements of the grant.

This Resolution shall take effect upon its adoption.

THE FOREGOING RESOLUTION was introduced at a regular meeting of the Board of Directors held on the 20th day of December, 2017, and was passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

Director Holly Morrison, Vice President
Board of Directors

Jill Ritzman, General Manager
Secretary of the Board

Cameron Park Community Services District

Agenda Transmittal

DATE: December 5, 2017

TO: Board of Directors

FROM: Jill Ritzman, General Manager

AGENDA ITEM: ADDING MEMBERS OF THE PUBLIC TO STANDING COMMITTEES

RECOMMENDED ACTION: Consider Adding Members of the Public to Standing Committees

BUDGET ACCOUNT: PERSONNEL COSTS (5000 ACCOUNTS)

BUDGET IMPACT: Staff cost to be determined for program implementation: solicit interest and applications, select and add new members; fill vacancies when necessary.

BACKGROUND

It has been suggested that members of the public be added to the Cameron Park Community Services District (CPCSD) standing committees. These committees include :

- Budget and Administration
- Covenants, Conditions and Restrictions (CC&R)
- Fire and Emergency Services
- Parks and Recreation

While members of the public are always welcome at these meetings, the CC&R Committee is currently the only one which includes members of the public. Standing committees have served as a venue for public engagement, but not share in the decision making process.

DISCUSSION

Benefits of Including Members of the Public:

- Empower community members with ownership as stakeholders
- Minimize conflicts
- Build an effective ongoing relationship with the community
- Ensure process is open and transparent
- Provide experience to residents interested in running for a Board seat
- Allow community members to participate in decision-making

There are several ways to create the new public-included committees, including:

- Request applications from anyone interested
- Provide a leadership school to train the public on the procedure (such as parliamentary procedures and Brown Act basics) and have the Board members select individuals from this pool; this item would add to the costs and timeline for implementing the program

Additional items to consider include:

- Eligibility of candidates
- Number of public members on each committee
- Duration of appointments
- Role of public committee members
- Revision of District Bylaws



Cameron Park Community Services District

Draft Revised Board of Directors' Meeting Agenda

The attached is the draft revised agenda for Board of Directors' meetings. Research included obtaining agenda samples from:

- City of Placerville City Council
- Cordova Recreation & Park District Board of Directors
- Cosumnes Community Services District Board of Directors
- County of El Dorado Board of Supervisors
- El Dorado Hill Community Services District Board of Directors
- Sunrise Recreation & Park District Board of Directors

One commonality among most samples was more condensed yet concise text which the attached draft attempts to achieve. Your feedback regarding this draft is appreciated.

DRAFT

CAMERON PARK COMMUNITY SERVICES DISTRICT

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



AGENDA

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

REGULAR BOARD MEETING
Wednesday, January 17, 2018
6:30 p.m.

Board Members

| | |
|----------------|----------------|
| | President |
| Holly Morrison | Vice President |
| Margaret Mohr | Board Member |
| Monique Scobey | Board Member |
| Greg Stanton | Board Member |
| Ellie Wooten | Board Member |

Notice to the Public

An AGENDA in FINAL FORM is located in the Reception area in the District Office as well as each of the Cameron Park Fire Stations. Additionally, a copy of the FINAL AGENDA is available on the District's website at www.cameronpark.org. Support material is available for public inspection at the receptionist counter in the District Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to give their name and address before addressing the Board.

Any written document that relates to an agenda item for an open session of a regular meeting of the Board of Directors of the District which is distributed less than 72 hours prior to the meeting shall be made available for public inspection at the same time the writing is distributed to all, or a majority of all, of the members of the Board of Directors of the District. Such written documents will be made available at the District Offices located at 2502 Country Club Drive, Cameron Park, CA 95682.

Such writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by Section 202 of the Americans With Disabilities Act of 1990 (42 U.S.C. § 12132) and the Federal Rules and Regulations adopted in implementation thereof.

A person with a disability who requires a modification or accommodation in order to participate in a public meeting of the Board of Directors may, five (5) days prior to the date scheduled for a regular meeting of the Board of Directors, contact the District Office at 2502 Country Club Drive, Cameron Park, CA 95682, phone number: (530) 677-2231 to request a disability related modification or accommodation in order to attend the meeting, or to request auxiliary aids or services in order to enable such person to understand the proceedings at such meeting.

1. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

2. ADOPTION OF THE AGENDA

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

3. RECOGNITIONS AND PRESENTATIONS

- *Board of Directors express appreciation to members of the community, District staff, or the Board for extra efforts as volunteers, committee members or community-minded citizens.*
- *Board of Directors receive guest speakers who have been invited to present items to the Board that are of interest to the District.*

4. APPROVAL OF CONSENT CALENDAR

Board members, staff and members of the public may request an item be pulled from the Consent Calendar for discussion. With one motion, Board members may approve the Consent Calendar.

- Conformed Agenda - Board of Directors Meeting, December 20, 2017
- Staff Reports
 - General Manager
 - Fire Department
 - Recreation Department
 - Parks Department
 - Covenants, Conditions & Restrictions (CC&R) Department
- Financial Report

5. OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the jurisdiction of the Board of Directors. Comment during the Open Forum is limited to four minutes per person. Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes except with the consent of the Board, individuals shall be allowed to speak on an item only once. The Board reserves the right to waive said rules by a majority vote. For the public's information, we are now taking email requests for future notification of Community Services District meetings.

6. DEPARTMENT MATTERS

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

- Items removed from the Consent Calendar for Discussion
- President will announce the Committee Assignments for the Following Committees: Budget & Finance; Covenants, Conditions & Restrictions (CC&R); Fire & Emergency Services; and Parks & Recreation
- ADOPT Midyear Financial Review as presented by staff.
- ADOPT Calendar for Midyear Budget Review as presented by staff.
- ADOPT Resolution No. 2018-01 Approving x, y, and x, which will benefit the Cameron Park Community Services District by consolidating fees and creating less administrative oversight.
- AUTHORIZE the General Manager to the work with El Dorado County on Project More Money which will generate an estimated \$1 million in additional revenue to the District.

7. INFORMATION ITEMS

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

- a. General Business
- b. LAFCO
- c. Committee Reports
 - Budget and Administration
 - Covenants, Conditions & Restrictions (CC&R)
 - Fire & Emergency Services
 - Parks & Recreation

8. ADJOURNMENT

DRAFT

Agenda Transmittal

DATE: December 12, 2017

FROM: Jill Ritzman, General Manager

AGENDA ITEM: STATUS OF DISTRICT FINANCIAL REPORTS

RECOMMENDED ACTION: Receive and File Financial Report

BUDGET ACCOUNT: N/A

BUDGET IMPACT: N/A

BACKGROUND

Interim General Manager Rich Ramirez hired Vavrinek, Trine, Day & Co., LLP (VTD) on June 23, 2017 to the:

- Review and reconcile the District's finances;
- Assist R. J. Ricciardi, Inc. (RJR), the District Auditor, with researching and providing documents for Fiscal Year (FY) 2015-16 and 2016-17 Audits;
- Enter the FY2017-18 budget in FinTrac and create budget reports for Board and staff; and
- Establish best practices for accounts payable/receivable and payroll system.

VTD staff have been working diligently, albeit two days a week due to District budget constraints, to accomplish these tasks. When VTD staff began, they started with the basics of researching and reconciling cash balances, bank reports, accounts payable, payroll and budget documents in an effort to bring the District's finances current. The purpose of this report is to provide a status report on these efforts.

FY2015/16 Audit

District staff expect to present the FY2015-16 Audit at the January Budget & Administration Committee and Board of Directors' meetings. VTD and RJR staff will be present to provide information and answer questions. The financial aspect of the report is completed, but a few written documents are being gathered at this time.

FY2016/17 Audit

Staff began work on the FY2016/17 audit a few weeks ago, and expect to present the audit to the Board in Spring 2018. A specific date to be determined in the near future when staff are further along in the process. VTD staff are again starting from basics with cash and bank reconciliations for accuracy sake.

Financial Reports for Staff and Board

District staff have not received a Budget to Actuals report since Spring 2017, but are being conscientious on their spending to maintain current service levels. VTD staff are inputting the approved FY2017/18 Budget in Fin Trac and are almost completed. Reports will be available to staff soon. In addition, a new monthly financial report will be developed for the Board agenda packets. The Board report template will be developed with input from the Budget & Administration Committee.

Conclusion

Shortly after the completion of the FY2016/17 Audit, and along with FY17/18 Budget to Actuals report, the District will have a definitive picture of its finances. The typical January/February timeline for the Mid-Year Budget Adjustment is not be appropriate given the current status of these reports. Staff will continue to keep the Board apprised of the status of these important financial documents to determine necessary budget adjustments for FY2017/18 and planning for FY2018/19.

