CAMERON PARK COMMUNITY SERVICES DISTRICT



2502 Country 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, September 15, 2021 6:30 p.m.

Ribbon Cutting Ceremony for the Solar System Project 6:00-6:30 p.m.

Prior to Board of Directors Meeting

Cameron Park Community Center 2502 Country Club Drive, Cameron Park, CA 95682

Board Members

Eric Aiston President

Felicity Carlson Vice President Sidney Bazett Board Member Monique Scobey Board Member

Ellie Wooten Board Member

CALL TO ORDER

- 1. Roll Call
- 2. Pledge of Allegiance

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

RECOGNITIONS AND PRESENTATIONS

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

Community Wildfire Safety Program and Public Safety Power Shutoffs Sarah Rasheed, PG&E Local Public Affairs Representative, El Dorado County

OPEN FORUM FOR NON-AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #9 to be discussed and acted upon individually.

- 4. Conformed Agenda Board of Directors Regular Meeting September 18, 2021
- 5. Conformed Agenda Board of Directors Special Meeting September 24, 2021
- 6. **RECEIVE AND FILE** General Manager's Report
- 7. RECEIVE AND FILE Annual Disclosure of Board and Staff Reimbursements
- 8. **APPROVE** Resolution 2021-25 Amendment to the Agreement between Cameron Park Community Services District and Municipal Resource Group

9. APPROVE Amendment to the Board of Directors 2021 Meeting Calendar

GENERAL BUSINESS

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

- 10. Items removed from the Consent Agenda for discussion
- 11. APPROVE Resolution 2021-26 to Accept Rural Fire Capacity Grant
- 12. **DISCUSS and APPROVE** Nomination for Election of Special District Representative to El Dorado Local Area Formation Commission for Special District Commissioner, Seat #2

BOARD INFORMATION ITEMS

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

- 13. Committee Chair Report-Outs
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 - e. General Manager Recruitment Ad Hoc
- 14. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - CSDA Annual Conference, 8/30-9/2, Monterey
 - CSDA Special District Leadership Academy, 9/26-9/29, Lake Tahoe
 - Solar Project Update (oral, J. Ritzman)

PUBLIC COMMENT

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

CONVENE TO CLOSED SESSION

The Board will recess to closed session to discuss the following item(s):

 Pubic Employment Pursuant to Government Code section 54957 – General Manager Recruitment

AGENDA

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

ADJOURNMENT

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

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.

CAMERON PARK COMMUNITY SERVICES DISTRICT



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

CONFORMED AGENDA

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

REGULAR BOARD MEETING Wednesday, August 18, 2021 6:30 p.m.

TELECONFERENCE ZOOM MEETING

https://us02web.zoom.us/j/89832675048

Meeting ID: 898 3267 5048

(Teleconference/Electronic Meeting Protocols are attached)

Board Members

Eric Aiston President

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

CONFORMED AGENDA

CALL TO ORDER -6:32PM

- 1. Roll Call –EA/FC/SB/EW Absent: MS
- 2. Pledge of Allegiance

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

ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Agenda approved with removal of:

- PG&E Presentation
- closed session item Conference with Legal Counsel,

and addition of:

General Manager's briefing on evacuation site status

Motion to adopt the Agenda.

FC/SB – Motion Passed

Ayes -EA, FC, SB, EW

Noes - None

Absent - MS

Abstain - None

RECOGNITIONS AND PRESENTATIONS

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

PG&E's Community Wildfire Safety Program and Public Safety Power Shutoffs

Sarah Rasheed, Government Relations Representative, Local Public Affairs
Pacific Gas and Electric Company

OPEN FORUM FOR NON-AGENDA ITEMS

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

APPROVAL OF CONSENT AGENDA

The following Consent Agenda items are considered routine and will be acted upon by the Board without discussion with one vote. Any item may be removed from the Consent Agenda by a Board member or a member of the audience and placed under General Business #10 to be discussed and acted upon individually.

- 4. Conformed Agenda Board of Directors Meeting July 21, 2021
- 5. Conformed Agenda Board of Directors Special Meeting July 21, 2021
- 6. **RECEIVE AND FILE** General Manager's Report
- 7. APPROVE Settlement Agreement and Mutual Release with Gudgel Roofing
- 8. **RECEIVE AND FILE** American Rescue Fund Request to El Dorado County
- 9. **RECEIVE AND FILE** Architectural Review Handbook

Motion to approve the Consent Agenda. FC/SB – Motion Passed Ayes –EA, FC, SB, EW Noes – None Absent – MS Abstain – None

GENERAL BUSINESS

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

- 10. Items removed from the Consent Agenda for discussion
- 11. **PUBLIC HEARING APPROVE** Resolution 2021-23 Approving Fiscal Year 2021-2022 Final Budget

Motion to approve Resolution 2021-23 Approving Fiscal Year 2021-2022 Final Budget FC/EW – Motion Passed

Ayes -EA, FC, SB, EW

Noes - None

Absent – MS

Abstain – None

12. **APPROVE** Accounting Specialist I and II Job Descriptions

Motion to Approve Accounting Specialist I and II Job Descriptions

EW/SB – Motion Passed

Ayes -EA, FC, SB, EW

Noes - None

Absent - MS

Abstain - None

CONFORMED AGENDA

13. **APPROVE** Resolution 2021-24 Authorize Submitting Proposal for Air Quality Management District Electric Vehicle Supply Equipment Grant

Motion to approve Resolution 2021-24 Authorize Submitting Proposal for Air Quality Management District Electric Vehicle Supply Equipment Grant

SB/FC – Motion Passed Ayes –EA, FC, SB, EW Noes – None Absent – MS Abstain – None

BOARD INFORMATION ITEMS

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

- 14. Committee Chair Report-Outs
 - a. Budget & Administration
 - b. Covenants, Conditions & Restrictions (CC&R)
 - c. Fire & Emergency Services
 - d. Parks & Recreation
 - e. General Manager Recruitment Ad Hoc
- 15. General Matters to/from Board Members and Staff
 - Upcoming Trainings & Community Meetings
 - CSDA Annual Conference, 8/30-9/2, Monterey
 - CSDA Special District Leadership Academy, 9/26-9/29, Lake Tahoe
 - Solar Project Update (oral, J. Ritzman)

JR- solar panels at the Community Center are now installed and the project is to be completed by the 20th of August. The Board will be moving back to in-person meetings hopefully by September. Staff is revisiting COVID protocols for public meetings. It is desired to change date of December Board meeting to allow participation in the Chamber mixer.

SB- Grateful and impressed by the work done regarding evacuation site efforts

FC- enjoyed taking Aquabody Strong class at the Community Center and encourages members of the public to participate. Will be absent at upcoming Parks and Rec committee meeting but hopes public will come and participate.

EA- Rotary Club postponed to later date, enjoyed seeing the community turnout at Rasmussen Park event last week

MG- Rasmussen event held 200-300 people, hopes to make a regular occurrence of outdoor movies and food trucks in Cameron Park. Evacuation site began as hectic but hit stride after first day, hoping to transfer day-to-day and cleaning tasks to Red Cross to relieve CSD staff. Currently housing 60 people and in contact with churches as additional evacuation sites.

CONFORMED AGENDA

PUBLIC COMMENT

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

CONVENE TO CLOSED SESSION

The Board will recess to closed session to discuss the following item(s):

- Conference with Legal Counsel Existing Litigation
 pursuant to Government Code section 54956.9
 Cameron Park CSD v. Prowest PCM, Inc., El Dorado Superior Court Case No. PC20180258
- Pubic Employment Pursuant to Government Code section 54957 General Manager Recruitment

Board members met in closed session and discussed Pubic Employment Pursuant to Government Code section 54957 – General Manager Recruitment, providing direction to consultants.

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

ADJOURNMENT – 8:33pm

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

Conformed Agenda Prepared by:	Conformed Agenda Approved by:	
 Jill Ritzman	Director Eric Aiston, President	
Board Secretary	Board of Directors	

CAMERON PARK COMMUNITY SERVICES DISTRICT



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CONFORMED AGENDA

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

> SPECIAL BOARD MEETING Tuesday, August 24, 2021 2:00 p.m.

Foothills Church Administrative Office 3939 Cambridge Road, Cameron Park

The Board will convene into Closed Session shortly after the adoption of the Agenda.

Board Members

Eric Aiston President

Felicity Carlson Vice President

Sidney Bazett Board Member

Monique Scobey Board Member

Ellie Wooten Board Member

CALL TO ORDER 2:02pm

- 1. Roll Call EA/FC/SB/MS/EW
- 2. Pledge of Allegiance

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ADOPTION OF THE AGENDA

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

3. Adopt the Agenda

Motion to adopt the Agenda. EW/SB – Motion Passed Ayes –EA, FC, SB, MS, EW Noes – None Absent – None Abstain – None

OPEN FORUM FOR NON-AGENDA ITEMS

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

PUBLIC COMMENT

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

CONVENE TO CLOSED SESSION

The Board will recess to closed session to discuss the following item(s):

Pubic Employment Pursuant to Government Code section 54957 – General Manager Recruitment

The Board of Directors provided direction to staff regarding Pubic Employment Pursuant to Government Code section 54957 – General Manager Recruitment

RECONVENE TO OPEN SESSION AND REPORT OUT OF CLOSED SESSION

Pursuant to Government Code §54957.1, the legislative body of any local agency shall publicly report any action taken in closed session and the vote or abstention of every member present thereon.

ADJOURNMENT – 9:34pm

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

Conformed Agenda Prepared by:	Conformed Agenda Approved by:
Jill Ritzman	Director Eric Aiston, President
Board Secretary	Board of Directors



Agenda Transmittal

DATE: September 15, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6: GENERAL MANAGER'S REPORT

RECOMMENDED ACTION: Receive and File

On Tuesday morning, August 17, El Dorado County Office of Emergency Services and Red Cross transformed the Cameron Park Community Center into the Caldor Fire Evacuation Shelter. By that night, this shelter was considered full with 68 evacuees. Green Valley and Rolling Hills churches activate soon after Cameron Park reached capacity. The shelter operated for 22 days until Tuesday, September 7 at 5:00 when a small handful of remaining evacuees were transferred to Rolling Hills and Cameron Park closed.

Several agencies worked together to provide services: Red Cross served the evacuees and coordinated volunteers; Salvation Army provided meal service; Humane Society supported evacuees' pets; and the District provided the facility for all these good things to happen. The assembly hall, kitchen, gymnasium, pool showers and classrooms were all in use. Staff appreciated the opportunity to support El Dorado County residents in their time of need.

As stated in my column which runs monthly in Cameron Park Life, Cameron Park residents' generosity, prayers and support of the evacuation shelter and evacuees was simply overwhelming. Many residents, local businesses and organizations helped in a variety of ways to make the shelter a success.

District business did take a side step for a few days, but there was time for a few good things to happen. Eric Aiston, Sidney Bazett and I provided Cameron Park Rotary a presentation about the District's 2021-2026 Strategic Plan. The District staff leadership team, which has new members in recent months, had a team building event at Red Door Escape Room just prior to the activation of the shelter (we were almost successful in escaping "Prison Break Out."). The solar construction is mostly completed at the community center and in construction at Fire Station 89. As soon as the shelter closed,

staff moved Red Cross out and welcomes County Elections in to serve as one of the County's Vote Centers starting on Saturday, September 10.

The District held a community meeting at Eastwood Park to discuss opportunities and funding for park improvements, and upcoming recreation activities. The meeting was well attended with 30 residents, and staff received great feedback. Next steps are being taken.

Administration Department

As the District's summer operations come to a close, administration staff are ending or suspending employment of most summer seasonal staff. A few staff will be retained to assist with the year-round pool operations, holiday day camps and upcoming special events. Invoices and receipts are also being gathered from the busy summer operations.

To prepare for a timely audit, staff's work on Fiscal Year 2020-2021 year-end closing is completed, except for the information needed from the County for the District's general and special funds, which is expected later this month.

CC&R Department

Architectural Review Committee and staff continues to be busy with Architectural Review applications, with quantity greater than in past years. Two properties are referred to the CC&R legal counsel for lack of compliance.

Fire & Emergency Services Department

The Fire Department is very busy supporting the Caldor Fire efforts while maintaining staffing levels at both fire stations. The Fire Marshal inspections continue as an active part of the District's fire prevention effort.

Parks & Facilities Department

I want to especially acknowledge the efforts of the Parks & Facilities team to support the County, Red Cross, Human Society and Salvation Army with the operations of the evacuation shelter. It was a huge-undertaking - from a community center which was closed in early 2020 to opening eighteen months later, within an hour, to receive evacuees from the Caldor fire. And within days after the shelter closing, opening as a County Vote Center. Mike Grassle, Superintendent, and his team is to be congratulated on a job well done.

Recreation Department

The Recreation Team was an integral piece to the support of the evacuation shelter. They took calls from hundreds who wanted to donate or volunteer, referring them to Red Cross, and updated District website and social media outlets to keep everyone informed. On some occasions, we placed calls to volunteers to mobilize. The Recreation team coordinated live music, movies and swimming for the evacuees.

In August, Recreation's first post-pandemic community special event, CP Family Fest, was a great success with music and a movie. Staff took notes for improvements, and plan to have more outdoor movie nights in 2022.

Agenda Transmittal



DATE: September 15, 2021

FROM: Christina Greek, Finance/HR Officer

AGENDA ITEM #7: ANNUAL DISCLOSURE OF BOARD OF DIRECTORS AND EMPLOYEE

REIMBURSEMENT

RECOMMENDED ACTION: RECEIVE AND FILE

Section 53065.5 of the California Government Code requires special districts to disclose any reimbursement paid to Board Members and employees by Cameron Park Community Services District (District) in the preceding Fiscal Year of at least \$100 for each individual charge for services or products received. The disclosure requirement is fulfilled by including the reimbursement information in a document published and made available for public inspection at least annually.

The attached report includes individual charges for services or products received of at least \$100 for the Fiscal Year 2020-21. The report will be posted on the District webpage as well as the District Information Board to fulfill the "publishing and availability for public inspection" requirement. Posting to the District website also meets a requirement for the District Transparency Certificate of Excellence from the California Special District Association.

Attachments:

7A - Board Member Reimbursement Report

7B - Employee Reimbursement Report

Vendor Activity
Aiston, Eric - Eric William Blodgett Aiston
No Class
Board Member

From 7/1/2020 Through 6/30/2021

Vendor Name	Expenses	Check/Voucher Date	Document Description	
Eric William Blodgett Ais	300.00		Dir Comp Mtgs 06/01,16,23 (FY 20/21)	
Eric William Blodgett Ais				
Eric William Blodgett Ais	0.00	7/9/2020	System Generated Check/Voucher	
Eric William Blodgett Ais	300.00	8/6/2020	Dir Comp Mtgs 07/07,07,15	
Eric William Blodgett Ais	0.00	8/6/2020	System Generated Check/Voucher	
Eric William Blodgett Ais	200.00	9/10/2020	Dir Comp Mgs 08/11 & 08/19/20	
Eric William Blodgett Ais	0.00	9/10/2020	System Generated Check/Voucher	
Eric William Blodgett Ais	300.00	10/8/2020	Dir Comp Mtgs 09/01,01,16	
Eric William Blodgett Ais	0.00	10/8/2020	System Generated Check/Voucher	
Eric William Blodgett Ais	300.00	11/19/2020	Dir Comp mtgs 10/06,08,21	
Eric William Blodgett Ais	0.00	11/19/2020	System Generated Check/Voucher	
Eric William Blodgett Ais	200.00	12/3/2020	Dir Comp Mtgs 11/03, 11/1/20	
Eric William Blodgett Ais	0.00	12/3/2020	System Generated Check/Voucher	
Eric William Blodgett Ais	300.00	12/30/2020	Dir Comp Mtgs 12/01,03,16	
Eric William Blodgett Ais	0.00	12/30/2020	System Generated Check/Voucher	
Eric William Blodgett Ais	300.00	1/28/2021	Dir Comp Mtgs 01/05,13,20	
Eric William Blodgett Ais	0.00	1/28/2021	System Generated Check/Voucher	
Eric William Blodgett Ais	300.00	3/4/2021	Dir Comp Mtgs 02/02,17,24	
Eric William Blodgett Ais	0.00	3/4/2021	System Generated Check/Voucher	
Eric William Blodgett Ais	200.00	6/3/2021	Dir Comp Mtgs 05/04 & 05/19/21	
Eric William Blodgett Ais	0.00	6/3/2021	System Generated Check/Voucher	
	2,700.00			Transaction Tota
Total Eric William Blodg	2,700.00			

Attachment 7A

Cameron Park Community Services District

Vendor Activity
Bazett, Sidney - Sidney Arthur Bazett
No Class
Board Member
From 7/1/2020 Through 6/30/2021

Vendor Name	Expenses	Check/Voucher Date	Document Description	
Sidney Arthur Bazett	400.00		Dir Comp Mtgs 06/01,07,16,23 FY 20/21	
Sidney Arthur Bazett	100.00	1/7/2021	Dir Comp Mtg 12/16/20	
Sidney Arthur Bazett	0.00	1/7/2021	System Generated Check/Voucher	
Sidney Arthur Bazett	400.00	1/28/2021	Dir Comp Mtgs 01/04,05,13,20	
Sidney Arthur Bazett	0.00	1/28/2021	System Generated Check/Voucher	
Sidney Arthur Bazett	400.00	3/4/2021	Dir Comp Mtgs 02/01,02,17,24	
Sidney Arthur Bazett	0.00	3/4/2021	System Generated Check/Voucher	
Sidney Arthur Bazett	200.00	5/20/2021	Dir Comp Mtgs 04/06 & 04/21/21	
Sidney Arthur Bazett	300.00	5/20/2021	Dir Comp Mtgs 05/03,04,19	
Sidney Arthur Bazett	0.00	5/20/2021	System Generated Check/Voucher	
Sidney Arthur Bazett	100.00	6/3/2021	Dir Comp Mtg 03/17/21	
Sidney Arthur Bazett	0.00	6/3/2021	System Generated Check/Voucher	
	1,900.00			Transaction Tota
Total Sidney Arthur Bazett	1,900.00			

Attachment 7A

Cameron Park Community Services District

Vendor Activity
Carlson, Felicity - Felicity Wood Carlson
No Class
Board Member
From 7/1/2020 Through 6/30/2021

Vendor Name	Expenses	Check/Voucher Date	Document Description	
Felicity Wood Carlson	400.00		Dir Comp Mtgs 06/01,07,16,23 FY 20/21	
Felicity Wood Carlson				
Felicity Wood Carlson	0.00	7/2/2020	System Generated Check/Voucher	
Felicity Wood Carlson	300.00	7/23/2020	Dir Comp Mtgs 07/06,06,15	
Felicity Wood Carlson	0.00	7/23/2020	System Generated Check/Voucher	
Felicity Wood Carlson	180.00	9/24/2020	Dir Comp Mtgs 08/31 & 09/16 w/10% discount	
Felicity Wood Carlson	0.00	9/24/2020	System Generated Check/Voucher	
Felicity Wood Carlson	300.00	11/5/2020	Dir Comp Mtgs 10/05,08,21 2020	
Felicity Wood Carlson	0.00	11/5/2020	System Generated Check/Voucher	
Felicity Wood Carlson	270.00	12/3/2020	Dir Comp Mtgs 11/02,02,18 (w/ disc)	
Felicity Wood Carlson	0.00	12/3/2020	System Generated Check/Voucher	
Felicity Wood Carlson	360.00	1/7/2021	DIr Comp Mtgs 12/07,07,03,16	
Felicity Wood Carlson	0.00	1/7/2021	System Generated Check/Voucher	
Felicity Wood Carlson	360.00	1/28/2021	Dir Comp Mtgs 01/04,05,13,20	
Felicity Wood Carlson	0.00	1/28/2021	System Generated Check/Voucher	
Felicity Wood Carlson	360.00	4/1/2021	Dir Comp Mtgs 02/01,02,17,24	
Felicity Wood Carlson	270.00	4/1/2021	Dir Comp Mtgs 03/01,09,17	
Felicity Wood Carlson	0.00	4/1/2021	System Generated Check/Voucher	
Felicity Wood Carlson	200.00	5/6/2021	Dir Comp Mtgs 04/13 & 04/21/21	
Felicity Wood Carlson	0.00	5/6/2021	System Generated Check/Voucher	
Felicity Wood Carlson	300.00	6/3/2021	Dir Comp Mtgs 05/03,04,19	
Felicity Wood Carlson	0.00	6/3/2021	System Generated Check/Voucher	
	3,300.00			Transaction Tota
Total Felicity Wood Carl	3,300.00			

Attachment 7A

Cameron Park Community Services District

Vendor Activity Morrison, Holly - Holly Morrison No Class **Board Member** From 7/1/2020 Through 6/30/2021

Vendor Name	Expenses	Check/Voucher Date	Document Description	
Holly Morrison				
Holly Morrison	300.00	8/27/2020	Dir Comp Mtgs 07/06,06,15	
Holly Morrison	0.00	8/27/2020	System Generated Check/Voucher	
Holly Morrison	100.00	12/10/2020	Dir Comp Mtg 9/16/20 (CC&R mtg on 8/31 cancelled)	
Holly Morrison	200.00	12/10/2020	Dir Comp Mtgs 08/03, 19	
Holly Morrison	300.00	12/10/2020	Dir Comp Mtgs 10/05,08,21	
Holly Morrison	200.00	12/10/2020	Dir Comp Mtgs 11/02, 18	
Holly Morrison	200.00	12/10/2020	Dir Comp Mtgs 12/03,07	
Holly Morrison	0.00	12/10/2020	System Generated Check/Voucher	
	1,300.00			Transaction Tota
Total Holly Morrison	1,300.00			

Vendor Activity Wooten, Ellamae - Ellamae J. Wooten No Class Board Member

From 7/1/2020 Through 6/30/2021

Vendor Name	Expenses	Check/Voucher Date	Document Description	
Ellamae J. Wooten	300.00		Dir Comp Mtgs 06/07,16,23 FY 20/21	
Ellamae J. Wooten	200.00	8/27/2020	Dir Comp mtgs 08/03 & 08/19/20	
Ellamae J. Wooten	0.00	8/27/2020	System Generated Check/Voucher	
Ellamae J. Wooten	300.00	12/3/2020	Dir Comp Mtgs 11/02,03,18	
Ellamae J. Wooten	0.00	12/3/2020	System Generated Check/Voucher	
Ellamae J. Wooten	200.00	12/30/2020	Dir Comp Mtgs 12/01, 16	
Ellamae J. Wooten	0.00	12/30/2020	System Generated Check/Voucher	
Ellamae J. Wooten	200.00	2/11/2021	Dir Comp Mtgs Jan. 2021	
Ellamae J. Wooten	0.00	2/11/2021	System Generated Check/Voucher	
Ellamae J. Wooten	300.00	3/4/2021	Dir Comp Mtgs 02/01,17,24	
Ellamae J. Wooten	0.00	3/4/2021	System Generated Check/Voucher	
Ellamae J. Wooten	300.00	4/1/2021	Dir Comp Mtgs 03/01,01,17	
Ellamae J. Wooten	0.00	4/1/2021	System Generated Check/Voucher	
Ellamae J. Wooten	200.00	5/13/2021	Dir Comp, Mtgs 04/05 & 04/21/21	
Ellamae J. Wooten	0.00	5/13/2021	System Generated Check/Voucher	
Ellamae J. Wooten	200.00	6/3/2021	Dir Comp Mtgs 05/03 & 05/19/21	
Ellamae J. Wooten	0.00	6/3/2021	System Generated Check/Voucher	
	2,200.00			Transaction Tota
Total Ellamae J. Wooten	2,200.00			
Report Opening/Current Balance				
Report Transaction Totals	11,400.00			
Report Current Balances				

Effective Date	Payee	Document Description	Expenses	
11/6/2020	Brett Lanning	Parks Maint, Work Boots reimb B. Lanning 11/05/20	150.00	
11/19/2020	Brett Lanning	System Generated Check/Voucher	0.00	
			150.00	Transaction Total
	Total Brett Lanning		150.00	
6/1/2021	Christina Greek	cell phone allowance - June 2021 (1st pd)	100.00	
6/3/2021	Christina Greek	System Generated Check/Voucher	0.00	
			100.00	Transaction Total
	Total Christina Greek		100.00	
8/27/2020	James Mog	CC&R auto washes - reimb to JM	7.00	
9/8/2020	James Mog	CC&R auto washes - reimb to JM	10.35	
9/24/2020	James Mog	System Generated Check/Voucher	0.00	
10/5/2020	James Mog	Reimb -Post Office/Postage CC&R 10/07 & 10/22	31.00	
10/28/2020	James Mog	Reimb-CC&R car washes 09/25 & 10/19/20	20.00	
11/2/2020	James Mog	CC&R Postage reimb 10/30/20	7.75	
11/5/2020	James Mog	System Generated Check/Voucher	0.00	
1/5/2021	James Mog	CC&R car wash 11/11/20 Reimb	10.35	
1/7/2021	James Mog	System Generated Check/Voucher	0.00	

Effective Date	Payee	Document Description	Expenses	
5/13/2021	James Mog	CC&R vehicle car washes - reimb 4/15 & 5/10/21	26.70	
5/13/2021	James Mog	System Generated Check/Voucher	0.00	
			113.15	Transaction Total
	Total James Mog		113.15	
3/11/2021	Jessica Garrison	System Generated Check/Voucher	0.00	
3/11/2021	Jessica Garrison	Testing Reimb (ins declined) 01/06/21	325.00	
			325.00	Transaction Total
	Total Jessica Garrison		325.00	
7/8/2020	Jill Ritzman	Staff Mtgs am food 07/08/20	32.15	
7/9/2020	Jill Ritzman	Cell allowance - July 2020 FY 20/21	100.00	
7/9/2020	Jill Ritzman	System Generated Check/Voucher	0.00	
8/6/2020	Jill Ritzman	cell allowance - August 2020	100.00	
8/6/2020	Jill Ritzman	System Generated Check/Voucher	0.00	
8/22/2020	Jill Ritzman	K. Magoolaghan appreciation gift 08/22/20	30.53	
8/27/2020	Jill Ritzman	System Generated Check/Voucher	0.00	
9/10/2020	Jill Ritzman	Cell allowance, Sept. 2020	100.00	
9/10/2020	Jill Ritzman	System Generated Check/Voucher	0.00	
10/1/2020	Jill Ritzman	Cell allowance - Oct 2020	100.00	
10/8/2020	Jill Ritzman	System Generated Check/Voucher	0.00	

Effective Date	Payee	Document Description	Expenses	
11/1/2020	Jill Ritzman	Cell Allowance - Nov. 2020	100.00	
11/5/2020	Jill Ritzman	System Generated Check/Voucher	0.00	
12/1/2020	Jill Ritzman	Cell Allowance - Dec. 2020	100.00	
12/3/2020	Jill Ritzman	System Generated Check/Voucher	0.00	
1/1/2021	Jill Ritzman	Cell phone allowance - Jan 2021	100.00	
1/7/2021	Jill Ritzman	System Generated Check/Voucher	0.00	
2/1/2021	Jill Ritzman	Cell Allowance - Feb 2021	100.00	
2/4/2021	Jill Ritzman	System Generated Check/Voucher	0.00	
3/1/2021	Jill Ritzman	Cell Allowance - March 2021	0.00	
3/4/2021	Jill Ritzman	System Generated Check/Voucher	0.00	
3/18/2021	Jill Ritzman	Cell Allowance - March 2021 Replcmt check (33579 void)	100.00	
3/18/2021	Jill Ritzman	System Generated Check/Voucher	0.00	
4/1/2021	Jill Ritzman	Cell Allowance- April 2021	100.00	
4/1/2021	Jill Ritzman	System Generated Check/Voucher	0.00	
5/1/2021	Jill Ritzman	Cell allowance - May 2021	100.00	
5/6/2021	Jill Ritzman	System Generated Check/Voucher	0.00	
6/1/2021	Jill Ritzman	cell phone allowance - June 2021	100.00	
6/1/2021	Jill Ritzman	Staff Lunch portion- reimb 06/01/21	60.09	
6/3/2021	Jill Ritzman	System Generated Check/Voucher	0.00	
			1,322.77	Transaction Total

Effective Date	Payee	Document Description	Expenses	
6/1/2021	Kimberly Vickers	cell phone allowance - June 2021 (1st pd)	100.00	
6/3/2021	Kimberly Vickers	System Generated Check/Voucher	0.00	
			100.00	Transaction Total
	Total Kimberly Vickers		100.00	
7/9/2020	Laura Sanders-Ito	System Generated Check/Voucher	0.00	
9/30/2020	Laura Sanders-Ito	Mileage July-Sept 2020	45.88	
10/8/2020	Laura Sanders-Ito	System Generated Check/Voucher	0.00	
12/31/2020	Laura Sanders-Ito	Mileage Reimb Oct-Dec 2020	38.80	
1/7/2021	Laura Sanders-Ito	System Generated Check/Voucher	0.00	
3/31/2021	Laura Sanders-Ito	Q1 CY 2021 Mileage Reimb bank/postal runs	43.90	
4/8/2021	Laura Sanders-Ito	System Generated Check/Voucher	0.00	
6/30/2021	Laura Sanders-Ito	Mileage Q2 CY 2021 - Reimb LSI	33.43	
			162.01	Transaction Total
	Total Laura Sanders-Ito		162.01	
7/9/2020	Michael Grassle	cell allowance - July 2020 FY 20/21	100.00	
7/9/2020	Michael Grassle	System Generated Check/Voucher	0.00	
8/6/2020	Michael Grassle	cell allowance - August 2020	100.00	
8/6/2020	Michael Grassle	System Generated Check/Voucher	0.00	
9/10/2020	Michael Grassle	Cell Allowance, Sept. 2020	100.00	

Vendor Activity
Reimbursement-Employees
From 7/1/2020 Through 6/30/2021

Document Description	Payee	Effective Date
System Generated Check/Voucher	Michael Grassle	9/10/2020
Cell allowance - Oct 2020	Michael Grassle	10/1/2020
System Generated Check/Voucher	Michael Grassle	10/8/2020
Cell Allowance - Nov. 2020	Michael Grassle	11/1/2020
System Generated Check/Voucher	Michael Grassle	11/5/2020
Cell Allowance - Dec. 2020	Michael Grassle	12/1/2020
System Generated Check/Voucher	Michael Grassle	12/3/2020
Reimb for pesticide reg license 12/29/20	Michael Grassle	12/29/2020
Cell phone allowance Jan. 2021	Michael Grassle	1/1/2021
System Generated Check/Voucher	Michael Grassle	1/7/2021
Cell Allowance - Feb 2021	Michael Grassle	2/1/2021
System Generated Check/Voucher	Michael Grassle	2/4/2021
Cell Allowance - March 2021	Michael Grassle	3/1/2021
System Generated Check/Voucher	Michael Grassle	3/4/2021
Cell Allowance - April 2021	Michael Grassle	4/1/2021
System Generated Check/Voucher	Michael Grassle	4/1/2021
Mileage reimb April 2021	Michael Grassle	4/29/2021
	Michael Grassle	5/1/2021
System Generated Check/Voucher	Michael Grassle	5/6/2021
cell phone allowance - June 2021	Michael Grassle	6/1/2021
System Generated Check/Voucher	Michael Grassle	6/3/2021
	System Generated Check/Voucher Cell allowance - Oct 2020 System Generated Check/Voucher Cell Allowance - Nov. 2020 System Generated Check/Voucher Cell Allowance - Dec. 2020 System Generated Check/Voucher Reimb for pesticide reg license 12/29/20 Cell phone allowance Jan. 2021 System Generated Check/Voucher Cell Allowance - Feb 2021 System Generated Check/Voucher Cell Allowance - March 2021 System Generated Check/Voucher Cell Allowance - April 2021 System Generated Check/Voucher Cell Allowance - April 2021 System Generated Check/Voucher Mileage reimb April 2021 Cell allowance - May 2021 System Generated Check/Voucher Cell phone allowance - June 2021 System Generated	Michael Grassle Cell allowance - May 2021 Michael Grassle Cell phone allowance - June 2021 Michael Grassle Cell phone allowance - June 2021 Michael Grassle System Generated

1,326.08 Transaction Total

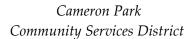
Effective Date	Payee	Document Description	Expenses	
	Total Michael Grassle		1,326.08	
9/24/2020	Mike Merritt	System Generated Check/Voucher	0.00	
9/24/2020	Mike Merritt	Work Boots Reimb Sept 2020, Parks MM	150.00	
			150.00	Transaction Total
	Total Mike Merritt		150.00	
7/24/2020	Trevor Parsons	PP15 07/24 repl payroll check for TP (incorrect bank info)	148.53	
8/6/2020	Trevor Parsons	System Generated Check/Voucher	0.00	
			148.53	Transaction Total
	Total Trevor Parsons		148.53	
8/17/2020	Vicky Neibauer	Wifi ext. home use Covid. VN 08/17/20	50.24	
8/27/2020	Vicky Neibauer	System Generated Check/Voucher	0.00	
11/3/2020	Vicky Neibauer	Internet boost/software reimb July-Sept 2020	462.46	
11/5/2020	Vicky Neibauer	System Generated Check/Voucher	0.00	
1/4/2021	Vicky Neibauer	Reimb Internet booster- home use (Covid) Oct/Nov	174.06	
1/7/2021	Vicky Neibauer	System Generated Check/Voucher	0.00	
			686.76	Transaction Total
	Total Vicky Neibauer		686.76	

Vendor Activity
Reimbursement-Employees
From 7/1/2020 Through 6/30/2021

Effective Date	Payee	Document Description	Expenses	
7/9/2020	Whitney Kahn	cell allowance - July 2020 FY 20/21	100.00	
7/9/2020	Whitney Kahn	System Generated Check/Voucher	0.00	
8/6/2020	Whitney Kahn	Cell allowance August 2020	100.00	
8/6/2020	Whitney Kahn	System Generated Check/Voucher	0.00	
9/10/2020	Whitney Kahn	Cell allowance, Sept. 2020	100.00	
9/10/2020	Whitney Kahn	System Generated Check/Voucher	0.00	
10/1/2020	Whitney Kahn	Cell Allowance - Oct 2020	100.00	
10/8/2020	Whitney Kahn	System Generated Check/Voucher	0.00	
11/1/2020	Whitney Kahn	Cell Allowance - Nov. 2020	100.00	
11/5/2020	Whitney Kahn	System Generated Check/Voucher	0.00	
12/1/2020	Whitney Kahn	Cell Allowance - Dec. 2020	100.00	
12/3/2020	Whitney Kahn	System Generated Check/Voucher	0.00	
1/1/2021	Whitney Kahn	Cell phone allowance - Jan. 2021	100.00	
1/7/2021	Whitney Kahn	System Generated Check/Voucher	0.00	
2/1/2021	Whitney Kahn	Cell Allowance - Feb 2021	100.00	
2/4/2021	Whitney Kahn	System Generated Check/Voucher	0.00	
3/1/2021	Whitney Kahn	Cell Allowance - March 2021	100.00	
3/4/2021	Whitney Kahn	System Generated Check/Voucher	0.00	
			900.00	Transaction Total
	Total Whitney Kahn		900.00	

Date: 9/2/21 02:33:36 PM

Effective Date	Payee	Document Description	Expenses
		Total Reimbursement-Empl	5,484.30
Report Opening/Current Balance			
Report Transaction Totals			5,484.30
Report Current Ba	alances		





Agenda Transmittal

DATE: September 15, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #8: AMENDMENT TO THE AGREEMENT WITH MUNICIPAL RESOURCE

GROUP

RECOMMENDED ACTION: Approve Resolution 2021-25

Background

On May 19, 2021, the Cameron Park Community Services District (District) Board of Directors approved Resolution 2021-14 approving an agreement with Municipal Resource Group (MRG) for executive search services.

Discussion

Due to the number and quality of candidate responses, more consultant time is needed for the executive search team. Staff is proposing an amendment to the MRG agreement for up to an additional \$4,300.

Attachments:

8A: Resolution 2021-25

8B: Amendment to Agreement

RESOLUTION NO. 2021-25 of the Board of Directors of the Cameron Park Community Services District

September 15, 2021

RESOLUTION TO APPROVE AMENDMENT TO THE AGREEMENT BETWEEN THE CAMERON PARK COMMUNITY SERVICES DISTRICT AND MUNICIPAL RESOURCE GROUP LLP FOR EXECUTIVE SEARCH SERVICES

WHEREAS, On May 19, 2021, the Cameron Park Community Services District (District) Board of Directors approved Resolution 2021-14 approving an agreement with Municipal Resource Group (MRG) for executive search services; and

WHEREAS, Due to the number and quality of candidate responses, more consultant time is needed for the executive search team.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Cameron Park Community Services District

- Approves the Amendment to the Agreement between Cameron Park Community Services District and MRG for executive search services, and
- Authorizes the General Manager to execute the Agreement.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District, at a regular scheduled meeting, held on the 15th day of September, 2021, by the following vote of said Board:

Board of Directors	Secretary to the Board
Eric Aiston, President	Jill Ritzman, General Manager
ATTEST:	
ABSTAIN:	
ABSENT:	
NOES:	
AYES:	

Resolution No. 2021-25 Page 2 of 2



August 31, 2021

Ms. Jill Ritzman, General Manager Cameron Park Community Services District 2502 Country Club Drive Cameron Park, CA 95682

Dear Ms. Ritzman:

Thank you for engaging Municipal Resource Group LLC ("MRG") to provide recruitment services for the Cameron Park Community Services District ("District") for the position of the General Manager. As we near the end of the recruitment process, MRG is requesting an additional 20 hours of consulting services to accommodate District requests, logistical support and needs of this important process working with the Board and leadership not included in the original scope of work.

The project hours will cover reference checks (in progress), additional closed session meeting(s), and follow-up tasks and requests. MRG anticipates no more than 20 hours at the current rate of \$215 per hour for a total of \$4,300. Please sign below to approve the scope and fees and return a copy for our records. Thank you!

Respectfully,

Mary Egan

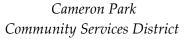
Managing Partner

MRG, LLC 916-261-7547

egan@solutions-mrg.com

I am authorized to sign this Agreement. I have read and understand the terms of this Agreement. I hereby confirm the engagement of MRG to provide Recruitment consulting services in accordance with its terms.

Ms. Jill Ritzman General Manager Date





Agenda Transmittal

DATE: September 15, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #9: AMENDMENT TO 2021 BOARD AND COMMITTEE CALENDAR

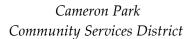
RECOMMENDED ACTION: APPROVE

Background

In December every year, the Board approves an annual Board and Committee meeting calendar.

Discussion

Staff is recommending a change to the 2021 Regular Board of Directors Meeting Calendar in December from Wednesday, December 15, 2021 to Tuesday, December 14, 2021 to accommodate the Tri-Chamber Mixer at the Cameron Park Community Center. The District is happy to host this annual mixer during the holiday season.





Agenda Transmittal

DATE: September 15, 2021

FROM: Sherry Moranz, Fire Chief

AGENDA ITEM #11: CAL FIRE, RURAL FIRE CAPACITY GRANT AGREEMENT

RECOMMENDED ACTION: Approve Resolution 2021-26

Introduction

In May 2021, the Cameron Park Community Services District applied for funding from CAL FIRE's Rural Fire Capacity Grant Program. This grant provides 50% matching funds. The grant application is for 150 wildland pants for existing and future fire fighters. Total project costs is \$28,153.13. The grant will fund 50% of the cost up to \$14,076.57 and the District is required to match \$14,076.57.

Discussion

The District will purchase the pants, and per the grant agreement, be reimbursed up to 50% of the cost for wildland pants to a maximum of \$14,076.57. The term of the grant is until June 30, 2022. A Board of Directors Resolution to execute the grant agreement and accept funding is required by the grantor. The Resolution authorizes the General Manager to execute the agreement and grant documents.

Attachments:

11A. Grant Application

11B. Grant Agreement

11C. Resolution 2021-26

California Department of Forestry and Fire

Protection 2021-2022 Application for Funding

Cooperative Forestry Assistance Act of 1978

Rural Fire Capacity (RFC) Program

Agreement #7GF 21017



Α.	Department/Organization					
	Organization Name: Cameron Park Community Services District					
	Contact's First Name: Jill	Contact's Last Name: Ritzman				
	Street Address: 2502 Country Club Drive					
	Mailing Address: 2502 Country Club Drive					
	City: Cameron Park	County: El Dorado				
	State: California	CAL FIRE Unit: AEU - Amador-El Dorado Unit				
	Phone Number: (530) 350-4621	Email Address: jritzman@cameronpark.org				
	DUNS Number: 021587593					
	To check to see what your DUNS Nuvisit the DUNS Number web page.	umber is, or to apply for one, please				

B. Area to be served by award (include areas covered by contract or written mutual aid agreements).

Number of Communities: 18 Area: 120.00 square miles

Congressional District #: CA-##4

Population: 18,000 Annual Budget: \$ 4,131,211.00

Latitude N 38 ° 40 ' 70 " Longitude W 120 59 13 "

(Latitude must be between 32 and 42 degrees. Longitude must be between 114 and 125 degrees. Latitude and Longitude minutes and seconds must be between 0 and 60. Use a central point in the Applicant's service area for the general area covered by the project).

All projects **MUST** have a project area.

	-	A11 1 1 1 1 1 A A
C.	Activity: Annual number of emergency incidents.	Allachment TTA

Fire: 380 + EMS: 2,969 + Other: 1,841 = Total: 5190

D. Indian Tribal Community (If project includes an Indian Tribal Community, please provide):

Population: Size (acres): # of structures:

Distance to nearest fire station (miles):

CAL FIRE USE ONLY (Formula-driven)

Total Application Request (up to 50%; \$500 minimum, \$20,000 maximum)

Project Total Cost: \$ 28,153.13

Amount Funded for this Agreement: \$14,076.57 \(\text{MC} \)

E. Proposed Project (List individual items for fundir	ng. Includ	e tax and shipp	ing in Unit cost):
Type	ltem	Quantity	Unit Cost	Item Total
1. Safety - Wildland	wildland pants (28 Short)	3	\$ 175.00	\$ 525.00
2. Safety - Wildland	wildland pants (28 Long)	3	\$ 175.00	\$ 525.00
3. Safety - Wildland	wildland pants (30 Short)	3	\$ 175.00	\$ 525.00
4. Safety - Wildland	wildland pants (30 Long)	3	\$ 175.00	\$ 525.00
5. Safety - Wildland	wildland pants (32 short)	6	\$ 175.00	\$ 1,050.00
6. Safety - Wildland	wildland pants (32 Long)	6	\$ 175.00	\$ 1,050.00
7. Safety - Wildland	wildland pants (34 long)	12	\$ 175.00	\$ 2,100.00
8. Safety - Wildland	wildland pants (36 short)	12	\$ 175.00	\$ 2,100.00
9. Safety - Wildland	wildland pants (36 Long)	12	\$ 175.00	\$ 2,100.00
10. Safety - Wildland	wildland pants (38 long)	12	\$ 175.00	\$ 2,100.00
11. Safety - Wildland	wildland pants (38 short)	12	\$ 175.00	\$ 2,100.00
12.				\$ 0.00
13. Safety - Wildland	wildland pants (40 short)	12	\$ 175.00	\$ 2,100.00
14. Safety - Wildland	▼ wildland pants (40 long)	12	\$ 175.00	\$ 2,100.00
15. Safety - Wildland	wildland pants (42 short)	12	\$ 175.00	\$ 2,100.00
16. Safety - Wildland	wildland pants (42 long)	12	\$ 175.00	\$ 2,100.00
17. Safety - Wildland	wildland pants (44 short)	6	\$ 175.00	\$ 1,050.00
18. Safety - Wildland	wildland pants (44 long)	6	\$ 175.00	\$ 1,050.00
19. Safety - Wildland	wildland pants (46 short)	3	\$ 175.00	\$ 525.00
20. Safety - Wildland	wildland pants (46 long)	3	\$ 175.00	\$ 525.00
21.	shipping and taxes	1.00	\$ 1,903.13	\$ 1,903.13
22.				\$ 0.00
F. CAL FIRE USE ONL	Y (Formula-Driven)	ennen telekorrani kirildirik in SPEA (SETEKE)	a a caracteristi suoma surpai a 2000 000000000 (1995) (1995) (1995) (1995) (1995) (1995) (1995) (1995) (1995)	
	F	Project Tot	al Cost: \$ 28,15	3.13

G. Additional Information. 1. Briefly describe the area to be served: fire protection system, water system, equipment, facilities, staffing, hazards, etc. and purpose of proposed project. 2. How will the request(s) maintain or bring your organization into compliance with NFPA 1977? (Limited to space below)

Cameron Park Fire Department (CPFD) is comprised of 2 stations which includes two type 1 advanced life support fire engines, one transporting ambulance, two unstaffed type 3 engines, and two unstaffed reserve type 1 engines. CPFD serves approximately 18,228 citizens as of a 2010 census with a total service area of 120 square miles. El Dorado Irrigation District serves the Fire hydrant system which provides adequate water supply to the community. CPFD is staffed by 15 full time firefighters 4 of which are provided by a Local JPA operating agreement, along with a Resident and Explorer Program. The Community is Urban with some semi-rural areas which includes a private airpark. The Purpose of our project is to provide up to date PPE for all employees, and provide for adequate amount of equipment. This will allow for cleaning so employee does not have to wear equipment that is contaminated till the end of their assigned shift. The equipment listed would allow all of the staff and future hires to remain complaint with NFPA 1977.

In addition to the original request(s), Applicants may list alternative projects for excess or unused funds, which the State will review during the initial application process. The State will determine which of the Applicant's projects are eligible for funding if excess or unused funds become available. Upon advance written approval by the State, the applicant may use additional/excess funding up to the contract maximum amount to purchase State approved items in listed order of priority on their application.

Deviations from the original application are considered an amendment and require prior approval before the amended expenditures can be made.

The funds will be only for those projects accomplished and/or items purchased between Agreement Approval Date and June 30, 2022. The Recipient agrees to provide CAL FIRE with itemized documentation of the Agreement project expenditures and bill CAL FIRE as soon as the project is complete, but no later than September 1, 2022.

The Recipient gives CAL FIRE or any authorized representative access to examine all records, books, papers, or documents relating to the Agreement. The Recipient shall hold harmless CAL FIRE and its employees for any liability or injury suffered through the use of property or equipment acquired under this Agreement. The applicant certifies that to the best of the applicant's knowledge and belief, the data in this application is true.

the data in this application is true.	
certify that the above and attached information is true and correct:	
don	5.4.2021
Original Signature Required: Grantee's Authorized Representative	Date Signed
Printed Name: Sill Ritzman	Title: General Managel
Executed on: 5.4.202 at Cawwon	Park, CA
Date	City

Attachment 11A

Grant Assurances for Cooperative Forestry Assistance Act of 1978 Rural Fire Capacity (RFC)

Organization Name: Cameron Park Community Services District

Contact's Last Name: Ritzman Contact's First Name: Jill

Street Address: 2502 Country Club Drive

Mailing Address: 2502 Country Club Drive

▼ Zip Code: 95682 County: El Dorado City: Cameron Park

~ CAL FIRE Unit: AEU - Amador-El Dorado Unit State: California

Phone Number: (530) 350-4621 Email Address: jritzman@cameronpark.org

DUNS Number: 021587593

As the duly authorized representative of the applicant, I certify that the applicant named above:

- 1. Has the legal authority to apply for the Rural Fire Capacity grant, of the Cooperative Forestry Assistance Act of 1978 and has the institutional, managerial and financial capability to ensure proper planning management, and completion of the grant.
- 2. Will assure that grant funds are used only for items requested and approved in the application.
- 3. Assures that all wildland fire response employees (full-time, part-time, or volunteer) are fully equipped with appropriated wildland fire response personal protective equipment that meets NFPA 1977, Standard on Protective Clothing and Equipment for Wildland Fire Fighting, and are trained to a proficient level in the use of the personal protective equipment. Wildland fire suppression safety clothing, and equipment includes:
 - Safety helmet
 - Goggles
 - Ear Protection
 - Fire-resistant (i.e. Nomex) hood, shroud, or equivalent face and neck protection
 - Fire-resistant (i.e. Nomex) shirt and pants
 - Gloves
 - Safety work boots
 - Wildland fire shelter
 - Communications Equipment
- 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

Page 5 of 6 Organization Name: Cameron Park Community Services District

Attachment 11A

- 5. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain for themselves or others, particularly those with whom they have a family, business or other ties.
- 6. Will comply with all applicable requirements of all other Federal laws, Executive orders, regulations, Program and Administrative requirements, policies, and other requirements governing this program.
- 7. Will comply with USDA Forest Service Civil Rights requirements.

See the Forest Service Civil Rights literature on their web page.

8. Understands that failure to comply with any of the above assurances may result in suspension, termination, or reduction of grant funds.

✓ In compliance with NFPA 1977 and trained in the use of Wildland PPE.

Not in compliance with NFPA 1977, but applying for grant funding to purchase Wildland PPE and/or provide required training.

The undersigned represents that he/she is authorized by the above named applicant to enter into this agreement for and on behalf of the said applicant.

Printed Name of Authorized Agent

Signature of Authorized Agent:

Title of Authorized Agent: Gunal

TillRitzman

Date: 5.4.2021

Submission requires an unsigned <u>and</u> signed application.

- 1. Please complete and save an unsigned application.
- 2. In addition, please print, sign, date, and scan a signed application (or DocuSign).
- 3. On one email, please attach both the **unsigned** and **signed** applications and submit to CALFIRE.GRANTS@FIRE.CA.GOV.

Electronic copies must be submitted by May 4, 2021 at 11:59pm.

State of California Department of Forestry and Fire Protection (CAL FIRE) Cooperative Fire Protection GRANT AGREEMENT

APPLICANT:				
PROJECT TITLE:	Rural Fire Capacity			
GRANT AGREEMENT:	7GF21017			
PROJECT PERFORMANCE PERIOD is from date upon approval through June 30, 2022. Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up to the total state grant amount indicated.				
PROJECT DESCRIPTION: Cost-shacapability to organize, train, and equi			e to rural areas in upgrading their	
Total State Grant not to exceed \$	\$14,076.57		(or project costs, whichever is less).	
*The Special and General Provisions a	ttached are made a pa	rt of and incorpora	ated into this Grant Agreement.	
		STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION		
Applicant				
Ву		Ву		
Signature of Authorized Representa	tive			
Title		Title: Gabrielle Avina Staff Chief, Cooperative Fire Programs		
Date		Date		
	CERTIFICATION	OF FUNDING		
GRANT AGREEMENT NUMBER	POID	<u> </u>	SUPPLIER ID	
FUND 0001	FUND NAME General Fund			
PROJECT ID 354021DG2012138	ACTIVITY ID SUBGNT		AMOUNT OF ESTIMATE FUNDING \$ \$14,076.57	
GL UNIT 3540	BUD REF 001	CHAPTER 21	ADJ. INCREASING ENCUMBRANCE \$ 0.00	
PROGRAM NUMBER	ENY		ADJ. DECREASING ENCUMBRANCE	
9999000FED	2021		\$ 0.00	
ACCOUNT 5340580	ALT ACCOUNT 5340580002		UNENCUMBERED BALANCE \$ \$14,076.57	
REPORTING STRUCTURE	SERVICE LOCATION		ψ ψ ι τ, σ ι σ ι σ ι	
35409206	92717			
I hereby certify upon my personal	I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.			
Signature of CAL FIRE Accounting Officer			Date	

RURAL FIRE CAPACITY PROGRAM **TERMS AND CONDITIONS**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION

STATE OF CALIFORNIA Natural Resources Agency

Agreement for the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978

THIS AGREEMENT, made and entered between the STATE of California, acting through the Director of the Department of Forestry and Fire Protection hereinafter called "STATE", and hereinafter called "LOCAL AGENCY", covenants as follows:

RECITALS:

- 1. STATE has been approved as a passthrough agent of the United States Department of Agriculture, (USDA), Forest Service for the purpose of administering the Rural Fire Capacity program in California, hereinafter referred to as RFC, authorized by the Cooperative Forestry Assistance Act (CFAA) of 1978 (PL 95-313, 92 Stat 365, 16 U.S.C. 2101-2114), as amended.
- 2. This is a subaward under the 2021 Rural Fire Capacity Grant #21-DG-11052012-138 awarded to STATE by the Forest Service on July 21,2021. The CFDA for the award is 10.664, Cooperative Forestry Assistance. This subaward is funded solely with Federal funds and is subject to the Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, as adopted and supplemented by the USDA in 2 CFR Part 400, and under certain terms and conditions to LOCAL AGENCY to assist LOCAL AGENCY to upgrade its fire protection capability.
- 3. LOCAL AGENCY desires to participate in said RFC and agrees to the terms and conditions specified in the Procedural Guide for Rural Fire Capacity Program 2021.

NOW THEREFORE, it is mutually agreed between the parties as follows:

- 4. APPROVAL: This Agreement is of no force or effect until signed by both parties and approved by the Department of General Services, if required. LOCAL AGENCY may not commence performance until such approval has been obtained.
- 5. INCORPORATION: The Procedural Guide for Rural Fire Capacity Program 2021, submitted Application for Funding and associated Grant Assurances are hereby incorporated by reference as part of the Grant Agreement.
- 6. **TIMELINESS**: Time is of the essence in this Agreement.
- 7. FORFEITURE OF AWARD: LOCAL AGENCY must return this Agreement and required resolution properly signed and executed to STATE at the email address specified in paragraph 12, with a timestamp no later than December 1, 2021 or LOCAL AGENCY will forfeit the funds.

8. GRANT AND BUDGET CONTIGENCY CLAUSE: It is mutually understood between the parties that this **Agreement** may have been written for the mutual benefit of both parties before ascertaining the availability of congressional appropriation of funds, to avoid program and fiscal delays that would occur if the **Agreement** were executed after that determination was made.

This **Agreement** is valid and enforceable only if sufficient funds are made available to the STATE by the United States Government for the **State Fiscal Year 2021** for the purpose of this program. In addition, this **Agreement** is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress that may affect the provisions, terms, or funding of this **Agreement** in any manner.

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this **Agreement** shall be amended to reflect any reduction in funds.

The STATE has the option to invalidate the **Agreement** under the 30-day cancellation clause or to amend the **Agreement** to reflect any reduction in funds.

- 9. REIMBURSEMENT: STATE will reimburse LOCAL AGENCY, from funds made available to STATE by the Federal Government, an amount not to exceed \$14,076.57 on a 50/50 matching funds basis, for the performance of specific projects and/or purchase of specific items identified in Proposed Project, Application for Funding, attached hereto. Reimbursement will be only for those projects accomplished and/or items purchased between THE LAST SIGNATORY DATE ON PAGE 1 and JUNE 30, 2022. This sum is the sole and maximum payment that STATE will make pursuant to this Agreement. LOCAL AGENCY must bill STATE at the e-mail address specified in paragraph 12, with a timestamp no later than September 1, 2022 in order to receive the funds. The bill submitted by LOCAL AGENCY must clearly delineate the projects performed and/or items purchased. A vendor's invoice and proof of payment to vendor(s) must be included for items purchased.
- 10. <u>LIMITATIONS</u>: Expenditure of the funds distributed by STATE herein is subject to the same limitations as placed by the RFC, upon expenditure of United States Government Funds. Pursuant to 2CFR200.313 Equipment, subject to the obligations and conditions set forth in that section; title to any equipment and supplies acquired under this **Agreement** vests with the LOCAL AGENCY. For any equipment items over \$5,000, the federal government may retain a vested interested in accordance with paragraph 16 below.
- 11. MATCHING FUNDS: Any and all funds paid to LOCAL AGENCY under the terms of this **Agreement**, hereinafter referred to as "RFC Funds", shall be matched by LOCAL AGENCY on a dollar-for-dollar basis, for each project listed on attachment(s) hereto identified as "Proposed Project". No amount of unpaid "contributed" or "volunteer" labor or services shall be used or consigned in calculating the matching amount "actually spent" by LOCAL AGENCY.

LOCAL AGENCY shall not use RFC Funds as matching funds for other federal grants, including Department of Interior (USDI) Rural Fire Assistance grants, nor use funds from other federal grants, including USDI Rural Fire Assistance grants, as matching funds for RFC Funds.

12.	<u>ADDRESSES</u> : The mailing addresses of the parties hereto under the terms of the Agreement are:		
	LOCAL AGENCY:		
		Attention:	
		Telephone Number(s):	
		E-mail	
	STATE:	Department of Forestry and Fire Protection	
		Grants Management Unit, Attn: Megan Esfandiary	
		P. O. Box 944246	
		Sacramento, California 94244-2460	
		PHONE: (916) 894-9845	
		E-MAIL: Megan. Esfandiary@fire.ca.gov	

- 13. <u>PURPOSE</u>: Any project to be funded hereunder must be intended to specifically assist LOCAL AGENCY to organize, train, and/or equip local firefighting forces in the aforementioned rural area and community to prevent or suppress fires which threaten life, resources, and/or improvements within the area of operation of LOCAL AGENCY. Project funds are not to be used for research and development.
- 14. <u>COMBINING</u>: In the event funds are paid for two or more separate, but closely related projects, the 50/50 cost-sharing formula will be applied to the total cost of such combined projects.
- 15. OVERRUNS: In the event that the total cost of a funded project exceeds the estimate of costs upon which this Agreement is made, LOCAL AGENCY may request additional funds to cover the **Agreement** share of the amount exceeded. However, there is no assurance that any such funds are, or may be, available for reimbursement. Any increase in funding will require an amendment.
- 16. <u>UNDERRUNS</u>: In the event that the total cost of a funded project is less than the estimate of costs upon which this **Agreement** is made, LOCAL AGENCY may request that additional eligible projects/items be approved by STATE for **Agreement** funding. However, there is no assurance that any such approval will be funded. Approval of additional projects/items, not listed on the Proposed Project application, made by STATE, will be in writing and will require an amendment.
- 17. FEDERAL INTEREST IN EQUIPMENT: The Federal Government has a vested interest in any item purchased with RFC funding in excess of \$5,000 regardless of the length of this **Agreement**, until such time as the fair market value is less than \$5,000. The RFC percentage used to purchase the equipment will be applied to the sale price and recovered for the Government during the sale. This percentage will remain the same even following depreciation. The Federal Government may not have to be reimbursed if the disposal sale amounts to a fair market value of less than \$5,000. LOCAL AGENCY will notify STATE of the disposal of such items.

7GF21017

- 18. <u>EQUIPMENT INVENTORY</u>: Any single item purchased in excess of \$5,000 will be assigned an RFC Property Number by the STATE. LOCAL AGENCY shall forward a copy of the purchase documents listing the item, brand, model, serial number, any LOCAL AGENCY property number assigned, and a LOCAL AGENCY contact and return address to STATE at the address specified in paragraph 12. The STATE will advise the LOCAL AGENCY Contact of the RFC Property Number assigned.
- 19. <u>AUDIT</u>: LOCAL AGENCY agrees that the STATE, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this **Agreement**. LOCAL AGENCY agrees to maintain such records for possible audit for a minimum of five (5) years after final payment, unless a longer period of records retention is stipulated. LOCAL AGENCY agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, LOCAL AGENCY agrees to include a similar right of the State of California to audit records and interview staff in any subcontract related to performance of this **Agreement**. (GC 8546.7, PCC 10115 et seq., CCR Title 2, Section 1896).
- 20. <u>DISPUTES</u>: In the event of any dispute over qualifying matching expenditures of LOCAL AGENCY or audit findings, the dispute will be decided by STATE and its decision shall be final and binding.
- 21. <u>MONITORING</u>: LOCAL AGENCY agrees to the monitoring of activities as necessary by STATE to ensure that the award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the agreement; and that performance goals are achieved.
- 22. <u>INDEMNIFICATION</u>: LOCAL AGENCY agrees to indemnify, defend, and save harmless, the STATE, its officers, agents, and employees, from any and all claims and losses, accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this **Agreement**, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by LOCAL AGENCY in the performance of this **Agreement**.
- 23. <u>CIVIL RIGHTS</u>: LOCAL AGENCY agrees to comply with civil rights requirements as detailed in the Complying With Civil Rights Requirements brochure (FS-850) and the And Justice For All poster (AD-475A). The poster is to be placed at all public point of contact/reception areas.
- 24. <u>DRUG-FREE WORKPLACE REQUIREMENTS</u>: LOCAL AGENCY will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drugfree workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.
- c. Every employee who works on the proposed **Agreement** will:
 - 1) receive a copy of the company's drug-free workplace policy statement; and,
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the **Agreement**.

Failure to comply with these requirements may result in suspension of payments under the **Agreement** or termination of the **Agreement** or both and LOCAL AGENCY may be ineligible for funding of any future State **Agreement** if the department determines that any of the following has occurred: (1) the LOCAL AGENCY has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

- 25. <u>TERM</u>: The term of the Agreement SHALL COMMENCE ON THE LAST SIGNATORY DATE ON PAGE 1 and continue through June 30, 2022.
- 26. <u>TERMINATION</u>: This **Agreement** may be terminated by either party giving 30 days written notice to the other party or provisions herein amended upon mutual consent of the parties hereto.
- 27. <u>AMENDMENTS</u>: No amendment or variation of the terms of this **Agreement** shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or **Agreement** not incorporated in the **Agreement** is binding on any of the parties.
- 28. <u>INDEPENDENT CONTRACTOR</u>: LOCAL AGENCY, and the agents and employees of LOCAL AGENCY, in the performance of this **Agreement**, shall act in an independent capacity and not as officers or employees or agents of the STATE or the Federal Government.
- 29. <u>INDIRECT RATE</u>: LOCAL AGENCY may not assess an indirect rate in excess of their Federally approved Negotiated Indirect Cost Rate Agreement (NICRA), a de minimis rate if LOCAL AGENCY does not have an approved NICRA, or the RFC program cap rate of 10%, whichever is lesser. LOCAL AGENCY may also elect not to assess an indirect rate. The approved indirect cost rate at the time of execution is 0%.
- 30. <u>MEDIA</u>: LOCAL AGENCY shall acknowledge STATE and USDA Forest Service support in any publications, audiovisuals and electronic media developed as a result of this award.

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It is encouraged to give public notice of the receipt of this award and announce progress and accomplishments, acknowledging STATE and USDA Forest Service support. Follow direction in USDA Supplemental 2 CFR 415.2.

31. <u>ASSIGNMENT</u>: This Agreement is not assignable by LOCAL AGENCY either in whole or in part.

BEFORE THE BOARD OF DIRECTORS OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT COUNTY OF EL DORADO, STATE OF CALIFORNIA

IN THE MATTER OF:

ABSENT:

ATTEST:

Resolution Number: 2021-26

Approving the Department of Forestry and Fire Protection Agreement #7GF21017 for services from the date of last signatory on page 1 of the Agreement to June 30, 2022 under the Rural Fire Capacity Program of the Cooperative Forestry Assistance Act of 1978.

BE IT RESOLVED by the Board of Directors of the Cameron Park Community Services District that said Board does hereby approve the Agreement with the California Department of Forestry and Fire Protection dated as of the last signatory date on page 1 of the Agreement, and any amendments thereto. This Agreement provides for an award, during the term of this Agreement, under the Rural Fire Capacity Program of the Cooperative Fire Assistance Act of 1978 during the State Fiscal Year 2021-22 up to and no more than the amount of \$14,076.57.

BE IT FURTHER RESOLVED that Jill Ritzman, General Manager, of said Board be and hereby is authorized to sign and execute said Agreement and any amendments on behalf of the Cameron Park Community Services District.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Cameron Park Community Services District, at a regular meeting thereof, held on the 15 day of September, by the following vote:

AYES:	
	Signature Pourd of Directors
Member	Signature, Board of Directors
NAYS:	

Printed Name and Title

-----CERTIFICATION OF RESOLUTION-----

I, Jill Ritzman, Clerk of the Board of Directors of the Cameron Park Community Services District,

County of El Dorado, California do hereby certify that this is a true and correct copy of the original Resolution Number 2021-26.

WITNESS MY HAND OR THE SEAL OF THE Cameron Park Community Services District, on this $15^{\rm th}$ day of September, 2021.

OFFICIAL SEAL	
OR NOTARY CERTIFICATON	
Signature	
Clerk of the Board, Cameron Park Con	

Cameron Park Community Services District



Agenda Transmittal

DATE: September 15, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #12: NOMINATION FOR ELECTION OF SPECIAL DISTRICT

REPRESENTATIVE TO EL DORADO LOCAL AREA FORMATION COMMISSION FOR SPECIAL DISTRICT COMMISSION, SEAT #2

RECOMMENDED ACTION: Discuss, Consider and Approve Nomination

Background

On March 17, 2021, the Board of Directors approved Director Monique Scobey's nomination for a regular Commissioner seat on the El Dorado Local Area Formation Commission (LAFCO). On April 21, 2021, the Board of Directors nominated Monique Scobey and another candidate, but Director Scobey did not receive enough votes from other special districts to attain the Commissioner seat.

Discussion

LAFCO's Regular Special District Representative, Seat #2 vacated recently, leaving two years remaining of a four year term which ends May 2023. The Special District Selection Committee will elect the regular Special District Representative, Seat #2 conducting a selection process in writing via electronic mail. Deadline for submittal is October 1, 2021.

Staff encourages Board members to consider running for this vacant Commissioner seat.

Attachments:

12A – LAFCO Correspondence dated August 27, 2021



LOCAL AGENCY FORMATION COMMISSION

550 Main Street, Suite E. Placerville, CA 95667 (530) 295-2707 · lafco@edlafco.us · www.edlafco.us

M E M O

TO: Special District Selection Committee, Presiding Officer

FROM: Erica Sanchez, Interim Executive Officer

El Dorado Local Agency Formation Commission

DATE: August 27, 2021

SUBJECT: Election of Special District Representative to El Dorado LAFCO

Nominations for Special District Commissioner

A recent a vacancy in LAFCO Regular Special District Representative Seat #2 requires the Special District Selection Committee to elect a representative to serve the remaining two years of the vacated four-year term, beginning May 2019 and ending May 2023.

Pursuant to the provisions of Government Code §56332(f), LAFCO has determined that the business of the Special District Selection Committee to elect the regular Special District Representative will be conducted in writing via electronic mail. Pursuant to Government Code §56332(c)(2), if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the election may be cancelled.

The nomination period will be 35 days; all nominations are due in writing on or before **October 1**, **2021**. Nominations received after that date cannot be accepted and will be returned to your District. A nominee must be a Director from an independent special district within El Dorado County. To be valid, all nominations must include the following:

- 1) Name and district of the nominee
- 2) Name of the nominating district
- 3) **Signature** of the **Presiding Officer** of the District's Board of Directors or the record of nomination made by majority vote at an official meeting of your District's board (Resolution or Minute Order can be attached)

Please submit a statement of qualifications (not to exceed one page) for each nominee.

Once the nomination period is closed, one ballot listing valid candidates and voting instructions will be sent via email to those Districts who have opted to receive and complete the election by email and by certified mail to each District opting to receive materials by mail. The one-page statement of qualifications will be included as submitted.

Contact the LAFCO office at (530) 295-2707, if you have any questions.

Enclosures: Election Nomination Ballot Government Code §56332

S:\Elections\2021 Special District Election #2\2021 SDE Nomination_Ballot\2021 Aug 27 Special District Election Nomination Memo.docx



LOCAL AGENCY FORMATION COMMISSION

550 Main Street, Suite E. Placerville, CA 95667 (530) 295-2707 · lafco@edlafco.us · www.edlafco.us

SPECIAL DISTRICT NOMINATION

Special District Representative to LAFCO

Position	Nominee's Name)	Originating District				
SIGNATURE OF PRESIDING OFFICER:							
(Original Signature Required)							
Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.							
PRINTED NAME OF PRESIDING OFFICER:							
(Required)							
NAME OF NOMINATING	DISTRICT:						
MINUTES ATTACHED (O	ptional): Yes [_	No □				

Nominations must be received by LAFCO before 5:00 p.m. on October 1, 2021

Return to:

El Dorado LAFCO 550 Main Street, Suite E Placerville, CA 95667

lafco@edlafco.us

S:\Elections\2021 Special District Election #2\2021 SDE Nomination_Ballot\2021 Aug 27 SDE Nomination Ballot.docx

COMMISSIONERS

provided, however, that any officer or employee serving on January 1, 1994, may complete the term for which he or she was appointed.

Alternative member; one vote

56331.3. If two or more members are absent or disqualify themselves from participating in a meeting of the commission, any alternate member who is authorized to serve and vote in the place of a member shall only have one vote.

56332. (a) The independent special district selection committee

Independent special district selection committee

shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

- (1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.
- (2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.
- (3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.
- (4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.
- (5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.
- (c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so

Meetings

Anticipated vacancy

Appointment of special district members

District member disqualification

appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

Call for nominations

- (1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

 (2) At the end of the nominating period, if only one candidate is
- nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.
- (d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.
- (e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).
- (f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.
- (1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

Elections by mailed ballot

Ballot and voting instructions

Quorum

- (2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.
- (3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified mail, the executive officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.
- (4) Nominations and ballots may be returned to the executive officer by electronic mail.
- (5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.
- (6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. The executive officer shall announce the results of the election within seven days of the date specified.
- (7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By a majority vote of those district representatives voting on the issue,

the selection committee shall either accept or deny representation. The executive officer shall announce the results of the election within seven days of the date specified.

- (8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.
- (g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.

Representation of independent **56332.5.** (a) If the commission does not have representation from independent special districts on or before January 1, 2001, the commission shall initiate proceedings for representation of independent special districts upon the commission if either of the

following occur:

- (1) Upon receipt of a written request by one or more members of the selection commission representing districts having 10 percent or more of the assessed values of taxable property within the county, as shown on the last equalized county assessment roll.
- (2) Upon adoption of a resolution by the commission proposing representation of special districts upon the commission. (b) The commission, at its next regular meeting, shall adopt a resolution of intention. The resolution of intention shall state whether the proceedings are initiated by the commission or by an independent special district or districts, in which case, the names of those districts shall be set forth. The commission shall order the executive officer to call and give notice of a meeting of the independent special district selection committee to be held within 15 days after the adoption of the resolution in order to determine whether independent special districts shall accept representation on the commission and appoint independent special district

56333. When a commission is enlarged to seven members as provided in Section 56332, the public members appointed pursuant to Sections 56325 and 56329 shall thereafter be appointed by members of the commission representing cities, counties, and special districts. Those appointments shall be made at the times and in the manner provided in Section 56334.

representation pursuant to Section 56332.

56334. The term of office of each member shall be four years and until the appointment and qualification of his or her successor. Upon enlargement of the commission by two members, as provided in Section 56332, the new members first appointed to represent independent special districts shall classify themselves by lot so that the expiration date of the term of office of one new member coincides with the existing member who holds the office represented by the original two-year term on the commission and

"Executive officer"

special districts

Proceedings

Meeting

Appointment of public member when commission includes special district representation

Terms of commissioners



Budget and Administration Committee Tuesday, August 31, 2021 6:30 p.m.

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

Meeting has been cancelled



Covenants, Conditions & Restrictions (CC&R) Committee Monday, August 30, 2021 5:30 p.m.

Agenda

Members: Vice Chair Bob Dutta (BD), Patricia Rivera (PR), Kelly Kantola (KK)
Chair Director Monique Scobey (MS), Director Ellie Wooten (EW)
Alternate Director Sid Bazett (SB)

Staff: General Manager Jill Ritzman, CC&R Compliance Officer Jim Mog

Meeting has been cancelled



Fire and Emergency Services Committee Tuesday, August 31, 2021 5:30 p.m.

Agenda

Members: Chair Director Sidney Bazett (SB), Vice Chair Director Monique Scobey (MS)

Alternate Director Eric Aiston (EA)

Staff: General Manager Jill Ritzman, Chief Sherry Moranz, Chief Jed Gaines

Meeting has been cancelled



Parks & Recreation Committee Monday, August 30, 2021 6:30 p.m.

Eastwood Park Veld Way and Culver Lane, Cameron Park

Agenda

Members: Chair Director Felicity Carlson (FC), Vice Chair Director Sidney Bazett (SB)
Alternate Director Ellie Wooten (EW)

Director Carlson will be absent and Director Wooten will be serving as the Alternate

Staff: General Manager Jill Ritzman, Recreation Supervisor Kimberly Vickers, Parks & Facilities Superintendent Mike Grassle

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.

APPROVAL 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 responsibilites of the Committee.

DEPARTMENT MATTERS

- 1. Eastwood Park Improvement Opportunities Discussion (M. Grassle)
- 2. Staff Oral & Written Updates
 - a. Recreation Report (K. Vickers)
 - b. Parks & Facilities Report (M. Grassle)

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT