



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
Wednesday, December 18, 2024
6:30 pm**

*2502 Country Club Drive
Cameron Park, CA , 95682-Social Room*

Board Members

Monique Scobey, President

Dawn Wolfson, Vice President Eric Aiston, Director
Sidney Bazett, Director Tim Israel, Director

Mission Statement

“Preserve and enhance the quality of life and to safeguard the health, safety and welfare of our community.”

1. CALL TO ORDER

- A. Roll Call
- B. Pledge of Allegiance

2. ADOPTION OF THE AGENDA

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

3. RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

The 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.

4. OPEN FORUM FOR NON-AGENDA ITEMS

According to State Law Pursuant to the Government Code Section 54954.3 (the Brown Act), members of the public may speak on any agenda item. The Board President will call for public comment. Those wishing to address the Board on any item not on the agenda that falls within the jurisdiction of the Board of Directors, may do so during Public Forum. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time.

Please follow the procedures for speaking:

- *Public members desiring to provide comments, must raise their hand and wait to be recognized by the Board President, speak from the podium, and begin by stating their name.*
- *Comments must be directed only to the Board.*
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- *There is a three (3)–minute time limit per speaker and/or 10 minutes in total if speaking on behalf of a group.*
- *The Board is not permitted to take action on items addressed under the Public Forum.*
- *The Board President is responsible for maintaining an orderly meeting.*

5. 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 to be discussed and acted upon individually.

A. Minutes

- (1) May 6, 2024 Special Meeting**
- (2) June 19, 2024 Regular Meeting**
- (3) July 17, 2024 Regular Meeting**
- (4) July 17, 2024 Special Meeting**
- (5) August 19, 2024 Special Meeting**
- (6) September 18, 2024 Regular Board Meeting**
- (7) October 16, 2024 Regular Meeting**
- (8) November 20, 2024 Regular Meeting**

B. Accountability Act Report (A. Gardner & C. Greek)

C. Annual Disclosure of Board of Directors and Employee Reimbursement FY 2023-24 (A. Gardner & C. Greek)

6. INFORMATIONAL ITEMS

- A. **General Manager's Report**
- B. **Recreation Report**
- C. **Fire Report**

7. COMMITTEES

- A. **Budget & Administration-** December 9, 2024
 - Dawn Wolfson and Tim Isreal
- B. **Covenants, Conditions & Restrictions (CC&R)-** December 2, 2024
 - Tim Isreal & Sid Bazett
- C. **Fire & Emergency Services-** December 3, 2024
 - Eric Aiston & Dawn Wolfson
- D. **Parks & Recreation-** Canceled
 - Tim Isreal & Eric Aiston
- E. **Fire Annexation Ad Hoc Committee**
 - Eric Aiston & Monique Scobey

8. ACTION ITEMS

- A. **Preliminary Year-End FY 2023-2024 Budget to Actuals** (A. Gardner & C. Greek)
 - Possible Action-Receive and File
- B. **First Quarter FY2024-2025 Budget to Actuals** (A. Gardner & C. Greek)
 - Possible Action- Receive and File
- C. **Request to amend Bylaw 2.1 to change the regular meeting date, modify committee meeting dates, and set the Board Calendar for 2025** (A. Gardner)
 - Possible Action- Approve 2025 Board Calendar and Approve amendment to Bylaw 2.1
- D. **Draft Weed Abatement Ordinance with proposed changes**
 - Possible Action-Review and Discuss

9. PUBLIC HEARING

- None

10. CLOSED SESSION

- None
-

11. General Matters to/from Board Members and Staff

12. ADJOURNMENT

The next regularly scheduled meeting of the Cameron Park Community Services District Board of Directors is Wednesday, January 15, 2025, at 6:30 p.m. in the Social Room located at 2502 Country Club Drive Cameron Park, CA , 95682 unless amended during this meeting.

In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Cameron Park Community Services District, at 2502 Country Club Drive Cameron Park, CA on December 13, 2025.

Alan Gardner, General Manager

Date

Please contact the District office at (530) 677-2231 or CPCSD@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 CPCSD@cameronpark.org for future notification of Cameron Park Community Services District meetings.



CONFORMED AGENDA

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

SPECIAL BOARD MEETING

Wednesday, May 6, 2024

6:30 pm

Cameron Park Community Center – Social Room

Board Members

Monique Scobey	President
Dawn Wolfson	Vice President
Eric Aiston	Board Member
Sidney Bazett	Board Member
Tim Israel	Board Member

AGENDA

CALL TO ORDER 6:30 pm

- A. Roll Call MS, DW, EA, SB, TI -Present
- B. Pledge of Allegiance

ADOPTION OF THE AGENDA

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

- 1. Adopt the Agenda SB- Motion to adopt agenda DW-second 5/0
motion passed

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.

CONVENE TO CLOSED SESSION @6:32pm

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

Conference with Legal Counsel - Anticipated Litigation

Significant risk of litigation pursuant subsection (2) or (3) of subdivision (d) of Government Code section 54956.9

- **Report out- Board discussed in closed session the item agendaized for closed session discussion, direction was given to staff the board took no other reportable action and recessed out of closed session at 7:58 pm**

ADJOURNMENT 8:00pm

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Conformed Agenda Prepared by:

Christina Greek
Finance/HR Officer on behalf of Board Secretary

Conformed Agenda Approved by:

Director Monique Scobey, President
Board of Directors



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
MINUTES**

**Wednesday, June 19, 2024
6:30 pm**

*2502 Country Club Drive
Cameron Park, CA. 95682-Social Room*

Board Members

Monique Scobey, President

Dawn Wolfson, Vice President Eric Aiston, Director
Sidney Bazett, Director Tim Israel, Director

Mission Statement

“Preserve and enhance the quality of life and to safeguard the health, safety and welfare of our community.”

1. CALL TO ORDER 6:32pm

- A. Roll Call – *MS/DW/EA/SB/TI - Present*
- B. Pledge of Allegiance

2. ADOPTION OF THE AGENDA

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

-The General Manager said that (5. A.) second item is a typo. It originally said April 17th and needs to be changed to May 22nd.

- Director Wolfson motions to adopt the agenda with the minor correction on item 5. A. on the date of the second item. It is then seconded by Director Isreal.

Motion Passed-DW/TI

Ayes – MS/DW/EA/SB/TI

Noes – None

Absent – None

Abstain – None

-motion passed 5/0

3. RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

The 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.

Lori Parlin- District IV

4. OPEN FORUM FOR NON-AGENDA ITEMS

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5. CONSENT AGENDA

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 to be discussed and acted upon individually.

A. CONFORMED AGENDA

- Regular Board of Directors Meeting, March 20, 2024 - **GM said March 20th, 2024, conformed agenda page 3 last sentence was incorrect, it stated a motion “to approve resolution of painting the assembly hall that included refurbishing of the gym floor”, but the motion to approve was only for the approval of painting of the assembly hall not the floors.**
- Special Board of Directors Meeting, May 22, 2024 -**GM said May 22nd, 2024, conformed agenda item 9 page 4 wanted to make clear the board gave the GM of the fire district direction to move forward with a 3-year contract.**

-Director Aiston motioned to approve consent agenda. Director Bazett seconded that motion.

*Motion Passed-EA/SB
Ayes –TI/EA/SB/DW/MS
Noes – None
Absent – None
Abstain – None*

-motion passed 5/0

6. INFORMATIONAL ITEMS

- A. Board Reports
- B. General Manager’s Report
- C. Finance Office Report
- D. Parks Report
- E. Recreation and Community Center Report

7. COMMITTEES

- A. **Budget & Administration-June 4, 2024 (Cancelled)**
 - Dawn Wolfson and Monique Scobey
- B. **Covenants, Conditions & Restrictions- June 3, 2024 (CC&R)**
 - Tim Isreal & Sid Bazett
- C. **Fire & Emergency Services- June 4, 2024 (Cancelled)**
 - Eric Aiston & Dawn Wolfson

D. Parks & Recreation-June 3, 2024 (Cancelled)

- Tim Isreal & Eric Aiston

E. Fire Annexation Ad Hoc Committee

- Eric Aiston & Monique Scobey

8. ACTION ITEMS

A. UPDATE COMMITTEES CALENDAR

- **Possible Action-** Approve cancelation of current committee calendar

–Entire board decided to not move forward with the cancelation of the current committee calendar.

B. Review and Discuss FY 2024-25 LLAD Preliminary Engineers Report

- **Possible Action-** Adopt Resolution 2024-10 Declaring the Intention to Continue Assessments for the Fiscal Year 2024-2025, Preliminarily Approving Engineer’s Report, and Providing for Notice of Public Hearing for the Landscaping and Lighting Districts.

-Director Aiston motioned to remove 2024-10 and schedule a public hearing to approve the final engineer report and bring it back to the board meeting on July 17th, 2024. Director Wolfson seconded that motion.

*Motion Passed- /DW
Ayes – MS/DW/EA/SB/TI
Noes –none
Absent –none
Abstain –none*

-motion passed 5/0

C. Items removed from the Consent Agenda for discussion

9. PUBLIC HEARING

A. Preliminary FY 2024-25 Operating Budget

- **Possible Action-** Adopt Resolution 2024-12 Approving FY 2024-25 Preliminary Operating Budget
-Director Aiston makes a motion to approve Resolution 2024-12 with the adjustment of of adding a transfer to CC&R in the amount to \$25,000. Director Wolfson seconded that motion.

*Motion Passed- EA/DW
Ayes – MS/DW/EA/TI/SB
Noes –none
Absent –none
Abstain –none*

-motion passed 5/0

B. Establishing Appropriations Limitation for Fiscal Year 2024-2025 for the Cameron Park Community Services District.

- **Possible Action-** Adopt Resolution 2024-13 Establishing Appropriations Limitation for Fiscal Year 2024-2025 for the Cameron Park Community Services District.

-Director Aiston motioned to approve Resolution of 2024-13 Establishing Appropriations Limitation for Fiscal Year 2024-2025

*Motion Passed-EA/DW
Ayes – EA/MS/DW/SB/TI
Noes –none
Absent –none
Abstain –none*

-motion passed -5/0

C. El Dorado Disposal/Waste Connections Annual Fee Adjustment

- **Possible Action-** Adopt Resolution 2024-14 Establishing Rates for the Collection of Solid Waste Within the Cameron Park Community Services District for FY 2024/25.

Director Isreal motioned to approve the rate increases as described in Resolution of 2024-14 for the rates that are in our contract. Director Bazett second the motion

*Motion Passed-TI/SB
Ayes – MS/DW/SB/TI/EA
Noes –none
Absent –none
Abstain –none*

-motion passed 5/0

10. CLOSED SESSION

- A. Conference with Legal Counsel - Existing Litigation Pursuant to Government Code section 54956.9 *Chris Felton, et al. v. El Dorado County, Cameron Park Community Services District, et al.*, El Dorado County Superior Court Case No. 23CV2183**
- B. Report out of closed session 10:49PM**

11. General Matters to/from Board Members and Staff

12. ADJOURNMENT 10:56pm

- ***Dawn Wolfson motioned to adjourn the meeting; Director Aiston seconded that motion.
-President Scobey called for a vote***

Ayes – MS/DW/EA/TI/SB

Noes –none

Absent –none

Abstain –none

-Motion passed 5/0

The next regularly scheduled meeting of the Cameron Park Community Services District Board of Directors is Wednesday, July 17, 2024, at 6:30 p.m. in the Social Room located at 2502 Country Club Drive Cameron Park, CA , 95682.

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Conformed Agenda Prepared by:

Elizabeth Riseman
Board Secretary

Conformed Agenda Approved by:

Director Monique Scobey, President
Board of Directors

DRAFT



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
MINUTES
Wednesday, July 17, 2024
6:30 pm**

*2502 Country Club Drive
Cameron Park, CA , 95682-Social Room*

Board Members

Monique Scobey, President

Dawn Wolfson, Vice President Eric Aiston, Director
Sidney Bazett, Director Tim Israel, Director

Mission Statement

“ Preserve and enhance the quality of life and to safeguard the health, safety and welfare of our community.”

1. CALL TO ORDER 6:33pm

- A.** Roll Call - *MS, DW, SB,EA, TI - Present*
- B.** Pledge of Allegiance

2. ADOPTION OF THE AGENDA

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

*-Finance Officer requested to remove conformed agenda from consent agenda due to it not being attached
- Motion to Approve Agenda with conformed agenda removed*

*EA/SB – Motion Passed
Ayes –TI/EA/SB/DW/MS
Noes – None
Absent – None
Abstain – None*

3. RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

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-None

4. OPEN FORUM FOR NON-AGENDA ITEMS

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A. CONFORMED AGENDA

- ~~Regular Board of Directors Meeting, June 19, 2024—Item pulled because not in packet.~~

B. APPROVE RESOLUTION 2024-15 UPDATING THE 24/25 QUIMBY BUDGET

- Motion to approve consent agenda with item A removed
 - DW/TI – Motion Passed
 - Ayes –TI/EA/SB/DW/MS
 - Noes – None
 - Absent – None
 - Abstain – None

6. INFORMATIONAL ITEMS

- A. Board Reports
- B. General Manager's Report
- C. Finance Office Report
- D. Parks Report
- E. Recreation and Community Center Report
- F. Fire Report

7. COMMITTEES

- A. **Budget & Administration-July 2, 2024 (Cancelled)**
 - Dawn Wolfson and Monique Scobey
- B. **Covenants, Conditions & Restrictions- July 1, 2024 (CC&R)**
 - Tim Israel & Sid Bazett
- C. **Fire & Emergency Services July 2, 2024 (Cancelled)**
 - Eric Aiston & Dawn Wolfson
- D. **Parks & Recreation-July 1, 2024 (Cancelled)**
 - Tim Israel & Eric Aiston
- E. **Fire Annexation Ad Hoc Committee**
 - Eric Aiston & Monique Scobey

8. ACTION ITEMS

- A. **Request to begin preliminary negotiations with El Dorado Hills Fire Department.**
 - **Possible Action-** Approve General Manager to begin preliminary negotiations with EDH FD
- *Motion to direct General Manager and Ad Hoc committee to begin negotiations with EDH FD*

*TI/DW – Motion Passed
Ayes –MS/DW/TI/EA
Noes – None
Absent – None
Abstain – SB*

B. Contract for Services with Don Ashton

- **Possible Action-** Adopt Resolution 2024-16 Authorizing the General Manager to execute an agreement with Municipal Management Solutions, LLC
- Motion to approve Resolution 2024-16 to approve contract with Mr. Ashton.
DW/TI- Motion Passed
Ayes –MS/DW/TI/EA/ SB
Noes – None
Absent – None
Abstain – None

9. PUBLIC HEARING

A. LLAD Final Budget

- **Possible Action-** Adopt Resolution 2024-17 Approving Lighting and Landscape Districts' Engineer's Report, Confirming Diagram and Assessments, and Directing Auditor-Controller of El Dorado County to Continue and to Collect Assessments for Fiscal Year 2024-25
- Director Bazett Motion to approve Resolution 2024-17 approving lighting and landscape Directors' Engineer's Report- motion amended with updated FY 24/25 date. EA Second.
Ayes –MS/ EA/DW/SB/TI
Noes – None
Absent – None
Abstain – None

B. G.O. Bond Taxation Rate

- **Possible Action-** Adopt Resolution 2024- 18 Stating the Purposes and Fixing the Amount of Money to be Raised by Taxation to the District to Pay Voter Approved Debt for the Fiscal Year 2024-25 and Setting the Tax Rate
- EA Motion to approve Resolution 2024-18. TI second.
Ayes –MS/DW/TI/EA/SB
Noes – None
Absent – None
Abstain – None

10. CLOSED SESSION 9:27pm

- **Conference with Labor Negotiators, General Manager Alan Gardner and Finance/HR Officer Christina Greek, pursuant to Government Code section 54957.6, all units.**

AGENDA

- **Public Employee Annual Performance Evaluation pursuant to Government Code Section 54957. Position: General Manager**
- **Conference with Legal Counsel Litigation Significant exposure to litigation (Gov. Code§ 54956.9(d)(2))**
- **Report out of closed session**

-Board gave staff direction on items listed above.

11. General Matters to/from Board Members and Staff

12. ADJOURNMENT 12:00am

The next regularly scheduled meeting of the Cameron Park Community Services District Board of Directors is Wednesday, August 21, 2024, at 6:30 p.m. in the Social Room located at 2502 Country Club Drive Cameron Park, CA , 95682.

In accordance with Government Code Section 54954.2(a), this agenda was posted on the District's bulletin board at the Cameron Park Community Services District, at 2502 Country Club Drive Cameron Park, CA on July 12, 2024.

Alan Garnder, General Manager

Date

Please contact the District office at (530) 677-2231 or CPCSD@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 CPCSD@cameronpark.org for future notification of Cameron Park Community Services District meetings.

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Christina Greek
Finance/HR Officer on behalf of Board Secretary

Director Monique Scobey, President
Board of Directors



AGENDA

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

SPECIAL BOARD MEETING MINUTES

Wednesday, July 17, 2024
6:30 pm

Cameron Park Community Center – Social Room

Board Members

Monique Scobey	President
Dawn Wolfson	Vice President
Eric Aiston	Board Member
Sidney Bazett	Board Member
Tim Israel	Board Member

CALL TO ORDER 6:33 pm

- A. Roll Call - MS, DW, SB, EA, TI - Present
 - B. 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.

- 1) Adopt the Agenda
-

RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

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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 to be discussed and acted upon individually.

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.

- 2) Parking Boxx Contract Change order

AGENDA

- **Possible Action-** Approve Resolution 2024-19 General Manager to sign revised contract with Parking Boxx for \$60,419.50
- *Motion to approve the amended amount \$60,419.50 to reflect increased sales tax and new electronics for opening the gate and approving Resolution 2024-19*
SB/DW – Motion Passed
Ayes –5/0- no roll call

- Motion to close the Special BOD Meeting
EA/ DW- motion passed
Ayes- 5/0- no roll call

-Motion to reconsider the last motion that was made to close the Special Meeting and do a roll call on Resolution 2024-19

EA/ DW- motion passed
Ayes- 5/0- no roll call

-Motion to approve Resolution 2024-19, GM to sign contract for Parking Boxx for \$60,419.50 with roll call vote.

EA/ DW- motion passed
Ayes –MS/DW/EA/SB/TI
Noes – None
Absent – None
Abstain – None

-Motion to close Special BOD Meeting
DW/EA- motion passed
Ayes- 5/0

ADJOURNMENT 8:03 pm

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Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Christina Greek
Finance/HR Officer on behalf of Board Secretary

Director Monique Scobey, President
Board of Directors

DRAFT



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SPECIAL MEETING AGENDA
MINUTES
Wednesday, August 19, 2024
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Dawn Wolfson, Vice President Eric Aiston, Director
Sidney Bazett, Director Tim Israel, Director

Mission Statement

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1. CALL TO ORDER 5:33pm

- A. Roll Call *MS/DW/EA/SB/TI -Present*
 - B. Pledge of Allegiance
-

2. ADOPTION OF THE AGENDA

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

-Director Bazett motioned to adopt the agenda with the correction of Director Israels name and that Director Bazett is in person. Director Wolfson Seconds the motion.

*Ayes – MS/DW/EA/SB/TI
Noes – None
Absent – None
Abstain – None*

Motion Passed 5/0

3. CLOSED SESSION 5:35pm

- Conference with Labor Negotiators, General Manager Alan Gardner and Finance/HR Officer Christina Greek, pursuant to Government Code section 54957.6, all units.
- Report out of closed session

The Board gave staff direction on items listed on closed session.

4. ADJOURNMENT 10:30pm

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Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Elizabeth Riseman
Board Secretary

Director Monique Scobey, President
Board of Directors



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Sidney Bazett, Director Tim Israel, Director

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1. CALL TO ORDER 6:35pm

- A. Roll Call *DW/EA/TI/SB -Present MS -Absent*
- B. Pledge of Allegiance

2. ADOPTION OF THE AGENDA

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

-Director Aiston motions to adopt the agenda and Director Bazett seconds that motion.

*Motion Passed- EA/SB
Ayes – DW/EA/SB/TI
Noes – None
Absent – None
Abstain – None*

3. RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

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- **Marble Valley and Lime Rock developments**

4. OPEN FORUM FOR NON-AGENDA ITEMS

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- *Disruptive conduct shall not be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination of the privilege to address the Board of Directors.*
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- *The Board is not permitted to take action on items addressed under the Public Forum.*
- *The Board President is responsible for maintaining an orderly meeting.*

5. 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 to be discussed and acted upon individually.

- **NONE**

6. INFORMATIONAL ITEMS

- A. **General Manager's Report**
- B. **Fire Report**

7. COMMITTEES

- A. **Budget & Administration-September 3, 2024**
 - Dawn Wolfson and Monique Scobey
- B. **Covenants, Conditions & Restrictions (CC&R)- September 9, 2024**

- Tim Isreal & Sid Bazett
- C. Fire & Emergency Services- September 3, 2024**
- Eric Aiston & Dawn Wolfson
- D. Parks & Recreation- September 9, 2024 (Cancelled)**
- Tim Isreal & Eric Aiston
- E. Fire Annexation Ad Hoc Committee**
- Eric Aiston & Monique Scobey

8. ACTION ITEMS

- None

9. PUBLIC HEARING

- None

10. CLOSED SESSION

- None

11. General Matters to/from Board Members and Staff

-Director Wolfson asked the committee members if they can add to the October agenda the possibility of holding off on voting in December for new board members since President Scobey will not be there to participate and push the vote to January 2025.

12. ADJOURNMENT 9:00pm

-Director Israel motioned to adjourn the meeting and Director Aiston seconded that motion.

AGENDA

Ayes – DW/EA/TI/SB

Noes –none

Absent –none

Abstain –none

Motion passed

The next regularly scheduled meeting of the Cameron Park Community Services District Board of Directors is Wednesday, October 16, 2024, at 6:30 p.m. in the Social Room located at 2502 Country Club Drive Cameron Park, CA, 95682.

Please contact the District office at (530) 677-2231 or CPCSD@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 CPCSD@cameronpark.org for future notification of Cameron Park Community Services District meetings.

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Elizabeth Riseman
Board Secretary

Director Monique Scobey, President
Board of Directors



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
MINUTES
Wednesday, October 16, 2024
6:30 pm**

*2502 Country Club Drive
Cameron Park, CA, 95682-Social Room*

Board Members

Monique Scobey, President

Dawn Wolfson, Vice President Eric Aiston, Director
Sidney Bazett, Director Tim Israel, Director

Mission Statement

“Preserve and enhance the quality of life and to safeguard the health, safety and welfare of our community.”

1. CALL TO ORDER 6:32pm

- A.** Roll Call *MS/DW/EA/SB/TI* -Present
- B.** Pledge of Allegiance

2. ADOPTION OF THE AGENDA

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

-GM said to remove the consent agenda item 5 B. Rental agreement.

-Director Aiston motioned to remove item 5 B. from consent agenda, He asked that it be discussed as an open agenda item with the public immediately after. Director Bazett seconded the motion.

-Director Scobey said a friendly amendment to correct the closed section of litigation to read 4 cases not 5 cases. Director Aiston agreed. Director Bazett seconded.

Roll call vote -

Ayes-MS/DW/EA/SB

Noes –TI

Absent –none

Abstain –none

-motion passes to adopt the agenda.

3. RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

The 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.

- **None**

4. OPEN FORUM FOR NON-AGENDA ITEMS

According to State Law Pursuant to the Government Code Section 54954.3 (the Brown Act), members of the public may speak on any agenda item. The Board President will call for public comment. Those wishing to address the Board on any item not on the agenda that falls within the jurisdiction of the Board of Directors, may do so during Public Forum. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time.

Please follow the procedures for speaking:

- *Public members desiring to provide comments, must raise their hand and wait to be recognized by the Board President, speak from the podium, and begin by stating their name.*
 - *Comments must be directed only to the Board.*
 - *Disruptive conduct shall not be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination of the privilege to address the Board of Directors.*
 - *There is a three (3)–minute time limit per speaker and/or 10 minutes in total if speaking on behalf of a group.*
 - *The Board is not permitted to act on items addressed under the Public Forum.*
 - *The Board President is responsible for maintaining an orderly meeting.*
-

5. 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 to be discussed and acted upon individually.

A. CONFORMED AGENDA

- Special Board of Directors Meeting ~~October 11, 2024.~~ October 10th2024.

- GM and President Scobey requested to pull item 5 A.

-Director Isreal motioned to remove conformed agenda 5 A. Director Bazett seconded the motion.

Roll Call Vote-

Ayes-MS/DW/EA/SB/TI

Noes –none

Absent –none

Abstain –none

Motion passed- 5/0

-Director Aiston asked for a correction to the conformed agenda item 5 A. It's supposed to be October 10th not the 11th.

-Director Aiston makes a motion to adopt the conformed agenda special board meeting October 10th, 2024. with the change made in the consent agenda listing to October 10th, 2024, as well as the changes stated by council. Director Wolfson seconded the motion.

Ayes-MS/DW/EA/SB/TI

Noes –none

Absent –none

Abstain –none

Motion passed- 5/0

B. APPROVE PRESIDENT TO SIGN VENUE RENTAL AGREEMENT HOUSING EL DORADO

-Removed from consent agenda and put as an open agenda item for public to comment.

-Director Aiston motioned to table this agenda item and call a special meeting for Wednesday October 30th 6:30 where the only agenda item will be to have Housing El dorado give a presentation also a rewritten contract addressing the questions and the concerns of the Board and community. As well as, a recommended action to either accept or deny the change. Director Bazett seconded the motion.

Roll Call Vote-

Ayes-MS/EA/SB/TI

Noes –DW

Absent –none

Abstain –none

Motion passed- 4/1

C. APPROVE CHANGES TO POLICY 3360

6. INFORMATIONAL ITEMS

- A. General Manager's Report
- B. Fire Report

7. COMMITTEES

- A. **Budget & Administration-** October 8, 2024
 - Dawn Wolfson and Monique Scobey
- B. **Covenants, Conditions & Restrictions (CC&R)-** October 7, 2024
 - Tim Israel & Sid Bazett
- C. **Fire & Emergency Services-** Canceled
 - Eric Aiston & Dawn Wolfson
- D. **Parks & Recreation-** October 7, 2024- 1 committee member attended
 - Tim Israel & Eric Aiston
- E. **Fire Annexation Ad Hoc Committee**
 - Eric Aiston & Monique Scobey

8. ACTION ITEMS

- A. **Wage Scale, Job Descriptions and Organizational Chart update**
 - Director Aiston motioned to table the discussion and postpone to November's meeting. Director Wolfson seconded the motion.

Ayes-MS/DW/EA/SB/TI
Noes –none
Absent –none
Abstain –none

Motion passed- 5/0

- B. **Fourth Amendment to Waste Connections of California, Inc., doing business as**

El Dorado Disposal Services Contract.

-President Scobey makes a motion to direct staff to talk to El dorado Disposal and have them bring forward all the rates that are currently being charged to customers and update the contract to reflect that fines and penalties will be put on cart tags and not just billing. Director Bazett seconded the motion.

Roll call vote –

Ayes-MS/DW/SB/TI

Noes –EA

Absent –none

Abstain –none

Motion passed - 4/1

9. PUBLIC HEARING

- None

10. CLOSED SESSION 10:23pm

- ***Conference with Legal Counsel, Anticipated Litigation: Significant exposure to litigation pursuant Government Code section 54956.9 subdivision (d) paragraph (2) or (3). FIVE cases. FOUR cases.***
- ***Public Employee Performance Evaluation pursuant to Government Code section 54957. Title: General Manager***
- ***Public Employee Performance Evaluation pursuant to Government Code section 54957. Title: General Counsel***
- **Report out of closed session 12:19am**

11. General Matters to/from Board Members and Staff

12. ADJOURNMENT 12:22am Thursday October 17th, 2024.

-Director Wolfson motioned to adjourn the meeting and Director Aiston seconded the motion.

AGENDA

Ayes-MS/DW/EA/SB/TI

Noes –none

Absent –none

Abstain –none

The next regularly scheduled meeting of the Cameron Park Community Services District Board of Directors is Wednesday, November 20, 2024, at 6:30 p.m. in the Social Room located at 2502 Country Club Drive Cameron Park, CA, 95682.

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Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Elizabeth Riseman
Board Secretary

Director Monique Scobey, President
Board of Directors



**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
MINUTES
Wednesday, November 20, 2024
6:30 pm**

*2502 Country Club Drive
Cameron Park, CA, 95682-Social Room*

Board Members

Monique Scobey, President

Dawn Wolfson, Vice President Eric Aiston, Director
Sidney Bazett, Director Tim Israel, Director

Mission Statement

“Preserve and enhance the quality of life and to safeguard the health, safety and welfare of our community.”

1. CALL TO ORDER 6:36pm

- A. Roll Call *MS/DW/EA/SB/TI -present*
- B. Pledge of Allegiance

2. ADOPTION OF THE AGENDA

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

-Director Wolfson motioned to adopt the agenda and Director Israel seconded the motion.

Motion Passed-DW/TI

Ayes –MS/DW/EA/TI

Noes – SB

Absent – None

Abstain – None

Motion passed 4/1

3. RECOGNITIONS, APPOINTMENTS, AND PRESENTATIONS

The 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.

- **Don Ashton- Financial Results of Fire Department Annexation**

4. OPEN FORUM FOR NON-AGENDA ITEMS

According to State Law Pursuant to the Government Code Section 54954.3 (the Brown Act), members of the public may speak on any agenda item. The Board President will call for public comment. Those wishing to address the Board on any item not on the agenda that falls within the jurisdiction of the Board of Directors, may do so during Public Forum. The Board of Directors is prohibited from discussing issues not on the agenda brought to them at this time.

Please follow the procedures for speaking:

- *Public members desiring to provide comments, must raise their hand and wait to be recognized by the Board President, speak from the podium, and begin by stating their name.*
- *Comments must be directed only to the Board.*
- *Disruptive conduct shall not be permitted at any Board meeting. Persistence in disruptive conduct shall be grounds for summary termination of the privilege to address the Board of Directors.*
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- *The Board is not permitted to act on items addressed under the Public Forum.*
- *The Board President is responsible for maintaining an orderly meeting.*

5. 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 to be discussed and acted upon individually.

A. Minutes

- **None**

-Director Bazett and the public said they'd like to see minutes of previous board meeting before the next meeting each month.

6. INFORMATIONAL ITEMS

A. General Manager's Report

-Director Aiston would like to have a future agenda item regarding the board's policy on rate setting.

B. Fire Report

7. COMMITTEES

A. Budget & Administration- November 5, 2024

- Dawn Wolfson and Monique Scobey

B. Covenants, Conditions & Restrictions (CC&R)- November 11, 2024

- Tim Israel & Sid Bazett

C. Fire & Emergency Services- November 5, 2024

- Eric Aiston & Dawn Wolfson

D. Parks & Recreation- November 11, 2024

- Tim Israel & Eric Aiston

E. Fire Annexation Ad Hoc Committee

- Eric Aiston & Monique Scobey

8. ACTION ITEMS

A. Don Ashton Contract Amendment

- ***Director Bazett makes a motion to approve resolution 2024-21 and strike the middle bullet and have it read allocate \$41,000. Director Wolfson seconded that motion.***

Roll Call Vote- *Motion Passed-SB/DW*
Ayes –MS/DW/EA/TI/SB
Noes – None
Absent – None
Abstain – None

Motion passed- 5/0

B. Request to Amend Bylaw 2.1 to Change the Regular Meeting

date, modify committee meeting dates, and set the Board Calendar for 2025

- **Director Aiston motioned to table this Action item 5 B. till December 2024 or January 2025 meeting when the new board member is available for further discussion. Director Bazett seconded the motion.**

Motion Passed- EA/SB
Ayes –MS/ EA/SB/TI

Noes – None
Absent – None
Abstain – DW

Motion passed- 4/1

C. Proposed Revision of Organizational Chart and Wage Scale

- Director Bazett motioned to adopt the organizational chart and Director Aiston seconded that motion.

Motion Passed-SB/EA
Ayes –MS/DW/EA/ SB/TI
Noes – None
Absent – None
Abstain – None

Motion passed- 5/0

Director Aiston motioned to approve the wage scale pulling the Finance/HR Officer role and non- MOU people. Director Wolfson seconded that motion.

Roll call vote-

Motion Passed-EA/DW
Ayes –MS/DW/EA/SB
Noes – TI
Absent – None
Abstain – None

Motion passed 4/1

9. PUBLIC HEARING

- None

10. CLOSED SESSION 9:52pm

- **Conference with Real Property Negotiators pursuant to Government Code section 54956.8. Negotiator: General Manager Alan Gardner.**
- **Public Employee Annual Performance Evaluation pursuant to Government Code section 54957. Position Title: General Manager**

- **Report out of closed session**

Direction was given to staff regarding closed session items

11. General Matters to/from Board Members and Staff

12. ADJOURNMENT 11:20pm

Ayes –MS/DW/EA/SB/TI

Noes – None

Absent – None

Abstain – None

The next regularly scheduled meeting of the Cameron Park Community Services District Board of Directors is Wednesday, December 18, 2024, at 6:30 p.m. in the Social Room located at 2502 Country Club Drive Cameron Park, CA, 95682.

Please contact the District office at (530) 677-2231 or CPCSD@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 CPCSD@cameronpark.org for future notification of Cameron Park Community Services District meetings.

Conformed Agenda Prepared by:

Elizabeth Riseman
Board Secretary

Conformed Agenda Approved by:

Director Monique Scobey, President
Board of Directors



Agenda Transmittal

DATE: December 18, 2024

FROM: Christina Greek, Finance and Human Resources Officer

AGENDA ITEM #5B: ACCOUNTABILITY ACT REPORT FOR FISCAL YEAR 2023-24

RECOMMENDED ACTION: APPROVE

BACKGROUND

Certain direct charge levies are subject to the Local Agency Special Tax & Bond Accountability Act (Accountability Act) as codified in Government Code 50075 et seq. and 53410 et seq. The Act applies to the taxes charged for the District's Covenants, Conditions and Restrictions (CC&Rs) enforcement. The Act requires the District to file an annual report with the Board of Directors to account for actual expenditures and revenues associated with the tax. Once filed, a copy of the report must be submitted to El Dorado County Auditor-Controller's Office.

BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee discussed the Accountability Act Report and forwarded to the Board of Directors as a consent item.

DISCUSSION

The annual Accountability Act report is required for Covenants, Conditions and Restrictions only and is a FY 2023-24 Revenue and Expenditures report providing information to contain the following:

- The amount of money collected specifically for the special tax (not commingled with other revenue sources).
- The amount of money expended specifically for the special tax (not commingled with expenditures from other revenue sources).
- The status of any project required or authorized to be funded with the special tax

proceeds (not commingled with projects using other revenue sources).

The following pages provide the information required by the Accountability Act for the applicable District activities for Fiscal Year 2023-24 (Attachment 3A).

Attachment:

1 – Accountability Act Report 2023-24

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2023 Through 6/30/2024

attachment 5B1

		<u>Current Year Actual</u>
Operating Revenue		
Property Taxes	4110	204.75
Special Assessments	4135	79,020.71
Arc Review Fees	4140	25,948.25
Settlements	4450	13,947.27
Interest Income	4505	<u>6,806.64</u>
Total Operating Revenue		<u>125,927.62</u>
Expenditures		
Salaries - Perm.	5000	70,076.23
Overtime	5020	121.24
Health Benefit	5130	11,648.14
Dental Insurance	5140	750.00
Vision Insurance	5150	130.32
CalPERS Employer Retirement	5160	4,881.11
Worker's Compensation	5170	802.66
FICA/Medicare Employer Contribution	5180	4,408.06
UI/TT Contribution	5190	237.26
Advertising/Marketing	5209	0.00
Agency Administration Fee	5210	2,000.00
Bank Charge	5221	1,052.91
Computer Software	5231	4,785.61
Computer Hardware	5232	0.00
Contract Services - Other	5240	6,364.89
Food	5300	325.54
Fuel	5305	313.95
Government Fees/Permits	5310	15.00
Legal Services	5335	4,115.00
Maint. - Buildings	5345	165.00
Maint. - Equipment	5350	271.23
Maint. - Vehicle	5370	0.00
Memberships/Subscriptions	5380	7.45
Office Supplies/Expense	5400	107.26
Postage	5410	429.49
Professional Services	5420	0.00
Rent/Lease - Equipment	5440	199.92
Staff Development	5455	90.00
Phones/internet	5470	<u>4,663.64</u>
Total Expenditures		<u>117,961.91</u>
Net Revenue Over Expenditures		<u>7,965.71</u>

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: December 18, 2024

FROM: Christina Greek, Finance/HR Officer

AGENDA ITEM #5C: ANNUAL DISCLOSURE OF BOARD OF DIRECTORS AND EMPLOYEE REIMBURSEMENT FY 2023-24

RECOMMENDED ACTION: RECEIVE AND FILE

BACKGROUND

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.

BUDGET AND ADMINISTRATION COMMITTEE

The Budget and Administration Committee reviewed the report and forwarded it to the Board of Directors as a consent item. There was a question about the cell phone allowance for District Staff. In July 2024, all District staff were provided with District phones and there is no longer an option for a stipend to use a personal phone.

DISCUSSION

The attached report includes individual charges for services or products received of at least \$100 for the Fiscal Year 2023-24. 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:

- 1 - Board Member Reimbursement Report
- 2 - Employee Reimbursement Report

Cameron Park Community Services District

Vendor Activity

From 7/1/2023 Through 6/30/2024

<u>Effective Date</u>	<u>Payee</u>	<u>Document Description</u>	<u>Expenses</u>
7/30/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 7/10,19/23	200.00
8/22/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 8/1,7,16/23	300.00
10/17/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 9/5,13,20,28/23	400.00
12/5/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 10/2,3,4,18/23	400.00
12/5/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 11,6,7,15,22/23	400.00
12/20/2023	Dawn Elizabeth Wolfson	DIR Comp Meetings 12/4,5,7,20/23	400.00
1/17/2024	Dawn Elizabeth Wolfson	DIR Comp Meeting 1/17/24	100.00
2/21/2024	Dawn Elizabeth Wolfson	DIR Comp Meetings 2/6,6,21/24	300.00
4/17/2024	Dawn Elizabeth Wolfson	DIR Comp Meetings 3/05,3/20/24	200.00
4/17/2024	Dawn Elizabeth Wolfson	DIR Comp Meetings 4/1,4/2,4/17/24	300.00
5/22/2024	Dawn Elizabeth Wolfson	DIR Comp Meetings 5/6,5/14,5/14,5/22/24	400.00
6/19/2024	Dawn Elizabeth Wolfson	DIR Comp Meetings 6/12,6/19/24	200.00
	Total Dawn Elizabeth Wolfson		3,600.00
8/1/2023	Eric William Blodgett Aiston	DIR Comp Meeting 7/16/23	100.00
8/24/2023	Eric William Blodgett Aiston	DIR Comp Mtgs 08/01, 02, 03, 07,08, 16 2023	600.00
9/29/2023	Eric William Blodgett Aiston	DIR Comp Meetings 9/5,11,13,20,28/23	600.00
10/31/2023	Eric William Blodgett Aiston	DIR Comp Meetings 10/2,3,4,9,12,18/23	600.00
12/5/2023	Eric William Blodgett Aiston	DIR Comp Meetings 11/2,3,6,7,9,15/23	600.00

Cameron Park Community Services District

Vendor Activity

From 7/1/2023 Through 6/30/2024

<u>Effective Date</u>	<u>Payee</u>	<u>Document Description</u>	<u>Expenses</u>
12/20/2023	Eric William Blodgett Aiston	DIR Comp Meetings 12/5,7,20/23	300.00
1/17/2024	Eric William Blodgett Aiston	DIR Compe Meetings 1/4,5,8,9,17/24	500.00
2/21/2024	Eric William Blodgett Aiston	DIR Comp Meetings 2/2,5,6,21/24	400.00
4/23/2024	Eric William Blodgett Aiston	DIR Comp Meetings 3/4,3/12,3/20/24	300.00
4/23/2024	Eric William Blodgett Aiston	DIR Comp Meetings 4/2,4/2,4/4,4/5,4/17/24	500.00
5/27/2024	Eric William Blodgett Aiston	DIR Comp Meetings 5/1,5/6,5/14,5/17,5/22,5/2...	600.00
6/19/2024	Eric William Blodgett Aiston	DIR Comp Meetings 6/12,6/19/24	200.00
6/28/2024	Eric William Blodgett Aiston	DIR Comp Meetings July 2024	100.00
	Total Eric William Blodgett Aiston		5,400.00
7/19/2023	Monique Scobey	DIR Comp Meeting 7/19/23	100.00
8/30/2023	Monique Scobey	DIR Comp Meetings 8/1,1,2,8,16/23	500.00
9/18/2023	Monique Scobey	DIR Comp Meetings August 2023	0.00
9/30/2023	Monique Scobey	DIR Comp Meetings 9/11,11,13,20,28/23	500.00
11/30/2023	Monique Scobey	DIR Comp Meetings 11/2,3,6,7,15/23	500.00
12/20/2023	Monique Scobey	DIR Comp Meetings 12/7,20/23	200.00
1/17/2024	Monique Scobey	DIR Comp Meetings 1/4,5,17/24	300.00
4/25/2024	Monique Scobey	DIR Comp Meetings 2/2,2/6/24	200.00
4/25/2024	Monique Scobey	DIR Comp Meetings 3/5,3/12,3/20/24	300.00

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2023 Through 6/30/2024

<u>Effective Date</u>	<u>Payee</u>	<u>Document Description</u>	<u>Expenses</u>
4/25/2024	Monique Scobey	DIR Comp Meetings 4/4,4/5,4/17/24	300.00
6/30/2024	Monique Scobey	DIR Comp Meetings 6/19,28/24	200.00
	Total Monique Scobey		3,100.00
7/25/2023	Sidney Arthur Bazett	DIR Comp Meetings 7/10,11,19/23	300.00
8/16/2023	Sidney Arthur Bazett	DIR Comp Meetings 8/1,8,16/23	300.00
10/3/2023	Sidney Arthur Bazett	DIR Comp Meetings 9/5,11,13,20,28/23	500.00
10/31/2023	Sidney Arthur Bazett	DIR Comp Meetings 10/3,18/23	200.00
12/5/2023	Sidney Arthur Bazett	DIR Comp Meetings 11/7,15/23	200.00
12/20/2023	Sidney Arthur Bazett	DIR Comp Meetings 12/7,20/23	200.00
1/17/2024	Sidney Arthur Bazett	DIR Comp Meetings 1/8,9,17/24	300.00
2/26/2024	Sidney Arthur Bazett	DIR Comp Meetings 2/5,21/24	200.00
4/1/2024	Sidney Arthur Bazett	DIR Comp Meetings 3/4,20/24	200.00
4/19/2024	Sidney Arthur Bazett	DIR Comp Meetings 4/1,4/17/24	200.00
5/23/2024	Sidney Arthur Bazett	DIR Comp Meetings 5/6,5/6,5/22/24	300.00
6/19/2024	Sidney Arthur Bazett	DIR Comp Meetings 6/3,6/12,6/19/24	300.00
	Total Sidney Arthur Bazett		3,200.00

Cameron Park Community Services District
 Vendor Activity
 From 7/1/2023 Through 6/30/2024

Effective Date	Payee	Document Description	Expenses
7/31/2023	Timothy Israel	DIR Comp Meetings 7/10,19/23	200.00
8/31/2023	Timothy Israel	DIR Comp Meetings 8/7,16/23	200.00
9/30/2023	Timothy Israel	DIR Comp Meetings 9/11,11,13,20,28/23	500.00
10/31/2023	Timothy Israel	DIR Comp Meetings 10/4,18/23	200.00
11/30/2023	Timothy Israel	DIR Comp Meetings 11/2,6,15/23	300.00
12/20/2023	Timothy Israel	DIR Comp Meetings 12/7,20/23	200.00
	Total Timothy Israel		1,600.00
Report Opening/Current Balance			_____
Report Transaction Totals			16,900.00
Report Current Balances			_____

Effective Date	Payee	Document Description	Expenses
3/21/2024	Brandon Reyes	Parks - Work Boot Reimb 3/21/24	130.49
	Total Brandon Reyes		130.49
7/4/2023	Christina Greek	Cell Allowance July 2023	100.00
7/4/2023	Christina Greek	Home Printer/Supplies Allowance July 2023	50.00
8/1/2023	Christina Greek	Cell Allowance August 2023	100.00
8/1/2023	Christina Greek	Home Printer/Supplies Allowance August 2023	50.00
8/31/2023	Christina Greek	Mileage Reimb CSDA Conf. August 2023	303.26
9/1/2023	Christina Greek	Cell Allowance September 2023	100.00
9/1/2023	Christina Greek	Home Printer/Supplies Allowance September 2023	50.00
9/8/2023	Christina Greek	CSDA Conference Reimb Parking/Food 9/8/23	119.00
10/1/2023	Christina Greek	Cell Allowance - October 2023	100.00
10/1/2023	Christina Greek	Home Printer/Supplies - October 2023	50.00
11/1/2023	Christina Greek	Cell Allowance November 2023	100.00
11/1/2023	Christina Greek	Home Printer/Supplies Allowance November 2023	50.00
12/1/2023	Christina Greek	Cell Allowance December 2023	100.00
12/1/2023	Christina Greek	Home Printer/Supplies Allowance December 2023	50.00
1/2/2024	Christina Greek	Cell Allowance (rest of allowance shorted by \$50) Jan 2024	50.00
1/4/2024	Christina Greek	Cell Allowance - January 2024	50.00
1/4/2024	Christina Greek	Home Printer/Supplies Allowance - January 2024	50.00
1/13/2024	Christina Greek	Office Supplies Reimb CG Pesonal Card 3/19/24	17.31
1/14/2024	Christina Greek	Office Supplies Reimb CG Pesonal Card 3/19/24	57.13
1/22/2024	Christina Greek	Office Supplies Reimb CG Pesonal Card 3/19/24	13.10
2/1/2024	Christina Greek	Cell Allowance February 2024	100.00
2/1/2024	Christina Greek	Home Printer/Supplies Allowance February 2024	50.00
3/1/2024	Christina Greek	Cell Allowance - March 2024	100.00
3/1/2024	Christina Greek	Home Printer/Supplies Allowance - March 2024	50.00
3/6/2024	Christina Greek	Office Supplies Reimb CG Pesonal Card 3/19/24	55.76
4/1/2024	Christina Greek	Cell Allowance - April 2024	100.00
4/1/2024	Christina Greek	Home Printer/Supplies Allowance - April 2024	50.00
5/1/2024	Christina Greek	Cell Allowance - May 2024	100.00
5/1/2024	Christina Greek	Home Printer/Supplies Allowance - May 2024	50.00
6/1/2024	Christina Greek	Cell Allowance - June 2024	100.00
6/1/2024	Christina Greek	Home Printer/Supplies Allowance - June 2024	50.00
	Total Christina Greek		2,365.56
6/1/2024	Clarissa Lowe	Lifeguard Training/Title 22 Reimb 6/1/24	185.00
	Total Clarissa Lowe		185.00
8/25/2023	Hailey Marshall	Mileage Reimb July & August 2023	24.76
10/27/2023	Hailey Marshall	Mileage Reimb September & October 2023	24.76
1/3/2024	Hailey Marshall	Cell Allowance - March 2024	50.00
1/4/2024	Hailey Marshall	Cell Allowance - January 2024	50.00
1/5/2024	Hailey Marshall	Mileage Reimb November/December 2023	14.47
2/1/2024	Hailey Marshall	Cell Allowance February 2024	50.00
3/12/2024	Hailey Marshall	Mileage Reimb Jan/Feb 2024	14.47
4/1/2024	Hailey Marshall	Cell Allowance - April 2024	50.00
4/30/2024	Hailey Marshall	Mileage Reimb March/April 2024	18.09
5/1/2024	Hailey Marshall	Cell Allowance - May 2024	50.00
6/1/2024	Hailey Marshall	Cell Allowance - June 2024	50.00
6/28/2024	Hailey Marshall	Mileage Reimb May & June 2024	31.36
	Total Hailey Marshall		427.91

Effective Date	Payee	Document Description	Expenses
8/17/2023	James Mog	Staff lunch food reimb to J. Mog 08/17/23	96.05
12/6/2023	James Mog	Pre-Legal Postage Reimb	76.29
3/13/2024	James Mog	Postage for Pre-Legal Letters Reimb 3/13/24	23.88
4/17/2024	James Mog	Court Fees Reimb for Lien Release Paperwork 4/17/24	40.00
6/13/2024	James Mog	Pre-Legal Postage for CC&R Violations Reimb 6/13/24	35.61
Total James Mog			271.83
7/6/2023	Jill Ritzman	Cell Allowance July 2023	100.00
8/1/2023	Jill Ritzman	Cell Allowance August 2023	100.00
9/1/2023	Jill Ritzman	Cell Allowance September 2023	100.00
10/1/2023	Jill Ritzman	Cell Allowance - October 2023	100.00
11/1/2023	Jill Ritzman	Cell Allowance November 2023	100.00
12/1/2023	Jill Ritzman	Cell Allowance December 2023	100.00
1/2/2024	Jill Ritzman	Reimb JR All Staff Meeting 1/02/24	61.67
1/26/2024	Jill Ritzman	CC&R Lein Satis. of Judgment Filed/Mailed Reimb 1/26/24	15.00
4/4/2024	Jill Ritzman	Notary Fees for CCR Lien - Reimb 4/04/24	75.00
Total Jill Ritzman			751.67
7/18/2023	Jose Cortes	Work Boot Allowance Reimb 7/18/23	150.00
Total Jose Cortes			150.00
7/4/2023	Kimberly Vickers	Cell Allowance July 2023	100.00
8/1/2023	Kimberly Vickers	Cell Allowance August 2023	100.00
9/1/2023	Kimberly Vickers	Cell Allowance September 2023	100.00
10/1/2023	Kimberly Vickers	Cell Allowance - October 2023	100.00
11/1/2023	Kimberly Vickers	Cell Allowance November 2023	100.00
11/21/2023	Kimberly Vickers	Reimb Teen Group Items for Tasting 11/21/23	40.05
12/1/2023	Kimberly Vickers	Cell Allowance December 2023	100.00
1/4/2024	Kimberly Vickers	Cell Allowance - January 2024	100.00
2/1/2024	Kimberly Vickers	Cell Allowance February 2024	100.00
Total Kimberly Vickers			840.05
7/4/2023	Laura Sanders-Ito	Cell Allowance July 2023	50.00
7/27/2023	Laura Sanders-Ito	Staff Meeting - Ice Cream 7/20/23 Reimb	19.57
8/1/2023	Laura Sanders-Ito	Cell Allowance August 2023	50.00
9/1/2023	Laura Sanders-Ito	Cell Allowance September 2023	50.00
10/1/2023	Laura Sanders-Ito	Cell Allowance - October 2023	50.00
11/30/2023	Laura Sanders-Ito	Cell Allowance November 2023	50.00
12/1/2023	Laura Sanders-Ito	Cell Allowance December 2023	50.00
12/27/2023	Laura Sanders-Ito	Mileage Reimb Oct, NOV, Dec 2023	28.62
1/4/2024	Laura Sanders-Ito	Cell Allowance - January 2024	50.00
2/1/2024	Laura Sanders-Ito	Cell Allowance February 2024	50.00
3/1/2024	Laura Sanders-Ito	Cell Allowance - March 2024	50.00
4/1/2024	Laura Sanders-Ito	Cell Allowance - April 2024	50.00
5/1/2024	Laura Sanders-Ito	Cell Allowance - May 2024	50.00
6/1/2024	Laura Sanders-Ito	Cell Allowance - June 2024	50.00
Total Laura Sanders-Ito			648.19
8/10/2023	Matt Bustabade	Tuition Reimb. FLC summer 2023	151.00
11/26/2023	Matt Bustabade	Work Boots Reimb 11/26/23	150.00
Total Matt Bustabade			301.00

Effective Date	Payee	Document Description	Expenses
7/4/2023	Michael Grassle	Cell Allowance July 2023	100.00
7/4/2023	Michael Grassle	Mileage Reimb. June 2023	149.34
8/1/2023	Michael Grassle	Cell Allowance August 2023	100.00
8/28/2023	Michael Grassle	Mileage Reimb July & August 2023	188.64
9/1/2023	Michael Grassle	Cell Allowance September 2023	100.00
9/29/2023	Michael Grassle	Mileage Reimb - September 2023	117.24
10/1/2023	Michael Grassle	Cell Allowance - October 2023	100.00
10/1/2023	Michael Grassle	Mileage Reimb October 2023	167.71
11/1/2023	Michael Grassle	Cell Allowance November 2023	100.00
11/1/2023	Michael Grassle	Mileage Reimb - November 2023	81.87
12/1/2023	Michael Grassle	Cell Allowance December 2023	100.00
1/3/2024	Michael Grassle	Mileage Reimb December 2023	174.20
1/4/2024	Michael Grassle	Cell Allowance - January 2024	100.00
1/31/2024	Michael Grassle	Mileage Reimb January 2024	100.50
2/1/2024	Michael Grassle	Cell Allowance February 2024	100.00
3/1/2024	Michael Grassle	Cell Allowance - March 2024	100.00
3/6/2024	Michael Grassle	Mileage Reimb - February 2024	122.61
4/1/2024	Michael Grassle	Cell Allowance - April 2024	100.00
5/1/2024	Michael Grassle	Cell Allowance - May 2024	100.00
6/1/2024	Michael Grassle	Cell Allowance - June 2024	100.00
	Total Michael Grassle		2,302.11
9/26/2023	Mike Merritt	Work Boots Reimb (Cap amt) 9/26/23	150.00
	Total Mike Merritt		150.00
7/7/2023	Ramon Soto	Cell Allowance July 2023	50.00
8/1/2023	Ramon Soto	Cell Allowance August 2023	50.00
9/1/2023	Ramon Soto	Cell Allowance September 2023	50.00
	Total Ramon Soto		150.00
1/19/2024	Robert Gelardi Jr.	Payroll check reissue B.Gelardi PP02 01/19/24	1,086.87
	Total Robert Gelardi Jr.		1,086.87
5/9/2024	Russell Dill	Reimb R. Dill Silver Springs Sprayer Mower	260.57
	Total Russell Dill		260.57
	Report Transaction Totals		10,021.25



Agenda Transmittal

DATE: December 18, 2024

FROM: Alan Gardner, General Manager

AGENDA ITEM #6A: General Manager's Report

RECOMMENDED ACTION: Receive and File

General Managers Report to the Board for December 2024

1. The 2023-2024 Initial budget to actuals is presented tonight. It is not final, because the final is presented after the audit for that year. I am very pleased to recognize that we finished in the black. The positive result is due to the Fire Dept under-spending their not to exceed budget, and our Finance Dept recovering almost \$200,000 in funds that had not been paid. The extra \$300,000 received was a refund from the JPA for ambulance service that was received until so late it was counted for 2023-2024 rather than 2022-2023.
2. Staff is bringing back tonight for further discussion changing the Board and Committee meeting schedules by going to two Board meetings a month, the first of which starts with any Budget and Administration issues. Given the importance of the issues facing the District over the next 2-3 years, all Directors should hear the information at the same time. This will not preclude Ad Hoc or special meetings of a Standing Committee for a specific purpose.
3. The Weed Abatement Ordinance is being amended to both change terms and improve safety because of changing fire conditions. It will go through the regular procedure of notice, hearing, decision, and additional notice to go into effect. It is here tonight for discussion purposes. Staff does suggest that all the proposed changes are reasonable.
4. The lake gate project went back to the County for approval of some adjustments to the original drawings and was approved at the counter with no delay. They are in the nature of change orders, which is normal in the permitting process. We can now move forward with concrete and electrical.
5. We are currently short one staff member, the supervisor for the maintenance at both the Community Center and the parks. The union has suggested a change in title in line

with the work to be performed, and staff concur. We will be presenting the change to the Board.

6. The MOU has been agreed and will be presented to the Board for discussion and approval. It is to be effective January 1, 2025.
7. There will be a mandatory adjustment of \$.50 to the wage scale. It will not change the staff budget. It will be presented for approval in January.
8. We have had access to the Placer ai system to review the usage of our Community Center, Lake Park, and four other heavily used parks. The information demonstrates that up to about 70% of the use of our facilities is by nonresidents that pay no property tax to support their use. This program tracks from the point of origin, not the prefix on the cell phone. So, the information provides us strong justification with the County, new developments and nonresidents for increased fees.

We need to push the sale of annual activity passes because before COVID and the bridge washout, they and parking were a solid revenue stream. We intend to increase the differential for non-residents, keeping in mind the higher amount other districts impose. We will also have a scholarship program for residents to the extent of the funding.

Alan Gardner, GM



Agenda Transmittal

DATE: December 12, 2024

FROM: Clarissa Lowe, Recreation Supervisor
Hayley Sadecki, Recreation Coordinator
Chelsea Foreman, Recreation Specialist

AGENDA ITEM #6B: RECREATION REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

Recreation Department Update: 2025 Planning and Operations

The Recreation Department is actively revitalizing the Community Services District's (CSD) event offerings for 2025. Over 10 events have been reinstated into the annual calendar, with a focus on ensuring greater success and community engagement. Efforts are underway to establish sustainable partnerships and sponsorships with local businesses to enhance these events.

Pool Operations and Financial Oversight

Staff is gaining deeper insights into the operational inefficiencies of the pool, including daily running costs and vendor contracts. Meetings with key partners such as Sierra Sharks and AquaSol are ongoing to review and update their Memorandums of Understanding (MOUs). Updated fees now reflect daily operating costs; however, long-term costs for critical items like tarps, lane lines, and flags are being assessed.

Significant concerns remain:

1. **Reserves for the pool:** There is no reserve fund for major repairs, such a full replacement of the impeller, a critical component which has been rebuilt twice since the pool's construction in 2010.
2. **Master Plan Outdated:** The Master Plan for pool upgrades has not been updated since 2014, leaving an urgent need for strategic guidance and long-term planning.

Ponderosa Little League Financial Impact

In the MOU meeting and while producing the 2024 invoicing for Ponderosa Little League spring season, we notated a deficit that was due from the fees given. The approved fee structure for the Ponderosa Little League resulted in an \$11,000 deficit for the Spring 2024 season due to monthly caps established under its "Community Partner" designation. To address this, we recommend allowing staff to reassess fees and caps at the beginning of each season to better align with operational costs while maintaining mutually beneficial partnerships.

Conclusion

The Recreation Department is committed to enhancing program offerings, strengthening partnerships, and addressing operational challenges. Strategic planning and policy updates are essential to ensure the CSD's financial sustainability and service quality moving forward.

Recreation Programming:

Below is a quick summary on the events, programming and offerings at the CSD:

- Events
 - *Christmas Craft Fair*
 - Vendors were allowed to set up the evening of November 22, 2024, from 3:30pm-7:30pm (staff flexed their time for the evening)
 - November 23rd, 2024
 - 62 out of 64 vendors were at the event.
 - 64 vendors at \$90 per space totaling \$5,760
 - Staff pay total for November 23rd, 2024- \$857.19.
 - Approximately 100 photos were taken with Santa in 2-hour period.
 - Approximately 250-300 people attended.
 - *Aquatics:*
 - Lap swim continues 4 days a week and one weekend day.
 - Aquasol swim team 6 days a week
 - Pool was closed from November 22-27th, 2024 awaiting service call from JS West
 - Vaporizer on propane had a distinct odor and JS West Manager made an emergency visit to CSD.
 - staff was asked to shut down by JS West and manufacturer of vaporizer on evening of November 22nd.
 - Soonest JS West could provide service, November 27th.
 - During shut down Chemtrol programming box (which controls the daily chemical balance in the pool) was thrown as were chemicals, but vaporizer and heat was regained.
 - CSD closed for Thanksgiving and staff still attempted to reinstitute chemicals properly.
 - Week of December 2nd-6th, maintenance staff was out on bereavement. Recreation staff attempted to fix the chemicals and Chemtrol to no avail.
 - Flow Sensor was determined broken by maintenance, December 3rd parts ordered and replaced Friday, December 6th. Chemicals were off and days were spent readjusting properly.
 - AquaSol came back the evening of Monday, December 9th.
 - Lap swim reopened Tuesday, December 10th
 - *Sports:*
 - Indoor Pickleball continues Monday thru Friday from 9:00am – 1:00pm. Staff is looking into hosting another Pickleball Tournament.
 - Youth Futsal League has kicked off its first session out of four.
 - First session, the program excelled to highest achieved numbers.
 - Due to this interest, staff agreed to extended Futsal to Friday nights in addition to its regular Saturday/Sundays.
 - The registration fee was raised by \$4, and staff had advertised and added a late registration fee of \$10.
 - Session 1 Registrations: (11/15/24 – 12/29/24)
 - Free Agents: 195 registrants
 - Team Player: 107 registrants
 - Total Revenue after percentage split (60/40): \$10,450.80
 - Current Session 2 Registrations: (1/3/25 – 2/9/25)
 - Free Agents: 110 registrants
 - Team Player: 38 registrants

- Adult Basketball League has completed its first Fall League maxing at 8 teams.
 - The second Fall League wraps up with playoffs on Tuesday, December 17th, maxing at 8 teams.
 - The Winter League registration is now open and starts on January 7th.
 - Staff expects to reach our max of 8 teams.
 - Registration is \$440 per team.
 - Soccer Shots is not currently running. Staff is waiting for a meeting with the vendor to discuss any future contracts.
 - Staff has cancelled Blyss Yoga due to no enrollments over a span of 2 months.
 - Cameron Park Taekwondo continues their youth programs as a contracted vendor
 - Cameron Park Family Taekwondo provided a contract to provide a one-day workshop per month all year round.
 - All-Age workshops include Bullyproof, Women’s Self Defense, and Goal Setting.
 - National Academy of Athletics is in discussion to provide an MLK Basketball Game Day program.
- *Community Center Programs*
 - Senior Social Hour continues with participants approximately 9 participants on Tuesday and Thursday.
 - Senior Nutrition meals for pick-up continue in-person five days a week; CSD provides tables and chairs for congregate dining in our Social Room alongside Senior Social.
 - Gold Nugget Quilters continue to meet on Wednesdays with 8-12 participants each week.
 - Working on MOU with Master Gardeners and their annual meetings. Staff is looking to negotiate a nominal fee for set up and staff time with their rental.
 - Modified Zumba continues in the Dance Room with 10-12 participants per month.
 - Tai Chi continues in the Dance Room with 6-8 participants in the last three months.
 - Musical Theater Tap serves youth and adults, but is only seeing two registrants each month since start in September.
 - Staff will continue to market and monitor for growth over quarter three.
 - Intro Guitar & Let’s Uke! served a total of 11 participants all year round with 2 people current participants for the Intro Guitar class.
 - Speaking Spanish For Kids finished Fall and Winter sessions served 13 participants
 - Aquarobics has taken a break for the winter holiday season and will resume in January.
 - Line dancing was added in September and continues to grow in participants each month.
 - Started with Beginner class with enough participation – 27 participants.
 - Added an Intermediate/Advanced class which started in November – 11 participants.
 - A Swing Dancing Instructor has shown interest, staff is looking to replace other programming with this possibility.
 - Kaiut Yoga meets Tuesdays, Wednesdays, and Thursdays in the Dance room with 38 participants.
 - Low Impact Cardio & Tone is excelling monthly with this last month at 6 participants and staff has requests for more classes and/or also a senior class.
- *Upcoming Events*
 - Christmas Movie – Elf showing Friday, December 13th
 - Santa Parade – December 20th, 21st and 22nd
 - Ties and Tiaras – Saturday, February 8th, 2025
 - Easter Egg Hunt – April 12th, 2025
 - Community Clean Up – TBD April 2025
 - Spring Kids Camp – April 14th-18th, 2025

- Kickin' It with Mom – May 3rd, 2025

- *Communication*
 - Active engagement on Facebook, Instagram
 - Instagram
 - Followers- 1,914
 - Creating Reels is gaining a following.
 - The most viewed reels are:
 - Christmas Craft Faire: 1,074
 - Halloween Monster Mash: 1,062
 - Fire Department at Props, Cops, & Rodders: 1,252
 - Pickleball Tournament: 1,559
 - 2023 Santa Parade: 2,424
 - Facebook
 - Followers- 3.9 thousand
 - Creating Event Pages which as been gaining a following
 - If you comment @followers, everyone following gets notified which we saw an instant increase in post engagement.
 - Updating district website-
 - Page views: 59,629
 - 2,988 subscribers to E-newsletter
 - 1,005 subscribers to Board & Committee Distribution List



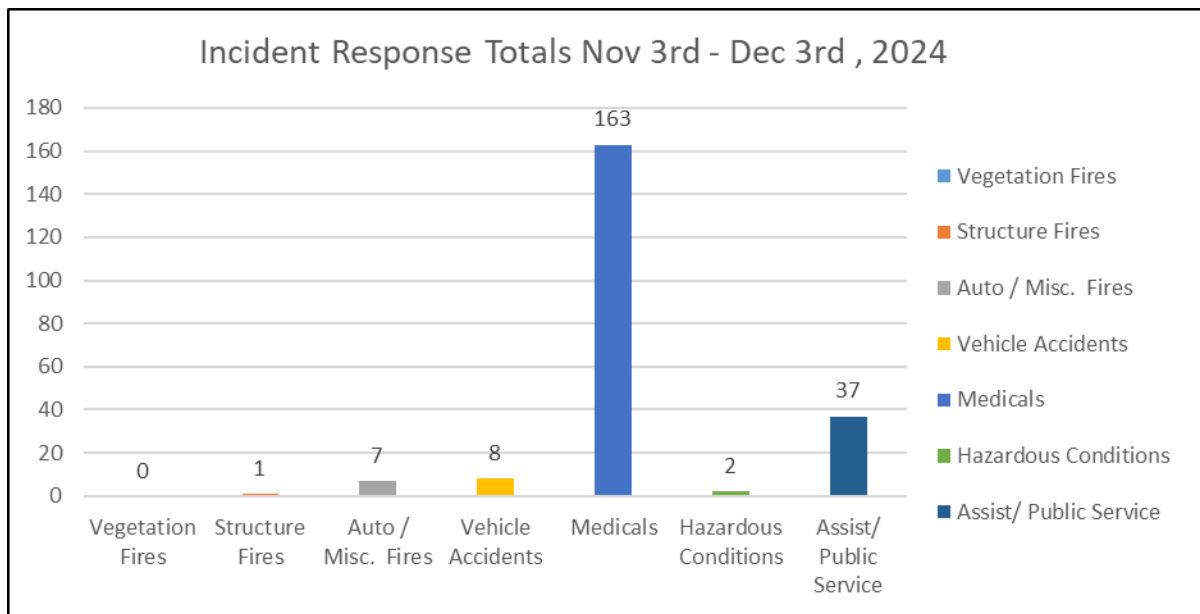
Cameron Park
Community Services District



Agenda Transmittal

Date: December 18, 2024
From: Kalan Richards, Battalion Chief
Agenda Item #6C: Fire Department Report
Recommended Action: Receive and File

Cameron Park Fire Department Incident Totals



Total Incident Count Comparatives:

Monthly	October 2024	November 2024	Increase
	181	218	20.4%
Yearly	November 2023	November 2024	Increase
	179	218	21.8%
YTD	YTD 2023	YTD 2024	Decrease
	2229	2223	-0.3%

FY 24/25 Batt 5 Vehicle Maint. and Tires

<u>E89</u>	\$19,921.48
<u>E88</u>	\$892.36
<u>E289</u>	\$2,429.01
<u>E288</u>	\$35.39
<u>E388</u>	\$1,493.00
<u>B2705</u>	\$1,841.14
<u>B2715</u>	\$2,844.50
<u>U88</u>	
<u>U289</u>	\$95.61
<u>Mech. Time</u>	
<u>Misc</u>	\$788.81
<u>Total</u>	\$30,341.30

Fire Apparatus Rental Income
FY 24/25

E89	E88	E288	E289	E388	U289/88	B2715	OES T/F	Total
		\$1,431.13	\$16,601.08	\$2,623.50		\$3,469.40		
				\$13,793.12				
				\$1,460.80				
				\$7,698.77				
\$0.00	\$0.00	\$1,431.13	\$16,601.08	\$25,576.19	\$0.00	\$3,469.40	\$0.00	\$47,077.80

Pending Payments
\$81,990.21

Budget and Administration Committee

SPECIAL MEETING

**Monday, December 9, 2024
6:45 p.m.**

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

Agenda

Members: Director Monique Scobey (MS), Director Dawn Wolfson (DW),
Alternate Director Tim Israel (TI)

Staff: Alan Gardner, General Manager; Christina Greek, Finance/HR Officer

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

OPEN FORUM

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

DEPARTMENT MATTERS

1. **Preliminary Year-End FY 2023-2024 Budget to Actuals** (A. Gardner & C. Greek)
2. **First Quarter FY2024-2025 Budget to Actuals** (A. Gardner & C. Greek)
3. **Accountability Act Report** (A. Gardner & C. Greek)
4. **Annual Disclosure of Board of Directors and Employee Reimbursement FY 2023-24** (A. Gardner & C. Greek)

5. **Future meetings may be at the beginning of the first Board meeting of the month.**

6. **ITEMS FOR FUTURE MEETINGS**

- a. EDSWAC Report out from Mike Churchill
- b. Update Credit Card Policy
- c. RFP for Auditor
- d. SB1383 Ordinance—Cal Recycle to visit and discuss after 1/1/2025

7. **ITEMS TO FORWARD TO THE BOARD OF DIRECTORS**

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

ADJOURNMENT

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



**Covenants, Conditions & Restrictions (CC&R) Committee
Meeting
Monday, December 2nd, 2024
5:30 p.m.**

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

Agenda

Members: Chair Bob Dutta (BD), Vice Chair Sid Bazett (SB), Tim Israel (TI), Candice Hill Calvert (CHC),
Terry Eastwood (TE)
Alternate: Dawn Wolfson (DW)

Staff: CC&R Compliance Officer Jim Mog, General Manager Alan Gardner

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. The 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.

1. APPROVAL OF AGENDA

2. APPROVAL OF CONFORMED AGENDA

- a. Conformed Agenda – CC&R Meeting – October 7th, 2024
- b. Conformed Agenda – CC&R Meeting – November 4th 2024

OPEN FORUM

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

DEPARTMENT MATTERS

3. Monthly Staff Report

- a. Open Violations, CC&R Violation Manager Case Detail Report (written report)
 - Total Cases Open = 34
 - Courtesy Notices – 11
 - Initial Notices – 3
 - Final Notices – 4
 - Pre-legal Notices – 1
 - Referred to Legal – 2
 - October/November Cleared Cases – 17
 - October/November New Cases – 4

- b. Architectural Review Projects – Period – October and November 2024
 - Projects Reviewed – 47
 - Projects Approved – 47

Summary of ARC Projects:

- Roofs – 21
- Solar – 2
- Tree Removals – 2
- Fences – 1
- New Home Const. – 1
- ADU/JADU – 1
- Swimming Pool – 6
- Exterior House Paint – 1
- Carport – 0
- Deck – 2
- Exterior Renovation/Room Addition – 0
- Siding Replacement – 3
- Detached Garage – 0
- Gazebo/Pergola/Patio Cover – 4
- Storage Shed – 1
- Window Replacement – 1
- POD - 1

4. Pre-legal Request – (Committee Action Required).

- a. **CCR22-1110 – 3240 Bentley Rd.** The Highlands Unit 5 (Section 4.e Building regulations) “Trailers of any type, trucks, tractors or agricultural equipment and boats shall be stored or parked in such a manner so as not to be visible from roadways.” Staff have worked on this property for nearly 3 years for the same violation and issued violation notices through Final Notice. This property receives many verbal complaints. Upon last inspection, a large trailer has been parked on the front lawn for over 6 weeks. It has been used for guests visiting the home. Staff is requesting Pre-Legal Approval to issue to the landlord.

5. Staff Updates – (Not Action Items).

- a. **CCR21 – 1002 – 3003 Wilkinson Rd. – Deer Trail Estates** – Vehicle Restrictions. Legal notice was served. Upon the last inspection all items were in storage behind the fence line.
- b. **CCR21 – 1011 – 2431 Mellowdawn Way – Deer Creek Estates #1** – Vehicle Restrictions. A legal notice was sent to the homeowner for trailered items. Staff completed an inspection on 11.25.24. Staff is inspecting for additional progress on abatement items.
- c. **Neighborhood Campaigns – Cameron Park #1 & #3.** – Staff has continued the 2024 neighborhood campaigns. November included Cameron Par 1 & 3. Staff found various addresses with items for owners to focus on to avoid violation notices. Letters were sent to those addresses.
- d. **3301 Spill Way – Project presentation**

6. Items for Future CC&R Committee Agendas

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS & STAFF:

ADJOURNMENT:

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



Fire & Emergency Services Committee
Tuesday, December 4, 2024
5:30 p.m.

Cameron Park Community Center - Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Eric Aiston (EA) & Director Dawn Wolfson (DW)
Alternate, Director Sidney Bazett (SB)

Staff: General Manager Alan Gardner, Chief Dusty Martin & Chief Kalan Richards

CALL TO ORDER

ROLL CALL

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

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA (MINUTES)

-none

OPEN FORUM

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

DEPARTMENT MATTERS

1. **Staff Updates - Discussion Only**
 - a. Fire Department Report will be provided at the meeting or in the Regular Board packet.
(K. Richards)
2. **Weed Ordinance to be discussed for possible updates. Copy attached.**
3. **Committee Meeting Schedule - May be part of regular two Board meetings a month if passed.**
4. **Items for Future Committee Agendas**
5. **Items to be taken to the Board of Directors**

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT



**THIS MEETING HAS BEEN CANCELLED
INFORMATION WILL BE REPORTED AT THE REGULAR BOARD MEETING**

**Parks & Recreation Committee
Monday, December 2, 2024
6:45 p.m.**

Cameron Park Community Center – Social Room

**2502 Country Club Drive
Cameron Park, CA 95682**

Agenda

Members: Tim Israel (TI), Eric Aiston (EA), Alternate: Monique Scobey (MS).

Staff: General Manager Alan Gardner & Recreation Supervisor Clarissa Lowe



Agenda Transmittal

DATE: December 18, 2024

FROM: Christina Greek, Finance/HR Officer

AGENDA ITEM #08A **PRELIMINARY YEAR-END FISCAL YEAR 2023-2024**

RECOMMENDED ACTION: RECEIVE AND FILE

Introduction

Staff are working on Fiscal Year 2023-2024 Audit and have completed enough tasks to share a preliminary year-end report. Please note that this is unaudited information and is subject to change as we continue year-end adjustments. At this time, the District ended in the black by \$382,043.

Discussion

The JPA 4th quarter payment for FY 22/23 was received past the cutoff date so it had to be recognized in FY 23/24. No budget adjustments were made at mid-year due to strategic savings in some expense areas where others unexpectedly went over. With the help of CALFIRE coming in under their not to exceed contract amount for the year, we were able to come in much lower than the final budget. The information in this report is currently under review by staff and our CPA for accuracy and year-end adjustments are made as necessary. These numbers are subject to change and will appear with the FY 23/24 audit when it is complete.

Items with significant overages:

- (5020) Overtime due to vacancies
- (5170) Workers Compensation increase due to an increase in salaries within maintenance and claims.
- (5235) Contract services for CSG and Interwest consulting services offset by Fire Marshall Fees brought in.
- (5285) Fire and Safety Supplies- Due to purchase of AED machines for CC and Parks
- (5316) Instructor pay was increased due to more classes being offered and was offset by instructor revenue

- (5345) Building Maintenance- due to replace water heater, staircase, bay door repair, Rasmussen water tank repair & Cameron Park Lake storm damage fence repair
- (5370) Maintenance Vehicles- Expenses of fire engines and parks trucks
- (5420) Professional Services include the contract with MRG/Don Ashton and GM recruitment, EDWA drainage study and wage and compensation study.

The budget to actuals for CC&R (Fund 02) are included as attachment 3. Fire Reserve (Fund 07) where our fire engine payments, fire department pre-approved capital expenditures and rental revenue live, Fire Impact-Restricted (Fund 06) and Summer Spectacular (Fund 74) have been included as attachments by request of the committee.

Attachments:

1. Fund 01 Preliminary Year-End Fiscal Year 2023-2024
2. Fund 01 Unaudited Fund Balance
3. Fund 02 Preliminary Year-End Fiscal Year 2023-2024
4. Fund 06 (Fire Impact Restricted Fund) Unaudited Fund Balance
5. Fund 07 (CPCSD Fire Reserve Fund) Unaudited Fund Balance
6. Fund 74 (Summer Spectacular) FY 2024-24 Actuals
7. Fund 74 (Summer Spectacular) Unaudited Fund Balance

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2023 Through 6/30/2024

		FY 22/23 Budget	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Actual	Percent Total Budget Remaining - Final
Operating Revenue						
Property Taxes	4110	4,788,564.00	5,035,867.25	5,152,837.00	5,252,684.69	1.94%
Franchise Fees	4113	220,000.00	244,819.40	250,000.00	271,955.00	8.78%
Fire Marshall Plan Review	4132	77,000.00	57,499.55	77,000.00	63,970.70	(16.92)%
Arc Review Fees	4140	0.00	0.00	0.00	0.00	0.00%
Tuition Fees/Revenue	4142	0.00	1,572.50	0.00	5,267.00	0.00%
Youth Classes	4145	0.00	0.00	0.00	0.00	0.00%
Recreation Program Revenue	4154	150,000.00	168,757.00	180,000.00	129,094.89	(28.28)%
Instructor Program Revenue	4155	50,000.00	93,159.05	100,000.00	99,877.68	(0.12)%
Transfer In	4165	73,837.00	29,920.04	63,006.00	0.00	(100.00)%
Special Events	4170	2,000.00	578.00	0.00	(39.05)	0.00%
Lake Entries - Daily (Kiosk)	4180	40,000.00	40,293.25	50,000.00	3,983.10	(92.03)%
Annual Passes (Lake/Pool Combo)	4181	65,500.00	41,110.26	65,000.00	31,875.96	(50.96)%
Picnic Site Rentals	4182	6,000.00	1,069.00	2,000.00	500.00	(75.00)%
Assembly Hall & Classroom Rentals	4185	30,000.00	41,685.91	47,000.00	38,700.41	(17.66)%
Gym Revenue	4186	23,000.00	14,503.06	23,000.00	46,773.63	103.36%
Pool Rental Fees	4187	101,500.00	93,553.09	113,000.00	100,322.97	(11.22)%
Sports Field Rentals	4190	21,000.00	18,269.80	31,800.00	664.00	(97.91)%
Donations	4250	0.00	9,600.00	7,745.00	12,170.00	57.13%
Sponsorships	4255	2,500.00	46.00	0.00	0.00	0.00%
JPA Reimbursable	4260	1,212,000.00	901,042.70	1,353,200.00	890,862.22	(34.17)%
Fire Apparatus Equip Rental	4262	15,000.00	25,750.00	260,000.00	27,071.05	(89.59)%
Reimbursement/Refund	4400	47,700.00	51,200.00	0.00	1,315.00	0.00%
Weed Abatement	4410	14,300.00	23,723.16	50,000.00	1,717.90	(96.56)%
Interest Income	4505	1,000.00	10,151.13	6,000.00	18,223.46	203.72%
Other Income/Refunds	4600	2,000.00	1,545.20	2,000.00	1,575.22	(21.24)%
First Responder Fee	4602	100,000.00	92,579.68	115,000.00	225,503.61	96.09%
Grant - CCI	4605	0.00	0.00	0.00	0.00	0.00%
Grants	4610	0.00	4,500.00	104,450.00	86,877.42	(16.82)%
Gain/Loss of Assets	4615	0.00	0.00	10,000.00	58,550.00	485.50%
Total Operating Revenue		<u>7,042,901.00</u>	<u>7,002,795.03</u>	<u>8,063,038.00</u>	<u>7,369,496.86</u>	<u>(8.60)%</u>
Expenditures						
Salaries - Perm.	5000	923,694.00	905,899.79	968,124.00	902,255.57	6.80%
Salaries - Seasonal	5010	109,068.00	221,551.47	152,600.00	127,375.79	16.53%
Overtime	5020	11,966.00	18,796.81	7,250.00	14,349.23	(97.92)%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2023 Through 6/30/2024

		FY 22/23 Budget	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Actual	Percent Total Budget Remaining - Final
In Lieu Benefits Stipend	5120	10,000.00	9,250.00	0.00	0.00	0.00%
Health Benefit	5130	145,861.00	134,622.17	156,923.00	167,159.12	(6.52)%
Retiree Health Benefit	5135	111,317.00	102,745.47	103,204.00	102,173.97	1.00%
Dental Insurance	5140	13,262.00	12,057.93	15,530.00	12,499.54	19.51%
Vision Insurance	5150	2,003.00	1,802.70	2,510.00	1,854.73	26.11%
CalPERS Employer Retirement	5160	295,567.00	295,827.87	278,753.00	275,282.03	1.25%
CalPERS 457	5161	0.00	3,900.00	5,500.00	4,575.00	16.82%
Worker's Compensation	5170	42,262.00	50,505.05	53,530.00	85,596.32	(59.90)%
FICA/Medicare Employer Contribution	5180	29,061.00	38,294.27	34,200.00	29,931.60	12.48%
UI/TT Contribution	5190	10,603.00	8,841.19	13,364.00	6,156.80	53.93%
Advertising/Marketing	5209	16,000.00	8,377.25	2,500.00	133.92	94.64%
Agency Administration Fee	5210	0.00	(20.00)	0.00	0.00	0.00%
Agriculture	5215	20,400.00	21,147.59	22,900.00	25,621.70	(11.89)%
Audit/Accounting	5220	36,000.00	30,825.55	35,000.00	23,599.25	32.57%
Bank Charge	5221	14,400.00	20,337.12	20,600.00	14,288.10	30.64%
Clothing/Uniforms	5230	6,250.00	2,312.00	29,300.00	26,124.93	10.84%
Computer Software	5231	36,622.00	28,987.88	40,580.00	37,977.11	6.41%
Computer Hardware	5232	6,750.00	7,305.52	4,900.00	4,426.27	9.67%
Contractual Services	5235	5,000.00	15,439.50	10,000.00	45,153.13	(351.53)%
Contractual - Provider Services - FIRE	5236	4,264,550.00	3,986,731.70	3,661,974.00	2,947,797.57	19.50%
Contract Under Utilization	5237	(250,000.00)	0.00	0.00	0.00	0.00%
Ambulance Exp	5238	0.00	0.00	1,353,200.00	585,059.92	56.76%
Contract Services - Other	5240	111,202.00	128,426.12	176,067.00	139,652.91	20.68%
Director Compensation	5250	16,800.00	16,700.00	17,000.00	16,900.00	0.59%
EDC Department Agency	5260	4,500.00	4,798.29	5,000.00	5,158.68	(3.17)%
Educational Materials	5265	3,450.00	584.88	400.00	0.00	100.00%
Elections	5270	0.00	0.00	0.00	0.00	0.00%
Equipment-Minor/Small Tools	5275	15,500.00	15,150.36	14,500.00	6,240.52	56.96%
Fire & Safety Supplies	5285	4,850.00	3,191.15	3,850.00	19,569.89	(408.31)%
Fire Prevention & Inspection	5290	1,800.00	4,122.86	2,000.00	3,272.46	(63.62)%
Fire Turnout Gear	5295	30,000.00	22,899.72	28,400.00	2,997.86	89.44%
Fire- Intern paid	5296	11,800.00	7,600.00	10,000.00	640.00	93.60%
Food	5300	2,950.00	3,491.17	3,900.00	2,750.56	29.47%
Fuel	5305	53,500.00	58,865.28	62,200.00	49,515.93	20.39%
Government Fees/Permits	5310	29,900.00	26,820.83	32,200.00	17,732.66	44.93%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2023 Through 6/30/2024

		FY 22/23 Budget	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Actual	Percent Total Budget Remaining - Final
Janitorial / HH Supplies	5315	33,200.00	34,566.79	46,979.00	47,403.31	(0.90)%
Instructors	5316	30,000.00	54,360.17	54,000.00	77,839.54	(44.15)%
Insurance	5320	206,710.00	206,047.15	254,433.00	254,563.01	(0.05)%
Legal Services	5335	10,000.00	16,074.00	10,000.00	8,910.00	10.90%
Maint. - Vehicle Supplies	5340	500.00	206.42	600.00	608.69	(1.45)%
Maint. - Buildings	5345	24,400.00	30,104.82	26,000.00	43,772.08	(68.35)%
Maint. - Equipment	5350	33,800.00	40,417.88	42,350.00	58,476.81	(38.08)%
Maint. - Grounds	5355	46,150.00	47,985.95	45,250.00	58,747.55	(29.83)%
Maint. - Radio/Phones	5360	2,000.00	3,335.96	2,000.00	3,448.77	(72.44)%
Maint. - Tires & Tubes	5365	12,600.00	16,831.22	13,400.00	9,463.22	29.38%
Maint. - Vehicle	5370	32,700.00	38,673.62	32,500.00	71,455.27	(119.86)%
Medical Supplies	5375	0.00	209.79	30,040.00	18,005.63	40.06%
Memberships/Subscriptions	5380	12,200.00	11,408.05	12,150.00	11,886.56	2.17%
Mileage Reimbursement	5385	3,900.00	2,906.19	2,900.00	1,303.35	55.06%
Miscellaneous	5395	500.00	6,685.57	500.00	905.33	(81.07)%
Office Supplies/Expense	5400	8,450.00	6,593.54	7,000.00	7,783.57	(11.19)%
Pool Chemicals	5405	31,500.00	38,309.31	38,000.00	33,793.23	11.07%
Postage	5410	4,000.00	1,971.30	2,250.00	1,603.01	28.76%
Printing	5415	550.00	566.66	750.00	635.85	15.22%
Professional Services	5420	20,683.00	47,924.75	136,750.00	148,904.09	(8.89)%
Program Supplies	5421	13,000.00	15,614.70	16,000.00	9,629.87	39.81%
Publications & Legal Notices	5425	450.00	1,347.60	1,180.00	1,619.82	(37.27)%
Radios	5430	1,000.00	1,007.90	1,000.00	0.00	100.00%
Rent/Lease - Equipment	5440	2,100.00	3,609.47	11,900.00	3,016.30	74.65%
Staff Development	5455	25,500.00	20,265.96	22,800.00	22,068.38	3.21%
Special Events	5465	0.00	0.00	0.00	305.89	0.00%
Phones/internet	5470	46,900.00	53,490.44	55,000.00	52,399.40	4.73%
Travel/Lodging	5480	0.00	0.00	0.00	0.00	0.00%
Tuition	5486	0.00	0.00	0.00	151.00	0.00%
Utilities - Water	5490	50,500.00	56,411.35	41,500.00	68,253.70	(64.47)%
Utilities - Gas	5491	93,500.00	143,475.80	150,000.00	89,919.02	40.05%
Utilities - Electric/Solar	5492	136,200.00	152,411.57	157,000.00	159,886.66	(1.84)%
Utilities - Garbage	5493	0.00	0.00	0.00	0.00	0.00%
Vandalism	5500	0.00	0.00	0.00	1,312.75	0.00%
Cal Fire In Kind Purchases	5501	4,000.00	10,624.91	15,000.00	14,328.76	4.47%
Capital Equipment Expense	5625	0.00	189,004.17	0.00	1,229.75	0.00%
Transfer Out	7000	9,020.00	9,020.00	9,020.00	0.00	100.00%

Cameron Park Community Services District
 Statement of Revenues and Expenditures - Unposted Transactions Included In Report
 01 - General Fund
 From 7/1/2023 Through 6/30/2024

		<u>FY 22/23 Budget</u>	<u>FY 22/23 Actual</u>	<u>FY 23/24 Budget</u>	<u>FY 23/24 Actual</u>	<u>Percent Total Budget Remaining - Final</u>
Transfer to Reserve	7001	500,000.00	0.00	0.00	0.00	0.00%
Total Expenditures		<u>7,542,901.00</u>	<u>7,479,652.50</u>	<u>8,566,211.00</u>	<u>6,987,453.24</u>	<u>18.43%</u>
Net Revenue Over Expenditures		<u><u>(500,000.00)</u></u>	<u><u>(476,857.47)</u></u>	<u><u>(503,173.00)</u></u>	<u><u>382,043.62</u></u>	<u><u>(175.93)%</u></u>

Cameron Park Community Services District
Balance Sheet - Unposted Transactions Included In Report
01 - General Fund
As of 6/30/2024

	Fiscal Year 2023-24 Fund Balance
Beginning Fund Balance	2,848,828.84
Actual Activity - Year to Date	382,043.62
Fund Balance - Year to Date	3,230,872.46

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2023 Through 6/30/2024

		FY 22/23 Budget	FY 22/23 Actual	Total Budget - Proposed	FY 23/24 Actual	Percent Total Budget Remaining - Proposed
Operating Revenue						
Property Taxes	4110	250.00	351.47	300.00	204.75	(31.75)%
Special Assessments	4135	81,600.00	79,020.08	78,700.00	79,020.71	0.41%
Arc Review Fees	4140	30,000.00	28,058.00	30,000.00	25,948.25	(13.51)%
Settlements	4450	0.00	0.00	0.00	13,947.27	0.00%
Interest Income	4505	500.00	2,620.71	2,000.00	6,806.64	240.33%
Total Operating Revenue		<u>112,350.00</u>	<u>110,050.26</u>	<u>111,000.00</u>	<u>125,927.62</u>	<u>13.45%</u>
Expenditures						
Salaries - Perm.	5000	75,177.00	73,121.25	80,000.00	70,076.23	12.40%
Overtime	5020	0.00	21.89	0.00	121.24	0.00%
Health Benefit	5130	10,310.00	10,659.21	11,000.00	11,648.14	(5.89)%
Dental Insurance	5140	750.00	750.00	750.00	750.00	0.00%
Vision Insurance	5150	137.00	130.32	150.00	130.32	13.12%
CalPERS Employer Retirement	5160	4,768.00	4,572.46	4,800.00	4,881.11	(1.69)%
Worker's Compensation	5170	494.00	1,603.05	1,000.00	802.66	19.73%
FICA/Medicare Employer Contribution	5180	1,847.00	1,615.46	2,000.00	4,408.06	(120.40)%
UI/TT Contribution	5190	320.00	311.51	400.00	237.26	40.69%
Advertising/Marketing	5209	300.00	0.00	100.00	0.00	100.00%
Agency Administration Fee	5210	0.00	0.00	0.00	2,000.00	0.00%
Bank Charge	5221	5,000.00	1,447.16	2,000.00	1,052.91	47.35%
Clothing/Uniforms	5230	200.00	0.00	0.00	0.00	0.00%
Computer Software	5231	5,000.00	4,596.15	5,000.00	4,785.61	4.29%
Computer Hardware	5232	0.00	0.00	1,500.00	0.00	100.00%
Contract Services - Other	5240	6,500.00	5,641.10	6,500.00	6,364.89	2.08%
Food	5300	200.00	195.48	0.00	325.54	0.00%
Fuel	5305	1,000.00	98.21	350.00	313.95	10.30%
Government Fees/Permits	5310	0.00	0.00	0.00	15.00	0.00%
Legal Services	5335	10,000.00	9,436.74	5,000.00	4,115.00	17.70%
Maint. - Vehicle Supplies	5340	0.00	40.00	0.00	0.00	0.00%
Maint. - Buildings	5345	0.00	0.00	0.00	165.00	0.00%
Maint. - Equipment	5350	200.00	194.27	200.00	271.23	(35.62)%
Maint. - Vehicle	5370	450.00	0.00	450.00	0.00	100.00%
Memberships/Subscriptions	5380	0.00	0.00	0.00	7.45	0.00%
Office Supplies/Expense	5400	300.00	88.19	150.00	107.26	28.49%
Postage	5410	200.00	204.76	200.00	429.49	(114.75)%

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2023 Through 6/30/2024

		FY 22/23 Budget	FY 22/23 Actual	Total Budget - Proposed	FY 23/24 Actual	Percent Total Budget Remaining - Proposed
Printing	5415	250.00	0.00	0.00	0.00	0.00%
Professional Services	5420	98.00	0.00	98.00	0.00	100.00%
Publications & Legal Notices	5425	300.00	0.00	0.00	0.00	0.00%
Rent/Lease - Equipment	5440	200.00	199.97	200.00	199.92	0.04%
Staff Development	5455	0.00	0.00	0.00	90.00	0.00%
Phones/internet	5470	5,000.00	5,083.83	5,000.00	4,663.64	6.73%
Total Expenditures		<u>129,001.00</u>	<u>120,011.01</u>	<u>126,848.00</u>	<u>117,961.91</u>	<u>7.01%</u>
Net Revenue Over Expenditures		<u>(16,651.00)</u>	<u>(9,960.75)</u>	<u>(15,848.00)</u>	<u>7,965.71</u>	<u>(150.26)%</u>

Cameron Park Community Services District
Balance Sheet - Unposted Transactions Included In Report
06 - Fire Development
As of 6/30/2024

	Fiscal Year 2023-24 Fund Balance
Beginning Fund Balance	1,091,183.11
Actual Activity - Year to Date	106,238.87
Fund Balance - Year to Date	1,197,421.98

Cameron Park Community Services District
Balance Sheet - Unposted Transactions Included In Report
07 - Fire and Emergency Service Capital Asset Reserve
As of 6/30/2024

	Fiscal Year 2023-24 Fund Balance
Beginning Fund Balance	671,215.18
Actual Activity - Year to Date	(135,993.09)
Fund Balance - Year to Date	535,222.09

Cameron Park Community Services District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

74 - Summer Spectacular Special Events

From 7/1/2023 Through 6/30/2024

		<u>Current Year Actual</u>
Operating Revenue		
Special Events	4170	20,100.00
Donations	4250	0.00
Sponsorships	4255	20,000.00
Grants	4610	<u>0.00</u>
Total Operating Revenue		<u>40,100.00</u>
Expenditures		
Advertising/Marketing	5209	1,295.28
Bank Charge	5221	17.57
Clothing/Uniforms	5230	271.34
Fire & Safety Supplies	5285	226.05
Food	5300	807.96
Government Fees/Permits	5310	513.00
Janitorial / HH Supplies	5315	19.19
Insurance	5320	140.00
Maint. - Equipment	5350	2.67
Maint. - Grounds	5355	(84.41)
Professional Services	5420	3,600.00
Program Supplies	5421	113.65
Rent/Lease - Equipment	5440	18,885.96
Special Events	5465	<u>23,000.00</u>
Total Expenditures		<u>48,808.26</u>
Net Revenue Over Expenditures		<u><u>(8,708.26)</u></u>

Cameron Park Community Services District
Balance Sheet - Unposted Transactions Included In Report
74 - Summer Spectacular Special Events
As of 6/30/2024

	Fiscal Year 2023-24 Fund Balance
Beginning Fund Balance	8,813.98
Actual Activity - Year to Date	(8,708.26)
Fund Balance - Year to Date	105.72



Agenda Transmittal

DATE: December 9, 2024

FROM: Christina Greek, Finance and Human Resources Officer

AGENDA ITEM #08B: FISCAL YEAR 2024-25 FIRST QUARTER FINANCIAL REPORT

RECOMMENDED ACTION: RECEIVE AND FORWARD TO THE BOARD OF DIRECTORS

INTRODUCTION

The Fiscal Year 2024-25 First Quarter Financial Report for the General Fund is attached (Attachment 2A). The report period is 7/1/24 through 9/30/24 which represents 25% of the Fiscal Year.

DISCUSSION

The District's First Quarter financial results reflect the efforts of District staff to reduce costs and staffing levels.

Generally financial variances in the first quarter are common due to one-time payments at the beginning of a fiscal year, seasonality of services and programs, and the lack of a tax revenue allocation from the County. When comparing the First Quarter FY 2024-2025 to last year's First Quarter FY 2023-2024, the overall expenditures are on trend.

Currently the District's financial status to date is within budget expectations and aligns closely with FY 2023-2024 first quarter financial results.

Staff continue to work together toward cutting costs where possible and will monitor these mitigation steps and the District's financial health closely.

Attachment:

- 1 – Fiscal Year 2024-25 First Quarter Financial Status Report Fund 01
- 2- Fiscal Year 2024-25 First Quarter Financial Status Report Fund 02

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2024 Through 9/30/2024

		FY 2023 24 Final Budget	Prior Year Current Period Actual	Total Budget - Final	Current Period Actual
Operating Revenue					
Property Taxes	4110	5,152,837.00	116,608.29	5,410,479.00	104,146.50
Franchise Fees	4113	250,000.00	0.00	280,000.00	0.00
Fire Marshall Plan Review	4132	77,000.00	16,515.25	70,000.00	8,406.17
Tuition Fees/Revenue	4142	0.00	1,409.00	3,000.00	770.00
Recreation Program Revenue	4154	180,000.00	23,295.95	180,000.00	36,621.00
Instructor Program Revenue	4155	100,000.00	10,001.40	140,000.00	6,793.00
Transfer In	4165	63,006.00	0.00	0.00	0.00
Lake Entries - Daily (Kiosk)	4180	50,000.00	3,451.10	60,000.00	0.00
Annual Passes (Lake/Pool Combo)	4181	65,000.00	4,864.00	60,000.00	4,740.00
Picnic Site Rentals	4182	2,000.00	0.00	1,000.00	1,780.00
Assembly Hall & Classroom Rentals	4185	47,000.00	5,318.27	70,000.00	8,302.70
Gym Revenue	4186	23,000.00	8,761.00	40,000.00	4,541.60
Pool Rental Fees	4187	113,000.00	3,395.00	160,000.00	27,579.00
Sports Field Rentals	4190	31,800.00	331.00	20,000.00	1,645.00
Donations	4250	7,745.00	7,745.00	5,000.00	0.00
Sponsorships	4255	0.00	0.00	30,000.00	425.00
JPA Reimbursable	4260	1,353,200.00	305,802.30	0.00	0.00
Fire Apparatus Equip Rental	4262	260,000.00	0.00	0.00	0.00
Weed Abatement	4410	50,000.00	0.00	0.00	0.00
Interest Income	4505	6,000.00	724.30	10,000.00	933.72
Other Income/Refunds	4600	2,000.00	0.00	2,000.00	0.00
First Responder Fee	4602	115,000.00	64,270.03	220,000.00	56,763.56
Grants	4610	104,450.00	25,498.50	0.00	0.00
Gain/Loss of Assets	4615	10,000.00	0.00	0.00	0.00
Total Operating Revenue		<u>8,063,038.00</u>	<u>597,990.39</u>	<u>6,761,479.00</u>	<u>263,447.25</u>
Expenditures					
Salaries - Perm.	5000	968,124.00	195,254.51	1,003,000.00	221,500.01
Salaries - Seasonal	5010	152,600.00	70,158.61	120,000.00	34,533.93
Overtime	5020	7,250.00	3,011.71	8,000.00	4,503.93
Health Benefit	5130	156,923.00	34,513.71	201,480.00	48,289.48
Retiree Health Benefit	5135	103,204.00	23,930.77	94,700.00	25,358.05
Dental Insurance	5140	15,530.00	2,802.76	13,336.00	3,302.76
Vision Insurance	5150	2,510.00	402.90	2,130.00	509.13
CalPERS Employer Retirement	5160	278,753.00	223,115.37	384,648.00	313,159.83

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
01 - General Fund
From 7/1/2024 Through 9/30/2024

		FY 2023 24 Final Budget	Prior Year Current Period Actual	Total Budget - Final	Current Period Actual
CalPERS 457	5161	5,500.00	1,050.00	5,000.00	1,400.00
Worker's Compensation	5170	53,530.00	52,872.16	73,305.00	72,602.42
FICA/Medicare Employer Contribution	5180	34,200.00	10,110.96	23,534.00	7,520.70
UI/TT Contribution	5190	13,364.00	1,638.30	8,000.00	961.69
Advertising/Marketing	5209	2,500.00	25.98	4,000.00	1,249.00
Agency Administration Fee	5210	0.00	0.00	0.00	373.93
Agriculture	5215	22,900.00	6,882.02	23,000.00	4,229.64
Audit/Accounting	5220	35,000.00	2,641.25	35,000.00	2,142.50
Bank Charge	5221	20,600.00	2,360.58	2,200.00	4,583.75
Clothing/Uniforms	5230	29,300.00	25,435.39	4,000.00	368.94
Computer Software	5231	40,580.00	15,727.43	36,600.00	11,253.90
Computer Hardware	5232	4,900.00	134.05	22,405.00	34,881.41
Contractual Services	5235	10,000.00	6,036.28	40,000.00	14,670.11
Contractual - Provider Services - FIRE	5236	3,661,974.00	0.00	3,766,804.00	0.00
Ambulance Exp	5238	1,353,200.00	0.00	0.00	0.00
Contract Services - Other	5240	176,067.00	14,260.95	93,400.00	16,023.24
Director Compensation	5250	17,000.00	4,400.00	10,250.00	2,900.00
EDC Department Agency	5260	5,000.00	5,158.68	6,000.00	4,637.93
Educational Materials	5265	400.00	0.00	0.00	0.00
Elections	5270	0.00	0.00	18,000.00	0.00
Equipment-Minor/Small Tools	5275	14,500.00	817.89	10,000.00	1,953.61
Fire & Safety Supplies	5285	3,850.00	5,784.04	19,500.00	940.00
Fire Prevention & Inspection	5290	2,000.00	1,227.46	2,500.00	1,053.70
Fire Turnout Gear	5295	28,400.00	0.00	5,000.00	(204.11)
Fire- Intern paid	5296	10,000.00	640.00	3,000.00	1,840.00
Food	5300	3,900.00	621.56	3,000.00	189.94
Fuel	5305	62,200.00	16,627.53	60,200.00	14,518.63
Government Fees/Permits	5310	32,200.00	7,849.00	20,100.00	10,775.54
Janitorial / HH Supplies	5315	46,979.00	24,506.71	32,500.00	7,787.83
Instructors	5316	54,000.00	12,757.03	80,000.00	16,327.40
Insurance	5320	254,433.00	254,432.52	318,109.00	318,109.02
Legal Services	5335	10,000.00	0.00	12,000.00	9,066.74
Maint. - Vehicle Supplies	5340	600.00	26.99	600.00	484.27
Maint. - Buildings	5345	26,000.00	22,780.75	45,000.00	5,177.22
Maint. - Equipment	5350	42,350.00	18,317.10	56,000.00	6,390.11
Maint. - Grounds	5355	45,250.00	23,209.49	46,500.00	13,564.54

Cameron Park Community Services District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

01 - General Fund

From 7/1/2024 Through 9/30/2024

		FY 2023 24 Final Budget	Prior Year Current Period Actual	Total Budget - Final	Current Period Actual
Maint. - Radio/Phones	5360	2,000.00	340.43	2,000.00	295.71
Maint. - Tires & Tubes	5365	13,400.00	1,893.54	14,400.00	5,203.51
Maint. - Vehicle	5370	32,500.00	17,765.97	54,000.00	8,401.00
Medical Supplies	5375	30,040.00	1,954.20	20,150.00	5,833.83
Memberships/Subscriptions	5380	12,150.00	1,260.00	13,550.00	850.00
Mileage Reimbursement	5385	2,900.00	633.90	700.00	25.33
Miscellaneous	5395	500.00	0.00	1,000.00	0.00
Office Supplies/Expense	5400	7,000.00	2,704.03	6,400.00	2,227.17
Pool Chemicals	5405	38,000.00	11,035.71	35,000.00	12,088.97
Postage	5410	2,250.00	613.21	2,100.00	402.02
Printing	5415	750.00	157.64	600.00	50.00
Professional Services	5420	136,750.00	61,225.71	46,500.00	19,871.14
Program Supplies	5421	16,000.00	2,757.20	12,000.00	1,584.48
Publications & Legal Notices	5425	1,180.00	983.75	2,450.00	73.63
Radios	5430	1,000.00	0.00	0.00	0.00
Rent/Lease - Equipment	5440	11,900.00	100.02	4,240.00	75.00
Staff Development	5455	22,800.00	17,415.69	17,450.00	1,680.42
Special Events	5465	0.00	0.00	0.00	193.29
Phones/internet	5470	55,000.00	12,934.28	54,250.00	11,923.92
Tuition	5486	0.00	151.00	500.00	0.00
Utilities - Water	5490	41,500.00	17,563.70	68,000.00	23,062.00
Utilities - Gas	5491	150,000.00	4,837.50	106,000.00	916.06
Utilities - Electric/Solar	5492	157,000.00	35,301.14	145,500.00	37,785.23
Vandalism	5500	0.00	0.00	0.00	3,034.89
Cal Fire In Kind Purchases	5501	15,000.00	0.00	11,000.00	0.00
Capital Equipment Expense	5625	0.00	0.00	0.00	108,432.39
Transfer Out	7000	9,020.00	0.00	9,020.00	0.00
Total Expenditures		<u>8,566,211.00</u>	<u>1,283,151.06</u>	<u>7,339,611.00</u>	<u>1,482,940.71</u>
Net Revenue Over Expenditures		<u>(503,173.00)</u>	<u>(685,160.67)</u>	<u>(578,132.00)</u>	<u>(1,219,493.46)</u>

Cameron Park Community Services District
Statement of Revenues and Expenditures - Unposted Transactions Included In Report
02 - CC&R
From 7/1/2024 Through 9/30/2024

		FY 2023 24 Final Budget	Prior Year Current Period Actual	Total Budget - Final	Current Period Actual
Operating Revenue					
Property Taxes	4110	300.00	50.26	300.00	164.81
Special Assessments	4135	78,700.00	304.00	78,000.00	498.00
Arc Review Fees	4140	30,000.00	6,470.00	26,000.00	9,960.00
Interest Income	4505	2,000.00	765.48	5,000.00	1,370.75
Total Operating Revenue		<u>111,000.00</u>	<u>7,589.74</u>	<u>109,300.00</u>	<u>11,993.56</u>
Expenditures					
Salaries - Perm.	5000	80,000.00	16,586.21	50,000.00	17,365.35
Overtime	5020	0.00	0.00	0.00	6.73
Health Benefit	5130	11,000.00	2,750.08	0.00	3,072.40
Dental Insurance	5140	750.00	187.50	0.00	187.50
Vision Insurance	5150	150.00	32.58	0.00	32.58
CalPERS Employer Retirement	5160	4,800.00	1,287.99	4,000.00	1,367.65
Worker's Compensation	5170	1,000.00	797.60	800.00	1,120.24
FICA/Medicare Employer Contribution	5180	2,000.00	364.38	4,100.00	387.10
UI/TT Contribution	5190	400.00	31.08	400.00	31.82
Advertising/Marketing	5209	100.00	0.00	500.00	0.00
Agency Administration Fee	5210	0.00	2,000.00	2,000.00	2,000.00
Audit/Accounting	5220	0.00	0.00	10,000.00	0.00
Bank Charge	5221	2,000.00	251.45	0.00	451.00
Computer Software	5231	5,000.00	710.00	5,000.00	1,034.40
Computer Hardware	5232	1,500.00	0.00	0.00	0.00
Contract Services - Other	5240	6,500.00	1,573.03	6,500.00	1,895.13
Director Compensation	5250	0.00	0.00	2,400.00	300.00
EDC Department Agency	5260	0.00	0.00	0.00	1,545.98
Food	5300	0.00	51.49	0.00	58.12
Fuel	5305	350.00	0.00	600.00	0.00
Legal Services	5335	5,000.00	0.00	2,000.00	0.00
Maint. - Equipment	5350	200.00	85.84	300.00	55.81
Maint. - Vehicle	5370	450.00	0.00	0.00	898.41
Office Supplies/Expense	5400	150.00	113.98	150.00	149.96
Postage	5410	200.00	66.20	400.00	16.08
Printing	5415	0.00	0.00	0.00	494.14
Professional Services	5420	98.00	0.00	0.00	0.00
Rent/Lease - Equipment	5440	200.00	49.98	200.00	75.00
Staff Development	5455	0.00	0.00	200.00	145.10

Cameron Park Community Services District

Statement of Revenues and Expenditures - Unposted Transactions Included In Report

02 - CC&R

From 7/1/2024 Through 9/30/2024

		FY 2023 24 Final Budget	Prior Year Current Period Actual	Total Budget - Final	Current Period Actual
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
Phones/internet	5470	5,000.00	1,423.54	5,500.00	1,643.34
Utilities - Electric/Solar	5492	0.00	0.00	7,500.00	1,144.07
Total Expenditures		<u>126,848.00</u>	<u>28,362.93</u>	<u>102,550.00</u>	<u>35,477.91</u>
Net Revenue Over Expenditures		<u>(15,848.00)</u>	<u>(20,773.19)</u>	<u>6,750.00</u>	<u>(23,484.35)</u>



Agenda Transmittal

DATE: December 18, 2024

FROM: Alan Gardner, General Manager

AGENDA ITEM 8C:

RECOMMENDED ACTION: Request to amend Bylaw 2.1 to change the regular meeting date, modify committee meeting dates, and set the Board Calendar for 2025

Introduction:

1. Amend Bylaw Article 2 section 2.1 to read:
 - a. "Regular meetings of the Board of Directors shall be held on the first and third Wednesday of each calendar month at 6:30 p.m. at the Cameron Park Community Services District Office, 2502 Country Club Drive. In the event the regularly scheduled meeting should fall on a legal holiday, the meeting shall be held as rescheduled by the Board of Directors. The date, time and place of regular board meetings shall be reconsidered annually at the annual organizational meeting of the board."
 - b. "The two Board meetings will be in place of regularly scheduled Committee meetings except for CCR and ARC."
 - c. "The first meeting each month will have as its initial item any Budget and Administration issues that would have gone to the individual Committee. The Board can choose to just have the discussion with the vote at the next meeting or vote at that meeting."
 - d. "The forgoing changes do not replace Ad Hoc Committees, which can continue as necessary or preclude Special meetings of a Standing Committee for a particular issue."

Discussion:

The issues facing the District are multiple, serious, and really require that all Board members be informed at the same time. They would get to hear presentations and each other's questions and the responses. They could still send issues back to staff for further development, but it should improve staff efficiency and overall transparency.

Given the probable activities concerning the District for the next two-three years, staff considered continuing the monthly opportunity to discuss administrative or budget issues a good compromise.

The Board could choose to use a regular Agenda but split the work so that meetings do not run until after 10 p.m. with such regularity. Or the Board could use one meeting for proposals, questions, and discussion, and the second meeting for decisions.

For example, we cannot keep Fire Service inside as an ongoing part of the District, absent an assessment, and must divest it. The current analysis, presented at the last meeting, shows that the

cost to the District of the divestiture will leave less property tax than currently funds the rest of the District.

To set the District up for the opportunity to survive, we must eliminate areas that are cost centers but do not have the opportunity to add revenue. This would leave the District with a base from which we can still provide solid and valuable parks and recreation services that can then grow on a cost recovery basis with a contribution to the general fund.

But it will mean real changes. All Board members should hear and discuss this and companion changes together so there is an equal opportunity to participate and make informed decisions.

Recommendation:

Adopt the proposed Amendment to Bylaw 2.1, and the appended draft Board Calendar for calendar year 2025.

Attachments:

1. **Bylaws**
2. **Draft 2025 Board of Directors Meeting Schedule**

Cameron Park Community Services District Bylaws

BYLAWS FOR THE REGULATION, EXCEPT AS OTHERWISE PROVIDED BY STATUTE, OF CAMERON PARK COMMUNITY SERVICES DISTRICT

Approved by the Board of Directors – September 21, 2011
Revised – January 21, 2015
Revised – November 20, 2019
Revised – December 18, 2020

Cameron Park Community Services District Bylaws

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Cameron Park Community Services District Bylaws

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Approved by the Board of Directors – September 21, 2011
Revised – January 21, 2015
Revised – November 20, 2019
Revised – December 18, 2020

Cameron Park Community Services District Bylaws

ARTICLE 1 **OFFICES**

- 1.1 **Principal Office.** The principal office for the transaction of business of the Cameron Park Community Services District (the "District") is hereby fixed and located at 2502 Country Club Drive, Cameron Park, California 95682-8631. The Board of Directors (the "Board") is hereby granted full power and authority to change said principal office from one location to another in said District. Any such change shall be noted in the Bylaws by the Secretary, opposite this section, or this section may be amended to state the new location.

ARTICLE 2 **MEETINGS**

Place and Time of Meetings.

- a. "Regular meetings of the Board of Directors shall be held on the first and third Wednesday of each calendar month at 6:30 p.m. at the Cameron Park Community Services District Office, 2502 Country Club Drive. In the event the regularly scheduled meeting should fall on a legal holiday, the meeting shall be held as rescheduled by the Board of Directors. The date, time and place of regular board meetings shall be reconsidered annually at the annual organizational meeting of the board."
- b. "The two Board meetings will be in place of regularly scheduled Committee meetings except for CCR and ARC."
- c. "The first meeting each month will have as its initial item any Budget and Administration issues that would have gone to the individual Committee. The Board can choose to just have the discussion with the vote at the next meeting or vote at that meeting."
- d. "The forgoing changes do not replace Ad Hoc Committees, which can continue as necessary or preclude Special meetings of a Standing Committee for a particular issue."

~~Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 6:30 p.m. at the Cameron Park Community Services District Office, 2502 Country Club Drive. In the event the regularly scheduled meeting should fall on a legal holiday, the meeting shall be held on the next succeeding Wednesday or as rescheduled by the Board of Directors. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.~~

2.1

- 2.2 **Special Meetings.** Special meetings of the Board of Directors, for any purpose or purposes whatsoever, may be called at any time by the president, or by the vice president, or by any three members of the Board of Directors.

Approved by the Board of Directors – September 21, 2011

Revised – January 21, 2015

Revised - November 20, 2019

Revised – December 18, 2020

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Cameron Park Community Services District Bylaws

- 2.3 **Public Notification.** All meetings, whether regular, special or emergency, shall be open and public, and notice thereof shall be given to the Board members and to the public in accordance with the provisions of the Ralph M. Brown Act, Government Code Sections 54950 et seq.
- 2.4 **Form of Action.** The Board shall act only by ordinance, resolution, or motion.
- 2.5 **Quorum.** A majority of the authorized number of Directors shall be necessary to constitute a quorum for the transaction of business (3 constitutes a majority). No ordinance, resolution or motion shall be passed or become effective without the affirmative vote of at least a majority of the members of the Board.
- 2.6 **Proceedings.** The Board shall establish rules for its proceedings.

ARTICLE 3 **DISTRICT POWERS**

- 3.1 **Powers.** Subject to the limitations of laws governing community services districts, all District Powers shall be exercised by or under the authority of, and the business and affairs of the District shall be controlled by, the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Directors shall have the following powers, to wit:
- (a) Select and remove all other officers, agents and employees of the District, prescribe such powers and duties for them as may not be inconsistent with law, or the Bylaws, fix their compensation and require from the security for faithful service.
 - (b) Conduct, manage and control the affairs and business for the District and to make such rules and regulations therefore not inconsistent with California State Law.
 - (c) Change the monthly meeting place and/or time, the principal office for the transaction of business of the District from one location to another within the same District, as provided in Article I, Section I hereof.
 - (d) Represent the inhabitants of the District on District problems as may arise, with various regulatory county agencies, bodies of departments.
 - (e) Supply the inhabitants of the District with water for domestic use, irrigation, sanitation, industrial use, fire protection, and recreation.
 - (f) Collect, treat or dispose of sewage, waste and storm water of the District and its inhabitants.

Approved by the Board of Directors – September 21, 2011

Revised – January 21, 2015

Revised - November 20, 2019

Revised – December 18, 2020

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Cameron Park Community Services District Bylaws

- (g) Collect or dispose of garbage or refuse matter.
- (h) Protect against fire.
- (i) Provide public recreation by means of parks, including, but not limited to, aquatic parks, playgrounds, golf courses, swimming pools or recreation buildings.
- (j) Provide street lighting.
- (k) Provide mosquito abatement.
- (l) Equip and maintain a police department or other police protection to protect and safeguard life and property.
- (m) Acquire sites for, construct and maintain library buildings, and to cooperate with other government agencies for library services.
- (n) Open, widen, extend, straighten, and service all or part of any street in said District, subject to the consent of the governing body of the county or city in which said improvement is to be made.
- (o) Construct and improve bridges, culverts, curbs, gutters and drains, and perform work incidental to other purposes specified in maintaining streets.
- (p) Take or acquire real or personal property of every kind within or without the District by grant, purchase, gift, devise, lease or condemnation.
- (q) Hold, use, enjoy, lease or dispose of any of its property.
- (r) Sue and be sued in all actions and proceedings in all courts and tribunals of competent jurisdiction.
- (s) The District may borrow money and incur indebtedness pursuant to the provisions of Government Code Sections 53820 et seq., Sections 53835 et seq., Section 53840 et seq., Sections 53850 et seq., and Sections 53859 et seq. In addition the District may issue promissory notes and borrow money for any lawful purpose including payment of current expenses pursuant to Government Code Section 61131.
- (t) The District may incur debt and refund outstanding indebtedness for the acquisition, construction, improvement, rehabilitation, repair or replacement of any facilities or improvements to real property by means of any of the following: (1) issuance of general obligation bonds pursuant to Public Resources Code Section 5790 in an amount not to exceed 15% of the appraised value of all taxable real property located within the District; or (2) issuance of revenue bonds issued pursuant to Government Code Section 54300 et seq., or (3) issuance of bonds pursuant to the Mello-Roos Community Facilities Act of 1982 pursuant to Government Code Section 53311 et seq.; or (4) issuance of securitized limited obligation notes pursuant to Government Code Section 53835 et seq.
- (u) Adopt regulations binding upon all persons to govern the use of its facilities and property, including regulations imposing reasonable charges for the use thereof.
- (v) Contract with any city, county, district, Municipal Corporation, political subdivision, political

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corporation or other public agency of the state, to purchase or acquire from, or to sell to, or jointly acquire, construct, operate or maintain a water system or water supply to serve the inhabitants.

- (w) Levy and cause to be collected, taxes and special assessments for the purpose of carrying on the operations and paying the obligations of the District.
- (x) Enter into contracts for any and all purposes necessary and convenient for the full exercise of its powers.
- (y) Perform any and all acts necessary to carry out fully the provisions of the powers hereinabove set forth, and those set forth in the Government Code, as amended from time to time.

ARTICLE 4 **DIRECTORS**

- 4.1 **Number of Directors.** The authorized number of Directors of the District shall be five (5) until changed by election. The Directors shall be elected at large.
- 4.2 **Election and Term of Office.** Directors shall be elected for four (4) year terms on the first Tuesday after the first Monday in November in even numbered years, with terms staggered such that three (3) Directors shall be elected in a single election, and the remaining two (2) Directors elected two (2) years later, in accordance with applicable provisions of the Government Code and Elections Code.
- 4.3 **Seating of Directors.** All elected Directors shall take office at noon on the first Friday in December next following the general election.¹
- An oath may be taken before any officer authorized to administer an oath.² Before any public officer such as a member of the Board of Directors enters on the duties of his or her office, he or she shall take and subscribe to the oath of office specified above.³ Individuals who are authorized to give the oath of office to newly elected Board members are the District Secretary, or his or her designee, or the County Elections Official, or his or her designee.⁴
- The oath of office may be administered by the District Secretary, whether a member of the Board of Directors or an employee of the District, or by a person designated by the District Secretary.
- 4.4 **Terms of Succeeding Directors.** The term of office of each Director shall be four (4) years.
- 4.5 **Vacancies.** All vacancies on the Board will be filled by appointment by the remaining Directors in accordance with Government Code sections 1780 and 61204.
- 4.6 **Compensation of Directors.** *District Board members shall receive a stipend of \$100.00

¹ Government Code Section 10554

² Government Code Section 1362

³ Government Code Section 1360

⁴ Government Code 1225 and the Unified District Election

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for attendance at regular and special Board meetings. District Board members shall receive a stipend of \$100.00 each for attendance at meetings of the Board committees to which they have been delegated as a member. No Director will collect more than \$600.00 (Amendment December 20, 2000) per month. Board members assigned to all committees shall provide the Board of Directors with a written summary of the committee meeting; the summary shall include the names of Board members in attendance, the date, and the purpose. This section will be in accordance with section 61047 of the Government Code, and together with any expenses incurred in the performance of the Director's duties required or authorized by the Board. *Amendment September 22, 1997.

ARTICLE 5 **OFFICERS**

- 5.1 **Officers.** The Officers of the District shall be a President and Vice President. The District shall also have a General Manager, Finance Officer and Secretary. A Director shall not be a general manager or secretary. However, a secretary may also be the general manager and finance officer.

The Board may create additional officers, and elect members of the Board to those offices, provided that no member of the Board of Directors shall hold more than one office.⁵ The Board may also generate officers, such as Board Secretary, and to appoint either staff or a Board member to perform the duties of the District Secretary.⁶

- 5.2 **Compensation.** The Board may at any time appoint or employ, fix the compensation of, and prescribe the authorities and duties of the officers, employees, attorneys or engineers necessary or convenient for the business of the District.

- 5.3 **Performance Bond.** The general manager, finance officer and secretary and any other employee or assistant of the District, if required to do so by the Board, shall each give a bond to the District conditioned for the faithful performance of his or her duties as the Board may require.

- 5.4 **Board Organization.** The Board shall reorganize at the regular meeting of the Board in December.

- 5.5 **President of the Board.** The President of the Board shall, if present, preside at all meetings of the Board of Directors and exercise and perform such other powers and duties as may from time to time be assigned to her/him by the Board of Directors or presented by the Bylaws. The president shall be an ex- officio member of all standing committees.

- 5.6 **Vice President.** In the absence of or disability of the president, the vice president shall perform all the duties of the president, and when so acting shall have all the powers of and be subject to all of the restrictions upon the president. The vice president shall have such powers and perform such other duties as from time to time may be prescribed by her/him by the Board of Directors of by the Bylaws or the statutes governing the community services districts within the State of California.

- 5.7 **General Manager.** The general manager shall serve as advisor to the president and Board

⁵ Government Code Section 6104(c)

⁶ Government Code Section 6104(c)

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of Directors, and shall, if directed by the Board, execute and direct enforcement of resolutions passed by the Board. He/she shall develop information pertinent to the services to be performed by the District and report this information to the Board, and he/she shall act as a contact between the Board of Directors and all county, city and governmental regulatory bodies. The general manager shall carry out all orders and directions and policies of the governing board of the Cameron Park Community Services District. The General Manager shall (i) have full charge and control of the maintenance, construction, and the day-to-day operations of the District; (ii) have full power and authority to fill all positions authorized by the Board and to discharge from such positions any employee and or assistant; (iii) prescribe the duties of employees and assistants; (iv) perform other duties imposed by the Board; and (v) report to the Board in accordance with the rules and regulations as it adopts.

- 5.8 **Secretary.** The secretary shall keep or cause to be kept at the principal office, or such other place as the Board of Directors may order, a book of minutes of all meetings of directors with the time and place of holding, whether regular or special, and if special, who authorized, the notice thereof given and the names of those present at the Director's meetings. The secretary shall keep or cause to be kept, at the principal office any register showing the names and addresses of the directors of the service district. The secretary shall give or cause to be given, notice of all meetings of the Board of Directors required by the Bylaws or the laws of the State of California, and shall keep the seal of the service district in safe custody, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.
- 5.9 **Finance Officer.** The Finance Officer shall keep and maintain, or cause to be kept and maintained, all financial records of the District, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, surplus, and shares. The finance officer shall deposit all monies in such depositories as may be designated by the Board of Directors. The finance officer shall disburse funds of the District as may be ordered by the Board of Director, and shall render to the President and Directors, whenever they request it, an account of all of the transactions of the Finance Officer and of the financial condition of the District, and shall have such other powers and perform such other duties as may be prescribed by the Board of Directors or the Bylaws.
- 5.10 **Annual Audit.** The Finance Officer shall have a recognized auditing firm audit the District's books annually at the end of each fiscal year.

ARTICLE 6 **MISCELLANEOUS**

- 6.1 **Depository of District Money.** The Board shall designate a bank or banks for the depository of the District's money.
- 6.2 **Inspection of District Records.** The books of account and minutes of proceedings of the Board of Directors shall be open to inspection upon the written demand of any person residing within the Cameron Park Community Services District, subject to such reasonable rules as may be adopted from time to time.
- 6.3 **Records.** All District records shall be retained, in original or microfilm form, at the District offices for a period of at least four (4) years. Tape recordings of meetings are not considered District records for purposes of this section. Tape recordings are utilized to assist in the development of formal Board minutes and may be destroyed once those minutes have been prepared and approved.

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- 6.4 **Checks, Drafts, Etc.** All checks, drafts and other orders for payment of money, notes or other evidence of indebtedness, issued in the name of or payable to the District, shall be signed or endorsed by the General Manager or the President of the Board, plus one (1) additional Director with the exception of petty cash disbursements which may occur upon authorization of the General Manager.
- 6.5 **Contracts, Etc. How Executed.** The Board of Directors, except as otherwise provided in the Bylaws, may authorize any officer or officers, or agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the District, and such authority may be general or confined to specific instances; and, unless so authorized by the Board of Directors, no offer, agent or employee shall have any power or authority to bind the District by any contact or engagement or to pledge its credit or to render it liable for any purpose or to any amount. In the absence of such grant of authority, only the President of the Board shall have the authority to bind the District.
- 6.6 **Inspection of Bylaws.** The District shall keep in its principal office for the inspection of business, the original or a copy of the Bylaws as amended or otherwise altered to date, certified by the Secretary, which shall be open to inspection by the residents of the District at all reasonable times.
- 6.7 **Public Session.** All legislative sessions of the Board shall be conducted in accordance with the Ralph M. Brown Act (Government Code section 54950, et seq.) Public sessions shall be conducted in accordance with Rosenberg's Rules of Order, subject only to these Bylaws and applicable statutes.
- 6.8 **Recall of Directors.** Every incumbent of the office of Director, whether elected by popular vote for a full term or appointed, may be recalled by the voters in accordance with the recall provisions of the Elections Code of the State of California.
- 6.9 **Seal.** The District may adopt a seal and alter it at pleasure.
- 6.10 **Contract Bids.** All contracts for the construction of any unit of work, except as otherwise statutorily provided, Shall be based on the California Uniform Public Construction Cost Accounting Commission.
- 6.11 **Liability for Acts of Employees.** No officer, agent or employee shall be liable for any act or omission of any agent or employee appointed or employed by him/her unless he/she had actual notice that the person appointed or employed was inefficient or incompetent to perform the service for which he/she was appointed or employed or retains the inefficient or incompetent person after notice of the inefficiency or incompetency.
- 6.12 **Budget Session.** The regular meeting scheduled for June is hereby designed to be the budget session of the District. At said meeting, the Board of Directors shall determine what the budget shall be for the next ensuing taxable year, and before September 30, submit said budget figures to the auditor of the County of El Dorado, State of California, for processing.
- 6.13 **Committees.** The following committees shall be established as "Standing Committees"; **Covenants, Conditions & Restrictions (CC&R) and, Architectural Review Committee, Parks and Recreation, Fire & Emergency Services, and Budget and Administration.** These committees meet in accordance with the provisions of the ~~Ralph M. Brown Act commencing with Section 54950 et California Government Code, as amended. These committees will consist of two directors appointed by the Board President, except for the Architectural Review Committee which~~ is a subset of the CC&R Committee and shall be comprised of three community members. The

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CC&R Committee will have two Board members and three community members. The same two Directors may not serve on all standing committees during the same term. Committee assignments will be for a term of one year commencing with the Board reorganization in December. *Added August 27, 1997. Therefore, it is the Board President's responsibility to notify the General Manager of Committee changes.*

ARTICLE 7 **AMENDMENTS**

- 7.1 **Amendments.** These Bylaws may be altered, amended, repealed, in whole or in part, and new Bylaws may be adopted by the Board of Directors from time to time as said Board shall deem necessary. Any changes must be proposed in writing at least one regular meeting before adoption may be completed. Changes must be approved by at least a majority vote in accordance with sections 6122 and 61225 of the Government Code.

ARTICLE 8 **ELECTIONS**

- 8.1 **Election Code Provisions Applicable.** The provisions of the Election Code relating to the qualification of electors, the manner of voting, the duly elected officers, the canvassing of returns, and all other particulars in respect to the management of general elections so far as they may be applicable shall govern all district elections.
- 8.2 **Nomination of Directors.** Nominations for the office of director shall be made by petition of not less than ten (10), nor more than twenty (20) registered electors filed with the El Dorado County Elections Department not earlier than seventy-five (75) days nor later than 5:00p.m. on the fiftieth (50th) day before the election. The El Dorado County Elections Department shall publish notice pursuant to section 6066 of the Government Code that such petitions may be received. Notice shall be published at least seven (7) days prior to the final date for receiving petitions, to wit, seven (7) days prior to the fiftieth (50th) day period.
- 8.3 **Notice of Election.** Notice of each District election shall be published by the El Dorado County Elections Department once a week for two (2) successive weeks prior to the election, as set forth in the section 6066 of the Government Code of the State of California.
- 8.4 **Cancellation of Election.** If on the fiftieth (50th) day prior to a general district election one (1) person only has been nominated for each of the positions of director to be filled at that election, or if no person has been so nominated for any one or more of said officers, any petition signed by five percent (5%) of the voters requesting that the election be held has not been presented to the Board, the election shall not be held. In such case, the publication heretofore provided for shall instead of calling an election, state that no election is to be held and that the Board of Supervisors shall, in accordance with Elections Code Section 23520, appoint those nominated for the position of director; or if no person has been nominated for said position, the Board of Supervisors will appoint any qualified person or persons.

The undersigned hereby acknowledges and represents that the foregoing constitutes the Bylaws

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of the District as duly amended by the Board of Directors at its meeting duly held August 17, 2011.

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Board and Standing Committee Meeting Dates 2025

Month	Date of Meeting	Time of Meeting	Type of Meeting
January	6 th – Monday	5:30 p.m.	CC&R
	8 th -Wednesday	6:30 p.m.	Board of Directors
	15 th – Wednesday	6:30 p.m.	Board of Directors
February	3 rd – Monday	5:30 p.m.	CC&R
	5 th – Wednesday	6:30 p.m.	Board of Directors
	19 th – Wednesday	6:30 p.m.	Board of Directors
March	3 rd – Monday	5:30 p.m.	CC&R
	5 th – Wednesday	6:30 p.m.	Board of Directors
	19 th – Wednesday	6:30 p.m.	Board of Directors
April	2 nd – Wednesday	6:30 p.m.	Board of Directors
	7 th – Monday	5:30 p.m.	CC&R
	16 th – Wednesday	6:30 p.m.	Board of Directors
May	5 th – Monday	5:30 p.m.	CC&R
	7 th – Wednesday	6:30 p.m.	Board of Directors
	21 st – Wednesday	6:30 p.m.	Board of Directors
June	3 rd – Monday	5:30 p.m.	CC&R
	4 th – Wednesday	6:30 p.m.	Board of Directors
	18 th – Wednesday	6:30 p.m.	Board of Directors
July	2 nd – Wednesday	6:30 p.m.	Board of Directors
	7 th – Monday	5:30 p.m.	CC&R
	16 th – Wednesday	6:30 p.m.	Board of Directors
August	4 th – Monday	5:30 p.m.	CC&R
	6 th – Wednesday	6:30 p.m.	Board of Directors
	20 th – Wednesday	6:30 p.m.	Board of Directors
September	3 rd – Wednesday	6:30 p.m.	Board of Directors
	8 th – Monday	5:30 p.m.	CC&R
	17 th – Wednesday	6:30 p.m.	Board of Directors

October	1 st – Wednesday	6:30 p.m.	Board of Directors
	7 th - Monday	5:30 p.m.	CC&R
	15 th – Wednesday	6:30 p.m.	Board of Directors
November	3 rd – Monday	5:30 p.m.	CC&R
	5 th – Wednesday	6:30 p.m.	Board of Directors
	19 th – Wednesday	6:30 p.m.	Board of Directors
December	1 st – Monday	5:30 p.m.	CC&R
	3 rd – Wednesday	6:30 p.m.	Board of Directors
	17 th – Wednesday	6:30 p.m.	Board of Directors



Agenda Transmittal

DATE: December 18, 2024

FROM: Alan Gardner, General Manager
Dustin Martin, Fire Chief

AGENDA ITEM #8D: PROPOSED CHANGES TO WEED ABATEMENT ORDINANCE
2020.03.18

RECOMMENDED ACTION: REVIEW AND DISCUSS

BACKGROUND

For many years, the Cameron Park Community Services District (District) Fire Department implemented a program associated with the District's Weed and Rubbish Abatement Ordinance (Ordinance). Updates to the initial Ordinance were approved by the Board in March 2016, March 2018 and March 2020. Ordinance 2020.03.18 is attached.

FIRE & EMERGENCY SERVICES COMMITTEE

Chief Martin summarized the benefits and changes of the proposed Ordinance to the Fire & Emergency Services Committee. The Committee supported forwarding the recommendation to the Board of Directors.

DISCUSSION

Staff is proposing a re-write of the Ordinance to provide:

- Flexibility in implementing the Ordinance;
- Greater understanding and improved readability;
- Opportunity for year-round implementation;
- More tools for enforcement;
- Foundation for citing violators and implementing fines.

Once the Public Hearings have concluded and approval secured from the Board of Directors, Ordinance 2020.03.18 will replace.

Attachments:

- 1 – Ordinance 2020.03.18
- 2 – Proposed Changes to Ordinance 2020.03.18
- 3 – Ordinance Timeline

ORDINANCE NO. 2020.03.18

AN ORDINANCE OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT
AMENDING THE "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2016.03.16
and 2018.03.21 WITHIN CAMERON PARK COMMUNITY SERVICES DISTRICT

=====

BE IT ORDAINED BY THE CAMERON PARK COMMUNITY SERVICES DISTRICT AS FOLLOWS:

The "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2016.03.16 and
2018.03.21 are hereby amended as follows, and shall hereafter be designated as CAMERON
PARK COMMUNITY SERVICES DISTRICT ORDINANCE NO. 2020.03.18

Sections:

- Section 1: FINDINGS
- Section 2: DEFINITIONS
- Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE
- Section 4: PROHIBITED CONDUCT
- Section 5: DUTY TO REMOVE AND ABATE HAZARDOUS VEGETATION AND RUBBISH
- Section 6: ENFORCEMENT OFFICIALS
- Section 7: REQUIREMENTS
- Section 8: INSPECTION
- Section 9: ENFORCEMENT
- Section 10: APPEALS
- Section 11: SEASONAL DESIGNATION
- Section 12: REMOVAL OF HAZARDOUS VEGETATION AND RUBBISH
- Section 13: COLLECTION OF ABATEMENT COSTS
- Section 14: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY
- Section 15: VIOLATIONS
- Section 16: PENALTY - MISDEMEANOR
- Section 17: DELINQUENT FEES
- Section 18: SEVERABILITY
- Section 19: EFFECTIVE DATE AND PUBLICATION

- Appendices:
- Diagram A - Defensible Space Zones
 - Diagram B - Minimum Vertical Clearance
 - Diagram C - Minimum Horizontal Clearance

Section 1: FINDINGS

- A. The Board of Directors of the Cameron Park Community Services District (hereinafter "District") finds and declares that the uncontrolled growth and/or accumulation of hazardous vegetation and rubbish is a public nuisance, in that it creates a fire hazard.
- B. It is the intent of the District that this Ordinance shall apply to the abatement of the accumulation of hazardous vegetation and rubbish on all improved parcels and all unimproved parcels within the District, and the maintenance of those parcels to prevent vegetation from growing back and rubbish from accumulating.

- C. Cameron Park is located in a wildland urban interface where homes are intermingled with or adjacent to highly flammable native and non-native plant species, within the jurisdictional boundaries. Each year the District experiences periods of high temperatures, accompanied by low humidity, and seasonal high wind. These conditions contribute to significant wildfires resulting in catastrophic fire losses to life, property, and the environment.
- D. The District has a diverse and complex landscape which includes mountains and other brush covered wildlands, which are home to many rare and sensitive plant and animal species.
- E. Of paramount importance to the District Board of Directors, is the protection of life and property from the threat of fire, and the safety of fire and law enforcement personnel during wildfires. The proper establishment of defensible space benefits property owners, public safety personnel and all residents of Cameron Park by dramatically increasing the likelihood that structures will survive a wildfire, provides for firefighter safety during a firestorm and generally aids in the protection of lives.
- F. It is the purpose of this Ordinance to establish a hazardous vegetation and rubbish abatement program that protects the lives and property of the citizens of the District.

Section 2: DEFINITIONS

- A. Abatement- The removal of hazardous vegetation and rubbish from property, to mitigate a public nuisance.
- B. Abatement costs- Any and all costs incurred by the District to enforce this Ordinance and to abate the hazardous vegetation and rubbish on any property, including inspection, physical abatement costs, administration and clerical fees and any additional actual costs incurred for the abatement proceeding(s), including attorney's fees, if applicable.
- C. Accumulation- Allowing the growth of hazardous vegetation and allowing rubbish to collect and remain as defined below.
- D. Defensible Space- Described in Public Resources Code 4291, and under "requirements" in this Ordinance, the area around a structure where hazardous vegetation, and rubbish have been cleared or reduced, to slow the spread of fire, to and from the structure.
- E. Enforcement Officials- A Fire Chief of the Cameron Park Community Services District Fire Department or his/her authorized representative.
- F. Fixed Flammable Items- Combustible fencing or other combustible materials that are attached to a structure.
- G. Hazardous Vegetation- Vegetation that is flammable and endangers the public safety by creating a fire hazard, including but not limited to seasonal and recurrent weeds, chaparral, manzanita, brush, dead trees, dry leaves, needles, and tumbleweeds.

- H. Improved Parcel- A portion of land of any size, the area of which is determined by the Assessor's maps and records and may be identified by an Assessor's Parcel Number, upon which a structure is located.
- I. Outbuilding.- Buildings or structures that are less than one hundred twenty square feet (120 sq. ft.) in size and not used for human habitation.
- I. Rubbish - Includes all the following, but is not limited to, paper, cardboard, wood chips, bedding, rubber tires, construction waste, garbage, trash, and other combustible material.
- J. Structure - Anything constructed that is designed or intended to shelter or protect persons, animals, or property, including houses, whether inhabited or not, barns, storage sheds, etc.
- K. Unimproved Parcel - A portion of land of any size, the area of which is determined by the Assessor's maps and records and may be identified by an Assessor's Parcel Number, upon which no structure is located.
- L. Weeds - Includes any of the following:
 - 1) Vegetation that bears seeds of a downy or wingy nature.
 - 2) Vegetation that is not pruned or is otherwise neglected so as to attain such large growth as to become, when dry, a fire menace to adjacent property.
 - 3) Vegetation that is otherwise noxious or dangerous.
 - 4) Poison oak and poison ivy, when the conditions of growth are such as to constitute a menace to the public health.
 - 5) Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard.

Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE

The District has the legal authority to adopt the provisions contained in this Ordinance as specified below:

- A. **Government Code** Section 611 00(t) which provides the District the authority to abate weeds and rubbish pursuant to the provisions of the California Health and Safety Code at Section 14875 et seq.
- B. **Government Code** Section 61069 which provides the District the authority to enter private property to: (1) inspect and determine the presence of public nuisances including fire hazards that the District has the authority to abate; and (2) abate public nuisances, including public nuisances constituting fire hazards such as excessive growth of weeds, grasses, hazardous vegetation and other combustible material by giving notice to the property owner to abate such public nuisance; and (3) enter upon private property to determine if a notice to abate a public nuisance including a fire hazard has been complied with by the property owner; and, if not, exercise its power to abate such public nuisance after failure to act by the responsible property owner.

- C. The **California Health and Safety Code**, Part 5, Section 13871, which provides that any person who refuses to correct or eliminate a fire hazard, is guilty of a misdemeanor.
- D. The **California Health and Safety Code**, Part 5, Sections 14875-14930, which provides that an accumulation of weeds, grasses, hazardous vegetation and other combustible material constitutes a public nuisance, providing guidelines for enforcement and abatement by the District of such fire hazards, and payment of such abatement costs incurred by the District to remove such hazardous vegetation and combustible material and provides for penalties for violations of this Ordinance by property owners.
- E. The **California Fire Code** Title 24, Part 9, Chapter 3, Section 304.1 prohibits combustible waste material creating a fire hazard on vacant lots or open space, which California Fire Code has been adopted by this District.
- F. The **California Code of Regulations Code** 14, C.C.R., Sections 1270.01-1276.03. Which establishes minimum wildfire protection standards in conjunction with building, construction and development in the SRA.
- G. The **California Code of Regulations Code** 14, C.C.R., Sections 1299.03. Which establishes defensible space requirements.
- H. The **California Public Resources Code** Section 4291 Which requires a person who owns, leases, controls, operates, or maintains a building or structure in, upon or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands, or land that is covered with flammable material, to maintain defensible space at least 100 feet from each side of the structure, and which provides for required fuel modification so as to ensure that a wildfire burning under average weather conditions would be unlikely to ignite the structure on the property.
- I. **Government Code** Section 25845 regarding enforcement mechanisms available for the District to ensure that the costs incurred by the District in abating the nuisance consisting of accumulation of hazardous vegetation and rubbish are recovered from the property owner who fails to abate such nuisance after notice from the District to do so.
- J. **Government Code** Section 61115 which provides the District the authority to levy charges against property owners within the District for all the costs incurred by the District in abating nuisances created by accumulation of weeds, grasses, hazardous vegetation and other combustible materials. The District may provide that any charges and penalties maybe collected on the tax roll in the same manner as property taxes. To recover such charges and penalties by recording in the office of the County Recorder a lien declaring the amount of the charges and penalties due, the lien to be incurred against all real property owned by the delinquent property owner within El Dorado County. Such special tax assessments are to be collected in the same manner and method as real property taxes are collected by the county.

Section 4: PROHIBITED CONDUCT

A person shall not dump, nor permit the dumping of hazardous vegetation and rubbish, nor shall a person permit the accumulation of hazardous vegetation and rubbish, on that person's property or on any other property, so as to constitute a fire hazard.

Section 5: DUTY TO REMOVE AND ABATE HAZARADOUS VEGETATION AND RUBBISH

It shall be the duty of every owner, occupant, and person in control of any parcel of land or interest therein, which is located within the District, to abate all hazardous vegetation and rubbish, which constitutes a fire hazard, which may endanger or damage neighboring property.

By May 1, of each year, the owner of parcels within the District shall remove, from such property and adjacent streets, all hazardous vegetation and rubbish, growing or accumulated thereon, in accordance with the procedures and methods prescribed in this Ordinance and by the enforcement official.

Section 6: ENFORCEMENT OFFICIALS

The enforcement official shall have authority to enforce this chapter and issue citations for violations. For purposes of this chapter, the "enforcement official" is the Fire Chief of the District's Fire Department, or his/her designee.

Section 7: REQUIREMENTS

A. All **Unimproved** parcels within the District shall comply with the following requirements:

- (1) Any Unimproved parcel of less than two acres (2 ac.) shall be cleared of all hazardous vegetation and rubbish. Weeds, non-cultivated pastures, or other hazardous vegetation, shall be mowed and cut to a maximum height of four inches (4 in.), so as to not constitute a fire hazard throughout the year.
- (2) Any Unimproved parcel, or multiple contiguous parcels under the same ownership, consisting of more than two acres (2 ac.) shall be cleared of all rubbish and shall **either** be cleared of all hazardous vegetation and mowed and cut to a maximum height of four inches (4 in.), **or** shall construct and maintain a minimum thirty-foot wide firebreak around the perimeter of the property. Firebreaks will be disked, and can also be scraped, provided that the scraped material is removed or spread evenly over the remaining property.
- (3) Remove tree limbs six feet (6ft) from the ground.
- (4) The District's enforcement official or his/her designee may require a firebreak to a maximum of one hundred feet (100ft) in width, if the determination is that the property or adjoining structure(s) will be at risk from an approaching fire. These factors shall include fuel type(s), topography, and the environment where the property or adjoining structure(s) is located.

- (5) Dry leaves or wood chips located on parcels must be disked or turned under or evenly broadcast over the parcel area. If leaves or wood chips are being retained for the purpose of mulch or compost, they must be placed in a container so as to not constitute a fire hazard.

B. All **Improved** parcels within the District shall comply with the following requirements:

- (1) One hundred feet (100 ft.) of defensible space clearance shall be maintained in two distinct "Zones" (See Diagram A) as follows:
- a) "Zone 1" extends thirty feet (30 ft.) from each structure or to the property line, whichever comes first.
 - b) "Zone 2" extends from thirty feet (30 ft.) to one hundred feet (100 ft.) from each structure, or to the property line, whichever comes first.

C. Zone 1 requirements:

- Remove all dead grass, plants, shrubs, trees, branches, leaves, weeds, and pine needles, from the yard and from the roof and gutters of the structure.
- Remove all dead branches that overhang roofs and keep all branches ten feet (10 ft.) away from the chimney and stovepipe outlets.
- Relocate wood piles outside of Zone 1, if property line extends beyond Zone 1.
- Remove or prune flammable plants and shrubs near windows.
- Remove flammable vegetation and items that could catch fire, from around and under decks and stairs.

D. Zone 2 requirements:

- Cut or mow annual grass down to a maximum height of four inches (4 in.).
- Create vertical spacing between grass, shrubs and trees. (See Diagram B)
- Create horizontal spacing between shrubs and trees. (See Diagram C)
- Remove tree limbs 6 feet from the ground.
- Remove dead and dying shrubs, trees, and other woody plants. Loose surface litter, consisting of fallen leaves, needles, twigs, bark, cones, and small branches, are permitted to a depth of three inches (3 in.).
- All exposed wood piles must have a minimum of ten feet (10 ft.) of clearance, down to bare mineral soil, in all directions.

C. For both Zones 1 and 2:

- Outbuildings and Liquid Propane Gas (LPG) storage tanks shall have a minimum of ten feet (10 ft.) clearance, down to bare mineral soil, and no flammable vegetation for an additional ten feet (10 ft.) around their exterior.

Section 8: INSPECTION

The enforcement official, or his/her designee may enter upon private or public property, whenever necessary, to enforce or administer the provisions of this chapter; provided, however, that this right of entry and inspection shall not be construed to grant the right to enter into any dwelling or structure which may be located on the land. Should the District determine that there is a reasonable expectation of privacy of the property owner with respect to the dwelling unit to be inspected, the District may request an inspection warrant pursuant to the provisions of California Civil Code Section 1822.50 et seq., which warrant shall state the location which it covers and state the purposes of the inspection. When there is no reasonable expectation of privacy, such as with respect to an abandoned dwelling or building, the District's designated enforcement official may enter onto that property without a warrant in order to inspect the property for the purposes of determining whether the provisions of this Ordinance have been violated ...

A. Initial inspections will occur during April of each year.

(1) Should inspections reveal violations of this Ordinance, the enforcement officer will mail a notice of non-compliance to parcel owners,

8. Second inspections will occur during May of each year.

(1) Should second inspections reveal violations of this Ordinance, the enforcement process will begin,

Section 9: ENFORCEMENT

Violations of this Ordinance may be enforced pursuant to the legal authorities specified in Section 3 of this Ordinance, following the procedures and timelines specified in this Ordinance.

As an alternative to enforcement procedures, the enforcement official retains the discretion to meet and confer with property owners, who are in violation of this Ordinance, to attempt a mutually acceptable method for abating the hazardous vegetation and rubbish. Nothing shall prohibit the enforcement official from issuing a hazard abatement notice to a property owner and following the enforcement procedure with respect to property owners who do not agree to a mutually acceptable abatement method after discussions with the enforcement official.

A. If the meet and confer process does not occur or does not result in the abatement of hazardous vegetation and rubbish, the enforcement official may commence proceedings to enforce the provisions of this Ordinance, when a violation is identified due to:

(1) The failure of an owner of a parcel to abate all hazardous vegetation and rubbish on or before May 1.

(2) The failure of an owner of a parcel to abate all hazardous vegetation and rubbish within the time specified in the Notice.

8. Enforcement proceedings are commenced by the mailing of a Hazard Abatement Notice in the manner prescribed as follows:

- (1) The enforcement official shall mail the Hazard Abatement Notice to each person that has an ownership interest in the parcel to which the violation pertains.
- (2) Ownership interest shall be determined based on the last equalized assessment roll available on the date of mailing of the Hazard Abatement Notice.
- (3) Notification may also be accomplished by posting the Hazard Abatement Notice on the property, if the owner's mailing address is not available or not current. Such Hazard Abatement Notice also will be sent by mail to the property owner of such parcel as his or her name appears on the last equalized assessment roll and to the address shown on such assessmentroll.
- (4) Notices which are posted, shall be conspicuously posted in front of the property, or if the property has no frontage upon a road or street, then upon a portion of the property nearest to a road or a street most likely to give actual notice to the owner. Notices shall be posted not more than 100 feet in distance apart upon property with more than 200 feet of frontage, and at least one notice shall be posted on each parcel with 200 or less feet of frontage.

C. The contents of the Hazard Abatement Notice shall include the following:

- (1) A description of the property by reference to the assessor's parcel number as used in the records of the county assessor, and by reference to the common name of a street or road upon which the property abuts, if the property abuts upon a road or street;
- (2) A statement that there are hazardous vegetation and rubbish upon the property;
- (3) A request that such hazardous vegetation and rubbish be abated by June 1, which shall not be less than 15 calendar days following the mailing or posting of the notice;
- (4) A statement that if such hazardous vegetation and rubbish are not abated by the property owner by June 1, that such materials may be removed under authority of the District, and the costs of such abatement may be made a legal charge against the owner or owners of the property, a lien imposed on and recorded against the property in the amount of such costs, and such costs referred to the County Tax Collector for collection together with property taxes on such property pursuant to the provisions of Health and Safety Code Sections 14875 through 14931, and Government Code Sections 25845 and 61115;
- (5) A statement referencing the right of the property owner to appeal the issuance of the Hazard Abatement Notice pursuant to Section 10 hereof and;
- (6) With respect to notices which are posted, a title which reads "Notice to Remove Hazardous Vegetation and Rubbish" the letters of the foregoing title to be not less than one inch in height.

Section 10: APPEALS

Process: Any person, who is adversely affected by the Hazard Abatement Notice specified in

Section 9, may appeal such Hazard Abatement Notice to the Board of Directors within fifteen (15) calendar days of the postmark on the Hazard Abatement Notice by filing a written appeal with the enforcement official. Timely appeal shall stay any further action for abatement until the date set for hearing, unless the hazardous vegetation and rubbish at issue presents an imminent fire hazard within 100 feet of any structure. The enforcement official shall set the matter for hearing before the Board of Directors. The enforcement official shall notify the Appellant by certified mail of the date and time set for such hearing, at least fifteen (15) days prior to said date. If the Appellant resides outside the District, such Notice of Hearing shall be mailed to the Appellant at least twenty (20) days prior to the date set for the hearing. The Appellant shall have the right to appear in person or by agent, designated in writing, at the hearing, and present oral, written, and/or photographic evidence. The Board of Directors shall issue its order denying or granting the appeal, which shall be in writing and be issued within fifteen (15) days of the date of the hearing. The decision of the Board of Directors shall be final.

Section 11: SEASONAL DESIGNATION

In the case of a parcel containing a fire hazard where it has been necessary for the District to abate the nuisance in two (2) consecutive years, and the fire hazard is seasonal or recurring, it shall be the decision of the Board of Directors to declare the lot a seasonal public nuisance and the fire hazards may be abated thereafter without the necessity of further hearing.

Section 12: REMOVAL OF HAZARDOUS VEGETATION AND RUBBISH

If, by June 1 of any year as specified in the original Hazard Abatement Notice, or as extended in cases of appeal, or as specified by the Board of Directors, compliance with this Ordinance has not been accomplished, the enforcement official or his designee may order that hazardous vegetation and rubbish, located on the property be removed by public officers and/or employees of the District, or may cause such removal to be carried out by a private contractor selected by the District.

Section 13: COLLECTION OF ABATEMENT COSTS

- A. When proceedings under this chapter result in the abatement of hazardous vegetation and rubbish from property by the District or its agents or contractors due to the refusal of a property owner to comply with this Ordinance, all costs incurred by the District in performing such abatement may be assessed against the property. Such costs shall include the costs of labor, materials and equipment furnished by the District in abating such hazardous vegetation and rubbish; the costs incurred by the District for payments to an independent contractor to abate such hazardous vegetation and rubbish from the property; all administrative costs incurred by the District in abating such hazardous vegetation and rubbish, including actual costs of investigation, property inspection, boundary determination, measurement, clerical costs, related attorney's fees, and administrative overhead costs for supervision, insurance, costs of publication, mailing and posting of notices, preparation of contracts with independent contractors to perform the abatement work, review of bids by contractors, administration of contracts for abatement activities, and other budgeted overhead items.
- B. If hazardous vegetation and rubbish are ultimately abated by the property owner,

subsequent to the deadline for abatement specified in any Hazard Abatement Notice issued by the District, the District shall be entitled under this Ordinance to assess against the property all such costs incurred securing such compliance with this Ordinance by the property owner up to and including the final date of compliance.

- C. The enforcement official shall keep an account of such administrative and costs of abatement and shall submit to the District Board of Directors for confirmation an itemized written report showing such unpaid costs and their proposed assessment to the respective properties subject to the Hazard Abatement Notice. The report shall be filed with the General Manager not less than 15 calendar days in advance of the confirmation hearing required below.
- D. Upon receipt of the report, a public hearing shall be scheduled in June to receive any protests and to confirm the cost report. A statement of the proposed costs and notice of the time, date and place of the hearing, together with reference to the report on file with the clerk, shall be mailed to the owner or owners of each parcel of property proposed to be assessed as shown on the last equalized assessment roll available on the date of mailing of the notice shall be mailed not less than 15 calendar days in advance of the hearing.
- E. Notice of the time, date and place of the public hearing by the Board shall be published once in a newspaper of general circulation published within the District. The notice shall show the name or names of the owner, the assessor's parcel number, the street address of the property if the property has an address and the address is known to the enforcement official, the name of the street or road upon which such property abuts, the amount of the proposed assessment and reference to the report on file with the enforcement official. Such publication shall be made not less than 15 calendar days in advance of the hearing.
- F. At the time fixed for receiving and considering the report, the District Board of Directors shall conduct a public hearing and shall receive and consider any objections from members of the general public or property owners liable to be assessed for the costs of abatement. The District Board of Directors may continue the hearing and delegate to the General Manager or his or her designee the responsibility of hearing individual protests and submitting a recommendation with respect thereto; provided, that the District Board of Directors provides an opportunity for individual consideration of each property upon which abatement activities have been conducted by the District upon receipt of a recommendation by the General Manager. The District Board of Directors may modify the report if it is deemed necessary. The District Board of Directors shall then confirm the report by motion or resolution.

Section 14: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY

- A The abatement costs incurred by the District may be levied against the parcel of land

subject to abatement activities by the District as a real property assessment in accordance with Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915-14919 and Government Code Section 25845. Any assessment imposed on real property pursuant to this Section may be collected at the same time and in the same manner as ordinary real property taxes are collected by the County of El Dorado and shall be subject to the same penalties and the same procedure and sale in case of delinquency as is provided for ordinary real property taxes. Notice of any assessment that is levied on real property pursuant to this Section shall be given to the property owner by certified mail from District and shall contain the information set forth in Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915-14919 and Section 5845 of the Government Code. The District shall transmit the notice of such assessment levied on real property pursuant to this Section to the County Auditor-Controller of El Dorado County with instructions to collect the assessment on the real property tax rolls for the ensuing fiscal year. Such notice shall be transmitted to the County Auditor-Controller prior to August 10 in any fiscal year.

Section 15: VIOLATIONS

The owner or occupant of any parcel within the District who violates this Ordinance or permits a violation of this Ordinance upon any parcel owned, occupied or controlled by him/her, shall be guilty of a misdemeanor (H&S 13871). Violation of this Ordinance shall consist of the following:

- A Every person who fails or refuses to correct or eliminate a fire hazard after written order of a district board or its authorized representative, is guilty of a misdemeanor.

Section 16: PENALTY - MISDEMEANOR

- A Notwithstanding the provisions of any other section of this Ordinance, violation of any provisions of this chapter or failure to comply with any of the regulatory requirements of this chapter, is a misdemeanor.

- B Every violation of this Chapter is punishable by imprisonment in the county jail, not exceeding six months, or by fine not exceeding one thousand dollars, or both.

Section 17: DELINQUENT FEES

The following shall apply to any delinquent fee due.

- A A penalty of ten percent (10%) shall be added to any delinquent fines on the last day of each month more than 15 days after the due date.
- B In addition to penalties, delinquent fees will accrue interest of one percent (1 %) per month, from the due date.

Section 18: SEVERABILITY

If any Ordinance, article, subsection or subdivision thereof, provision, sentence, clause or phrase of this code, or any application thereof, is for any reason held to be invalid by a court of

competent jurisdiction, such decision shall not affect the remaining provisions of this code, which can be given effect without the invalid portions and, therefore, such invalid portions are declared to be severable. The District hereby declares that it would have enacted this Ordinance and each of its articles, sections, subsections, or subdivisions thereof, provisions, sentences, clauses or phrases irrespective of the fact that one or more of them is declared invalid.

Section 19: EFFECTIVE DATE AND PUBLICATION

This Ordinance shall take effect thirty (30) days after its adoption. The Cameron Park Board Secretary is directed to publish this Ordinance as adopted in a newspaper of general circulation in the District. In lieu of publication of the full text of the Ordinance within fifteen (15) days after its passage, a summary of the Ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the District Board and a certified copy shall be posted in the office of the District, and Cameron Park Fire Department Office, pursuant to Government Code Sections 25120 through 25132.

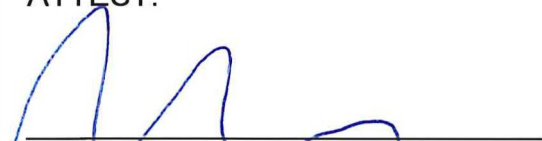
PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting on the 18th day of March, 2020 by the following vote of said Board:

AYES: n\ S I £fl-IPC..., E. t-rrY\


NOES: n

ABSENT: n

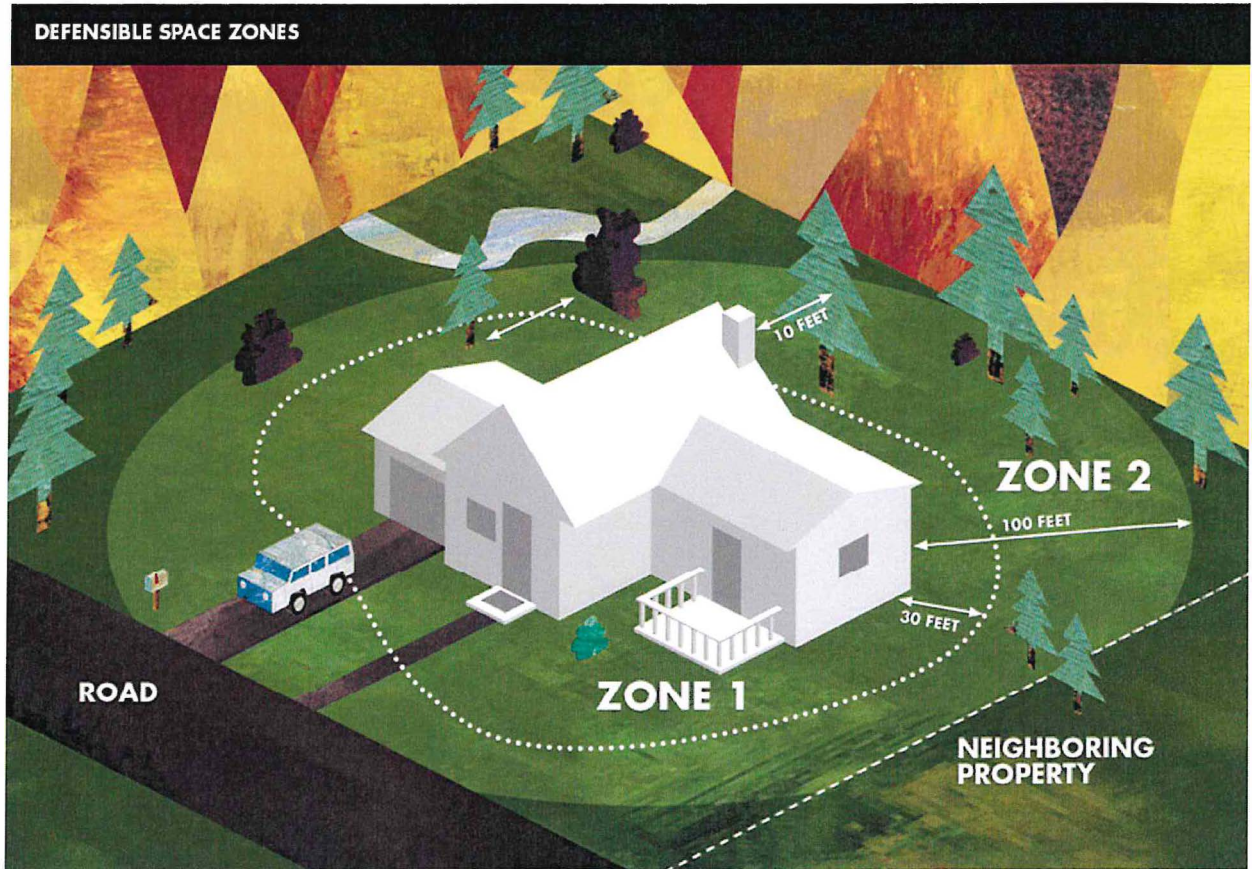
ATTEST:



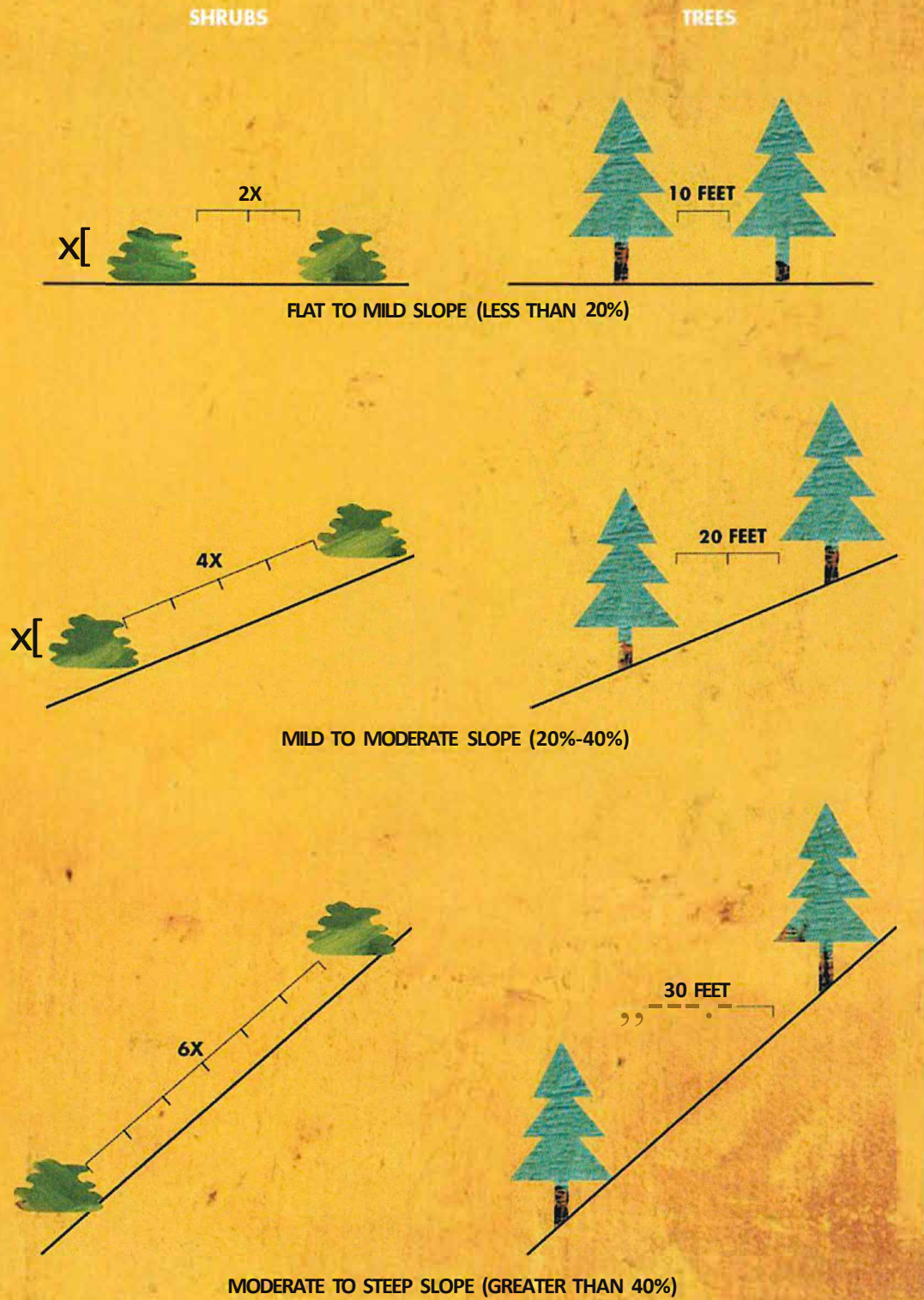
Director Monique Scobey, President
Board of Directors

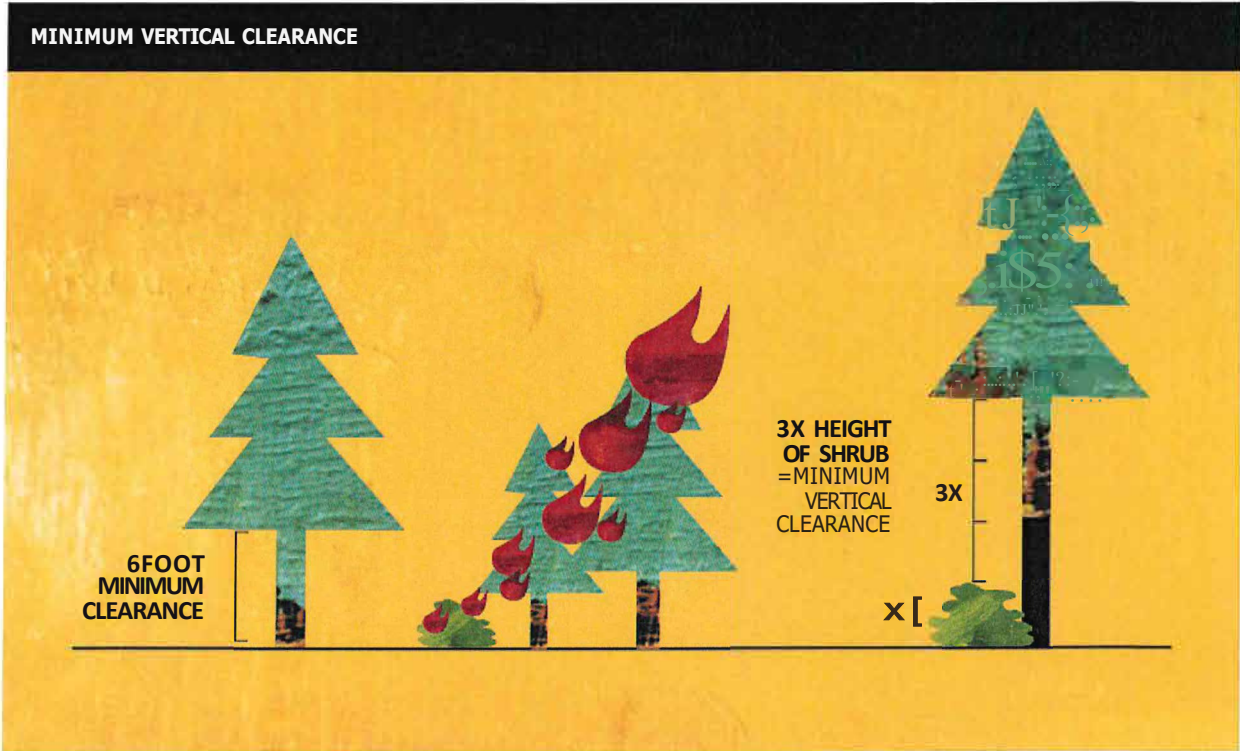


Jill Ritzman
Secretary to the Board



MINIMUM HORIZONTAL CLEARANCE





ORDINANCE NO. 2023-01

AN ORDINANCE OF THE CAMERON PARK COMMUNITY SERVICES DISTRICT AMENDING THE "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2016.03.16, 2018.03.2, and 2020.03.18 WITHIN CAMERON PARK COMMUNITY SERVICES DISTRICT

BE IT ORDAINED BY THE CAMERON PARK COMMUNITY SERVICES DISTRICT AS FOLLOWS:

The "WEED AND RUBBISH ABATEMENT" ORDINANCES NO. 2016.03.16, 2018.03.21, and 2020.03.18 are hereby amended as follows, and shall hereafter be designated as CAMERON PARK COMMUNITY SERVICES DISTRICT ORDINANCE NO. 2023-01

Sections:

Section 1:	<u>FINDINGS</u>
Section 2:	<u>DEFINITIONS</u>
Section 3:	<u>LEGAL AUTHORITY FOR DISTRICT ORDINANCE</u>
Section 4:	<u>PROHIBITED CONDUCT</u>
Section 5:	<u>DUTY TO REMOVE AND ABATE HAZARDOUS VEGETATION AND RUBBISH</u>
Section 6:	<u>ENFORCEMENT OFFICIALS</u>
Section 7:	<u>REQUIREMENTS</u>
Section 8:	<u>INSPECTION</u>
Section 9:	<u>ENFORCEMENT</u>
Section 10:	<u>APPEALS</u>
Section 11:	<u>SEASONAL DESIGNATION</u>
Section 12:	<u>REMOVAL OF HAZARDOUS VEGETATION AND RUBBISH</u>
Section 13:	<u>COLLECTION OF ABATEMENT COSTS</u>
Section 14:	<u>LEVYING OF ABATEMENT COSTS AGAINST PROPERTY</u>
Section 15:	<u>VIOLATIONS</u>
Section 16:	<u>PENALTY - MISDEMEANOR</u>
Section 17:	<u>DELINQUENT FEES</u>
Section 18:	<u>SEVERABILITY</u>
Section 19:	<u>EFFECTIVE DATE AND PUBLICATION</u>

Section 1: FINDINGS

- A. The Board of Directors of the Cameron Park Community Services District (hereinafter "District") finds and declares that the uncontrolled growth and/or accumulation of hazardous vegetation and rubbish is a public nuisance, in that it creates a fire hazard.
- B. It is the intent of the District that this Ordinance shall apply to the abatement of the accumulation of hazardous vegetation and rubbish on all improved parcels and all unimproved parcels within the District, and the maintenance of those parcels to prevent vegetation from growing back and rubbish from accumulating.

- C. Cameron Park is located in a wildland urban interface where homes are intermingled with or adjacent to highly flammable native and non-native plant species, within the jurisdictional boundaries. Each year the District experiences periods of high temperatures, accompanied by low humidity, and seasonal high wind. These conditions contribute to significant wildfires resulting in catastrophic fire losses to life, property, and the environment.
- D. The District has a diverse and complex landscape which includes mountains and other brush covered wildlands, which are home to many rare and sensitive plant and animal species.
- E. Of paramount importance to the District Board of Directors, is the protection of life and property from the threat of fire, and the safety of fire and law enforcement personnel during wildfires. The proper establishment of defensible space benefits property owners, public safety personnel and all residents of Cameron Park by dramatically increasing the likelihood that structures will survive a wildfire, provides for firefighter safety during a firestorm and generally aids in the protection of lives.
- F. It is the purpose of this Ordinance to establish a hazardous vegetation and rubbish abatement program that protects the lives and property of the citizens of the District.

Section 2: DEFINITIONS

- A. Abatement- The removal of hazardous vegetation and rubbish from property, to mitigate a public nuisance.
- B. Abatement costs- Any and all costs incurred by the District to enforce this Ordinance and to abate the hazardous vegetation and rubbish on any property, including inspection, physical abatement costs, administration and clerical fees and any additional actual costs incurred for the abatement proceeding(s), including attorney's fees, if applicable.
- C. Accumulation- Allowing the growth of hazardous vegetation and allowing rubbish to collect and remain as defined below.
- D. Defensible Space- Described in Public Resources Code 4291, and under "requirements" in this Ordinance, the area around a structure where hazardous vegetation, and rubbish have been cleared or reduced, to slow the spread of fire, to and from the structure.
- E. Enforcement Officials- ~~A Fire Chief of the Cameron Park Community Services District Fire Department~~ or his/her authorized representative. Replace with General Manager
- F. Fixed Flammable Items- Combustible fencing or other combustible materials that are attached to a structure.
- G. Hazardous Vegetation- Vegetation that is flammable and endangers the public safety by creating a fire hazard, including but not limited to seasonal and recurrent weeds, chaparral, manzanita, brush, dead trees, dry leaves, needles, and tumbleweeds.

- H. Improved Parcel- A portion of land of any size, the area of which is determined by the Assessor's maps and records and may be identified by an Assessor's Parcel Number, upon which a structure is located.
- I. Outbuilding- Buildings or structures that are less than one hundred twenty square feet (120 sq. ft.) in size and not used for human habitation.
- I. Rubbish - Includes all the following, but is not limited to, paper, cardboard, wood chips, bedding, rubber tires, construction waste, garbage, trash, and other combustible material.
- J. Structure - Anything constructed that is designed or intended to shelter or protect persons, animals, or property, including houses, whether inhabited or not, barns, storage sheds, etc.
- K. Unimproved Parcel - A portion of land of any size, the area of which is determined by the Assessor's maps and records and may be identified by an Assessor's Parcel Number, upon which no structure is located.
- L. Weeds - Includes any of the following:
 - 1) Vegetation that bears seeds of a downy or wingy nature.
 - 2) Vegetation that is not pruned or is otherwise neglected so as to attain such large growth as to become, when dry, a fire menace to adjacent property.
 - 3) Vegetation that is otherwise noxious or dangerous.
 - 4) Poison oak and poison ivy, when the conditions of growth are such as to constitute a menace to the public health.
 - 5) Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard.

Section 3: LEGAL AUTHORITY FOR DISTRICT ORDINANCE

The District has the legal authority to adopt the provisions contained in this Ordinance as specified below:

- A. ***Government Code*** Section 61100(t) which provides the District the authority to abate weeds and rubbish pursuant to the provisions of the California Health and Safety Code at Section 14875 et seq.
- B. ***Government Code*** Section 61069 which provides the District the authority to enter private property to: (1) inspect and determine the presence of public nuisances including fire hazards that the District has the authority to abate; and (2) abate public nuisances, including public nuisances constituting fire hazards such as excessive growth of weeds, grasses, hazardous vegetation and other combustible material by giving notice to the property owner to abate such public nuisance; and (3) enter upon private property to determine if a notice to abate a public nuisance including a fire hazard has been complied with by the property owner; and, if not, exercise its power to abate such public nuisance after failure to act by the responsible property owner.

- C. The **California Health and Safety Code**, Part 5, Section 13871, which provides that any person who refuses to correct or eliminate a fire hazard, is guilty of a misdemeanor.
- D. The **California Health and Safety Code**, Part 5, Sections 14875-14930, which provides that an accumulation of weeds, grasses, hazardous vegetation and other combustible material constitutes a public nuisance, providing guidelines for enforcement and abatement by the District of such fire hazards, and payment of such abatement costs incurred by the District to remove such hazardous vegetation and combustible material and provides for penalties for violations of this Ordinance by property owners.
- E. The **California Fire Code** Title 24, Part 9, Chapter 3, Section 304.1 prohibits combustible waste material creating a fire hazard on vacant lots or open space, which California Fire Code has been adopted by this District.
- F. The **California Code of Regulations Code** 14, C.C.R., Sections 1270.01-1276.03. Which establishes minimum wildfire protection standards in conjunction with building, construction and development in the SRA.
- G. The **California Code of Regulations Code** 14, C.C.R., Sections 1299.03. Which establishes defensible space requirements.
- H. The **California Public Resources Code** Section 4291 Which requires a person who owns, leases, controls, operates, or maintains a building or structure in, upon or adjoining a mountainous area, forest-covered lands, brush-covered lands, grass-covered lands, or land that is covered with flammable material, to maintain defensible space at least 100 feet from each side of the structure, and which provides for required fuel modification so as to ensure that a wildfire burning under average weather conditions would be unlikely to ignite the structure on the property.
- I. **Government Code** Section 25845 regarding enforcement mechanisms available for the District to ensure that the costs incurred by the District in abating the nuisance consisting of accumulation of hazardous vegetation and rubbish are recovered from the property owner who fails to abate such nuisance after notice from the District to do so.
- J. **Government Code** Section 61115 which provides the District the authority to levy charges against property owners within the District for all the costs incurred by the District in abating nuisances created by accumulation of weeds, grasses, hazardous vegetation and other combustible materials. The District may provide that any charges and penalties maybe collected on the tax roll in the same manner as property taxes. To recover such charges and penalties by recording in the office of the County Recorder a lien declaring the amount of the charges and penalties due, the lien to be incurred against all real property owned by the delinquent property owner within El Dorado County. Such special tax assessments are to be collected in the same manner and method as real property taxes are collected by the county.

Section 4: PROHIBITED CONDUCT

A person shall not dump, nor permit the dumping of hazardous vegetation and rubbish, nor shall a person permit the accumulation of hazardous vegetation and rubbish, on that person's property or on any other property, so as to constitute a fire hazard.

Section 5: DUTY TO REMOVE AND ABATE HAZARADOUS VEGETATION AND RUBBISH

It shall be the duty of every owner, occupant, and person in control of any parcel of land or interest therein, which is located within the District, to abate all hazardous vegetation and rubbish, which constitutes a fire hazard, which may endanger or damage neighboring property.

~~By May 1, of each year,~~ the owner of parcels within the District shall remove, from such property and adjacent streets, all hazardous vegetation and rubbish, growing or accumulated thereon, in accordance with the procedures and methods prescribed in this Ordinance and by the enforcement official.

Section 6: ENFORCEMENT OFFICIALS

The enforcement official shall have authority to enforce this chapter and issue citations for violations. For purposes of this chapter, the "enforcement official" is the ~~Fire Chief of the District's Fire Department,~~ or his/her designee. Replace with General Manager

Section 7: REQUIREMENTS

- A. All **Unimproved** parcels within the District shall comply with the following requirements:
- (1) Any Unimproved parcel of less than two acres (2 ac.) shall be cleared of all hazardous vegetation and rubbish. Weeds, non-cultivated pastures, or other hazardous vegetation shall be mowed and cut to a maximum height of four inches (4 in.), so as to not constitute a fire hazard throughout the year.
 - (2) Any Unimproved parcel, or multiple contiguous parcels under the same ownership, consisting of more than two acres (2 ac.) shall be cleared of all rubbish and shall **either** be cleared of all hazardous vegetation and mowed and cut to a maximum height of four inches (4 in.), **or** shall construct and maintain a minimum thirty-foot wide firebreak around the perimeter of the property. Firebreaks will be disked, and can also be scraped, provided that the scraped material is removed or spread evenly over the remaining property.
 - (3) Remove tree limbs six feet (6ft) from the ground.
 - (4) The District's enforcement official or his/her designee may require a firebreak to a maximum of one hundred feet (100ft) in width, if the determination is that the property or adjoining structure(s) will be at risk from an approaching fire. These factors shall include fuel type(s), topography, and the environment where the property or adjoining structure(s) is located.

- (5) Dry leaves or wood chips located on parcels must be disked or turned under or evenly broadcast over the parcel area. If leaves or wood chips are being retained for the purpose of mulch or compost, they must be placed in a container so as to not constitute a fire hazard.

B. All **Improved** parcels within the district shall comply with the current California Public Resource Code 4291 Zone requirements: <https://www.fire.ca.gov/dspace/>

The enforcement official, or his/her designee may enter upon private or public property, whenever necessary, to enforce or administer the provisions of this chapter; provided, however, that this right of entry and inspection shall not be construed to grant the right to enter into any dwelling or structure which may be located on the land. Should the District determine that there is a reasonable expectation of privacy of the property owner with respect to the dwelling unit to be inspected, the District may request an inspection warrant pursuant to the provisions of California Civil Code Section 1822.50 et seq., which warrant shall state the location which it covers and state the purposes of the inspection. When there is no reasonable expectation of privacy, such as with respect to an abandoned dwelling or building, the District's designated enforcement official may enter onto that property without a warrant in order to inspect the property for the purposes of determining whether the provisions of this Ordinance have been violated....

A. Initial inspections will occur ~~during April~~ of each year. ~~base on current and expected fuels and weather conditions~~

(1) Should inspections reveal violations of this Ordinance, the enforcement officer will mail a notice of non-compliance to parcel owners,

B. Second inspections will occur ~~during May~~ of each year. ~~30 days following the initial inspection~~

(1) Should second inspections reveal violations of this Ordinance, the enforcement process will begin,

Section 9: ENFORCEMENT

Violations of this Ordinance may be enforced pursuant to the legal authorities specified in Section 3 of this Ordinance, following the procedures and timelines specified in this Ordinance.

As an alternative to enforcement procedures, the enforcement official retains the discretion to meet and confer with property owners, who are in violation of this Ordinance, to attempt a mutually acceptable method for abating the hazardous vegetation and rubbish. Nothing shall prohibit the enforcement official from issuing a hazard abatement notice to a property owner and following the enforcement procedure with respect to property owners who do not agree to a mutually acceptable abatement method after discussions with the enforcement official.

A. If the meet and confer process does not occur or does not result in the abatement of hazardous vegetation and rubbish, the enforcement official may commence proceedings to enforce the provisions of this Ordinance, when a violation is identified due to:

(1) The failure of an owner of a parcel to abate all hazardous vegetation and rubbish on or before ~~May 1~~. ~~the second inspection~~

(2) The failure of an owner of a parcel to abate all hazardous vegetation and rubbish within the time specified in the Notice.

B. Enforcement proceedings are commenced by the mailing of a Hazard Abatement Notice in the manner prescribed as follows:

- (1) The enforcement official shall mail the Hazard Abatement Notice to each person that has an ownership interest in the parcel to which the violation pertains.
- (2) Ownership interest shall be determined based on the last equalized assessment roll available on the date of mailing of the Hazard Abatement Notice.
- (3) Notification may also be accomplished by posting the Hazard Abatement Notice on the property, if the owner's mailing address is not available or not current. Such Hazard Abatement Notice also will be sent by mail to the property owner of such parcel as his or her name appears on the last equalized assessment roll and to the address shown on such assessment roll.
- (4) Notices which are posted, shall be conspicuously posted in front of the property, or if the property has no frontage upon a road or street, then upon a portion of the property nearest to a road or a street most likely to give actual notice to the owner. Notices shall be posted not more than 100 feet in distance apart upon property with more than 200 feet of frontage, and at least one notice shall be posted on each parcel with 200 or less feet of frontage.

C. The contents of the Hazard Abatement Notice shall include the following:

- (1) A description of the property by reference to the assessor's parcel number as used in the records of the county assessor, and by reference to the common name of a street or road upon which the property abuts, if the property abuts upon a road or street;
- (2) A statement that there are hazardous vegetation and rubbish upon the property; 30 days after 2nd inspection
- (3) A request that such hazardous vegetation and rubbish be abated by ~~June 1~~, which shall not be less than 15 calendar days following the mailing or posting of the notice;
- (4) A statement that if such hazardous vegetation and rubbish are not abated by the property owner by ~~June 1~~, that such materials may be removed under authority of the District, and the costs of such abatement may be made a legal charge against the owner or owners of the property, a lien imposed on and recorded against the property in the amount of such costs, and such costs referred to the County Tax Collector for collection together with property taxes on such property pursuant to the provisions of Health and Safety Code Sections 14875 through 14931, and Government Code Sections 25845 and 61115; 30 days after second inspection
- (5) A statement referencing the right of the property owner to appeal the issuance of the Hazard Abatement Notice pursuant to Section 10 hereof and;
- (6) With respect to notices which are posted, a title which reads "Notice to Remove Hazardous Vegetation and Rubbish" the letters of the foregoing title to be not less than one inch in height.

Section 10: APPEALS

Process: Any person, who is adversely affected by the Hazard Abatement Notice specified in

Section 9, may appeal such Hazard Abatement Notice to the Board of Directors within fifteen (15) calendar days of the postmark on the Hazard Abatement Notice by filing a written appeal with the enforcement official. Timely appeal shall stay any further action for abatement until the date set for hearing, unless the hazardous vegetation and rubbish at issue presents an imminent fire hazard within 100 feet of any structure. The enforcement official shall set the matter for hearing before the Board of Directors. The enforcement official shall notify the Appellant by certified mail of the date and time set for such hearing, at least fifteen (15) days prior to said date. If the Appellant resides outside the District, such Notice of Hearing shall be mailed to the Appellant at least twenty (20) days prior to the date set for the hearing. The Appellant shall have the right to appear in person or by agent, designated in writing, at the hearing, and present oral, written, and/or photographic evidence. The Board of Directors shall issue its order denying or granting the appeal, which shall be in writing and be issued within fifteen (15) days of the date of the hearing. The decision of the Board of Directors shall be final.

Section 11: SEASONAL DESIGNATION

In the case of a parcel containing a fire hazard where it has been necessary for the District to abate the nuisance in two (2) consecutive years, and the fire hazard is seasonal or recurring, it shall be the decision of the Board of Directors to declare the lot a seasonal public nuisance and the fire hazards may be abated thereafter without the necessity of further hearing.

Section 12: REMOVAL OF HAZARDOUS VEGETATION AND RUBBISH

30 days after the second inspection

If, by ~~June 1~~ of any year as specified in the original Hazard Abatement Notice, or as extended in cases of appeal, or as specified by the Board of Directors, compliance with this Ordinance has not been accomplished, the enforcement official or his designee may order that hazardous vegetation and rubbish, located on the property be removed by public officers and/or employees of the District, or may cause such removal to be carried out by a private contractor selected by the District.

Section 13: COLLECTION OF ABATEMENT COSTS

- A. When proceedings under this chapter result in the abatement of hazardous vegetation and rubbish from property by the District or its agents or contractors due to the refusal of a property owner to comply with this Ordinance, all costs incurred by the District in performing such abatement may be assessed against the property. Such costs shall include the costs of labor, materials and equipment furnished by the District in abating such hazardous vegetation and rubbish; the costs incurred by the District for payments to an independent contractor to abate such hazardous vegetation and rubbish from the property; all administrative costs incurred by the District in abating such hazardous vegetation and rubbish, including actual costs of investigation, property inspection, boundary determination, measurement, clerical costs, related attorney's fees, and administrative overhead costs for supervision, insurance, costs of publication, mailing and posting of notices, preparation of contracts with independent contractors to perform the abatement work, review of bids by contractors, administration of contracts for abatement activities, and other budgeted overhead items.
- B. If hazardous vegetation and rubbish are ultimately abated by the property owner,

subsequent to the deadline for abatement specified in any Hazard Abatement Notice issued by the District, the District shall be entitled under this Ordinance to assess against the property all such costs incurred securing such compliance with this Ordinance by the property owner up to and including the final date of compliance.

- C. The enforcement official shall keep an account of such administrative and costs of abatement and shall submit to the District Board of Directors for confirmation an itemized written report showing such unpaid costs and their proposed assessment to the respective properties subject to the Hazard Abatement Notice. The report shall be filed with the General Manager not less than 15 calendar days in advance of the confirmation hearing required below. 30-60 following the 2nd inspection
- D. Upon receipt of the report, a public hearing shall be scheduled in ~~June~~ to receive any protests and to confirm the cost report. A statement of the proposed costs and notice of the time, date and place of the hearing, together with reference to the report on file with the clerk, shall be mailed to the owner or owners of each parcel of property proposed to be assessed as shown on the last equalized assessment roll available on the date of mailing of the notice shall be mailed not less than 15 calendar days in advance of the hearing.
- C. Notice of the time, date and place of the public hearing by the Board shall be published once in a newspaper of general circulation published within the District. The notice shall show the name or names of the owner, the assessor's parcel number, the street address of the property if the property has an address and the address is known to the enforcement official, the name of the street or road upon which such property abuts, the amount of the proposed assessment and reference to the report on file with the enforcement official. Such publication shall be made not less than 15 calendar days in advance of the hearing.
- D. At the time fixed for receiving and considering the report, the District Board of Directors shall conduct a public hearing and shall receive and consider any objections from members of the general public or property owners liable to be assessed for the costs of abatement. The District Board of Directors may continue the hearing and delegate to the General Manager or his or her designee the responsibility of hearing individual protests and submitting a recommendation with respect thereto; provided, that the District Board of Directors provides an opportunity for individual consideration of each property upon which abatement activities have been conducted by the District upon receipt of a recommendation by the General Manager. The District Board of Directors may modify the report if it is deemed necessary. The District Board of Directors shall then confirm the report by motion or resolution.

Section 14: LEVYING OF ABATEMENT COSTS AGAINST PROPERTY

- A. The abatement costs incurred by the District may be levied against the parcel of land

subject to abatement activities by the District as a real property assessment in accordance with Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915-14919 and Government Code Section 25845. Any assessment imposed on real property pursuant to this Section may be collected at the same time and in the same manner as ordinary real property taxes are collected by the County of El Dorado and shall be subject to the same penalties and the same procedure and sale in case of delinquency as is provided for ordinary real property taxes. Notice of any assessment that is levied on real property pursuant to this Section shall be given to the property owner by certified mail from District and shall contain the information set forth in Health and Safety Code Division 12, Part 5, Chapter 4, Article 3 commencing with 14912 and 14915-14919 and Section 5845 of the Government Code. The District shall transmit the notice of such assessment levied on real property pursuant to this Section to the County Auditor-Controller of El Dorado County with instructions to collect the assessment on the real property tax rolls for the ensuing fiscal year. Such notice shall be transmitted to the County Auditor-Controller prior to August 10 in any fiscal year.

Section 15: VIOLATIONS

The owner or occupant of any parcel within the District who violates this Ordinance or permits a violation of this Ordinance upon any parcel owned, occupied or controlled by him/her, shall be guilty of a misdemeanor (H&S 13871). Violation of this Ordinance shall consist of the following:

- A Every person who fails or refuses to correct or eliminate a fire hazard after written order of a district board or its authorized representative, is guilty of a misdemeanor.

Section 16: PENALTY - MISDEMEANOR

- A Notwithstanding the provisions of any other section of this Ordinance, violation of any provisions of this chapter or failure to comply with any of the regulatory requirements of this chapter, is a misdemeanor.
- B. Every violation of this Chapter is punishable by imprisonment in the county jail, not exceeding six months, or by fine not exceeding one thousand dollars, or both.

Section 17: DELINQUENT FEES

The following shall apply to any delinquent fee due.

- A A penalty of ten percent (10%) shall be added to any delinquent fines on the last day of each month more than 15 days after the due date.
- B. In addition to penalties, delinquent fees will accrue interest of one percent (1%) per month, from the due date.

Section 18: SEVERABILITY

If any Ordinance, article, subsection or subdivision thereof, provision, sentence, clause or phrase of this code, or any application thereof, is for any reason held to be invalid by a court of

competent jurisdiction, such decision shall not affect the remaining provisions of this code, which can be given effect without the invalid portions and, therefore, such invalid portions are declared to be severable. The District hereby declares that it would have enacted this Ordinance and each of its articles, sections, subsections, or subdivisions thereof, provisions, sentences, clauses or phrases irrespective of the fact that one or more of them is declared invalid.

Section 19: EFFECTIVE DATE AND PUBLICATION


This Ordinance shall take effect thirty (30) days after its adoption. The Cameron Park Board Secretary is directed to publish this Ordinance as adopted in a newspaper of general circulation in the District. In lieu of publication of the full text of the Ordinance within fifteen (15) days after its passage, a summary of the Ordinance may be published at least five (5) days prior to and fifteen (15) days after adoption by the District Board and a certified copy shall be posted in the office of the District, and Cameron Park Fire Department Office, pursuant to Government Code Sections 25120 through 25132.

PASSED AND ADOPTED by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting on the 15th day of March, 2023 by the following vote of said Board:


AYES: 5

NOES: 0

ABSENT: 0



Director Sidney Bazett, Board President



Andre Pfchly, General Manager

Weed and Rubbish Abatement Ordinance 2024.01

Timeline

Date	Action
December 3, 2024	Present to Fire & Emergency Services Committee
December 18, 2024	Board report for proposed changes
January 15, 2025	First reading of ordinance at Board of Directors' meeting
January 17, 2025	<p>Email first public notice (public hearing) to the Mt. Democrat to post on Monday, January 20th – one day only: legals@mtdemocrat.net</p> <p>Also, post to District posting boards and on website (under “What’s New” with full pdf of draft ordinance) by or before March 6th.</p>
February 19, 2025	<p>Second reading of ordinance and adoption at Board of Directors' meeting with a poll vote</p>
February 21, 2025	<p>Email second public notice (summary final ordinance) to the Mt. Democrat to post on Monday, February 24th – one day only: legals@mtdemocrat.net</p> <p>Also, post to District posting boards and on website (under “What’s New” with full pdf of final ordinance) by or before February 24th – for at least a week.</p>