

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



**Parks & Recreation Committee**  
**Monday, February 11, 2019**  
**6:30 p.m.**

**Cameron Park Community Services District**  
**2502 Country Club Drive, Cameron Park**

**Agenda**

Members: Chair Director Holly Morrison (HM), Vice Chair Director Monique Scobey (MS)  
Alternate Director Ellie Wooten (EW)  
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,  
Parks Superintendent Mike Grassle

*(Holly Morrison is expected to be absent; Ellie Wooten, as the alternate, will attend in her absence.)*

**CALL TO ORDER**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF CONFORMED AGENDA**

**OPEN FORUM**

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

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

**DEPARTMENT MATTERS**

**PUBLIC COMMENT**

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

- 1. Presentation - Bass Lake Project** (El Dorado Hills Community Services District – Kevin Loewen, General Manager)

2. **Proposed, New T-Ball Field at Christa McAuliffe Park** (J. Ritzman; M. Grassle)
3. **Parks' Maintenance Standards, Drainage & Fuel Reduction** (M. Grassle, oral presentation with handouts)
4. **Responsible Fishing Signage – Final Draft** (M. Grassle, handout)
5. **Staff Written Reports & Oral Updates** (M. Grassle and T. Helm)
6. **Items for the March & Future Committee Agendas**
  - Swim Fees
  - Dog Survey Posting and Results
  - Construction Warranty
7. **Items to take to the Board of Directors**

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**

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



**Parks & Recreation Committee**  
**Monday, January 7, 2019**  
**6:30 p.m.**

**Cameron Park Community Services District**  
**2502 Country Club Drive, Cameron Park**

**Conformed Agenda**

Members: Director Monique Scobey (MS), Director Holly Morrison (HM)  
Alternate Director Ellie Wooten (EW)  
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,  
Parks Superintendent Mike Grassle

**CALL TO ORDER** - 6:44pm

**ROLL CALL** – MS/HM

- Nominate Committee Chair

*Chair Director Holly Morrison and Vice Chair Monique Scobey*

**APPROVAL OF AGENDA** – *Approved*

**APPROVAL OF CONFORMED AGENDA** – *Approved*

**OPEN FORUM**

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**DEPARTMENT MATTERS**

**PUBLIC COMMENT**

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

**1. Draft Survey Regarding Interest in Allowing Dogs on Leash at Cameron Park Lake (J. Ritzman)**

- *Discussed & finalized survey for distribution.*

**2. Summer Spectacular Sponsorship Plan; Proposed Board Resolution Commemorating the 20<sup>th</sup> Anniversary (J. Ritzman, handout)**

- *Discussed Sponsorship Plan and proposed Resolution; send Resolution to Board.*

**3. Staff Written Reports & Oral Updates (T. Helm and M. Grassle)**

**4. Items for February and Future Committee Agendas**

- *Final Responsible Fishing Signage*

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

- *Board Resolution Commemorating the 20<sup>th</sup> Anniversary of the Summer Spectacular*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

- *Monique suggested to add Facilities to Parks & Recreation Committee name – will address at a later date.*

**ADJOURNMENT – 8:07pm**



## Agenda Transmittal

**DATE:** February 11, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #2:** PROPOSAL FOR T-BALL FIELD AT CHRISTA MCAULIFFE PARK

**RECOMMENDED ACTION:** SUPPORT PROPOSAL

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**BUDGET ACCOUNT:** PARKS 4000, 5625 CAPITAL EXPENSE & 4115 PARK IMPACT FEE

**BUDGET IMPACT:** None; Preliminary Estimated Costs \$12,000

*Balance of District Park Impact Fees held at County = \$550,000*

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### BACKGROUND

Several years ago, the Cameron Park Community Services District partnered with Ponderosa Little League to construct a new T-Ball Field at Rasmussen Park. Both organizations invested heavily in staff and volunteer time, supplies and equipment, and in the end, the project was unsuccessful. The specific site proved too challenging with residential neighborhood close-by and poor drainage. The site was abandoned.

### DISCUSSION

Staff identified a new location at Christa McAuliffe Park, which was vetted with a landscape architect familiar with the District and the site; representatives from Ponderosa Little League; other Christa McAuliffe Park user groups; and County Planning Staff. All are supportive of the new proposed location. Staff is taking steps to have the proposed project supported by the District Parks and Recreation Committee and approved by Board of Directors. Funding has already been approved in the FY 2018-19 Mid-Year Budget.

### Proposed Project

The proposed project will construct a new T-Ball Field in the east end of the park, in an unused portion of the park (Attachment A). The proposed T-Ball field will not interfere

with existing sports groups who use the multi-use fields for soccer and rugby, and is compatible with the surrounding area. Adequate parking is available on the street and also with the school. Little League families are already in the area due to games taking place at Camerado School.

Staff's proposal is consistent with the County approved Special Use Permit SUP91-20 (Attachment B). The County previously approved the Skate Park under this Use Permit. Due to the proposal's consistency with the Special Use Permit and surrounding area, environmental permitting is not being required by County Planning staff.

### Project Costs

Staff identified initial costs of \$12,000, but costs may increase based upon the scale of improvements agreed upon with Little League. A skinned infield will increase costs considerably due to changes to the irrigation system. Fencing and other amenities from Rasmussen will be re-purposed at Christa McAuliffe to lower costs. Improvements may be phased so that Little League can begin using the field as soon as possible. All project costs, including landscape architect services, staff costs and contractor costs, will be recovered from the Park Impact Fees.

### Next Steps

Foothills Associates, landscape architects, are preparing the following documents to support staff's recommendation for consideration by the Board of Directors later this month:

- Map depicting the T-Ball Field location (see attached);
- Plans and specifications for improvements;
- Narrative describing the how the field will be used (programming), the fields compatibility with other uses in the park and in the area, and consistency with the Special Use Permit.

With the Board's approval, the documents will be forwarded to the County Planning staff for consideration. A hearing with the Planning Commission may be required.

### Attachments:

A – Map

B - Special Use Permit SUP91-20

PROJECT VICINITY MAP



PROJECT SITE

MAP NOT TO SCALE

PROJECT KEY MAP



MAP NOT TO SCALE



TEE BALL FIELD LAYOUT

SPECIAL USE PERMIT #sup 91-20

Application is hereby made to the Planning Commission and/or Zoning Administrator for a Special Use Permit for the property and use described below and accompanied by ten (10) copies of the site plan.

NAME OF APPLICANT: Cameron Park Community Service District

ADDRESS: 3200 Country Club Drive, Cameron Park Ca. 95682

TELEPHONE: 677-2231 or 677-1886

AGENT: Bill Sachse or Wayne V. Saylor

LOCATION: 3200 Country Club Drive, Cameron Park, Ca. 95682

ASSESSOR'S PARCEL NO(S). 108-010-10

PROPERTY AREA: 6.03 Acres/Sq. Ft. ZONING: RE-10

REQUESTED USE: Open space(green belt-general use field), Radio control (1/10scale) Race Track, Miscellaneous picnic areas, Path for walking and jogging.

SIGNATURE OF APPLICANT: Bill Sachse DATE 8 Apr 91

FEE: 1600.<sup>00</sup> RECEIPT # 16694 RECEIVED BY P&D DATE: 4-24

ACTION BY: EL DORADO COUNTY PLANNING COMMISSION

Larry D. Walrod  
Larry D. Walrod, Planning Director

Legal Notices Mailed: November 15, 1991

Public Hearing Held: December 19, 1991

Approved XX Disapproved \_\_\_\_\_

See Conditions/Reasons attached.

Approval does not constitute a Building Permit. Building Department may not issue a permit until 10 days following the date of approval.

S 91 20



S91-20 - 12/19/91

Findings

1. The request is consistent with the County General Plan and the El Dorado Hills/Salmon Falls Area Plan.
2. The requested use will not be detrimental to the public health, safety and welfare or injurious to the neighborhood.
3. The requested use is allowed by special use permit in the RE-10 Zone District pursuant to 17.70.100 (C) of the County Zoning Ordinance.

Conditions

1. The two transmission line easements that cross this development shall be kept free and clear of all structures.
3. Trees planted within PG&E easements shall be limited to a mature height of 15 feet and shall not be planted directly under the conductors.
4. Any use of PG&E easements shall be reviewed and approved by PG&E before proceeding with any improvements.
5. The applicant shall construct a six-foot-wide concrete sidewalk along the entire Merrychase Drive frontage.
6. The applicant shall submit a site grading and drainage plan to the Department of Transportation for review and approval.
7. The applicant shall install a six-foot-high chain link fence along the south boundary.
8. Any work done within the State Right-of-Way shall require an encroachment permit from Caltrans.
9. The applicant shall provide fencing, bollards or similar vehicular barriers along Merrychase Drive and along the parking area to prevent vehicular access to the lawn area.
10. The applicant shall provide a security gate at the entrance of the parking area to be locked at night.
11. There shall be no outside illumination implemented without further approval by the Planning Commission.
12. The location and construction of all improvements shall be in strict conformance with the submitted site plan and landscape plan, except that the two interior pedestrian connections to the sidewalk shall be eliminated, and at least two additional species of trees shall be identified in the planting plan.

13. This application will become null and void if the requested use is not implemented within one year of approval.
14. A crosswalk, per Caltrans standards, shall be implemented across Merry Chase Drive at the western entrance.
15. All work within the County right-of-way requires an encroachment permit from the County Department of Transportation.

Board of Supervisors Agenda Page 11 December 5, 2000

37. Supervisor Bradley submitting request of the Cameron Park Community Services District that the Board find the construction of a skate park at the Christa McAuliffe Park is consistent with the provisions of the Special Use Permit (S91-20).  
**RECOMMENDED ACTION:** Approve. *(approved on consent) (mm) 2/25/15*
38. Supervisors Bradley and Nielsen recommending the Logan (Victory Mine) Building be designated as office space for the Sheriff.  
**RECOMMENDED ACTION:** Approve and authorize Sheriff to begin moving his staff to said facility and authorize General Services to return to the Board with recommendations regarding the hiring of a consultant to facilitate space planning requirements.  
 Upon hearing the Sheriff's withdrawal of Agenda Item #53 the Board deleted same from the Agenda and authorized the following:  
 (1) Designation of the Logan Building as temporary office space for the Sheriff;  
 (2) Moving of Sheriff's staff to that facility;  
 (3) General Services to return to the Board with recommendations regarding the hiring of a consultant to facilitate space planning requirements;  
 (4) Review of existing Sheriff's facility to determine what remodeling needs to be done until a long-term solution is identified; and  
 (5) Impact on the Logan Building remodeling be kept to a minimum.  
 NBS Nu(n)H(n)
39. Supervisor Humphreys recommending reimbursement to the Sierra Economic Development District (SEDD) for postage and envelope costs, not to exceed \$1,000, for surveys to the communities of Georgetown, Camino, and Cool/Pilot Hill for the Department of Agriculture-U.S. Forest Service Community Action Plan Grant.  
**RECOMMENDED ACTION:** Approve reimbursement of expenditure of promotional budget funds.
40. Supervisor Humphreys recommending Director of Transportation be authorized to participate in Class V of the Fellows program for the Mountain Valley Chapter of the American Leadership Forum.  
**RECOMMENDED ACTION:** Approve the expenditure of up to \$5,000 in training funds from the Department of Transportation budget for the tuition.  
 NHBS Nu(n)

Date: November 27, 2000  
To: Linda Montgomery  
From: Peter N. Maurer, Principal Planner *PNM*  
Subject: Skate Board Park

Below is draft language for a goldenrod, should Sam want to put this on the Board's agenda as a consent item. Feel free to edit it as you see fit.

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Supervisor Bradley submitting request of the Cameron Park CSD that the Board of Supervisors find that the construction of a skate board park is consistent with the provisions of S91-20, Christa McAuliffe Park. (APN 108-010-10)

RECOMMENDATION: Find Consistency with S91-20.

DISCUSSION: Special use permit S91-20 was approved on December 19, 1991 by the Planning Commission, authorizing the development of recreational facilities on a six-acre parcel, located on the south side of Merry Chase Drive, across from Blue Oak School. The use permit was approved subject to 15 conditions, one of which required conformance with the submitted site plan. The plan and project description described the uses as open space, general use field, radio control race track, picnic areas and walking paths. With the exception of the race track, all of the improvements have been constructed.

The Cameron Park CSD has been trying to provide space for a skate board park, which has been identified as a need in the community for our youth. The CSD requests that the Board find that this use is consistent with the intent and approval of Christa McAuliffe Park. The skate board facility is essentially replacing the radio control race track, and the uses are similar in nature. Furthermore, there would be no changes in impact, either through noise or traffic, or other issues identified in the special use permit and the environmental review process.

# Cameron Park Community Services District

94 AUG 18 PM 3:13

RECEIVED  
PLANNING DEPARTMENT

August 11, 1994

Doug Zanini  
El Dorado County Planning Department  
2850 Fair Lane  
Placerville, CA 95667

Dear Doug,

As per our conversation on August 10, 1994 we will place one additional passage gate along Merrychase Drive. We feel it is necessary to allow those park visitors parking along the street, to gain access without walking approximately 400 feet to the west gate near the parking lot.

Thank you for your cooperation in this matter.

Sincerely,



Larry McBride  
Parks and Recreation Coordinator



EL DORADO COUNTY  
PLANNING DEPARTMENT

Attachment 2B

2850 Fairlane Court  
Placerville, CA 95667

<http://co.el-dorado.ca.us/planning>

Phone: (530) 621-5355  
Fax: (530) 642-0508

April 29, 1999

Heidi Weiland  
Administrative Assistant  
Cameron Park Community Services District  
3200 Country Club Drive  
Cameron Park, CA 95682

RE: SUP91-21/Building Permit 118020

Dear Heidi:

After receipt of your request for a finding of consistency for the proposed rest room, I reviewed both the special use permit and the proposed building plans with Conrad and Peter. Both agreed that the project is minor and typically an expected accessory use in a public park. Further, the approved plans had indicated provision for temporary toilets and the proposed project is certainly an improvement over the temporary facilities.

Your proposed plans note that the restroom will be located at least 30 feet from the front property line and approximately 75 feet from the church site to the west. Additionally, I understand the building will not be located within the drip line of the large oaks, and sidewalks will be placed in a location so as to not impact the oaks. As long as these conditions apply, the Planning Department can find that this building permit is consistent with the design and intent of SUP91-21, and will approve the building permit.

Sincerely,

  
Robert Britzman  
Acting Principal Planner

cc: Supervisor Bradley

Fayed 4/29/99

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** February 11, 2019

**FROM:** Michael Grassle, Parks and Facilities Superintendent

**AGENDA ITEM #5:** Parks & Facilities Department Report

**RECOMMENDED ACTION:** RECEIVE AND FILE

### **General Information**

Staff worked hard on putting together a detailed plan to address weed abatement on the District's open space lots. With the help of El Dorado Weed Control and Cal Fire (Growlersburg), the district has a detailed plan in place for 2019. Staff spent a lot of time cleaning up after the storms we had in early and mid-January. The District experienced washed out pathways, clogged drains, and down trees.

### **Cameron Park Lake**

- Staff replaced the interior lights at both of the restrooms with integrated LED lights.
- Staff applied pre and post emergent herbicides to help control vegetation throughout the park.
- The Lagoon has been drained and is being prepped for the upcoming swimming season.
- District employee Jose Cortes, along with other District staff, repaired the concrete wall along the bridge. The slate rock has been falling off of the wall for the past several months. Jose and staff installed new slate rock and reinforced the existing rocks.
- Staff removed a large oak tree that fell during the most recent storm.
- Crusader Fence is repairing the damaged Pickleball fence. The fence is under warranty.

## **Parks, Fields, and LLADs**

- The districts parks and LLAD'S are busy as usual. Staff is currently applying pre and post emergent to the landscaped areas in order to try and eliminate unwanted vegetation.
- Staff removed down trees at Hacienda Park. Trees fell during the most recent set of storms.
- Mike Merritt, Greg Dalbeck, and District staff repaired the existing street lights at the Cambridge Oaks LLAD. Staff also converted the old lights to new LED lights.

## **Community Center**

- Ramon Soto accepted the full time maintenance worker position at the Community Center. Ramon was employed previously by the district as a part-time employee, and has a background in facilities maintenance and repairs.
- The new pool grating has been order and is set to arrive in mid-March.
- National Aquatics Service is schedule to repair the damaged auto fill valve for the swimming pool.
- The District monthly Board of Director's meetings are now streaming on YouTube. Staff is going to try and clean up the audio for future meetings.
- Sierra Striping painted 4 new parking stalls behind the Social Room. These stalls are designed for people with mobility impairments. They will still be used as a loading zone as well.

## **Cal Fire**

- The Parks Superintendent met with the Fire Marshal regarding Weed Abatement in 2019.
- Growlersburg removed a large cottonwood tree that felt on the west side of the Lake. The tree fell during the most recent storm.





## **Agenda Transmittal**

**DATE:** February 11, 2019

**FROM:** Tina Helm, Recreation Supervisor  
Alyssa Kimball, Recreation Coordinator

**AGENDA ITEM #5:** Recreation Department Report

**RECOMMENDED ACTION:** **RECEIVE AND FILE**

- Staff is continuing to work with Seth Warren from Rec Trac (Vermont Systems) on the transition of the upgraded registration system. The system is live and accessible to the public. Training on some of the applications still needs to occur.
- The January 19<sup>th</sup> concert featured the band "On Air". "On Air", Sacramento's premier classic rock horn band, has been entertaining audiences throughout Northern California for nearly 30 years. They have been nominated and won the A-List as Sacramento's #1 Premier Classic Rock Band for the last 2 years. Approximately 110 people attended the event and had a great time. (see activity report – Attachment A)
- Staff continues to meet with the Senior Leadership Council. At the meeting in January, items discussed included: Celebrating Older American's Day in May, Sing & Dance Party in the fall, and guest speakers.
- Staff attended the USA Softball Meeting in Folsom. Rule Books, scorebooks and other USA Softball related material were distributed at this meeting.
- Staff attended the Lunch n' Learn Series in Rancho Cordova. Topics included job posting, advertising successes, budget impact challenges for increased minimum wage, interview techniques to increase productivity and draw out candidates' strengths, and staff retention ideas and strategies.

- A Design Challenge and Request for Proposal has been issued for the Summer Activity Guide Edition, to provide a new look.
- Youth Basketball program is mid-way. There are 24 teams with approximately 250 children participating. Pictures are scheduled for Saturday, February 9<sup>th</sup>.
- Upcoming events include: It's A Wedding Affair on February 24<sup>th</sup>, Community Clean-up Day and Yard Sale on April 6<sup>th</sup>, Community Services Showcase on April 10<sup>th</sup>, and the Annual Easter Egg Hunt on April 20<sup>th</sup>.

Attachment A: "On Air" Concert Activity Report

Cameron Park Community Services District

ACTIVITY REPORT
"ON AIR" CONCERT

EVENT: "On Air" Concert DATE: Saturday, January 19, 2018
LOCATION: Cameron Park Community Center TIME: 6:00pm - 9:30pm
ESTIMATED ATTENDANCE: approx. 110
SUBMITTED BY: Tina Helm - Recreation Supervisor

Table with 2 columns: Description and Amount. Total REVENUES: \$ 1,981.00. Items include Adv. Ticket Sales, Flash Sale, Online Ticket Sales, Day of Ticket Sales, and Food Sales.

EXPENDITURES: \$1,912.65

Table with 2 columns: Description and Amount. Categories include Contract, Marketing, Supplies, and Staff. Total EXPENDITURES: \$1,912.65.

REVENUE: \$ 68.35

VOLUNTEERS:
1 volunteer at the door = 2 hours
Cameron Park Community Foundation - Drink/Snack sales
2 volunteers = 3.5 hours each = 7 hours

### **PROGRAM DESCRIPTION:**

The Cameron Park Community Services District Concert Series is a series put on by the District for community members to attend local shows hosted by the CSD for an inexpensive cost. For this show – “On Air, Classic Rock Power Horns” performed. “On Air”, Sacramento’s premier classic rock horn band, has been entertaining audiences throughout Northern California for nearly 30 years. This band played at the CSD in 2016 – since then they have been nominated and won the A-List as Sacramento’s #1 Premier Classic Rock Band for the last 2 years.

### **SUPPLIES AND RESOURCES:**

PSAs, flyers and posters were sent to the Mountain Democrat, Around Here Magazine, Cameron Park Life, Windfall, and The Clipper. Flyers were put up at local businesses. There were announcement boosts added to the CSD Facebook page and Twitter account, and a flash sale was pushed out through the CSD email newsletter. The event was posted on the local Chamber of Commerce event calendars. Banners were placed in the community.

### **EVALUATION:**

The concert ran smoothly and went over very well with those in attendance. The performers were very easy and pleasant to work with and handled all set-up and takedown of band and sound equipment. The band played a good selection of music that was enjoyed by the crowd. The group was high energy and very entertaining for the whole show. The turnout for this concert was good.

The set up for the event was: two aisles with rows of chairs, and towards the back of the hall on the left side were 3 round tables and chairs for people to sit with beverages/food. There was space behind the chairs on the right for a dance area.

Tickets were sold throughout the community at the Cameron Park CSD Office, Bel-Air, the Shingle Springs Cameron Park Chamber office, and online at [www.showclix.com](http://www.showclix.com). Customers who purchased tickets commented on seeing the information in the Cameron Park Life, The Clipper, Windfall, Mountain Democrat, banners, Activity guide, and the CSD email Newsletter.

## **Attachment 5A**

During the show, snack plates with assorted cheese, crackers, fruit, and cookies were sold for \$3 each, and candy/sodas were also sold for \$1. The Cameron Park Community Foundation sold wine and beer at the event.

### **Suggestions for next year:**

- Continue to look for acts that fit in with the dynamics of the local community.



# Cameron Park Concert Series presents



Saturday, January 19, 2019 at the  
Cameron Park Community Center; 2502 Country Club Dr.



Sacramento's premier classic rock horn band was judged the 2018 winner in the Best Local Band category of the Sacramento A-List. They perform the best of '70s and '80s. On Air is family-friendly and a true crowd pleaser.



Advance tickets are \$18 each, 2 for \$34. Or buy tickets at the door for \$20 each. Doors open at 6pm, music starts at 7pm. Snack & Beverages will be sold! Tickets are available at CSD Office, Cameron Park Bel Air, Shingle Springs/Cameron Park Chamber of Commerce and online at [www.showclix.com](http://www.showclix.com). For more information call (530) 677-2231.