

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



Parks & Recreation Committee
Monday, July 19, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/83913413233>

Meeting ID: 839 1341 3233

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

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

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

CALL TO ORDER

ROLL CALL

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

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

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

DEPARTMENT MATTERS

- 1. Proposition 68 Per Capital Projects and Funding Status (J. Ritzman, M. Grassle)**
- 2. Staff Oral & Written Updates**

- a. Parks & Facilities Report (oral report, M. Grassle)
- b. Recreation Report (K. Vickers)
- c. Report Back - Ordinance 2001-02, Section 5.X regarding Smoking in Parks (J. Ritzman, oral)

3. Items for August & Future Committee Agendas

4. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT



Teleconference/Electronic Meeting Protocols

Cameron Park Community Services District

(Effective April 2, 2020)

WHEREAS, on March 4, 2020, Governor Newsom proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, March 17, 2020, Governor Newsom issued Executive Order N-29-20 suspending parts of the Brown Act that required in-person attendance of Board members and citizens at public meetings; and

WHEREAS, on March 19, 2020, Governor Newsom issued Executive Order N-33-20 directing most individuals to shelter at home or at their place of residence.

NOW, THEREFORE, the Cameron Park Community Services District will implement the following protocols for its Board and committee meetings.

The guidance below provides useful information for accessing Cameron Park Community Services District (“District”) meetings remotely and establishing protocols for productive meetings.

BOARD AND COMMITTEE MEMBERS:

- **Attendance.** Board and Committee Members should attend District meetings remotely from their homes, offices, or an alternative off-site location. As per the Governor’s updated Executive Order N-29-20, there is no longer a requirement to post agendas at or identify the address of these locations.
- **Agendas.** Agenda packages will be made available on the District’s website. They will also be sent by email to all Board and Committee Members. Note that under the circumstances, District staff may not be able to send paper packets.
- **Board and Committee Member Participation.** Meeting Chair(s) will recognize individual Board and Committee Members and unmute their device so that comments may be heard or will read comments if they are provided in writing only.

PUBLIC PARTICIPATION:

- **Attendance.** The District’s office will remain closed to the public until further notice. Members of the public will be able to hear and/or see public meetings via phone, computer, or smart device. Information about how to observe the meeting is listed on the agenda of each meeting.
- **Agendas.** Agendas will be made available on the District’s website and to any members of the public who have a standing request, as provided for in the Brown Act.
- **Public Participation.** The public can observe and participate in a meeting as follows:
 - **How to Observe the Meeting:**
 - **Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833 or (346) 248 7799. Enter the Meeting ID# listed at the top of the applicable Board or Committee agenda followed by the pound (#) key. More phone numbers can be found on Zoom’s website at <https://us04web.zoom.us/j/91111111111> if the line is busy.
 - **Computer:** Watch the live streaming of the meeting from a computer by navigating to the link listed at the top of the applicable Board or Committee agenda using a computer with internet access that meets Zoom’s system requirements (<https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
 - **Mobile:** Log in through the Zoom mobile app on a smartphone and enter the Meeting ID# listed at the top of the applicable Board or Committee agenda.
 - **How to Submit Public Comments:**
 - **Before the Meeting:** Please email your comments to admin@cameronpark.org, with “Public Comment” in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (not to exceed 3 minutes at staff’s cadence), prominently write “Read Aloud at Meeting” at the top of the email. Emails running longer than the time limit will not be finished. All comments received at least 2 hours prior to the meeting on the day the meeting will be held, will be included as an agenda supplement on the District’s website

under the relevant meeting date, and provided to the Directors/Committee Members at the meeting. Comments received after that time will be treated as contemporaneous comments.

- **Contemporaneous Comments:** During the meeting, the Board President/Committee Chair or designee will announce the opportunity to make public comments. If you would like to make a comment during this time, you may do so by clicking the “raise hand” button. You will be addressed and un-muted when it is your turn to speak (not to exceed the 3 minute public comment time limit).

FOR ALL PARTICIPANTS:

- **Get Connected:** Please download Zoom application for your device and familiarize yourself with how to utilize this tool. There is no cost for using the application.
- **Ensure Quiet.** All audience members will be muted during the meeting until they are addressed by the Board/Committee as their time to speak. Please make every effort to find a location with limited ambient noise. Please turn off the ringer on your phone and other notification sounds on your devices to reduce interruptions.

We anticipate that this process of moving to remote meetings will likely include some challenges. Please bear with us as we navigate this process.

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



Parks & Recreation Committee
Monday, June 7, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/81606602352>

Meeting ID: 816 0660 2352

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

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

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

CALL TO ORDER 6:36PM

ROLL CALL –Present: FC/SB

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APPROVAL OF AGENDA APPROVED

APPROVAL OF CONFORMED AGENDA APPROVED

OPEN FORUM

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

DEPARTMENT MATTERS

- 1. Rasmussen Park Improvements – Categorical Exemption (J. Ritzman)**

Forward to the Board of Directors for approval. When making improvements at park, remember to consider netting to protect people and things from baseballs. Considering parking in the Passive Recreation Area.

2. Private Business Operations at District Parks/Review Ordinance 2001.08.08 (J. Ritzman)

Staff discussed how an Ordinance provides framework for staff to address issues such as business operating in the park system. Staff will follow up with Tennis Pro to rent court for certain hours.

3. Meeting Locations (Discussion all)

Meeting locations in parks to be included when annual Board Meeting calendar is approved in December.

4. Staff Oral & Written Updates

- a. Parks & Facilities Report (M. Grassle)
- b. Protecting Wildlife at Cameron Park Lake (M. Grassle)
- c. Recreation Report (K. Vickers)

Staff spoke briefly regarding status of discussion with Little League and the 20% grant match needed for field improvements.

5. Items for July & Future Committee Agendas

- Sign program and funding ideas
- Ordinance 2001.08.08 for consideration for future Committee Work Plans 2022,2023
- Meeting locations in park to be set for 2022 calendar year, or when public meetings resume in person

6. Items to take to the Board of Directors

- CALA Amendment to the Agreement (from May Committee Meeting)
- Rasmussen Park Categorical Exemption

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT 8:36PM

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

Jill Ritzman
Board Secretary

Director Felicity Carlson, Chair
Parks & Recreation Committee



Agenda Transmittal

DATE: July 19, 2021

FROM: Jill Ritzman, General Manager
Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #1: PROPOSITION 68 PER CAPITA PROJECTS & FUNDING STATUS

RECOMMENDED ACTION: Review and Discuss

Introduction

Staff is making progress on spending the Proposition 68 Per Capita allocation for park improvements. This report will provide a status report regarding projects and an estimated balance of funds remaining. Staff would also like to review and discuss prior Parks and Recreation Committee project recommendations (Attachment 1A).

Discussion

The District is moving ahead with the sports fields' renovation project, identified as the first priority for Proposition 68 funds.

Projects underway include -

Christa McAuliffe Athletic Field Renovation Project

Project completed. Contribution received from Prospector Soccer. Annual Maintenance Agreement to sustain the fields' condition under discussion with soccer and rugby.

Actual project costs are outlined in the below chart. These costs are slightly higher than expected, and supplemental funding from the Facilities & Parks Reserve will be needed.

Prop 68 – application	\$49,780
Prospector Soccer donation	\$9,147
District funds	\$3,298
Project Costs – Actual	\$62,225

Rasmussen Park Improvement Projects

CEQA document for Rasmussen Park, all improvements outlined in the Park Improvement Plan, was approved by the Board in June 2021; document cost \$8,920.

Expected project costs are \$47,184 for the sports fields' renovation and drainage. Ponderosa Little League 20% match not secured to date.

David West Park Improvements

CEQA document for David West Park, all improvements outlined in the Park Improvement Plan, is under development; document cost \$6,888. Expected project costs for the sports field renovation is \$11,776. A BMX bike group expressed interest in cooperating with the District on a BMX course. The property next to David West Park, which is assigned to El Dorado County Fire District, is included in the CEQA review for overflow parking. County Fire is agreeable for the property to be used for overflow parking, but not a soccer field.

Funding Status

The Prop 68 Per Capita Allocation is \$177, 952. After sports fields' projects and CEQA documents are completed, staff estimates that there will be approximately \$50,000 remaining of the Prop 68 Per Capita funds. Additional undesignated funding includes Quimby fees totaling \$10,000.

In November 2020, staff solicited feedback from the community and Park & Recreation Committee about additional projects for Prop 68 Per Capita funds (Attachment 1A). Refurbishing the park restrooms and replacing Cameron Park Lake's playground were identified as priority projects after the sports fields. Since that time, park signs and shade at the pool have been discussed.

Splash & Spray Playground at Cameron Park Lake

For the Splash & Spray Playground at Cameron Park Lake, 75% completed plans and specifications are expected from CALA later this summer. Project costs outlined in the 35% plans and specifications has increased over initial estimates. The Board of Directors will be making a go/no go decision about the project in the early fall. The District will know later this summer if the Prop 68 State Park Program grant totaling \$1.7 million for Cameron Park Lake improvements was awarded to the District.

Conclusion

Staff is pleased with the results of the Christa McAuliffe sports field renovation, and looking forward to implementing additional improvement projects. The purpose of this report is to provide a status report to the Committee and to discuss any adjustments in projects or priorities.

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: November 2, 2020

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #3: **CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL PROTECTION, AND OUTDOOR ACCESS FOR ALL ACT OF 2018 (PROP 68) PER CAPITA**

RECOMMENDED ACTION: **PROVIDE INPUT FOR PROJECT PRIORITIES AND DIRECT STAFF TO UTILIZE PROP 68 FUNDS**

Introduction

The District currently has \$177,000 in Proposition 68 Per Capita fees to repair and or retrofit existing park and facility amenities. Prop 68 requires a match of 20%. The Committee previously discussed utilizing a portion of the money to repair and upgrade our existing sports fields. The District recently released a Request for Proposal (RFP) to perform the repair work on all of the sports fields. Responses to the RFP are included in Attachment 3A. Below are the projects recommended by staff to utilize the Prop 68 funds for your consideration.

Projects listed below total \$246,103 in Per Capita Funds, exceeding the allocation to the District. Your feedback regarding project priorities is requested.

Prop 68 Project Ideas

- *Repair and retrofit current sports fields: Christa McAuliffe, David West, and Rasmussen Park. The District will be looking to our frequent user groups to provide the District with the 20% matching funds (does not include drainage work at Rasmussen Park).*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$119,438	\$18,630	\$100,808	<ul style="list-style-type: none"> • Regular field user groups • Park reserves

			<ul style="list-style-type: none"> • Increase fees to cover the 20% over several years.
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- *Replace fountains at both inlets at Cameron Park Lake.*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$2,400	\$480	\$1,920	<ul style="list-style-type: none"> • Cameron Park Rotary • Cameron Park Community Foundation • Lake resident HOAs • District's operating budget

- *Refurbish restrooms at Christa McAuliffe, Rasmussen Park and Cameron Park Lake. Work would include installing new toilets, sinks, dispensers, mirrors, lights and possibly partitions. The metal roof at Rasmussen Park needs some repair work as well.*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$22,000	\$4,400	\$17,600	<ul style="list-style-type: none"> • Park Reserves • Quimby Fees

- *Repaint iron fence surrounding the pool at the Community Center*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$5,000	\$1,000	\$4,000	<ul style="list-style-type: none"> • Community Center Reserves • Quimby Fees

- *Replace existing playground at Cameron Park Lake*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$40,000-60,000	\$8,000-12,000	\$32,000-48,000	<ul style="list-style-type: none"> • Cameron Park Rotary • Matching grant • Manufacturer savings/incentives • Park reserves • Cameron Park Community Foundation

- *Repair and replace existing exterior lights at Cameron Park Lake*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$12,000	\$2,400	\$9,600	<ul style="list-style-type: none"> • Park reserves • Project will pay for itself in 7-8 years

- *Repaint main office, hallway, social room, and dance room at the Community Center*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$5,000	\$1,000	\$4,000	<ul style="list-style-type: none"> • Community Center reserves

- *Replace exterior fence surrounding the maintenance shop at Cameron Park Lake*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$18,000	\$3,600	\$14,400	<ul style="list-style-type: none"> • Quimby fees

- *Add 280 yards of mulch under playground equipment*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$11,200	\$1,920	\$9,280	<ul style="list-style-type: none"> • Park & LLAD reserves • Quimby fees

- *Add additional storage sheds for the District and user groups at the pool; move existing maintenance shed in pool area; look at converting some lawn to cement to store sheds on.*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$16,000	\$3,200	\$12,800	<ul style="list-style-type: none"> • Pool user groups

- *Install vinyl material to help eliminate excess sound that negatively impacts residents who back up to pickleball courts at Cameron Park Lake.*

Estimated Project Cost	20% Funding Match Per Capita Funds	Potential Match Funding Source	Estimated Project Cost
\$29,625	\$5,930	\$23,695	<ul style="list-style-type: none"> • Affected residents • Park reserves • Pickleball users

Recommendations

- Take the RFP to perform work on all District sports fields to the Board of Directors with the contingency that the District has secured a 20% match from user groups.
- Provide feedback and prioritize the above projects.

Attachment:

3A – Sports Fields RFP Response



Agenda Transmittal

DATE: July 15, 2021

FROM: Kimberly Vickers, Recreation Supervisor

AGENDA ITEM #4B: RECREATION DEPARTMENT REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

June was a busy month in the Recreation department. We successfully launched summer programs, completed hiring and onboarding of staff, and completed several trainings to ensure our programs would be their best.

The effort to increase programming was challenged by the lack of summer staffing. The District has fewer and younger applicants, and applicants that have less availability. Returning and new staff have additional commitments and families are planning long vacations that remove staff from the schedule. The District continues recruitment efforts, with the hope and intent to maintain full service levels in aquatics throughout the year, and add additional youth camp opportunities during school breaks. This trend in hiring and staffing is being experienced in the region at other agencies. While there was a delay in opening the Cameron Park Lake kiosk and also starting swim lessons, we are seeing positive trends in participation. Staff retention from this summer to next is a high priority.

The Recreation Department also created our planned roll-out for programs as we near the end of summer, and readying for the completion of the solar project. Please see attached.

Recreation Programming:

Below is a quick summary on everything that has been happening on the Rec Programming side of the department:

- *Aquatics:*
 - Continue Private Swim Lessons based on requests from previous participants

- Sierra Sharks swim team continues their season which will end July 24th
- AquaSol swim team continues to be in the pool six days a week
- We have continued lap swim, and are seeing consistent interest into the summer months. In addition to dedicated lap swim times, during Recreation Swim, a lane is informally dedicated for adults who would like to swim laps.
- We began daily Recreation Swim with good participation.
- Our newest lifeguards completed our pilot program- Lifeguard Academy which included swim lesson training.
- Summer camp staff continue on-going weekly staff trainings.
- We underwent and passed our slide inspection after a year of non-operation due to COVID.
- *Virtual Rec:*
 - Our Virtual Rec staff continues updating the website weekly with new spotlights on activities and family things to do.
- *Sports:*
 - AllNet Basketball continues to utilize the gym in the evenings.
 - Little League has been using the Christa T-ball field, Rasmussen fields, and Dave West field 7 days a week.
 - Skyhawks sports had their first sports camps of the summer at Rasmussen.
- *Summer Camp*
 - We have had continuous participation in camp and people are eager to join when a spot becomes available.
 - We highlight camp weekly via social media.
- *Events*
 - We had a summer kick-off event at the pool to launch our recreation swims.
- *Upcoming*
 - We are creating a new special event- CP Family Festival to be held Friday, August 13, 2021 at 6:00pm.
 - We continue to watch COVID guidelines and will continue to seek opportunities to utilize our parks, pool, and open spaces for events and gatherings while implementing our roll-out plan.

Annual Passes:

We have seen residents taking advantage of our online purchase option. We continue to see annual pass sales which is an increase from previous years.

Communications:

We have seen more engagement on social media, and our website as a result, and families are finding programs and information from it as well. We continue to engage with the community via Facebook, Instagram, and NextDoor apps.

Recreation Roll-out plan

The below roll-out plan was developed based on previously identified improvement areas in the department, current community feedback, and the anticipated completion of major projects and the re-opening of the community center facilities. The District's *2021-2026 Strategic Plan* and the Recreation Department's *Program Strategies & Priorities*. This plan may change based on new or changing COVID guidelines, staffing, and on-going assessment of programs and services. It will be updated to reflect a continuous 6 month plan as we move forward. The twice annual mailer will be use to highlight the District's activities.

1. Social Media

- a. Increase engagement on Instagram and Facebook. Doing this will increase program and event participation.
- b. Weekly Post Schedule:
 - i. Monday: Community Center Updates and Senior Programming
 - ii. Tuesday: Special Events and Aquatics.
 - iii. Wednesday: Park Updates and General Information to spread to Community.
 - iv. Thursday: Summer Camp Highlights and other classes/programs specific to youth. Also promote special events when no youth programming.
 - v. Friday: Photo Feature of Cameron Park/Photo Friday.

2. Gym

- a. All Net (continuing)
- b. Futsal (End of July)
- c. Open Gym (End of July)
- d. Youth Basketball (November)

3. Senior Programming

- a. Gather ideas for additional activities for seniors with meetings and a survey.
- b. Congregate meals starting on September 7th and for 5 days a week.
- c. Senior Event
 - i. Concert in September with Beatles Cover Band
- d. Senior Classes
 - i. AARP?

- ii. Tai Chi?
- iii. Legal Counseling?
- iv. Technology Help?

4. Community Events

- a. CP Family Festival
 - i. August 13th, 2021
 - ii. Raising money for Recreation Program Scholarship Fund
- b. Halloween/Fall Festival
 - i. Mid-October
- c. Craft Fair
 - i. November
- d. Tree Light
 - i. Early December
- e. Santa Swim
 - i. December
- f. Symphony
 - i. December

5. Contract Classes

- a. What classes had great attendance before?
- b. Quality over Quantity

6. Ongoing

- a. Aquatics
 - i. Lap swim
 - ii. Aquasol
 - iii. Fitness classes (weather and staff permitting)
 - iv. Recreation Swim (weather and staff permitting)
- b. Camp Planning
 - i. Short Thanksgiving camp?
 - ii. Winter break camp