

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



Parks & Recreation Committee
Monday, March 1, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/88934261800>
Meeting ID: 889 3426 1800

(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 Whitney Kahn,
Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

- *Director Bazett will be Absent; Alt. Director Wooten will be filling in*

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 AGENDAS

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. WORKSHOP - Design Discussions for Improvements at Cameron Park Lake (CALA)**
- 2. Staff Oral & Written Updates**
 - a. Parks & Facilities Oral Report (M. Grassle)
 - b. Recreation Report (W. Kahn)
- 3. Items for April & 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 Newsome proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS, March 17, 2020, Governor Newsome 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 Newsome 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/91011222222> 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, February 1, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/83894323584>
Meeting ID: 838 9432 3584

(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 Whitney Kahn,
Parks Superintendent Mike Grassle

CALL TO ORDER 6:40pm

ROLL CALL – SB/FC

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 - Approved

APPROVAL OF CONFORMED AGENDAS - 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. Review and Finalize Work Plan 2021 (J. Ritzman)

- *Reword 2nd bulletpoint "new base of operation"*
- *Include CP Lake Entry Fees in the Park Entry Sign Program*
 - o *Committee Supports Work Plan with these changes/add ons*

2. Park Entry Signs – Design Suggestions (M. Grassle; oral report with hand-outs depiction of proposed signs, costs)

- *Signs are approxomitly 8' x 4' in size*
- *Committee would like to include these Entry signs in the 2021 work plan*
- *Discussed the possible use of Quimby fees or Prop 68 fees to pay for the signs*

3. Board of Directors Authorization for State Park Program Grant (W. Kahn)

- *Committee supports sending the State Park Program Grant Resolution to the Board of Directors*

4. Staff Oral & Written Updates

- a. Recreation Report (W. Kahn)
- b. Parks & Facilities Report (M. Grassle)

5. Items for March & Future Committee Agendas

- Community demographic information for the State Park Program Grant

6. Items to take to the Board of Directors

- *2021 Work Plan*
- *State Park Program Grant Resolution*

MATTERS TO AND FROM COMMITTEE MEMBERS

- *FC: Visited Royal Park to see of the Fire Prevention work that was done, looks great.*

ADJOURNMENT – 7:52pm

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: March 1, 2021

FROM: Whitney Kahn, Recreation Supervisor

AGENDA ITEM #4B: RECREATION DEPARTMENT REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

February flew by and staff are feeling energized and excited for springtime and sunny weather on the horizon. With March, comes work on the 2021-21 budget as well as lots recruitment for summer staffing and planning for summer programming. Staff remain hopeful that as the County's COVID numbers continue to decline, they will be able make plans for more programming this summer than in 2020.

Recreation Programming:

Below is a quick summary from Recreation Coordinator, Kimberly Vickers on everything that has been happening on the Rec Programming side of the department:

- *Aquatics:*
 - Re-started Private Swim Lessons based on requests from previous participants
 - Sierra Sharks swim team have signed their MOU and will begin using the pool on April 26th
 - AquaSol swim team continues to be in the pool six days a week
 - Due to staffing availability we had to reduce the number of days we are offering Lap Swim (from 6 down to 5), but our participation remains high. Our “regulars” were very understanding and are appreciative to be in the pool post-summer season at all.
 - We are starting recruitment for seasonal lifeguards
 - Current guards will be starting their re-certifications next week
- *Virtual Rec*
 - We hired a new part time staff member who will join the team very soon to help keep the Virtual Rec Center up to date with spotlight activities and family hike options. She has started planning virtual class ideas and will be hosting a class 1-2x per month.

- *Upcoming:*
 - We are in the process of developing a basketball Spring Break Camp March 29-April 2nd
 - Plans are in the works for our first ever Drive-Thru Senior Resource Fair we are co-hosting with Eskaton on May 13th
 - We are starting our planning for our Easter events in a month
 - We continue to watch COVID guidelines and brainstorm event ideas that we can implement at the pool and/or our parks
 - We are also hiring for Recreation leaders who will find positions with facilities, summer camp, and the kiosk

Annual Passes:

Staff are pleased to announce that the Annual Passes are officially up and running. It is anticipated that most passes will begin to be purchased after the Mailer arrives in people's mailboxes. Staff will also begin to push the availability information out via social media channels and the e-Newsletter to get the word out and encourage everyone to take advantage of the Early Bird pricing where they can save 10%.

Communications:

The 6 page mailer has been developed and is in production for printing and bulk mail. All of the mailers are anticipated to be in the mailboxes of our residents sometime in the first week of March

Strategic Planning Community Outreach:

The final Community Survey results were analyzed and compiled into an easy to read report with all comments being categorized by common themes.

Grant Update

Work continues on the Prop 68, CA State Parks Competitive Grants. The deadline is March 12th and staff are on target to get everything submitted to the Grant Writer for any fine tuning ahead of the deadline so it can be submitted by the 12th or sooner.