

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



**Parks & Recreation Committee**  
**Monday, May 3, 2021**  
**6:30 p.m.**  
**Location: CHRISTA McAULIFFE PARK**

**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 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. Tour & Discussion Christa McAuliffe Park Sports Field Renovation Project (M. Grassle)**
- 2. Amendment to the Agreement between CALA and Cameron Park Community Services District (M. Grassle)**
- 3. Staff Oral & Written Updates**
  - a. Parks & Facilities Report (M. Grassle)
  - b. Recreation Report (K. Vickers)

**4. Items for June & Future Committee Agendas**

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

- Amendment to the Agreement with CALA

**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/91011220960> 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](mailto: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, 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)

**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** - 6:30pm

**ROLL CALL** – FC/EW

- Director Bazett will be Absent; Alternate Director Wooten filling in

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**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. WORKSHOP - Design Discussions for Improvements at Cameron Park Lake (CALA)**

- *CALA had an Updated Presentation that was reviewed and discussed by the District staff, Parks & Recreation Committee and the Public whom attended*

**2. Staff Oral & Written Update**

- a. Parks & Facilities Oral Report (M. Grassle)
  - o *Ponderosa Little League will be having a season, so staff is working on getting the baseball fields practice/game ready*
  - o *The new pool heater is scheduled to be installed on March 11, 2021*
- b. Recreation Report (W. Kahn)
  - o *Recreation Supervisor, Whitney Kahn and Recreation Coordinator, Kimberly Vickers were both Awarded the Jane A. Adams Professional Development Grant through California Park and Recreation Society (CPRS) District 2, to attend the CPRS Annual Conference at the end of the month*

**3. Items for April & Future Committee Agendas**

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

**MATTERS TO AND FROM COMMITTEE MEMBERS**

- *FC Urging everyone to stay safe and continue to take precautions*

**ADJOURNMENT** – 7:39pm

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

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Jill Ritzman, General Manager  
Board Clerk

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Director Felicity Carlson, Chair  
Parks and Recreation Committee



## **Agenda Transmittal**

**DATE:** May 3, 2021

**FROM:** Mike Grassle, Parks & Facilities Superintendent

**AGENDA ITEM #2:** **AMENDMENT TO THE AGREEMENT BETWEEN CALLANDER ASSOCIATES AND CAMERON PARK COMMUNITY SERVICES DISTRICT**

**RECOMMENDED ACTION:** Review and Forward to the Board of Directors

### **BACKGROUND**

On December 16, 2020, the District Board of Directors approved an agreement between Callander Associates (CALA) for landscape architecture services related to the Cameron Park Lake Splash & Spray Playground.

### **DISCUSSION**

Additional information is needed to proceed in the development of plans and specifications. Specifically, surveys for sewer and electrical lines are necessary to understand their locations (Attachment 2A). The cost for the amendment is \$7,800, to be paid for by the Park Development Impact Fees.

With the Parks and Recreation Committee's support, staff will forward the Amendment to the Board of Director for approval.

### Attachment:

2A – CALA Additional Services Authorization #1





www.callanderassociates.com

Recreate  
Educate  
Live+Work  
Connect  
Sustain

**Via Email**

April 22, 2021

**ADDITIONAL SERVICES AUTHORIZATION #1**

**TO:** Jill Ritzman  
Cameron Park CSD  
2502 Country Club Drive  
Cameron Park, CA 95682

Phone: 530-350-4651  
Email: jritzman@cameronpark.org

**RE: CAMERON PARK LAKE SPLASH PAD/ additional landscape architecture services**

Dear Jill,

The following additional services will be provided on this project in accordance with our agreement dated December 03, 2020 and are considered an amendment thereto:

**Scope**

Coordination and preparation of additional utility information required for the connections to the splash pad.

1. Additional Coordination: Coordination with District and consultants on sewer and electrical line locations. Include one site visit. Incorporate information into CAD.
2. Sewer Line Survey: Conduct survey work to capture and trace sewer line location. Generate exhibit outlining sewer locations and a CAD file.
3. Electrical Line Study: Investigate park electrical power system and panels to determine which equipment can remain in use and which equipment to demolish. Determine power source for pond aeration system. Include one site visit.

**Compensation**

Callander Associates .....	\$750
TSD Engineering .....	\$2,250
Zeiger Engineering .....	\$4,800
<b>Total Estimated Compensation .....</b>	<b>\$7,800</b>

**Schedule**

Callander Associates will proceed to commence the above services upon receipt of a signed copy of this authorization.





## Standard Schedule of Compensation 2021 Gold River

### General

The following list of fees and reimbursable expense items shall be used in the provision of services described in the agreement. These amounts shall be adjusted in January, upon issuance of an updated Standard Schedule of Compensation:

### Hourly Rates

Principal	\$190 /hour
Senior Associate	\$178 /hour
Associate	\$166 /hour
Construction Manager	\$166 /hour
Senior Project Manager	\$153 /hour
Project Manager 1	\$147 /hour
Project Manager 2	\$140 /hour
Job Captain	\$123 /hour
Designer 1	\$114 /hour
Designer 2	\$106 /hour
Assistance Designer	\$94 /hour
Accounting	\$165 /hour
Senior Project Administrator	\$123 /hour
Project Administrator	\$110 /hour

### Reimbursable Expenses Rates

Expenses	cost + 15%
<i>printing and reproductions, postage and delivery, mileage, travel expenses (hotel / food), testing and outside services, and other project related expenses</i>	
Subsultant Administration	cost + 10%
Communications and Insurance Surcharge	2.5% of total fees

### Payments

Payments are due within ten days after monthly billing. Callander Associates reserves the right to suspend services for non-payment if payment is not received within a period of 60 days after invoice date. Additionally invoices 60 days past due are subject to a 1.5% per month interest charge. Retainer amounts, if indicated, are due upon signing the agreement and shall be applied to the final invoice for the project.

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** May 3, 2021

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

**AGENDA ITEM #5A:** **PARKS & FACILITIES DEPARTMENT REPORT**

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

### **General Information**

- El Dorado Weed Control finished spraying herbicides along all of the District's fire breaks. All fire breaks will be monitored by staff throughout the spring and summer months. Treated areas are showing very good results.
- The Department met with Ponderosa Little League to discuss guidelines and expectations for this coming season. Agreement is not finalized yet.
- Staff have starting creating a preliminary maintenance budget for Silver Springs LLAD. District staff are expected to take over the maintenance in fiscal year 2021-22. This will be the 1<sup>st</sup> of 4 phases of development.

### **Cameron Park Lake**

- The Department met with CALA and Associates to start identifying the location of the utilities and the most efficient way to tie them into a new splash pad feature. Assessments of the sewer and electrical lines at Cameron Park Lake will take place on April 28<sup>th</sup>.
- Staff sprayed herbicides on the back side of the dam. Spraying the dam time takes a lot less time and resources the weed eating.
- The Department is working on repairing damaged chain link fencing at the pickleball courts. There is also damage to the court surfacing that is being addressed as well.

## **Parks and LLADs**

- The field renovation at Christa McAuliffe is underway. The majority of the work has been completed by Delta Blue Grass. Staff will monitor the irrigation, rodents, germination and unwanted vegetation closely. Over the next few months staff will be spraying herbicides, fertilizing, mowing and controlling the rodent population. The new grass will only get stronger as we head into the summer. Christa McAuliffe is scheduled to reopen late August or early September of 2021.
- Expanding the fire break at Gateway Park utilizing the CCI Grant funding is underway. Next the focus will be on the Disc Golf Course and Knollwood Park.
- Staff installed a new weather-based irrigation controller at Northview Park.
- Staff recently confirmed that the 4 corners located off of Sinclair and Connery are part of Cameron Valley LLAD. Staff recently cleaned up and barked all four roadway corners.
- Staff spent a day at Rasmussen Park working on the baseball fields. Several items were requested and brought to the District's attention.
- Staff removed a large oak tree that fell at Paul J Ryan Park. Staff also trimmed up several other trees while on site.

## **Community Center**

- The pool will be closed on Thursday May 6<sup>th</sup> through Friday May 7<sup>th</sup>. National Aquatics will be replacing all of the sand in pool filters.
- District staff are meeting weekly with ARC Alternatives and Brighton Energy regarding the upcoming solar project. The project is moving along with an anticipated construction start date this coming July.

## **Cal Fire / Growlersburg**

- Growlersburg spent 2 weeks clearing vegetation and burning debris piles at Gateway Park.
- Growlersburg spent 1 day thinning and burning vegetation at Knollwood Park.



## Agenda Transmittal

**DATE:** May 3, 2021

**FROM:** Kimberly Vickers, Recreation Supervisor

**AGENDA ITEM #5B:** RECREATION DEPARTMENT REPORT

**RECOMMENDED ACTION:** RECEIVE AND FILE

April was a time of planning in the Recreation Department. Staff remain hopeful that as the County's COVID numbers continue to decline, they will be able to continue to make plans for increasing programming this summer and into the future. We also wrapped up interviews for a new Recreation Coordinator who will begin May 3, 2021.

### 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 started May 26<sup>th</sup>, and will swim Monday - Friday
  - AquaSol swim team continues to be in the pool six days a week
  - Due to staffing availability we have had to provide fewer days of lap swim. Our "regulars" were very understanding and are appreciative to be in the pool post-summer season at all.
  - We continue to recruit for seasonal lifeguards and Recreation Leaders
  - We will be offering in-house training for potential new hire lifeguards. This is a pilot program we are trying this season.

- *Virtual Rec:*
  - Our Virtual Rec Staff has been updating the website weekly with new spotlights on activities and family things to do.
  - We will be adding recordings of activities as well.
- *Sports:*
  - AllNet Basketball continues to utilize the gym in the evenings
  - Little League has been using Christa T-ball, Rasmussen fields, and Dave west 7 days a week
- *Upcoming:*
  - We are in the process of developing our summer camp session themes and activities and will finalize with our new Recreation Coordinator
  - Plans continue for our first ever Drive-Thru Senior Resource Fair we are co-hosting with Eskaton on May 13<sup>th</sup> from 10:30am-1:30pm
  - We continue interviews for summer seasonal staff for camp, lifeguards, and kiosk.
  - We continue to watch COVID guidelines and brainstorm event ideas that we can implement at the pool and/or our parks.

#### Annual Passes:

We have seen residents taking advantage of our online purchase option. Staff will continue 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:

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