

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



Parks & Recreation Committee
Monday, August 3, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/81305547989>

Meeting ID: 813 0554 7989

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Director Felicity Carlson (FC)
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, Recreation Supervisor Whitney Kahn,
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 AGENDAS – May 4th, 2020 & July 6th, 2020

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. Park Improvement Plan – Strategies and Prioritizing (J. Ritzman, M. Grassle, Callander Associates)**

2. Staff Oral & Written Updates

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

3. Items for September & 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/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, May 4, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82694030109>

Meeting ID: 826 9403 0109

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Director Felicity Carlson (FC)
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, Recreation Supervisor Whitney Kahn,
Parks Superintendent Mike Grassle

CALL TO ORDER - 6:30pm

ROLL CALL – EW/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 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. Presentation – Draft Park Improvement Plan (Callander Associates)

- *Reviewed and discussed options for park improvements funding strategies. Committee provided feedback on project priorities. Bring back to Committee in June.*

2. Staff Oral & Written Updates

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

3. Items for June & Future Committee Agendas

- *Park Improvement and Implementation Plan*

4. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 8:30pm

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



Parks & Recreation Committee
Monday, July 6, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82482169670>

Meeting ID: 824 8216 9670

(Teleconference/Electronic Meeting Protocols are attached)

Conformed Agenda

Members: Chair Director Ellie Wooten (EW), Vice Chair Director Felicity Carlson (FC)
Alternate Director Holly Morrison (HM)

Staff: General Manager Jill Ritzman, Recreation Supervisor Whitney Kahn,
Parks Superintendent Mike Grassle

CALL TO ORDER - 6:31pm

ROLL CALL – HM/FC (EW was absent)

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 AGENDA – bring back to August Committee Meeting

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. Report Back - Park Improvement Plan, Survey Results, and Funding Strategies** (J. Ritzman, Callander Associates)
 - Committee reviewed Park Improvement Plan, Survey Results, and Funding Strategies, and provided feedback.

2. Pickleball Concerns (M. Grassle)

- *Public comments and Committee discussion regarding Pickleball noise.*

3. Staff Oral & Written Updates

- a. Parks & Facilities Report (M. Grassle)
 - o Fishing line debris
- b. Recreation Report (W. Kahn)

4. Items for August & Future Committee Agendas

- *Park Improvement Plan – strategies, prioritizing*

5. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 8:16pm



Agenda Transmittal

DATE: August 3, 2020

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

AGENDA ITEM #1: **PARK IMPROVEMENT PLAN - FINAL**

RECOMMENDED ACTION: DISCUSS AND FORWARD TO THE BOARD OF DIRECTORS

Background

In 2014, the Cameron Park Community Services District Board of Directors approved the Parks and Recreation Master Plan. In May 2020, staff presented a draft Park Improvement Plan for discussion at the Parks and Recreation Committee, which added specificity to park improvements proposed in the 2014 Master Plan. A survey was conducted to receive feedback from the community in June. In July 2020, staff provided a comprehensive report to the Parks and Recreation Committee which included the following elements:

- Revised Park Improvement Plan
- Funding Strategy
- Estimated Construction Costs
- Recommended Priority Projects
- Big Picture Strategies

Two consultants, CALA - landscape architecture firm, and Sheri Lasick - grant writer, have supported the development of the Park Improvement Plan and accompanying documents.

Introduction

The purpose of tonight's meeting is to prepare for a presentation to the Board of Directors, recommending the Park Improvement Plan. A presentation to the Board is expected in

September. The presentation and recommendations to the Board will concentrate on the Final Park Improvement Plan, Big Picture Strategies, and Recommended Priority Projects.

Discussion

Park Improvement Plan

The proposed, final Park Improvement Plan includes recommendations for improvements at six park sites: Cameron Park Lake, Rasmussen, Gateway, Dunbar, David West, and Royal Oaks. No improvements are proposed for Hacienda Park or Christa McAuliffe. Sandpiper Park, due to its topography, is not recommended for development and could be considered surplus property. The final Plan considers Committee and community feedback, and is intended to be a timeless document to guide future park development projects and pursuit of grants.

Staff is researching costs to renovate the sports fields at Christa McAuliffe, Rasmussen, and David West Park. The District's sports fields are weedy, have an uneven surface, and do not meet industry standard playing conditions for youth sports. Improved fields will provide a safer experience for players, be easier to maintain by staff and be more durable to inclement weather. Staff is researching costs now and hope to bring project details to the Committee in August for consideration.

Big Picture Strategies

Staff is recommending the following strategies to implement the Park Improvement Plan:

- Use Park Development Impact Fees (current balance \$860,000) & Proposition 68 Per Capita Grant (current allocation \$178,000) to leverage additional grant funds;
- Improvements should encourage use of all District parks to alleviate pressure on Cameron Park Lake;
- Advance construction of one large project at a time;
- Consider future maintenance and operations costs for the proposed improvement;
- Consider potential impacts to the park's neighborhoods.

These recommendations are being put forth for several reasons.

- Use existing funds to leverage additional funds;
- Alleviate pressure on Cameron Park Lake and expand amenities to all areas of the community;
- Demonstrate success with project completion using competitive grant funding to better position the District for future competitive grant funds;
- Construct an improvement that can be maintained and operated by the District into the future;
- Use best efforts for an impactful improvement for all residents.

Project Priorities

Staff is recommending the following project priorities:

1. Splash Playground and Amphitheater – Cameron Park Lake
2. Rasmussen Park
3. Gateway Park
4. Dunbar Park

Next Steps

Once the Board of Directors approves the Committee's recommendations, staff will begin working immediately on the priority projects, beginning with Cameron Park Lake's proposed improvements. Initially, the following three items will occur in tandem:

Funding - Working with the grant writer, a funding strategy will be developed and application(s) sent to potential grantors. Grant applications are approved by the Board of Directors. Staff will discuss improvements with the County, to determine the level of Park Development Impact Fees that can be used. Funding for the grant writer is already budgeted.

Project Specifications Identified - For grant application purposes, project specifications and a budget will be developed by the landscape architect. Costs for the specifications developed by a landscape architect can be funded from the Park Development Impact Fees. The project specifications and costs will be brought to the Board for approval.

CEQA and County Permitting - Project specifications will be used to address CEQA requirements and secure County permits.

Most grants applications are due in February, with approval in the spring. Once the District receives and determines project funding, CEQA and permits are approved and the project specifications finalized, a public bid is released to determine a construction contractor. Construction on a replacement facility for the Lagoon could commence in the Fall/Winter 2021.

Conclusion

The District has a great opportunity to make meaningful improvements in the park system to benefit all Cameron Park residents with funding that is readily available, and possibly with additional competitive grants. Approving a Park Improvement Plan and designating priorities will guide staff in pursuing the community's highest priority projects in an efficient and effective manner.

Attachment:

1A – Park Improvement Plan presentation

Parks & Recreation Committee Meeting

August 3, 2020

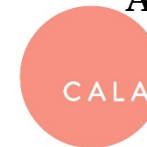


PARK IMPROVEMENT PLAN, BIG PICTURE STRATEGIES & PROJECT PRIORITIES



CAMERON PARK LAKE

COMMUNITY PARK | 56.5 ACRES



CONCEPT DESIGN



CAMERON PARK LAKE:
PARK IMPROVEMENT PLAN

RASMUSSEN PARK

COMMUNITY PARK | 10.1 ACRES



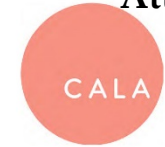
PROPOSED CONCEPT DESIGN



RASMUSSEN PARK:
PARK IMPROVEMENT PLAN

GATEWAY PARK

NEIGHBORHOOD PARK | 13.3 ACRES



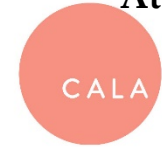
CONCEPT DESIGN



GATEWAY PARK:
PARK IMPROVEMENT PLAN

DUNBAR PARK

NEIGHBORHOOD PARK | 0.9 ACRES



PROPOSED CONCEPT DESIGN



DUNBAR PARK:
PARK IMPROVEMENT PLAN

DAVID WEST PARK

NEIGHBORHOOD PARK | 6.2 ACRES



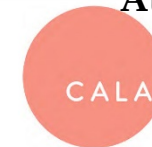
CONCEPT DESIGN



DAVID WEST PARK: PARK IMPROVEMENT PLAN

ROYAL OAKS

TRAIL/NATURE AREA | 10.4 ACRES



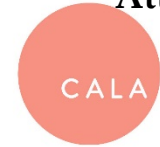
CONCEPT DESIGN



ROYAL OAKS:
PARK IMPROVEMENT PLAN

SANDPIPER PARK

NATURE AREA | 3.1 ACRES



PROPOSED CONCEPT DESIGN



Site recommended to become surplus property

SANDPIPER PARK

BIG PICTURE STRATEGIES

- Use Park Development Impact Fees & Proposition 68 Per Capita Grant to leverage additional funds
- Improvements should encourage use of all District parks to alleviate pressure on Cameron Park Lake
- Advance construction of one large project at a time
- Consider future maintenance and operations costs
- Consider potential impacts to the park's neighborhoods

FUNDING STRATEGIES

Existing, non-competitive funds

- Parks & Water Bond Act of 2018, Proposition 68
- Per Capital Allocation \$178,000
- Park Development Impact Fees \$860,000

- **Total available = \$1,038,000**

FUNDING STRATEGIES

Additional competitive grants

- Land and Water Conservation Fund
- Recreational Trails
- Statewide Park Program
- Regional Park Program
- Rural Recreation and Tourism Program
- Habitat Conservation Fund
- Boating and Waterways

HIGH PRIORITY PROJECTS

- **Cameron Park Lake:**

- Existing closure of a major amenity in a highly used facility. Recommend replacement as soon as possible.
- Splash pad and adjacent improvements to replace the Lagoon. Less costly and more accessible.

- **Rasmussen Park:**

- Park improvements may help alleviate pressure on Cameron Park Lake

HIGH PRIORITY PROJECTS CONTINUED

- **Gateway Park:**

- Previous master planning efforts and survey results indicate the desire for better walking/ biking trail network
- Will expand multi-use trail opportunities and connectivity in the District

- **Dunbar Park:**

- Undeveloped park, underserved region within District boundaries; high density/multi-family residential area
- Due to location, there are no concerns with NIMBY

A photograph of a grassy field with many trees, overlaid with the text "QUESTIONS & DISCUSSION". The scene shows a line of trees in the foreground, with a grassy slope leading up to more trees and houses in the background. The text is centered in a large, white, sans-serif font.

QUESTIONS & DISCUSSION

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: August 3, 2020

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #2A: Parks & Facilities Department Report

RECOMMENDED ACTION: RECEIVE AND FILE

General Information

- Staff met with Delta Bluegrass to discuss renovating some of the existing sports fields. A detailed plan for improvements at David West, Rasmussen, and Christa McAuliffe Park are in the works now.
- The department is working with PG&E to address the street lights throughout Cameron Park. The District is responsible for roughly 1,100 street lights. Implementing LED lights throughout the community is the ultimate goal.
- Brighton Energy is working on a proposal to convert the existing lights at fire station 88 & 89 and Cameron Park Lake to LED'S. We are trying to capture these locations as part of PG&E'S OBF (On Board Financing) program.
- The recently vacated CC&R Officer and Safety Officer will temporarily add some additional responsibilities to the Superintendent and Parks Assistant. The Superintendent is the staff back up for the Architectural Review Committee.

Cameron Park Lake

- Unfortunately, there was a recent drowning at Cameron Park Lake. Despite this tragic event, the department is moving forward in a positive direction. A grief counselor recently met with the Parks team.
- The spillway has been cleared out of all vegetation. El Dorado Weed Control applied an aquatic herbicide to help prevent future growth.

- Staff is working on an initiative to minimize fishing debris around the lake. Informational signage along with recycle stations will be installed soon.
- Foothill Tree Service will be out on August 26th to perform some hazardous tree pruning around the Lake.

Parks and LLADs

- All of the parks and LLAD'S have been fertilized for the summer.
- Santillian Landscape will be trimming the hedges along Meder Road starting Monday August 3rd.
- Staff spent time trimming all of the trees at Christa McAuliffe and Rasmussen Park.
- Someone removed 80-100' of chain link fencing at Rasmussen Park. The section that was removed protected foul balls from entering the playground. The west field is closed until the fencing is reinstalled.
- Staff repaired some minor issues at all of the District's playgrounds. The department has ordered some new chains and a section of the slide that needs to be replaced.

Community Center

- Brighton Energy is almost finished installing the LED lighting upgrade throughout the campus.
- Someone broke into the maintenance shed and stole all of the landscaping equipment. A report has been filed with the Sheriff's Office. Staff is taking measures to minimize the loss should this happen in the future.

Cal Fire / Growlersburg

- *July 1st, 9th, and 13th* – Crews assisted staff clearing the vegetation along the Cameron Park Lake shoreline.
- *July 27th* – Crew spent a half day trimming shrubbery along the Bar JB LLAD.



Agenda Transmittal

DATE: August 3, 2020

FROM: Whitney Kahn, Recreation Supervisor
Recreation Department Report

AGENDA ITEM #2B: Recreation Department Report

RECOMMENDED ACTION: RECEIVE AND FILE

In response to the continuing pandemic and important safety protocols, Recreation staff are concentrating their efforts in the following specific areas: increased communications through the newsletters and social media, aquatics programming, facility rentals by sports teams, and the new Virtual Recreation Center.

Communications

- Our social media platforms remain very active with comments and direct messages, providing sometimes real time responses with residents. It has been a nice way to connect, albeit virtually.
- We participated in the "July is Parks and Rec Month" campaign with NRPA and highlighted our Parks staff with the #WeareParksandRec.
- July was another two e-Newsletter month, with one that hit inboxes at the beginning of the month as per usual, and another one that went out in the middle of the month to promote more offerings in the Virtual Rec Center.

Aquatics

- The Recreation Coordinator finished the onboarding process for new and re-hires, as well as completing a week long training for lifeguards and swim instructors.
- AquaSol and Sierra Sharks have continued with daily practices and clinics with the new COVID-19 protocols in place.

- Lap Swim continues to be very popular and staff has received lots of very positive feedback. The number of lap swimmers has more than doubled from years past.
- Launching the new Marshall Medical Aquabody Strong Classes has been a very rewarding process. Funding was received in the fall from Marshall Medical to purchase a total of 7 AquaBody Strong water exercise boards (1 for an instructor and 6 for students) and the boards were finally received this month.
 - The previous Aquatics Coordinator, Hannah Miller, started the process and has returned to teach a portion of the classes.
 - The current Recreation Coordinator, Kim Vickers, has done a great job getting more staff trained to teach these classes, as well as developing a pool schedule that allows these classes to run in the evenings and on the weekends.
 - The initial social media campaign to launch this program was incredibly successful, creating a buzz about this new opportunity.
 - All classes scheduled through mid-August are already full and requests for more classes are coming in. The Rec team is working diligently to continue to offer these classes into the fall.
- Private Swim Lessons were also launched in July and the response has been very positive.
 - Staff created a new and innovative way for families to be able to pick and choose their own flexible schedules, which allows staff to maximize the coveted time and space in the pool.

Gym & Field Rentals

- Creating and maintaining field and gym reservations was a heavy lift this month. The coordination efforts to try to accommodate multiple user groups while maximizing time and space, proved to be quite a challenge. Additionally, creating and communicating new COVID-19 protocols for users was a top priority. It is apparent that the ability to rent fields and facilities is not a guarantee and the current situation could change at any time.

Virtual Programming

- The department has been forced to remain fluid and flexible with the new virtual offerings in an attempt to garner more interest and participation. With this type of programming still being relatively new, it is taking a bit of time to educate and promote these offerings. Optimism remains as it is clear that in person programming is likely quite a ways off.
- Soliciting local businesses has not yielded the results that were anticipated, as businesses (namely restaurants) were hit hard in July with rolling back re-opening. The department remains hopeful that the proposal submitted to the county for the CARES Act funding will be approved and can help support local businesses by purchasing gift cards as prizes and incentives for upcoming programs.

Upcoming

- With the new school year right around the corner, the Rec Department is working to create programming that will work for families with children going back to school.
- In coordination with EDC's Senior Nutrition Program, there will be another attempt at Senior Bingo via Zoom. Instead of it being fully virtual, we are going to send hard copy instructions as well as a couple of printed bingo cards they can use once on the Zoom call. We then can show them how to get to the website to generate their own bingo cards to continue playing.
- The last week of this month will have the All Around Town Photo Scavenger Hunt that will be run via social media.
- The Puzzle-Palooza Night was rescheduled for August 4th to garner more sign-ups.
- The DIY Fishing Derby was also rescheduled for August as well, dates TBD.
- In the next month or two, there will be a Family Book Club run by a local author that has the potential to be really neat. The department is excited to have community members reaching out to us with their ideas to add to the Virtual Rec Center.