

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



Parks & Recreation Committee
Monday, October 2, 2023
6:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Director Monique Scobey (MS), Director Tim Israel (TI), Alt. Director Sid Bazett (SB)

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

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.

ADOPTION 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. Social Recreation Grant, Progress Report – Presentation (K. Vickers)
2. Proposition 68 Project Recommendations (J. Ritzman, M. Grassle, K. Vickers)
3. Quimby Funds Project Recommendations (M. Grassle)

STAFF REPORTS

4. Recreation Report (K. Vickers)
5. Parks & Facilities Report (M. Grassle)

ITEMS FOR FUTURE COMMITTEE AGENDAS

- CP Lake daily entry fees
- Facility Use Fees 2024 for community center, sports fields, pool
- CP Lake Automatic Gate Entrance Project
- Park Improvement Plan
- Rate Study & Policy for assessing fees
- Pickleball Conditional Use Permit
- Park Ordinance 2nd Hearing
- Road widening near Paul Ryan Park
- Gift Policy proposal

ITEMS TO FORWARD 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, September 11, 2023
6:30 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Conformed Agenda

Members: Director Monique Scobey (MS), Director Tim Israel (TI), Alt. Director Sid Bazett (SB)

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

CALL TO ORDER 6:48

ROLL CALL TI/SB

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 SB/TI

APPROVAL OF CONFORMED AGENDA SB/TI *correct the conformed agenda that both Director Scobey and Superintendent Grassle were present for the 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

Written/Consent Items

1. Community Center Warranty Litigation Funds – Status Report (M. Grassle)
2. Review - Parks & Facilities Project Funding Sources (C. Greek)

Discussion Items

3. Pickleball at Cameron Park Lake – Status and Options for Next Steps (J. Ritzman)
 - *Direction given to staff to support and pursue Options A and B as outlined in the report.*
4. California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018 (Prop 68) Per Capita Grant – Status and Recommendations (J. Ritzman, M. Grassle, K. Vickers)
 - *Direction given to staff to return to Parks & Recreation Committee in October with Prop 68 projects combined with projects recommended for the Park Improvement Plan and funding with Park Impact Fees.*
5. Review and Discussion - Park Improvement Plan (J. Ritzman, M. Grassle, K. Vickers)
 - *Direction given to staff to return to Parks & Recreation Committee with recommendation for a new priority list, projects to be funded from all funding sources as outlined in Item 2, to include estimated costs & funding sources for each project. Goal is to spend 80% of available funding in next 36 months. The Committee expects this list to move ahead to the Board of Directors in October 2023 for review and approval. Community outreach to be conducted on prioritized list after Board provides input; visits to other community centers and parks to be scheduled in the future.*

STAFF REPORTS

6. Recreation Report (K. Vickers)
7. Parks & Facilities Report (M. Grassle)
8. Cameron Park Drive Road Widening Project and Paul J. Ryan Park Impacts (J. Ritzman; oral report)

Items for Future Committee Agendas

- a. Automatic Entry Gate at Cameron Park Lake (October)
- b. Park Improvement Plan Review (October)
- c. Recreation Program Grant/Project High 5 (October)
- d. CP Lake daily entry fees (October/November)
- e. Pickleball Condition Use Permit conditions
- f. Gift Policy proposal
- g. Update to Park Ordinance, 2nd Hearing

Cameron Park Community Services District
2502 Country Club Drive
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Items to take to the Board of Directors

- *None*

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT 8:53

Social Recreation Grant

October
2023





The Grant's purpose is to enhance and develop integrated and inclusive social and recreational programs for families, children and adolescents with I/DD in diverse communities.

GOALS:

1. Improve accessibility of integrated social and recreational programs that are person-centered and culturally and linguistically responsive to the beliefs, values and choices of children and adolescents with I/DD
2. Utilize and leverage existing community resources to enhance and develop integrated and inclusive social and recreational programs that are safe and age appropriate

CSD Strategic Plan

Core Values and Vision:

- Serve the diverse makeup of our community
- Reach under-served youth and families in our community
- Provide caring service delivery, effective communications, engaging recreation programs, a robust park system and well-maintained community center



Accomplishments to date

The Nuts and Bolts

- Park Pop-up events
 - June, July, August, September
- Staff Trainings
 - June- Disability Awareness
 - July Adaptive aquatics
- Full Social Skills Manual and curriculum
- Teen Explorers Curriculum
- Guesstures, Hot potato, mini bowling, jumbo kick croquet, set of 12 scooters, Scategories

The numbers

- Staff Trained
 - Disability Awareness- 34
 - Adaptive aquatics- 20
- Park Pop-up Attendees
 - 35 in Total
- Costs
 - Supplies: \$411.70
 - Consultant: \$21,050
- Staff Hours
 - Project supervision: 75 hours
 - Part-time Staff time: 39.25
- Funding received
 - \$29,998.50

Outreach Efforts

- CSD Social Media platforms
- Flyers posted at parks and community center
- Printed flyers to local schools
- Activity Guides
- Mountain Democrat article
- Meetings with Alta Representatives
- Flyers to Alta Coordinators
- Eliminating fee requirement



Moving Forward



Reallocate funding to fee assistance

Change starting dates

Send flyers to Alta

Continue communications efforts

October, November, & December Park Pop-ups

November & December Staff and Community Training



BIG IMAGE

ADD A FOOTER

Questions?



Agenda Transmittal

DATE: October 2, 2023

FROM: Jill Ritzman, Interim General Manager

Agenda Item #2: **Proposition 68 Project Recommendations**

RECOMMENDED ACTION: Review and Forward to the Board of Directors

Introduction

In September, the Parks and Recreation Committee directed staff to include the proposed Proposition 68 projects in the Park Improvement Plan for review and consideration by the Committee in October, accompanied by a project priority list and costs. The CSD's past landscape architect firm is unavailable; therefore, staff will be seeking a new landscape architect firm through a Request for Proposal process delaying the return of a proposed Park Improvement Plan priority list and costs.

Recommendation

Support staff proceeding with two proposed Proposition 68 projects:

- Sports fields at Rasmussen and David West Parks
- Shade Structures & Improvements at Community Pool

Both projects are supported by youth sports groups, and similar to the previous Proposition 68 project at Christa McAuliffe Park improving the soccer field with Prospector Soccer as the project partner.

Discussion

Remaining Proposition 68 funding is an estimated \$128,182; a 20% match from a local source is required. Staff recommends the following projects that allow opportunities for local youth sports teams to partner with the CSD to make facility improvements. Ponderosa Little League, Sharks and AquaSol swim teams are prepared discuss and commit matching funds for the project.

- *Sports fields at Rasmussen and David West Parks*

Staff and Ponderosa Little League met to discuss proposed in-field improvements at Rasmussen and David West parks. Staff is updating the past project costs with the

selected vendor Delta Blue Grass. Those costs will be confirmed and a Proposition 68 grant application for the project completed prior to the next Parks & Recreation Committee meeting for consideration. Depending upon the timeline for the State's review of the grant application, improvements could be made before Little League's season starts February 1.

- *Shade Structures & Improvements at Community Pool*

Staff proposes a Community Pool project that constructs shade structures, razes the old slide and installs a small spray playground (plumbing already exists). A commercial shade/recreation structure vendor would manage the project; a landscape architect is not required. Sharks and AquaSol swim teams are interested in contributing the 20% required match for shade. A Request for Proposal would be released for the project. Swim team representatives could assist staff in the product selection and placement.

Shade helps with swim team practices and meets. For residents, shade and a new spray playground would add value to recreation swim especially for families with small children. Depending upon project costs, additional funding from Park Impact Fees is available to have projects fully funded. As with the sports field project, once costs and matches confirmed, staff will return to the Parks and Recreation Committee with a grant application for review and consideration.

Conclusion

To meet the Committee's goal to spend 80% of the available park funding in the next 36 months, staff recommends taking immediate steps to initiate the Proposition 68 projects.

Staff's next steps include:

- Extending Proposition 68 grant agreement to 2028; administrative process requiring General Manager's signature (October).
- Writing new project applications, securing match requirements, and presenting the applications, inclusive of project details and costs, to the Parks and Recreation Committee for consideration (sports fields in November; Community Pool January).
- If applications supported, forward to the Board of Directors for approval and submittal to the State (sports fields in November; Community Pool in January/February).



Agenda Transmittal

DATE: October 2, 2023

FROM: Mike Grassle, Parks & Facilities Superintendent

Agenda Item #3: **Quimby Funds Project Recommendations**

RECOMMENDED ACTION: Review and Forward to the Board of Directors

Introduction

Fund 03 – Quimby Fees totals \$75,070.50. These funds are generated by new residential development and stipulated for capital projects to improve park and recreation facilities. Several major maintenance and repair projects are required to improve Community Center facilities.

Recommendation

Support staff proceeding with the following projects:

- Replace aged in-pool light fixtures with LED fixtures,
- Upgrade the Audio/Visual system in assembly hall,
- Replace assembly room partitions.

Discussion

- *Replace aged in-pool light fixtures with LED fixtures*

Approximately half of the in-pool lights no longer function due to age and water seepage requiring fixture replacements. Instead of replacing like-for-like, staff is replacing with new LED fixtures to save future operational costs and provide better quality lighting in the pool. New LED light fixtures are scheduled to be installed starting October 4. The time change and evening swim team use dictates that the lights be replaced now for safety. The project costs estimate is \$17,000.

- *Upgrade the Audio/Visual system at the Community Center,*

Staff is actively researching options and costs to replace the aged audio/visual system in the assembly hall, talking with churches and local agencies about their systems before seeking bids to replace the current system. This is a high priority project for staff, with estimated completion in November.

- ***Replace assembly room partitions.***

The motorized assembly hall partitions no longer function and replacements parts no longer available. A previous cost estimate to replace with a similar motorized system was approximately \$130,000. Staff will seek more formalized bids and research a non-motorized option to reduce costs. The partitions help expand services and generate revenues because the large assembly hall can be divided into three rooms.

Conclusion

To meet the Committee's goal to spend 80% of the available park funding in the next 36 months, staff recommends taking immediate steps to initiate Quimby funded repair projects.

Staff's next steps include finalizing scope of work, cost estimates and presenting to General Manager or Parks and Recreation Committee/Board of Directors for approval depending upon project costs.



Agenda Transmittal

DATE: October 2, 2023

FROM: Kimberly Vickers, Recreation Supervisor

AGENDA ITEM #4: RECREATION REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

The Recreation Department kicked off fall with moving into fall programming. We launched our second activity guide of the year. We continue with our communications efforts through our website and social media platforms and implementing new branding standards. We started the planning and development process with the new RecTrac modules. We had the unique pool rental in the month of September that gave a community company space to test a one-of-a-kind aquaticar. We wrapped up the month with another fantastic park pop-up event as part of our social recreation grant. We also launched recruitment for a new Recreation Coordinator.

Recreation Programming:

Below is a quick summary on everything that has been happening:

- *Cameron Park Lake Events & Kiosk Operations*
 - Kiosk was open 4 days a week.
 - Kiosk closed October 1st

- *Camps*
 - Camp CP
 - Fall break camp Nov. 20-22nd
 - Investigating additional youth camp opportunities with Early Engineers, sports and arts programs during fall break

- *Aquatics:*
 - lap swim continues 6 days a week
 - Aquasol swim team 6 days a week
 - Rec Swim ended on September 30th
 - Recommend not having fall hours in the future due to low attendance

- *Sports:*
 - Indoor Pickleball continues M-F. Stats as of September 26, 2023:
 - 51 drop-ins/ \$153 Gross Revenue
 - 1 Punch card sold
 - 108 Annual Pass swipes
 - Ballet continues
 - Soccer shots continues with Fall sessions with high participation
 - Adult basketball league continues with first league
 - NEW additional dance classes with West Coast Dance Arts

- *Community Center Programs*
 - Senior Social Hour continues with participants approximately 6 participants on Tuesday and Thursday
 - Modified Zumba continues with a full class in dance room
 - Gold Nugget Quilters continue to meet on Wednesdays with 8-12 participants daily
 - County Elderly Nutrition meals for pick-up continue in-person five days a week; CSD provides tables and chairs for congregate dining
 - Tai Chi is running again with 1- and 2-day options
 - Speaking Spanish Beginning and Intermediate
 - Speaking Spanish- Kids
 - Social skills group and Teen Explorers group
 - Working with DDS to make these programs free to participants to increase participation; low attendance prior

- *Upcoming Events*
 - Community Clean- up Day- October 21st (Camerado MS)
 - Inclusive Park Pop-up- October 27th (CP Lake)
 - Christmas Craft Fair- Nov 18th (CSD)
 - Inclusive Park Pop-up – November 20th (Rasmussen)

Communications:

- Active engagement on Facebook, Instagram
 - Instagram Insights (last 30 days)
 - Accounts engaged- increased by 73%
 - Followers- increased by 1%
 - Facebook
 - Post engagement- decreased by 37%
 - Followers- Gained 26

- Updating district website-
 - Page views: 43, 610
 - 3,095 subscribers to a distribution list (increase of 6 subscribers)
 - 2,639 subscribers to E-newsletter (increase of 7 subscribers)
 - Approximately a 53% open rate, and 4% click rate
 - 835 subscribers to Board & Committee Distribution List

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: October 2, 2023

FROM: Michael Grassle, Parks, and Facilities Superintendent
Matt Bustabade, Parks, and Facilities Supervisor

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

RECOMMENDED ACTION: **RECEIVE AND FILE**

General Information

- The district's 1996 Ford Bronco is live for auction. It is currently running on a 14-day auction on GovDeals.Net. The auction is scheduled to conclude on Tuesday October 10th, 2023. The starting bid was set at \$5,000. The district now has an account with GovDeals to surplus any unused equipment in the future.
- Staff completely rebuilt the Kawasaki motor on the district air-cooled Ex Mark lawn mower. The oil pump gear cracked which caused the rods and pistons to overheat and warp.
- The district has been speaking to Ponderosa Little League, Sierra Sharks and AquaSol about the remaining Prop 68 funds and potential improvements to the swim deck and baseball fields.
- The district is working with a local property management company to open and close the parks. In the past, the District used a mixture of professional security company, volunteers and staff to open/close parks with fair to poor results. Security company were costly and unreliable. Volunteers were a short-term solution. Dedicating staff to open/close parks is difficult due to limited resources.

Cameron Park Lake

- Staff removed the spillway boards for the Winter season. The boards need to be removed around October 1st, per the district's permit with the Department of Water Resources.

- Mike Merritt, Maintenance Worker II came in on Saturday September 23rd, on his scheduled day off to assist Sierra Wildlife with the rescue of a Swan. The Swan was tangled up in fishing line and struggling to stay above water. Mike launched the district's boat and was able to capture the swan. Mike and Sierra Wildlife were able to untangle the fishing line and save the swan. This is another example of district staff going out of their way for the benefit of the community.
- Staff removed the pickle ball nets from the four permanent courts. The nets will be stored at the maintenance shop for the time being.
- Staff removed the lifeguard towers that were used for the swimming lagoon. Towers were dismantled and thrown away.
- Western Signs replaced the Prop 68 sign for the field renovation at Christa McAuliffe Park (previous sign had been vandalized). Staff installed the sign along the chain link fence on Merry Chase Dr. The district should now receive reimbursement through Prop 68 for the field renovation.
- Staff rebuilt the floating dock on the west side of the lake. The platform of the dock was aged and weathered.
- A large heritage Oak Tree split down the middle next to the kiosk. Heartwood Tree Company cleaned up the tree and spent the rest of the day thinning out Cottonwood trees along the shoreline.

Parks and LLAD'S

- Santillan Landscape aerated Dave West, Eastwood, and Rasmussen Park. The aeration occurred prior to the department overseeding the turf grass this fall.
- The district has several battery-operated irrigation controllers in the field. These are installed when the electrical connection between the valve and controller has been lost. Hunter Industries came out with Battery Operated controllers that can be programmed through Blue Tooth technology. Staff will be switching out the old timers with the new Blue Tooth timers. This will allow staff to have more controllers when it comes to programming the controllers. This will allow the district to save up to 30% of the controller's water use.
- Staff cleaned up vandalism at Paul J. Ryan Park. Someone decided to remove all the bender board that separated the decomposed granite from the earthen surface. Someone also cut a lock off the maintenance access gate. All the bender board has been cleaned up and the lock has been replaced.

- The department ordered two new Red Oak trees for Eastwood Park. These trees will be installed in the middle of the park where the large heritage Oak Tree fell over in January of 2023 during the heavy winter storms. Staff will also be replacing a Red Maple tree that died at Cameron Park Lake.

Community Center

- Staff worked with Cal Fire Ponderosa Crew to relandscape the front of the Community Center. The current landscape was removed, and 49 new plants were installed. The district also installed 10 yards of black mulch to put the finishing touches on the new landscape. The new plants need little to no maintenance and are drought tolerant.
- A local resident had three large redwood trees removed from their property. The redwood chips were donated to the district and installed at the Community Center around the Cal Fire information sign. Staff will continue to have chips dropped in that location to help keep the weeds under control and to dress up that area.
- The district will be releasing an RFP to have all the gutters repaired, sealed, and cleaned. This was called out in the Community Center Warranty document provided by Angus and Terry Associates.

Cal Fire / Growlersberg

- Ponderosa crew assisted the departments with relandscaping the Community Center on Thursday September 28th.
- Ponderosa Crew was out on September 14th, to chip debris piles at Gateway Park. They also started clearing the aquatic vegetation from the shoreline at Cameron Park Lake.