

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



**Parks & Recreation Committee**  
**Monday, December 6, 2021**  
**6:30 p.m.**

**Cameron Park Community Center**  
**2502 Country Club Drive, Cameron 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 & 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 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. Land & Water Conservation Fund Grant (J. Ritzman)**
- 2. Splash Pad Fundraising Ad Hoc Committee (J. Ritzman)**
- 3. Final Design for Splash Pad – Information Item (J. Ritzman)**
- 4. Staff Oral & Written Updates**

- a. Recreation Report (K. Vickers)
- b. Parks & Facilities Report (M. Grassle)
- c. Air Quality Management District Emmission Reduction Grant for Summer Spectacular 2022 and 2023

**5. Items for January & Future Committee Agendas**

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

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT**

# COVID Procedure Updates: Social Distancing & Mandatory Use of Masks at Cameron Park Community Services District, Board of Directors Meetings

1. All community members and meeting attendees are required to wear a mask or face covering upon entering and remaining within the Community Center. The mask or face covering must cover the nose, mouth and chin.
  - a. The following persons are exempted from the requirement to wear a mask or face covering and will not be required to provide proof of such exemption:
    - i. Children under two years of age;
    - ii. Persons with medical conditions who cannot safely wear a mask or face covering (e.g. due to breathing difficulties, cognitive difficulties, hearing or communication difficulties);
    - iii. Persons who cannot wear or remove a mask or face covering without assistance;
    - iv. Employees who are in an area of the premise that is not designated for public access, or who are within or behind a physical barrier.
  - b. Temporary removal of the mask or face covering is permitted where necessary for the following purposes:
    - i. Actively engaging in an athletic or fitness activity including water-based activities;
    - ii. Consuming food or drink;
    - iii. For any emergency or medical purpose.
2. This policy will be implemented and enforced in “good faith” to primarily educate people on masks and face coverings and promote their use in enclosed public spaces.
  - a. Persons with exemptions listed under 1a) are not required to show proof of exemption.
  - b. Signs about the requirement to wear masks or face coverings shall be posted at all public entrances.
  - c. Persons entering or remaining without a mask or face covering will be given a verbal reminder of the policy’s masking requirement.
3. Social distancing is encouraged whenever possible. Chairs and tables will be spaced to support social-distancing.

Thank you for your cooperation and consideration. As individuals we can choose to help build a safe, healthy, and active community.

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



**Parks & Recreation Committee**  
**Monday, November 8, 2021**  
**6:30 p.m.**

**Cameron Park Community Center**  
**2502 Country Club Drive, Cameron Park**

**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 Grassle

**CALL TO ORDER 6:35**

**ROLL CALL FC/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 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. Presentation – Rescue Rasmussen Lake (R. Harris)**

- *Rob Harris provided a presentation and approximately 100 people were in attendance*

**2. 2022 Facility Use Fee Schedule – Proposed Changes (K. Vickers)**

- *APPROVED with the Sports Fields fee increase changed from 2.5% to 3%*

**3. Categorical Exemption – Cameron Park Lake Splash Pad Project (J. Ritzman)**

- *APPROVED*

**4. Ad Hoc Committee for Splash Playground Fundraising (J. Ritzman, discussion)**

- *Discussed and return to the Committee with Ad Hoc Committee framework*

**5. Staff Oral & Written Updates**

- a. Recreation Report (K. Vickers)
- b. Parks & Facilities Report (M. Grassle)
- c. Health of Christmas Tree(s) at Christa McAuliffe Park (M. Grassle)

**6. Items for November & Future Committee Agendas**

- *Ad Hoc Fundraising for Splash Pad Committee*

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

- *Active 20/30 Presentation - Donation from Unicorn Dash*
- *Proposed 2022 Fees*
- *Splash Pad Categorical Exemption*

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT 8:38**

Conformed Agenda Prepared by:

Conformed Agenda Approved by:

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Board Clerk  
Administrative Assistant II

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Felicity Carlson, President  
Board of Directors

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





## **Agenda Transmittal**

**DATE:** December 6, 2021

**FROM:** Jill Ritzman, General Manager  
Andrè Pichly, General Manager

**AGENDA ITEM #1:** **LAND & WATER CONSERVATION FUND GRANT FOR SPLASH  
PAD AT CAMERON PARK LAKE**

**RECOMMENDED ACTION:** Discuss Grant Opportunity & Impacts to Construction  
Timeline

### **Introduction**

The Land and Water Conservation Fund (LWCF) was established by Congress in 1964 to fulfill a bipartisan commitment to safeguard our natural areas, water resources and cultural heritage, and to provide recreation opportunities to all Americans. Earnings from offshore oil and gas leasing fund the grant program. The competitive grant is administered by the State Office of Grants and Local Assistance.

### **Discussion**

As a special district, Cameron Park Community Services District is eligible to receive funds from LWCF. The grant funds up to 50% of a project's total costs up to \$6 million, including planning and permitting, requiring a 50% match from the local agency. Many agencies choose not to apply for federal grants due to the significant application requirements and the land within the project area is placed under federal protection to preserve the public's outdoor recreational use of the site in perpetuity.

Application deadline is February 1, 2021 (Attachment 1A). Information from the State Park Program (competitive Prop 68 grant) application can be used as a basis for the LWCF grant, and the District's contract grant writer is available for support. Grant funding is awarded in summer 2022 with construction start in fall 2022. The current construction timeline is for spring 2022. If the District applies for LWCF funds,

construction would need to be delayed by six months to wait for the outcome of the grant award.

### **Conclusion**

Staff is recommending that the District apply for the LWCF grant and delay construction of the Splash Pad to winter 2022. If the grant is awarded, the District's existing local funding can be used for park improvements in other high priority areas including Rasmussen, Gateway and Dunbar Parks; install shade at the pool; and construct new park signs. In addition, the District's local funding will leverage new competitive grant opportunities in the future.

If supported by the Parks and Recreation Committee, staff will present this strategy to the Board of Directors for approval in December. The application, including a grant resolution authorizing the application, will be presented to the Board before the application deadline.

### Attachments:

1A. Land and Water Conservation Fund Competitive Program Timeline





# Land and Water Conservation Fund (LWCF) Competitive Program Timeline

Date	Milestone/Task
November 2021	Application Webinars <i>Technical assistance by the Competitive Program Team.</i>
February 1, 2022, by 5pm	Application Deadline
Spring 2022	Application review
Summer 2022	Department announces recommended projects.
Fall 2022 – Summer 2023	Approximate Start Date <i>After Section 106 is complete, it can take up to one year for NPS to approve (obligate) the project for funding.</i>
Fall 2022 – June 30, 2025	Grant Performance Period (up to 3 years from NPS approval of the project). Dates are dependent on the applicant's project timeline and NPS' review and approval. <i>Exceptions: Pre-award project planning costs (design, planning, engineering, Section 106, CEQA, etc.) can be incurred up to three years before the application is submitted to NPS (estimated July 2022).</i>

Please contact your [Competitive Review Project Officer](#) with additional questions.



## Agenda Transmittal

**DATE:** December 6, 2021

**FROM:** Jill Ritzman, General Manager  
André Pichly, General Manager

**AGENDA ITEM #2:** **SPLASH PAD FUNDRAISING AD HOC COMMITTEE**

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

### Introduction

Due to interest expressed by Board members, staff is developing Splash Pad Funding Ad Hoc Committee guidelines. Policy 4060 - Committees of the Board of Directors outlines the formation of Ad Hoc Committees as follows:

*4060.1 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.*

### Discussion

Staff recommends that the leadership of the Committee be comprised of five people, one to two Board members, a Cameron Park Community Foundation Board member and two to three community members. There may be many community members involved in the Committee's efforts, but the leadership and planning remains with individuals assigned to the Ad Hoc Committee by the Board President. The General Manager or their designee will attend and support the efforts of the Ad Hoc Committee. To realize the greatest financial benefit of fundraising efforts, District staff's participation should remain minimal and in a support role.

Below are the proposed duties of the Ad Hoc Committee:

- ✓ Enter into an agreement with a non-profit to be the recipient of funds;
- ✓ Develop a uniform campaign message regarding project funding needs that is approved by the General Manager;

- ✓ Develop a recognition program that is funded by non-District resources, located at or near the project site, requires little to no future maintenance and approved by the Board of Directors;
- ✓ With the General Manager, determine aspects of the project that would benefit from in-kind donations early in the planning process;
- ✓ Plan and implement a fundraising campaign that is funded by non-District resources.

Staff are in discussions with Cameron Park Community Foundation to serve as the non-profit to receive donations.

### **Conclusion**

The Ad Hoc Committee, comprised of Board members, community members and a non-profit, has a great opportunity to inspire community support for the Splash Pad. In its time, the Swimming Lagoon was an iconic park amenity that created memories for many, many Cameron Park families. With its unique design features and easy accessibility for everyone, the Splash Pad creates a new, unique experience in Cameron Park's park system.

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** December 6, 2021

**FROM:** Jill Ritzman, General Manager  
André Pichly, General Manager

**AGENDA ITEM #3:** **FINAL DESIGN, SPLASH PAD AT CAMERON PARK LAKE**

**RECOMMENDED ACTION:** Information Item

Based on Board member feedback, CALA developed a final design for the Splash Pad at Cameron Park Lake. This design, and the specifications which support it, will be submitted to the County for permitting. Note the addition of a bald eagle as a centerpiece.

Attachments:

A. Final Design – Splash Pad



# CAMERON PARK LAKE SPLASH PAD

## PLAY FEATURES



LADY BUG (1)



BILLY BOX TURTLE (1)



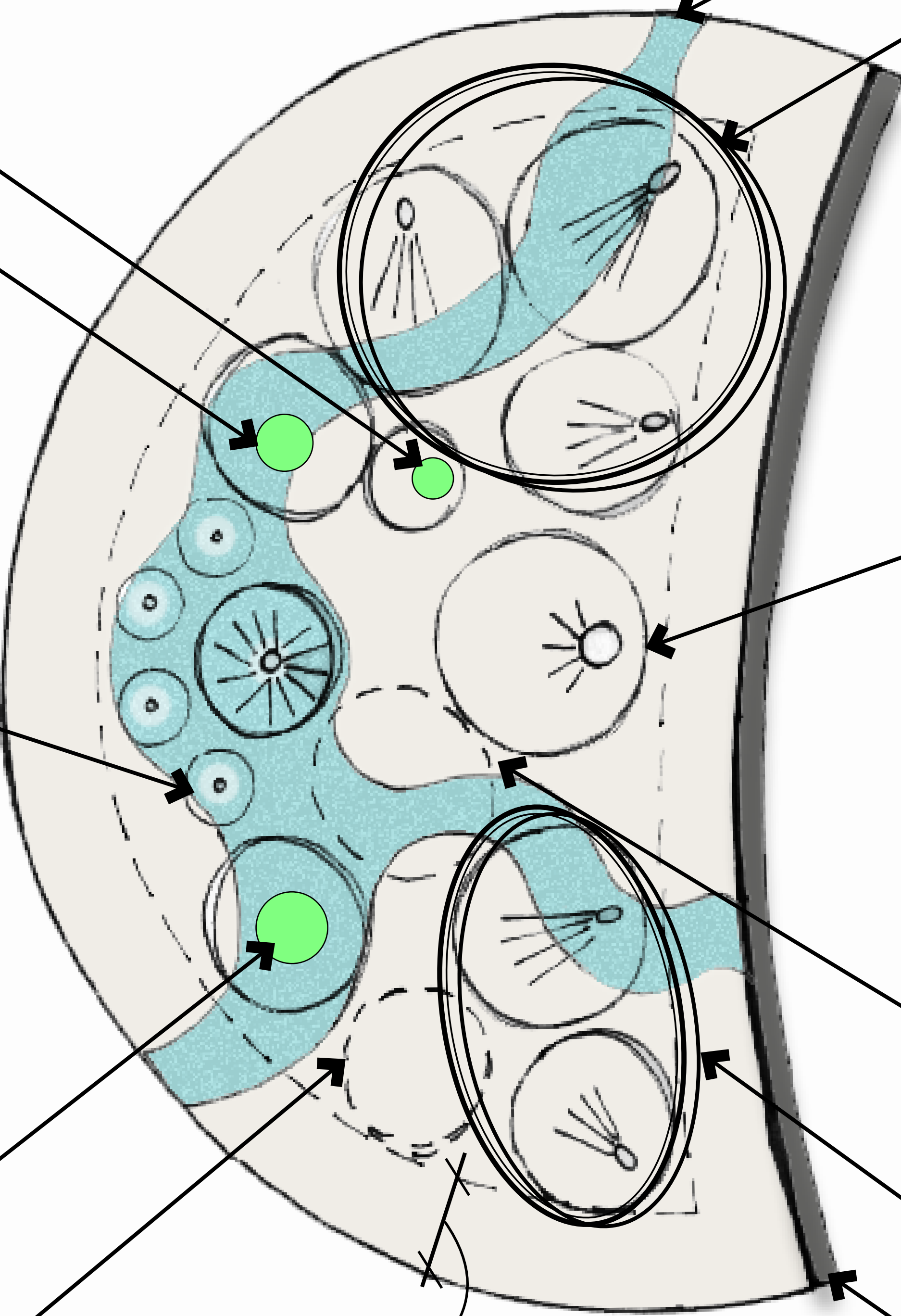
GLOW GROUND SPRAYS (5)



LILY FROG (1)

GROUND SPRAY (1)  
(FUTURE CATTAIL)

5'-0" MIN. OVER  
SPRAY ZONE TYP.

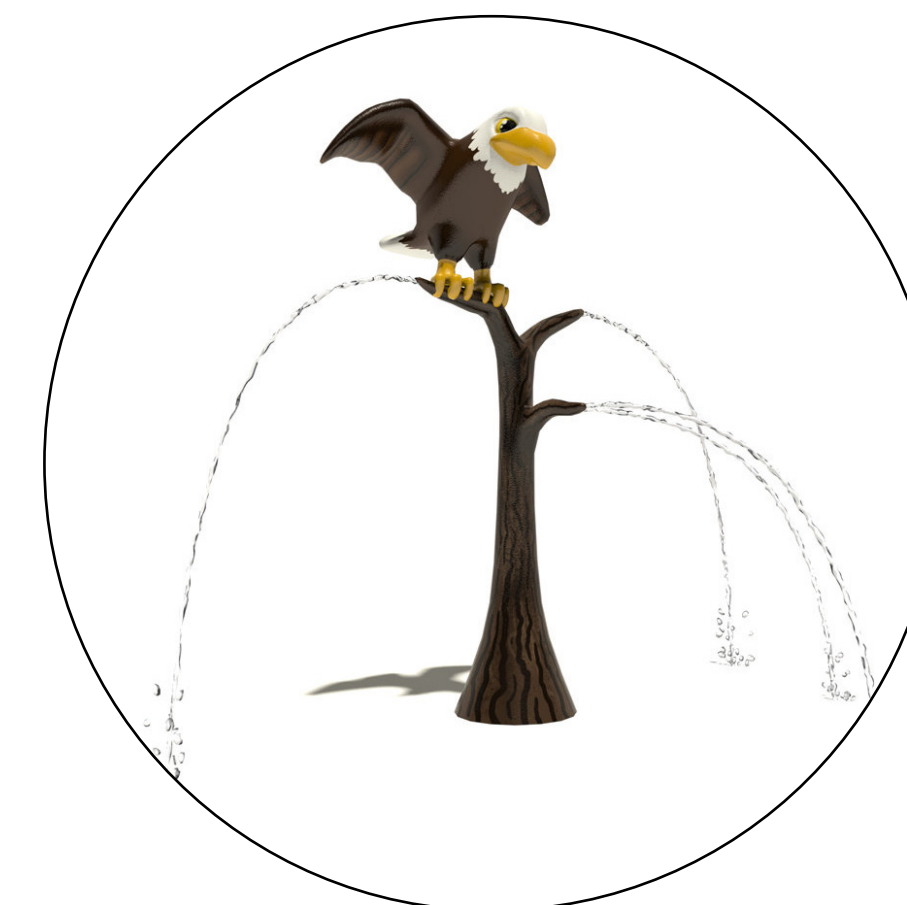


COLORED CONCRETE  
MIMICKING STREAM

CATTAILS GROUP  
(1 CATTAIL + 2 LEAF STEMS)



EAGLE EYE (1)

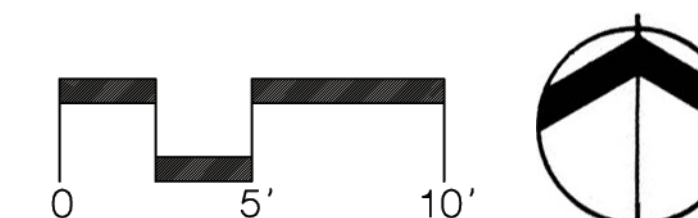


GROUND SPRAY (1)  
(FUTURE BUCKET)



LEAF STEMS GROUP  
(2 LEAF STEMS W/ 2 CRITTERS)

SEATWALL







## Agenda Transmittal

**DATE:** December 6, 2021

**FROM:** Kimberly Vickers, Recreation Supervisor

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

**RECOMMENDED ACTION: RECEIVE AND FILE**

November seemed to breeze by quickly! We continued to roll-out programming and prepare for a busy December!

The Recreation Department has seen continued increase in follows, engagements, and website clicks through our social media. Staff continues to evaluate effectiveness and look for avenues to extend our reach within the community.

We had the first in-person Christmas Craft faire since COVID. Vendors and participants alike appeared to enjoy the day. We were lucky to have amazing weather, lots of Holiday Spirit, and plan to continue this event next year! I have included a snapshot event report as well.

### Recreation Programming:

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

- *Camp CP*
  - We are piloted a 3-day fall break camp. We had 13 participants in all!
  - We are also piloting a winter break one week camp as well.
  
- *Aquatics:*
  - AquaSol swim team continues to be in the pool six days a week
  - We have continued lap swim, and are seeing continued participation
  - Melanie has piloted a deep-water exercise class, and hope to see an increase in class participation.

- *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
  - Skyhawks is completing their programs this week.
  - We launched a 5-week futsal league
  - Launched a Youth basketball Skills-n-drills program with a full roster of 30 participants in grades K-5<sup>th</sup>.
  - Partnered with Cameron Park Family Taekwondo Academy for intro classes
- *Cameron Park Lake Events & Kiosk Operations*
  - We continue to staff the kiosk on weekends, based on staff availability, weather, and daylight. We continue to take opportunities to provide education to public regarding annual passes and their benefits.
- *Community Center Programs*
  - Senior Social Hour continues with participants on Tuesday and Thursday only
  - Modified Zumba continued in its second month
  - Gold Nugget Quilters continue to meet
- *Upcoming*
  - Christmas Tree lighting - December 3, 2021
  - Santa Swim - December 4, 2021
  - Ponte Palmero sponsored Lunch and Talk – December 9, 2021
  - Launching “Paint and Splash Too” class – 3<sup>rd</sup> Wednesday of the month
  - Charcuterie Board Making Class – December 9, 2021
  - Dec 15, 2021- Tri-Chamber Mixer
  - 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 annual pass sales dwindle as expected for the time of year. However, we have started our early bird sale of annual passes. December through April, the 10% discount will remain, and all renewals will also receive the discount automatically.

### Communications:

- Continue monthly e-newsletter
- Active engagement on Facebook, Instagram, and Nextdoor
- Updating district website

### Attachments:

Christmas Craft Fair Event Report

Camp CP Holiday Break Event Report







## Event Report 2021 – Christmas Craft Faire

	<u>2021</u>	
	Actual	Budget/ Est.
<b>Participants/vendors</b>	58	60
<b>Attendance</b>	Estimate 450	
<b>Supplies</b>	\$319.45	\$350.00
<b>Revenue</b>	\$5,190	\$5,100
<b>Net</b>	<b>\$4,870.55</b>	<b>\$4,750</b>

**I. DATA:**

Date: November 20, 2021  
 Time: 10:00am to 4:00pm  
 Location: CPCSD Community Center

**II. PROGRAM CONTENT:**

***Event activities***

This event is a great chance for local craft vendors to showcase their goods right before the Holiday Season. All day on Saturday, between 10:00am to 4:00pm, the community is able to come over to the community center and shop. Vendors are welcome to come on Friday, between 3-7:00pm to set up their booths.

***Planning and Marketing***

This year we completely changed the way that vendors apply and pay for their space at the event. Instead of having multiple options to send in an application, we created a Google Form that would automatically send to me once completed. This was a million times easier and more efficient because all applications were in one space and I could have all answers automatically upload to a Google Sheet. From there, I was able to easily assign spaces and track information. Payment was taken either online or over the phone. We also created an event packet, including general information, layouts and a check list for the vendor.

For marketing, we used Facebook, Instagram and Next-door regularly. For this event we also posted on Eventbrite.com. We purchased 2 new banners so we could have a total of 4 banners to hang around the community parks. We created a Facebook event and boosted it two weeks before the event. We also shared the flyer with all vendors to use and had them share the event on Facebook. We created a new banner spot in front of the Community Center. We pulled the banner from Christa Park the night before the event and had it up in front for the day of with balloons. We also added an "A" Frame on the corner of Cambridge and Country Club the morning of the event.

**III. SUPPLIES**

Holiday decorations, lights and signage	=	\$319.45
<b>TOTAL</b>	<b>=</b>	<b>\$319.45</b>

**IV. EMPLOYEE TIME**

Full-time staff hours, 40 hours

Developing new on-line enrollment process, event planning, enrollment, promotions, set up and take down.

**V. REVENUES**

Vendor Booth Sales	=	\$5,190.00
<b>TOTAL</b>	<b>=</b>	<b>\$5,190.00</b>

**VI. ACTUAL COSTS/REVENUES**

Total Expenses (Supplies):	=	\$319.45
Total Sales:	=	\$5,190.00
<b>Net Amount:</b>	<b>=</b>	<b>\$4,870.55</b>



## Event Report 2021 – Camp CP Fall Break

	<u>2021</u>	
	Actual	Budget/ Est.
<b>Participants</b>	13	15
<b>Supplies</b>	\$43.58	\$50.00
<b>Revenue</b>	\$959.00	\$1,275.00
<b>Net</b>	<b>\$120.64</b>	<b>\$406</b>

### I. DATA:

Date: November 22-24, 2021

Time: 8:00am to 5:30pm

Location: CSD Community Center, Classroom A

### II. PROGRAM CONTENT:

#### ***Event activities***

Fall Break Camp was a pilot program. This program is basically a shorter week of summer camp full of activities including, arts and crafts, physical activities, STEM projects and more. We also visit the park every day.

#### ***Planning and Marketing***

The planning for this program is just like summer camp as far as planning curriculum and gathering supplies. We were able to use Recreation Leaders from Summer Camp to help out with this Fall Camp which cut down training costs and made the program run smoother.

For marketing, we used Facebook, Instagram and Next-door regularly. We also announced it in the October and November E-Newsletter, Fall/Winter Mailer and the website. I also sent an email blast to all parents that had children enrolled in Summer Camp, to let them know we were running this new camp.

### III. SUPPLIES

Activity Supplies = \$10.58

Fidget Toys (reusable, inclusion tool) = \$33.00

**TOTAL = \$43.58**

### IV. EMPLOYEE TIME

Part-time staff, 4 staff **TOTAL = \$794.78**

Full-time staff hours, 25 hours

Planning, enrollment, promotions, overseeing part-time staff

### V. REVENUES

Enrollment Fees = \$959.00

**TOTAL = \$959.00**

**VIII. ACTUAL COSTS/REVENUES**

Total Expenses (Salaries & Supplies):	=	\$838.36
Total Sales:	=	\$959.00
<b>Net Amount:</b>	<b>=</b>	<b>\$120.64</b>

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** December 6<sup>th</sup>, 2021

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

**AGENDA ITEM #4B:** **PARKS & FACILITIES DEPARTMENT REPORT**

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

### **General Information**

- The District decorated a large redwood tree at Christa McAuliffe Park for the tree lighting event on Friday December 3<sup>rd</sup>. Heartwood Tree donated their equipment eliminating the need for the District to rent a lift.
- Staff have been busy repairing and maintaining equipment over the past month. Staff replaces blades, belts and fluids on all equipment (except vehicles) during the winter months.
- It is that time of year where staff spend a majority of their time cleaning up leaves throughout the District. This endeavor will continue through the month of December.
- The Parks and Facilities Superintendent will be attending the National Irrigation Conference in San Diego from December 7– 10. Twenty hours of education are required to maintain an Irrigation Auditor’s License. Obtaining additional knowledge on drought tolerant irrigation practices will be a point of emphasis while at the conference.
- The department will be meeting with El Dorado Weed Control on Monday December 6 to discuss a timeline for spraying all of the District fire breaks for 2022. We will look at expanding the scope of service at Royal Oaks Park now that the sight has been fully abated using the CA Climate Investment Grant.

## **Cameron Park Lake**

- The Boy Scouts and Waste Connections confirmed the Christmas tree recycling program this holiday season. The Boy Scouts will be collecting trees on Saturday January 9<sup>th</sup>. The lower parking lot at the Lake will be staged as a drop off area starting on Monday December 27<sup>th</sup>.

## **Parks and LLADs**

- Staff fertilized all of the turf grass throughout the Parks and LLAD's prior to Thanksgiving. Winter fertilization is crucial in maintaining a healthy lawn coming out of winter.
- Staff repaired broken water mains at Bar J A, Eastwood and Rasmussen Park.
- Conforti Plumbing had to repair a majority of the water delivery system for the restrooms at Rasmussen Park. The toilets stopped flushing properly which prompted the system to be repaired.

## **Community Center**

- The department Supervisor shampooed the carpets in the office the week of Thanksgiving. Staff also spent time patching the walls and painting the office for the new General Manager.
- Fire Marshall staff performed an annual fire inspection of the Community Center. There were a few items flagged that staff are working to complete. The main item was to repaint the fire curbs red around the facility.
- Staff replaced all of the filters on the HVAC units. This is completed twice per year. The facility utilizes 62 filters that operate the HVAC system.

## **Cal Fire / Growlersburg**

- Growlersberg spent 3 Tuesday's removing dead and hazardous trees/limbs at Paul J. Ryan Park.
- Growlersberg spent 1 day cleaning up the landscaping at Bar J A and B LLAD.
- Growlersberg spent 1 crew days cleaning up debris from a Winter storm out at Gateway Park