

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



Parks & Recreation Committee
Monday, January 4, 2021
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/83018926921>
Meeting ID: 830 1892 6921

(Teleconference/Electronic Meeting Protocols are attached)

Agenda

Members: Director Felicity Carlson (FC), Director Sidney Bazett (SB)
Alternate Director Ellie Wooten (EW)

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

CALL TO ORDER

ROLL CALL

- Nominate Committee Chair

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. **Review Status and timeline for implementing Park Improvement Plan; ask questions of CALA (J. Ritzman, W. Kahn, M. Grassle)**
2. **Work Plan 2021 (J. Ritzman)**

3. Staff Oral & Written Updates

- a. Recreation Report (W. Kahn)
 - o Status Proposition 68 Per Capita Grant Submittals for Sports Field Renovation Project
- b. Parks & Facilities Report (M. Grassle)

4. Items for February & Future Committee Agendas

5. 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/911111111111> 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, December 7, 2020
6:30 p.m.

TELECONFERENCE ZOOM MEETING
<https://us02web.zoom.us/j/82581913427>
Meeting ID: 825 8191 3427

(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 - 6:35pm

ROLL CALL – 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 -

APPROVAL OF CONFORMED AGENDAS – Move to 12.16.20 BOD Meeting Agenda for Approval

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. California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act Of 2018 (Prop 68) Per Capita Grant Program - Applications for Sports Field Renovations (W. Kahn, M. Grassle)**
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- 2. Brighton Energy's Energy Efficiency Upgrade - Project Outcomes (M. Grassle)**
- 3. Staff Oral & Written Updates**
 - a. Recreation Report (W. Kahn)
 - b. Parks & Facilities Report (M. Grassle)
 - c. Feedback Basketball Courts (Oral Report - J. Ritzman)
- 4. Items for January & Future Committee Agendas**
- 5. Items to take to the Board of Directors**
 - CALA Agreement (M. Grassle)

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 7:25pm

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: January 4, 2020

FROM: Jill Ritzman, General Manager

AGENDA ITEM #1: **2020 IMPLEMENTATION PLAN & TIMELINE PARK IMPROVEMENT
PLAN PROJECTS**

RECOMMENDED ACTION: Review and Discuss

There are many components and factors to implementing the District's Park Improvement Plan priority projects, and decision points along the way for staff, consultants, Parks and Recreation Committee and the Board of Directors. The attached Plan and Timeline outlines critical points in the process for grants, project descriptions, bid documents and required permits.

Attachments

1A. Implementation Plan and Timeline

2A. Park Improvement Process Flow Chart

2020 Implementation Plan & Timeline Park Improvement Plan Projects

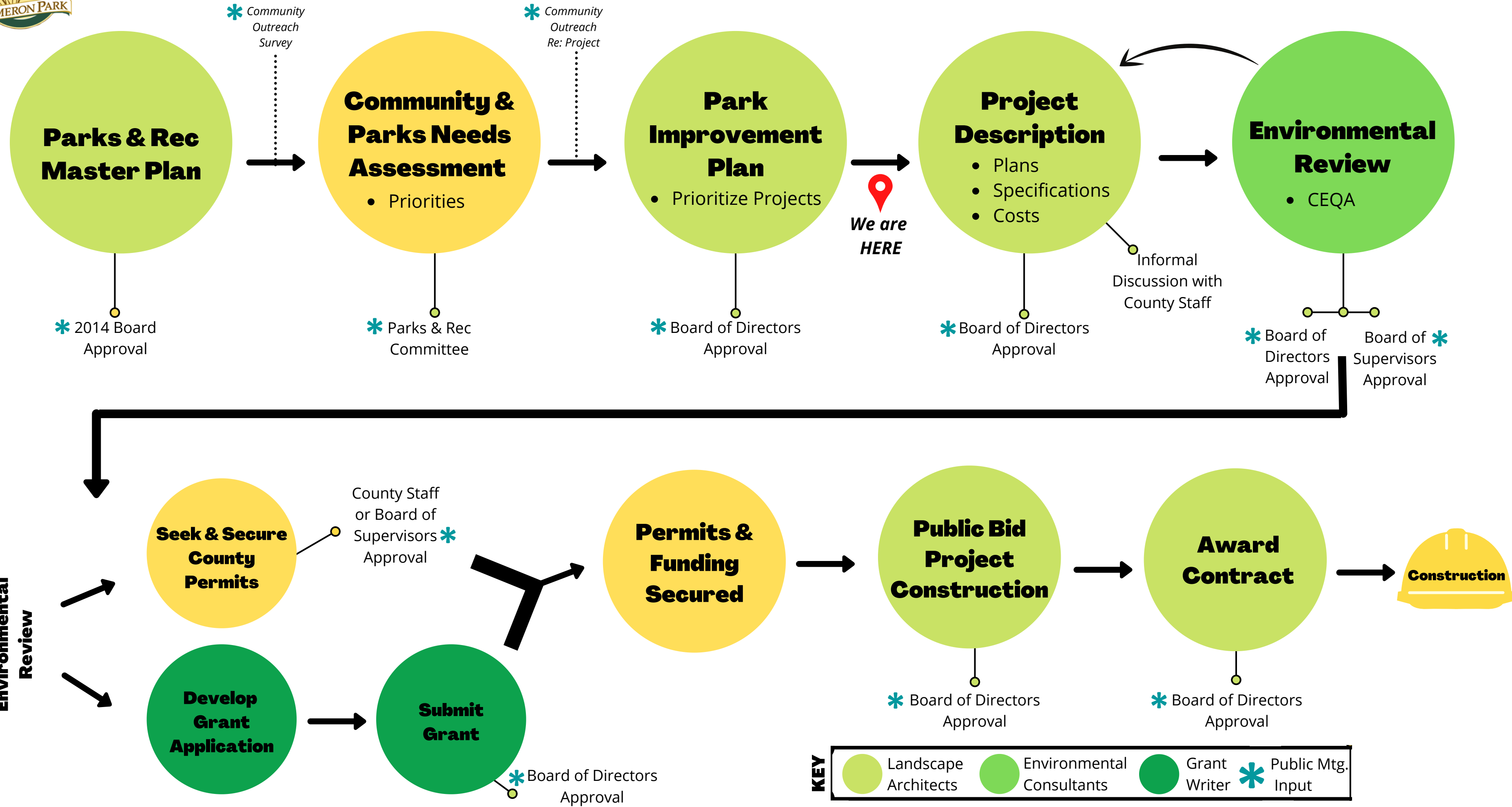
December 31, 2020

This is a proposed plan and timeline, to be updated as circumstances with project implementation and grant opportunities change.

	Lake Splash Playground	Sports Fields Renovation
January	Board of Supervisors Approval, Park Impact Fees	<ul style="list-style-type: none"> • Staff develop funding agreements with stakeholders for Prop 68 Per Capita 20% local match • Grant Submittal, Prop 68 Per Capita (all parks)
February		
March	<ul style="list-style-type: none"> • Board of Directors Approval Plans, Specifications, Costs • Grant Deadline, Statewide Park Program Round 4 (aka Prop 68 Competitive) 	
	Grant Submittal, Boating & Waterways, CP Lake Fishing Piers and Boat Launches	
April	Board of Directors Approval CEQA	Sports Field Project Implementation, all fields
May	Board of Supervisors Approval CEQA	
June		
July		
August	<ul style="list-style-type: none"> • Grant Award Outcome, Statewide Park Round 4 • Go/No Go determination for Lake Splash Playground 	
September	Board of Directors Authorize Public Bid Lake Splash Playground	
October		Sports Field Project Implementation, complete any remaining projects
November	Award Contract Lake Splash Playground	



Park Improvement Process



* 2014 Board Approval

* Community Outreach Survey

* Parks & Rec Committee

* Community Outreach Re: Project

* Board of Directors Approval

We are HERE

* Board of Directors Approval

Informal Discussion with County Staff

* Board of Directors Approval

Board of * Supervisors Approval

County Staff or Board of Supervisors * Approval

* Board of Directors Approval

* Board of Directors Approval

* Board of Directors Approval

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: January 4, 2021

FROM: Jill Ritzman, General Manager

AGENDA ITEM #2: 2021 COMMITTEE WORK PLAN

RECOMMENDED ACTION: Discuss and Forward to the Board of Directors

In February 2020, Standing Committees developed annual work plans that were approved by the Board of Directors on February 19, 2020 as the District Work Plan. An annual Work Plan is useful to staff and Board members in initiating and prioritizing projects.

The Board of Directors President is asking for Standing Committees to review and update the 2020 Work Plan for 2021, and forward to the Board of Directors for compilation, discussion and approval as a District Work Plan.

Attachment

2A. 2020 District Work Plan



*Cameron Park
Community Services District*

Agenda Transmittal

DATE: February 19, 2020

FROM: Monique Scobey, President
District Standing Committees

AGENDA ITEM #13: **DISTRICT 2020 WORK PLAN**

RECOMMENDED ACTION: APPROVE

INTRODUCTION

Since 2017, staff and Board members have developed work plans associated with the annual budgets and other important projects. The purpose of these work plans is to prioritize the District's limited resources. For calendar year 2020, Board President asked each Standing Committee to develop a Committee Work Plan which will be consolidated into a District Work Plan.

DISCUSSION

The below list summarizes the Committee Work Plans.

Fire & Emergency Services Committee

- Revise Weed and Rubbish Abatement Ordinance to provide more flexibility in implementing a community fire safe program and additional enforcement options.
- Plan for Capital Asset Improvements to better Training Facilities and Fire Station 88, utilizing Fire Development Impact Fees and other grant funding sources.
- Implement programs funded by California Climate Investment Grant including community education and fire fuel reduction projects.

Parks & Recreation Committee

- Initiate and implement plans for Park Improvement Projects with support from the District's landscape architect and grant writer, utilizing the Park Development Impact Fees and additional sources of funding. Determining a replacement for the Swimming Lagoon is a high priority.
- Develop new base for operations of the Recreation Department, to improve efficiencies, to maximize revenues, reduce expenditures, maintain self-sufficiency, improve customer service, and increase overall participation in programs and use of facilities.
- Implement Summer Spectacular as a self-sufficient event, with plans based on community and stakeholder feedback.

CC&R Committee

- Update the CC&R Handbook to reflect current best practices and provide framework for Committee functions.
- Create guidelines and procedures for the Architecture Review Committee to include in the CC&R Handbook.

Budget & Administration Committee

- Initiate a new District 5-Year Strategic Plan involving the community and stakeholders.
- Develop Five-Year Budget Projection to assist in guiding future budget decisions.
- Establish a Reserve Policy and Reserve Accounts for Capital Asset Improvements and Economic Uncertainties.
- Attain the District of Distinction Certification from Special District Leadership Foundation.
- Plan for District Sustainability.



Agenda Transmittal

DATE: January 4, 2021

FROM: Whitney Kahn, Recreation Supervisor

AGENDA ITEM #3A: RECREATION DEPARTMENT REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

General Update

Recreation Department continues with programming responsibilities under COVID guidelines and the District's communication efforts/outreach with residents. In addition, Recreation assumed new responsibilities including Strategic Plan community outreach, grant writing to implement projects approved under the Park Improvement Plan, and COVID response.

Programming:

Being placed on the Regional Stay-at-Home Order on December 10th forced us to cancel all of the holiday events we were working on organizing. Being moved to the Purple Tier at the end of November, coupled with these new more strict guidelines, staff are pivoting again using this time to develop sound plans and mid-year adjustments to reflect the COVID-19 impacts for the remainder of this fiscal year.

- With the inability to hold in person programming we are focusing on adding to and updating the Virtual Rec Center and reengaging with residents via Virtual Programming.
 - Staff have created a survey to ask residents more about what kind of virtual programming they would like to see
 - Each week a new event or activity will be highlighted in the Virtual Rec Center
 - Monthly craft kits will be promoted in January to begin in February
- January marks the time of year to map out and plan for all things summer. Staff will dive into planning Summer Camps, Aquatics programming, and Lake kiosk

operations which includes interviewing/hiring/onboarding/training summer seasonal staff members. Based on discussions with the County Health Office, staff expects that COVID restrictions will be lifting during the summer to enable the District to resume in-person programming under certain conditions.

- Staff will not be dedicating time to planning Summer Spectacular, because it is unlikely that large group gatherings will be permissible or wise. If circumstances change this spring to allow for large group gatherings, staff will re-evaluate holding the event.
- Lap Swim attendance numbers remain stable (7-10 swimmers per session 6 days a week).
- The Christmas Craft Fair Connections went well – the site had over 700 unique visitors and almost 1,000 overall visits. Of the 18 vendors that participated, nearly all of them made back the investment of participating in the online version of the Craft Fair and about half of them made \$100 or more from participating. The event was well received by the community and crafters, and was a good way to engage with our previous participants virtually.
- Finalized the new Annual Pass program for the Lake and Pool, and developed the promotional program to roll-out to residents. Working with Rec Trac to update registration software to allow for on-line pass sales. Expecting increase in Pass sales due to residents limiting their travel and staying home this summer.

Communications:

The Recreation Department continues to be responsible for the District Communication, both internally and with the public. Due to the pandemic, residents are gathering a lot of information through electronic venues.

- Development and creation of the District's monthly e-Newsletter sent to over 4,000 subscribers at the beginning of each month (sent twice in December). Subscriptions have increased during the pandemic.
- Maintenance and updates to the District website for departments, including creation of graphics and new pages as needed:
 - Time spent in December going through the website and have created a list of updates and changes that we will work through over the next several weeks. Updated all items that were out of date/inaccurate.

- Staff are working with the two outside companies that host our website and our registration website to see if we can get both of them to be more mobile friendly.
- Creation of all verbiage and graphics for all social media posts and responses to direct messages on both Facebook and Instagram.
- Interdepartmental updates to ensure the front desk staff has all of the information needed for the phone calls and emails received by our residents (calls can range from public records requests, to reports of geese wrapped in fishing line, as well as CC&R/ARC questions, registration for recreation programming and everything in between.) The front desk has remained active throughout the past 9+ months of the pandemic, and open for in-person visits unless a shelter-in-place order exists.

Strategic Planning Community Outreach:

Efforts for the Community Engagement portion of the Strategic Plan process was a priority in the month as December. The community survey was released to residents in December in the e-Newsletters and on the website. Nearly 60 people have already responded to our request for feedback. Recreation Supervisor created a slide deck to assist the leadership team with their small Community Stakeholder meetings.

Grant Writing

The Prop 68 Per Capita grants for the sports fields will be submitted in the very near future. Pending items include a commitment from community sports groups for the 20% local match, and securing CEQA documentation. District historical records regarding the development of parks is missing many components, one of which is CEQA documentation. Staff is working with both the County and state grant officer to allow for the grant submittal.

Staff will investigate two competitive grants in January. Statewide Park Grant Round 4, Prop 68 competitive grant, for the Lake Splash Playground; and application is recommended by District's grant writer/consultant. A competitive grant from Boating and Waterways for new fishing piers and boat launch at the Lake will be investigated and application submitted if appropriate.

COVID Responsibilities

Due to the vacant Safety Officer position, Recreation staff assumed responsibility for some of the District's COVID efforts. Recreation staff background in aquatics and as first responders supports this assignment.

- Creating and updating signage in Parks as COVID-19 guidance continues to evolve.
- Updating the Employee COVID-19 Work Plan as new guidelines from OSHA require changes.
- Liaison to the County as it related to COVID-19 considerations. The County reactivated the Emergency Operations Center as well as the weekly phone calls with neighboring agencies. Recreation staff participates in the weekly calls and passes information received to staff and the public.

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: January 4, 2020

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #3B: PARKS & FACILITIES DEPARTMENT REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

General Information

- Staff replaced a 70' section of perimeter fencing at the maintenance shop. The section of fence was also moved towards the parking lot, allowing the department to have additional room to park trailers and equipment, without impacting current available public parking.
- The Superintendent completed the required continuing education, in order to renew his Qualified Applicator Certificate. The certificate allows the district to purchase and use pesticides.
- Staff continue to repair and rebuild the district trailers on rainy days.
- Staff continue to pick up leaves throughout the district. Staff are about 80% finished for the winter.

Cameron Park Lake

- Staff continue to construct the perimeter fence around the Cameron Park Lake Disc Golf Course. Approximately 300' of fencing is still needed to be installed.
- The lake has finally filled up with water and is flowing over the spillway.
- The lower parking lot has been staged for Christmas tree drop off, Waste Connections will be providing dumpsters as needed.
- Staff cleaned up a large Willow Tree that fell on the west side of the lake

Parks and LLADs

- 90+ yards of bark has been purchased to install at Eastwood Park. *Applied Landscapes* will be installing the material within the next few months, once the existing bark dries out.
- Staff spent a day at Paul J. Ryan Park cleaning the leaves out of the fenced in areas and surrounding trail.
- Staff burnt the remaining debris piles at Royal Oaks, Knollwood and Gateway Park.
- Staff cleaned out a large drainage culvert at Gateway Park, between 2 houses on Sterling Way. The culvert, and more vegetation in the area, were cleared using an excavator.
- Staff limbed up a large oak tree hanging over Royal Dr., at the north end of Royal Oaks Park, to prevent large vehicles from hitting it.
- Staff will be installing drain rock for a culvert at Royal Oaks Park. The same contractor that cleaned up the vegetation at this park, also cleared out the culvert with an excavator.

Community Center

- Staff are working on replacing a few worn out check valves and hoses that feed chlorine into the pool.
- Cal Fire utilized some funding from the CCI Grant to remove several overhanging trees and limbs behind the community center, along the drainage canal.

Cal Fire/ Growlersberg

- Tuesday December 15th – 1 crew spent the day at Cameron Valley, cleaning up the existing landscape
- Wednesday December 23rd – 1 crew spent the day along Bar J B, picking up leaves.
- Tuesday December 29th – 1 crew spent the day finishing up leaf removal at Bar J B.