

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



**Parks & Recreation Committee
Monday, August 6, 2018
6:30 p.m.**

**Cameron Park Community Services District
2502 Country Club Drive, Cameron Park**

Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Greg Stanton (GS)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF CONFORMED AGENDA

OPEN FORUM

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

1. **Exeloo Restrooms** – (hand-out pamphlets and video)
2. **Pickleball Proposed New Courts** (oral report back; J. Ritzman, M. Grassle)
 - a. Reach out to Tennis advocates
 - b. Park Development Fees for Pickleball Court Improvements/Expansion
 - c. Costs for re-striping existing tennis courts to create multi-use courts
3. **Memorial Bench Program Proposals** (J. Ritzman, M. Grassle)
4. **Proposed Project List - Capital Improvement Plan** (M. Grassle)
5. **Facility Use Procedures, Survey, Fees, & Deposits** (oral update and discussion; M. Scobey, J. Ritzman)
6. **Staff Written Reports & Oral Updates** (T. Helm and M. Grassle)
 - a. Skate Park temporary closure
 - b. Kids Kamp Kudos
7. **Items for the September Committee Agenda**
 - a. Recreation Department Budget Plan of Action Steps
8. **Items to take 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, July 9, 2018
6:30 p.m.**

**Cameron Park Community Services District
2502 Country Club Drive, Cameron Park**

Conformed Agenda

Members: Chair Director Monique Scobey (MS), Vice Chair Director Greg Stanton (GS)
Alternate Director Holly Morrison (HM)
Staff: General Manager Jill Ritzman, Recreation Supervisor Tina Helm,
Parks Superintendent Mike Grassle

CALL TO ORDER - 6:50

ROLL CALL – MS/GS

APPROVAL OF AGENDA – Agenda Approved

APPROVAL OF CONFORMED AGENDA – Conformed Agenda Approved

OPEN FORUM – Rosemary O’Camb

At this time, members of the Committee or public may speak on any item not on the agenda that falls within the jurisdiction of this Committee; however, no action may be taken unless the Committee agrees to include the matter on a subsequent agenda.

Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

DEPARTMENT MATTERS

PUBLIC COMMENT

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue (where applicable) is allocated 10 minutes to speak, individual comments are limited to four minutes and individuals representing a group allocated five minutes. Individuals shall be allowed to speak to an item only once. The Committee reserves the right to waive said rules by a majority vote.

1. **Written Reports & Oral Updates from Staff** (T. Helm and M. Grassle)
2. **Pickle Ball Proposal** (Oral report – M. Grassle)
3. **Scoreboard at Rasmussion Park Letter of Agreement** (M. Grassle & E. Rauchfuss)
4. **Summer Spectacular 2018 Report** (Oral update – T. Helm)
5. **Exeloo Restrooms** (oral report and video)
6. **Items for the August Committee Agenda**
 - *Written and Oral Updates from Staff*
 - *Exeloo Restrooms*
 - *Pickleball*
 - *Reach out to Tennis*
 - *Park Development Fees for Pickleball*
 - *Capital Improvement Plan*

7. Items to take to the Board of Directors

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 8:02 p.m.

Agenda Transmittal

DATE: August 6, 2018

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

AGENDA ITEM #3: **MEMORIAL BENCHES & PARK AMENITIES**

RECOMMENDED ACTION: Review and Provide Feedback

BUDGET ACCOUNT: PARKS 4000, COMMUNITY CENTER 7000

BUDGET IMPACT: Program funded by Donations through Cameron Park
Community Foundation; no impact to the General Fund

BACKGROUND

The Cameron Park Community Services District (District) implements a memorial bench program with the assistance of the Cameron Park Community Foundation. This effort is initiated by a request from a donor to fund a memorial bench. The Parks Superintendent works with the donor to identify bench options and costs, including installation. The donor provides funds to the Cameron Park Community Foundation (Foundation), and the District bills the Foundation at the conclusion of the project. Most memorial benches are placed at Cameron Park Lake along the walkway.

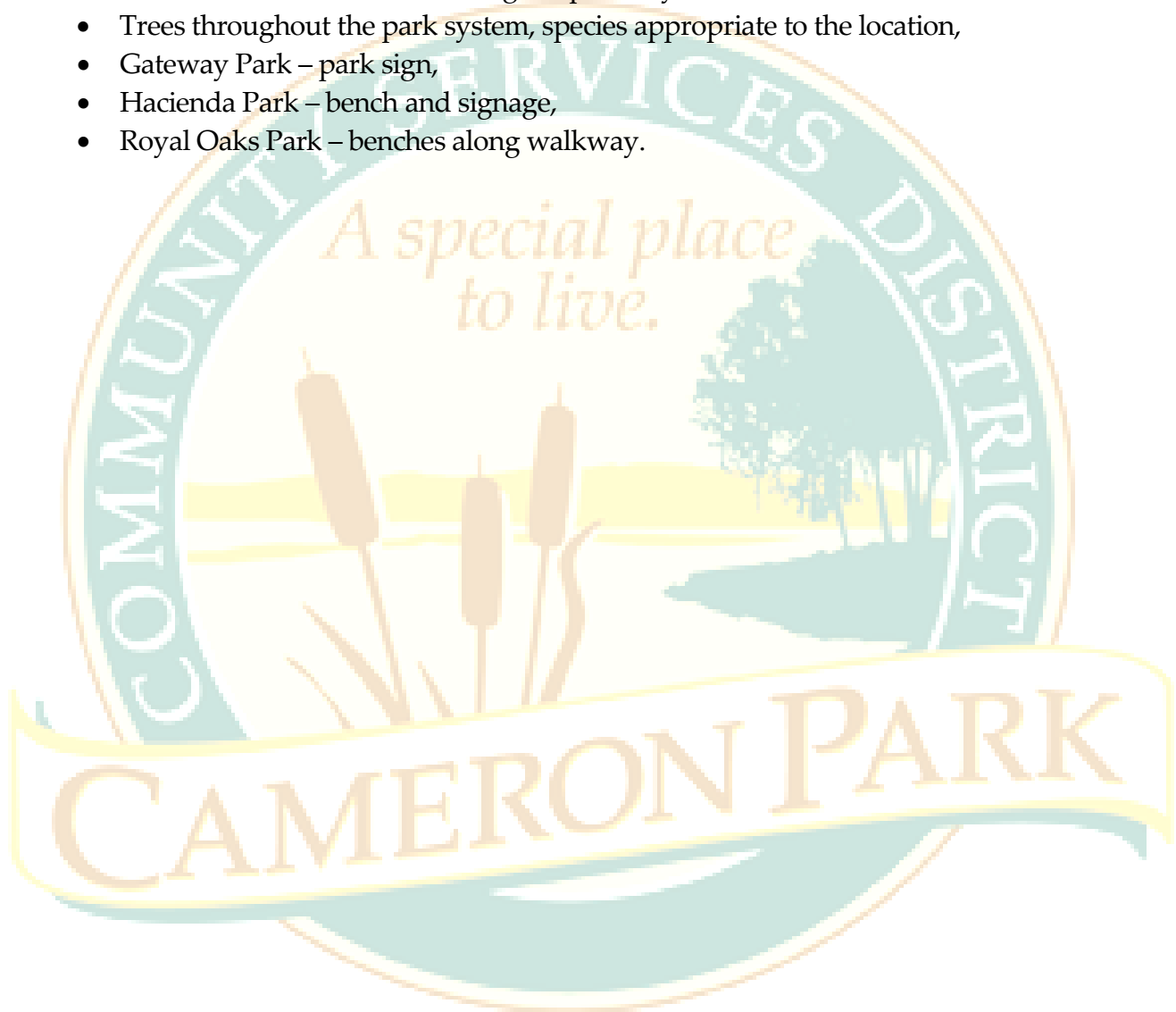
DISCUSSION

The walkway around Cameron Park Lake is at or near capacity with memorial benches. Staff is interested in identifying appropriate new locations for memorial benches with the assistance of the Parks & Recreation Committee. This effort will spread the benefit of memorial benches throughout the District.

In addition to benches, staff will encourage the donation of memorial trees to beautify the park system. Additional amenities appropriate to the park site will also be encouraged, and Committee ideas are valued.

A list of recommended locations and suggested amenities is below. Additional locations and amenities will be considered on a case by case basis. This list is not intended to be exclusive. Additional ideas are welcome.

- Cameron Park Community Center, benches in the cement common area. A shade structure would be an additional, appropriate amenity for this space.
- Rasmussen Park – benches along the pathway,
- Trees throughout the park system, species appropriate to the location,
- Gateway Park – park sign,
- Hacienda Park – bench and signage,
- Royal Oaks Park – benches along walkway.



Agenda Transmittal

DATE: August 6, 2018

FROM: Mike Grassle, Parks & Facilities Superintendent

AGENDA ITEM #4: PARKS & FACILITIES – CAPITAL IMPROVEMENT PROJECTS

RECOMMENDED ACTION: Review, Discuss, Share Suggestions

BUDGET ACCOUNT & BUDGET IMPACT: Project Costs & Budget Impacts to be Determined

INTRODUCTION:

As part of the regular budget process, the Cameron Park Community Facilities District (District) is developing a Capital Improvement Plan (CIP) for Parks and Facilities looking out five years to 2024. Determining the CIP is a public engagement process, and provides input for the project scope, priority and funding sources. Funding is derived from a variety of sources including Park Development Fees for new or expanded park and facilities; Quimby Fees for park improvements; existing and future grants; and general fund.

DISCUSSION

A specific list of projects including details regarding project scope, budget and funding source will be provided to the Budget and Administration Committee in September, and if supported, to the Board of Directors. Staff is soliciting programmatic input from the Parks and Recreation Committee about suggested projects.

The following list of improvement projects is a working document, based on suggestions collected from the community over the past few months, parks staff assessment of District's assets, and Parks & Recreation Master Plan. If additional new parks facilities are constructed to expand the park system, the District should consider additional maintenance costs. Due to the existing budget constraints, staff's recommendation is to concentrate efforts on improving existing amenities to avoid additional cost to the District.

Proposed Project for Parks Capital Improvement Plan

- ** T-Ball Field at Christa McAuliffe Park (low cost; Park Development fees)
- ** Rasmussen Park Permitting and Improvements of Existing Amenities (General Fund, Park Development fees)
- ** Upgrade or replace all restrooms (future Park Bond grant)
- ** Hacienda Park Tree Maintenance and Arborist Review (future Park Bond grant, General Fund)
- ** Re-paint and stripe parking lot at the Cameron Park Lake (General Fund)
- Additional Pickle Ball Courts at Cameron Park Lake or Rasmussen Park (program revenues, Park Bond grant, donations)
- Disc Golf Course and associated parking, proposed location is Bonanza (Park Bond grant, donations)
- Shade Structures at the Community Center Pool (Park Bond grant, donation)
- Park signs – update and replace throughout the District (Park Bond grant, sponsorship, donations)
- New tractor to replace 1980's era tractor (General Fund)

(** Staff's recommendations for priority projects)

Next Steps

These project will be reviewed along with recommendations in the Browning Reserve. Staff will determine project scope and estimated costs, and will move forward with a proposed CIP to the Budget & Administration Committee in September, and when supported, to the Board of Directors.

Attachments

A: List of Parks & Facilities

B: Parks and Recreation Master Plan, Sections 8.4, 8.5

Attachment A

Cameron Park Community Services District Parks

Park Name	Type	Total Acres	Improved Acres	Un-improved Acres	Trails ¹	Turf Area - Acreage
Cameron Park Community Center	Community	4.1	4.1			0.50
Cameron Park Lake	Community	56.5	56.5		1.10	5.00
Christa McAuliffe Park	Community	7.1	7.1			4.00
Rasmussen Park	Community	10.1	10.1		0.75	7.00
David West Park (LLAD) ²	Neighborhood	6.2	3.0	3.0		2.00
Eastwood Park (LLAD)	Neighborhood	2.2	2.2			2.00
Gateway Park	Neighborhood	13.3		13.3		1.00
Hacienda Park	Neighborhood	4.9	4.9		0.75	1.00
Northview Park (LLAD)	Neighborhood	5.2	5.2		0.75	
Bonanza Park Site	Natural Area	12.6		12.6		
Dunbar Park Site	Natural Area	0.9		0.9		
Knollwood Park Site	Natural Area	6.5		6.5		
Royal Oaks Park	Natural Area	10.4		10.4	0.50	
Sandpiper Park Site	Natural Area	3.1		3.1		
Chardi Corner	Community Entry					
	TOTAL	143.1	93.1	49.8	3.85	22.5

¹ Amounts listed are in miles.

² Landscape and Lighting Assessment District (LLAD)

Other Program Focus Areas

Input from the focus groups identified several potential program areas that could be explored to expand CPCSD offerings. These should be considered as part of the ongoing process of evaluating the changing community needs for recreation programs. These include:

- Develop programs that offer care givers support and respite opportunities.
- Bring a farmers' market to the CPCSD to help celebrate the agricultural heritage of the region.
- Connect with the 180 home-schooled families in the CPCSD area that could be a potential market for CPCSD programs and activities.
- Provide coordinated travel for specific experiences, such as skiing, boating, backpacking, overnight camping, and attending sports events.
- Expand fitness conditioning or safety programs targeted at specific activities such as skiing, backpacking, and boating.
- Coordinate a speaker series or special events featuring specific activities such as an outdoor equipment sale/swap meet, or travel films about fishing, boating, hiking, and skiing destinations.
- Consider extending the pool use season and including a U.S. Masters Swimming program.

Transportation

Program participation is dependent on residents' ability to get to the sites where the programs are being offered. Limited access to transportation was identified repeatedly as an issue during the focus group sessions. Therefore, the CPCSD should explore ways to bring programs to locations where potential participants are already situated. For example, some children participate in after-school academic programs at school sites. It may be possible to provide CPCSD recreation programs at these sites as part of an extended after-school activity strategy. Many children are already visiting the library on some periodic basis so perhaps recreation programs at the Community Center could be coordinated with these visits to limit transportation issues.

8.4 Existing Facility Repairs and Renovations

Existing CPCSD facilities will only continue to serve community needs if they are maintained and renovated on a regular basis in accordance with the limited life span of materials. Keeping these facilities in safe and functional working condition is essential to the CPCSD's ability to meet current and future recreation needs. Therefore, understanding the condition and expected lifespan of existing facilities is a key component in the master planning process. The CPCSD commissioned the Browning Reserve Study to examine the condition and remaining life of existing park facilities.²⁸ The Study describes specific repairs and renovations that will be needed in the next ten year to keep these facilities in good working order (Appendix C). These expenditures are summarized in Chapter 8 of this Master Plan.

8.5 New Facilities

The facility standards and community input suggest that several new facilities are needed to serve the residents of the CPCSD. These include specific individual facilities as well as planning for improvements on undeveloped or partially developed park sites to increase their recreation value.

²⁸ Browning Reserve Group. 2013. *Cameron Park Community Services District Reserve Study*.

8.5.1 Needed Facilities

The facility standards indicate that several types of new facilities are needed. These include sports fields and courts, a disc golf course, and improvements at existing parks.

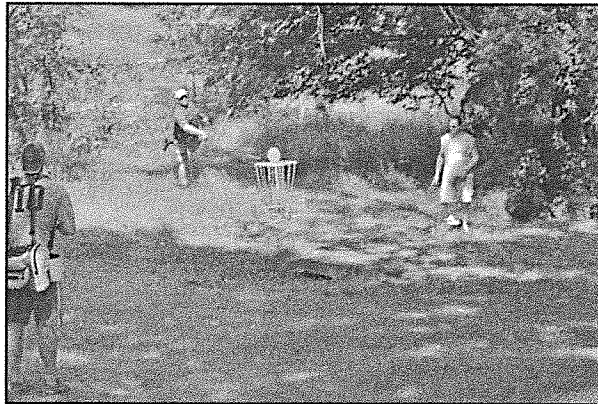
Sports Fields and Courts

Based on the current CPCSD population and recreation patterns, there is a need for one additional baseball field, four softball fields, three soccer fields, one tennis court, and one basketball court. These shortfalls may be addressed through a combination of means. The least expensive approach would be to secure joint use agreements with the schools to provide at least some portion of the needed facilities. Limitations on availability of school facilities may require that some additional facilities are developed at CPCSD owned and operated parks. As land for new parks is acquired, those facilities for which there is a deficit should be included as a priority in the park master plans.

Cost for building these sports fields and courts will vary depending on site conditions, proximity to utilities, parking, and restrooms, and whether or not they are lighted.

Disc Golf Course

Disc golf is a popular year-round recreation activity that can successfully be enjoyed on land that is not well-suited for sports fields and courts. It is also very inexpensive to set up requiring no extensive paving, utilities, irrigation, or infrastructure other than the tees and basket poles. Players often travel to courses throughout a region, and a disc golf course could bring visitors to Cameron Park for this recreation opportunity. As of 2009, there were over 3,000 disc golf courses worldwide with an annual growth projection of 15 percent.²⁹ Disc golf can be a lifetime fitness activity enjoyed by school aged children to mature adults. There are many online forums, course reviews, and tournaments for all abilities. The Professional Disc Golf Association, with a member base of 50,000+, is the governing body for the sport and sanctions competitive events for men and women of every skill level from novice to professional.³⁰ Installation is often accomplished by volunteers. While, there are several suitable locations on existing CPCSD park land where a disc golf course could be set up, Gateway Park may be the preferred location since it is adjacent to many neighborhoods, and has topography and mature trees that would make for an interesting course layout.



Disc golf players at a hole

Existing Park Improvements

Several specific improvements are recommended for existing parks to enhance their recreation value to the community.

²⁹ <http://www.parkcirclediscgolf.com/disc-golf-history.htm>

³⁰ <http://www.pdga.com/introduction>

- At Royal Oaks Park, the trail should be improved for better ADA access and interpretive signage should be installed to provide education about the park's riparian habitat.
- More shade is needed at the Cameron Park Community Center Pool especially for parents and spectators during swim meets. The specific type and placement of shade solutions should be determined by staff based on observed patterns of use.
- Sports teams using CPCSD facilities would like to be able to store equipment at the facilities rather than having to haul it from practice to practice. Staff should determine which facilities need storage containers, the types of facilities needed, and where they could be located. For Community Center facilities, it may be possible to find space in the existing buildings for the needed storage. For parks such as Rasmussen or Christa McAuliffe portable, weather resistant, storage containers may either be rented or purchased.
- The Skate Park at Christa McAuliffe Park needs additional improvements, including landscaping, a security system, shade structure, and additional seating. The extent and design of these improvements should be determined with input from the park users and CPCSD parks maintenance staff to ensure that facility meets user needs, is resistant to vandalism, and is cost effective to maintain.

8.5.2 Master Plans

Park sites that are undeveloped or only partially developed should be master planned with community input in accordance with the CPCSD policies for new park development. There are five CPCSD park sites for which master plans are needed before specific capital projects can be identified. While each of these is discussed below along with suggestions for possible improvements, the final list of improvements will reflect the input from the community. The master planning process should identify estimated costs, regulatory permitting, and recommended phasing for improvements at each park site.

Dunbar Park Site

The small size (0.9 acres) and presence of native oak trees limits future recreation improvements at the Dunbar Park Site. However, there is adequate room for children's play area and adult fitness course. This is the only CPCSD park site north of Green Valley Road. While it is not large enough to be a full service neighborhood park, providing these recreational opportunities at this location means that neighborhood children will not need to cross Green Valley Road to get to a play area, and parents will have a recreational activity to enjoy while their children are playing.

Bonanza Park Site

The Bonanza Park Site (12.6 acres) is the largest area designated to be a natural area park in the CPCSD. It includes native oak woodland, grassland, and wetland features. It has excellent potential for trail development, possibly connected to the Cameron Park Lake trail, with additional access from Spill Way, Salida Court, Fairway Drive, and Bonanza Drive. It would be an excellent location for a comprehensive environmental interpretive program including signage, kiosks, and self-guided tours. Its proximity to parking, the Gazebo, picnic areas, and restrooms at Cameron Park Lake would make it an ideal destination for school field trips focused on environmental education. This type of use would also help expand the demand for the Cameron Park Lake facilities beyond the summer season.

Knollwood Park Site

The Knollwood Park Site (6.5 acres) with its native oak woodlands, grassland, and wetland features would make an excellent natural area park as an adjunct to a new active use park to serve the

southwest area of the CPCPSD. Master planning for this site will need to consider its relationship to other future residential or park developments on the adjacent parcels, and the timing of proposed improvements such as off-street parking and neighborhood access routes. Trails, disc golf, exercise routes, and interpretive features would all be appropriate improvements for this site.

Sandpiper Park Site

Unlike the Bonanza, Knollwood, and Royal Oaks natural areas, the Sandpiper Park Site (3.1 acres) is primarily foothill scrub habitat. It would be a suitable site for a small nature trail loop, with interpretive information about native plants, fuel load management, and defensible space. It could also serve as an outdoor classroom for students from the Green Valley Elementary School across the street.

Gateway Park

While Gateway Park (13.3 acres) has some limited improvements, it has the potential to accommodate additional recreation opportunities in keeping with its function as a neighborhood park. The long, linear nature of the park and presence of oak trees would make it an excellent location for a disc golf course and trail with exercise stations. A small play area could also be designed to work with the topography and shape of the park. It is easily accessible by bicycle or walking from the many surrounding neighborhoods so additional parking should not be needed.

8.6 Acquisitions

Based on the deficit of neighborhood park land, minimum recommended park sizes, and the analysis of park service areas, there are several locations where acquisition of new park lands are recommended. Once land is acquired, the CPCSD park planning process should be undertaken to identify the specific improvements, configuration, and costs associated with implementing the expanded park vision.

Green Valley Road Corridor

Dunbar Park Site, Gateway Park, and Sandpiper Park Site are located near the neighborhoods along the Green Valley Road corridor. However, none of these is suited to as a site for a full service neighborhood park. The Dunbar Park Site is too small, the Sandpiper Park Site is a natural area, and the configuration of Gateway Park will not allow typical neighborhood park improvements such as sports fields and courts. Therefore, a new neighborhood park site of suitable size and topography should be acquired in the Green Valley Road area. Ideally the new park would be at least 5 acres to allow space for multiple sports fields and courts, children's play area, covered group and individual picnic areas, and walking paths with exercise stations.

Southwest Area

There are no neighborhood parks in the area west of Cambridge Drive between Cameron Park Lake and the Cameron Park Community Center. With dense residential development south of Knollwood Drive, and some sizeable undeveloped parcels to the north, efforts should be undertaken to create at least one neighborhood park in this area. This may be accomplished either by identifying and purchasing suitable acreage or through land dedication during the development review process if a large enough project is proposed.

Expansion of Christa McAuliffe

Christa McAuliffe Park is 7.1 acres and located adjacent to State Route 50. The expansion of the park to incorporate several vacant acres to the east would increase the potential for this park to be used for larger community events and potentially small regional sports tournaments. The expansion area would need to eventually include additional parking, picnic areas, and other improvements to accommodate the anticipated increased level of use. Other recommendations in this Master Plan address the apparently limited demand for reserved use of the existing soccer fields, so acquisition of the adjacent land must be carefully considered with an eye to the specific types of improvements that would be developed and how they would be marketed. If the land in question is not acquired by CPCSD, and is developed for some other use, there will be no future opportunity to expand this park since all adjacent land is developed.

David West Parcel Exchange

The small (approximately 1.5 acres) parcel immediately east of David West park is currently undeveloped. With frontage on Crazy Horse Road, this parcel provides better visibility and access for neighborhood use than the undeveloped portion of David West Park to the west, which is behind residences and has two stormwater detention features. The parcel could potentially be acquired by fee purchase or in exchange for other CPCSD properties that are less well-suited for park uses, such as the undeveloped portion (3.1 acres) of David West Park to the west, or the small (0.1 acres) parcel north of the intersection of Voltaire Drive and Crazy Horse Court. There is a significant elevation change between the developed portion of the park and the potential expansion area, and an open stormwater swale runs through part of the site. These constraints would need to be considered in the planning for future uses on the expansion area.

Agenda Transmittal

DATE: August 6, 2018

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #6: Parks & Facilities Department Report

RECOMMENDED ACTION: Receive and File

General Information

July was an exceptionally busy month for the department. We are in the process of purchasing a new $\frac{3}{4}$ ton vehicle for the Landscape and Lighting Assessment Districts (LLADs). Hoping to have the new truck by the middle of August. Tuff Shed will be constructing a new storage unit at Cameron Park Lake. The storage unit will house the equipment purchased for the LLADs. Staff have applied all of our summer fertilizer to the turf grass throughout the District. Community Campout was a successful and extremely fun community event. The District will be demoing some new lawn mowers in the coming weeks. We will be purchasing a new lawn mower for the LLAD department.

Cameron Park Lake

- There are several Eagle Scout projects in the works. These projects are going to focus on cleaning up the entrance to Cameron Park Lake and make it more attractive for the community.
- The lagoon will be closing for public swim on Sunday, August 6th. Staff will continue maintaining the lagoon for a large reservation and the annual Pooch Plunge.

Sports Parks/Fields

Christa McAuliffe Park / Skate Park

The District closed the Skate Park from July 25th until July 28th. Skate Park attendees were bringing in their own homemade ramps and rails which is a danger to the public and a liability to the District.

Neighborhood Parks/Landscape and Lighting Assessment Districts

Hacienda Park

Staff removed the broken concrete bench that was destroyed by the falling oak tree. The bench was extremely heavy and took staff a bit to schedule the removal of it.

Northview Park

- Two picnic benches were damaged or vandalized. They were both removed. The District purchased a different kind of bench to hopefully stop the vandalism.
- Several mailboxes were destroyed by a vehicle crashing into them. Staff are working with the U. S. Post Office to find a new location for the mailboxes.

Community Center

- New pool grates have been ordered to replace the damaged ones on the pool deck.
- The District hired a new full-time Maintenance Worker II (Carlos Faucet) to oversee the Community Center. Carlos has been a big help throughout the department over the past six months.
- Our current HVAC software was finally updated to allow remote access.
- Ski Air came out to replace all of the filters on the HVAC units. They had not been replaced since the spring of 2016.
- The water slide has been closed for the rest of the summer. One of the brackets has shifted a bit, causing an uneven sliding surface.
- Replacing broken tiles at the pool is tentatively scheduled for week of August 13; this is an element of the warranty work and details are still being sorted.

Cal Fire/Weed Abatement

Growlersburg was a tremendous help trimming trees and hedges at Cameron Valley LLAD. Growlersburg also helped us clean up the west side of the Cameron Park Lake and the spill way area.

*Cameron Park
Community Services District*

Agenda Transmittal

DATE: August 6, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #6: KIDS KAMP KUDOS

A mom was in the office last week and said this camp experience was hands down the best she's ever experienced. The camp counselors have been phenomenal, they've treated her kids like they were family from day one. She wishes we did this for Christmas and Easter too, it's been such a great experience. She was absolutely gushing with her praise. She said whatever we're doing, keep it up, because we're doing a fantastic job. The best EVER! She said they've attended camps elsewhere before (El Dorado Hills) where they were treated as sub-par people due to being on a scholarship and her kids were separated due to ages. So she was thrilled with how we keep the kids together and that they've been having a wonderful time!



CAMERON PARK