

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



Parks & Recreation Committee
Monday, May 7, 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. **Written Reports & Oral Updates from Staff** (T. Helm and M. Grassle)
2. **Swimming Lagoon – Preparations for Summer Opening** (J. Ritzman; M. Grassle)
3. **Skate Park Plan of Action** (J. Ritzman, T. Helm, M. Grassle)
4. **County ad hoc Cannibus Committee, Commercial Cannibus Program** (J. Ritzman)
5. **Community Center Parking – Possible Solutions to Mitigate Impaction** (discussion; no written report)
6. **Responsible Fishing Policy** (Discussion; no written report)
7. **Facility Use Policies – Update Process** (Oral update, J. Ritzman & M. Scobey)
8. **Items for the June Committee Agenda**
9. **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, April 2, 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 - 6:30 p.m.

ROLL CALL - GS, HM MS absent

APPROVAL OF AGENDA - Approved

APPROVAL OF CONFORMED AGENDA – Take to Board of Directors' April meeting for approval.

OPEN FORUM

Mike Berry

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.

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DEPARTMENT MATTERS

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1. **Oral Updates from Staff** (T. Helm and M. Grassle)
2. **Food Truck – Selection of Provider** (T. Helm)
3. **Proposition 68: The California Clean Water and Safe Parks Act and District’s Process to Identify, Prioritize Park & Facilities Improvement Projects** (J. Ritzman)
4. **Facility Use Policies – Update Process** (J. Ritzman)
(correspondence)
5. **Items for the May Committee Agenda**
 - *Report back regarding Community Center use policies*
6. **Items to take to the Board of Directors**
 - *The Board considering a workshop regarding Community Center use policies after Board members solicit feedback from their constituents and staff conduct a survey.*
 - *March Parks & Recreation Committee Conformed Agenda for approval.*

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT – 8:08 p.m.

Parks & Recreation Committee Meeting

May 7, 2018

1. Recreation Updates

Submitted by: Tina Helm, Recreation Supervisor

- Facility Use Report: Please find the scheduled rentals from July to April Fiscal Years 2016/17 and 2017/18 compared to the rentals during the same time period. This comparison is for the auditorium/classroom rentals and does not include the gym.

	2016/17 Facility Rentals July 2016- June 2017	number of rentals	2017/18 Facility Rentals July 2016- June 2017	number of rentals
July	\$3,387.76	19	\$7,448.00	20
August	\$2,485.85	20	\$5,615.37	25
September	\$1,638.51	17	\$3,926.50	16
October	\$7,485.51	24	\$6,099.60	20
November	\$3,006.00	18	\$4,455.50	20
December	\$4,832.71	24	\$2,964.00	13
January	\$3,993.75	17	\$1,826.50	13
February	\$3,350.60	14	\$3,265.50	15
March	\$5,243.42	22	\$5,939.05	20
April	\$4,823.00	20	\$10,354.75**	26
Total	\$40,247.11	195	\$51,894.77	188

** 3 day Quit show

- Staff attended the annual Easter Egg Hunt on March 31st. There were lots of happy children and parents that participated and collected over 3,000 eggs.
- The summer activity guide was completed and mailed out to the residents close to April 20th.
- Staff attended the staff retreat at Mt Danaher in Camino. The retreat focused on individual strengths and similarity shared by other staff as well as the goal for the district moving forward.
- Staff attended the Senior Leadership Council meeting in April to discuss the upcoming Showcase representation, the Friends of Seniors Grant, New classes – Arts & Craft Corner, Bunco and the 50+ symbol.
- Staff attended the Community Showcase and Luau at the Pool event on April 26. This event was moved from October to April with much more attendance. Staff will be attending the wrap up meeting this week.
- Staff is scheduling and conducting seasonal staff interviews for Lifeguards, Summer Camp and Kiosk positions.
- The Early Bird Season pass sales finished on April 30. Staff is compiling the report.

Agenda Transmittal

DATE: May 7, 2018

FROM: Michael Grassle, Parks and Facilities Superintendent

AGENDA ITEM #1: **Parks & Facilities Department Report**

RECOMMENDED ACTION: Receive and File

General information

Staff have been busy getting the district ready for the summer. The Community Pool is up and running, with the Lagoon not too far behind it. All of the turf grass has been fertilized and the irrigation systems are getting a much needed tune up right before summer. Staff are working hard on keeping the weeds under control throughout Cameron Park. The district is utilizing a janitorial company to help us keep the bathrooms throughout the district clean and neat. This has taken a burden off of the staff. Also the district has signed a contract with Cintas to deliver and stock our janitorial supplies. Cintas offers much more support and service than the current company we use.

Cameron Park Lake

- Staff installed the spill way boards for the lake in early April.
- Lincoln Aquatics will be out at the Lake in the next few weeks to get the Lagoon up and running.

Sports Parks/Fields

Christa McAuliffe Park/Skate Park

- Christa will be closed from May 2nd – May 29th for routine maintenance. Field has been fertilized, aerated and over seeded in much less time with the assistance of new equipment.
- Our facilities staff are checking in on the skate park 2-3 times per day. So far their presence at the Skate Park has been effective.
- New signage is being ordered up for the Skate Park.

David West

- The district has taken over the maintenance of the little league infield. Ponderosa little league has been responsible for the maintenance of the infield in the past. After speaking with Ponderosa little league we agreed the CPCSD should be maintaining the infield.

Neighborhood Parks/Landscape and Lighting Assessment Districts

Northview Park

- Staff meet with a resident who was concern about the condition of the decomposed granite trail that runs throughout the park. We are working on taking measures to keep the trail intact.
- Staff removed two arches from the top of the playground. People have been climbing on top of the arches, attempting to vandalize the shade structure.

Chardi Corner

- The lights that shine on the Cameron Park sign have been replaced with LED flood lights. The previous lights were not working. This is a landscaped area is funded by the General Fund.

Community Center

- Staff have been eliminating unnecessary sprinkler heads throughout the landscape
- The district had our annual pool slide inspection. The district passed without any issues.
- Staff have prepped the pool deck for the upcoming season. All the Restrooms, lounge chairs and tables have been pressure washed and cleaned up.

Cal Fire/Weed Abatement

- Cal Fire and Growlersberg have helped us complete our weed abatement at the Community Center and Sandpiper. El Dorado Weed Control sprayed out those two areas once they weed abatement was completed.

SDRMA/Fire Inspection

- We recently had our insurance company SDRMA come out to give us a safety assessment on our building. We just received the report and have one of our Office Assistants working through it. Actions steps will be presented to Managers and Supervisors at next staff meeting. We also received an annual fire inspection at the Community Center from the Cal-Fire Fire Marshall. Staff are currently looking through that report as well. Budget impacts have not been identified yet.

Agenda Transmittal

DATE: May 7, 2018

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

AGENDA ITEM #2: SWIMMING LAGOON – PREPARATIONS FOR SUMMER OPENING

RECOMMENDED ACTION: Receive and Discuss

BUDGET ACCOUNT: PARKS DEPARTMENT

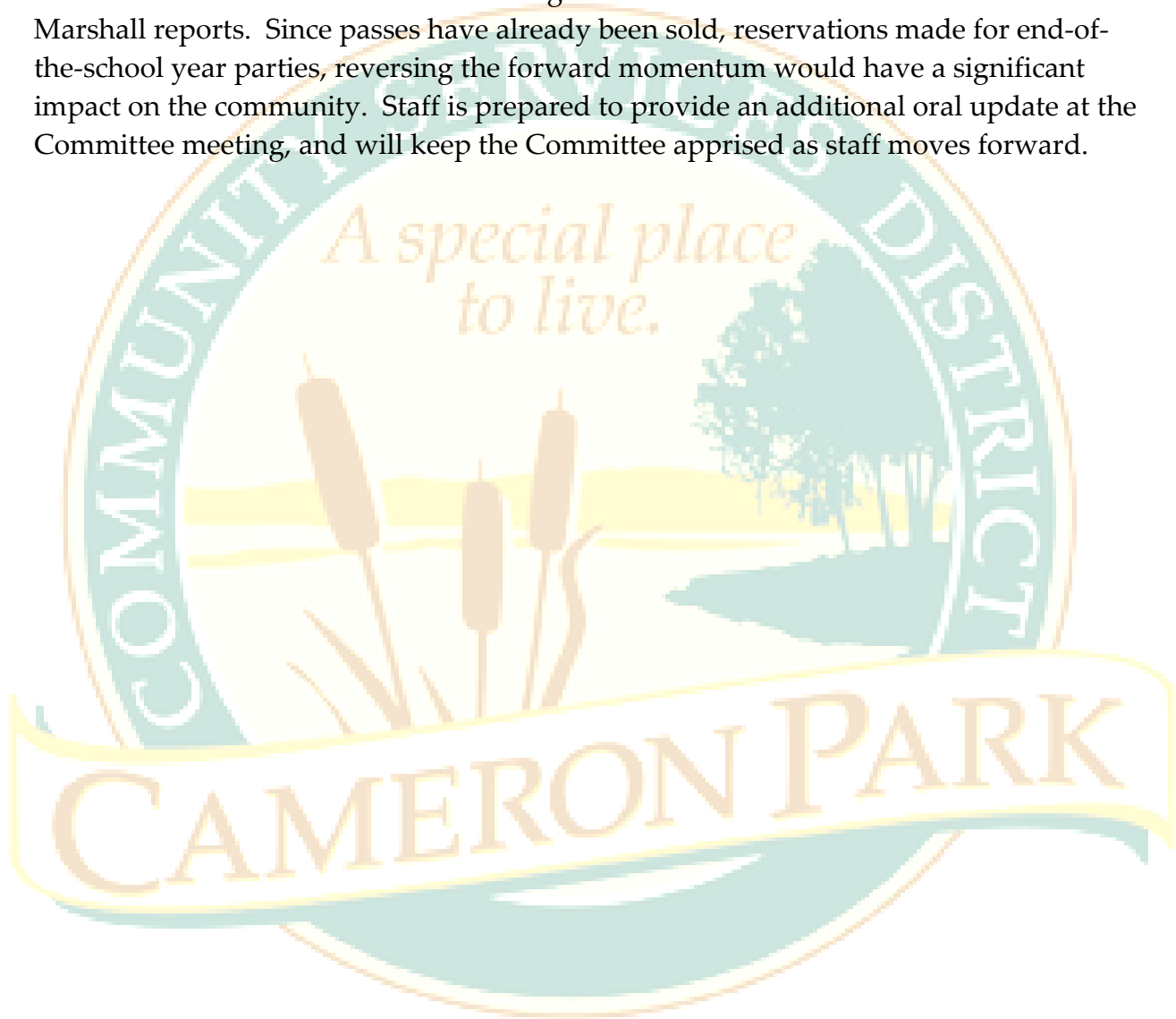
BUDGET IMPACT: Costs to be determined

This is a status report regarding facility preparations for opening in the Swimming Lagoon for Summer 2018. In the past two months, Special District Risk Management Association (SDRMA) and Chief Smith, Fire Marshall inspected the Swimming Lagoon and its associated operating system. The following items are identified as high priority for repairs or to be addressed:

- Pump Room Electrical Wiring: exposed and inappropriate wiring must be repaired to meet current building codes prior to facility opening; Cost estimate \$5,000.
- By law the pump room is considered a Confined Space Work Area. Staff enter this area daily, multiple times during the season. Staff is taking action to learn and implement protocols, training, and permitting necessary for working in a Confined Space.
- Water Clarity: Water Clarity has been identified as a potential risk. The Lagoon meets water clarity standards when not in use, but silt from the sand bottom affects water clarity when in use which would be expected due to the Lagoon's design (much like lifeguarding at a natural lake.) Staff will conduct additional research into industry standards and local ordinances. SDRMA is aware of the Lagoon from a risk management perspective.

In the fall, staff will update the Lagoon budget and actuals document which was distributed earlier this year to the Park and Recreation Committee. It appears that not all the Parks staff costs were included in the report. The report will provide information about revenues and expenditures, and cost recovery.

Staff is moving ahead with opening the Lagoon for Summer 2018, and recognized that there are costs associated with addressing infractions outlined in the SDRMA and Fire Marshall reports. Since passes have already been sold, reservations made for end-of-the-school year parties, reversing the forward momentum would have a significant impact on the community. Staff is prepared to provide an additional oral update at the Committee meeting, and will keep the Committee apprised as staff moves forward.



Agenda Transmittal

DATE: May 7, 2018

FROM: Jill Ritzman, General Manager
Mike Grassle, Parks & Facilities Superintendent
Tina Helm, Recreation Supervisor

AGENDA ITEM #3: SKATE PARK OPERATIONS

RECOMMENDED ACTION: Receive & Discuss

BUDGET ACCOUNT: PARKS, NEW SIGNS

BUDGET IMPACT: To be determined by Committee meeting

District staff met on site last month to determine a plan of action to respond to complaints regarding inappropriate and illegal behavior at the Skate Park. The following plan is being put into place.

1. New Signs

Staff has ordered 3 new signs, two citing Skate Park rules and one listing phone numbers to report inappropriate/illegal behavior. The new sign (to replace an old sign) will be resistant to vandalism and read:

If You See
**Inappropriate or
Illegal Behavior**
Please Call
Cameron Park CSD
530.677.2231 Monday – Friday
530.350.0389 After Hours & Weekends
Sheriff 530.621.5655

In addition, the No Bikes clause of the rules is omitted from the new rules sign. This is in response to interest of having bikes allowed, from both parents and youth. If staff begin to receive complaints regarding bikes in the Skate Park, staff will re-address.

2. District Staff Presence

District staff are visiting the site frequently, at different times to address trash and any inappropriate behavior. Staff is also responding when called, but to date, little to no calls have been received. Community Center Facilities staff is assigned this task.

3. Skate Park Workshops & Programs

Staff is researching opportunities to schedule workshops and programs to teach Skate Park etiquette and build skills. Programs such as this encourage legitimate use and discourage inappropriate use and loitering. These programs may not occur until the fall due to staff's time commitment to gear up for summer programs.

Staff reached out to complainants again to share the District plans and to ask for feedback on the results, and will keep the Committee apprised of the results.



Agenda Transmittal

DATE: May 7, 2018

FROM: Jill Ritzman, General Manager

AGENDA ITEM #4: EL DORADO COUNTY AD HOC CANNABIS COMMITTEE

RECOMMENDED ACTION: Review & Discuss Staff's Report to El Dorado County

BACKGROUND

El Dorado County formed an ad hoc Cannabis Committee, which will be meeting on May 14, 2018 to discuss framework and possible impacts if the County were to administer a commercial cannabis program. The Committee is tasked with making a recommendation to the Board of Supervisors on how to move forward on commercial cannabis in El Dorado County. Their May meeting will be the 8th meeting of the ad hoc Cannabis Committee.

As part of the presentations on the May 14, the ad hoc Committee is asking County departments/programs, including Cameron Park, to give presentations on how services and programs will be affected by commercial cannabis.

DISCUSSION

Staff is developing a written report back to the ad hoc Cannabis Committee, and have identified three areas of concern and potential impact:

1. Impact of having a cannabis sales booth at family events such as Summer Spectacular or Christmas Affair.
2. Impact of cannabis edibles sales and consumption on the District property, in the Community Center, park system, playgrounds and Cameron Park Lake; comparison to Alcohol consumption.
3. Requirements of the District or vendor for licensing.

If County commercializes cannabis, the District will need to develop new rules and ordinances, in a public process, to responds to requests for the sales and use of cannabis on District property. The District may need to develop this information regardless of the County's decision. Items for District discussion and consideration would be:

- Is cannabis sales and consumption appropriate for District-sponsored special events?
- Should consumption of cannabis be allowed in District parks and recreation facilities? A no smoking ordinance already exists.
- Should cannabis sales and consumption be allowed along with alcohol sales and consumption?
- How should consumption of medicinal cannabis should be addressed?

The above report will be provided by staff to the County's ad hoc Cannabis Committee later this week. The Parks & Recreation Committee's input regarding impacts is welcomed. Much of this report was written with information provide by Director Margaret Mohr and her experiences at Cal Expo.

