

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



Parks & Recreation Committee
Monday, February 5, 2024
6:45 p.m.

Cameron Park Community Center – Social Room

2502 Country Club Drive
Cameron Park, CA 95682

Agenda

Members: Tim Israel (TI), Eric Aiston (EA), Alternate: Monique Scobey (MS).

Staff: General Manager Alan Gardner, Parks & Facilities Superintendent Mike Grassle,
Recreation Supervisor Kimberly Vickers

CALL TO ORDER

ROLL CALL

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA

APPROVAL OF CONFORMED AGENDA

1. Conformed Agenda- January 8, 2024

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

2. Review contract/proposal for Landscape Architect service (M. Grassle & A. Gardner)
3. Committee to discuss and continue identifying potential projects to be funded by Prop 68, Quimby, and Park Impact Fees. (M. Grassle & A. Gardner)
4. Annual Recreation Report/Presentation (K. Vickers)

STAFF REPORTS

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

ITEMS FOR FUTURE COMMITTEE AGENDAS

- Fees at Cameron Park Lake and Park Entry Improvements
- Future Project (Quimby Fees)
- Park tour coordinated by Kim; visit proposed to Fair Oaks RPD
- Road widening project (Paul J. Ryan Park)

ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT

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



Parks & Recreation Committee
Monday, January 8, 2024
6:45 p.m.

Cameron Park Community Center – Social Room

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Conformed Agenda

Members: Tim Israel (TI), Eric Aiston (EA), Alternate: Monique Scobey (MS).

Staff: General Manager Alan Gardner, Parks & Facilities Superintendent Mike Grassle,
Recreation Supervisor Kimberly Vickers

CALL TO ORDER - 6:46 PM

ROLL CALL – TI/EA & AG/MG/KV (staff)

Public testimony will be received on each agenda item as it is called. Principal party on each side of an issue is allocated 10 minutes to speak, individual comments are limited to 3 minutes except with the consent of the Committee; individuals shall be allowed to speak on an item only once. Members of the audience are asked to volunteer their name before addressing the Committee. The Committee reserves the right to waive said rules by a majority vote.

ADOPTION OF AGENDA EA/TI Approved – 2-0

APPROVAL OF CONFORMED AGENDA TI/EA Approved – 2-0

1. Conformed Agenda- November 6, 2023

OPEN FORUM

Members of the public may speak on any item not on the agenda that falls within the responsibilities of the Committee.

No members of the public were present.

DEPARTMENT MATTERS

2. Nomination of Committee Chair and Vice Chair

Chair Tim Israel and Vice Chair Eric Aiston; Approved – 2-0

3. Proposed Project at Paul J. Ryan Park / Road widening & property purchase (M. Grassle; diagram of improvements)

Discussion by staff.

4. Update Landscape Architect Services / Discussion High Priority Park Improvement Projects (all; no written report)

Discussion by staff.

STAFF REPORTS

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

ITEMS FOR FUTURE COMMITTEE AGENDAS

- Fees at Cameron Park Lake and Park Entry Improvements
- Annual Recreation Report (February 2024)
- Park tour coordinated by Kim; visit proposed to Fair Oaks RPD

ITEMS TO FORWARD TO THE BOARD OF DIRECTORS

MATTERS TO AND FROM COMMITTEE MEMBERS

ADJOURNMENT 8:35 PM



Agenda Transmittal

DATE: February 5th, 2023

FROM: Mike Grassle, Parks & Facilities Superintendent
Alan Garner, General Manager

AGENDA ITEM # 2 **LANDSCAPE ARCHITECT CONTRACT**

RECOMMENDED ACTION: Approve General Manager to enter into a contract with LPA Inc. or move to full board for discussion and vote.

Introduction and Discussion

The district released an RFP for a landscape architect to start assisting with the Park Improvement Plan in late 2023. The district received one proposal from LPA inc. Currently the district has approximately 1.6 million dollars in Park Impact Fees which can be used to upgrade and add new amenities to our parks system. The Parks and Recreation Committee is working to identify a list of priority projects to spend the funds on. A Landscape Architect is needed to help provide cost estimates, design specifications, and execution of approved projects. The director of LPA inc. is familiar with Cameron Park and helped design the Community and Aquatics center.

Fiscal Impact

The RFP released by the past General Manager solicited proposals for a contract worth \$25,000. LPA Inc.'s proposal includes two separate parts. \$24,500 covers part one of this project. The Landscape Architect costs would be reimbursable using Park Impact Fees only when the project moves forward to part 2.

Scope of Services

Part one of this contract includes *"Site visit and development of a limited scope assessments of need for each project listed in this proposal, generating bubble diagram concept sketches and high-level conceptual cost budgetary estimates based on allowances and square footages and guiding the district leadership through a prioritization exercise."* Part two of this project includes

“Preparation of detailed designs and construction documents for improvements as determined by the prioritization outcome provided in Part 1. Part two of the contract may be negotiated after part one is completed. Part two will depend on how many projects the Cameron Park CSD wants to move forward with.

Attachment 1A – Scope of services provided by LPA inc.



SCOPE OF SERVICES

CAMERON PARK COMMUNITY SERVICES DISTRICT
 PARK FACILITIES PLANNING AND DESIGN SERVICES
 2/1/2024

Client: Cameron Park Community Services District

Contact: Michael Grassle, Parks Manager
 Cameron Park CSD
 2502 Country Club Drive
 Cameron Park, CA 95682
 mgrassle@cameronpark.org

Project: Cameron Park Facilities Planning and Design Services
 Location: 2502 Country Club Drive
 Cameron Park, CA 95682

Architect: LPA, Inc. "LPA"

Contact: John Courtney, ASLA, LEED AP
 Managing Director
 431 I Street, Suite 107
 Sacramento, CA 95814
jcourtney@LPADesignStudios.com
 (196) 287-2341

Arash Izadi, ASLA, LEED AP
 Director of Sport + Recreation
 5301 California Ave.
 Suite 100
 Irvine, CA. 92617
aizadi@lpadesignstudios.com
 (949) 701-4059

- Shade structures at existing aquatic center,
- General improvements and revenue generating features at the Swimming Lagoon (may require the services of an aquatics consultant),
- Identify any required ADA improvements for the selected program elements as may be required.

The proposed services will be provided in two parts as follows.

Part 1: Site visit and development of a limited scope assessments of need for each of the above listed components, generating bubble diagram concept sketches and high level conceptual cost budgetary estimates based on allowances and square footages and guiding the District leadership through a prioritization exercise.

Part 2: Preparation of a detailed design and construction documents for improvements as determined by the prioritization outcome provided in Part 1.

PROJECT DESCRIPTION

The Cameron Park Community Services District is proposing to undergo a prioritization and cost budgeting process to determine the scope of potential improvements to park and recreation sites and amenities throughout the District. The cost of the improvements is not known at this time, however the following items are desired to be studied as part of the work:

- Improvements to the welcome station at the District's lake property, including a new pay station gate and entry components,
- Renovations and possible splashpad installation at the existing aquatic center,
- New Pickleball Courts,

SERVICES

	LPA	Client	Not Included
Aerial Survey		X	
Ground Survey		X	
Geotechnical Study			X
Civil Engineering			X
Landscape Architecture	X		
Architectural Design			X
Interior Design			X
Structural Engineering			X
Mechanical Engineering			X
Plumbing Engineering			X
Electrical Engineering			X
Lighting Design			X

Low Voltage Technology			X
Fire Alarm Design			X
Fire Protection Engineering			X
Cost Estimation	X		
Furniture Services			X
Forensics			X
LEED / Sustainability Consultant			X
Code Consultant			X
Waterproofing Consultant			X
Acoustical Studies			X
Kitchen Consulting			X
Utility Locating / Forensics			X

PHASES

	Included in Phase 1	Future Phase 2 (fee to be determined)
General	X	
Conceptual Design	X	
Schematic Design		X
Design Development		X
Construction Documents		X
Agency Approval		X
Bidding / Negotiation		X
Contract Administration		X
Post Construction Services		X

BASIC SERVICES

000 - GENERAL

During the project, certain activities occur in each phase. These activities, described below, are non-sequential and may not be applicable to all phases of the project. These activities include:

001 Project Administration services including:

- .01 Initial consultation in development of the Project.
- .02 Project-related research.
- .03 Conferences and meetings, including meeting minutes.
- .04 Communications.
- .05 Travel time.
- .06 Direction of the services of in-house personnel.

002 Disciplines Coordination/Document Checking services consisting of:

- .01 Coordination between LPA's services and other consultants or disciplines involved in the Project.
- .02 Review and checking of documents prepared for the Project.

003 Agency Consulting services including:

- .01 Agency consultations.
- .02 Research of critical applicable regulations.
- .03 Preparation of written and graphic explanatory materials.

010 - SURVEY / BASE MAP PREPARATION SERVICES

District shall provide an aerial, boundary, ground, and underground utility survey, including:

011 Aerial Survey consisting of:

- .01 Limit of survey attached.
- .02 Establish horizontal and vertical control based on the California Coordinate System & Local County benchmarks.
 - a. Set six (6) aerial targets.
 - b. Prepare a 1"=20' scale aerial topographic base map.
 - c. File prepared in world coordinate file suitable use in AutoCAD

(native AutoCAD 2023 DWG format).

.07 Potential for adding pickleball courts at a location or locations identified by the District.

PART ONE 100 - PRE-DESIGN / CONCEPTUAL DESIGN

In the Pre-Design / Conceptual Design Phase, LPA shall provide those services necessary for LPA to assist the CPCSD in establishing program, conceptual design, budgetary, and scheduling requirements for the Project prior to beginning design. The following descriptions shall apply to those services.

- 101 Project Kickoff** services required to establish the following detailed requirements for the Project.
 - .01 Initial virtual meeting to review project process, schedule, goals, sustainability, budget, and milestones.
 - .02 Review existing project information including existing surveys, program information, record drawings, entitlements data, and other available information.

- 102 General Site Review** services related to the following:
 - .01 On-site review of the overall site to gain a general understanding of the major site improvements, uses and circulation patterns at the existing Aquatic Center and Swimming Lagoon

- 103 Site Programming** services required to establish the following qualitative and quantitative requirements for the referenced site areas (Aquatic Center and Swimming Lagoon areas):
 - .02 Modification of the existing slide area to remove and repair.
 - .03 Pump room modifications.
 - .04 Alternative program elements for the addition of a splash pad.
 - .05 Potential for adding new shade element(s).
 - .06 Potential for adding new fully automated entry kiosk / ticketing / pay station at the Swimming Lagoon

- 104 Conceptual Site Plan** services consisting of the development of an overall site plan highlighting the existing and proposed major program elements and general improvements.
 - .01 Bubble Diagram site concepts and forms, including:
 - a. Concept plan.
 - b. Spatial requirements for the proposed improvements.

- 105 Park Subcommittee Coordination Meeting** services consisting of a presentation and review of the finding and proposed conceptual plan for:
 - a. Aquatic Center modifications
 - b. Swimming Lagoon modifications
 - c. Pickleball courts

- 106 Rough Order of Magnitude (ROM) Cost** services consisting of development of a probable construction cost range for the Project based on the most recent programmatic / conceptual design studies, current and historic area, volume, or other unit costs, expected Project delivery process, and appropriate contingencies.

- 107 Conceptual Design Presentation and Prioritization Meeting** consisting of a presentation of the final Concept Plan and associated ROM for the purposes of assisting in the determination of prioritization.

- 108 Project Development Scheduling** services consisting of establishing a tentative schedule for predesign services, decision-making, design, documentation, contracting and construction, based on determination of LPA's services, **Cameron Park CSD** responsibilities and proposed design and construction procedures.

- 109 Parks Committee and Board of Directors Presentation** services consisting of preparing for and presenting the conceptual plan(s), prioritization, and ROM Cost Estimates.
 - .01 Parks Committee
 - .02 CSD Board of Directors

110 Summary of Meetings: services consisting of meeting attendance and presentations of Predesign Phase analyses and recommendations by LPA, as follows:

- .01 One (1) – Virtual Kickoff Meeting.
- .02 One (1) – Programming Meeting.
- .03 Up to Two (2) – Parks Committee Meeting.
- .04 One (1) – Conceptual Design Presentation.
- .05 One (1) – BOD Presentation at a working session prioritization meeting.
- .06 One (1) – Final BOD Presentation

111 Summary of Deliverables:

- .01 Program Requirements.
- .02 Conceptual Site Plan.
- .03 Conceptual Building Diagram and Square Foot Requirements.
- .04 Schedule.
- .05 Rough Order of Magnitude Cost.
- .06 Meeting Minutes.

PART TWO SAMPLE SCOPE OF SERVICES INTRODUCTION

The following is a general scope of services for a typical park design project. Upon the District’s selection of the priorities and type project, LPA will refine this scope to tailor it to the specific project or projects the District chooses to move forward.

200 – SCHEMATIC DESIGN

In the Schematic Design Phase, LPA shall provide those services to prepare Schematic Design Documents consisting of drawings and other documents illustrating the general scope, scale, and relationship of Project components for approval by the Cameron Park CSD or on program requirements provided by the District and reviewed and agreed upon by LPA. The following descriptions shall apply to those services. The following is a representation of a typical process. Depending on the actual improvements selected by the District within the referenced budget, these Scope of Services would be refined to more accurately represent the required services prior to proceeding with Schematic Design. Additionally, the following is for “Basic Services” only and does not include required augmented, specialty and or supplemental services and/or consultants that may

be required pending confirmation of the final improvements.

201 Architectural Design/Documentation services responding to program requirements and consisting of preparation of:

- .01 Conceptual site plans.
- .02 Preliminary selection of building systems and materials.
- .03 General information including sheet index and code analysis.

202 Structural Design/Documentation services consisting of recommendations regarding basic structural materials and systems, analyses and development of conceptual design solutions include the following specific services:

- .01 Development of a recommended structural system based on cost, efficiency, performance, and constructability.
- .02 Preliminary gravity and seismic analysis
- .03 Conceptual foundation, floor, and roof plans (consisting of drafted plans and/or hand sketches).

203 Swimming Pool Design

Services consisting of drawings, typical cross section diagrams and rough layouts of modifications to existing pool and or pool elements

- .01 Conceptual pool plan
- .02 Conceptual pool cross section
- .03 Pool element cutsheets and diagrams

204 Mechanical and Plumbing Design/Documentation services consisting of consideration of alternate materials, systems and equipment, and development of conceptual design solutions for:

- .01 Plumbing.
- .02 General space requirements.
- .03 Conceptual drawings including legends and schedules, demolition plans (if applicable), mechanical and plumbing floor, roof, and zoning plans.

205 Electrical Design/Documentation services consisting of consideration of alternate systems, recommendations regarding basic electrical materials, systems and equipment,

analyses, and development of conceptual design solutions for:

- .01 Preliminary utility coordination
- .02 Power service and distribution.
- .03 Lighting.
- .04 General space requirements.
- .05 Conceptual drawings including lead sheets, demolition plans (if applicable), site distribution plan, single line diagram, floor plans and enlarged plans.

206 Civil Design/Documentation services consisting of development of conceptual design solutions for site components. Off-site areas, areas outside of the property line, public sidewalks, and areas within the public Right of Way are not included. Design solutions will be developed for the following:

- .01 Review the aerial and ground survey provided by the District.
- .02 Utilizing the aerial and ground survey, compile a base map.
- .03 Conceptual Grading and Drainage Plan.
- .04 Conceptual demolition plan (if applicable).

207 Landscape Design/Documentation services consisting of alternate materials, systems and equipment and development of conceptual design solutions for:

- .01 Coordinate with the Civil Engineer to compile base plan.
- .02 Material selection and plans.
- .03 Planting palette and concept plans.

208 Materials Research/Specifications services consisting of:

- .01 Identification of potential materials, systems and equipment and their criteria and quality standards consistent with the conceptual design.
- .02 Review of availability and suitability of alternative materials, systems, and equipment.
- .03 Development of a written narrative Basis of Design (outline specifications).

209 Project Development Scheduling services consisting of reviewing and updating previously established Project Schedules or initial development of Project schedules (if

not previously established) for decision-making, design, documentation, contracting and construction.

210 Statement of Probable Construction Cost services consisting of development of a probable construction cost range for the Project based on the most recent schematic design studies, current and historic area, volume, or other unit costs, expected Project delivery process, and appropriate contingencies.

211 Summary of Meetings:

- .01 Two (2) – District Staff/Sub-Committee meetings.
- .02 One (1) – Schematic Design and Budget Presentation.

212 Summary of Deliverables:

- .01 Schematic Design drawings.
- .02 Basis of Design document.
- .03 Schedule.
- .04 Statement of Probable Construction Cost.
- .05 Meeting Minutes.

300 – DESIGN DEVELOPMENT

In the Design Development Phase, LPA shall provide those services (where and if applicable) to prepare from the approved Schematic Design Documents, for approval by the District, the Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the entire Project, including architectural, structural, mechanical, and electrical systems, materials and such other elements as may be appropriate. Consideration shall be given to availability of materials, equipment and labor, construction scheduling, maintenance requirements and energy conservation. The following descriptions shall apply to those services.

301 Architectural Design/Documentation services consisting of continued development and expansion of architectural Schematic Design Documents to establish the final scope, relationships, forms, size, and appearance of the Project through:

- .01 General information including sheet index.

- .02 Site, demolition (if applicable), floor plan.
 - .03 Typical construction details.
 - .04 Final materials selections.
- 302 Structural Design/Documentation** services consisting of continued development of the specific basic structural system(s) in sufficient detail to establish:
- .01 Sizes for all primary elements of the gravity and lateral force resisting system including exterior posts, footings, slab on grade with reinforced concrete.
 - .02 Primary foundation sizes and reinforcing.
 - .03 Review of and design for critical coordination clearances.
- 303 Mechanical and Plumbing Design/Documentation** services consisting of continued development and expansion of mechanical and plumbing Schematic Design Documents to establish:
- .01 Approximate equipment sizes and capacities.
 - .02 Preliminary equipment selection and layouts.
 - .03 Required space for equipment.
 - .04 Required chases and clearances.
 - .05 Visual impacts.
 - .06 Drawings including legends and schedules, demolition plans (if applicable), mechanical and plumbing floor, roof, piping, and zoning plans, enlarged plans, plumbing site plans, sections, details, sequence of operations diagram, riser diagram.
- 304 Electrical Design/Documentation** services consisting of continued development and expansion of electrical Schematic Design Documents or materials lists to establish:
- .01 Utility coordination
 - .02 Criteria for lighting and electrical systems.
 - .03 Approximate sizes and capacities of major components.
 - .04 Preliminary equipment and lighting layouts.
 - .05 Required space for equipment.
 - .06 Required chases and clearances.
 - .07 Drawings including lead sheets, general notes, legends and symbols, demolition plans (if applicable), site distribution and lighting plans, lighting photometrics, power plans, lighting plans, single line diagram, feeder schedules, panel schedules, lighting control diagram, and typical details.
- 305 Civil Design/Documentation** services consisting of continued development and expansion of civil Schematic Design Documents to establish the final scope and preliminary details for the specified areas.
- .01 Demolition Plan.
 - .02 Horizontal Control and Paving Plan.
 - .03 Precise Grading Plan.
 - .04 Earthwork Calculations.
 - .05 Drainage Plan.
 - .06 Utility Plan.
 - .07 Erosion Control Plan.
- 306 Landscape Design/Documentation** services consisting of continued development and expansion of landscape Schematic Design Documents to establish final scope, relationships, forms, size, and appearance of the Project through:
- .01 Landscape notes and schedules.
 - .02 Overall site plan.
 - .03 Materials, layout and enlarged plans.
 - .04 Details.
 - .05 Planting plan/calculations.
 - .06 Planting details.
- 307 Materials Research/Specifications** consisting of:
- .01 Development of outline specifications or update to the Basis of Design indicating significant materials, systems and equipment and their criteria and quality standards.
 - .02 Interior and exterior material boards identifying selection of major materials and finishes for approval by the District.
- 308 Project Development Scheduling** services consisting of reviewing and updating previously established schedules of the Project.
- 309 Statement of Probable Construction Costs** services consisting of updating and refining the Schematic Design Phase Statement of Probable Construction Cost of the Project, taking into consideration:

- .01 Quantity take-offs and unit cost pricing for materials, labor, tools, equipment, and services required for the Work plus estimates for the Contractor's supervision cost, Work required by General and Supplementary Conditions, and an allowance for a reasonable Contractor's overhead and profit.
- .02 Availability of materials and labor.
- .03 Project delivery procedures.
- .04 Construction sequencing and scheduling.
- .05 Changes in scope of the Project.
- .06 Adjustments in quality standards.

310 Summary of Meetings:

- .01 Two (2) - District Staff Coordination Meetings.
- .02 One (1) - Design Development and Budget Presentation.

311 Summary of Deliverables:

- .01 Design Development Drawings.
- .02 Basis of Design document, or outline specifications.
- .03 Material boards.
- .04 Schedule update.
- .05 Statement of Probable Construction Cost.
- .06 Meeting Minutes.

400 - CONSTRUCTION DOCUMENTS

In the Construction Documents Phase, LPA shall provide those services (where and if applicable) to prepare, from the approved Design Development documents, for approval by the District, Construction Documents consisting of Drawings, Specifications and other documents setting forth in detail the requirements for construction of the Project and bidding and contracting for the construction of the Project. The following descriptions shall apply to those services:

- 401 Architectural Design/Documentation** services consisting of preparation of Drawings based on approved Design Development Documents setting forth in detail the architectural construction requirements for the Project. Deliverables include:

- .01 General information including sheet index, code analysis, fire access plan (if needed), and CAL Green checklist.
- .02 Site, demolition (if applicable), floor and enlarged plans.
- .03 Details.

- 402 Structural Design/Documentation** services consisting of preparation of structural engineering calculations, Drawings and Specifications based on approved Design Development documents, setting forth in detail the structural construction requirements for the Project. Deliverables include:

- .01 General notes.
- .02 Typical site structural details, footings and post structural designs and calculations.

- 403 Mechanical and Plumbing Design/Documentation** services consisting of preparation of final mechanical and plumbing engineering calculations, Drawings and Specifications based on approved Design Development documents, setting forth in detail the mechanical construction requirements for the Project. Deliverables include:

- .01 Final equipment selections, sizes, and layouts.
- .02 Final energy compliance modeling, calculations, and compliance forms.
- .03 Drawings including legends and schedules, demolition plans (if applicable), mechanical and plumbing floor, roof, piping, and zoning plans, enlarged plans, plumbing site plans, sections, details, sequence of operations diagram, riser diagram.

- 404 Electrical Design/Documentation** services consisting of preparation of final electrical engineering calculations, circuiting, compliance documentation, drawings and Specifications based on approved Design Development Documents, setting forth in detail the electrical construction requirements for the Project. Deliverables include:

- .01 Drawings including lead sheets, general notes, legends and symbols, demolition plans (if applicable), site distribution and lighting plans, lighting

photometrics, power and mechanical plans, lighting plans, single line diagram, feeder and panel schedules, lighting control diagram, and typical details.

- 405 Civil Design/Documentation** services consisting of preparation of final civil engineering Design, Drawings and Specifications based on approved Design Development documents, setting forth in detail the civil construction requirements for the Project including the following. Deliverables include:
- .01 Title Sheet.
 - .02 Demolition Plan.
 - .03 Horizontal Control and Paving Plan.
 - .04 Precise Grading Plan.
 - .05 Earthwork Calculations.
 - .06 Drainage Plan.
 - .07 Utility Plan.
 - .08 Detail Plans.
- 406 Landscape Design/Documentation** services consisting of preparation of Drawings and Specifications based on approved Design Development Documents, setting forth in detail the landscape construction requirements for the Project. Deliverables include:
- .01 Landscape notes and schedules.
 - .02 Overall site plan.
 - .03 Materials plan.
 - .04 Layout plan.
 - .05 Enlargements/sections.
 - .06 Elevations.
 - .07 Details.
 - .08 Irrigation plan/legend.
 - .09 Irrigation notes/AB1881 calculations.
 - .10 Irrigation details.
 - .11 Planting plan/calculations.
 - .12 Planting details.
- 407 Materials Research/Specifications** consisting of:
- .01 Assistance to the District in development and preparation of Bidding documents which describe the time, place and conditions of bidding, bidding forms, and the form(s) of Agreement between the District and Contractor(s).
 - .02 Assistance to the CPCSD in development and preparation of the

Conditions of the Contract (General, Supplementary, and other Conditions).

- .03 Development and preparation of Specifications describing materials, systems and equipment, workmanship, quality, and performance criteria required for the construction of the Project.
- .04 Compilation of Project Manual including Conditions of the Contract, Bidding Documents and Specifications.

408 Project Development Scheduling services consisting of reviewing and updating previously established schedules of the Project.

409 Statement of Probable Construction Cost services consisting of advising the District of any adjustments to, and, when the Construction documents are approximately 90% complete, updating of the Design Development Phase Statement of Probable Construction Cost of the Project, considering:

- .01 Quantity take-offs and unit cost pricing for materials, labor, tools, equipment, and services required for the Work plus estimates for the Contractor's supervision cost, Work required by General and Supplementary Conditions, and an allowance for a reasonable Contractor's overhead and profit.
- .02 Changes in materials, systems or details of construction which have occurred during preparation of the Construction Documents.
- .03 Known changes in the cost of materials, labor, and services since preparation of the previous Statement of Probable Construction Cost.
- .04 Adjustments for known or anticipated changes in the bidding market relative to the Project.

410 Summary of Meetings:

- .01 One (1) – District Staff / Sub-Committee Coordination meeting.
- .02 One (1) Construction Document and Budget Presentation.

411 Summary of Deliverables:

- .01 Building construction drawings.

- .02 Site construction drawings.
- .03 Specification (Project Manual).
- .04 Schedule update.
- .05 Statement of Probable Construction Cost update.
- .06 Meeting Minutes.

500 – AGENCY APPROVAL

In the Agency Approval Phase, LPA shall provide those services to process Construction Documents through the District to obtain plan check approval. The following descriptions shall apply to those services:

- 501 Local Agency Plan Check Approval** services including submittal of plans to the Building Department and/or other agency departments including:
 - .01 Assistance to the District in the preparation of the application(s).
 - .02 Coordination with the agency to determine plan check fees.
 - .03 Submittal to agency for plan check review. Response to plan check comments as necessary to obtain approval.
 - .04 Distribution of approved sets of documents.
 - .05 Coordination with El Dorado County (if applicable) to determine permit fees and other requirements (permits to be pulled by Contractor).
- 502 Summary of Meetings:**
 - .01 One (1) - District meeting.
 - .02 One (1) - District Plan Check meeting.
- 503 Summary of Deliverables:**
 - .01 Agency-approved Construction Documents.
 - .02 Agency-approved Specification (Project Manual) (if applicable).
 - .03 Schedule update.
 - .04 Final Statement of Probable Construction Cost.
 - .05 Meeting Minutes.

600 – BIDDING / NEGOTIATION

In the Bidding Phase, LPA, following the Client's and applicable agency's approval of the

Construction Documents and of the most recent Statement of Probable Construction Cost, shall provide those services for LPA to assist the District in obtaining bids or negotiated proposals and in awarding and preparing contracts for construction. In the case of phased construction, the District may authorize bidding and/or negotiation of portions of the Work prior to completion of the Construction Documents Phase. The following descriptions shall apply to those services:

- 601 Bidding Materials** services consisting of organizing and handling Bidding Documents for:
 - .01 Coordination.
 - .02 Reproduction.
 - .03 Completeness review.
- 602 Addenda** services consisting of preparation and distribution of Addenda as may be required during bidding or negotiation and including supplementary Drawings, Specifications, instructions, and notice(s) of changes in the bidding schedule and procedure. Services include submittal of addenda to the appropriate agency for plan check approval, and distribution of the approved addenda to prospective bidders.
- 603 Bidding/Negotiations** services consisting of:
 - .01 Participation in pre-bid conferences.
 - .02 Responses to questions from bidders or proposers and clarifications or interpretations of the Bidding Documents.
 - .03 Attendance at bid opening(s).
- 604 Analysis of Alternates/Substitutions** services consisting of consideration, analyses, comparisons, and recommendations relative to alternates or substitutions proposed by bidders or proposers either prior to receipt of Bids or proposals, or after as determined by bidding procedures.
- 605 Summary of Meetings:**
 - .01 One (1) - Pre-bid conference(s) / job walk(s).
 - .02 One (1) - Bid Opening (If required).
- 606 Summary of Deliverables:**

- .01 Bid documents (plans and specifications)
- .02 Addenda.

700 – CONTRACT ADMINISTRATION

In the Contract Administration Phase, LPA shall provide those services y for the administration of the construction contract. The following descriptions shall apply to those services:

701 Office Construction Administration services consisting of:

- .01 Processing of submittals, including receipt, review of, and appropriate action on Shop Drawings, Product Data, Samples, and other submittals required by the Contract Documents.
 - a. Shop Drawings and submittals review (limit two iterations per submittal) to be reviewed and returned in fifteen (15) working days.
 - b. Distribution of submittals to the District, Contractor and/or Construction Manager, as required.
 - c. Maintenance of master file of submittals and associated reporting log.
- .02 Interpreting the contract documents, including receipt, review of, and appropriate action on Requests for Information (RFI's).
 - a. Issue clarifications as necessary to address and resolve questions or inquiries from the Contractor.
 - b. Unwarranted or incomplete requests will be rejected.
 - c. Excessive and repeated submissions by the Contractor shall be provided as an additional service.
 - d. Maintenance of master file of RFI's and associated reporting log.
 - e. RFI's to be reviewed and returned in five (5) working days.
- .03 Related communications.

702 Construction Field Observation services consisting of visits to the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work and to determine in general if the Work is proceeding in

accordance with the Contract Documents, including:

- .01 Bi-weekly site visits meetings for a duration to be defined by the Architect based upon the scope of the work selected by the District.
- .02 Field Observation does not include any inspection or approval of built or planned construction work.
- .03 LPA shall advise the District when Work is observed that does not conform with the Contract Documents and shall make recommendations regarding correction of such Work.
- .04 Coordination with Project Inspector, and materials testing labs.
- .05 Related communications.

703 Changes, Quotation Requests, and Change Order services consisting of:

- .01 Preparation, reproduction and distribution of Drawings and Specifications to describe Work to be clarified or modified.
- .02 Evaluation and recommendations of proposals from Contractor(s) for reasonableness of quantities and costs of labor and materials.
- .03 Evaluation and recommendations of proposals relative to changes in time for Completion.
- .04 Assisting in the preparation of appropriate modifications of the Contract(s) for Construction.
- .05 Review and recommendations regarding Contractor claims, disputes, or other matters in controversy between the Client and Contractor.
- .06 Related communications.

704 Construction Cost Accounting services consisting of:

- .01 Evaluation of Applications for Payment and certification thereof.
- .02 Related communications.

SUPPLEMENTAL SERVICES

In addition to the generally sequential services chronologically arranged and described in Phases 000 through 800, LPA shall provide Supplemental Services. These non-sequential services may be provided during a single Phase of services or

during several phases. The following descriptions shall apply to those services upon written authorization from the District and an additional fee. These services are intended as a placeholder and to identify potential supplemental services that may be needed. Pending confirmation of the final scope and improvements, additional supplemental services may be required, other than those noted.

- 081 **Special Studies** services consisting of investigation, research, and analysis of Client's special requirements for the Project and documentation of findings, conclusions, and recommendations for Master Planning to provide design services relative to future facilities, systems and equipment which are not intended to be constructed as part of the Project during the Construction Phase.
- 082 **Survey of Existing Building Systems** when record documents are unavailable.
- 083 **SWPPP** services including the preparation of a Storm Water Pollution Prevention Plan.
- 084 **WQMP** services including preparation of a Water Quality Management Plan.
- 085 **Supplemental Ground Survey** services required for the documentation of the site improvements as may be required pending confirmation of the final Scope and Improvements.
- 086 **Fire Protection and Fire Monitoring** System design and documentation services.
- 087 **Low Voltage** system design and documentation services.
- 088 **AV** System design and documentation services.
- 089 **FF&E** design, documentation, and procurement services.
- 090 **Phasing** and/or Multiple Bid Packages.
- 091 **Utility Locating / Forensic** services.

STANDARD ASSUMPTIONS

The following are Scope of Services assumptions:

1. **CONSULTANTS:** The services of the consultants included as part of this Scope of Services will be billed at their fee plus 20% for LPA's coordination.
2. **CONCEPTUAL DESIGN SERVICES:** To assist the District in the development of the scope and improvements, a Conceptual Design Phase has been included (Part 1), as noted. It is our understanding LPA's services are being procured for conceptual design only at this time. Full Schematic Design, Design Development, Construction Documents, Agency Approval, Bidding and Construction Contract Administration are to be determined in Part 2 after District Board of Directors consideration of the priorities for funding. Since the actual improvements have not been defined, LPA services and will be further refined and augmented as needed, pending clarification of scope and final improvements.
3. **FORENSICS/UTILITY LOCATING:** Locating and/or investigating the location and/or condition of utilities shall be provided by the District; LPA will assist in the boundary and requirements of the underground utility survey for the District to procure the instruments for LPA's use in the design.
4. **GROUND SURVEY:** An aerial survey is assumed to be provided by the District prior to Part 2 of the design work. LPA will assist the District to coordinate the limits and requirements of the survey for the District to procure the survey to be utilized by LPA.

5. **RESPONSIBILITIES:** LPA will be responsible for design and documentation of the site areas as stated on this Scope of Services. Signage, street work, and any other site related engineering or reports outside this scope of work shall be by others and are not included in this Scope of Services.
6. **DRY UTILITY COORDINATION:** The coordination and review of designs with any outside agency for compliance with code requirements and obtaining of any necessary approvals shall be by others.
7. **PROJECT PHASES:** This Scope of Services assumes that the project shall be designed and installed in one phase. Additional phasing of the project shall require changes to the Construction Documentation, Bid Negotiation and Contract Administration phases of work. Additional work due to phasing of the project shall be considered as Additional Services.
8. **DELIVERY METHOD:** This Scope of Services assumes that the project shall be delivered using Design-Bid-Build delivery method. In the event the District selects a different delivery method i.e., Design-Build, Lease, Lease-Back, or CM Multi-Prime, changes to the Construction Documentation, Bid Negotiation and Contract Administration phases of services may be required and shall be considered as Additional Services.
9. **ELECTRICAL:** Temporary power design is excluded.
10. **ENVIRONMENTAL:** Studies for area wide traffic impacts, cultural resources, stream preservation or modification, soil mitigation or clean-up, oil operations, and sensitive habitat are not included in this proposal. It is anticipated that the District has the existing studies required.
11. **OFF-SITE:** Off-site infrastructure is in place and adequate connection points for storm drain, water, and sewer are available at the project boundary (or on-site) to serve the proposed development. No studies or development of designs of utilities beyond the limit of the site are included.
12. **BOUNDARY:** The boundary corners for the site have been established and monumented by others.
13. **BASE MAPPING:** Mapping will be based on available local agency vertical datum and assumed horizontal datum, unless specifically requested otherwise.
14. **FLOOD PLAIN:** The site is not located within the limits of a 100-year flood plain and will not include any new regional drainage improvements. Design impacts due to flood plain issues shall be considered as Additional Services.
15. **RECORD DRAWINGS:** As-Built Information for existing sites and facilities are to be provided by the District. At the conclusion of construction of the project, as-builts are to be provided by the Contractor. Because the amount of such is unknown, any CADD Drafting services required by the District to translate the as-builts into Record Drawings and/or Building Information Models can be provided as an additional service on an hourly basis.
16. **MEETINGS:** Where the maximum number of meetings to be included in Architect's services is specified herein, Architect and architect's consultants agree to attend, and participate in, as many meetings as specified as part of the Basic Services. Meetings more than those specified will be billed as Additional Services.
17. **DELIVERABLES:** The preceding description of services general outlines the activities associated with executing each phase of services. The necessity for, and the extent to which, the Architect and Architect's consultants must commit time and resources to any specific activity will vary depending on the needs of the project. Consequently, the description of services does not represent a comprehensive list of deliverables.
18. **CONSULTATION AND COORDINATION:** All consultations and coordination not associated with specific meetings shall be conducting at the sole discretion of the Architect and Architect's consultants, and only as necessary for the Architect and Architect's consultants to complete the professional services of this agreement.

19. **DOCUMENTS:** Documents described in the preceding description of services shall be provided, as appropriate, for the needs of the project and to a level of detail consistent with the standard of practice for this type of project and for the geographical area and regulatory jurisdiction(s) in which the project is located.
20. **PROJECT CONTROL:** The Architect shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility under the Contract for construction. Without in any way limiting the Architect's responsibilities and obligations under Title 21 of the California Code of Regulations or the Building Standards published by the ICBO (formerly Title 24 of the California Code of Regulations), the Architect shall not otherwise be responsible for the Contractor's schedules or failure to carry out the work in accordance with the Contract Documents. The Architect shall not have control over or charge of acts or omissions of the Contractor, subcontractors, or their agents or employees, or of any other persons performing portions of the Work.
21. **RELIANCE:** LPA shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Client and (Client's) consultants.
22. **SHOP DRAWING AND SUBMITTAL REVIEW:** LPA's review of Shop Drawings and submittals are for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. LPA's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences, or procedures. LPA's approval of a specific item shall not indicate approval of an assembly of which the item is a component.
23. **CERTIFICATE FOR PAYMENT:** LPA's issuance of a Certificate for Payment upon review of Contractor's Payment Application shall not be a representation that LPA has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and material suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
24. **ADDITIONAL SERVICES:** Tasks not included in this Scope of Services but requested by the Client shall be identified as such and billed at an hourly rate unless a detailed Scope of Services proposal is requested.
25. **SCOPE ADJUSTMENT:** If there is an adjustment in schedule, scope, and budget, this will result in an add service.

END OF SCOPE OF SERVICES



PROPOSED COMPENSATION

The following is the proposed compensation for the Scope of Services identified.

Tasks 000 – 100 (Part One):

000	General (Included below)	
100	Conceptual Design	\$ 24,500
Total Service Fee (Tasks 000 - 100):		\$ 24,500

Tasks 200 – 800 (Part Two):

200	Schematic Design:	\$ TBD
300	Design Development:	\$
400	Construction Documents:	\$
500	Agency Approval:	\$
600	Bidding/Negotiations:	\$
700	Contract Administration:	\$
800	Post-Construction:	\$
Total Service Fee (Tasks 200 - 800):		\$ TBD

Tasks 000 – 800 (Part One & Two):

TOTAL FEE:	\$ 24,500*
*excludes Part 2 fees	
Reimbursable Allowance	\$ included

Part Two Assumption: Due to the undefined improvements for Part Two, the fees for designing the future work are not identified. LPA will provide fees for the Part Two work after the rough cost estimates and priorities have been approved by the Board of Directors. Supplemental Services and/or Non-Standard services are not included in the proposed fee.

Reimbursable expenses for Part One are included in the base compensation. Reimbursable expenses for Part Two will be identified separately in the future Part Two proposal, and typically run approximately 5% - 10% of a total project fee.

Supplemental Services: Due to the unknown nature of the requirements for Supplemental, no specific fee has been identified. Fees may be provided by LPA, as requested by the District and pending clarification and requirement of the deliverables.

Hourly Rates: In the event Additional Services are warranted due to a change in the project scope, LPA shall submit a proposal to the District for review and approval prior to proceeding with the services. Where possible, LPA shall submit a fixed fee proposal, but LPA may, at the District’s option, perform services to be invoiced on an hourly basis. In that scenario, the following hourly rates will apply for professional service fees:

BASIC HOURLY RATES

Role	Rate
Principal	\$295.00
Project Director	\$250.00
Project Leader	\$200.00
Design Coordinator II	\$170.00
Design Coordinator I	\$145.00
Designer III	\$135.00
Designer II	\$120.00
Designer I	\$110.00
Intern	\$85.00
Support Roles	
Director	\$250.00
Manager	\$165.00
Senior Specialist	\$150.00
Specialist III	\$110.00



Specialist II	\$95.00
Specialist I	\$85.00

NOTE: These rates become effective January 1, 2024 and are subject to change annually.

Billing / Payment: LPA shall invoice the District monthly for a percentage of the work completed consistent with the terms of the Contract. Payment is due thirty (30) days from the date of the invoice. LPA reserves the right to stop all current services and notify the District if payment is not received within thirty (30) days.

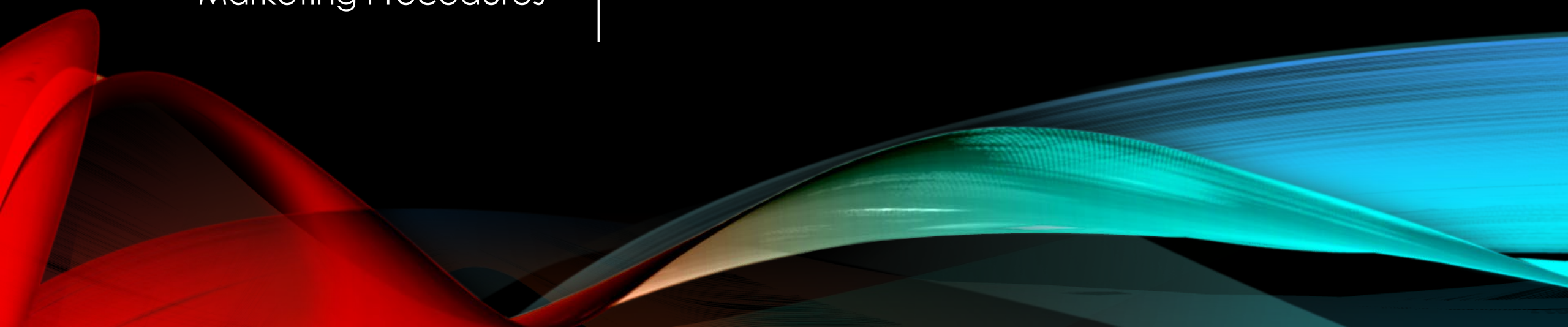


RECREATION

A look at 2023... and a glimpse into 2024

- Facebook
- Instagram
- CSD Website
- RecConnect
- Monthly E-Newsletter
 - Quarterly Activity Guide
- Branding Standards
- Marketing Procedures

COMMUNICATIONS



YOUTH PROGRAMS 2023

- Futsal Leagues and Clinics
- Summer NAOA Sports Camps
- Soccer shots
- Taekwondo
- Ballet
- West Coast Dance Arts Camps (new partnership)
- Cooking with Kids
- Speaking Spanish- Kids
- Mad Science Camp
- Smash Bros tournaments
- Make & Take classes
- Social Skills Classes (Grant)
- Teen group class (Grant)



CAMP CP



Summer Camp CP!

- 9 weeks of fun with a new theme each week!
- Daily swimming at the pool was a highlight.
- Had max enrollment each week at 60 kids!



Fall Break & Winter Break

- Due to staffing, we capped enrollment at 24 kids
- We had 11 kids enroll in Fall; 11 & 19 enrolled in Winter



Camp CP- Spring Break

- Due to staffing, we capped enrollment at 25 kids
- We had full enrollment

AQUATICS



Two Swim teams

Sierra Sharks

AquaSol



Swim Lessons

Lap Swim

Recreation Swim

AquaBody Strong

Water Exercise



Lifeguard Academy

Recruitment tool

SENIOR PROGRAMS

- Senior Social Hour
- Quilters
- Modified Zumba
- EDC Senior Nutrition Program



ADULT CLASSES

- Speaking Spanish- Beginner & Intermediate
- Let's Uke!
- Intro Guitar
- Tai Chi For health
- Adult Basketball leagues
- Open Gym- Pickleball
- Open Gym Basketball
- Bird Watching



LAKE EVENTS

- Chamber Car show
- Summer spectacular
- Disc Golf events



RENTALS

- AllNet Basketball
- Ponderosa Little League
- Prospector Soccer
- Facility Rentals



EVENTS



Easter Hunt
Ties and Tiaras
Community Clean-up
Park Pop-ups



Movies in the Park
Annual Craft Faire
Yard Sale



Polar Express at the CSD
Santa Parade
Cardboard Boat Races

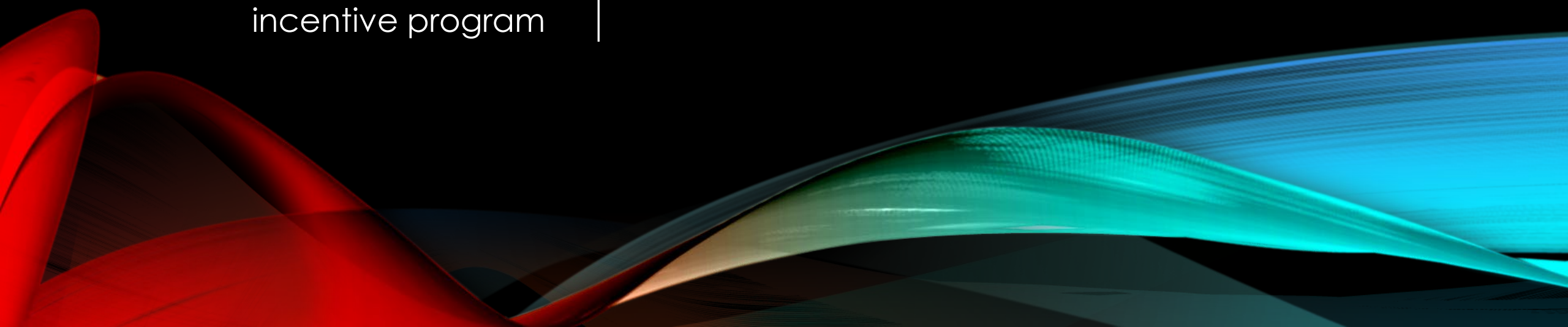
Ensure we stay within the
right-sizing of our dept

Focus on investing in our
programs

Continue to pursue
community partnerships

Create a volunteer
incentive program

LOOKING INTO 2024....



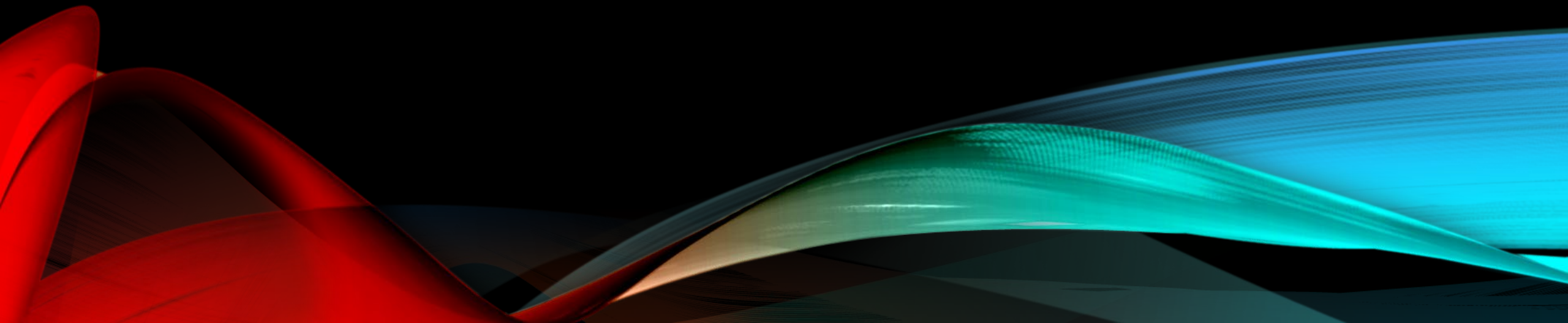
Ties and Tiaras
Re-imagined Easter event
Summer Spectacular
Touch a Truck event
(New)
Annual Craft Fair
Support Santa Parade

2024 EVENTS

Contracted Camps
Social Skills class
Senior programs/classes

PROGRAM EXPANSION GOALS

QUESTIONS???





Agenda Transmittal

DATE: February 5, 2024

FROM: Kimberly Vickers, Recreation Supervisor

AGENDA ITEM #5: RECREATION REPORT

RECOMMENDED ACTION: RECEIVE AND FILE

We started the year off with our second session of Camp CP winter break camp, Futsal league and clinics, and a move by the county to return to on-site cooking for meals. Hayley, Recreation Coordinator, has been learning more in her role, and taking on more of the aquatics responsibilities while being our main staff covering our front office. We have continued to work towards finalizing pool schedules and updating fees in our systems and applications.

Recreation Programming:

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

- *Camps*
 - Camp CP
 - Winter Break Camp
 - Jan 2nd-5th- 19 Participants
- *Aquatics:*
 - lap swim continues 6 days a week
 - average of 9 swimmers per day
 - Aquasol swim team 6 days a week
 - Gold Country Water Polo conducted practices during the month of January
- *Sports:*
 - Indoor Pickleball continues M-F:
 - January
 - 137 drop-ins/ \$411 Gross Revenue
 - 4 Punch card sold
 - 307 Annual Pass swipes

- Ballet continues
- Soccer shots started their Winter program
- Adult basketball league started the third league this month with first ever free agent team and a total of 8 teams
- Futsal Leagues started- 237 participants
- Futsal had first clinic in December- 49 participants

- *Community Center Programs*
 - Senior Social Hour continues with participants approximately 6 participants on Tuesday and Thursday
 - Modified Zumba continues with a full class in dance room
 - Gold Nugget Quilters continue to meet on Wednesdays with 8-12 participants each week
 - County Elderly Nutrition meals for pick-up continue in-person five days a week; CSD provides tables and chairs for congregate dining
 - Avg 7 in-person dining
 - Avg 5 take-home meals
 - Tai Chi is running again with 1- and 2-day options
 - Speaking Spanish Beginning and Intermediate
 - Speaking Spanish- Kids

- *Upcoming Events*
 - Ties and Tiaras- February 10 (CSD)
 - 24 pairs registered, 7 additional currently
 - Easter event in March with Union- TBD (CSD)
 - April Community Clean-up- April 20th (Camerado)
 - Community Yard Sale- April 20th (CSD)

Communications:

- Active engagement on Facebook, Instagram
 - Instagram Insights (last 30 days)
 - Accounts engaged- decrease by 8%
 - Followers- increased by .03%
 - Facebook
 - Post engagement- increase by 351%
 - Followers- increased 104 followers

- Updating district website-
 - Page views: January- 62, 910
 - 3,162 subscribers to a distribution list (increase of 22 subscribers)
 - 2,682 subscribers to E-newsletter (increase of 12 subscribers)

- Approximately a 51% open rate, and 2% click rate
- 871 subscribers to Board & Committee Distribution List (increase 7)

*Cameron Park
Community Services District*



Agenda Transmittal

DATE: February 5th, 2024

FROM: Michael Grassle, Parks, and Facilities Superintendent

AGENDA ITEM #6: **PARKS & FACILITIES DEPARTMENT REPORT**

RECOMMENDED ACTION: **RECEIVE AND FILE**

General Information

- The department hired Russell Dill as the new Park Foreman. Russell has years of experience working for small local government agencies in Alaska and Montana.
- Staff have been repairing fencing, dugouts, netting, bleachers, and signage at the baseball fields prior to Ponderosa Little season beginning. Staff walk the fields prior to the season beginning with Ponderosa Little representatives.
- Staff installed new trail head signs at Cameron Park Lake, Rasmussen, Gateway, and Royal Park stating trails are natural and use at your own risk.
- The department picked up a 2002 Dodge Ram and a 2006 Chevy Silverado from the El Dorado Hills CSD. Both vehicles are getting some mechanical work completed and district logos installed before staff use the trucks.
- The department is auctioning two Ford Expeditions along with a 2002 Ford International fire truck. All three vehicles should be sold and removed from the district fleet by the end of the month.
- Target Specialties provides the district's annual pesticides handlers training. The training is required every year before staff are allowed to apply landscape chemicals and herbicides.
- The department has begun applying pre-emergent fertilizer to all landscape beds throughout the district. The pre-emergent will help control the number of weeds that sprout during the spring season.

Cameron Park Lake

- The district ordered 5 new picnic benches from Growlersberg. The benches by the flagpole picnic area are being replaced.
- There have been 7 reported incidents of Bird Flu harming birds. Sierra Wildlife is aware of the situation and has been picking up wildlife that are showing signs of Bird Flu.
- Beavers at Cameron Park Lake have been tearing into willow trees and damaging them. Staff protected the willow tree trunks with deer fencing to prevent any further damage.

Parks and LLAD'S

- Heartwood Tree Service removed two large trees from Gateway Park. One tree was a willow with a large crack at the base of the tree. The second was a grey pine that was leaning at a 25-degree angle and uprooting. Staff identified these two trees while performing a routine safety inspection at Gateway Park.
- Staff repaired a 3" water main leak at Christa McAuliffe. Tree roots lifted the 3" water main causing a pipe fitting to crack below the water backflow.
- Staff have been spending time replacing damaged concrete retaining wall blocks. Several district parks and LLADS have concrete block retaining walls.

Community Center

- Growlersberg and District staff removed the water slide from the pool deck area. The slide was hand loaded into a 30-yard waste bin provided by Waste Connections at no charge.
- Staff are seeking quotes to have the floors refurbished in the main assembly hall and gymnasium. District staff will refurbish the floors in the smaller classrooms.
- Staff installed new safety signs around the parking lot and courtyard area. Signs address speeding, bicycles, skateboarding, and children at play.

Cal Fire / Growlersberg

- Growlersberg spent one crew day burning debris piles at Gateway Park
- Growlersberg spent one crew day cleaning up the landscaping at Northview Park and Cameron Valley LLAD
- Growlersberg spent 1 crew day cleaning up the landscaping at Bar J B LLAD.