

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



**Parks & Recreation Committee**  
**Monday, May 6, 2019**  
**7:00 p.m.**

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

**Agenda**

Members: Chair Director Holly Morrison (HM), Vice Chair Director Monique Scobey (MS)  
Alternate Director Ellie Wooten (EW)  
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. Review Draft Process to Identify Park Improvement Projects for Prop 68 or Other Grant Opportunities (J. Ritzman)**

2. **Summer Spectacular Update** (oral report - T. Helm, J. Ritzman)
3. **Community Center Use Reports From New RecTrac; 1<sup>st</sup> Quarter of 2019** (handout - A. Kimball)
4. **Staff Written Reports & Oral Updates** (M. Grassle and T. Helm)
  - Theft at Parks Shop
  - Shingle Springs Tribe at Cameron Park Lake
  - Maintenance at Cameron Park Lake
  - Fire Fuel Reduction in Park & Open Space
  - Disc Golf Community Meeting
  - Survey re: Dogs on-leash at Cameron Park Lake
5. **Items for the June & Future Committee Agendas**
6. **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 1, 2019**  
**7:00 p.m.**

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

**Conformed Agenda**

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

**CALL TO ORDER** - 7:04pm

**ROLL CALL** – HM/MS

**APPROVAL OF AGENDA** - Approved

**APPROVAL OF CONFORMED AGENDA** - Approved

**OPEN FORUM**

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**DEPARTMENT MATTERS**

**PUBLIC COMMENT**

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**1. Develop Process to Identify Park Improvement Projects for Prop 68 or Other Grant Opportunities**  
(oral workshop; J. Ritzman)

- *Discussed Developing a Process to Identify Park Improvement Projects for Prop 68 or Other Grant Opportunities*

**2. Staff Written Reports & Oral Updates** (M. Grassle and T. Helm)

- o Banners in Right of Way
- o Boat Program
- o Summer Spectacular
- o Construction Warranty Work
- o Dogs on Leash Survey

**3. Items for the May & Future Committee Agendas**

- *Park Improvement Project Criteria*
- *Construction Warranty*
- *Summer Spectacular*

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

**MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT** – 8:37pm



## Agenda Transmittal

**DATE:** May 6, 2019

**FROM:** Jill Ritzman, General Manager

**AGENDA ITEM #1:** CRITERIA FOR SELECTING PROJECTS FOR GRANT FUNDING

**RECOMMENDED ACTION:** REVIEW AND DISCUSS

### Introduction

The Cameron Park Community Services District has funding available for park improvement projects. Some funding already exists, such as Park Development Fees. There will also be funding forthcoming from the recent voter-approved Park Bond, Proposition 68 in a per capita allocation. In addition, grants and donations are available from a variety of state and local agencies and community groups.

Needs in the park system are great, from park restroom renovations to new sports fields. In 2015, a Parks and Recreation Master Plan update was approved by the Board, outlining needs in the District. Funding a grant writer is being discussed for the upcoming fiscal year. The following criteria is being proposed to assist the community, staff, and the Board of Directors in selecting the most appropriate projects for the various funding sources.

### Proposed Criteria

#### Highest Priority/Most Valued

- Safety
- Improvement/Repair to save operational costs
- No operational costs to District; operations offset by revenues
- Repair existing infrastructure
- Number of people served
- Pertinent to current needs/relevant
- Supported by 2015 Master Plan

- Project within existing parklands
- Project fully offset with funding source for construction
- Consistent with parks special use permit

#### Lesser Importance/Detracts

- Cost of the project high
- Matching funds required to construct
- Expands services
- Cost to operate
- Specific population served; small number of people served
- Environmental and/or building permitting costs high
- Projects not included in 2015 Master Plan
- New park property required

### Facility Summary Reservation Stats

Location	Class	Fac Code	Short Description	Rsv Count	H' Count	Fees/Tax	Discount	Total Amt	Total Due
COMCT	DANCE	DANCE	CC Dance room	179	2492	400.00	100.00	300.00	0.00
COMCT	HALL	East Half	CC East 1/2 w/Stage	40	1852	3,211.00	199.00	3,012.00	0.00
COMCT	HALL	FULL	CC Full Assembly Hall	17	1855	2,625.00	487.50	2,137.50	0.00
COMCT	HALL	NWQTR	CC North West 1/4	52	278	110.00	27.50	82.50	0.00
COMCT	HALL	West half	CC West 1/2 Hall	5	205	0.00	0.00	0.00	0.00
COMCT	Kitchen	Kitchen	CC Kitchen	9	187	582.60	282.60	300.00	0.00
COMCT	ROOM	A RM	CC Classroom A	48	419	56.00	0.00	56.00	0.00
COMCT	ROOM	BROOM	CC Classroom B	62	711	1,178.00	25.00	1,153.00	0.00
COMCT	SROOM	SROOM	CC Social Room	96	1086	667.50	77.00	590.50	0.00
<b>Report Grand Totals</b>				<b>508</b>	<b>9085</b>	<b>8,830.10</b>	<b>1,198.60</b>	<b>7,631.50</b>	<b>0.00</b>

Manager  
**Pass Membership Report**

Pass Code	Description	Status	Count
EB IND	EB COMBO Indivi	Active	128 <hr/> 128
EBFAM	EB COMBO FAM	Active	193 <hr/> 193
EBFAMMEMBER	EB COMBO FAMMEMBER	Active	569 <hr/> 569
EBSENIOR	EB COMBO SR	Active	248 <hr/> 248
<b>Report Grand Totals</b>			<b>1138</b>

**Report Summary Totals**

Status	Count
Active	1138



*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** May 6, 2019

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

**AGENDA ITEM #4:** Parks & Facilities Department Report

**RECOMMENDED ACTION:** RECEIVE AND FILE

### **General Information**

- The turf grass is growing quickly and staff is working hard to keep it mowed during the spring growth season. Staff has also spend a lot of time clearing and spraying the remaining open space per the Weed Abatement Ordinance.
- The large amount of rain this past winter damaged the decomposed granite pathways throughout the district. Staff is currently working on patching up and grading the damage to the pathways.
- Most of the District's irrigation systems have been turned back on. Staff repaired the systems prior to utilizing them.

### **Cameron Park Lake**

- On April 27<sup>th</sup> various organizations volunteered at Cameron Park Lake. The volunteers planted new plants, installed new BBQ'S, painted the life guard towers, cleaned up the weeds, picked up trash and debris around the lake, pressure washed the gazebo, cleaned and waxed the paddle boats, and helped prep the Lagoon. 50 volunteers assisted with the various projects. The day was a huge success!
- The District has been working with the Shingle Springs Band of Miwok Indians. The Tribe has been removing and repurposing the tule grass from the Lake

shoreline. They also built a tule house at the entrance to the Lake for the community to observe.

- Staff spent some time flail mowing Bonanza Park prior to the Summer Spectacular.
- The department is renting a large excavator on Wednesday, May 1<sup>st</sup>, to perform maintenance around the Lake. Staff will utilize the excavator to remove 2 large tree stumps, and correct a few drainage and irrigation related issues.
- A large oak tree fell down on the island at the Lake. Staff will begin removing the tree on Wednesday, May 1<sup>st</sup>.

## **Sports Fields**

- The field at Christa McAuliffe will be closed for maintenance from Monday, May 6<sup>th</sup> until Monday May 27<sup>th</sup>. The department will be aerating, overseeing, and fertilizing the sports field.
- Routine maintenance is being performed at Dave West and Rasmussen Park.

## **Parks and LLADs**

- Staff retrofitted the irrigation system at Eastwood Park.
- A wireless weather based irrigation controller was installed at Chardi Corner. The controller was donated to the District by Ewing Irrigation and Hunter Industries.
- The District learned that we own an easement off of Sterling Way that enters Gateway Park. Staff built a dog ear wooden fence with a 12' barn gate. This will allow the Parks Department and Cal Fire to access the back side of the park.

## **Community Center**

- The pool tiles were replaced and re-grouted prior to the opening of the pool.
- Staff is currently working on the pool slide; the pump motor has some corrosion issues. The slide will be up and running prior to public swim.

## **Fire Fuel Reduction Efforts**

- Growlersburg assisted staff cutting the fire breaks at Royal Park and Christa McAuliffe Park.
- Sierra Bushmen cleared a 30 foot fire break at Knollwood Park the 3rd week in April. El Dorado Weed Control sprayed out the area on April 30<sup>th</sup>.
- The District is working towards compliance on two remaining open space properties. Hacienda Park has debris on the ground to be cleaned up. A resident disrupted work in at Royal Park; work will begin again in Mid-May to complete the project. Both locations will be completed as soon as the Growlersburg crew is available.



## **Agenda Transmittal**

**DATE:** May 6, 2019

**FROM:** Tina Helm, Recreation Supervisor  
Alyssa Kimball, Recreation Coordinator

**AGENDA ITEM #4:** Recreation Department Report

**RECOMMENDED ACTION: RECEIVE AND FILE**

- Staff completed the Summer Activity Guide and residents received the Guide at the beginning of May. Stock photos were used because past photos from El Dorado Photo Club did not have a high enough resolution. Staff has contacted photo club and will work with them to meet the needs of the designer for photos.
- Both Hannah Miller, the Aquatic Coordinator, and Caitlin Bandera, the Kids Kamp Leader have been recruiting staff and preparing for the upcoming season.
- Staff continues to meet with the Senior Leadership Council. At the meeting in April, the main item discussed was celebrating Older American's Day with a luncheon that the Leadership Council is coordinating on May 21.
- Staff attended the Community Clean Up Day and Yard Sale on April 6<sup>th</sup>. The weather cooperated for both events. Data collected from the Clean Up Day is attached.
- Staff attended the Community Services Showcase event held on April 10<sup>th</sup>. Students from our Hula Class performed at the event. Magic and juggling were provided by Jimshoes. Staff met with members from the Cameron Park Rotary, Shingle Springs/Cameron Park Chamber of Commerce, Cameron Park Community Foundation, and Channel 2 on April 24<sup>th</sup> to discuss and review this year's event and discuss ideas for next year.
- The Annual Easter Egg Hunt was held on April 20<sup>th</sup>. There were lots of happy children and parents that participated and collected over 3,000 eggs. A big shout out to Director Scobey who volunteered to be one of the bunnies and truly enjoyed herself!

- Upcoming events include Trucks & Tunes on June 12<sup>th</sup> and the Summer Spectacular on June 29<sup>th</sup>.
- Summer Spectacular Update –
  - Staff has secured the following:
    - Fireworks
    - Porta Potty
    - Security
    - Stage, sound, and lights
    - Wristbands
    - Music
    - Vendors (currently applying)
    - Kids Carnival



*Data from 2019 Spring Clean Up Day*

Spring Clean-Up event was held on April 6, 2019  
Camerado Middle School – 2480 Merrychase Drive

2019	2018
275 vehicles went through the cleanup day	195 vehicles went through the cleanup day

**Data from Waste Connections:**

2019	2018
28.66 tons MSW	23.5 tons MSW
.64 tons recycle	6.26 tons recycle
5.63 tons green waste	2.61 tons green waste
3.49 tons metal	

**Data from Snowline Hospice:**

(material data below is in pounds)

2019	2018
E-waste 1,048lbs	E-waste 1,176 lbs
Furniture 25lbs	Furniture
Misc Household Goods 1,425lbs	Misc Household Goods 1,300lbs
TVs 1,768lbs	TVs 2,211lbs
Linens/Clothing 1,250lbs	Linens/Clothing 747 lbs
Metal	Metal 187 lbs

Personnel at the spring cleanup – 6 explorers, 3 residents and 10 paid staff. The Explorer Post 89 received \$1296 in donations that day.

*New this Cleanup day* – Bikes were set off to the side so that the Cameron Park Rotary could collect them and donated to Folsom Prison to be refurbished. 21 bikes were collected!

**2019 Yard Sale - held at the Cameron Park CSD Parking Lot from 8am to 12pm**

Cameron Park CSD sponsored a Yard Sale Event that day as well. 26 vendors were registered and all vendors attended. Weather leading up to event was unsettled; clear the day of with a very short brief sprinkle. Shoppers showed up at 6:45am to check what was for sale! Approximately 300+ people attended the event.