

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



**Parks & Recreation Committee**  
**Monday, November 6, 2023**  
**6:45 p.m.**

**Cameron Park Community Center – Social Room**

**2502 Country Club Drive**  
**Cameron Park, CA 95682**

# Agenda

Members: Director Monique Scobey (MS), Director Tim Israel (TI), Alt. Director Sid Bazett (SB)

Staff: Interim General Manager Jill Ritzman, 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**

Conformed agenda- October 2, 2023

## **OPEN FORUM**

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

## **DEPARTMENT MATTERS**

1. Air Quality Management District Grant Application – Summer Spectacular Shuttle (K. Vickers)
2. Air Quality Management District Grant Application - New Sound/AV System for Community Center Assembly Hall (M. Grassle)
3. Proposition 68 Grant Application – Sports Fields Improvements David West Park (M. Grassle)
4. Proposition 68 Grant Application – Sports Fields Improvements Rasmussen Park (M. Grassle)
5. 2024 Facility Use Fees (K. Vickers; M. Grassle)
6. Proposed Revision Policy 1061 Naming of District Parks and Facilities and New Policy 1062 Donations of Amenities to Parks and Recreation Facilities (J. Ritzman)
7. Draft Conditions – Pickleball Conditional Use Permit (J. Ritzman)

## **STAFF REPORTS**

8. Recreation Report (K. Vickers)
9. Parks & Facilities Report (M. Grassle)

## **ITEMS FOR FUTURE COMMITTEE AGENDAS**

- CP Lake daily entry fees
- Facility Use Fees 2024 for community center, sports fields, pool
- CP Lake Automatic Gate Entrance Project
- Park Improvement Plan Project Costs and Priority List
- Rate Study & Policy for assessing facility and program fees
- Pickleball Conditional Use Permit
- Park Ordinance 2nd Hearing
- Road widening near Paul Ryan Park
- Gift Policy proposal

## **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, October 2, 2023**  
**6:30 p.m.**

**Cameron Park Community Center – Social Room**

**2502 Country Club Drive**  
**Cameron Park, CA 95682**

# Conformed Agenda

Members: Director Monique Scobey (MS), Director Tim Israel (TI), Alt. Director Sid Bazett (SB)

Staff: Interim General Manager Jill Ritzman, Parks & Facilities Superintendent Mike Grassle,  
Recreation Supervisor Kimberly Vickers

**CALL TO ORDER 6:34**

**ROLL CALL TI/MS**

*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 MS/TI**

**APPROVAL OF CONFORMED AGENDA MS/TI**

**OPEN FORUM**

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

## **DEPARTMENT MATTERS**

1. Social Recreation Grant, Progress Report – Presentation (K. Vickers)
2. Proposition 68 Project Recommendations (J. Ritzman, M. Grassle, K. Vickers)
  - *Committee agreed to forward the sports field project proposals for Prop 68 grants funds to the Board for consideration; asked staff to include pool improvement project proposal in the overall cost estimate and priority list for the Park Improvement Plan*
3. Quimby Funds Project Recommendations (M. Grassle)
  - *Committee forwarded Quimby project proposals for Community Center improvements to the Board of Directors for consideration*

## **STAFF REPORTS**

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

## **ITEMS FOR FUTURE COMMITTEE AGENDAS**

- CP Lake daily entry fees
- Facility Use Fees 2024 for community center, sports fields, pool
- CP Lake Automatic Gate Entrance Project
- Park Improvement Plan
- Rate Study & Policy for assessing fees
- Pickleball Conditional Use Permit
- Park Ordinance 2nd Hearing
- Road widening near Paul Ryan Park
- Gift Policy proposal

## **ITEMS TO FORWARD TO THE BOARD OF DIRECTORS**

## **MATTERS TO AND FROM COMMITTEE MEMBERS**

**ADJOURNMENT 8:17PM**





*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** Parks and Recreation Committee

**FROM:** Kimberly Vickers, Recreation Supervisor

**AGENDA ITEM #1:** **Air Quality Management District Grant Application for Summer Spectacular Shuttle**

**RECOMMENDED ACTION:** Review and Discuss; Forward to the Board of Directors for consideration

### **Background**

In 1990, Assembly Bill 2766 (AB 2766) was adopted into the California Health and Safety Code. AB 2766 authorized the Department of Motor Vehicles to collect a motor vehicle registration clean air surcharge of \$4 per vehicle. Revenues generated from the surcharge are utilized by the Air Quality Management District (AQMD) for Motor Vehicle Emission Reduction Projects that reduce air pollution from motor vehicles.

AB2766 is a competitive grant program with the sole purpose of improving air quality. Grants funds are to subsidize emission reduction projects, not supplant existing normal operating expenses. Since 2015, funds from AB2766 grant has funded the Summer Spectacular shuttle.

### **Discussion**

Staff is recommending that the Cameron Park Community Services District apply for AQMD Motor Vehicle Emission Reduction Projects grant funds to support continuing Summer Spectacular shuttles in 2024 and 2025. An estimated 75 people per bus use this service each hour for a total of 1,050 people (75 people x 7 hours x 2 buses). Based on an average of three people per car, this reduces 350 cars traveling to Cameron Park Lake and travelling approximately a total of 3,920 miles (350 cars x 11.2 miles).

The grant due date was October 27, 2023. Staff submitted the grant application per the deadline, and the application will be considered complete with the approved Board Resolution.

Attachments

Attachment A: Board Resolution - draft

Attachment B: Requests for Proposal

Attachment C: Grant Application

**RESOLUTION NO. 2023-XX**  
**of the BOARD OF DIRECTORS of the**  
**CAMERON PARK COMMUNITY SERVICES DISTRICT**  
**November 15, 2023**

**RESOLUTION AUTHORIZING SUBMISSION OF GRANT PROPOSAL FOR  
AB 2766 MOTOR VEHICLE EMISSIONS REDUCTIONS GRANT, 2024-2025**

*WHEREAS*, the Summer Spectacular event attracts several thousand people creating with air pollution from vehicle traffic; and

*WHEREAS*, the Cameron Park Community Services District (District) wishes to provide a free shuttle to the Cameron Park Lake for the Summer Spectacular event; and

*WHEREAS*, the District is eligible for grant funding (AB 2766 Motor Vehicle Emissions Reductions Grant 2024-2025) being offered by the El Dorado County Air Quality Management District.

*NOW, THEREFORE, BE IT RESOLVED* that District hereby:

1. Authorizes staff to submit a grant proposal to the El Dorado County Air Quality Management District for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2024-2025, in the amount of \$3,750
2. Authorizes a commitment of \$595 as matching funds for the grant proposal, which will be raised through ticket sales.

**RESOLVED FURTHER**, that staff be directed to file a copy of this Resolution with the El Dorado County Air Quality Management District as required by the grant procedures, and that staff is hereby authorized to take any and all actions necessary to be in compliance with the requirements of the grant.

**PASSED AND ADOPTED** by the Board of Directors of the Cameron Park Community Services District at a meeting on the 15th day of November 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Director Sidney Bazett, President  
Board of Directors

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Jill Ritzman, Interim GM  
Secretary to the Board

**Request for Proposals  
El Dorado County Air Quality Management District  
Motor Vehicle Emission Reduction Projects CY 2024 & 2025**

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**Background**

In 1990, Assembly Bill 2766 (AB 2766) was adopted into the California Health and Safety Code. AB 2766 authorized the Department of Motor Vehicles (DMV) to collect a motor vehicle registration clean air surcharge of \$4 per vehicle. Revenues generated from the surcharge are utilized by the Air Quality Management District (AQMD) for grant programs that reduce air pollution from motor vehicles in order to implement the California Clean Air Act and internal operations. Grant programs include alternative fueled vehicles, electric vehicle infrastructure, shuttles, park and ride facilities, bike trails, dirt road paving and others. Internal operations include planning, monitoring, enforcement and technical studies.

**Purpose**

This is a competitive grant program with the sole purpose of improving air quality. The AQMD's goal is to identify projects that reduce motor vehicle emissions at the lowest cost per ton of emissions reduced. Project information and cost-effectiveness rankings will be presented to the El Dorado County (EDC) AQMD Board of Directors for award consideration. Grants funds are to subsidize emission reduction projects, not supplant existing normal operating expenses.

**Grant Funding**

Approximately \$850,000 will be available for the two-year grant term, contingent upon Board of Directors approval. The Board of Directors reserves the right to approve proposals, reject proposals, or fund amounts less than the amounts requested.

**Matching Funds**

**Match must be at least 20% of requested and awarded funding or at least 16.66% of total project budget identified in the application.**

**Example: \$50,000 requested/awarded will require at least \$10,000 in match.**

**$\$50,000 \times 20\% = \$10,000$**

**$\$10,000/\$60,000 = 16.66\%$**

All applicants must contribute minimum matching funds equal to or greater than 20% of the grant amount requested. The Match Share requirement must be fulfilled after receiving the Notice to Proceed and throughout the grant term. The Match Share may be monetary and/or in-kind (non-dollar) contributions. Volunteer services are acceptable in-kind contributions and will be valued as the number of volunteer hours at the current State of California minimum hourly wage rate, or other appropriate rate if identified in the subsequent agreement. Other non-dollar contributions will be considered. The Match Share must be actual cost to the grant applicant of matching services.

## **Applicant Eligibility**

El Dorado County jurisdictions including: cities, special districts, other political subdivisions and jurisdictions joined together by JPAs or MOUs, private companies, private individuals and non-profit organizations are eligible to apply for these grants. Applicants may jointly submit regional project applications.

**Eligible Project Examples** (Other projects that reduce motor vehicle emissions are also encouraged)

### Alternative Fuel Vehicle Infrastructure

1. Electric Vehicle Supply Equipment (EVSE) installation and upgrade.
2. Alternative gas or liquid fuel equipment installation and upgrade.

### Public Education

The California Clean Air Act requires districts include a public education element in their attainment plans. Public education programs should deliver a focused message encouraging behavioral changes that reduce motor vehicle emissions. Project examples include:

1. Development/distribution of educational materials on how residents can improve air quality.
2. Development and distribution of educational materials to at-risk populations on the health impacts of poor air quality and how to avoid them.
3. Air quality curriculum development and implementation in school districts.

### Vehicle Miles Traveled (VMT) Reduction

Projects to reduce motor vehicle trips by providing alternative methods of travel. Examples of these projects include:

1. Videoconferencing systems that reduce the vehicle trips of the public to public facilities.
2. Construction of public park and ride facilities.
3. Subsidies for new commuter vanpools.
4. Construction of bike paths that serve schools or employment centers.
5. Shuttle services.

### Vehicle Retrofit and Replacement

Projects that reduce mobile source tail pipe emissions by retrofit or replacement of vehicles and engines with eligible, new (2023 model or later) vehicles and engines, and related fueling infrastructure. Replaced vehicles and engines must be scrapped. Applications for vehicle replacement projects eligible for Carl Moyer funding may be redirected to the Carl Moyer program. Examples of these projects include:

1. Replacement of old light-duty motor vehicles (8500 lbs. or less) with a new light-duty electric, hybrid, alternative fuel or other low emitting vehicle that meets the zero-emission vehicle (ZEV), alternative technology partial zero emission vehicle (ATPZEV), or partial zero emission vehicles (PZEV) standard.
2. Replacement of old medium-duty (8501 lbs – 14,000 lbs.) vehicles with new low emitting medium-duty vehicle that meets the ZEV or super low emission vehicles (SULEV) standard.
3. Replacement of an old heavy-duty vehicle (14,001 lbs or greater) with a low emission alternative fuel vehicle (AFV) of the same class.
4. Replacement of an old high emitting engine in a heavy-duty vehicle with a new alternative fueled low emitting engine.

5. Liquefied and compressed natural gas or electric vehicle infrastructure projects

**Eligible Costs**

Eligible costs are direct costs associated with implementing the project, which are incurred after receiving the Notice to Proceed and by the end of the grant term. AQMD reserves the right to make final determinations regarding cost eligibility for each project.

**Ineligible Costs**

Any costs not directly related to the project are ineligible for grant or matching funds. Ineligible costs using grant or matching funds including, but are not limited to:

- Costs not specifically identified in the Proposal, unless approved in writing by the Air Pollution Control Officer (APCO) prior to costs being incurred;
- Costs covered by another government grant, contract or loan;
- Expenses incurred for meetings, workshops, training not associated with the project;
- Personnel travel or per diem costs, unless approved in writing by the APCO prior to the costs being incurred;
- Food or beverages;
- Overhead expenses such as costs for utilities, office supplies, and other miscellaneous costs incurred during the project;
- Overtime costs (except for local government staffing during evening or weekend events when law or labor contract requires overtime compensation), unless approved in writing by the APCO prior to the costs being incurred.
- Any personnel costs not directly related to salaries and/or benefits;
- Any personnel costs incurred as a result of any employee assigned to the project funded by the grant while not actually working on the project (i.e., working on other tasks, use of accrued sick leave, vacation, etc.)
- Any costs not consistent with local, state, and federal guidelines and regulations;
- Interest charges or payments on bonds or indebtedness required to finance project costs;
- Fines or penalties due to violation of federal, state or local laws, ordinances or regulations;
- Cameras, cell phones, electronic personal data devices and/or pagers;
- Costs connected with contractor claims against the grantee; and
- Any costs not deemed appropriate by the APCO.

**Audit Requirements**

All grantees are required to comply with the following:

1. Audit/Records Access: Grantees agree that AQMD, EDC Auditor, California Air Resources Board, Bureau of State Audits, or their designated representative(s) shall have the right to review and copy any records and supporting documentation pertaining to contract performance. Grantees agree to maintain such records for a minimum of three years after final payment, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute or audit, whichever is later. Grantees agree to allow designated representative(s) access to such records during normal business hours and allow interviews of any employees who might reasonably have information related to such records. Further, grantees agree to include a similar right to audit records and interview staff in any contract or subcontract related to contract performance.

2. Personal Jurisdiction Waiver: If as a result of an audit finding, AQMD seeks reimbursement of costs paid to a grantee, the grantee hereby waives any jurisdictional defenses as a defense to any action in any court of the State of California for recovery of such funds.

**Payment of Grant Funds**

Grant funds are paid on a reimbursement basis for the actual eligible costs directly related to the implementation of the project as approved in the Contract. All payment requests must include an itemization with documentation of claimed expenses (e.g., itemized receipts, proof of payment invoices, billable personnel hours, etc.).

A minimum of ten percent (10%) of documented expenses on each payment request must be applied to the match requirement. The AQMD shall not under any circumstances reimburse Contractor for commitments made by Contractor for services not performed or materials not received.

**Reporting Requirements**

The AB 2766 grant is performance based. Periodic performance reports are required to ensure projects are on schedule and within parameters approved by AQMD. A final report summarizing all grant activities is due February 28, 2026.

**Grant Term**

The grant term is from the Notice to Proceed date through December 31, 2023. Term may be shortened if all project activities will be completed well in advance of December 31, 2023. All costs must be incurred during this term. The final payment request is due February 28, 2024. Failure to submit final payment request and final report with appropriate documentation by the due date will result in Payment Request rejection and forfeiture of claims for costs incurred.

**GRANT PROGRAM MILESTONES**

Activity	Date
Request for Proposals (RFP) Issued	9/11/2023
Proposal Deadline (no extensions allowed)	<b>10/20/2023 at 5PM</b>
Review and Ranking of Applications	Late October - November 2023*
Board Receives Proposals, Rankings and Awards Grants	Early December 2023*
Contract Preparation / Execution	December 2023*
Grant Performance Period	Contract Execution Date to 12/31/25
Final Report and Payment Request Due	2/28/26

\* Tentative



## **Proposals**

Proposal submittal constitutes an agreement to all conditions set forth in the RFP. Proposals must include all required information, letters of support, and technical appendices as follows:

Project Summary (Attachment 1) - Provide basic information indicated, including a brief project overview.

Contents Checklist (Attachment 2) - Use the checklist sheet to ensure that all required proposal contents are included.

Authorization Letter/Resolution – For public agencies, provide governing body letter /resolution authorizing proposal submittal. Authorization must identify grant administrator. For joint proposals, the authorization must be signed by an authorized representative from each entity.

Project Description - Identify objectives and describe project scope of work.

Project Organization/Background - A description of your ability to implement project. Describe previous, similar, successful projects. If using sub-contractors, identify and state their qualifications. If sub-contractors have not been identified, state qualifications to be met.

Emission Benefits/Cost Effectiveness - Estimate total lifetime NOx, ROG, and PM-10 emission reductions. You must use any historical data on ridership, vehicle miles traveled, participation or other metric in the calculations. Calculations, assumptions and data necessary for estimates must be included in proposal and will be verified by AQMD staff. Automated Methods to Calculate Cost-Effectiveness and other cost-effectiveness analysis information is at: <http://www.arb.ca.gov/planning/tsaq/eval/eval.htm> Use **December 2022** emission factors found on that same webpage.

Work Statement - Describe work phases, tasks and deliverables in sequence. Include all relevant information regarding materials, equipment and personnel involved with the project.

Acknowledgment - All recipients must provide public acknowledgment that project was funded by AQMD with AB2766 Funds. Acknowledgments include placards on equipment, acknowledgment in a public education address or pamphlets, etc. Describe acknowledgment.

Funding Request/Breakdown of Cost - Include amount of money requested from AB2766 DMV Surcharge fund and total project cost. Estimate cost for each task. Identify source of funding for each task. Itemized any equipment to be purchased and the proportion of the cost of each piece of equipment to be paid with AB2766 DMV Surcharge funds. Grant funds may only be used to fund the portion of equipment's cost related to the provision of air quality benefit.

Matching Funds – State if matching funds are monetary or in-kind (non-dollar). AQMD staff will evaluate matching funds. Ineligible funds will not be used in cost-effectiveness determination. Provide proof (letter of commitment) that matching funds are available. Matching funds must be available when the grantee enters into contract with AQMD and must be used to fund project. If matching funds become unavailable, projects will be cancelled.

Monitoring Program - A monitoring program is required for all projects. Describe how project objectives will be measured and reported to the AQMD.

**Evaluation**

Proposals will be evaluated as described in Attachment 3.

Respondents are advised that:

- Responses will be accepted on a continuous basis after RFP is released up until the deadline.
- Incomplete responses will not be accepted.
- All components of the proposal are mandatory.
- Failure to include all requested information may result in rejection.
- Minor or inconsequential deviations may be waived by the APCO.
- AQMD reserves the right to reject any and all of the responses to the RFP.

**Limitations:**

This RFP does not commit AQMD to award contracts, pay any proposal presentation costs, or procure or contract for services or supplies. Respondents are entirely responsible for proposal development costs. All proposals become AQMD property and will not be returned.

**Contacts:**

Technical

Rania Serieh, Senior AQ Engineer  
Air Quality Management District  
330 Fair Lane  
Placerville, CA 95667  
(530) 621-7578

Administrative

Scott Wilson, Program Manager  
Air Quality Management District  
330 Fair Lane  
Placerville, CA 95667  
(530) 621-7554

**Submission of Proposals:**

Two copies of all responses to this RFP must be received in the Air Quality Management District office at 330 Fair Lane, Placerville, CA 95667. Responses must be marked **Attn. Dave Johnston, Time Critical**. Applications may also be emailed to [aqmd@edcgov.us](mailto:aqmd@edcgov.us).

**Proposal Withdrawal and Modifications**

Applicants may withdraw their proposal by submitting a written request to the APCO, signed by the applicant or authorized agent at any time prior to the proposal submission deadline. The respondent may thereafter submit a new proposal prior to the deadline. Proposal modifications, oral or written, will not be considered after the deadline. Applicants are not to initiate contact with and lobby AQMD during the project evaluation phase about proposed projects.

**Notification:**

The AQMD will notify applicants within one week of AQMD Board of Directors decision.

**Contract:**

Projects chosen for funding will be required to enter into a contract with AQMD. Grantees must comply with EDC vendor and insurance requirements for service agreements. AQMD may require a proposal to be modified prior to being included as an attachment to a contract to help clarify the project commitment.

# Attachment 1

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## PROJECT SUMMARY

**Applicant:**  
**Contact Person:**  
**Address:**  
**Telephone:**  
**Email:**

**FAX:**

**Project Description:**

<b>Estimated Emission Reductions/Cost-Effectiveness</b>	
Useful Life of Project (years)	
Total Lifetime Emissions Reduced (lbs. of ROG, NO <sub>x</sub> , PM-10)	
Cost-Effectiveness (total project costs)*	
Cost-Effectiveness (AQMD Funded project costs)*	

\* See Attachment 3 for instructions

<b>Budget Summary</b>	<b>AB 2766 Funds</b>	<b>Matching Funds</b>	<b>In-Kind Match</b>	<b>Total Project Costs</b>
Materials	\$	\$	\$	\$
Personnel	\$	\$	\$	\$
Other	\$	\$	\$	\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

### BUDGET ITEMIZATION

Expand Table as necessary to itemize all expenditures

Line Item	Title/Classification	No. Of Hours	Salary Rate	Benefit %	Total	Total Costs
Personnel						
Contracts (removal, transportation, disposal)						
Materials & Supplies						
Equipment Rental						
Other Costs						

**PROJECT GRAND TOTAL: \$** \_\_\_\_\_

# Attachment 2

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## CONTENTS CHECKLIST

Applicant:

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- Project Summary Sheet (Cover) – page \_\_\_\_\_
- Request for Proposal Contents Checklist (Second Page) – page \_\_\_\_\_
- Authorization Letter/Resolution page \_\_\_\_\_
- Project Description – page \_\_\_\_\_
- Project Organization/Background – page \_\_\_\_\_
- Emission Benefits/Cost Effectiveness – page \_\_\_\_\_  
(Must utilize **December 2022** Emission Factors)
- Work Statement – page \_\_\_\_\_
- Funding Request/Cost Breakdown – page \_\_\_\_\_
- Matching Funds – page \_\_\_\_\_
- Schedule of Deliveries/Self-Monitoring Program – page \_\_\_\_\_
- Local TRPA Review (If Applicable) – page \_\_\_\_\_
- 2 Copies of Proposal – page \_\_\_\_\_

# Attachment 3

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## PROPOSAL EVALUATION CRITERIA

The following criteria are for reference only. AQMD staff will determine a score and make a recommendation to the AQMD Board of Directors. The Board of Directors will make the final award determinations. Applicants must provide sufficient, accurate data to allow AQMD staff to accurately evaluate cost effectiveness. Required data may include time of operation, ridership and vehicle miles traveled. Projects should be designed to achieve the maximum emission reduction at the lowest cost.

### Cost Effectiveness - 90 Points

Cost effectiveness will be determined for total project costs (total of grant funds and matching funds):

<u>Points</u>	<u>\$/Pound of Motor Vehicle Pollutants</u>
90	\$0 - 10/lb.
80	\$10 - 25/lb.
70	\$25 - 50/lb.
60	\$50 - 75/lb.
50	\$75 - 125/lb.
40	\$125 - 200/lb.
30	\$200 - 400/lb.
20	\$400 - 999/lb
10	>\$1000/lb

### Preferred Projects – 10 Points

Points are awarded for projects having benefits in addition to motor vehicle emissions reduction. Additional benefits include reduction of non motor vehicle emissions, such as burning, and projects that improve quality of life for EDC residents. Projects with additional benefits are:

- Projects that include new technology demonstration and introduction
- Enhanced Transit/Shuttle Service Projects
- Biomass Transport Reduction

If two or more projects receive the same score, priority will be given to the lowest cost project.

# Attachment 4

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## SAMPLE CONTRACT

FUNDING AGREEMENT NO. # \_\_\_\_\_

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**This Agreement** made and entered by and between the **EL DORADO COUNTY AIR QUALITY MANAGEMENT DISTRICT**, a county air pollution control district formed pursuant to California Health and Safety Code section 40100, et seq. (hereinafter referred to as "AQMD"); and \_\_\_\_\_, (hereinafter referred to as "GRANTEE");

### WITNESSETH:

**WHEREAS**, the California Clean Air Act requires local air pollution control districts to reduce emissions from motor vehicles; and

**WHEREAS**, AB 2766, codified in California Health and Safety Code section 44220, et seq., authorizes districts to impose a fee of up to four dollars upon certain registered motor vehicles within AQMD's jurisdiction, and the Governing Board of the AQMD has imposed said fee; and

**WHEREAS**, said legislation requires AQMD to use said funds for activities related to reducing air pollution from motor vehicles and for related planning, monitoring, enforcement, and technical studies necessary for the implementation of the California Clean Air Act of 1988; and

**WHEREAS**, GRANTEE has proposed a project that meets the eligibility criteria of AQMD and that has been approved by AQMD and the Governing Board of AQMD for funding; and

**WHEREAS**, GRANTEE represents that it is willing and able to perform the activities set forth herein.

**NOW, THEREFORE**, AQMD and GRANTEE mutually agree as follows:

### 1) PROJECT

- a) GRANTEE shall perform all activities and work necessary to \_\_\_\_\_ (hereinafter referred to as "Project"); as set forth in the fully described "Scope of Work" attached hereto as Exhibit A and incorporated herein by this reference. GRANTEE agrees to furnish all labor, materials, equipment, licenses, permits, fees, and other incidentals necessary to perform

and complete, per schedule, in a professional manner, the services described herein. GRANTEE represents that GRANTEE has the expertise necessary to adequately perform the Project specified in Exhibit A.

- b) In the event of any conflict between or among the terms and conditions of this Agreement, such conflict shall be resolved by giving precedence in the following order of priority:
  - i) The text of this Agreement;
  - ii) Exhibit A, “Scope of Work”;
  - iii) Exhibit B, "Motor Vehicle Emission Reduction Projects CY 2024 & 2025 Request for Proposals" (RFP) released by AQMD and dated August 18, 2023, attached hereto and incorporated herein by reference;
  - iv) Exhibit C, “Budget”, attached hereto and incorporated herein by reference.

**2) PERIOD OF PERFORMANCE/TIMETABLE**

- a) GRANTEE shall commence performance of work and produce all work products in accordance with Exhibit A, unless this Agreement is terminated earlier in accordance with Article 7, Termination.
- b) GRANTEE shall submit biannual performance reports and a comprehensive final report. The biannual reports shall detail the work performed during the previous period; work planned for the next period; problems identified, solved, and/or unresolved; and the percentage of each task completed. Biannual reports shall be due 30 days after the end of the previous biannual period. GRANTEE shall provide AQMD with a comprehensive final written report by February 28, 2026. Said final report shall be complete and shall document the work performed under this Agreement.

**3) TERM**

The term of this Agreement shall be effective upon final execution by the parties and shall cover the period of \_\_\_\_\_ through February 28, 2026 unless terminated earlier in accordance with Article 7, Termination. All eligible project costs, except for final report preparation costs, must be incurred prior to December 31, 2025.

**4) COMPENSATION**

- a) AQMD will pay GRANTEE for work completed in accordance with this Agreement the sum of \$ \_\_\_\_\_ as follows:
  - i) GRANTEE shall obtain through other sources sufficient additional monies to fund the total cost of the Project as outlined in the Proposal. Satisfactory written evidence of such funding commitments shall be provided to AQMD prior to the release by AQMD



of any funds under this Agreement. In the event funding from other sources for the total cost of the Project is not received by GRANTEE, AQMD reserves the right to terminate or renegotiate this Agreement. In accordance with Section 44233 of the California Health and Safety Code, GRANTEE agrees to limit expenditure of funds for the purpose of administration to not more than five percent of the monies distributed to GRANTEE.

- ii) The total obligation of AQMD under this Agreement shall not exceed \$ \_\_\_\_\_
- iii) AQMD is not obligated to pay GRANTEE for administrative costs exceeding five percent (5%) of the actual total cost of the Project.
- iv) GRANTEE's match must be at least twenty percent (20%) of requested and awarded funding or at least sixteen and sixty six hundredths percent (16.66%) of the total Project budget identified in the application.

b) PAYMENTS

- i) Advance payments shall not be permitted. Payments will be permitted only at which time an equivalent service has been completed. AQMD shall reimburse GRANTEE quarterly, in arrears, after receipt and verification of submitted invoices. Invoices shall be mailed to AQMD at the following address:

El Dorado County Air Quality Management District  
ATTN: Dave Johnston, Air Pollution Control Officer  
330 Fair Lane  
Placerville, CA 95667

Payment shall be made to GRANTEE by AQMD upon submission and evaluation of the GRANTEE'S invoice of claim. Said invoice of claim shall set forth the work completed pursuant to this Agreement.

- ii) Upon receipt of proper documentation, and verification that GRANTEE has satisfactorily completed the work for which compensation is sought and that the work is in accordance with Exhibit A, "Scope of Work", AQMD will issue payment to GRANTEE within forty five (45) calendar days of verification.
- iii) The amount to be paid to GRANTEE under this Agreement includes all sales and use taxes incurred pursuant to this Agreement, if any, including any such taxes due on equipment purchased by the GRANTEE. GRANTEE shall not receive additional compensation for reimbursement of such taxes and shall not decrease work to compensate therefore.

- iv) Concurrently with the submission of any claim for payment, GRANTEE shall certify (through copies of invoices issued, checks, receipts, and the like) that complete payment has been made to any and all subcontractors as provided.
- v) It is understood that all expenses incidental to GRANTEE'S performance of services under this Agreement shall be borne exclusively by GRANTEE.
- vi) In no event shall compensation paid by AQMD to GRANTEE for the performance of all services and activities under this Agreement exceed the amount set forth in section 4(a) above.

c) **SURPLUS FUNDS**

Any compensation under this Agreement, which is not expended by GRANTEE pursuant to the terms and conditions of this Agreement by the Project completion date, shall automatically revert to AQMD. Only expenditures incurred by the GRANTEE in the direct performance of this Agreement will be reimbursed by AQMD. Allowable expenditures under this Agreement are specifically established and included in Exhibit C, "Budget".

d) **CLOSEOUT PERIOD**

All final claims shall be submitted by GRANTEE within sixty (60) days following the final month of activities for which payment is claimed. No action will be taken by AQMD on claims submitted beyond the 60-day closeout period.

**5) NON-ALLOCATION OF FUNDS**

The terms of this Agreement and the services to be provided thereunder are contingent on the approval of funds by the appropriating government agency. Should sufficient funds not be allocated, the services provided may be modified or this Agreement terminated at any time by giving GRANTEE thirty (30) days prior written notice.

**6) INDEPENDENT CONTRACTOR LIABILITY**

- a) GRANTEE is, and shall be at all times, deemed as an independent contractor and shall be wholly responsible for the acts of GRANTEE'S employees, associates, and subcontractors, in connection with the implementation of the Project, and in performance of the work, duties and obligations by GRANTEE under this Agreement.
- b) GRANTEE shall be responsible for performing the work under this Agreement in a safe, professional, skillful, and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. AQMD shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of

preventing risk to GRANTEE or its employees. AQMD shall retain the right to administer this Agreement so as to verify that GRANTEE is performing its obligations in accordance with the terms and conditions thereof.

- c) Section 6, Independent Contractor Liability, shall survive any termination of this Agreement.

## 7) **TERMINATION**

### a) BREACH OF AGREEMENT

- i) AQMD may immediately suspend or terminate this Agreement, in whole or in part, where in the determination of AQMD there is:

- (1) An illegal or improper use of grant funds;
- (2) A failure to comply with any term of this Agreement;
- (3) A substantially incorrect or incomplete report submitted to AQMD; or
- (4) Improperly performed services.

- ii) In no event shall any payment by AQMD constitute a waiver by AQMD of any breach of this Agreement or any default, which may then exist on the part of GRANTEE. Neither shall such payment impair or prejudice any remedy available to AQMD with respect to the breach or default. AQMD shall have the right to demand of GRANTEE the repayment to AQMD of any funds disbursed to GRANTEE under this Agreement which in the judgment of AQMD were not expended in accordance with the terms of this Agreement. GRANTEE shall promptly refund any such funds upon demand.

- iii) In addition to immediate suspension or termination, AQMD may impose any other remedies available at law, in equity, or otherwise specified in this Agreement.

### b) WITHOUT CAUSE

- i) Either party may terminate this Agreement at any time upon giving the other party at least thirty (30) days advance, written notice of intention to terminate. In such case, AQMD shall, subject to Section 4, Compensation, pay its pro rata share of the reasonable value of all services satisfactorily rendered and actual, reasonable costs incurred up to the time of the termination. Upon such termination, the entire work product produced by GRANTEE and any unexpended funds shall be promptly delivered to AQMD.

## 8) **CHANGES TO AGREEMENT**

This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by the Contract Administrators.

## 9) **INDEMNIFICATION**

GRANTEE shall defend, indemnify, and hold AQMD, its Board, officers, agents, employees, and representatives and the County of El Dorado, its Board, officers, agents, employees, and representatives harmless against and from any and all claims, suits, losses, damages, and liability for damages of every name, kind, and description, including attorneys' fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, AQMD or the County of El Dorado employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the acts or omissions of GRANTEE, its officers, agents, subcontractors, or employees in their performance of this Agreement unless such claim, loss, damage, injury or death is the result of the sole or active negligence of AQMD or the County of El Dorado. This duty of GRANTEE to indemnify and save AQMD and the County of El Dorado harmless includes the duties to defend set forth in California Civil Code Section 2778.

The insurance obligations of GRANTEE are separate, independent obligations under the Agreement, and the provisions of this defense and indemnity are not intended to modify nor should they be construed as modifying or in any way limiting the insurance obligations set forth in the Agreement.

Nothing herein shall be construed to seek indemnity in excess of that permitted by Civil Code section 2782, et seq. In the event any portion of this Article is found invalid, the Parties agree that this Article shall survive and be interpreted consistent with the provisions of Civil Code section 2782, et seq.

a)

b) This indemnification obligation shall survive any termination of this Agreement.

## 10) **INSURANCE**

a) GRANTEE shall provide proof of a policy of insurance satisfactory to the County of El Dorado's Risk Management Division and documentation evidencing that GRANTEE maintains insurance that meets the following requirements:

i) Full Workers' Compensation and Employers' Liability Insurance covering all employees of GRANTEE as required by law in the State of California.

ii) Commercial General Liability Insurance (providing scope of coverage equivalent to ISO policy form CG 00 01) of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage, including but not limited to endorsements for the following coverage: premises, personal injury, operations,

products and completed operations, blanket contractual, and independent contractors' liability and a \$2,000,000 aggregate limit. County, including, without limitation, its officers, officials, employees, and volunteers shall be named as an additional insured on ISO form CG 2010 1185, or its equivalent..

- iii) Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by GRANTEE in the performance of the Agreement.
- b) GRANTEE shall furnish a certificate of insurance satisfactory to the County of El Dorado's Risk Management Division as evidence that the insurance required above is being maintained.
- c) The insurance will be issued by an insurance company acceptable to the County of El Dorado's Risk Management Division, or be provided through partial or total self-insurance likewise acceptable to the Risk Management Division.
- d) GRANTEE agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, GRANTEE agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of the term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of the County of El Dorado's Risk Management Division and GRANTEE agrees that no work or services shall be performed prior to the giving of such approval. In the event GRANTEE fails to keep in effect at all times insurance coverage as herein provided, AQMD and/or the County of El Dorado may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- e) The certificate of insurance must include the following provisions stating that:
  - i) The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to AQMD and the County of El Dorado, and;
  - ii) AQMD, its officers, officials, employees, and volunteers, and the County of El Dorado, its officers, officials, employees, and volunteers are included as additional insured on an additional insured endorsement, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- f) GRANTEE's insurance coverage shall be primary insurance as respects AQMD, its officers, officials, employees, and volunteers and the County of El Dorado, their officers, officials, employees and volunteers. Any insurance or self-insurance maintained by AQMD, its officers, officials, employees or volunteers and the County of El Dorado, their

officers, officials, employees, and volunteers shall be excess of GRANTEE's insurance and shall not contribute with it.

- g) Any deductibles or self-insured retentions must be declared to, and approved by, AQMD and the County of El Dorado. At the option of AQMD and the County of El Dorado, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects AQMD, its officers, officials, employees, and volunteers and the County of El Dorado, its officers, officials, employees, and volunteers; or GRANTEE shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- h) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to AQMD, its officers, officials, employees, or volunteers and the County of El Dorado, its officers, officials, employees or volunteers.
- i) The insurance companies shall have no recourse against AQMD, its officers and employees or any of them or the County of El Dorado, its officers or employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- j) GRANTEE's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- k) In the event GRANTEE cannot provide an occurrence policy, GRANTEE shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.
- l) The certificates of insurance shall meet such additional standards as may be determined by AQMD and the County of El Dorado, either independently or in consultation with the County of El Dorado's Risk Management Division as essential for protection of AQMD and the County of El Dorado.

## **11) AUDITS AND INSPECTIONS**

- a) GRANTEE shall at any time during regular business hours, and as often as AQMD may deem necessary, make available to AQMD for examination all of GRANTEE'S records and data with respect to the matters covered by this Agreement. GRANTEE shall, and upon request by AQMD, permit AQMD to audit and inspect all of such records and data necessary to ensure GRANTEE'S compliance with the terms of this Agreement. GRANTEE shall be subject to an audit by AQMD or its authorized representative to determine if the revenues received by GRANTEE were spent for the reduction of air pollution as provided in AB 2766 and to determine whether said funds were utilized as provided by law and this Agreement. If, after audit, AQMD makes a determination that funds provided GRANTEE pursuant to this Agreement were not spent in conformance

with this Agreement, or AB 2766 or any other applicable provisions of law, GRANTEE agrees to immediately reimburse AQMD all funds determined to have been expended not in conformance with said provisions.

- b) GRANTEE shall retain all records and data for activities performed under this Agreement for at least three (3) years from the date of final payment under this Agreement or until all state and federal audits are completed for that fiscal year, whichever is later.
- c) GRANTEE acknowledges that if total compensation under this Agreement is greater than Ten Thousand Dollars (\$10,000), this Agreement is subject to examination and audit by the California State Auditor for a period of three (3) years, or for any longer period required by law, after final payment under this Agreement, pursuant to California Government Code §8546.7. In order to facilitate these potential examinations and audits, GRANTEE shall maintain, for a period of at least three (3) years, or for any longer period required by law, after final payment under the contract, all books, records and documentation necessary to demonstrate performance under the Agreement.
- d) The obligations set forth in this section shall survive any termination of this Agreement.

**12) NOTICES TO PARTIES**

All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices shall be in duplicate and addressed as follows:

**GRANTEE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn : \_\_\_\_\_

**AQMD:**

El Dorado County  
Air Quality Management District  
330 Fair Lane  
Placerville, CA 95667  
Attn: Dave Johnston, APCO

Or to such other location as GRANTEE Directs

Or to such other location as AQMD directs

**13) CHANGE OF ADDRESS**

In the event of a change in address for GRANTEE’s principal place of business, GRANTEE’s Agent for Service of Process, or Notices to GRANTEE, GRANTEE shall notify AQMD in writing as provided in Section 12, Notice to Parties. Said notice shall become part of this Agreement upon acknowledgment in writing by AQMD’s Contract Administrator, and no further amendment of the Agreement shall be necessary provided that such change of address does not conflict with any other provisions of this Agreement.

**14) TIME IS OF THE ESSENCE**

It is understood that for GRANTEE'S performance under this Agreement, time is of the essence. The parties reasonably anticipate that GRANTEE will, to the reasonable satisfaction of AQMD, complete all activities provided herein within the time schedule outlined in the Proposals to this Agreement.

**15) COMPLIANCE WITH APPLICABLE LAWS**

GRANTEE will comply with all federal, State, and local laws and ordinances which are or may be applicable to the PROJECT to be undertaken by GRANTEE including but not limited to California Health and Safety Code sections 44220 et seq, all Air Resources Board and AQMD criteria thereunder, prevailing wage requirements and work day definitions where applicable, Government Code section 8546.7, contracting license requirements and permits.

**16) NO THIRD-PARTY BENEFICIARIES**

Except as otherwise set forth herein, nothing in this Agreement is intended, nor will be deemed, to confer rights or remedies upon any person of legal entity not a party to the Agreement.

**17) CALIFORNIA FORUM AND LAW**

Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

**18) ENTIRE AGREEMENT**

This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

**19) CONTRACT ADMINISTRATOR**

The AQMD Officer or employee with responsibility for administration of this Agreement is Dave Johnston, Air Pollution Control Officer, or successor. The GRANTEE Officer or employee with responsibility for administration of this Agreement is \_\_\_\_\_, or successor.

**20) AUTHORIZED SIGNATURES**

The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.



**21) PARTIAL INVALIDITY**

If any provision, sentence, or phrase of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions, sentences, or phrases will continue in full force and effect without being impaired or invalidated in any way.

**22) BUSINESS LICENSE**

County of El Dorado's Business License Ordinance provides that it is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of County of El Dorado without possessing a County of El Dorado business license unless exempt under County Ordinance Code section 5.08.070. GRANTEE warrants and represents that it shall comply with all of the requirements of County of El Dorado's Business License Ordinance, where applicable, prior to beginning work under this Agreement and at all times during the term of this Agreement.

**23) BINDING ON SUCCESSORS**

This Agreement, including all covenants and conditions contained therein, shall be binding upon and inure to the benefit of the parties, including their respective successors-in-interest, assigns, and legal representatives.

**24) TAXES**

GRANTEE certifies that as of today's date, it is not in default on any unsecured property taxes or other taxes or fees owed by GRANTEE to El Dorado County or AQMD. GRANTEE agrees that it shall not default on any obligations to El Dorado County or AQMD during the term of this Agreement.

**25) CONTRACTOR TO AQMD**

It is understood that the services provided under this Agreement shall be prepared in and with cooperation from AQMD and its staff. It is further agreed that in all matters pertaining to this Agreement, GRANTEE shall act as Contractor only to AQMD and shall not act as contractor to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with GRANTEE'S responsibilities to AQMD during term hereof.

**26) CALIFORNIA RESIDENCY (FORM 590)**

GRANTEE will submit a Form 590 prior to execution of this Agreement, or seven (7) percent of each payment made to GRANTEE will be withheld during the term of this Agreement. This requirement applies to any agreement/contract exceeding \$1,500.

**27) COUNTY PAYEE DATA RECORD FORM**

GRANTEE shall file a County Payee Data Record Form with El Dorado County, unless GRANTEE has on file with El Dorado County a Department of the Treasury Internal Revenue Service Form W-9.

**28) LEVINE ACT**

Pursuant to Government Code section 84308 (SB 1439, the Levine Act), GRANTEE shall complete and sign the attached Exhibit D, regarding campaign contributions by GRANTEE, if any, to any officer of County.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed as of the day and year first herein below written.

**GRANTEE**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**AQMD**

**EL DORADO COUNTY  
AIR QUALITY MANAGEMENT DISTRICT**

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Dave Johnston  
Air Pollution Control Officer**

# Attachment 1

## PROJECT SUMMARY

**Applicant:** Cameron Park Community Services District

**Contact Person:** Kimberly Vickers

**Address:** 2502 Country Club Drive, Cameron Park, CA 95682

**Telephone:** 530-677-2231

**FAX:**

**Email:** Kvickers@cameronpark.org

### Project Description:

Cameron Park Community Services District is requesting funds from the Motor Vehicle Emission Reduction Projects grant to fund a shuttle service to our annual Summer Spectacular Event in June 2024 and 2025 to reduce the number of cars traveling to Cameron Park Lake for the event, thus reducing air pollution.

<b>Estimated Emission Reductions/Cost-Effectiveness</b>	
Useful Life of Project (years)	2
Total Lifetime Emissions Reduced (lbs. of ROG, NO <sub>x</sub> , PM-10)	3 LB
Cost-Effectiveness (total project costs)*	\$1242/LB
Cost-Effectiveness (AQMD Funded project costs)*	\$1,035/LB

\* See Attachment 3 for instructions

<b>Budget Summary</b>	<b>AB 2766 Funds</b>	<b>Matching Funds</b>	<b>In-Kind Match</b>	<b>Total Project Costs</b>
Materials	\$1458	\$0	\$0	\$1458
Personnel	\$1517	\$595	\$0	\$2112
Other	\$0	\$	\$0	\$0
<b>TOTAL</b>	<b>\$2975</b>	<b>\$595</b>	<b>\$0</b>	<b>\$3,570</b>

**BUDGET ITEMIZATION**

Expand Table as necessary to itemize all expenditures

Line Item	Title/Classification	No. Of Hours	Salary Rate	Benefit %	Total	Total Costs
Personnel						
Contracts (removal, transportation, disposal)	Transportation contract with Buckeye Union School District for 2 buses and Drivers Time. = \$2,112 - Mileage (7 trips at 11.2 miles at 2 trips per hour)x 2 yrs = \$1,378 - Miscellaneous expense for new signage = \$80					\$3,570
Materials & Supplies						
Equipment Rental						
Other Costs						

**PROJECT GRAND TOTAL: \$ 3,570** \_\_\_\_\_

# Attachment 2

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## CONTENTS CHECKLIST

Applicant:

Cameron Park Community Services District

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- Project Summary Sheet (Cover) – page 1 \_\_\_\_\_
- Request for Proposal Contents Checklist (Second Page) – page 3 \_\_\_\_\_
- Authorization Letter/Resolution page 4 \_\_\_\_\_
- Project Description – page 6 \_\_\_\_\_
- Project Organization/Background – page 7 \_\_\_\_\_
- Emission Benefits/Cost Effectiveness – page N / A per Rania \_\_\_\_\_  
(Must utilize **December 2022** Emission Factors)
- Work Statement – page 9 \_\_\_\_\_
- Funding Request/Cost Breakdown – page 10 \_\_\_\_\_
- Matching Funds – page 11 \_\_\_\_\_
- Schedule of Deliveries/Self-Monitoring Program – page 12 \_\_\_\_\_
- Local TRPA Review (If Applicable) – page \_\_\_\_\_
- 2 Copies of Proposal – page \_\_\_\_\_

**Project Description**

The Annual Summer Spectacular is the Cameron Park Community Services District’s (CSD) largest event. Historically, the event features a world class fireworks display over Cameron Park Lake, music, children’s fun zone, food, beverages, and Community partner booths. The fireworks show is the best in El Dorado County and draws approximately 3,000 people from the local community as well as from the Sacramento Region.

Since parking has been a continuing challenge with this event, we would like to continue the successful shuttle service that has been offered for the past six years. Satellite parking will be available at the following locations:

Green Valley Elementary School	2380 Bass Lake Road, Rescue
Marshall Medical Center	3581 Palmer Drive, Cameron Park
Cameron Park Community Services District	2502 Country Club Drive, Cameron Park

The Cameron Park CSD will contract with Buckeye Union School District for two school buses annually. The Buckeye Union School District adheres to the El Dorado County Office of Education regarding qualifications for buses and drivers. These buses will travel to the satellite parking lots once every hour starting at 4:00 p.m. and ending at 11:00 p.m. to take guests to/from the Cameron Park Lake. The drop-off location for Cameron Park Lake is 3221 Baron Court. Each bus seats up to 84 people. The buses will travel approximately 11.2 miles each hour for 7 hours, totaling approximately 157 miles for the day.

An estimated 75 people per bus use this service each hour for a total of 1,050 people (75 people x 7 hours x 2 buses). Based on an average of three people per car, this reduces 350 cars traveling to Cameron Park Lake and travelling approximately a total of 3,920 miles (350 cars x 11.2 miles).

It is proposed that the Cameron Park CSD continue the shuttle service funded by AB 2766 Motor Vehicle Emissions Reductions Grant 2024-25.

**Project Organization/Background**

Cameron Park Community Services District has experience working with grants, including receiving the AB 2766 Motor Vehicle Emissions Reductions Grant in past years. Other examples are California State Bond Act Funding for park improvement projects of which the audits were in compliance. Contractors meet state requirements, including all prevailing wage requirements. Services contracts include all requirements including W-9 and certification of background and customer satisfaction. Additionally the Buckeye Union School District, who would be the contractor for the AB 2766 Motor Vehicle Emissions Reductions Grant, requires background checks for bus drivers.

The Annual Summer Spectacular is the Cameron Park Community Services District’s (CSD) largest event. Historically, the event features a world class fireworks display over Cameron Park Lake, music, children’s fun zone, food, beverages, and Community partner booths. The fireworks show is the best in El Dorado County and draws approximately 3,000 people from the local community as well as from the Sacramento Region.

Since parking has been a continuing challenge with this event, we would like to offer shuttle service. Satellite parking will be available at the following locations:

Green Valley Elementary School	2380 Bass Lake Road, Rescue
Marshall Medical Center	3581 Palmer Drive, Cameron Park
Cameron Park Community Services District	2502 Country Club Drive, Cameron Park

The Cameron Park CSD will contract with Buckeye Union School District for two school buses annually. The Buckeye Union School District adheres to the El Dorado County Office of Education regarding qualifications for buses and drivers. In the past, these buses travel to the satellite parking lots once every hour starting at 4:00 pm and ending at 11:00 pm to take guests to/from the Cameron Park Lake. The drop-off location for Cameron Park Lake is 3221 Baron Court. Each bus seats up to 84 people. The buses would travel approximately 11.2 miles each hour for 7 hours, totaling 156.8 miles for the day.

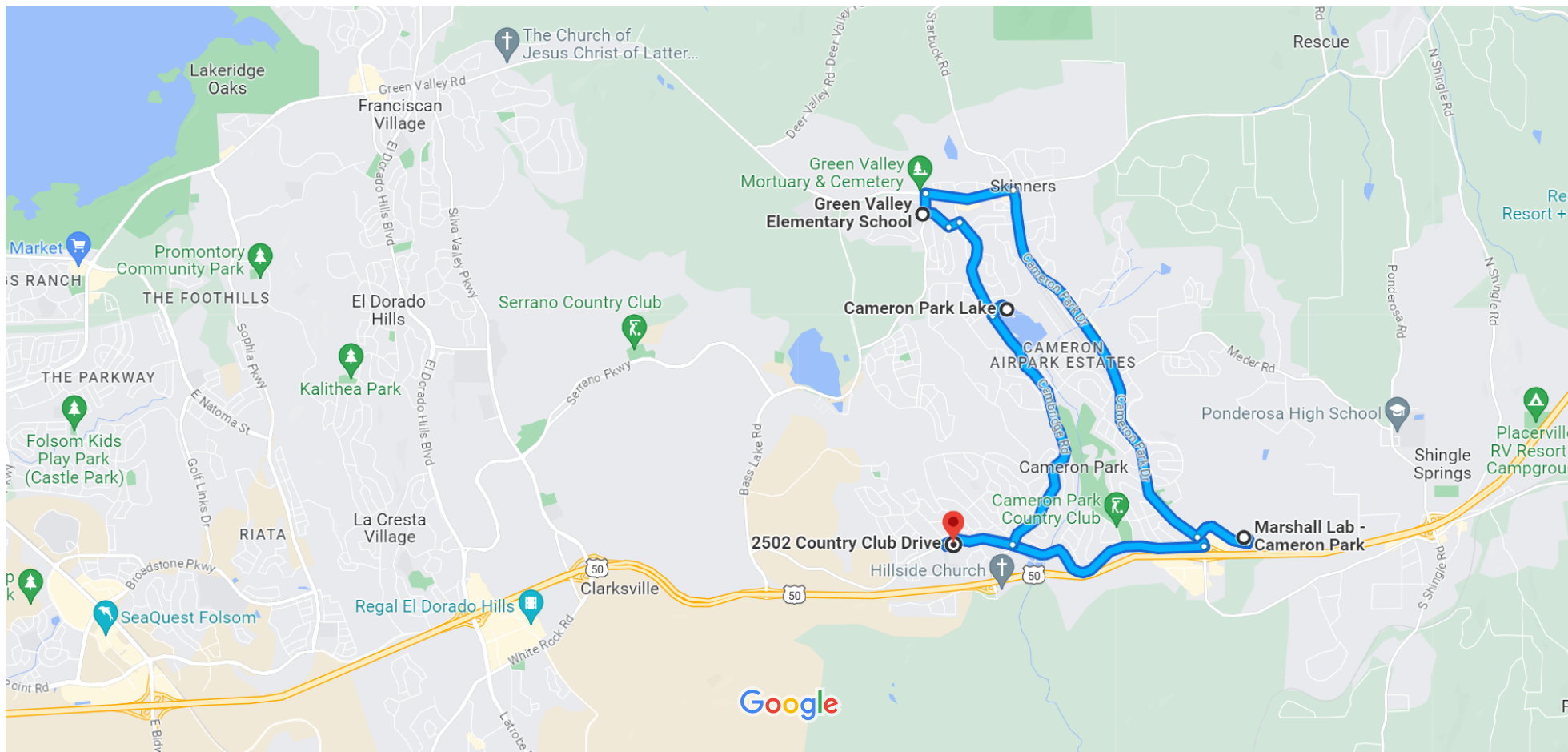
All advertisements regarding the shuttle will include acknowledgement that this project was funded by Air Quality Management District with AB 2766 funds.



2502 Country Club Dr, Cameron Park, CA 95682 to 2502 Country Club Dr, Cameron Park, CA 95682

Drive 11.2 miles, 30 min

Summer Spectacular Shuttle Route Map



Map data ©2023 Google 1 mi



## **Work Statement**

The following are the tasks related to this project.

### **Prior to the Summer Spectacular**

1. Establish contract with Buckeye Union School District for two buses (per year) to provide a shuttle service for the Summer Spectacular.
2. Devise a schedule of pick-up/departure times for the buses.
3. Advertise the shuttle service via newsletter, Activity Guide, articles in local news media, website, flyers, at community meetings, and other venues.
4. All advertisements regarding the shuttle will include acknowledgement that this project was funded by Air Quality Management District with AB 2766 funds.
5. Follow up with the Buckeye Union School District to verify and confirm shuttle route and times.

### **The Day of the Event**

1. Post signs at the satellite parking locations of the schedule of pick-up times.
2. Post a sign at the final destination with a schedule of departure times.
3. Have the bus drivers track the number of people who utilize the shuttle service.

### **After the Event**

1. Obtain from Buckeye Union School District the number of people who utilized the shuttle service.
2. Ask the attendees for feedback on the shuttle service.
3. Calculate the cost effectiveness and emission reductions to those on the grant proposal.
4. Prepare a report of these measures and submit to the El Dorado County Air Quality Management District.

**Funding Request/Breakdown of Cost**

The funding requested from this grant will be used to contract with Buckeye Union School District for two buses annually for two years. The source of funding will be grant funds with a match from the Cameron Park CSD. The funding will not be attached to specific tasks.

Below is a breakdown of the annual costs:

Drivers’ time – 14 hours x \$50/hour (Estimate)	\$1,400
Mileage (160 miles @ \$2.65) (Estimate)	\$424
New Signs for Shuttle Stops	\$80
<b>Total for one year</b>	<b>\$1904</b>
<b>Total Project Budget</b>	<b>\$3808</b>
<i>Amount requested from grant (for two years)</i>	<i>\$3,174</i>
Matching amount from the Cameron Park CSD (16.66%)	\$634

Matching Funds

Funds from this grant will be matched with funding received from ticket sales for the Summer Spectacular. The District generates approximately \$30,000 from ticket sales to approximately 3,000 participants. The match of \$634 will be funded from the Summer Spectacular ticket sales/gate revenue. (See letter of commitment)



2502 Country Club Drive, Cameron Park, CA 95682  
telephone (530) 677-2231 • fax (530) 677-2201 •  
www.cameronpark.org

December 6, 2021

Air Quality Management District  
330 Fair Lane  
Placerville, CA 95667

To whom it may concern:

The Cameron Park Community Services District is committed to provide a match of \$595 (16.66% of project costs) for the Motor Vehicle Emission Reduction Project grant for calendar years 2022 and 2023. Match funds are generated from ticket sales to approximately 4,000 participants. Ticket sale revenues total approximately \$20,000 per year.

Sincerely,

Jill Ritzman  
General Manager

## **Schedule of Deliveries/Self-Monitoring Program**

The Cameron Park CSD will be contracting with the Buckeye Union School District for two of their buses to transport attendees to the annual Summer Spectacular. As part of the contract, the bus drivers will be asked to keep count of the number of riders. The Cameron Park CSD will collect this information from the Buckeye Union School District after the event.

This information will be used to calculate and compare the information in the grant proposal. A report will be created with this information and submitted to the El Dorado County Air Quality Management District.

### **Timeline**

<i>Date</i>	<i>Activity</i>
<i>June 22, 2024</i>	Summer Spectacular
<i>August 5, 2024</i>	Data collected from the Buckeye Union School District
<i>August 12, 2024</i>	Report created with calculations and comparisons
<i>September 19, 2024</i>	Report mailed to the El Dorado County Air Quality Management District



*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** Parks and Recreation Committee

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

**AGENDA ITEM #2:** **Air Quality Management District Grant Application for Teleconference Audio/Visual System**

**RECOMMENDED ACTION:** Review and Discuss; Forward to the Board of Directors for consideration.

### **Background**

In 1990, Assembly Bill 2766 (AB 2766) was adopted into the California Health and Safety Code. AB 2766 authorized the Department of Motor Vehicles to collect a motor vehicle registration clean air surcharge of \$4 per vehicle. Revenues generated from the surcharge are utilized by the Air Quality Management District (AQMD) for Motor Vehicle Emission Reduction Projects that reduce air pollution from motor vehicles.

AB2766 is a competitive grant program with the sole purpose of improving air quality. Grants funds are to subsidize emission reduction projects, not supplant existing normal operating expenses.

### **Discussion**

Staff is recommending that the Cameron Park Community Services District apply for AQMD Motor Vehicle Emission Reduction Projects grant funds to install a teleconference audio/visual system at the Community Center. The system would incorporate the full main hall and social room. The teleconference system would be independent of the system we currently utilize. The grant application includes the funding for the equipment and installation. Adding a teleconference system to the Community Center could allow the public to attend all public meeting virtually, reducing vehicle emissions and roadway miles driven to and from the Community Center,

The grant due date was October 27, 2023. Staff submitted the grant application per the deadline, and the application will be considered complete with the approved Board Resolution.

Attachments

Attachment A: Board Resolution

Attachment B: Grant Application

**RESOLUTION NO. 2023-XX**  
**of the BOARD OF DIRECTORS of the**  
**CAMERON PARK COMMUNITY SERVICES DISTRICT**  
**November 15, 2023**

**RESOLUTION AUTHORIZING SUBMISSION OF GRANT PROPOSAL FOR AB**  
**2766 MOTOR VEHICLE EMISSIONS REDUCTIONS GRANT, 2024-2025**

*WHEREAS*, the Cameron Park Community Center hosts hundreds of public meetings, community workshops and town halls; and

*WHEREAS*, the Cameron Park Community Services District (District) wishes to provide a means for community members to attend these events remotely; and

*WHEREAS*, District is eligible for grant funding (AB 2766 Motor Vehicle Emissions Reductions Grant 2024-2025) being offered by the El Dorado County Air Quality Management District to fund a teleconference audio/visual system; and

*WHEREAS*, having a teleconference audio/visual system will engage more people at these important community events and lessen air pollution from vehicle traffic to/from the events.

*NOW, THEREFORE, BE IT RESOLVED* that District hereby:

1. Authorizes staff to submit a grant proposal to the El Dorado County Air Quality Management District for the AB 2766 Motor Vehicle Emissions Reductions Grant, 2024-2025, in the amount of \$40,303.22.
2. Authorizes a commitment of \$8,060.04 as matching funds for the grant proposal.

**RESOLVED FURTHER**, that staff be directed to file a copy of this Resolution with the El Dorado County Air Quality Management District as required by the grant procedures, and that staff is hereby authorized to take any and all actions necessary to be in compliance with the requirements of the grant.

**PASSED AND ADOPTED** by the Board of Directors of the Cameron Park Community Services District at a regularly scheduled meeting held on November 15, 2023, by the following vote of said Board:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

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Director Sidney Bazett, President  
Board of Directors

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Jill Ritzman, General Manager  
Secretary to the Board



# Attachment 2

## CONTENTS CHECKLIST

Applicant:

Cameron Park Community Services District

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- Request for Proposal Contents Checklist (Second Page) – page 2
- Authorization Letter/Resolution page 3
- Project Description – page 4
- Project Organization/Background – page 5
- Emission Benefits/Cost Effectiveness – page 6  
(Must utilize **December 2022 Emission Factors**)
- Work Statement – page 7
- Funding Request/Cost Breakdown – page 8
- Matching Funds – page 9
- Schedule of Deliveries/Self-Monitoring Program – page 10
- Local TRPA Review (If Applicable) – page N/A
- 2 Copies of Proposal – page Email RPP

# PROJECT SUMMARY

## Remote Teleconference Audio System

**Date:** October 19<sup>th</sup>, 2023  
**Applicant:** Cameron Park Community Services District  
**Contact Person:** Michael Grassle, Parks, and Facilities Superintendent  
**Address:** 2502 Country Club Drive, Cameron Park, CA 95682  
**Telephone:** 530-677-2231  
**Email:** mgrassle@cameronpark.org

**Project Description:**

Cameron Park Community Services District is requesting funds from AB 2766 to install a remote teleconference audio system at the Community Center. The system will allow residents of Cameron Park remote access to all board, committee, and community meetings. The district holds over 100 meetings per year. We are confident that our proposal will achieve ongoing emission reduction for years to come.

\*See attachment 8A for product cost breakdown

**Estimated Emission Reductions/Cost-Effectiveness**

Useful Life of Project (years)	20 Years
Total Lifetime Emissions Reduced (lbs. of ROG, NOx, PM-10)	908
Cost-Effectiveness (total project costs)	\$62.13/lb.
Cost-Effectiveness (AQMD Funded project costs)	\$49.70/lb.

**Budget Summary**

	<b>AB 2766 Funds</b>	<b>Matching Funds</b>	<b>In-Kind Match</b>	<b>Total Project Costs</b>
Materials	\$24,303.22	\$0	\$0	\$24,303.22
Personnel	\$0	\$0	\$0	\$0
Other	\$16,000	\$0	\$0	\$16,000
<b>TOTAL</b>	<b>\$40,303.22</b>	<b>\$0</b>	<b>\$0</b>	<b>\$40,303.22</b>



## **Project Description**

The Cameron Park Community Services District is made up of 5 Board of Director's and 5 committees. The district is responsible for Fire Protection and emergency services, CC&R'S, Parks, Recreation, and solid waste collection. The district hosts monthly Board of Director and Committee meetings along with weekly Architectural Review Committee meetings at the Cameron Park Community Center. The district holds a minimum of 108 meetings yearly, which includes public participation. An average of 12-15 members of the public participates depending on the agenda items. The district has experienced 80-100 members of the public at one time.

Furthermore, the Community Center is utilized by outside agencies and private parties for meetings and large conferences. El Dorado County Association of Realtors utilizes the main hall on a weekly basis. Residents and external renters have shown an increased interest in attending community meetings remotely since the COVID-19 pandemic.

The district estimates that a high-quality teleconference system will reduce the number of vehicle trips residents and participants will need travel to attend community meetings. The district believes many participants who attend public meetings would choose to attend remotely if the option were available. Every Cameron Park resident who attends public meetings travels up to 12 miles round trip. With an average of 12 participants per meeting the roadway mileage reduction could exceed 15,000 miles traveled yearly. This reduction does not consider all the other agencies and external meetings held at the Community Center.

Having smaller in-person meetings would reduce the amount of electricity and propane needed by decreasing the room size needed for public meetings. The Community Center would produce less emission overall.

## **Project Organization/Background**

Cameron Park Community Services District has experience working with grants, including receiving the AB 2766 Motor Vehicle Emissions Reductions Grant in past years. Other examples are California State Bond Act Funding for park improvement projects of which the audits were in compliance. Contractors meet state requirements, including all prevailing wage requirements. Services contracts include all requirements including W-9 and certification of background and customer satisfaction.

The district is working with Pro Acoustics to determine the design layout and equipment needed to achieve a robust teleconference system. The district has reached out to three audio equipment companies to install the products that are purchased by Pro Acoustics.

Pro Acoustics has assisted countless organizations with commercial audio and video installations. AT&T, Hilton Hotels, and Amtrak are a few of the commercial clients Pro Acoustics has worked with. Additional information about Pro Acoustics can be found at [proacousticsusa.com](http://proacousticsusa.com)

## Attachment 2B

Useful Life of Project	20
T: eliminated trips-one way/week	33.75 Trips One way/Week
L: length: miles one direction before using the teleconference /trip	13 mi/TRIP
Weeks: number of operation weeks per year	52 weeks/year
New auto trips (New T)	8.4375
New auto trips Length (New L)	3.25

Total Project Cost	\$40,303.22
AB 2766 AQMD Requested Funding (CMAQ)	\$32,242.58
In-Kind Match	\$8,060.64

Emission Factor Input	Auto trip ends g/trip	Auto VMT g/mile	Emission Reductions (lb/yr)
ROG	0.284	0.058	3.56
NOX	0.16	0.04	2.35
PM2.5	0.001	0.046	2.17
CO	1.991	0.67	37.34
	<b>Total Emission Reductions</b>		<b>45.41</b>

Annual Auto trips Reduced = (W*(T-New T):	1,316.25
Annual VMT reduced= (W*(T*L-New T*New L):	21,389.06
Capital Recovery Factor (CRF)	0.07
CMAQ Funding	\$32,243
Total lifetime Emission Reductions(lb/yr)	908.2414923

**Cost Effectiveness (\$/lb)** \$49.70

**Total project Cost-Effectiveness** \$62.13

The District holds 9 meetings per month on average, which equals 2.25 meetings per week. The average number of attendees and staff/board per m

eeting is 15. Cameron Park/Shingle Springs Residents average 6 miles from their home to the Community Center. The average round trip would be 12

miles



**Work Statement**

The following are tasks related to this project. The district will follow all internal purchasing policies and procedures.

- Work with Pro Acoustics to finalize the equipment order needed to achieve remote teleconference capabilities for all internal and external renters. Depending on the stipulations of AB 2766 the district may purchase the equipment prior to the awarding of the grant.
  
- Once Equipment is purchased the district will solicit bid proposals to have the equipment installed throughout the Main Hall and Social Room. The district is expecting this process to take three weeks.
  
- Once a contractor has been selected, we are hoping to have the teleconference system installed within two weeks of signing the contract.
  
- We are hopeful to implement teleconference capabilities for all internal and external customers in early 2024.

**Funding Request/Breakdown of Cost**

The funding requested from this grant will be used to implement and install a teleconference system at the Cameron Park Community Center. The source of funding will be grant funds with a match from the Cameron Park CSD. The funding will not be attached to specific tasks.

Below is a breakdown of the annual costs:

Teleconference Equipment	\$24,303.22
Installation Contractor	\$16,000
<b>Total for one year</b>	<b>\$40,303.22</b>
<b>Total Project Budget</b>	<b>\$40,303.22</b>
<i>Amount requested from grant (for two years)</i>	<i>\$32,243.18</i>
Matching amount from the Cameron Park CSD (20%)	\$8,060.04

\*See attachment 8A for a breakdown of the equipment to be purchased and installed. Quote provided by Pro Acoustics.

Matching Funds

Funds from this grant will be matched with funding out of the district General Fund or Quimby Fee’s generated.



## QUOTATION

Billing Address  
PO Box 880  
Hewitt, TX 76643  
Phone: 888-256-4112  
Fax: 254-698-2037

**Bill to:**  
Matthew Bustabade  
2502 COUNTRY CLUB DRIVE Cameron Park  
California, 95682  
United States  
T: 530-683-7091

**Ship to:**  
Matthew Bustabade  
2502 COUNTRY CLUB DRIVE Cameron Park  
California, 95682  
United States  
T: 530-683-7091

**Quote Proposal** Q10.95373-1  
**Date of Proposal** Oct 18, 2023  
**Proposal valid until** Nov 4, 2023 ( 17 days )

Shipping Method

**Quote Shipping Proposal**  
Price Per Item - \$1,211.14

Image	Product name	SKU	QTY	Price	Subtotal
	<b>Listen Tech LS-53-072 iDSP Prime Level I Stationary RF System (72 MHz)</b>	LT-LS-53-072	1	\$1,849.00	\$1,849.00
	<b>Bosch CCSD-CURD CCS 1000 D Control Unit Recorder DAFS</b>	BOSCH-F.01U.298.789	1	\$1,966.05	\$1,966.05
	<b>Bosch CCSD-DL CCS 1000 D Discussion Device with Long Microphone</b>	BOSCH-F.01U.299.031	8	\$526.66	\$4,213.28
	<b>Pure Resonance Audio SD5 SuperDispersion Omnidirectional Drop Tile Ceiling Speaker Array with Built-In 8-Ohm/70-Volt Transformer</b>	PRA-SD5	9	\$519.99	\$4,679.91
	<b>Outdoor Bluetooth Wall Mixer Package with Atlas Sound WTSD-MIX31K 3x1 Analog Mixer and All-Weather Security Cover</b> <i>One wall mixer for each room location</i>	PROA-WTSDMIX31KWMSDCOVER	3	\$410.95	\$1,643.80
	<b>Audix AP41 OM2 Wireless Microphone System with R41 Diversity Receiver and H60/OM2 Handheld Transmitter - Band A (522 MHz - 554 MHz)</b>	AUDIX-AP41 OM2-A	1	\$509.00	\$509.00











Image	Product name	SKU	QTY	Price	Subtotal
	<b>CBI MLN-3 Performer Series Male to Female XLR Microphone Cable - 3ft</b>	CBI-MLN-3	1	\$19.52	\$19.52
	<b>Hosa CRA-203 Stereo Interconnect Dual RCA to Dual RCA - 9.8ft</b>	HOSA-CRA-203	1	\$11.95	\$11.95
	<b>West Penn 226 14/2 Non-Plenum Audio Speaker Wire (1000ft)</b> <i>Color</i> <i>Black</i>	WP-226BK1000	1	\$426.38	\$426.38
	<b>Gator GRC-BASE-14 14U Rack Base with Casters</b>	GATOR-GRC-BASE-14	1	\$579.99	\$579.99
	<b>Atlas Sound AP-S15LA 15LA Power Conditioner and Distribution Unit</b>	ATLAS-AP-S15LA	1	\$175.99	\$175.99
	<b>On-Stage Stands RDL3000 3U Locking Rack Drawer</b>	OSS-14224	1	\$121.95	\$121.95
	<b>Bose VideoBar VB1 All-In-One USB Conferencing Device with 4K Ultra-HD Camera</b>	BOSE-842415-1110	1	\$1,199.00	\$1,199.00
	<b>Atlas Sound Atmosphere AZM8 8-Zone Audio Processor with WiFi and DSP</b>	ATLAS-AZM8	1	\$1,844.99	\$1,844.99
	<b>Pure Resonance Audio DA2240 Dual-Impedance 240W Rack Mount Power Amplifier</b>	PRA-DA2240	3	\$699.99	\$2,099.97

Image	Product name	SKU	QTY	Price	Subtotal
	<b>CBI MLN Performer Series XLR Microphone Cable</b> <i>Length (Call for more options)</i> <i>3 ft</i> <i>Connectors</i> <i>Prep to Prep</i>	CBI-MLN	6	\$19.24	\$115.44

**Sales Engineer's Notes:**

Matthew, here is the quote for the 2 zone combining conference and forum public address system. Let me know how this looks, and if you have any questions.  
 Jeff@proacoustics.com  
 254-651-6906

<b>Subtotal</b>	\$21,456.22
<b>Shipping &amp; Handling (Excl. Tax)*</b>	\$1,211.14
<i>*Shipping cost are subject to change</i>	
<b>Grand Total (Excl. Tax)</b>	\$22,667.36
<b>Tax</b>	\$1,662.86
<b>Grand Total (Incl. Tax)</b>	\$24,330.22

Thank you for choosing Pro Acoustics. We look forward to working with you.



October 19<sup>th</sup>, 2023

Air Quality Management District  
330 Fair Lane  
Placerville Ca, 95667

To whom it may concern:

The Cameron Park Community Services District is committed to providing a match of \$8060.04 (20% Match) for the Motor Vehicles Emission Reduction Project Grant for calendar years 2024-25. Matching funds will be contributed out of the district's General Fund or with Quimby Fee's collect and held at El Dorado County.

Sincerely,

Michael Grassle

## **Schedule of Deliveries/Self-Monitoring Program**

Should the Cameron Park Community Services District be awarded AB 2766 grant funds, the purchase and installation of the teleconference audio/video equipment should be completed in early 2024. The district will provide Air Quality Management with a report, including a list of expenditures and equipment upon completion of the project.



## Agenda Transmittal

**DATE:** November 6, 2023

**FROM:** Mike Grassle, Parks & Facilities Superintendent

**AGENDA ITEM #3:** **Prop 68 Grant Application – David West Sports Field Improvements**

**RECOMMENDED ACTION:** Discuss and Forward to the Board of Directors for consideration

### Introduction

On October 18, 2023, the Board of Directors approved the development of a Proposition 68 Grant Application for improvements to the David West sports field, with a secured partnership with Ponderosa Little League who will provide the required 20% match.

### Discussion

Staff developed the following improvement project for David West sports field:

- Remove 3 feet of sod from the transition between the infield and outfield (infield lip);
- Re-grade the infield lip and move the sprinkler heads back into the turf grass;
- Once the area is prepped and leveled sod will be installed to create a new infield lip.

Cameron Park Community Services District released a Request for Proposal (RFP) to have the following work done. Project costs reflected in the grant application is estimate that considers a worse-case-scenario for costs.

### Attachments

A. Prop 68 Grant Application – David West Sports Field Improvements



# Attachment 3A



State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

## Application Packet Checklist


GRANTEES must complete the checklist below and submit it with the APPLICATION PACKET.  
An APPLICATION PACKET is not complete unless all items on the checklist are submitted.  
Each PROJECT requires its own APPLICATION PACKET.

Check if included	Check if not applicable	Application Item	Procedural Guide Page #	Check when signed by AUTHORIZED REPRESENTATIVE	Application Packet Page #
		Application Packet Checklist Digital file name: checklist.pdf	Pg. 11		Pg. _____
		Application Digital file name: application.pdf	Pg. 12		Pg. _____
		Development Project Scope/Cost Estimate, <i>or</i> Digital file name: devscope.pdf	Pg. 19		Pg. _____
		Acquisition Requirements Digital file names: acqscope.pdf & acqdocs.pdf	Pg. 14		Pg. _____
		Funding Sources Form Digital file name: fundingsources.pdf	Pg. 20		Pg. _____
		Per Capita Match Calculator Digital file name: match.pdf	Pg. 13		Pg. _____
		CEQA Compliance Certification Digital file name: ceqa.pdf	Pg. 21		Pg. _____
		Land Tenure documentation Digital file names: ownership.pdf or nonownership.pdf	Pg. 21		Pg. _____
		Sub-Leases or Agreements Digital file name: otheragreements.pdf	Pg. 24		Pg. _____
		Site Plan Digital file name: siteplan.pdf	Pg. 24		Pg. _____
		GHG Emissions Reduction Worksheet (at completion) Digital file name: emissions.pdf	Pg. 24		Pg. _____
		Photos Digital file name: photos.pdf	Pg. 24		Pg. _____



State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

### Per Capita Project Application Form

<b>PROJECT NAME</b> Cameron Park Community Services District David West Athletic Field Renovation	<b>REQUESTED GRANT AMOUNT</b> \$ 4,400		
<b>PROJECT SITE NAME and PHYSICAL ADDRESS</b> where PROJECT is located including zip code (substitute latitude and longitude where no street address is available)  David West Park 4220 Crazy Horse Rd. Cameron Park, CA 95682	<b>MATCH AMOUNT</b> (if project is not serving a severely disadvantaged community) \$ 1,100		
	<b>LAND TENURE</b> ( <input checked="" type="checkbox"/> all that apply) <input checked="" type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a ( ) year lease or easement		
<b>NEAREST CROSS STREET</b> Thoreau Dr.			
Project Type (Check one) Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/>			
<b>COUNTY OF PROJECT LOCATION</b> El Dorado			
<b>GRANTEE NAME AND MAILING ADDRESS</b> 2502 Country Club Dr. Cameron Park, CA 95682			
<b>AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION</b>			
Name (typed or printed) and Title		Email address	Phone
Jill Ritzman General Manager		jritzman@cameronpark.org	530.350.4651
<b>GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE)</b>			
Name (typed or printed) and Title		Email address	Phone
Christina Greek, Finance/Human Resources Officer		cgreek@cameronpark.org	530-677-2231
<b>GRANT SCOPE:</b> I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Development PROJECT Scope/Cost Estimate Form or acquisition documentation. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.			
<b>Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution</b>		<b>Date</b>	
Print Name:  Jill Ritzman		11/02/2023	
Title: General Manager			



State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

### Development Project Scope/Cost Estimate Form

GRANTEE: Cameron Park Community Services District	PROJECT Name David West Athletic Field Renovation
------------------------------------------------------	------------------------------------------------------

**Development project scope** (Describe the project in 30 words or less):  
Renovating an existing baseball field to bring it up to industry standards. Project will allow various user groups to play on a safe and precise baseball field.

**Project Scope Items** -  all that apply:

Install new	Renovate existing	Replace existing	Recreation Element
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pool, aquatic center, splash pad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trails or walking paths
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscaping or irrigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group picnic, outdoor classrooms, other gathering spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Play equipment, outdoor fitness equipment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sports fields, sports courts, court lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community center, gym, other indoor facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restroom, concession stand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor elements which support one or more of the recreation elements checked above: benches, lighting, parking, signage, etc.

PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost.	\$
Construction	\$5,500.00
Total PROJECT cost	\$5,500.00
Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13)	Less match -\$ 1,100.00
Total GRANT amount requested	\$4,400.00

The GRANTEE understands that all elements listed on this form must be complete and open to the public before the final grant payment will be made.

AUTHORIZED REPRESENTATIVE Signature	11/02/2023 Date
Jill Ritzman, General Manager Print Name and Title	



State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

Funding Sources Form

GRANTEE: Cameron Park Community Services District	PROJECT Name David West Athletic Field Renovation
------------------------------------------------------	------------------------------------------------------

PROJECTS funded by the program are not complete until the PROJECT SCOPE is complete, and the PROJECT is open to the public. PROJECTS will:

- Be entirely funded by the GRANT, *or*
- Require funds in excess of the GRANT.

If the PROJECT requires funds in excess of the GRANT, the SCOPE of the PROJECT may be either the SCOPE of the larger project, or a subset of the larger project.

For example, if the PROJECT is \$100,000 towards construction of a \$500,000 park, the SCOPE can be the \$500,000 park, or a \$100,000 element of the park, such as a playground, that can be complete and open to the public.

- The PROJECT will be entirely funded by the GRANT, *or*
- The PROJECT requires funds in excess of the GRANT:
- The SCOPE is the same as the scope of the larger project, *or*
  - The SCOPE is a subset of a larger project, the scope of that larger project is:

Larger project cost: \$

Anticipated completion date:

List all funds that will be used. Submit revised Funding Sources form should funding sources be added or modified.

Funding Source	Date Committed	Amount
Per Capita/State of California	July 1, 2018	\$ 4,400
20% Matching Funds by Sports User Groups	November 10, 2020	\$ 1,100
		\$

I represent and warrant that I have full authority to execute this Funding Sources Form on behalf of the GRANTEE. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned GRANT is true and correct to the best of my knowledge.

 11/02/2023

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AUTHORIZED REPRESENTATIVE Signature Date

Jill Ritzman, General Manager

---

Print Name and Title

# Placeholder for Per Capita Match Calculator Report

www.parksforcalifornia.org says

Currently getting this error <h1>Server Error (500)</h1>

OK

on the State Parks website. Will update once the error is resolved.



## Do you need a match for your Per Capita grant project?

Enter the location below and click Go! Your location must be within the boundaries of an existing or proposed park.

Get GIS Data

### Find Your Community:

Get Report



Click any park on the map for park details.  
Or click the pin to turn it on, then click any location for half-mile data.

OR enter an address below and click Go!

cameron park

GO!

Select your agency type to set the reporting radius

Other Agency

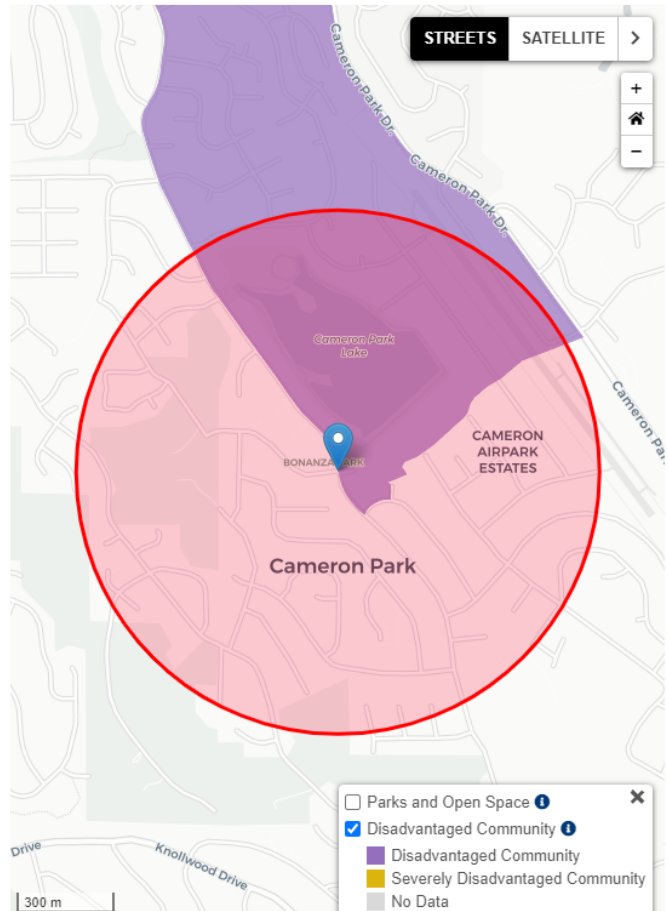
### Results for Unincorporated (County: El Dorado)

Latitude, Longitude 38.68074036,-120.99443817

Median Household Income \$82,716

The community served does not qualify as Severely Disadvantaged. Match IS required.

Report # 100473 generated on 2020-12-01 @ 17:19





**Placeholder for Recorded Copy of CEQA Notice of Determination**

*El Dorado County is pulling records for us to be included in the final application to accompany item #6 in the application packet.*





**David West Park**

**4220 Crazy Horse Rd, Cameron Park, CA 95682**



David West – Infield Lip







## Agenda Transmittal

**DATE:** November 6, 2023

**FROM:** Mike Grassle, Parks & Facilities Superintendent

**AGENDA ITEM #4:** **Prop 68 Grant Application – Rasmussen Sports Field Improvements**

**RECOMMENDED ACTION:** Discuss and Forward to the Board of Directors for consideration

### Introduction

On October 18, 2023, the Board of Directors approved the development of a Proposition 68 Grant Application for improvements to the Rasmussen sports field, with a secured partnership with Ponderosa Little League who will provide the required 20% match.

### Discussion

Staff developed the following improvement project for Rasmussen sports field:

- Install a 6" PVC drainage system along the 3<sup>rd</sup> base line of the west field. There will be several 10" catch basins along the drain line capturing stormwater that damages the west infield. The drain will be approximately 600 feet long.
- Remove 3 feet of sod from the infield and outfield transitions (infield lip). Level the infield lip and move the sprinkler heads back into the turf grass. Install new sod to create a new infield lip. This work will be completed on both fields.
- Remove 1.5-2" of infield material and re-install new infield mix and conditioner. Work will be done on both fields.
- Laser level infields to promote proper drainage and realign bases and field dimensions. Work to be done on both fields.

Cameron Park Community Services District released a Request for Proposal (RFP) to have the following work done. Project costs reflected in the grant application is estimate that considers a worse-case-scenario for costs.

### Attachments

A. Prop 68 Grant Application – David West Sports Field Improvements



State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

### Application Packet Checklist


GRANTEES must complete the checklist below and submit it with the APPLICATION PACKET.  
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Each PROJECT requires its own APPLICATION PACKET.

Check if included	Check if not applicable	Application Item	Procedural Guide Page #	Check when signed by AUTHORIZED REPRESENTATIVE	Application Packet Page #
		Application Packet Checklist Digital file name: checklist.pdf	Pg. 11		Pg. _____
		Application Digital file name: application.pdf	Pg. 12		Pg. _____
		Development Project Scope/Cost Estimate, or Digital file name: devscope.pdf	Pg. 19		Pg. _____
		Acquisition Requirements Digital file names: acqscope.pdf & acqdocs.pdf	Pg. 14		Pg. _____
		Funding Sources Form Digital file name: fundingsources.pdf	Pg. 20		Pg. _____
		Per Capita Match Calculator Digital file name: match.pdf	Pg. 13		Pg. _____
		CEQA Compliance Certification Digital file name: ceqa.pdf	Pg. 21		Pg. _____
		Land Tenure documentation Digital file names: ownership.pdf or nonownership.pdf	Pg. 21		Pg. _____
		Sub-Leases or Agreements Digital file name: otheragreements.pdf	Pg. 24		Pg. _____
		Site Plan Digital file name: siteplan.pdf	Pg. 24		Pg. _____
		GHG Emissions Reduction Worksheet (at completion) Digital file name: emissions.pdf	Pg. 24		Pg. _____
		Photos Digital file name: photos.pdf	Pg. 24		Pg. _____



State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

### Per Capita Project Application Form

<b>PROJECT NAME</b> Cameron Park Community Services District Rasmussen Park Field Renovations	<b>REQUESTED GRANT AMOUNT</b> \$ 62,525							
<b>PROJECT SITE NAME and PHYSICAL ADDRESS</b> where PROJECT is located including zip code (substitute latitude and longitude where no street address is available)  3610 Mira Loma Dr. Cameron Park, CA 95682	<b>MATCH AMOUNT</b> (if project is not serving a severely disadvantaged community) \$ 15,631							
	<b>LAND TENURE</b> ( <input checked="" type="checkbox"/> all that apply) <input checked="" type="checkbox"/> Owned in fee simple by GRANTEE <input type="checkbox"/> Available (or will be available) under a ( ) year lease or easement							
<b>NEAREST CROSS STREET</b> Catawba Dr.								
Project Type (Check one) Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/>								
<b>COUNTY OF PROJECT LOCATION</b> El Dorado								
<b>GRANTEE NAME AND MAILING ADDRESS</b> Cameron Park Community Services District 2502 Country Club Dr.								
<b>AUTHORIZED REPRESENTATIVE AS SHOWN IN RESOLUTION</b>								
<table><thead><tr><th>Name (typed or printed) and Title</th><th>Email address</th><th>Phone</th></tr></thead><tbody><tr><td>Jill Ritzman, General Manager</td><td>jritzman@cameronpark.org</td><td>530-350-4651</td></tr></tbody></table>			Name (typed or printed) and Title	Email address	Phone	Jill Ritzman, General Manager	jritzman@cameronpark.org	530-350-4651
Name (typed or printed) and Title	Email address	Phone						
Jill Ritzman, General Manager	jritzman@cameronpark.org	530-350-4651						
<b>GRANT CONTACT-For administration of grant (if different from AUTHORIZED REPRESENTATIVE)</b>								
<table><thead><tr><th>Name (typed or printed) and Title</th><th>Email address</th><th>Phone</th></tr></thead><tbody><tr><td>Christina Greek, Finance/Human Resources Officer</td><td>cgreek@cameronpark.org</td><td>530-677-2231</td></tr></tbody></table>			Name (typed or printed) and Title	Email address	Phone	Christina Greek, Finance/Human Resources Officer	cgreek@cameronpark.org	530-677-2231
Name (typed or printed) and Title	Email address	Phone						
Christina Greek, Finance/Human Resources Officer	cgreek@cameronpark.org	530-677-2231						
GRANT SCOPE: I represent and warrant that this APPLICATION PACKET describes the intended use of the requested GRANT to complete the items listed in the attached Development PROJECT Scope/Cost Estimate Form or acquisition documentation. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.								
<b>Signature of AUTHORIZED REPRESENTATIVE as shown in Resolution</b>		<b>Date</b>						
Print Name:  Jill Ritzman		11/02/2023						
Title: General Manager								



State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

### Development Project Scope/Cost Estimate Form

GRANTEE: Cameron Park Community Services District	PROJECT Name Rasmussen Park Athletic Fields Renovation
------------------------------------------------------	-----------------------------------------------------------

**Development project scope** (Describe the project in 30 words or less):  
Renovating the existing field to bring them up to the industry standard. Project will allow various user groups to play on a safe and precise baseball and soccer fields.

**Project Scope Items** -  all that apply:

Install new	Renovate existing	Replace existing	Recreation Element
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pool, aquatic center, splash pad
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trails or walking paths
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landscaping or irrigation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Group picnic, outdoor classrooms, other gathering spaces
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Play equipment, outdoor fitness equipment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sports fields, sports courts, court lighting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community center, gym, other indoor facilities
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restroom, concession stand
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minor elements which support one or more of the recreation elements checked above: benches, lighting, parking, signage, etc.

PRE-CONSTRUCTION (costs incurred prior to ground-breaking, such as design, permits, bid packages, CEQA); up to 25% of total PROJECT cost.	\$
Construction	\$ 78,155.00
Total PROJECT cost	\$ 78,155.00
Subtract GRANTEE match if not in severely disadvantaged community (20% of total PROJECT cost, see page 13)	Less match -\$ 15,631.00
Total GRANT amount requested	\$ 62,525.00

The GRANTEE understands that all elements listed on this form must be complete and open to the public before the final grant payment will be made.

11/02/2023

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AUTHORIZED REPRESENTATIVE Signature Date

**Jill Ritzman**

---

Print Name and Title



State of California – The Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

Funding Sources Form

GRANTEE: Cameron Park Community Services District	PROJECT Name Rasmussen Park Athletic Fields Renovation
------------------------------------------------------	-----------------------------------------------------------

PROJECTS funded by the program are not complete until the PROJECT SCOPE is complete, and the PROJECT is open to the public. PROJECTS will:

- Be entirely funded by the GRANT, *or*
- Require funds in excess of the GRANT.

If the PROJECT requires funds in excess of the GRANT, the SCOPE of the PROJECT may be either the SCOPE of the larger project, or a subset of the larger project.

For example, if the PROJECT is \$100,000 towards construction of a \$500,000 park, the SCOPE can be the \$500,000 park, or a \$100,000 element of the park, such as a playground, that can be complete and open to the public.

- The PROJECT will be entirely funded by the GRANT, *or*
- The PROJECT requires funds in excess of the GRANT:
- The SCOPE is the same as the scope of the larger project, *or*
  - The SCOPE is a subset of a larger project, the scope of that larger project is:

Larger project cost: \$

Anticipated completion date:

List all funds that will be used. Submit revised Funding Sources form should funding sources be added or modified.

Funding Source	Date Committed	Amount
Per Capita/State of California	July 1, 2018	\$ \$62,525
20% Matching Funds by Sports User Groups	November 18, 2020	\$ \$15,631
		\$

I represent and warrant that I have full authority to execute this Funding Sources Form on behalf of the GRANTEE. I declare under penalty of perjury, under the laws of the State of California, that this status report, and any accompanying documents, for the above-mentioned GRANT is true and correct to the best of my knowledge.

 11/02/2023

---

AUTHORIZED REPRESENTATIVE Signature Date

Jill Ritzman, General Manager

---

Print Name and Title

# Placeholder for Per Capita Match Calculator Report

www.parksforcalifornia.org says

Currently getting this error <h1>Server Error (500)</h1>

OK

on the State Parks website. Will update once the error is resolved.



## Do you need a match for your Per Capita grant project?

Enter the location below and click Go! Your location must be within the boundaries of an existing or proposed park.

📍 Get GIS Data

### Find Your Community:

📄 Get Report



Click any park on the map for park details.  
Or click the pin to turn it on, then click any location for half-mile data.

OR enter an address below and click **Go!**

cameron park

**GO!**

Select your agency type to set the reporting radius

Other Agency ▾

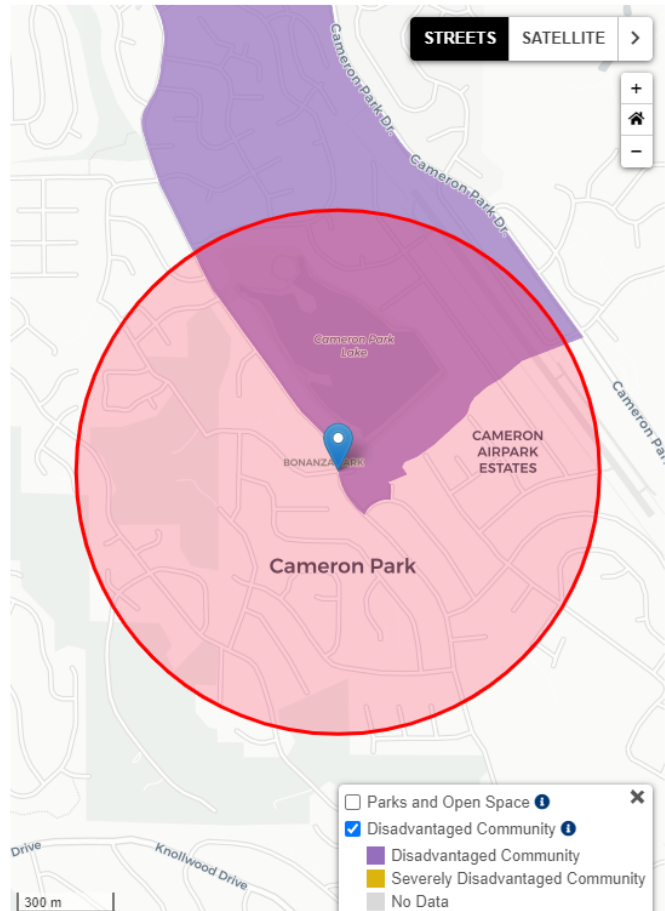
### Results for Unincorporated (County: El Dorado)

**Latitude, Longitude** 38.68074036,-120.99443817

**Median Household Income** \$82,716 ⓘ

The community served does not qualify as Severely Disadvantaged. Match IS required.

Report # 100473 generated on 2020-12-01 @ 17:19





**Placeholder for Recorded Copy of CEQA Notice of Determination**

*El Dorado County is pulling records for us to be included in the final application to accompany item #6 in the application packet.*





**Rasmussen Park (Both Fields)**

3610 Mira Loma Dr, Cameron Park, CA 95682



Rasmussen East – Infield Lip



Rasmussen West – Infield Lip



## **Agenda Transmittal**

**DATE:** November 6, 2023

**FROM:** Kimberly Vickers, Recreation Supervisor

**AGENDA ITEM #5:** **2024 Fee Schedule for Parks & Recreation Facilities**

**RECOMMENDED ACTION:** **Review and Forward to the Board of Directors**

### **RECOMMENDATION**

Change user fees for Cameron Park Community Services District facilities as follows:

- Sports Fields – 13% to 25% increase based on the specific sports field;
- Picnic Areas – decrease and change structure of fees;
- Community Center’s classrooms and assembly hall – No change;
- Gymnasium – No change;
- Aquatics- Increase private rentals fees by 5%, Community Partner fee by 8%;
- Annual Pass – No fee Increase.

### **INTRODUCTION**

As part of the Cameron Park Community Services District (District) annual fee review, Recreation and Parks staff evaluated the use fees for sports fields, picnic areas and Community Center, including classrooms, assembly hall, pool and gymnasium. Cameron Park Lake entry fees were evaluated, and staff recommends eliminating the individual fee and having an entry fee apply to vehicles only. Annual passes remain the same. Staff’s evaluation included identifying where capacity exists to increase fees, CPI increases, cost recovery for service delivery and comparing fees to surrounding agencies who have comparable facilities.

### **DISCUSSION**

The following staff report outlines fee recommendations.

### Sports Field Use Fees

Sports field user groups have two ways to pay for field use - by either an hourly rate or a monthly rate. Most local sports leagues, such as Ponderosa Little League (PLL) and soccer, pay the monthly fee due to their frequency of use. Staff recommend monthly field use fees increase by 13% to 25% for local sports leagues (Attachment A). Pricing differs per field based on amenities and condition of the field; for example, Christa McAuliffe sports fields were improved in recent years.

Staff and PLL representatives discussed proposed fee changes. PLL was generally accepting of fee increases, acknowledging the fees remain low overall and that District made improvements in on-going maintenance efforts. Staff continues to encourage PLL to communicate schedules, allowing the District to rent to other user groups during PLL's season and keeping fees low for PLL.

### Picnic Area Use Fees

Cameron Park Lake has two picnic areas available to groups for rent: Flagpole Area and Gazebo. Last year, picnic areas were rented approximately eleven times. Many groups use the area on a first come, first serve basis at no charge. Park staff cleans and prepares the site for a reservation holder.

In 2023, the District made fundamental changes in Picnic Area use fees, increasing picnic site fees and including park entry fees in the site fee. In Summer 2023, picnic site rentals and revenues were down. For 2024, staff recommends lowering fees and not including entry fees in the picnic site fee.

### Community Center Use Fees

Staff is recommending no fee increases for the Community Center's classrooms and assembly hall, or the gymnasium, but is recommending an increase for deposits.

In 2023, the Board approved an 8% increase to the Community Center use fees. Use fees for the assembly hall continue to be just under comparable facilities. Revenues generated by renting community center assembly hall and classrooms have not re-bounded to pre-COVID levels yet.

### Pool Use Fees

Staff are recommending a 5% fee increase for one-time rentals (such as school groups) and an 8% increase for swim teams. Swim Team fees are lower than other agencies but our pool costs are lower due to the pool's smaller size. Staff met with the swim teams last month, and they understood the need for a larger increase this year.

### **Conclusion**

In FY2021-2022, the District generated \$237,783 from user fees reflected in this fee schedule. In FY2022-2023, \$250,483 was generated from user fees. Revenues are rebounding to pre-COVID level. Staff is expecting additional increases due to recommendations for the 2024 Facility Use Fee Schedule.

### Attachment:

A: 2024 Facility Use Fee Schedule

## 2024 Facility Use Fee Schedule

Facility Room	Current Rate	New Rate	Notes
Courtyard	25.00/hr	No Change	*No utility with outdoor venue
Dance Room	64.00/hr	No change	
Gym	86.00/hr	No change	
West Half Assembly Hall	86.00/hr	No change	
Quarter of Hall, hourly	64.00/hr	No change	
Quarter of Hall, all day	506.00/10+hrs	No change	
East 1/2 (stage)	106.00/hr	No change	
Full Assembly Hall	189.00/hr	No change	
Full Assembly Hall, all day	1512/10+hrs	No change	
Kitchen	64.00/hr	No change	
Classroom A	33.00/hr	No change	
Classroom B	33.00/hr	No change	
Social Room	64.00/hr	No change	
Hall and Kitchen Deposit	300.00	500.00	
<b>Pool Party Fees</b>			
Pool Party	90.00	No change	up to 10 people, includes classroom occurs during Rec swim
Additional 5 people	20.00	No change	
<b>Pool Rental Fees</b>			
1-50 people	220.00/hr	231.00	Fee for entire facility for one-time event (ex. school year-end party); 5% increase; includes life guards
51-250 people	258.00/hr	271.00	
251-350 people	305.00/hr	320.00	
Swim Teams	63.00/hr	68.00	8% increase; lifeguards billed separately to cover CSD costs
Aquatics Amenity, flat rate	65.00/hr	70.00	8% increase- for potential inflatable or other special amenity
<b>Sports Fields</b>			
Christa McAuliffe	32.00/hr	40.00/hr	25% Increase
CA-Community partners**	687.00/mo	\$880/mo	25% Increase
Christa T-ball	0	20.00/hr	New fee; fee capped at \$400/month for user group
Rasmussen East or West	32.00/hr	36.00/hr	13% Increase
R - Community partners**	687.00/mo	\$792/mo	25% Increase
Dave West	32.00/hr	38.00/hr	20% Increase
DW-Community partners**	687.00/mo	\$836/mo	25% Increase

	<b>Current Rate</b>	<b>New Rate</b>	<b>Notes</b>
<b>Lake Rental - Gazebo</b>			
15-50 people	\$250.00 per hour Includes entry	\$60.00/hr without entry	3hr minimum for new fee; does not include park entry fee
51-100 people	<del>\$350.00 per hour</del>	eliminate	
101-150 people	\$450.00 per hour	\$80/hr plus entry	3hr minimum for new fee; does not include park entry fee
151-200 people	<del>\$550.00 per hour</del>	eliminate	
201-250 people	<del>\$650.00 per hour</del>	eliminate	
Alcohol Deposit	\$300	\$400	Deposit amount increase
<b>Lake Rental - Flagpole</b>			
Party Pack	90.00	No change	Flagpole Area; up to 20 people
<b>Lake Entry</b>			
Daily lake entry fee	\$3 indiv \$2 senior Under 3 - free	\$5/car	Eliminate per person fee; vehicle entry fee
<b>Annual Pass</b>			
Individual	\$85	No change	
Family	\$190	No change	
Senior	\$70	No change	
Additional	\$40	No change	

If more than 20 people in a picnic site rental, District requires rental of Gazebo area





## Agenda Transmittal

**DATE:** November 6, 2023

**FROM:** Jill Ritzman, Interim General Manager

**AGENDA ITEM #6:** **Revision to Policy 1061 Naming of District Parks and Facilities; and Add New Policy 1062 Donations of Amenities to Parks and Recreation Facilities**

**RECOMMENDED ACTION:** Review and Forward to the Board of Directors

### Introduction

Cameron Park Community Services District (District), Policy 1061 – Naming of District Parks and Facilities, Section D. Criteria outlines stipulations and procedures for creating a memorial in a park. There is an initiative to update the policy and create stronger stipulations for donations in parks and facilities.

### Recommendation

Staff recommends:

- Revise Policy 1061 - Naming of District Parks and Facilities by striking Section D, 1, 2, and 3 (Attachment 4A);
- Add a new, broader Policy 1062 – Donations that Add Amenities to Parks and Recreation Facilities (Attachment 4B).

### Discussion

The language in Policy 1061, Section D is specific to memorials, cites requirements of significant contributions of deceased individual, accepts only non-living amenities (no trees), approval is required by family instead of the CSD and repeats much of the criteria in Policy 1061, Section C.

Staff's recommendation is to strike Section D in Policy 1061 and replace the criteria cited in Section D in a new Policy 1062 - Donations of Amenities to Parks and Recreation Facilities. New Policy 1062 is broader, intended for any donation and adds the following stipulations:

- Applies to donations of amenities such as benches, picnic tables, public art, trees, drinking fountains, and playground equipment.
- District staff determine style, appearance, aesthetics, verbiage and/or images, location, installation and placement that contributes to a user's experience.
- District staff may dispose of any donated item when it reaches the end of its useful life as determined by Parks & Facilities staff, and does not assign the replacement of an aged or damaged amenity to the District.

#### Attachments

6A. Proposed Revision Policy 1061 – Naming of District Parks and Facilities

6B. Proposed New Policy 1062 – Donations that Add Amenities to Parks and Facilities



CAMERON PARK COMMUNITY SERVICES DISTRICT  
\* POLICY GUIDE SERIES - 3000 OPERATIONS\*

**POLICY TITLE: NAMING OF DISTRICT PARKS AND FACILITIES**  
**POLICY NUMBER: 1061**

**Purpose:**

These guidelines are intended to establish rules and procedures to name facilities such as park and recreation facilities, section of facilities or rooms of facilities, including Parks, park benches other community property as deemed appropriate.

**Definitions:**

**Parks** are owned and managed by the CPCSD, used for public recreation purposes and include developed and undeveloped park areas and designated open space areas.

**Facilities** are owned and managed by the CPCSD to conduct District business.

**Specific Facilities** are facilities/amenities that could be located within a park or part of a Facility. These include, but are not limited to athletic fields, gymnasiums, meeting rooms, picnic shelters, tennis and basketball courts, aquatic facilities and playground equipment.

During the master-planning phase and/or prior to Board approving final plans and specifications on any park or public building, an open period of approximately two weeks will be announced giving individuals, staff and the Board an opportunity to suggest names for the facility.

If using a community naming process, a press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the General Manager.

Provisions of plaques and/or other physical commemorative items relating to facility naming, if not donated, are subject to normal budgeting and purchasing processes of the District.

## Attachment 6A

Staff, along with an established committee or selection committee, will review all names and prioritize and recommend a name for finalization by the Board of Directors. The Board will receive all names submitted along with the staff/committee evaluation.

Land or gifts with deed restrictions may not follow these guidelines. Names must be in accordance to District policy as noted.

### Policy:

#### A. Parks:

1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features known throughout the community.
2. Named after a significant individual(s).
3. The intent of naming is for permanent recognition. Therefore any request of CPCSD to rename an existing park, facility or specific facility will be subject to examination so as to not diminish the original justification for the name.

#### B. Buildings:

1. Name to reflect the services provided in facility.
2. Name to reflect geographical location.
3. Named after significant individual(s).

#### C. Criteria for naming a facility after an individual:

1. Individual must have made a significant contribution to the facility by:
  - a. Donation of land or large financial contribution to the facility.
  - b. Contributed substantially and improved the quality of life in the Cameron Park Community Service District. This could relate to involvement with parks and recreation or other community involvement.
  - c. The person being memorialized died in the line of duty serving CPCSD or the United States of America.
2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings or special rooms in a building could be named after selected individuals in their honor as desired and appropriate.

#### D. ~~Criteria for creating memorials in an individual's name:~~

1. ~~Individual must have made a significant contribution to the facility by:~~
  - a. ~~Donation of land or large financial contribution to the facility.~~
  - b. ~~Contributed significantly and improved the quality of life in the Cameron Park Community Services District. This could relate to involvement with parks and recreation or other public agency.~~
2. ~~The memorial should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a bench with a plaque. All costs of the improvement shall be the responsibility of the donor. The donor may submit information and recommendation to the General Manager regarding~~

## Attachment 6A

~~relevant history of the person to be memorialized, type of improvement desired and verbiage requested. Final decisions regarding the improvement, including, but not limited to, materials, equipment, location and labor will be made by the District.~~

- ~~3. The District must get approval from the individual or family (if available).~~

### **Procedures:**

The following procedures for naming a park, CPCSD facility & specific facility will be used by the CPCSD Board:

- A. The CPCSD Board will evaluate the merit of each suggested park, CPCSD facility and specific facility name according to criteria outlined in this policy. The General Manager or designated staff shall make recommendations to the CPCSD Board for approval subject to the Board of Directors final approval.
- B. When appropriate CPCSD will solicit help/suggestions from historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historic significance.
- C. To stimulate public interest and to obtain additional suggestions, a part of the selection process to name a park, facility or specific facility may include a contest or competition involving the public. Only suggestions which meet these policy guidelines will be considered.
- D. The naming of parks, facilities and specific facilities should begin prior to the first phase of development when possible.
- E. Groups or individuals may submit nominations for naming a new park, facility or specific facility in writing on a form provided by CPCSD, or in a letter that contains all pertinent information.

**CAMERON PARK COMMUNITY SERVICES DISTRICT**  
**\*POLICY GUIDE SERIES – 1000\***

**POLICY TITLE:** DONATIONS OF AMENITIES TO PARKS AND RECREATION FACILITIES

**POLICY NUMBER:** 1062

**1062.1** These guidelines intend to establish rules for donations of amenities that improve park and recreation facilities, including donations as memorials.

**1062.2** Parks and recreation facilities, including undeveloped sites, are owned and operated by the Cameron Park Community Services District for the benefit of public. These sites are designed and intended for public recreation purposes.

**1062.3** Donated amenities include (but not limited to) benches, trees, picnic tables, public art, drinking fountains and playground equipment.

**1062.3** District staff determine style, appearance, aesthetics, verbiage and/or images, location, installation and placement in accordance with the specific park or recreation facility master plan.

**1062.3a** If a specific park or recreation facility master plan does not exist, District staff will determine an amenity with a design, location and function that to contributes to the park or recreation facility's overall aesthetics, theme and public benefit.

**1062.3b** Naming plates will be minimalistic and simple to not detract from the nature of the park and/or recreation facility setting.

**1062.4** District staff may dispose of any donated item when it reaches the end of its useful life as determined by District staff, which includes stolen, moved, broken, aged or vandalized items rendered unfit or unsafe for continued use or exhibition. Staff will make every effort to notify the donor before the disposition of the item, allow no more than sixty days for donor to replace the item in accordance to the above Policy stipulations, and/or have any images on the amenity returned to them.



*Cameron Park  
Community Services District*

## **Agenda Transmittal**

**DATE:** Parks and Recreation Committee

**FROM:** Jill Ritzman, Interim General Manager

**AGENDA ITEM #7:** **Proposal for Conditional Use Permit – Pickleball Courts at Cameron Park Lake**

**RECOMMENDED ACTION:** Review and Provide Comments, Direction; Forward to the Board of Directors for consideration

### **Introduction**

On August 24, 2023, El Dorado County Planning Commission (Commission) considered an appeal received from Dave and Liz Gates appealing the Planning and Building Department Director's July 24, 2023 approval of Administrative Permit Application ADM-23-0014/Cameron Park CSD Pickle Ball Courts. The Commission upheld the appeal but felt that a compromise could be reach between parties and a Conditional Use Permit would be an appropriate process to follow.

### **Discussion**

Staff proposes the following stipulations for a Conditional Use Permit application:

- Eliminate multi-use courts.
- Provide striping for 4 dedicated pickleball courts and 3 dedicated tennis courts.
- Re-located one tennis court to the northern fence line and re-located 2 pickleball courts along the southern fence line to meet County's 50' standard set-back requirements; distance between private property line and the pickleball court line is approximately 75' (Attachment A).
- Eight foot cyclone fence constructed around pickleball courts to contain balls.
- All courts open daily, 8:00am to dusk/park closing time
- Only sixteen pickleball players maximum inside fenced pickleball and only twelve tennis players inside the tennis court area at one time; staging/waiting area for courts is outside the fenced areas in the grass.

- Encourage use of quieter pickleball balls and paddles provided by the Cameron Park Community Foundation.
- New signage posted regarding days and times courts are open to the public; and clause to be respectful of park neighbors by using quieter paddles/balls, no foul language or yelling, waiting for courts in the designated staging area, and no Pickleball play on the tennis courts.

### **Next Steps**

Staff is seeking input from the Parks and Recreation Committee and community about the proposed stipulations for a Conditional Use Permit. The next steps include presenting a proposal to the CSD Board of Directors. If approved, staff will submit a Conditional Use Permit application to the Planning Department. Review per the California Environmental Quality Act will be conducted by Planning Department staff. The Conditional Use Permit must be approved by the Planning Commission at a scheduled public hearing.

### **Conclusion**

Staff is recommending changes to the hard surface sport courts to reduce noise impacts to residents living in close proximity to Cameron Park Lake, and allow residents to continue playing pickleball at Cameron Park Lake. Staff is hopeful that the proposed plan finds balance in meeting all the needs of residents in Cameron Park.

### Attachments

7A: Proposed Changes to Courts

7B: Existing Courts



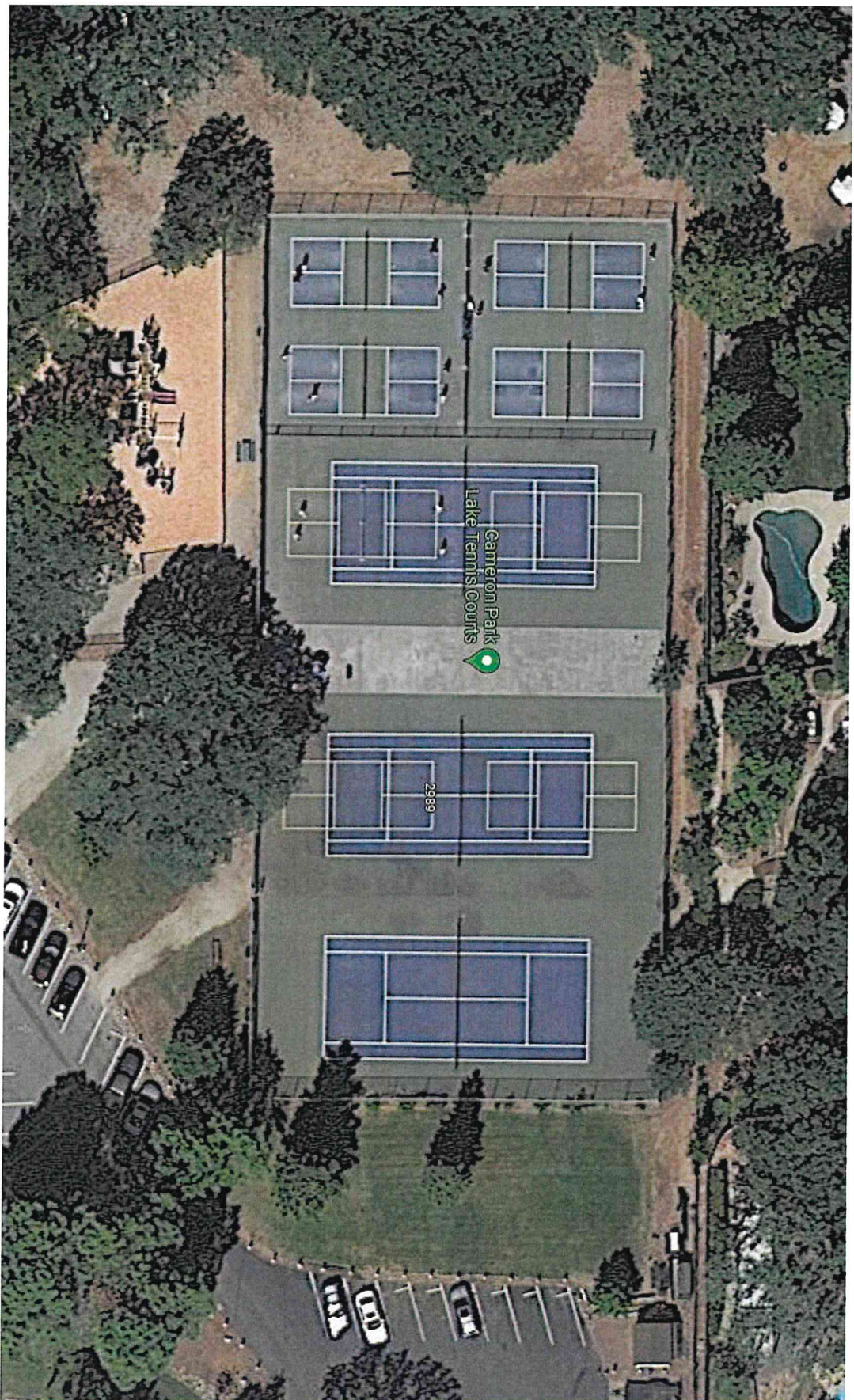
*Proposed*

Attachment 7A





# EXISTING



Attachment 7B





## Agenda Transmittal

**DATE:** November 6, 2023

**FROM:** Kimberly Vickers, Recreation Supervisor

**AGENDA ITEM #8:** RECREATION REPORT

**RECOMMENDED ACTION: RECEIVE AND FILE**

The Recreation Department has remained busy over the last month. We started the formatting process for the RecTrac Facility module update. There have also been some updates to the customer facing splash page that we are working through. Unfortunately, we are also experiencing an issue with the registration page that is making it difficult for community members to register online. We continue to work with Streamline and Executech to resolve the issue. We had a successful clean-up day event in partnership with El Dorado Disposal. Lastly, we extended an offer to our top candidate of the Recreation Coordinator, and they will begin later this month.

Recreation Programming:

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

- *Camps*
  - Camp CP
    - Fall break camp Nov. 20-22<sup>nd</sup>
    - Winter Break Camp
      - Dec 27-29<sup>th</sup>
      - Jan 2<sup>nd</sup>-5<sup>th</sup>
- *Aquatics:*
  - lap swim continues 6 days a week
  - Aquasol swim team 6 days a week
- *Sports:*
  - Indoor Pickleball continues M-F:
    - 95 drop-ins/ \$285 Gross Revenue
    - 0 Punch card sold
    - 128 Annual Pass swipes

- Ballet continues
- Soccer shots continues with Fall sessions with high participation
- Adult basketball league starts second league this month
- *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
  - Tai Chi is running again with 1- and 2-day options
  - Speaking Spanish Beginning and Intermediate
  - Speaking Spanish- Kids
  - Social skills group and Teen Explorers group
    - Teen explorer group will run with minimal participants in hopes of gaining participation and meeting grant requirements
    - Social skills group started with 9 participants
- *Upcoming Events*
  - Christmas Craft Fair- Nov 18<sup>th</sup> (CSD)
  - Inclusive Park Pop-up – November 20<sup>th</sup> (Rasmussen)
  - Gingerbread House Showdown- Partner event- Dec 2<sup>nd</sup>- (CSD)
  - Santa Parade – Dec 8-10<sup>th</sup>
  - Polar Express at the CSD- Dec 15<sup>th</sup>
  - Park Pop-up- Dec 22<sup>nd</sup> (Christa)

### Communications:

- Active engagement on Facebook, Instagram
  - Instagram Insights (last 30 days)
    - Accounts engaged- decreased by 51%
    - Followers- increased by 1%
  - Facebook
    - Post engagement- decreased by 12%
    - Followers- Gained 13
- Updating district website-
  - Page views: 59,629
  - 3,119 subscribers to a distribution list (increase of 24 subscribers)
  - 2,655 subscribers to E-newsletter (increase of 16 subscribers)

- Approximately a 55% open rate, and 4% click rate
- 839 subscribers to Board & Committee Distribution List

*Cameron Park  
Community Services District*



## **Agenda Transmittal**

**DATE:** November 6th, 2023

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

**AGENDA ITEM #9:** **PARKS & FACILITIES DEPARTMENT REPORT**

**RECOMMENDED ACTION:** **RECEIVE AND FILE**

### **General Information**

- The district's 1996 Ford Bronco auction closed. The vehicle sold for \$15,896. After the auction house gets their percentage of the sale the district will receive a check for \$14,125. The Bronco left for Irvine California on Wednesday October 25<sup>th</sup>.
- PG&E and the Superintendent have been meeting weekly to discuss the electrical cost that each district LLAD funds. PG&E has agreed to replace 125 of the 8' decorative streetlights with LED fixtures. Each lamp will save about 30% of the current electrical consumption. This project will be fully funded by PG&E. This project should conclude by the end of the calendar year.
- Staff purchased and assembled a new boat trailer. In the past staff would launch the district's boat with the tractor. Keeping the boat stored and launched from a trailer will protect the boat and is much safer for staff. The department will be repairing the earthen boat launch for the island towards the middle of the lake.
- Fall is officially the season. Leaves are starting to drop all over the Parks, Community Center, and LLADS. Staff will spend a significant amount of time over the next 6-8 weeks picking up and mulching leaves.
- The district 2002 Ford F-250 is in the shop with transmission problems. The district is waiting for a repair estimate before moving forward. A new transmission or complete rebuild could cost up to \$7,000.

## **Cameron Park Lake**

- A group of volunteers worked at Cameron Park Lake on Saturday October 28<sup>th</sup> from 9am – 12pm. Volunteers spread approximately 60 yards of mulch throughout the park. The mulch came from all the trees that fell during the January 2023 storms. Volunteers also picked up litter around the lake shoreline.
- Staff replaced two of the tennis nets that were aged and worn out. Additional signage was also ordered, prohibiting Pickle Ball at Cameron Park Lake.
- Staff repaired the lights that lit up the flagpole in the evening. The flag was also replaced in the process.

## **Parks and LLAD'S**

- Heartwood Tree Company completed trimming all the trees at Eastwood Park. The district had an arborist report conducted on all the trees prior to any pruning. The district purchased and installed a new drinking fountain which included a dog water bowl. Both projects are part of the Eastwood Park Improvement Plan that was voted on by the residents of Eastwood Park LLAD.
- The pressure holding tank for the restroom facility at Rasmussen Park was replaced by Triangle Well. The interior bladder wore out. The tank provides pressure for the toilets to flush.
- Heartwood Tree Company will be cutting back the redwood trees at Chardi Corner. The trees have grown into the flagpole, damaging the flag. We looked at relocating the flagpole as an option. Cutting back the existing red wood trees is a financially cheaper option. Once the trees are cut back, a new American Flag will be installed.

## **Community Center**

- Staff cleaned and detailed all assembly hall tables and chairs with peroxide and a pressure washer.
- All the wood chips from Eastwood Park were repurposed in front of the Community Center next to the fire safe sign. The chips should help control the springtime vegetation.
- The four chairs on casters in the Social Room are being refurbished. It was about 30% cheaper to refurbish the chairs than purchase new ones.
- A local Girl Scout Troop will be painting the wooden fence on the S/E side of the gym that protects the vaporize. The fence will be painted to match the gym on Wednesday November 8<sup>th</sup>.

## **Cal Fire / Growlersberg**

- Growlersberg spent 2 crew days working at Northview Park trimming trees and clearing vegetation in the open space.
- Growlersberg spent 1 crew day removing vegetation from the face of the dam at Cameron Park Lake. This is a required mandated by the State.