



**El Dorado Hills**  
Community Services District

**\*ZOOM CONFERENCE**

Attend Meeting Online:  
<https://us02web.zoom.us/j/83932632229>

Call-in Option:  
1 (669) 900-6833

Meeting ID:  
839 3263 2229

**Board of Directors  
Recreation & Volunteer Committee  
Norm Rowett Pavilion  
1021 Harvard Way, El Dorado Hills**

**October 28, 2020  
3:00 PM  
MEETING AGENDA**

Sean Hansen, Director  
Michael Martinelli, Director

*Mission Statement*

*"Enhance the quality of life for El Dorado Hills Residents through innovative, responsible leadership and by providing superior services and facilities."*

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**\*NOTE: All public meeting participants wishing to provide Public Comment in the Recreation & Volunteer Committee Meeting must notify the Clerk of the Board no later than Tuesday, October 27, 2020 at 3:00 p.m. Please email your RSVP to [bditorno@edhcsd.org](mailto:bditorno@edhcsd.org)**

**Call to Order**

- Roll Call
- Adoption of Agenda<sup>1</sup>

**Board of Directors' Comments & Future Agenda Items**

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**\*Zoom Conference:** All participants will be entered into the meeting with disabled video/audio and will remain this way through the duration of the meeting to allow for listening purposes only. In an effort to keep order to the meeting and due to limitations of a virtual meeting, your public comment must be submitted to the Clerk of the Board by the deadline outlined above in order to be called to speak during the Public Comment Forum portions of the meeting. If your request was received, your name will be called and you will be provided the opportunity to address the Board of Directors in accordance with current District Policy guidelines as outlined in footnote 4: Community/Public Comments.

**<sup>1</sup>Adoption of Agenda:** This agenda may be amended up to 72 hours (6:30 p.m. Monday) prior to the meeting being held. An AGENDA in FINAL FORM is located in the kiosk in front of the District Office and on the District's website at [www.edhcsd.org](http://www.edhcsd.org). Support material is available for public inspection at the receptionist counter in the District Registration Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to step to the microphone and give their name and address before addressing the Board. For anyone having difficulty hearing, listening assistance headphones are available from the Board Clerk.

**Public Comment<sup>2</sup>**

**General Business**

1. Review Policy 1160: Youth Athletic Field Use and Allocation (M. Cottrell)
2. Review Gilmore Senior Center Re-Opening Plan (M. Cottrell)

**Adjournment**

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<sup>2</sup>**Community Comments:** At this time, members of the public may address the Board of Directors regarding any items within the subject matter jurisdiction of the Board, provided that NO action or discussion may be taken on items not on the agenda, unless authorized by law. Comments shall be limited to three (3) minutes per person and an overall time limit of 10 minutes per topic.



**El Dorado Hills**  
Community Services District

## **EL DORADO HILLS COMMUNITY SERVICES DISTRICT**

**To:** Recreation and Volunteer Committee

**From:** Michael Cottrell, Recreation Director

**Meeting Date:** October 28, 2020

**Report Date:** October 15, 2020

**Subject:** **Review Policy 1160: YOUTH ATHLETIC FIELD USE AND ALLOCATION**

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### **Recommended Action:**

Review and discuss Policy 1160: Youth Athletic Field Use and Allocation.

### **Background:**

The District allocates priority and rental procedures for the permitted use of athletic fields in El Dorado Hills. Policy 1160 provides guidelines for staff for allocating priority use and fee structure.

### **Discussion:**

Youth participation in local non-profit sports organizations (baseball, flag football, lacrosse, and soccer) and year-round play continues to rise. As a result, field availability is challenging due to sports vying for identical field space. The District field allocation process permits non-profit groups with 90% or greater resident enrollment, priority field allocation.

### **Master Plan Strategic Recommendations:**

- D.4 Continue with current programming directions that provide options for all ages and varied interests, with a focus on designing programs to deliver the outcomes most valued by residents:
- Fun and entertainment.
  - Exercise, health and fitness.
  - Family-oriented events and programs.
- E.17 Develop new and cultivate existing partnerships and programs that leverage

outside resources to help maintain and expand facilities and programs.

**Fiscal Impact:**

None

**Attachment:**

A. Policy 1640



## Policy Series 1000 – General

**POLICY TITLE:** YOUTH ATHLETIC FIELD USE AND ALLOCATION  
**POLICY NUMBER:** 1160

### **1160.10 Introduction**

The El Dorado Hills Community Services District (CSD) is dedicated to fostering healthy lifestyles and helping the community thrive. The CSD recognizes that sports are a fundamental component of this goal and that field availability is necessary to sports organizations. As such, the CSD coordinates and issues permits for the use of CSD athletic fields and gymnasiums for general public use for cultural, social and recreational activities/programs. The CSD also works cooperatively through Joint Use Agreements with the Buckeye and Rescue School Districts to provide athletic fields, gymnasiums and pools to local organizations.

The purpose of this policy is to outline the CSD allocation priority and rental procedures for the permitted use of athletic fields and gymnasiums in El Dorado Hills. The CSD has experienced tremendous growth in youth sports with both new sports organizations and emerging sports. This growth is anticipated to continue. The CSD has already experienced an increased demand for the use of CSD athletic fields/gymnasiums, and finds it necessary to emphasize sharing in the use of all athletic fields and gymnasiums among our present and future sports organizations.

Policies and Procedures have been established to assure that the fields and gymnasiums are utilized for recreational, cultural, educational, social and community service functions that meet the needs of the community, as well as, set clear procedures, regulations and rental fees for such uses. This policy addresses youth sports specifically.

Neighborhood and community parks that have athletic field space designated in their design are available for use. Due to the limited number of fields, gymnasiums and facilities available, the CSD has established criteria for priority use. The CSD will give priority to El Dorado Hills residents and will monitor proper use of allocations and permits.

Recognizing that this increased demand on fields and gymnasiums creates an increased strain on the CSD's financial resources, it is possible that the CSD may charge user fees in order to recover direct costs to operate, maintain, repair, improve, supervise and administer the use of schools, parks and athletic fields, gymnasiums and other sports facilities.

*\*\*continued on next page\*\**



## Policy Series 1000 – General

**1160.20**

### **Statement of Philosophy**

The District is dedicated to creating partnerships with local youth sports organizations to ensure there is ample opportunity to participate in athletics at various ability levels. Our primary role in these partnerships is to provide athletic opportunities and to make certain CSD fields and gymnasiums remain safe and of high quality. The allocation/permitting process provides an organization the exclusive use of a field to the exclusion of all others. The objective of this document is to create clear written allocation procedures that:

- A. Fairly distributes available fields, gymnasiums and other sports facilities
- B. Maximizes playing time
- C. Incorporates “turf recovery period” to maintain safe, quality fields and other sports facilities
- D. Communicates financial issues and recovery policy
- E. Outlines field use regulations

The underlying principle of financing public park and recreation facilities is for public use, enjoyment and to ensure that all citizens have equal opportunity and choice of participation. Since the demand is greater than the tax revenues available for support, it is necessary to charge fees for selected fields or gymnasium, particularly in instances where the field/gymnasium is utilized by individuals or groups for personal benefit.

**1160.30**

### **Definition of Terms**

#### Resident Status

Resident status is defined as groups or organizations comprised of at least 90% El Dorado Hills residents and based in El Dorado Hills. Team rosters and/or individual participant utility bills/photo ID may be required by CSD staff to verify residency status.

#### Youth Status

Youth status is defined as persons under the age of 18.

#### Non-Profit Status

To qualify as a Non-profit user, the organization must meet all criteria as identified by the Internal Revenue Service. The organization must be registered as a not-for-profit corporation by the State of California. If the organization is not registered with the State, they must have a constitution, set of bylaws or mission statement which clearly states the objectives of the organization are of a non-profit, non-commercial nature. Visit [www.irs.gov](http://www.irs.gov) for additional information of non-profit status. The organization must be comprised of volunteers, 75% of which must be El Dorado Hills residents.



## Policy Series 1000 – General

### Basic Services

Basic services are defined as the maintenance of safe, clean, attractive parks and buildings and the provision of recreation services for the general public. Basic Services preserve and promote physical and mental well-being and will continue to be supported by taxpayer resources.

#### Examples of basic service

- a) Free play in playgrounds
- b) Use of CSD parks or open space for passive, non-regular use by an organized sports league or affiliation
- c) General park and recreation administration services
- d) Park and recreation facility development

#### Examples of basic facilities

- a) Unscheduled, unlighted, baseball/softball/soccer/utility/football fields unmarked
- b) Unscheduled outdoor basketball facilities
- c) Unscheduled tennis courts
- d) Unreserved picnic tables and shelters
- e) Parks and playgrounds
- f) Parking lots for general facility use
- g) Trails, paths and restrooms
- h) Open space

### Special Services

Special services are those where revenues are necessary to support continued use. By this definition, individuals can expect to pay a fee for the privilege of using the fields, gymnasiums and facilities to the exclusion of others and without interference.

#### Examples of special fields/facilities/services

- a) Scheduled/reserved use of indoor facilities (gymnasiums, meeting rooms, courts, etc.)
- b) Scheduled use of tennis courts
- c) Lighted baseball/softball/soccer/utility/football fields/bocce ball
- d) Maintenance necessary for sports programs
- e) Swimming pools with lifeguards
- f) Outdoor theater facilities
- g) Use of parks for special events
- h) Reserved picnic tables and shelters



## Policy Series 1000 – General

**1160.40      Priority use of fields, gymnasiums and other sports facilities will be allocated as follows:**

**Category 1: CSD sponsored or co-sponsored events:**

CSD youth and adult athletic programs and leagues. Buckeye and Rescue school districts have priority at school sites where a joint use agreement is in place prior to 4 pm on weekdays when school is in session.

**Category 2: Non-profit youth sports:**

Organizations who conduct open registration regardless of skill level, maintain a national affiliation, follow National Alliance of Youth Sports (NAYS or equivalent program as defined by the CSD), operate through volunteer coaches and administrators and provide an “everyone plays” philosophy. Priority of field allocation use will be as follows:

**Youth Group A (Resident Status):**

EDH based youth organizations with 90% or higher EDH residents. This group is given first priority of fields/gymnasium and hours of use before any other group is considered.

**Youth Group B (EDH Based - Non Resident Status):**

EDH based youth organizations with less than 90% EDH residents. This group will be allowed to request fields or facilities only after Group A has been allocated their requests.

**Youth Group C (Non-EDH Based and Non Resident Status):**

Non EDH based and non-EDH resident sports groups. This group will be allowed to request fields or facilities only after Groups A and B have been allocated their requests. If multiple groups within this category apply for the same field, % of EDH residents will be taken into account to allocate % of available fields/gymnasium or other facility.

**Category 3: Youth and Adult for profit:**

All other youth and adult users. For profit organizations, tournaments, clinics and/or camps with individual or team participation fees.

**1160.50**

**Recovery Policy**

As the CSD continues to grow and facilities age, the CSD must develop a financial system to support our community investment while maintaining the high level of services we currently provide. The CSD will continue to provide basic services funded entirely by general taxpayers; however, those benefiting from special services, which create additional CSD expenses, must contribute financially. The CSD acknowledges that the community benefits when youth are engaged in sports activities. The recovery policy is



## Policy Series 1000 – General

intended for the participants to supplement, rather than supplant the investment of the general taxpayers. The recovery policy strives to:

- A. Amortize the capital investment and cover maintenance/operational costs of a field.
- B. Pay for and augment operation/maintenance costs for a field where tax appropriations support the basic service.
- C. Control use of the field.
- D. Assess a portion of the costs of the field to users who may not be tax supporters.
- E. Enable the CSD to provide fields, gymnasiums and other facilities for which funds might not otherwise be available.

*The primary purpose of this policy statement is to develop an understanding that the pricing of services is a conscious procedure that requires continual investigation and review by CSD staff.*

*Adopted: December 16, 2010*



**El Dorado Hills**  
Community Services District

## **EL DORADO HILLS COMMUNITY SERVICES DISTRICT**

**To:** Board of Directors

**From:** Michael Cottrell, Recreation Director

**Meeting Date:** October 28, 2020

**Report Date:** October 15, 2020

**Subject:** **Gilmore Senior Center Communication and Re-Opening Plan**

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### **Recommended Action:**

Review and discuss the Gilmore Senior Center Re-Opening Plan and ongoing communication with patrons.

### **Background:**

On March 13, 2020, the Gilmore Senior Center (GSC) operations ceased due to COVID-19. Prior to closing, the GSC was open weekdays 8:00 am - 4:00 pm, and occasionally in the evening. Annual daily visits have grown to over 24,000 a year. The facility includes a small library, computer access, two game rooms, a social room, a commercial kitchen, and a multi-purpose/cafe room. The District coordinates a variety of programs, including fitness for all abilities, social activities, card games, language classes, discussion groups, cultural arts, music, computer education, guest speakers, and excursions. Programs occur daily, weekly, and monthly; some are free, while others are fee-based.

### **Discussion:**

The District is working closely with El Dorado County Health & Human Services Agency (County), following guidance from the CA Department of Public Health (CDPH). By direction of CDPH, self-isolation is currently statewide guidance to help seniors (age 65+) and individuals at high risk of serious illness.

The staff has been communicating with our seniors monthly in a variety of methods. The District's senior email list contains over 500 addresses, and the team has made phone calls and written letters to 100+ seniors. In September, the District created and implemented a Phone Pal program. This program allows seniors to receive phone calls from volunteers to discuss anything

(share stories, movies, current events, etc.); thus, two volunteers call nine seniors. Below are the dates and form of communication staff have achieved:

- 3/26/2020 Senior Check-in Via Phone
- 4/1/2020 Email
- 4/8/2020 Mailed letters
- 5/10/2020 Phone call
- 6/1/2020 Mailed letters
- 7/21/2020 Phone call
- 8/11/2020 Email and Outreach/Interest about Phone Pals program
- 9/14/2020 Phone calls and Phone Pals Outreach
- 9/15/2020 Phone Pal program launched
- 9/23/2020 Check-In with Phone Pal volunteers

The District has created a re-opening plan (Attachment A) and submitted it to the County for review and approval. The re-opening plan will be implemented when approved and deemed safe for seniors to gather. Below is a Communication Plan staff will follow to keep the community informed when operations start.

Format	Suggested Schedule	Audience
Press release	Two weeks before beginning	Local press, website
Letter to staff/volunteers	Two weeks before beginning	GSC staff and volunteers
Letter to seniors	Two weeks before beginning	GSC guests
Newsletter messaging	Issue prior to beginning	EDH community
Social media posts	Week of beginning	EDH community
Infographics	Include with methods as appropriate	GSC staff, participants, vendors
Signage	Post prior to beginning	GSC staff, participants, vendors

Currently, the GSC is being leased by the EI Dorado County Office of Education (EDCOE) to organize child-care services. A mutual needs assessment will be conducted in December to determine if this operation will continue.

#### **Master Plan Strategic Recommendations:**

D.6 Continue to partner with EI Dorado County to provide a robust program of senior services.

#### **Fiscal Impact:** NONE

#### **Attachment:**

A. GSC Re-Opening Plan



## COVID-19 Operations Plan for Re-Opening Gilmore Senior Center

### Timeline Checklist

- The Gilmore Senior Center will open when the Governors' COVID-19 stages for re-opening reaches stage 4, and there are no COVID-19 cases in the El Dorado Hills or Folsom area for 2 weeks.
- After Gilmore Senior Center is permitted to re-open, the District will need a minimum of two-weeks to appropriately staff and adequately prepare the Gilmore Senior Center for participants.

### Social Distancing

- Ensure that all persons, including employees, customers, and vendors remain at least six feet apart to the greatest extent possible. Examples of guidance include:
  - Create and issue 6-ft distancing instructions
  - Create visual social distancing guidance through the use of tape markings on floors, signs, barriers, etc.
  - Place directional arrows to establish the flow of traffic.
  - If possible, designate different doors for entering and exiting facility/rooms.
  - Install plexiglass in reception and other face-to-face interaction areas.
- Establish protocols to ensure that employees can practice adequate social distancing. Examples of guidance include:
  - Establish protocols to prevent crowding.
  - Consider postponing use of volunteers if social distancing cannot be maintained and appropriate cleaning cannot be performed.
  - Create a flexible schedule to ensure participants have access to programs, including staggering program start and end times, or requiring pre-registration with limits on numbers allowed to attend at one time.
- Post signage for safe social distancing
  - Include 6-ft distancing instructions
  - Include the use of tape markings on floors, signs, barriers, etc.
  - Post signage that states face coverings are required.
  - Post signage that physical contact of any kind is not permitted, this includes hugging, shaking hands, etc.

- Place directional arrows to establish the flow of traffic.
  - Post signage in high traffic areas including all entries stating people must stay at least six feet (two arm's length) apart from others while in social settings.
- Require face coverings for all persons entering the center.
- Educate staff, participants, volunteers and vendors on requirements of and proper use and wearing of face coverings.
  - Require masks to be worn except for the reasons specified in the Governor's order
- Implement additional procedures. Please describe them here:
- Determine programs and services that may be provided and when it is permissible to do so, with limited face-to-face interaction meeting State and County safety standards.

## Hygiene Protocols

- Participants and staff will go through the following wellness screening daily:
- Verbal Questionnaire: Participants and staff is required to answer these questions daily:
    - Have you or any of your immediate family had any of the following symptoms in the last 24 hours?
      - Fever (100.4 F or higher), vomiting, or diarrhea
      - Have you or any of your immediate family had any of the following symptoms in the last 24 hours?
        - Unexplained extreme fatigue or muscle aches, rash, cough, or sore throat  
*\* If staff answers yes to any of these questions, they will not be permitted to stay.*
  - Temperature Check: Participants and staff will have their forehead temperature taken before entering facility:
    - If lower than 100.4 F – The participant/staff may proceed to hand-wash/sanitation station upon entering the building.
    - If 100.4 F or higher – The participant/staff will be sent home until fever-free without medication for at least two days.
- Provide hand washing capabilities. Examples of guidance include:
- Work with County to determine the required hygiene protocols for your center.
  - Determine if the use of hand sanitizing stations throughout your center is required.
  - Determine if you have adequate hand-washing capabilities in your center.
  - Set up hand sanitizing stations, hand sanitizer dispensers using alcohol-based hand sanitizer that contains at least 60% alcohol, and/or portable sinks.
- Ensure frequent hand washing by employees and provide adequate supplies to do so. Examples of guidance include:
- Purchase hand sanitizer and/or stations throughout center.
  - Post signage to wash hands frequently with warm water and soap.
  - Require handwashing *and* glove protocols for certain activities.

- Provide regular sanitization of high-touch areas.
  - Follow guidelines for cleaning hard surfaces (such as tables, desks, etc.) and soft or porous surfaces (such as fabric chairs, etc.).
  - Clean and safely space chairs and tables before and after use.
  
- Implement additional procedures, (please describe below). Examples of additional procedures include:
  - Post signage on respiratory etiquette and hand hygiene.
  - When possible, use single-use supplies.
  - Ensure staff and participants wear face coverings.
  - Set up and divide supplies and/or equipment prior to program.

## Staffing & Operations

- Provide training for center staff regarding the social distancing and hygiene protocols. Examples of training guidance include:
  - Avoid touching your eyes, nose and mouth.
  - Wash hands frequently with warm water and soap.
  - Stay at least six feet apart from others while in social settings.
  - Physical contact of any kind is not permitted. This includes, hugging, shaking hands, etc.
  - Require masks to be worn except for the reasons specified in the Governor's order
  - If you are not wearing your mask for any reason, cover your coughs and sneezes with a tissue, then dispose of the tissue in the trash and immediately wash your hands.
  - Anyone who does not follow protocol may be asked to leave the facility.
  - If anyone refuses to leave the facility, authorities may be contacted.
  - Make sure all above protocol is communicated with staff, volunteers and vendors prior to returning to the facility.
  
- Ensure employees who are displaying COVID-19-like symptoms do not report to work
  - Determine if screening will be required for staff, participants and vendors in order to enter the building (i.e.: Temperature checks, self-screening and/or self-reporting requirements).
  - If screening is required, work with your local BOH and local officials to implement screening process and establish the location in the center where screenings will be conducted.
  - If employees become ill with respiratory symptoms while at work, they should be sent home as soon as possible.
  
- Establish a plan of action for employees getting ill from COVID-19 at work, and a return-to-work plan. Examples of guidance include:
  - Anyone who develops symptoms while on the job/at the facility should keep their mask/face covering on, notify their supervisor or upper management, and leave the facility.
  - Those with symptoms of respiratory illness should stay home. After recovering from illness, employees should only return to work consistent with the guidelines established by County.
  
- Implement additional procedures, (please describe below). Examples of additional procedures include:
  - Contact staff and volunteers about returning to work.

- Provide staff and volunteers with established guidelines.
- Adjust your building hours and/or maximum capacity for programs and services in order to meet the required mandatory safety standards.
- Schedule staff and activities to limit the number of people in the center at one time. Stagger shifts or alternate workdays.

## Cleaning & Disinfecting

- Establish and maintain specific cleaning protocols. Examples of guidance include:
  - Plexiglass should be cleaned and sanitized regularly according to the cleaning schedule.
  - Ensure all employees are being mindful of their workspace and practicing proper cleanliness and hygiene.
  - Determine areas in which staff will be responsible for sanitation and disinfecting.
  - Provide informative training and instructions on how to effectively disinfect the facility.
  - Create a cleaning schedule, including disinfecting of common surfaces and ‘high touch’ areas.
  - Clean and disinfect prior to staff returning.
  - Create a log to document when cleaning has been completed and by whom.
  - Use wipe-able plastic covers on frequently touched/shared surfaces (electronics, light switches, automatic door opener, etc.), and disinfect these surfaces regularly.
- Ensure that when an active employee is diagnosed with COVID-19, cleaning and disinfecting is performed. Examples of guidance include:
  - If someone who is sick enters the facility, follow the [disinfecting protocols from the CDC](#).
  - Follow guidelines for how to clean hard surfaces (such as door handles, seat belt buckles, etc.) and soft or porous surfaces (such as fabric seats, etc.). Use products that are EPA-approved for use against the virus that causes COVID-19 and suitable for porous surfaces.
- Implement additional procedures. Please describe below:
  - Remove fabric table cloths and any unnecessary items from all rooms to decrease the number of surfaces that may be touched.
  - When scheduling appointments for service providers such as HICAP counselors, Senior Peer Counseling, Senior legal, etc., allow for sufficient time in between appointments to clean and disinfect frequently touched surfaces.
  - When scheduling programs allow for sufficient time in between appointments to clean and disinfect frequently touched surfaces.