

Section: 6.0

Item: Administrator and Staff Board Reports

Information: See attached reports

Staff recommendation: Review

Fiscal impact: None

**District Administrator
Board Report
March/April, 2020**

- As of the writing of this report, the following is true about ARD facilities and amenities:

Currently OPEN

- General park areas and walking pathways
- Pickleball courts
- Tennis courts
- Disc golf
- Ashley Memorial Dog Park

Currently CLOSED

- All buildings
- Playgrounds
- Picnic areas and picnic tables
- Basketball courts
- Skate Park
- The Overlook Park parking lot – closed weekends only
- Various other features like gazebos

The skate park and basketball courts may reopen before the other amenities. The skate park and basketball courts were closed before the Placer County Health Officer Order due to obvious and flagrant violations of personal distancing.

- I spend time daily reviewing emails, alerts and information from a variety of sources, including CSDA, CARPD/CAPRI, CPRS, and Placer County. Unfortunately, the one thing that is missing from all of these information sources is answers (through no fault of their own).
- I wanted to share some of the people outside of ARD that have been and continue to be extremely helpful during this crisis: Auburn City Manager Bob Richardson; Joe Arsenith at the Placer County Health Dept.; Matt Duarte at CAPRI; and Patti Eyres, attorney through CAPRI
- Without re-stating much of what is written by the managers and Mike Scheele in their Board reports, **ARD staff has been performing great under cloudy and anxious times.** Staff have been discussing a variety of scenarios going forward, and everyone is keeping their ears to the ground for new information and ideas.
- Lastly, thank you to the ARD Board for being available and for providing words of wisdom and support during this crisis. It means a lot.

Meetings and events attended/scheduled to attend

3/3: Rotary

3/3: Steve Abella re: Rec Field infield renovation

3/4: Andy Fisher, Ted Rel re: Placer County Parks

3/4: Meeting with ARD preschool directors re: fees

3/6: SmartWatt Technologies re: Energy Savings Performance
3/9: Matt Carducci, City of Auburn re: Bike Park signs
3/9: ARD Managers meeting re: coronavirus
3/10: Rotary
3/12: ARD safety meeting re: coronavirus
3/16: ARD Managers meeting re: coronavirus
3/16: A&D Committee
3/18: Policy Committee
3/18: Special Board meeting
3/18: Finance Committee
3/24: COVID employment practices webinar
3/24: Rotary
3/25: CSDA webinar re: COVID
3/30: CPRS Admin section meeting re: COVID
3/31: Rotary
4/6: Sarah Jones, Placer County Resource Conservation District re: Atwood Park
4/7: Rotary
4/13: Special Board Meeting
4/14: Rotary
4/20: A&D Committee
4/21: Rotary
4/22: Policy Committee
4/22: Finance Committee
4/23: Diana Boyer, Randy Spangler re: Bike Park
4/24: CSDA webinar: Resources and connections for General Managers
4/28: Rotary
4/29: CARPD General Managers meeting (Nor Cal)
4/30: CSDA webinar: Managing Employees Through a Pandemic

Note: meetings beginning 3/24 were held remotely/telephonically

Accounting's Report, April 2020 Board Meeting:

Veona Galbraith- Administrative Services Manager

February's Financials

Revenues –

- **Program Revenues** are up \$35,000. Discovery Club came in above budget.
- **Donations** are up by \$10,000, most of which is for Youth Assistance.
- **Tax Revenues** are up by \$148,200, \$110,000 of which comes from RDA Pass throughs. Current Property Tax Revenue came in \$33,000 higher than expected.

Expenses –

- **Program Expenses** are under by \$10,000. Special Events account for \$4,000.
- **Operations** are under by \$14,000. Small Equipment accounts for \$8,000 and Office Equip is down at Customer Service by \$3,100.
- **Professional Services** are under by \$12,000. \$10,000 is budgeted for Personnel Policy updating, which will be postponed until next year.
- **Maintenance Expenses** are under by \$50,000. Shockley is down \$16,000, in anticipation of an invoice. Field expenses are under by \$21,000. Vehicle maintenance is down \$8,000
- **Benefits & Payroll Expenses** are under by \$65,000. There has been \$8,000 savings in Worker's Comp, \$20,000 savings in Benefits, \$28,000 savings in wages (mostly in Facilities and Grounds) and \$5,000 savings in taxes.
- **Assets** are under by \$70,000 budgeted for a new mower and gator cart; the gator purchase is being postponed until next year.

Appointments to Notes for Feb-Apr:

- Budget Meetings with Jesse, Kahl and Mike
- Budget Meeting with Preschool
- One Union negotiation meeting
- Numerous Health and Safety Meetings regarding the Coronavirus Pandemic
- Meeting with SmartWatt Energy, Inc.
- FEMA Webinar
- Summer Camp and Summer Daycamp Program meeting with staff
- Resources and connections for General Managers Webinar
- COVID 19 Budget revision
- Assisting numerous employees through the Unemployment process

Youth Services Board Report 2020

Since school closed on March 19th, my staff and I have processed refunds and credits for students of Discovery Club and spring break day camp, in accordance with the refund revision passed by the board.

PCOE paid through an additional 30 calendar days for Discovery Club where their students were absent due to the closure. This took us to the Friday before day camp, but unfortunately, they did not pay for the spring break day camp days.

Early on, we looked into offering day camp at Recreation Park for first responders but most of our staff had at-risk family members and weren't willing to take the chance of exposure or were already working for families from their after school sites. I offered to connect families to some of our trained staff who could do child care at the families' homes but no families pursued it.

Our director staff held several Zoom meetings to continue planning summer day camp and stay in touch. This is the month when the directors typically ramp up the summer planning. When it was evident that school would not start again this year and summer camp came into doubt, summer planning was put on hold.

By that time, the summer day camp registration information had been updated on the website and some registrations had already been received. We have since stopped approving registrations for summer until we know how restrictions from the health department will restrict attendance. Parents are encouraged to submit their registrations but are notified that we're not approving them at this time. We will contact them in order of registration when we have updated information.

The directors and I met with Kahl, Veona and Mark by Zoom to discuss some possible summer scenarios. All field trips will most likely be cancelled.

April 17th was the last day that the Youth Services directors worked hours. One of our program leaders moved out of state to be with family due to the virus. Luckily, none of our staff has reported that they or their families have reported exposure to the virus.

Debbie Thomas
Youth Services Manager

Board Report – Manouch Shirvanioun, Customer Service/Marketing Manager

Since we closed the office, I have been working from home and going to the office once or twice a week.

- Processed refunds for Discovery after school and KinderReady programs
- Continue to work with user groups to cancel their field usage schedule
- Working with groups and individuals to reschedule or cancel events/gatherings which were planned in our parks
- Adjusting renters monthly dues to reflect cancellations
- Responding to emails and phone messages
- working with staff to process class cancellations and issuing refunds or credit to accounts
- Staff processed instructor payments
- Staff is working with Recreation Department staff on the activity guide
- Contacted API Marketing and Printing on mass mailing postcards instead of activity guide

Recreation Services Board Report

April 2020

By Mark Brunner

Summer Recreation Guide: The Summer Recreation Guide will now be released on May 11 online. The guide was delayed so that staff could adapt to the new rules and regulations put in place due to COVID-19. A big theme this summer will be the implementation of social distancing and redesigning our programs to meet those guidelines. This summer's guide will also be online through our website. A postcard will be mailed out to every home within our District to let the community know where to find this year's guide. The online virtual guide will have more shelf life as it will be updated throughout the summer with up to date program and event information.

Aquatics Swim Leagues: Both the VFCAL Synchronized Swim League and VFCAL Swim League have had the start of the season delayed by COVID-19. The two swim leagues were scheduled to begin April 21, and are not expected to return until June 1 at the earliest.

Lifeguard Certification: The lifeguard certification courses have been rescheduled for the first weekend in June at Sierra Pool. The courses were originally scheduled for the first weekend in April.

Aquatics: All of the programs for Aquatics will need to incorporate some form of social distancing and we are looking into solving this problem. At this time, aquatics staff is working on redeveloping lap swim, swim lessons, and water aerobics to conform to social distancing regulations.

Ukulele Festival: Our headliners, Cathy Fink and Marcy Marxer, are no longer able to attend the Ukulele Festival this summer. Both women are in the at risk group and have decided that they are going to shelter in place for the remainder of the summer. If the event is allowed to continue this summer based on restrictions being removed by the Governor, the headliner will be Daniel Ho.

Movie In The Park: The District's Movie In The Park date has been moved from June 12 to August 21. We are still planning on our showing Frozen 2.

Contract Classes: All of our contract classes stopped hosting classes at ARD on March 10. Four of our contract instructors are still continuing to teach their classes online through Zoom.

Adult Sports: Have been postponed until further notice.

Virtual Recreation: An online Virtual Recreation Center has been created on the District's website. On this website, community members will be able to find entertainment for them and their family for them to do at home during this stay at home order. The Virtual Recreation website is updated weekly with new activities.

Facebook Contests: In March and April, the District hosted three interactive Facebook contests for our followers. The winners won \$25 gift cards to local Auburn food restaurants and sponsors. The gift cards were donated by local sponsors and District staff.

Jesse Williams

Facilities and Grounds Manager

Report to the Board of Directors

February/March 2020

American River Canyon Overlook Park:

- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds (Labels and Safety Data Sheets available upon request).
- Advanced IPM performed their bimonthly maintenance service around the buildings (Labels and Safety Data Sheets available upon request).
- Replaced the 4' x 6' "Welcome to Overlook" sign.
- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Ashford Park:

- Continued painting the inside of the restrooms.
- Sierra Pacific Turf Supply performed soil tests for the dog parks.
- Performed smog check on the #15 truck.

Atwood Park:

- Started establishing defensible space in the open space area of the preserve (along the houses) to meet California Department of Forestry and Fire Prevention standards for fire control and public safety.
- Continued repairing the irrigation throughout the landscape ornamental beds.
- Sierra Pacific Turf Supply performed soil tests for the turf.
- Advanced IPM performed their bimonthly maintenance service around the building.
- Yuba Safe and Lock rekeyed the lock on the chase room.
- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.
- Installed 50 yards of ShockAb Playground Chips in the playground.

Auburn Elementary:

- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Bicentennial Park

- Repaired the wood bridge on the walking trail.

- Replaced the two-wood post in the ground to keep cars from driving on the trail at the end of the trail behind building 1254 on High Street.

Canyon View Community Center

- Performed smog check on the #00 truck.
- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.
- Advanced IPM performed their bimonthly maintenance service around the building.
- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.
- Norris Electric evaluated and advised us regarding an exposed conduit at Canyon View Community Center.
- In an effort to reduce the waste we produce and lower our sanitation disposal fees we have designated separate bins in the community center for paper products, cans, bottles, and cardboard.

Christian Valley Park:

- Sierra Pacific Turf Supply performed soil tests for the turf.
- Advanced IPM performed their bimonthly maintenance service around the building.
- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.
- Replaced the belt seats on the upper playground.
- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Meadow Vista Park

- Advanced Septic Services pumped the septic tank.
- Purchased two double-walled 18-ga. steel construction and lockable flammable safety cabinets to keep flammable and hazardous materials locked away per local regulations.
- Advanced IPM performed their bimonthly maintenance service around the building.
- Replaced the tennis net on the Pickleball Court.
- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.
- Installed 100 yards of ShockAb Playground Chips in the playground.
- Performed smog check on the #05 truck.

Mt. Vernon Park

- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.

Placer Hills Park

- Advanced IPM performed their bimonthly maintenance service around the building.
- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.

Railhead Park:

- Started replacing the decomposed granite pathways with concrete.
- Installed new "Dogs Must Be on a Leash" signs.
- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.
- Advanced IPM performed their bimonthly maintenance service around the building.
- Sierra Pacific Turf Supply performed soil tests for the A and B field.

Recreation Park:

- Replaced the windshield on the #30 truck
- Installed 50 yards of ShockAb Playground Chips in the front playground.
- Installed 60 yards of ShockAb Playground Chips in the back playground.
- Purchased a double-walled 18-ga. steel construction and lockable flammable safety cabinet to keep flammable and hazardous materials locked away per local regulations.
- C&M Professional Plumbing replaced the igniter on the hot water heater for the locker rooms.
- Serviced the #30 and #29 truck.
- Sierra Pacific Turf Supply performed soil tests for the turf on James Field, Recreation Field and Beggs Field.
- Knorr Systems performed a calibration on the Becsys 5 controller for Sierra Pool.
- Norris Electric repaired the broken PVC conduit for the outlet on the backstop at James Field and installed new receptacles and a new strongbox.
- Replaced one of the Permabrellas at the Sierra Pool to provide better protection from the sun's harmful rays to our patrons.
- National Aquatics Services serviced the pool heater.
- Serviced the Jacobsen R311T Large Area Rotary Mower.
- Serviced the irrigation motor and pump.
- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.
- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.
- Replaced all the missing curb stops in the parking lots.
- Norris Electric used the existing the underground wiring from the service panel by the Day Camp Modularity to provide a 30-amp 120-volt circuit to Picnic Unit #1 and #2. They also replaced the receptacles on Picnic Unit #2.
- Started painting the inside of the gym.

- Advanced IPM performed their bimonthly maintenance service around the building.
- In an effort to reduce the waste we produce and lower our sanitation disposal fees we have designated separate bins in the community center for paper products, cans, bottles, and cardboard.

Regional Park:

- Started establishing defensible space in the open space area along the Rock Creek Mobile Home Park to meet California Department of Forestry and Fire Prevention standards for fire control and public safety.
- Norris Electric adjusted the timer for the pathway lights. The photocell could not effectively see through the window during the winter months to accurately read the amount of daylight so the photocell was faced south. Norris Electric also repaired the coin operator at the basketball court.
- Annual fire inspections performed by West Coast Fire Inspection.
- Purchased a double-walled 18-ga. steel construction and lockable flammable safety cabinet to keep flammable and hazardous materials locked away per local regulations.
- Serviced the #08 truck.
- Sierra Pacific Turf Supply performed soil tests for the turf on A, B and C Field.
- Serviced the Grasshopper.
- Replaced a charcoal grill that had rusted out at the base.
- Advanced IPM performed their bimonthly maintenance service around the building.
- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.
- Started painting the inside of the gym.
- Norris Electric cleaned up and simplified the lighting controls for the pickleball and tennis courts.
- Repaired the score both.
- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.
- In an effort to reduce the waste we produce and lower our sanitation disposal fees we have designated separate bins in the community center for paper products, cans, bottles, and cardboard.

Rock Creek Elementary:

- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Shockley Woods Park:

- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.

Skyridge Elementary:

- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Sugar Pine Ridge Park:

- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds.

Other:

- In an effort to be more environmentally conscious we are beginning to convert all the dog waste stations over to a dispenser that will house a certified biodegradable dog poop bag. These biodegradable bags are also cheaper than the poop bags we have been using.
- In an effort to stop paying for plastic we don't need, stop wasting plastic, and contribute to source reduction, we are changing the size trash bags we buy for the following trash cans:
 - 23-gallon containers: (these are found in the outdoor restrooms). We will be switching over to a 30 X 37" high density liner. This will allow us to use 75% less plastic than we currently use on these trash cans.
 - 32-gallon containers: (these are all the large trash cans found in the community centers). We will be switching over to a 23 X 10 X 39 heavy duty black liner. This will allow us to use 52% less plastic than we currently use on these trash cans.

REPORT TO THE ARD BOARD-APRIL 2020

Michael Scheele, Landscape Architect/Project Manager. Updated 4/23/20

- **James Field Renovation Project:** Project was accepted as substantially completed on 2/14/20. Notice of Completion has been prepared and will go to the April Board of Directors meeting and after approval will be officially recorded with Placer County. New large double gate construction in the far right field corner fence was completed on March 19th.
- **ARD Bike Park Project:** Randy Spangler and other volunteers have done significant and impressive trail and pump track work over the last two months. District prepared temporary rules and directional signage and they will be installed after District re-opens all park amenities. District graphic designer is coming up with rules sign design options and this work is on hold until all the trails have been constructed and can be re-surveyed so an accurate site plan can be placed on the final Bike Park sign. Minor irrigation work is all that remains by the general contractor and a walk-through will be conducted as soon as work is complete. A Notice of Completion (NOC) will be prepared for Board approval after any punch list work is completed. After Board approval the NOC will be sent to Placer County for recordation. Anticipated date of Bike Park "soft opening" (no crowds, banners, ribbon cutting) is Friday, May 1st.
- **Placer Hills Pool Parking Area Renovations:** Staff retained the services of a Civil Engineer to prepare a topographic survey of the parking lot and to produce construction documents to eliminate the drainage problem, repair the asphalt, re-stripe the lot and accessible parking stalls. This will involve construction of a concrete valley gutter running the length of the parking lot to allow water to drain at minimal slope. Plans are completed and will involve obtaining an Encroachment Permit from Placer County as half of the work area is in the county right of way. Staff has sent the drawings out for preliminary contractor pricing. Project is proposed to be put on hold due to the Coronavirus shutdown.
- **24 Acre Project Progress and Statewide Park Dev and Community Revitalization Grant Application:** Staff may still pursue the next round of grant funding for the property spring 2021 provided the program remains in place after the shutdown. All 5 required public meetings took place spring 2019 with staff obtaining input on the current master plan drawing. Staff released a RFQ to design firms for Master Plan Refinement, CEQA Process and Construction Drawings in mid-December 2019. The District received Statements Of Qualifications from DUDEK Auburn, Ca. Helix Environmental Planning Folsom, Ca. and Design Workshop South Lake Tahoe, Ca. After analysis and ranking by staff review committee, DUDEK was chosen as the highest ranked. Staff received the preliminary proposal from DUDEK the week of March 16th and it exceeded the budget available. DUDEK was asked to re-propose with some scope reduction options and the options were received the following week. Staff will be recommending to the Board that the project be put on hold due to the shutdown.
- **Overlook Park Restroom ADA Upgrades:** Previously described architect was too busy to assist as planned but staff obtained the services of an ADA compliance consultant who agreed to do an evaluation of the restrooms on a pro-bono basis. After the evaluation it was determined that the upgrades were minimal in nature and can be done in-house instead of putting the project out to bid as planned.
- **Miscellaneous Items:** New memorial bench for Meadow Vista Park-bench is ready for delivery but vendor has been asked to hold it at the factory until after the shutdown. Design, construction and installation of temporary directional signage at the bike park. Infill planting design and renovated drip system at Ashford Park entry walk. Updates of monthly Board reports and A&D Project Activity Reports etc.

Ranges: From: 3/1/2020 To: 3/31/2020
 Date: 3/1/2020 Account: 7-000-7754-000
 Account: 7-000-7754-000

Subtotal By: Period Segment
 Sorted By: Include: Posting, Unit

Account: 7-000-7754-000 Description: Vandalism Repairs Expense Beginning Balance: \$4,498.83

Trx Date	Jml No.	Orig. Audit Trail	Description	Orig. Master Number	Orig. Master Name	Debit	Credit
3/27/2020	194,191	PMTRX00004177	PaintLiners,3 pkRollersSkatepk	A0626422	Warehouse Paint Incorporated	\$18.76	
3/31/2020	194,460	PMTRX00004178	Smokers Receptacle Wall mount	ULINE 3/17 JW	US Bank	\$250.65	
Net Change						\$269.41	
Ending Balance						\$4,768.24	\$0.00
March Subtotals:						\$269.41	\$0.00
Totals:						\$269.41	\$0.00

Accounts	1	Beginning Balance	Net Change	Ending Balance	Debit	Credit
Grand Totals:		\$4,498.83	\$269.41	\$4,768.24	\$269.41	\$0.00

→ 3/27 → Graffiti - Skatepark sound wall
 → 3/31 → Smashed the old cigarette container - Overlook

Vandalism Report March 2020

2020/2021 PROJECT ACTIVITY REPORT		UPDATED 04/16/20	
PROJECT	EST. COST	NOTES	EST. COMPLETED
RECREATION PARK			
James Ballfield Renovation Project (2019)	277,086.00	Project was accepted as substantially completed on 2/14/20. Notice of Completion has been prepared and will go to the April Board of Directors meeting and after approval will be officially recorded with Placer County. New large double gate construction in the far right field corner fence was completed on March 19th.	FEBRUARY 2020
Recreation Park South Parking Lot Accessible Parking Stall Project (2019)	15,000.00	Project Completed. Simpson & Simpson Inc. did a nice job.	JULY 2019
PLACER HILLS POOL			
Parking Lot Renovation (2016/2017)	30,000.00	Staff has retained the services of a Civil Engineer to prepare a topographic survey of the parking lot and to produce construction documents to eliminate the drainage problem, repair the asphalt, re-stripe the lot and accessible parking stalls. This will involve construction of a concrete valley gutter running the length of the parking lot to allow water to drain at minimal slope. Plans are completed and will involve obtaining an Encroachment Permit from Placer County as half of the work area is in the county right of way. Staff has sent the drawings out for preliminary contractor pricing. Project proposed to be put on hold due to the Coronavirus shutdown.	TBD 2020
REGIONAL PARK			
New Playground (130k) and new ADA path of travel (40K) (2017/2018)	170,000.00	ADA Parking and path of travel project has been completed.	AUGUST 2019
Irrigation Pump Replacement (2017/2018)	160,000.00	New pump is installed and working well. Project is finally completed!	JULY 2019

OVERLOOK PARK	Restroom ADA Upgrades (2018/2019)	35,000.00	Previously described architect was too busy to assist as planned but staff obtained the services of an ADA compliance consultant who agreed to do an evaluation of the restrooms on a pro-bono basis. After the evaluation it was determined that the upgrades were minimal in nature and can be done in-house instead of putting the project out to bid as planned.	TBD 2020
24 ACRE PROPERTY	Statewide Park Development and Community Revitalization Program Grant (2018/2019)	0.00	Staff will be pursuing the next round of grant funding for the property next spring and all 5 required public meetings have taken place with staff obtaining input on the current master plan drawing. Staff released the RFQ to design firms for Master Plan Refinement, CEQA Process and Construction Drawings in mid-December. The District received statements from DUDEK Auburn, Ca., Helix Environmental Planning Folsom, Ca. and Design Workshop South Lake Tahoe, Ca. After analysis and ranking by staff review committee, DUDEK was chosen as the highest ranked. Staff received the preliminary proposal from Dudek the week of March 16th and it exceeded the budget available. Dudek was asked to re-propose with some scope reduction options and the options were received the following week. Staff is recommending to the Board that the project be put on hold due to the shutdown.	TBD 2020
CVCC	Bike Park - Design, CEQA, NEPA etc. (2014/2015)	100,000.00	The signed FONSI (Finding Of No Significant Impact) from the USBOR was finally received July 2nd 2018.	JULY 2018
	Bike Park - Construction (2015/2016)	320,000.00	Randy Spangler and other volunteers have done significant and impressive trail and pump track work over the last two months. District prepared temporary rules and directional signage and they will be installed after District re-opens all park amenities. District graphic designer is coming up with rules sign design options and this work is on hold until all the trails have been constructed and can be re-surveyed so an accurate site plan can be placed on the final Bike Park sign. Minor irrigation work is all that remains by the general contractor and a walk-through will be conducted as soon as work is complete. A Notice of Completion (NOC) will be prepared for Board approval after any punch list work is completed. After Board approval the NOC will be sent to Placer County for recordation.	APRIL 2020

Maidu Drive Repair (2018/2019)	25,000.00	Bureau of Reclamation has corresponded with the District a couple times over the past two weeks giving indication that there may be some progress being made on the road repair. It appears they are approaching it as a "remove and replace" scope of paving work instead of the more modest "patch and overlay" process the District got them cost estimates for last year.	TBD
MEADOW VISTA PARK			
Parking Lot Re-seal/Re-Stripe (2018/2019)	10,000.00	Parking lot maintenance project is proposed to be pushed out to next fiscal year.	MARCH 2020
MULTI-PARK ITEMS			
Streambed Alteration Agreement (2016/2017)	44,000.00	The Draft Vegetative Management Plan IS/MND (Initial Study/Mitigated Negative Declaration) was accepted by the Board in December 2018 and the Agreement is now in place.	Agreement in place, project on-going
Carry over projects from 2018/2019 list in YELLOW			
Fiscal Year Projects Total:	894,000.00		

Item 8.1 Cover sheet – Amending Board Procedures and Responsibilities Manual – Elections of Officers and Roll Call Votes

Auburn Area Recreation and Park District January 2020 Policy committee; February, 2020 Policy Committee; March 2020 Policy Committee; ARD Board of Director’s meeting April 30, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend the Board Procedures and Responsibilities Manual to include election of officers language, roll call language and various other minor edits? Director Lynch has requested that these edits be considered.

Background

It is proposed the that ARD Board Procedures and Responsibilities Manual be amended for the following items (please reference the attached version of the manual with proposals highlighted):

- That the ARD Vice Chairperson be assigned the administrative duties related to the District Administrator’s Performance Evaluation
- That policies and procedures for the election of officers be included in the Manual
- That the word “normally” or “customarily” be added to the section describing the regular ARD Board meetings
- That clean-up language removing a reference to the “Secretary” position be made
- That clean-up language on voting be made

CA PRC 5784.7 states the following with regard to election of officers:

(a) Within 45 days after their first election and after each general district election or unopposed election, or at the beginning of each new term for members of an appointed board, the board of directors shall meet and elect its officers.

(b) The officers of a board of directors are a chair and vice chair. A board of directors may create additional officers and elect members to those positions, provided that no member of a board of directors shall hold more than one office.

Recommendation for the Board of Directors

The Policy Committee recommends approval of the proposed changes with the following exceptions:

- Recommends that the election of the Chair and Vice-Chair takes place at the beginning of the meeting, as opposed to the end
- Does not recommend Alternative #1
- Record every vote as it is done now

Fiscal Impact

There is no fiscal impact to amending these policies and procedures

Attachments

ARD Board Procedures and Responsibilities Manual (pages 1 – 9)

II
BOARD PROCEDURES
and
RESPONSIBILITIES

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Section I **CODE OF CONDUCT**

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The Code of Conduct is to establish and uphold uniform standards of professional conduct for Board Members. Board Members must be fully aware of the ethical responsibilities of their position and must strive to live up to the highest possible standards.

The Code of Conduct requires during the course of performing Board Member duties a Board Member must:

1. behave honestly and with integrity;
2. act with care and diligence;
3. relate to others with consideration, respect, courtesy;
4. comply with all applicable laws and District policies and procedures;
5. maintain appropriate confidentiality as appropriate and required;
6. disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent);
7. use District resources in a proper manner;
8. not use a Board Member's , privilege, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the Board Member or any other person;
9. conduct themselves in appearance and behavior in such a manner appropriate for the position of public trust they hold;
10. be responsible for their own standard of professional performance and take every reasonable opportunity to enhance and improve their level of knowledge and confidence;
11. be accountable for adherence to the Code of Conduct.

Section II

RESPONSIBILITIES AND DUTIES OF THE BOARD

A policy as used herein, is a definite course of action adopted by the Board of Directors. It defines what shall be done, what purpose shall be pursued, what principles shall govern, what programs shall be followed, what financial procedure shall operate, what personnel practices shall be, and what course of action shall be taken. Policies are guidelines for everyone in the organization, employees and volunteers, in all applicable situations. Only the Board of Directors can change policy or vote exceptions.

Policy determination is the responsibility of the Board alone. Policy execution is the responsibility of the District Administrator and staff.

BOARD RESPONSIBILITIES.

1. Board Members should understand that parks and recreation plays a significant and important role in the Community.
2. Board Members should look objectively at their responsibility as a Board Member, ensure District keeps abreast of the Recreation needs of the Community, and assess changing needs on an annual basis.
3. Board Members should have the courage to resist pressures of all types and insist upon high standards for themselves and the District.
4. Board Members should be aware of their role as Board Members, acting in concert with their fellow Board Members without usurping the function of the District Administrator.
5. Board Members should attend all regularly scheduled Board Meetings and/or assigned Committee Meetings.
6. Board Members should be informed and prepared to the best of their ability.
7. Review, evaluate, and approve the following:
 - A. Evaluate and make recommendations regarding policies.
 - B. Approve fees and charges for recreation facilities and parks.

- C. Approve policies for use of community centers, pools, parks, and other facilities.
- D. Approve salary schedules and new job descriptions.
- E. Hear appeals in accordance with the District's Personnel Policy.
- F. Approve the fiscal year operating budget.
- G. Review monthly financial expenditures.
- H. Recommend budgetary items for fiscal Capital Outlay Budget for new projects.
- I. Approve acquisition of new sites.
- J. Approve types of facilities that should be planned for development.
- K. Inspect Capital Improvement Facilities over \$25,000 prior to final acceptance.

BOARD DUTIES.

- 1. To perform their legal responsibility.
- 2. To approve policy and ordinances.
- 3. To select, employ, supervise and if necessary, dismiss the District Administrator.
- 4. To review, approve and oversee the budget and financial reports.
- 5. To assure there are effective policies.
- 6. To maintain good public relations.

DUTIES OF CHAIRPERSON:

It shall be the duty of the Chairperson to preside at all meetings of the Board; to appoint committees and to call special meetings when it may be deemed appropriate and in accordance with policies and applicable laws.

DUTIES OF THE VICE-CHAIRPERSON:

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.

The Vice-Chairperson is also responsible for circulating, collecting and tabulating the District Administrator's Annual Performance Review, to be shared with the rest of the Board and the Administrator when completed.

LEASES, CONTRACTS, ETC.:

All leases, contracts, etc., entered into by the Board and receiving Board approval, shall be signed by the Chairperson and/or the District Administrator or as authorized by other Board action.

Section III BOARD PROCEDURES AND CONDUCT OF BOARD MEETINGS

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

The Chairperson and Vice-Chairperson shall be elected at the last scheduled Board of Directors meeting of each year. The election shall take place at the conclusion of all business items and will use the following procedures with the Chairperson being nominated and elected first, followed by the nomination and election of the Vice Chairperson:

Each Board Member has the right to nominate another Board Member. No second is required for a nomination.

Elections proceed by voting on nominees in the order in which they were nominated. Members first vote on the election of the first nominee. If that person does not receive a minimum of three (3) votes, then a vote is taken on the second Board Member nominated, and so on, until a Board Member receives three votes. If a nominee is elected, a vote is not taken on the remaining nominees. since the position is filled. If no one is elected, nominations and voting are reopened, following the same procedures, until the position is filled.

Alternative #1: Each Board member will submit their first and second place choices on a slip of paper to the District Administrator. The District Administrator will tabulate the votes and read aloud each Board member's nominations. If a Board member receives three or more first place votes, that person will be the new Chairperson. If no Board member receives at least three votes, the votes will be scored, with a first-place vote being scored as two points and second-place votes being scored as one. If there is a tie after this scoring, the top two vote getters will be re-voted on, with each Board member only voting for their first choice.

The new Chairperson shall make appointments to each Standing Committee after the elections. The appointments shall be made no later than December 31st of each year.

COMMITTEES – DEFINITIONS & RESPONSIBILITIES FOR EACH COMMITTEE:

PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE.

The Program, Personnel, Policy, Fee and Legal Review Committee has an agenda, is generally composed of two Board Members and is responsible for the following:

1. Review and possibly revise all written policies sent for recommendation.
2. These policies can be brought by Board, staff or via legal mandate.
3. Draft policies should be prepared by staff. Upon review, corrections and/or revisions will be forwarded to the Board or to the District's attorneys for further action as required.
4. Review all new job descriptions and proposed changes to current job descriptions.
5. Review the District's Activity Guide.
6. Review proposals from the Board or public for new programs or services to be offered.
7. Review proposed changes to all rentals and other fees. This includes, but is not limited to: Processing fees, rental fees, custodial fees, and public swim fees. Program fees will not be reviewed unless specifically requested by a Board member, staff or member of the public.
8. Review and approve/disapprove all legal billings received by the District.

FINANCE COMMITTEE.

The Finance Committee has an agenda, is generally composed of two Board Members and is responsible for the following:

1. Review and forward to the Board all monthly financial statements as presented by staff. This should include summaries of all checks and other payments made. This review is for the purpose of accuracy and comparison with budget.
2. Evaluation of budget performance.
3. Review fiscal impact of items, if such items are above District Administrator limits.

4. Review the fiscal impact of new job descriptions and proposed changes to current job descriptions.
5. Review the fiscal impact of changes to the project list.

ACQUISITION & DEVELOPMENT COMMITTEE.

The Acquisition & Development Committee has an agenda, is generally composed of two Board Members and is responsible for the following:

1. Review the staff prepared project list and send recommendations to the Board for approval.
2. Review and track the Board approved project list.
3. Make recommendations to the Board for changes in the approved project list.
4. Review and approve all contracted projects prior to final payment.
5. Review and make recommendations for construction or projected related contracts.
6. Review proposed acquisitions and make recommendations to the Board.

PROCEDURES FOR THE CONDUCT OF BOARD AND COMMITTEE MEETINGS.

The Board of Directors of the Auburn Area Recreation & Park District deems it advisable to establish written procedures for the conduct of its Board meetings to conform with current legislation as it relates to the Ralph M. Brown Act, California Government Code Section 54950 et. seq., and proper parliamentary procedure, pursuant to the authority provided in Public Resources Code Section 5782, hereby adopts the following procedural rules for the conduct of its meetings:

Regular Meetings – The regular meetings of the Board of Directors shall normally customarily be held on the last Thursday of each month at 6:00 p.m. The November and December Board meetings will be scheduled in consideration of recognized holidays. All regular meetings shall be held at the Canyon View Community Center, 471 Maidu Dr., Auburn, California unless otherwise noticed. An agenda containing a brief general description of each matter to be considered or discussed must be posted at least 72 hours prior to the meeting in accordance with Chapter IV of Government Code Section 54954.2.

Board Policy on Attendance of Regular Board Meetings – Pursuant to Government Code Section 1770 (g), it shall be Board policy that an office will become vacant upon the case of any Board member who has been absent from the Board meetings for a period of three consecutive months.

Government Code Section 1770: An office becomes vacant on the happening of any of the following events before the expiration of the term:

Government Code Section 1770 (g): His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.

If a Board member is going to be absent at a Board meeting, the Board Chairperson or District Administrator should be notified prior to the meeting.

Board Policy on Rescheduling and Attendance of Committee Meetings

Committee Meetings – Once an Agenda has been posted and a committee meeting has been scheduled, committee meetings may not be cancelled unless by mutual agreement that both committee members are unable to attend.

If a committee member is unable to attend a committee meeting, the other member of the committee will conduct the meeting.

Special Meetings – Special Board meetings may be called at any time by the presiding officer of the Board of Directors, or by a majority of the members of the Board of Directors by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with by any member who at, or prior to the time the meeting convenes, files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. Government Code Section 54956 of the Public Resource Code.

Emergency Meetings – An Emergency meeting shall be called as provided in Section 54956.5 of the Government Code of the State of California in the event of work stoppage or crippling disaster. Such a meeting may be called with one (1) hour notice.

Closed Session – All items to be considered in closed session must be described in the notice or agenda for the meeting. Prior to each closed session, the body may orally announce the subject matter of the closed session. If final action is taken in closed session, the body must report the action in open session in accordance with Chapter IV of Government Code Section 54954.2, 54954.5, 54957.1, and 54957.7.

CONDUCT OF BUSINESS:

Any meeting of the Board of Directors may be adjourned to a time and place specified in the order of adjournment. Unless otherwise noticed, meetings shall be held at the District office located at 471 Maidu Drive, Auburn, California.

At the December meeting of each calendar year or at the first meeting of a newly seated Board of Directors, the Board of Directors shall elect a Chairperson and Vice Chairperson to serve for a period of one (1) year or until the election of their successors.

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Rosenberg's Rules of Order may be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Rosenberg's Rules of Order.

Writings which are public records, except those exempt from public disclosure as provided by the Government (or other) Code, which are distributed prior to commencement of a public meeting, or during a public meeting, shall be made available for prior inspection upon request.

PRESIDING OFFICER – DESIGNATION. The Chairperson, or in his/her absence the Vice-Chairperson, shall take the chair at the hour appointed for the meeting and shall call the Board to order. In the absence of the Chairperson and the Vice-Chairperson, the Secretary of the Board the

senior Board Member shall call the Board to order, whereupon a Temporary Chairperson shall be selected by the Board Members present. Upon the arrival of the Chairperson or the Vice-Chairperson, as the case may be, the person who is then presiding shall relinquish the chair at the conclusion of the business then before the Board.

CHAIRPERSON – POWERS AND DUTIES. The Chairperson shall act as the Presiding Officer and shall assume his/her place and duties, as such, immediately following his/her election.

He/she shall preserve order and decorum at all Board meetings, state questions coming before the Board, announce its decision on all subjects and decide all questions of order; subject, however, to appeal by a Board Member to the Board as a whole, in which event the majority shall govern and conclusively determine such questions of order.

He/she may vote on all questions on Roll Call vote. His/her name should be called last.

The Chairperson shall sign all ordinances and resolutions adopted and contracts approved by the Board at meetings at which he/she is in attendance. In the event of his/her absence, the District Administrator or other individual as approved by Board Action shall sign such documents.

The Presiding Officer shall control public debate so that repetitive or irrelevant statements are not made, so that where public participation is in order, everyone will have a chance to speak before other persons have a second chance to speak, to expedite business at hand and to prevent Board meetings from being used as a forum for libel, slander or otherwise defamation of persons, under the cloak of "public privilege."

ROLL CALL. Before proceeding with the business of the Board, the Clerk to Board shall call the roll of the members and the names of those present shall be entered in the minutes.

GAINING THE FLOOR. Every Board Member desiring to speak shall first address the chair and gain recognition by the Presiding Officer. Such member shall confine himself/herself to the question under debate, avoiding reference to character and indecorous language. Every Board Member desiring to question the District staff shall, after recognition by the Presiding Officer, address their questions to the District Administrator, who shall be entitled to answer either for themselves or designate a member of the staff or other for that purpose.

INTERRUPTIONS OF A BOARD MEMBER. A Board Member, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, or unless a point of order or personal privilege is raised by another Board Member, or unless the speaker chooses to yield to a question by another Board Member. If a Board Member, while speaking, is called to order, he/she may not proceed. A Board Member, when speaking, shall speak to the subject matter of the item on the floor and shall keep his/her remarks to a reasonable length. If a Board Member fails to do so, he/she may be called to order by a point of order.

Members of the District staff, after recognition by the Presiding Officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer.

PROPRIETY OF CONDUCT OF BOARD. Members of the Board must observe order and decorum and shall not by conversation or otherwise, delay or interrupt the proceedings of the Board or in any way make or disturb any other member of the Board while speaking or refuse to obey the order of the Board or Presiding Officer, except as in this Resolution otherwise provided.

PUBLIC COMMUNICATION. No person shall be entitled to make an oral presentation to the Board under "Public Comment" or at any other time or place who has not been recognized by the Presiding Officer.

The public shall have the opportunity to address each item placed on the agenda after each agenda item has been called and introduced by the Chairperson or presented by staff, and before motion by the Board.

ORAL PRESENTATION BY MEMBER(S) OF AUDIENCE. The purpose of oral presentations at Board meetings, as well as written presentations, is to hear the public expression thereon and to assist the Board by advising the Board of facts and circumstances not otherwise known to it. The Board considers that such presentations are helpful to it in arriving at its decisions. However, presentations that are repetitive of previous presentations and/or irrelevant to the issue in question are not helpful and are thus out of order.

The Board welcomes information and expressions of opinion from members of the public on any item which it may be considering. However, in an effort to maintain proper decorum, the following provisions shall apply to oral presentation by the public:

1. The Presiding Officer or Board may bar from further audience before the Board at that meeting any person who:
 - A. Makes any personal, impertinent or defamatory remarks;
 - B. Becomes boisterous or disruptive while addressing the Board;
 - C. Speaks without being recognized by the Presiding Officer; or
 - D. Violates any rules of order established by this Resolution or the Board.

The ruling of the Presiding Officer to bar an individual from further audience at that meeting shall be final and conclusive, subject only to right of appeal by any Board Member to the entire Board, as provided by in this Policy.

2. Any person who engages in disorderly conduct, such as hand clapping, stamping of feet, whistling, using profane language, yelling or similar demonstration which conduct disturbs the peace and good order of the meeting, shall be guilty of a misdemeanor and, at the request of the Presiding Officer of the Board, the Sergeant-at-Arms shall remove any such person from the Board chambers, or place them under arrest, or both.
3. Any person who refuses to comply with the lawful order of the Presiding Officer shall be guilty of a misdemeanor and at the request of the Presiding Officer or the Board, the Sergeant-at-Arms shall remove such person from the Board chambers or place them under arrest, or both.
4. In the event that the Board shall take the action specified in subparagraphs A, B, or C of this section, such actions may be taken by motion adopted by the Board.

ADDRESSING THE BOARD – SPOKESPERSON FOR GROUPS OR SPOKESPERSON FOR GROUPS OF PERSONS. In order to expedite matters and avoid repetitious presentations, whenever a group of persons wish to address the Board on the same subject matter, it shall be proper for the Presiding Officer to inquire whether or not the group has a spokesperson and, if so, that he/she be heard with the speakers from the group following such spokesperson to be limited to facts not presented by the group spokesperson.

ADDRESSING THE BOARD – PROCEDURE. Each person desiring to address the Board shall approach the podium, state their name and address for the record (optional) and state the subject which they wish to discuss (unless they are speaking to an agenda item), state whom they represent if there on behalf of an organization or other persons, and shall limit their remarks to three (3) minutes. If it is determined that circumstances such as the presence of many speakers or the need to hear a lengthier presentation exists, the Presiding Officer, with the consent of the Board, may grant more or less time for public comment. Such changes to the time limit shall be enforced fairly and without regard to speakers' viewpoints. Speakers shall confine remarks to the subject matter which was previously stated or which is pending before the Board. No person shall address the Board unless they have first been recognized by the Presiding Officer.

All remarks shall be made to the Board as a whole, and not to any member thereof. No questions shall be asked of any Board Member or member of the District staff without first obtaining permission of the Presiding Officer. Any person violating this procedure while addressing the Board shall be called to order by the Presiding Officer.

After public comments have been made on an agenda item, each Board Member will be allowed time to address the matter and ask questions regarding the information presented by members of the public. Once a motion and second has been made on the matter, no further questions of the public will be allowed.

COMMUNICATIONS. Interested parties or their authorized representatives may address the Board by written communication in regard to the subject matter then under discussion.

ENFORCEMENT OF ORDER. The District Administrator may be designated by the Presiding Officer as Sergeant-at-Arms of the Board and shall carry out all lawful orders of the Presiding Officer for the purpose of maintaining order at the Board meeting. In the absence of the District Administrator, the Presiding Officer may designate any person to act as Sergeant-at-Arms. Any Board Member may move to require the Presiding Officer to enforce rules and an affirmative vote of the majority of the Board shall require him/her to do so.

POINT OF PERSONAL PRIVILEGE. The right of a Board Member to address the Board on a question of personal privilege shall be limited to cases in which his/her integrity, character or motives are questions, or where the welfare of the Board is concerned. A Board Member raising the point of personal privilege may interrupt another Board Member who has the floor only if the Presiding Officer recognizes the privilege.

POINTS OF ORDER. The Presiding Officer shall determine all points of order subject to the right of any Board Member who requests full board ruling on the question, and the question shall be: "Shall the decision of the Presiding Officer be sustained?" The majority vote shall conclusively determine such question of order.

PRIVILEGE OF CLOSING THE DEBATE. The Board Member moving the adoption of an ordinance, resolution or motion shall have the privilege of closing debate, subject to Board majority voting the debate should be continued.

DIVISION OF A QUESTION. If a matter contains two or more divisible propositions, the Chairperson may, and upon the request of a Board Member shall, unless appealed, divide the same.

VOTING. The passage of all motions shall be by roll call vote and entered upon the record. All ordinances, resolutions and actions involving money shall be by roll call vote. A vote of the Board shall be registered by members by voting "aye" for affirmance or "nay" or "no" for

negative vote, upon his or her name being called by the Clerk to the Board. The results of any vote shall be audibly announced by the Clerk to the Board and recorded in the minutes of the meetings as they vote.

Every member should vote unless disqualified for cause, but no Board Member shall be forced to vote. **A member who does not vote shall be listed as such in the minutes.**

Any member who abstains from a vote shall audibly announce that he/she is abstaining and be recorded as such in the minutes..

CONFLICTS – ABSTENTIONS. A Board Member who is disqualified by reason of conflict of interest shall be recorded as “absent.” An abstention for reasons other than conflict of interest shall have the same effect as “not voting” on either side of the motion.

CHANGE OF VOTE. After the roll has been completed but before the result of the vote is announced, a member may change his or her vote. A member may not change his or her vote after the vote has been announced unless a majority consent is obtained.

ABSTRACT OF BOARD MEMBER’S REMARKS. A Board Member may request of the Presiding Officer the privilege of having an abstract of his/her statement on any subject matter under consideration by the Board entered in the minutes. A Board Member may prepare a written statement on any subject under consideration by the Board and have same entered in the minutes immediately, during and at the time the subject matter is under discussion by Board.

RIGHT TO RECORD REASONS FOR DISSENT. Any Board Member shall have the right to have the reasons for his or her dissent or his or her protest to any action before the Board entered in the minutes. Such dissent or protest shall be entered in the minutes and shall be made in substantially the following manner. “I would like the minutes to show that I am opposed to this action for the following reasons.”

A Board Member may file a written statement with the Clerk to the Board to be entered into the minutes setting forth the reasons for his or her dissent or protest to any action during the meeting and at the time the subject of the action is under consideration.

RECONSIDERATION. A motion to reconsider any action taken by the Board may be made only at the meeting when such action was taken. It may be made either immediately or during the same session of a recessed or adjourned session thereof. Such a motion to reconsider shall be made only by one of the Board Members who voted with the prevailing side. Nothing herein shall be construed to prevent any Board Member from making or remaking the same or another motion at a subsequent meeting of the Board.

FAILURE OF AN ITEM TO PASS. In the event that any matter comes before the Board requiring preliminary action to be taken, such as public hearings, or recommendation of a standing committee, three (3) negative votes against the adoption of such action shall be deemed to be a rejection of the proposed matter or item, unless the same is reconsidered or further affirmative action on the matter or item is taken at the same meeting of the Board. In the event of such rejection, further consideration of the same matter or item shall require that such preliminary steps be repeated prior to taking further action on the matter or item.

PROCEDURAL RULES – VIOLATION SHALL NOT INVALIDATE. Insofar as practicable, the business of the Board shall be conducted substantially in the order and manner provided in this resolution; provided, however, that the failure to observe or enforce such procedural rules

Item 8.2 Cover sheet for Resolution # 2020-12: Investment Grade Audit (IGA)

Auburn Area Recreation and Park District Acquisition and Development Meeting, March 2020; Board of Directors Meeting April 30, 2020.

The Issue: Shall the Auburn Area Recreation and Park District approve Resolution #2020-12 authorizing SmartWatt Energy, Inc to proceed with a budget neutral energy savings Investment Grade Audit?

Background: In November of 2019 staff presented to the Board of Directors a Preliminary Feasibility Assessment (PFA), produced by SmartWatt Energy, Inc. This study provided a way to optimize and upgrade energy systems in a manner that is budget-neutral to agencies and businesses. The Board of Directors requested staff to produce a Request for Qualifications (RFQ), to select the most qualified respondent to generate a budget neutral Energy Savings Performance Contract.

An Energy Savings Performance Contract would upgrade several different facilities, fields and equipment at ARD. This could include, but is not limited to, LED ballfield lighting, solar power, higher efficiency pumps and smart thermostats.

Staff sent out the RFQ to the following as well as posting it in the Auburn Journal:

- Eco Green Solutions
- SmartWatt Energy, Inc.
- Staples Energy
- Norris Electric, Inc.
- ABM Bundled Energy Solutions
- Sitelogic

Sitelogic and SmartWatt Energy, Inc were the two that responded. Staff selected SmartWatt Energy, Inc. as the most qualified respondent.

The next step is for SmartWatt to provide an Investment Grade Audit (IGA). An IGA identifies energy saving measures and equipment replacement at ARD facilities and parks. The IGA shall be conducted at no cost to ARD.

This work is authorized under CA Govt. Code 4217, allowing local agencies to enter into Facility Financing Contracts for energy conservation. GC 4217 also allows public agencies the option of sending out an RFP to solicit contractors or sole-sourcing the work to one company.

Recommendation:

The Acquisition and Development Committee recommends approving Resolution #2020-12, authorizing SmartWatt Energy, Inc to perform the Investment Grade Audit, for the budget neutral Energy Savings Performance Plan.

Fiscal Impact:

There is no cost for the Investment Grade Audit

Attachments

Resolution #2020-12 authorizing SmartWatt Energy, Inc to perform the Investment Grade Audit.

RESOLUTION NO. 2020-12

**AUTHORIZING THE EXECUTION OF AN INVESTMENT GRADE AUDIT BY
SMARTWATT ENERGY, INC.**

WHEREAS, Auburn Area Recreation and Park District has selected SmartWatt Energy, Inc. (SmartWatt) as the successful bidder under "RFQ for an Energy Savings Performance Contract" released on January 8, 2020.

WHEREAS, to proceed with a budget neutral energy savings projects, it is necessary to complete an Investment Grade Audit (IGA) to determine the expected savings and costs for improvements at Auburn Area Recreation and Park District facilities and parks.

WHEREAS, Auburn Area Recreation and Park District intends to contract with SmartWatt for work associated with a budget neutral energy savings project under California State Government Code 4217.10 et seq ("4217 Code").

WHEREAS, SmartWatt shall furnish all labor, materials, and equipment and perform all work required for the completion of an IGA to identify energy saving measures and equipment replacement at Auburn Area Recreation and Park District facilities and parks. The IGA shall be conducted at no cost to Auburn Area Recreation and Park District.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Auburn Area Recreation and Park District Board Members hereby authorizes SmartWatt to conduct an Investment Grade Audit at Auburn Area Recreation and Park District facilities and campus at no cost to Auburn Area Recreation and Park District. This resolution shall take effect immediately.

The Resolution having come to a vote:

- YEAS:**
- NAYS:**
- ABSTAIN:**
- ABSENT:**

ADOPTED THIS 30th day of March, 2020 in Auburn, California.

AUTHORIZED SIGNATURE:

X _____
Director – Scott Holbrook
Auburn Area Recreation and Park District

Date

Item 8.3 Cover sheet – Letter to Placer County: Funding Hidden Falls Regional Park Trails Expansion Project

Auburn Area Recreation and Park District Policy Committee Meeting, March, 2020; April, 2020; Board of Director's meeting April 30, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) review and approve a letter to be sent, at a future time, regarding funding for the Hidden Falls Regional Park Trail Expansion Project?

Background

Placer County is proposing to expand Hidden Falls Regional Park's natural-surface, multi-use trail network onto approximately 2,765 additional acres of land owned by the Placer Land Trust (where the County holds trail easement rights), or owned by the County or where the County owns easements. Approximately 30 miles of trails (including existing and proposed trails) within the expansion areas would be added to the 30+/-miles of existing trails within the existing park boundary. Three new parking areas and an additional overflow area within the existing HFRP parking area are also proposed, as well as other amenities such as bridges, overlooks, picnic benches and tables, restrooms, drinking fountains and equestrian amenities.

Placer County has used Area #5 Park Dedication Fees for previous development at Hidden Falls, and is expected to use more for this expansion.

At the March Policy Committee meeting, it was suggested that the Subsequent Environmental Impact Report (SEIR) for the new Expansion Project be reviewed by staff, and that possibly a letter be sent to the County.

Michael Scheele has reviewed the SEIR and found no issues.

The Policy Committee reviewed a letter that was sent to Placer County in 2010 regarding the use of Area #5 Park Mitigation Fees. The Policy Committee recommends having a similar letter ready to send out once the project is approved and proposed funding is delineated by Placer County.

Recommendation for the Board of Directors

Review and approve the attached letter to go to Placer County at the point that they delineate costs for the project. Several spots have been left blank on the letter and will be filled in once the cost breakdown is shared.

Fiscal Impact

Unknown at this time

Attachments

Information and maps regarding the Hidden Falls Regional Park Trail Expansion Project and associated Draft Subsequent Environmental Impact Report

Proposed letter to Placer County re: funding for the Hidden Falls Regional Park Trail Expansion Project

DATE

Placer County Board of Supervisors
175 Fulweiler Ave.
Auburn, CA 95603

Dear Placer County Supervisors,

This letter is being sent on behalf of the Auburn Area Recreation and Park District (ARD) Board of Directors. We are asking that you not approve the proposed use of \$ [REDACTED] of Area #5 Park Mitigation Fees for improvements associated with the Hidden Falls Regional Park Trails Expansion Project. It is the Board's position that using this money for this expansion project does not meet the intended purpose of why the money was collected. While there are certainly users from Area #5 that visit Hidden Falls, it is a large, regional park, attracting users from all over northern California. By using Area #5 funds, you are funding improvements for people outside of our area.

An alternative would be to use Park Mitigation Fees from the 13 Placer County Recreation Fee Areas located on the west side of the County. Currently, County staff is proposing to use fees from only [REDACTED] of these areas, despite the fact that residents from all over Placer County visit Hidden Falls.

If the \$ [REDACTED] is removed from Area #5, Placer County will cause ARD to suspend or permanently cancel projects that will have a direct impact on residents in Area #5. The list of affected projects may include an expansion of Regional Park on the undeveloped, adjacent 24 acres and a proposed spray park at Recreation Park. Both of these projects, and others that may be desired in the future will directly benefit Area #5 users.

The Auburn Recreation District provides parks and recreation services for the residents of ARD/Area #5. As elected representatives of the District, we ask that you respect our recommendations on how Park Mitigation Fees are spent in Area #5.

Sincerely,

Scott Holbrook
Chairman, ARD Board of Directors

**COMMUNITY DEVELOPMENT / RESOURCE AGENCY
Environmental Coordination Services Division**

SECOND AMENDED NOTICE OF AVAILABILITY OF A DRAFT SEIR FOR PUBLIC REVIEW

***** Amended to change the Public Meeting from March 26, 2020 to May 14, 2020 at 5:00 p.m., and to extend the Public Review and Comment Period to May 20, 2020. *****

Monitor the County's website at <https://www.placer.ca.gov/2537/Hidden-Falls-Regional-Park-Trail-Network> for future updates as further notices will be sent by email and updated on the website, but will not be sent via USPS.

PROPOSED PROJECT: Hidden Falls Regional Park Trails Expansion Project (PLN19-00187)
(State Clearinghouse No. 2007062084)

PUBLIC REVIEW AND COMMENT PERIOD: February 20, 2020 through May 20, 2020

PROJECT LOCATION: The proposed trail expansion areas are located northeast, east and west of the existing Hidden Falls Regional Park (HFRP), and south of the Bear River in Placer County, approximately 40 miles northeast of Sacramento.

PROJECT DESCRIPTION: The County is proposing to expand the HFRP natural-surface, multi-use trail network onto approximately 2,765 additional acres of land owned by the Placer Land Trust (where the County holds trail easement rights), or owned by the County or where the County owns easements. Approximately 30 miles of trails (including existing and proposed trails) within the expansion areas would be added to the 30+/-miles of existing trails within the existing park boundary. Three new parking areas and an additional overflow area within the existing HFRP parking area are also proposed, as well as other amenities such as bridges, overlooks, picnic benches and tables, restrooms, drinking fountains and equestrian amenities.

SIGNIFICANT ENVIRONMENTAL EFFECTS: The Draft SEIR identified potentially significant project impacts with respect to Visual Impacts to Garden Bar Road and increases in Vehicle Miles Traveled (VMT) in the Existing Plus Project and Cumulative Plus Project scenarios. These impacts were found to be significant and unavoidable.

PUBLIC MEETINGS: A public meeting to receive comments on the Draft SEIR is scheduled for:

- ▲ May 14, 2020 – Placer County Planning Commission, 3091 County Center Drive, Auburn, at 5:00 PM.

The meeting agenda will be available at the following link up to 1 week prior to the meeting for updated information:
<https://www.placer.ca.gov/AgendaCenter/Planning-Commission-53>

WHERE DRAFT SEIR MAY BE REVIEWED: The Draft SEIR is available for review during normal business hours at the Auburn Library (350 Nevada Street), Lincoln Library (485 Twelve Bridges Drive), the Placer County Community Development Resource Agency offices in Auburn (3091 County Center Drive) and the County Clerk-Recorder's Office (2954 Richardson Drive, Auburn). The Draft SEIR is also available online at:

<https://www.placer.ca.gov/2537/Hidden-Falls-Regional-Park-Trail-Network>

SEND WRITTEN COMMENTS TO: Placer County Community Development Resource Agency, Environmental Coordination Services, 3091 County Center Drive, Suite 190, Auburn, CA 95603; or fax (530) 745-3080; or email cdraecs@placer.ca.gov no later than 5:00 p.m. on May 20, 2020.

Comments received during the public review period (February 20, 2020 through May 20, 2020) will be responded to in the Final SEIR.

For more information on the project, please contact Parks Administrator Andy Fisher at (530) 889-6819.

HIDDEN FALLS REGIONAL PARK TRAIL EXPANSION PROJECT

FAQ'S

1. Would there be showers at the proposed Twilight Ride property?

- No. Showers have never been (and will not be) a part of the Project Description for the Twilight Ride property, or any other part of the expansion areas.

2. Is a concession building and a barn still proposed for the Twilight Ride property?

- No. Concessions as well as horse-boarding have been removed from the Project Description. Only a restroom building is proposed for the Twilight Ride property. Any on-site structures are proposed to blend with the rural characteristics of the area.

3. Would there be night lighting in the parking areas?

- Since the trail expansion areas would be closed from dawn to dusk, there is no lighting proposed for the new potential parking areas on the Garden Bar Road parcel, the parking area on the Harvego Bear River Preserve area or at the Twilight Ride property. The only exception to that would be potential low-level lighting for restrooms at each parking area. Any lighting utilized for the proposed structures would meet night sky lighting standards, and as such, would direct light downward and not upwards or out.

4. Would all the existing oak trees be removed on the Twilight Ride property?

- No. Because the proposal is to utilize Tree Preservation funds for a portion of the purchase, the Blue Oak Woodland area in the southern portion of the 40-acre parcel would be preserved in perpetuity. The parking areas are being planned specifically in areas that would require virtually no tree removal.

5. Would all 50 acres of the Twilight Ride property look like one big parking lot?

- No. Of the entire 50 acres, less than 5 acres is proposed to be paved for an access driveway and automobile parking, and the proposed parking areas would be located on the back 40 acres, which are not visible from Bell Road. Although portions of the parking areas could be visible from the adjacent neighbors' homes, the County is committed to working with concerned neighbors on appropriate screening to minimize their views of the proposed project. On the 40-acre parcel, an automobile and horse trailer parking area is being proposed on the northwest quadrant. No parking or structures would be built in the pond areas, located on the west side of the 40-acre parcel. Those areas are to remain in their natural state.

6. Would the trail expansion areas be open during the night?

- No. Like the portion of the park currently available to the public, the hours of operation would be dawn to dusk, and the gates at each of the parking area locations would be closed and locked every evening.

7. Would additional Rangers be added for the new areas?

- Yes. We find that the current Hidden Falls Ranger program is an effective tool for assisting visitors and enforcing rules. With the expansion, County staff would propose increasing the number of Rangers to maintain the current proportion of staffing to park acreage levels.

8. What would be done to help limit over-crowding on weekends?

- We have learned a lot from usage at the Mears entrance and would apply that knowledge to the proposed parking areas so that they function smoothly from the outset. The new parking areas would utilize the reservation system for the weekends and other peak usage days in order to limit the amount of traffic on local roadways. Additionally, "No Parking" signs could be placed along the entrance roads as necessary in order to confine parking to the designated parking areas.

9. How would fire dangers be addressed?

- Local residents have voiced the concern that visitors to the proposed expansion areas might cause wildfires. Since the opening of the existing park in 2006, there has never been a wildfire started by the public. While we cannot guarantee that there will never be a visitor-related fire, the County has invested more than half a million dollars to reduce the risk of wildfire and provide rapid access to Fire and Emergency Service personnel within the current park area. There are approximately 120 acres of shaded fuel breaks (areas on the tops of the hills where the trees have been trimmed up and the understory thinned) and goats are used annually to maintain those fire break areas. Also, there is a 12,000-gallon water tank on site, 3 helistops, and with the installation of the bridges, the north side of Raccoon Creek is accessible by fire crews. We are planning and evaluating similarly high levels of fire safety maintenance and preparedness within the proposed expansion areas.

10. What about public safety, including vandalism and theft?

- The Parks Division works closely with the Placer County Sheriff's Office to address public safety at all its facilities, from Roseville to Lake Tahoe. Park Rangers would be assigned to the proposed expansion areas to help enforce County ordinances and to patrol the areas.

11. How would the increased traffic from the expansion affect the Bell Road area?

- The Traffic Study being prepared for the Subsequent EIR will not only analyze how additional traffic from the project would affect the local roadways, but also will look at any cumulative effects from other known projects.

12. Would cattle grazing in the expansion areas still be allowed if the public is allowed on the properties?

- Yes. We have been informed by the Placer Land Trust (PLT) that it intends to continue cattle grazing on all of the property it owns within the proposed trail expansion areas. For those areas where PLT holds a conservation easement, the property owners may continue to graze cattle if they so desire. Other respected agencies such as the East Bay Regional Park District in the Bay Area have successfully integrated cattle grazing with public trail use.

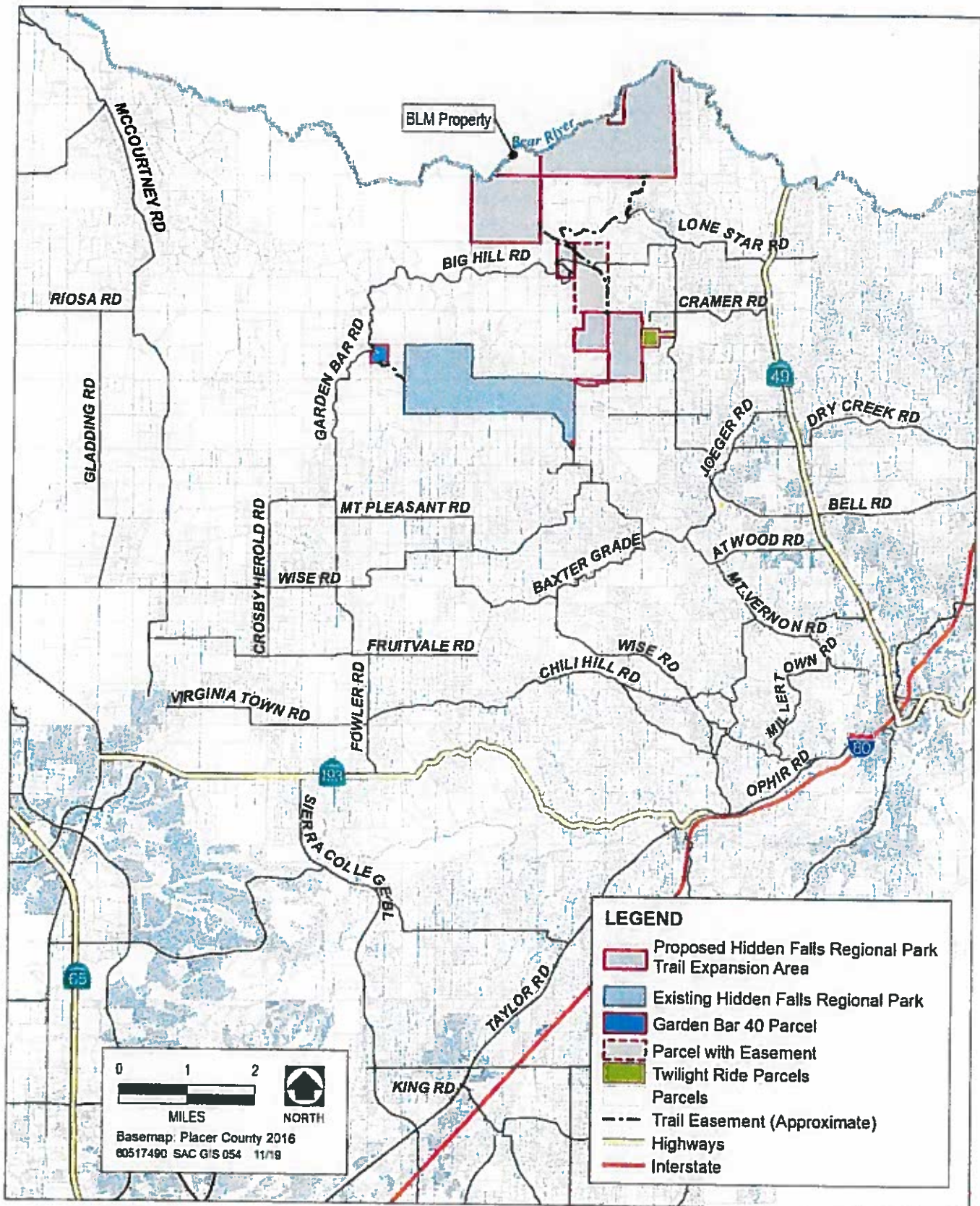
13. Why were the Placer Legacy Open Space Fund and Tree Preservation Fund approved as partial funding sources for the Twilight Ride property?

- Placer County manages the Placer Legacy program, which grew out of the County General Plan. As it was being developed in the late 1990's, one of the key goals was to "conserve natural features necessary for access to a variety of outdoor recreation opportunities." The Legacy Program contributed to the purchase of the existing Hidden Falls Park and helped the Placer Land Trust (PLT) fund the acquisition of the expansion areas. Purchase of the Twilight Ride property would give the public access to the trail expansion areas. The use of the Tree Preservation Fund monies would protect and preserve the existing oak woodland habitat on the property. This area is contiguous to the 4,000 acres of oak woodland preserved by the PLT. Since the Tree Preservation

Fund contribution would constitute 33 percent of the total Twilight Ride property acquisition cost, at least 33 percent of the property would be preserved as oak woodland habitat.

14. What is the schedule for the Subsequent Environmental Impact Report, and how can I voice my opinions? (Revised 2/20/20)

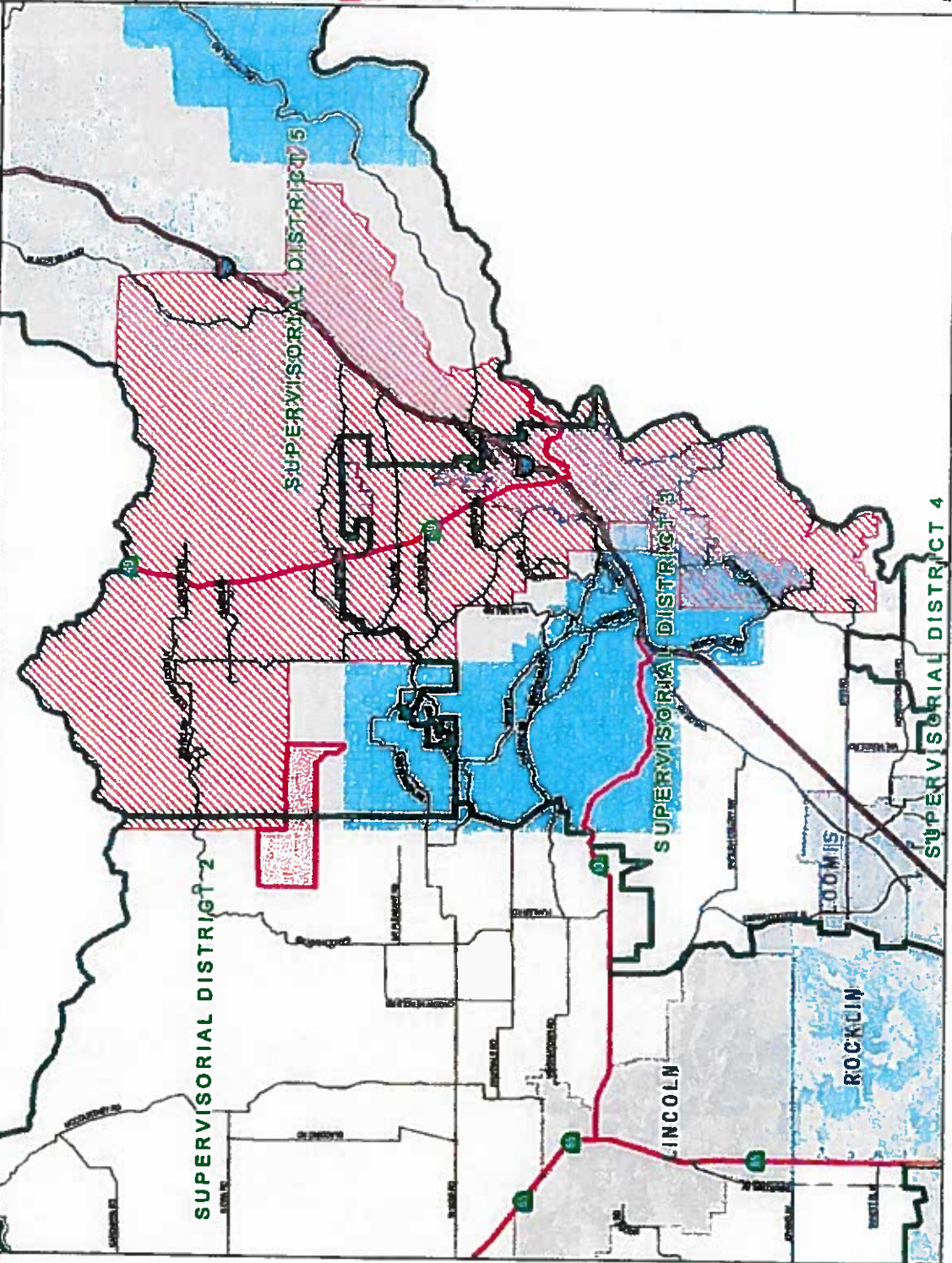
- A Notice of Preparation (NOP) was previously issued for the Project, and a public comment period ran from January 31 – March 1, 2017, with 45 comment letters being received. Because the project description was amended to reflect the potential use of the Twilight Ride parcels, a Revised NOP went out on June 4, 2018 and another 30-day public review and comment period ran from June 5 – July 6, 2018. During that review period, the County received over 70 comment letters from the public, both in favor of and against the project. Comments received during both the initial comment period and the subsequent comment period will be addressed in the Draft Subsequent EIR. The following tentative schedule includes multiple opportunities for public comment:
 - a. February 20, 2020 - Draft Subsequent Environmental Impact Report (SEIR) will be available for public review and comment through April 20, 2020. Planning Commission will hold a meeting on March 26, 2020, at which public comment on the Draft SEIR will be accepted.
 - b. Spring 2020 – Staff will present the item at the North Auburn and Rural Lincoln MACs as well as the Parks Commission.
 - c. Summer/Fall 2020 – Final SEIR to be published. Board of Supervisors hearing on the request for a CUP Modification and Certification of the SEIR.



Source: AECOM 2019

Exhibit 3-2. Project Vicinity Map

Placer County Recreation Fee Area Boundary Exhibit



Placer County Parks County Recreation Fee Area Boundary Exhibit

- Legend**
- Highway
 - Placer Boundary
 - City Limits
 - Hidden Falls Boundary
 - Auburn Recreation District Boundary
- Placer County Recreation Fee Areas**
- Area #14 - Bear River / Applegate
 - Area #15 - Ophir Newcastle
 - Area #4 - Foresthill/Todd Valley
 - Area #5 - Auburn Rec District/Meadow Vista
 - Area #6 - City of Lincoln Area
 - Area #7 - Loomis Basin Area
 - Parcels



S:\PAC\parks\Recreation Fee Districts

Item 8.4 Cover sheet – ARD Park and Facility Closures Policies

Policy Committee meeting April 22, 2020; Board of Directors Meeting April 30, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) create policies that address the closures of parks, buildings, structures, amenities and/or facilities?

Background

As a result of the COVID19 situation, the ARD Board of Directors adopted the following policy at the April 13, 2020 Special Board Meeting:

“The District Administrator shall have the authority to make closures and restrictions in District areas based on the recommendation and input from APD, PCSO, Placer County, the State of California or other appropriate sources. The Board of Directors shall be notified of any action taken.”

It has been suggested that the creation of more detailed policies on closures be created. Those suggested policies are attached.

Recommendation for the Board of Directors

The Policy Committee sent a positive recommendation to the Board to adopt the park, facility and amenity closures as written.

Fiscal Impact

N/A

Attachments

Proposed policy on Park, Facility and Amenity Closures

PROPOSED

XXXX. Park, facility and amenity closures

From time to time, due to a variety of reasons, there may be a need to close parks, buildings, structures, amenities and/or facilities at ARD.

The following is a clarification of when and how these closures are to be conducted.

- A. Eminent safety issue: At any time a structure or facility is found in such a state that there is an immediate safety concern any District employee has the authority to prevent access. This may include monitoring the situation and preventing public access until additional staff or resources can be obtained to appropriately repair or secure the structure. Staff must notify management immediately and document the issue as is called out in related policy and procedure manuals.
- B. Potential Safety Issue: Any issue or concern, witnessed or noticed by staff, the public or outside public agencies must be reported to District management to assess the issue and take appropriate action as deemed necessary. The issue will be reviewed and the situation evaluated to determine further action, if any.
- C. Damage Prevention and Asset Protection: District staff and/or Administration shall, at their earliest opportunity, close facilities, fields, structures or amenities should there be a high likelihood of damage by the use. Closures of sports fields should follow the guidelines and procedures found in section XXI of this policy manual.
- D. Directive of other officials: Administration will shut down any facility ordered by an authorized state, county or other official. The District Administrator will notify the Board of Directors of the directive and actions taken.
- E. Subjective Closures: This includes any potential or actual closures that may not be clear or which may not have a consensus on the public safety or asset protection value. These closures shall be discussed with Board Chairperson and the entire Board for direction and action as may be needed. The District Administrator shall have the ability to err on the side of caution and shall have the ability to initially close a park, building, structure, amenity and/or facility prior to Board action and/or direction.

**Item 8.5 Cover sheet – Resolution #2020-08: Notice of Completion
James Ball Field Renovation Project**

Acquisition and Development Committee March 16, 2020; Board of Directors April 30, 2020

The Issue

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2020-08, a resolution accepting the subject project improvements for public use and authorize staff to file a Notice of Completion?

Background

The project was constructed by Clean Cut Landscape Inc. of Fresno Ca. The final contract amount was \$362,395.06. The contractor has completed the work and it has been inspected and approved by the District Landscape Architect.

Recommendation for the Board of Directors

The A&D Committee recommends approving Resolution #2020-08, accepting the subject project improvements for public use and authorizing staff to file a Notice of Completion.

The Committee made this recommendation based contingent on the Board members being able to review the ball field project.

Fiscal Impact

None.

Attachments

Resolution #2020-08
Notice of Completion

RESOLUTION NUMBER 2020-08

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT AUTHORIZING STAFF TO FILE A NOTICE OF COMPLETION FOR THE JAMES BALLFIELD RENOVATION PROJECT

WHEREAS, the Auburn Area Recreation and Park District Board of Directors authorized the ARD James Field Renovation Project on the 2018/2019 Project List and

WHEREAS, the ARD James Field Renovation Project has been completed and

WHEREAS, ARD staff have inspected and approved the project

THEREFORE, the Auburn Area Recreation & Park District Board of Directors does hereby resolve the following:

Authorize staff to file a Notice of Completion for recordation by Placer County.

APPROVED, PASSED, AND ADOPTED ON April 30th, 2020 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Scott Holbrook
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Recording requested by and
when recorded return To:
Auburn Recreation District
471 Maidu Drive, Ste. 200
Auburn, CA 95603

SPACE ABOVE FOR RECORDER NOTATION

NOTICE OF COMPLETION



NOTICE IS HEREBY GIVEN, pursuant to California Civil Code Section 3093, that the following contractor: CLEAN CUT LANDSCAPE performed and completed, for the Auburn Recreation District, the following contract: JAMES BALLFIELD RENOVATION PROJECT.

PROJECT NAME/ADDRESS: James Ballfield Renovation Project, Recreation Park, 123 Recreation Drive
Auburn, Ca. 95603

CONTRACTOR NAME/ADDRESS: Clean Cut Landscape, 7726 N. First Street #137, Fresno, Ca. 93710

The property is owned by: AUBURN RECREATION DISTRICT, 471 Maidu Drive, Suite 200, Auburn Ca. 95603

Said work was accepted as complete on: FEBRUARY 14TH, 2020

Contract Summary:

Opinion of Probable Construction Cost:	\$414,090.00
Original Contract Sum/Award:	\$277,086.15
Contract Change Orders:	\$85,308.91
Final Contract Cost:	\$362,395.06
Percentage Change From Cost Opinion:	14% under
Percentage Change From Contract Sum:	24% over

Executed this _____ day of _____, 20____, at Auburn, California. I declare that the foregoing is true and correct.

KAHL MUSCOTT, DISTRICT ADMINISTRATOR
Auburn Recreation District

Item 8.6 Cover sheet – Letter to Governor Newsom re: Exemption from State Orders

Auburn Area Recreation and Park District (ARD) Board of Directors Meeting April 30, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) send a letter to Governor Newsom requesting exemption from State COVID-19 requirements, working instead with Placer County Health Officer? Director Holbrook has requested that this item be considered.

Background

Director Holbrook has requested that ARD send a letter to Governor Newsom, formally requesting an exemption from the State COVID-19 requirements and allowing ARD to work directly with the Placer County Health Officer to incorporate guidelines and restrictions for our facilities.

Recommendation for the Board of Directors

Review and vote on sending the letter

Fiscal Impact

Unknown at this time.

Attachments

Letter to Governor Newsom



AUBURN AREA RECREATION AND PARK DISTRICT

April 30, 2020

Governor Gavin Newsom
1303 10th St Suite 1173
Sacramento, CA 95814

Dear Governor Newsom,

The Auburn Area Recreation and Park District (ARD) would like to formally request an exemption from the State COVID-19 requirements and allow us to work directly with the Placer County Health Officer to incorporate guidelines and restrictions for our facilities.

We know you agree that the situation in our rural area is different than many others and as such our practices, policies and actions should logically be different too. Public safety is always a priority for ARD, and will continue be so. Your allowing us to incorporate more regional guidelines will help ensure a happy, healthy and safe community.

Thank you for your prompt attention and reply to our request.

Sincerely,

Scott Holbrook, Chair
Auburn Area Recreation and Park District

Cc: Dr. Aimee Sisson, Placer County Health Officer

Item 9.1 Cover sheet – FY 2020/2021 Project List and Five Year Plan Update – POST COVID 19

**Auburn Area Recreation and Park District Acquisition and Development Committee April 20, 2020;
Board of Director's Meeting April 30, 2020**

The Issue

Shall the Auburn Area Recreation and Park District (ARD) re-evaluate and make changes to the FY 20/21 Project List and Five-Year Plan Update?

Background

Prior to the COVID19 crisis, staff had prepared a Project List for FY 20/21 and Five-Year Plan update (note: ARD Fiscal Year begins April 1). This FY 20/21 Project List and Five-Year Plan update had been reviewed by the A&D Committee and was scheduled to be reviewed and possibly approved at the March 2020 Board of Directors meeting. That meeting did not take place, and as a result the FY 20/21 Project List and Five-Year Plan is still waiting for approval.

ARD will be making significant cuts to all aspects of its operations due to the COVID19 crisis. This should include the FY 20/21 Project List and at least years 21/22 and 22/23 of the Five-Year Plan.

Staff has reviewed the FY 20/21 Project List and first two years of the Five-Year Plan and highlighted some projects that should be considered for postponement or cancellation. Those projects are highlighted in green in the attached documents.

The goals with these proposed postponements and cancellations is as follows:

- 1) Reduce or eliminate any project funding coming from the General Fund
- 2) Postpone or cancel any project from the Future Cap Reserves that can wait. Staff feels that ARD will need to keep as much money as possible available in Reserves for projects that *need* to be done, mainly infrastructure and major repairs.

Recommendation for the Board of Directors

The A&D Committee sent this item to the Board of Directors to review, discuss and provide feedback. Send back to the A&D Committee in May, with a goal to bring a final version to the Board at the May meeting.

We do not need to make any decisions on these items in April, and we will have more information available in May.

Fiscal Impact

The fiscal impact of the FY 20/21 Project List is indicated on that document.
The fiscal impact of the Five-Year Project List is indicated on those documents.

Attachments

Five Year Project List, including FY 20/21 Project List – POST COVID19

Auburn Recreation District Five Year Project List

Project List - POST COVID 19

Peach = project carried over from previous year
 Green = project to postpone or cancel outright

2020/2021
 Estimated balance

30,032 920,573 537,738 213,530 325,000

PROJECT	Est. Cost	Spent From General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	Mt. Vernon proceeds
Recreation Park									
Rec Field infield renovation	25,000				25,000				
Locker room Floor	25,000				25,000				
James Bermuda Outfield - see note	20,000				20,000				
Stella Dance Floor (Removed)									
Wheelchair Swing	60,000					25,000	30,000	5,000	
Regional Park									
24 Acres Planning/CEQA	190,000				190,000				
Placer Hills Park									
Parking Lot	30,000		30,000						
Path of Travel (Removed)									
Overlook Park									
Restroom ADA Upgrades	10,000				10,000				
Interpretive Signage (2 x \$5K)	10,000				10,000				
CVCC									
Bike Park Phase II	200,000				80,000			120,000	
ADA Door	5,000			5,000					
TOTAL	575,000	0	30,000	5,000	360,000	25,000	30,000	125,000	0
Estimated Balance Remaining				25,032	560,573	512,738	183,530	200,000	0

moved from GF to reserve

Note: Assumes \$50,000/year in County Mitigation Fees
 Note: Assumes \$5,000/year in ADA reserve funds
 Note: Assumes \$10,000/year in city mitigation
 Note: Assumes \$25,000 added to FCC per year
 Note: Assumes \$50,000/year in Equipment Reserve funds
 Note: Assumes \$170,000 from per capita (prop 68) and \$150,000 from trail grant and additional \$5,000 donations for Wheelchair Swing

Auburn Recreation District Five Year Project List

2021/2022
 Estimated balance
 30,032 585,573 562,738 193,530 603,441 400,000

Project List - POST COVID 19

Peach = project carried over from previous year
 Green = project to postpone or cancel outright

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Years)	Gen. Fund	ADA	Reserve	Cnty. Mil.	City Mil.	Grants	Mt. Vernon proceeds
<i>Recreation Park</i>									
Front Playground	120,000						120,000		
North Playground, Path of Travel	30,000						30,000		
<i>Meadow Vista</i>									
Signage	1,200			1,200					
Parking lot reseal/repstripe	10,000				10,000				
<i>Ashford Park</i>									
Levee Repairs	20,000				20,000				
<i>Christian Valley Park</i>									
Tutor Toller Roof	45,000		45,000						
<i>Regional Park</i>									
Pond leak Repair	95,000				95,000				
Canal Repair	100,000				100,000				
2d Acra Phase I	1,642,441					539,800		603,441	408,000
Kiosks	18,000				10,000				
TOTAL	1,973,841	0	45,000	1,200	235,000	539,800	150,000	603,441	400,000
Estimated Balance Remaining				28,832	350,573	23,738	43,530	0	0

Move to Reserve Funding
 Future of grant - pushed back?

Note: Assumes \$50,000/year in County Mitigation Fees
 Note: Assumes \$5000/year in ADA reserve funds
 Note: Assumes \$10,000/year in city mitigation
 Note: Assumes \$25,000 added to FCC per year
 Note: Assumes \$50,000/year in Equipment Reserve funds
 Note: Assumes \$425,000 additional grant

Auburn Recreation District Five Year Project List

Peach = project carried over from previous year
 Green = project to postpone or cancel outright

Project List - POST COVID 19

2022/2023

Estimated balance

33,832 375,573 73,738 53,530 425,000

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
<i>Regional Park</i>									
Tennis/pickleball courts surfaces	460,000								
Tennis Court Path of Travel	41,500			21,500		20,000			
24 Acre Phase II	425,000							425,000	
Pond mucking	75,000								
Walking pathway extension, Dry Creek end	285,000								
Breezway Raining	40,000		20,000		20,000				
<i>Meadow Vista Park</i>									
Pond Island renovation	100,000								
TOTAL	1,098,500	0	20,000	21,500	20,000	20,000	0	425,000	0
Estimated Balance Remaining				12,332	355,573	53,738	53,530	0	0

Postponed

150,000

465,000

75,000

265,000

Note: Assumes \$50,000/year in County Mitigation Fees
 Note: Assumes \$5000/year in ADA reserve funds
 Note: Assumes \$10,000/year in city mitigation
 Note: Assumes \$25,000 added to FCC per year
 Note: Assumes \$50,000/year in Equipment Reserve funds
 Note: Assumes \$425,000 additional grant

506,500 all projects
 20,000 Less: General Fund
 486,500 Capital Impr Projects

20,000 Reserves
 466,500 Project Revenue
 486,500 Funds for Projects

Auburn Recreation District Five Year Project List

Project List - POST COVID 19

Peach = project carried over from previous year

2023/2024

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
Recreation Park									
Spray park (replace splash pool)	300,000		20,000		25,000	75,000	100,000	80,000	
TOTAL	300,000	0	20,000	0	25,000	75,000	100,000	80,000	0
Estimated Balance Remaining				17,332	355,573	28,738	-36,470	0	0

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$5000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note: Assumes \$50,000/year in Equipment Reserve funds

300,000	all projects	25,000	Reserves
20,000	Less: General Fund	255,000	Project Revenue
280,000	Capital Impr Projects	280,000	Funds for Projects

Item 9.2 Cover Sheet for 2020-2021 Obsolescence List

Auburn Area Recreation and Park District Board of Directors meeting April, 2020.

The Issue: Should the Board of Directors discuss the updated 5-Year Obsolescence List based on the new COVID 19 budget cuts and refer back to the Finance Committee?

Background: Each year staff updates the five-year obsolescence list during the annual Budget to advise the Board of the District's equipment needs for the coming fiscal year as well as for the subsequent four years. The list is compiled with the input of the Facilities and Grounds Manager and Supervisor. The equipment list is contained within our financial statements as "fixed assets, equipment" and represents a running tabulation of several years of purchases in amounts generally over \$5,000.00, slated to be funded from the Equipment Reserve.

The updated Five-year Obsolescence List was approved by the Finance Committee in March, 2020. At this time, staff is recommending putting a hold on the purchasing of the assets highlighted in orange for fiscal year 2020-21 until we have a better vision for this year's budget.

The following purchases were the only assets left in the proposed FY2020-21 budget:

- New Trailer (already on order)
- Strantol Chem Feeder (Splash Pool), needed if this feature will be operating.

Funding for the obsolescence list comes from the Equipment Reserve which currently contains \$726,237. Based on cash reserves at any particular moment, staff may opt to pay for some equipment from the General Fund rather than deplete the Equipment Reserve. As this is a timing issue at purchase, the attached 5-year list currently shows all purchases to be paid from the reserve at this time. Note that each year of the list shows a balance forward of funding from the previous year and adds the required \$50,000.00.

Per the Finance Committee request, staff has budgeted to make sure the District has a minimum of \$250,000 balance in the Equipment Reserves at the fifth year. As it has in year's past, staff has opted to pay for some of the assets with general funds to save from depleting the Equipment Reserves for FY 2020/2021.

Recommendation:

Staff recommends that the Board review, discuss and return to the Finance Committee for updates in May.

Attachment: Obsolescence Five-year List.

2020/2021

Auburn Recreation District Park Obsolescence List

FUNDING SOURCE

ITEM	Acquired	Purchase \$	Life	Orig Repl Date	Year to be Replaced	New Acquisition Cost	Equip Reserve	Genl/Fund	
Estimated balance									
Rec Park Server #1	2013	9,000	5	2018	2020	11,000	11,000	0	
Rec Park Server #2	2013	3,000	5	2018	2020	3,000	\$0	\$3,000	
CVCC server	2013	9,000	5	2018	2020	11,000	11,000		
2000 F450 vin 18858 unit #22	2005	\$15,000	15	2025	2020	\$45,000	\$45,000		
Cushman #8 32 HP Truckster w/Flatbed	2003	\$18,183	10	2015	2020	\$23,000	\$23,000		
Recreation Park Irrigation pump/motor	2006	\$4,600	8	2014	2020	\$10,100	\$10,100		
Rec Park offices carpet (900 sq ft. est) REC only	2006		12	2018	2019	\$3,500	\$3,500		
Trailer for hauling mowers	2020	\$11,000		New			\$11,000	\$44,000	
Recreation Park Modular #2 HVAC	unk		15	2016	2020	\$7,500	\$0	\$7,500	
Alta Vista Disc - Tables & Chairs	New		20		2020	\$1,500	\$0	\$1,500	
* Strantol Chem Feeder (Splash Pool)									
Auburn EI Modular #2 HVAC	unk		15	2018	2020	\$8,500	\$6,500		
Regional Restroom/Office Heater #27	1991	unknown	15	2008	2020	\$15,000	\$15,000		
Rec building - Youth services office HVAC	unk		15	2016	2020	\$10,000	\$10,000		
CVCC 8 ton #2 HVAC	2003	\$9,760	15	2018	2020	\$13,000	\$13,000		
CVCC 7.5 ton #4 HVAC	2003	\$12,200	15	2018	2020	\$15,000	\$15,000		
TOTAL							188,100	28,000	
Estimated Balance Remaining							543,137		

* Only two asset items left in the COVID 19 2020-21 Preliminary Budget

Auburn Recreation District Park Obsolescence List

2021/2022

FUNDING SOURCE

ITEM	Acquired	Purchase \$	Life	Orig Repl Date	Year to be Replaced	New Acquisition Cost	Equip Reserve	General Fund
Estimated balance								
2005 Ford Ranger vin 09012 unit 00	2005	\$11,000	15	2015	2022	\$25,500	628,137	0
2005 Dodge 2500 vin 831735 unit 24	2005	\$21,410	15	2020	2022	40,000	\$30,000	\$40,000
Commercial Refrigerator (CVCC)	2002	\$1,962	15	2017	2020	\$2,320	\$0	\$2,320
Regional Park Scoreboard for C Field	2002	2,367	20	2022	2022	\$3,000	\$0	\$3,000
Daktronics scoreboard, Recreation Park gym	2005	\$3,468	10	2018	2020	\$3,540	\$0	\$3,540
Regional Park Varsity gym scoreboard	2007	3,053	10	2017	2020	\$3,230	\$0	\$3,230
Advance 320 Floor Scrubber	1992	\$4,000	30	2022	2022	5,200	\$0	5,200
Rec Park lobby and hallway carpet (2500 sq.ft.)	2012	\$9,900	10	2022	2022	10,900	10,900	\$3,100
Rec Park offices carpet (800 sq.ft. est)(YS/CS)	2006	\$20,000	12	2018	2021	\$3,100	\$0	\$3,100
Regional gym roof	2007	4,500	15	2022	2022	21,000	\$0	5,400
Lakeside Room carpet (1,365 sq.ft. ;carpet tiles)	2005	11,779	15	2015	2021	\$12,200	\$12,200	\$0
Turfco top dresser	2006	13,942	10	2016	2022	\$14,200	\$14,200	\$0
3.5 ton roller	2005	4,860	8	2015	2020	\$6,200	\$0	\$6,200
Circulation pump motor, Sierra Pool	2013	800	5	2018	2022	5,100	\$0	\$5,100
Sierra Pool Sweep	2012	\$808	3	2021	2021	\$830	\$0	\$830
Sierra Pool Umbrella #2 of 3	2006	\$15,127	15	2021	2021	15,127	\$15,127	\$0
Sierra Pool Umbrella #1 of 3	2003	\$9,760	15	2018	2020	\$13,000	\$13,000	\$0
Rec Gym exhaust fans	2003	\$12,200	15	2018	2020	\$15,000	\$15,000	\$0
CVCC 6 ton #3 HVAC	2011	3,556	10	2021	2021	\$3,900	\$0	\$3,900
CVCC 7.5 ton #1 HVAC	2003	\$9,760	15	2018	2020	\$13,000	\$13,000	\$0
Regional Portable Shade Structure	2003	\$9,760	15	2018	2020	\$13,000	\$13,000	\$0
CVCC 6 ton #2 HVAC	2003	\$9,760	15	2018	2020	\$13,000	\$13,000	\$0
TOTAL						184,427	443,710	42,650
Estimated Balance Remaining								

Auburn Recreation District Park Obsolescence List

2022/2023

FUNDING SOURCE

ITEM	Acquired	Purchase \$	Life	Orig		Year to be Replaced	New Acquisition Cost	Equip Reserve	General Fund
				Repl Date	Repl Date				
2007 Ford Ranger vin 56762 unit 5	2007	\$11,327	15	2017	2022	\$25,500	\$30,000		
2007 Ford Ranger vin 95264 unit 10	2007	\$11,000	15	2017	2022	\$25,500	\$30,000		
John Deere Gator	2011	\$9,016	10	2021	2021	\$16,400	\$20,500		
Gator Cart #5	2012	9,200	10	2022	2022	16,500	\$20,500		
Rec building - cust serv. HVAC	2008	\$6,038	15	2023	2023	\$11,500	\$11,500		
Rec building - Cust. Serv. Office HVAC	2008	\$6,038	15	2023	2023	\$5,500	\$0	\$5,500	
Rec building - Women's Restroom Heater	2008	\$2,000	15	2023	2023	\$2,300	\$0	\$2,300	
Regional Facility Attendant office HVAC	2008	\$8,000	15	2023	2023	\$8,000	\$8,000		
Circulation pump, Splash pool	2015	4,600	8	2023	2023	5,000	0	5,000	
Sierra Pool Pump (Johnson Controls)	2008	\$5,393	8	2016	2022	\$6,200	\$6,200		
Sierra Pool Umbrella #2 of 3	2019	807	7	2019	2019	\$830	\$0	\$830	
CVCC 5 ton HVAC	2003	\$8,135	15	2018	2020	\$12,000	\$12,000		
CVCC 8 ton HVAC	2003	\$13,015	15	2018	2020	\$16,000	\$16,000		
Regional gym heater #2	2015	\$13,132	15	2030	2030	\$14,645	\$14,645		
TOTAL							169,345	18,630	
Estimated Balance Remaining								348,365	

Estimated balance

517,710

0

Auburn Recreation District Park Obsolescence List

2023/2024

FUNDING SOURCE

ITEM	Acquired	Purchase \$	Life	Repl Date	Year to be Replaced	New Acquisition Cost	Equip Reserve	General Fund	Estimated balance	
									Orig	Year to be
Jacobsen reel mower	1994	UNK	30	2024	2024	\$24,000	\$24,000		422,365	0
2007 Ford F-250 4WD vin 63864 unit 8	2007	\$24,237	15	2017	2021	\$35,700	\$40,000			
2007 Ford Ranger vins6761 unit 19	2007	\$11,327	15	2017	2022	\$25,500	\$30,000			
John Deere Gator #1	2013	\$8,080	10	2023	2023	\$16,700	\$20,700			
Gator Cart #6	2012	9,200	10	2022	2022	\$16,500	\$20,500			
Brush Mower FH541VB15586 (Pull Behind)	2009	\$3,189	10	2019	2022	\$3,500	\$0	\$3,500		
1994 Challenge Air Compressor	1994	\$3,500	30	2024	2024	\$4,600	\$0	\$4,600		
Honda UE2000i Generator	2014	2,256	10	2024	2024	\$2,500	\$0	\$2,500		
Sierra Pool Cover	2018	\$7,529	5	2023	2023	\$7,900	\$7,900			
PH Pool Cover	2018	\$2,724	5	2023	2023	\$2,900	\$0	\$2,900		
Sierra Pool Umbrella #3 of 3	2021	830	7	2019	2020	850	0	\$850		
Rec building - lobby HVAC	2008	\$9,000	15	2023	2023	\$9,000	\$9,000			
TOTAL							152,100	14,350		
Estimated Balance Remaining									270,265	

Auburn Recreation District Park Obsolescence List

2024/2025

FUNDING SOURCE

Estimated balance				Orig		New		344,265		0	
ITEM	Acquired	Purchase \$	Life	Repl Date	Year to be Replaced	Acquisition Cost	Equip Reserve	Genl Fund			
2000 Dodge 3/4 ton truck vin 155626 unit #15	2002	\$20,000	15	2017							
John Deere 1600 Mower #3	2013	\$53,000	10	2023	2023	\$58,300 repl w/Ford F350	\$58,300				
John Deere Gator #2	2013	\$8,080	10	2023	2023	\$16,700	\$20,700				
Front Loader for Kubota	2005	4,440	20	2025	2025	\$5,300	\$5,300				
Chemical controller (Strantrol?) Sierra Pool	2005	5,000	20	2025	2025	\$5,000	\$0	\$5,000			
Chemical controller, Splash pool	2005	3,000	20	2025	2025	\$3,000	0	3,000			
Baldor ECP400T 15HP Motor	2015	2,484	10	2025	2025	\$2,700	\$0	\$2,700			
SDI 100-9K6M Sprayer	2005	7,997	10	2015	2024	\$8,400	8,400				
Sierra Pool Umbrella #1 of 3	2021	\$830	3	2024	2024	\$850	\$0	\$850			
TOTAL							92,700				

Estimated Balance Remaining 251,565

Item 9.3 Cover Sheet – Revised “COVID 19” Revised Preliminary Budget for Fiscal Year 2020/2021

Auburn Area Recreation and Park District Standing Finance Committee meeting April, 2020;
Board of Directors’ meeting April, 2020.

The Issue: Shall the Auburn Area Recreation and Park District (ARD) re-evaluate and make changes to the FY 20/21 Preliminary budget?

Background: Staff submitted the 2020-21 Fiscal Year Preliminary Budget for approval in February, 2020 and it was approved by the Board of Directors. Due to the COVID 19 pandemic, the budget needs to be revisited.

Some of the **larger changes** from the Preliminary Budget are shown below:

Revenue Decreases:

Program Revenue	898,340 – revenue loss from cancelled classes, camps, lessons, Disc. Club
Facility Revenue	169,090 – revenue loss from having no facility rentals
Tax Revenue	30,760 – revenue loss (Not estimating tax increase this year)
Equipment Resvs	116,600 – decrease on Assets purchases
City Mitigation funds	160,000 – anticipated transfer for April actually transferred in March
Grants & Donation	23,740 - decrease in expected donations
Future Cap Resvs	215,000 – decrease of capital improvements projects
Placer Hills Pool	16,140 – revenue loss from not opening PH Pool

Expense Decreases:

Program Expenses	134,510 – reduced costs from cancelling classes, camps, lessons
Maintenance	29,040 – reduced costs in F&G (various line items)
Wages/Benefits	423,430 – layoffs, hours reductions; reduction in WC costs
Fixed Assets	128,400 – not purchasing equipment
Operating	32,990 – reduced operating costs (mainly not printing/mailling Act. Guide)
Capital Improve.	419,500 – reduced projects
Transfer to Fut Cap	40,000 – Not transferring funds to the Future Cap Reserve
PH Pool Expenses	35,370 – reduced costs from not opening PH Pool

Robalo’s Estimated loss, should we run the program(\$7,168)

After the losses, cuts and reductions as proposed, the budget would still be \$200,000 in the red. As such, staff would recommend a transfer from our Contingency Reserve in the amount of \$220,000 to cover this 2020-21 Fiscal Year Budget loss. The close of fiscal year 2019-20 is showing a profit of \$300,000. Staff recommends transferring those residual funds to the Contingency Reserve to retain the \$450,000 balance.

Recommendation: Review and discuss. We do not need to make any decisions on this budget in April, and we will have more information available in May. We can continue operating on the Preliminary Budget for now. Staff does recommend sending this item to the Board to review and discuss (no action) at the April Board meeting, with the item coming back to the May Finance Committee meeting.

Attachments: Summary Preliminary 2020/2021 budget

**AUBURN AREA RECREATION AND PARK DISTRICT
BUDGET SUMMARY**

2020/2021 Budget

Operating Revenues	COVID 19	Reduced to %	Preliminary	
	Budget		Budget	Approved 2/27/20
Program Revenue	\$ 464,934	34%		1,363,269
Facility Revenue	\$ 33,753	17%		202,841
Misc. Revenue	\$ 32,618	73%		44,662
Donations, Grant Revenue and In Kind	\$ 135,260	85%		159,000
Interest Income	\$ 40,149	70%		57,105
Transfer in from City Mitigation	\$ 40,000	24%		165,000
Transfer in from County Mitigation	\$ 25,000	Incr		25,000
Tax Revenue	\$ 3,455,823	99%		3,486,583
Transfer in from Contingency Reserve	\$ 220,000	Incr		-
Transfer in from Cap Const, ADA & Equip Resv.	\$ 150,000	32%		462,100
Misc (atwood etc)	\$ 23,522	85%		27,792
Total Operating Revenue	\$ 4,621,059			5,993,352.00

Program Expense	\$ 142,429	51.4%		276,943
Operating & Supplies	\$ 371,504	92.5%		401,445
Utilities Expense	\$ 221,469	97.7%		226,726
Professional Services	\$ 90,966	100.6%		90,407
Building & Grounds Maintenance	\$ 448,975	93.9%		478,017
Property Tax Admin.	\$ 101,200	101.9%		99,318
Wages	\$ 2,015,615	82.6%		2,440,985
Benefits & Payroll Costs	\$ 773,486	82.3%		939,546
Fixed Asset Expense	\$ 20,000	13.5%		148,400
Capital Improvement Projects Mitigation & Funds	\$ 310,000	46.6%		665,000
Capital Improvement Projects General Fund	\$ -	0.0%		59,500
Debt Services	\$ 2,076	100.0%		2,076
Reserve Deposits (ADA, Conting, GASB)	\$ 100,800	100.0%		100,800
Total Expenditures	\$ 4,598,520			5,929,163
Net Revenue Over Expenditures	22,539			64,189

Fut Cap (40,000.0)

Net Revenue

22,539

24,189

**AUBURN AREA RECREATION AND PARK DISTRICT
BUDGET SUMMARY**

2020/2021 Budget

	Program revenue	Facility revenue	Misc. revenue	Grants	Interest revenue	Project		Project revenue	Tax revenue	Atwood III taxes	RDA passthru	Transfer In from	Equip Reserves	TOTAL	% of Total
						City Mitigation	County Mitigation								
Administration			31,193		36,000			3,279,823	220,000		176,000			3,745,016	81%
F&G		26,653		126,900	4,149	40,000	25,000	130,000		23,522		11,000		387,224	8%
Cust Service	3,570													3,570	0%
Recreation	182,879		1,425	8,360										192,664	4%
Youth Services	254,573	3,960												258,533	6%
Aquatics	23,912	3,140										9,000		36,052	1%
TOTAL	484,934	33,753	32,618	135,260	40,149	40,000	25,000	3,279,823	350,000	23,522	176,000	20,000	20,000	4,821,059	100%

0.9

	Program expense	Operations & supplies	Utilities expense	Prof. expense	Building & grounds	Property Tax admin/ Election cost	Wages	Benefits & expenses	Fixed assets	Capital Improve.	Capital Improve.	Debt service	Contingency Reserve	TOTAL	% of Total
Administration		134,049		48,000		101,200	359,321	127,900						45,800	0%
F&G		151,402	187,020	22,100	400,600		934,385	485,200	11,000	310,000		2,076	55,000	2,558,783	18%
Cust Service	43,000		1,869				134,508	59,435						238,812	5%
Recreation	116,553	32,314		897			136,283	36,212						322,259	7%
Youth Services	22,400	8,808	1,800	18,100	5,474		419,050	136,035						611,667	13%
Aquatics	3,476	1,931	32,649		42,901		32,068	12,704	9,000					134,729	3%
								(84,000)							0%
TOTAL	142,429	371,504	221,469	90,966	448,975	101,200	2,015,615	773,486	20,000	310,000	2,076	2,076	100,800	4,596,520	102%

Net Revenue

22,539

Item 9.4 Cover sheet – Discussion of Contingency Increases on the James Field Project

Auburn Area Recreation and Park District Board of Directors Meeting April 30, 2020

The Issue

A discussion of the contingency increases from the James Field Project. This discussion was requested at the February 27, 2020 Board of Directors Meeting.

Background

The ARD Board of Directors awarded a contract to Clean Cut Landscape for the renovation of James Field at a July 18, 2019 Special Meeting. The award to Clean Cut was for \$277,086.15. The Board also approved \$29,927.55 for the District purchased infield mix.

The Board approved, District controlled 5% contingency on the project was \$13,854.30. At the August 29, 2019 Board Meeting this contingency was increased to \$50,000.00 which covered the change orders through August.

The project incurred additional change orders from September through January 2020 and the contractor did not provide a total accounting of these extra work items until the end of January 2020. As such, the Board approved an extra \$35,193.91 at the February 27, 2020 Board of Directors meeting.

A list of the additional change orders from September, 2019 through January, 2020 is attached. Staff has broken the list down in to four categories:

- Concealed/unknown work
- Work not described in construction documents
- Work desired/added by the District
- Credited work

Recommendation for the Board of Directors

Review and provide comment and/or direction.

Fiscal Impact

As stated above

Attachments

List of the additional change orders from September, 2019 through January, 2020

LEGEND:

BLACK: Concealed/unknown/unavoidable work

RED: Work not described in construction documents

BLUE: Work desired/added by District

GREEN: Credited work

- 1) Excavation through concealed bedrock for 12" storm drain trunk line: \$11,734.24
- 2) Field redesign of backboards and metal brackets at backstop: \$2,982.51
- 3) Location of existing high voltage light wiring and installation of new 1" conduit for scoreboard electrical: \$2,032.75
- 4) Remove formwork/compacted infield mix from home plate to 1st base and 3rd base in order to switch to sod base paths: \$2,203.97
- 5) Installation of base pegs and pitcher's mound: \$1,803.20
- 6) Fill in gap between warning track and fence with leftover old infield mix: \$2,383.31
- 7) Installation of a wrapped trench drain at back bottom of backstop bottom lumber to facilitate drainage: \$1,257.40
- 8) Flushing of entire irrigation system due to mainline break on District side: \$1,176.32
- 9) Hand digging to expose high voltage electrical lines several locations prior to irrigation trenching: \$4,519.84
- 10) Locating existing electrical conduit for irrigation controller power and removing electrical line out of conduit: \$1,281.64
- 11) Hauling and installation of 4" drain rock into earthen swale outside of fence along driveway to prevent erosion: \$1,145.95
- 12) Modifying installed infield irrigation system to accommodate turf base paths: \$874.64
- 13) Delete stolons in outfield install hydroseed instead: \$8,977.82
- 14) Relocate/switch bullpen configuration grading: \$2,407.20
- 15) Relocate bullpen configuration back to original & install additional headerboards at artificial turf areas: \$2,789.3
- 16) Hand water during power outage: \$5,267.04
- 17) Credit for deletion of outfield stolons: <\$12,437.02>
- 18) Credit for reduced soil amendment quantities from as bid based on post-grading soils analysis: <\$5,206.25>

The total cost for these additional work items: \$35,193.91