

**AUBURN AREA RECREATION AND PARK DISTRICT
MEETING OF THE BOARD OF DIRECTORS AGENDA**

6:00 PM

THURSDAY, AUGUST 29, 2019

**CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE
AUBURN, CA**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the District's Office at 471 Maidu Drive, Auburn, CA 95603 during normal business hours. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (530) 537-2187. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

1.0 CALL TO ORDER

(PLEDGE TO THE FLAG)

The Board of Directors of the Auburn Area Recreation and Park District welcomes you to its meetings. Regular meetings are scheduled at 6 p.m. the last Thursday of each month. The November and December Board meetings will be scheduled in consideration of recognized holidays. Your attendance and interest is encouraged and appreciated. Special accommodations may be made upon request to the District Administrator 72 hours in advance of the meeting.

Roll Call

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation by Director Jim Gray to Colton Nelson.

Presentation of appreciation by Customer Service/Marketing Manager Manouch Shirvanioun to the Customer Service Staff.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

4.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. After you are recognized by the Board Chairperson, please come to the lectern and state your name, and address for the record (optional). There is a time limitation of three minutes.

5.0 CONSENT ITEMS – (roll call vote). All matters listed under the Consent Calendar are to be considered routine by the Board of Directors and will be enacted by one motion in the form listed. There will be no separate discussion of these items unless, before the Board votes on the motion to adopt, a member or members of the Board, staff or the public requests a specific item to be removed from the Consent Calendar for separate discussion and action.

_____ **5.1 Review and approval of Minutes of the Board of Directors from July 25, 2019**

Review and approval of Minutes of the Board of Directors from July 25, 2019

_____ **5.2 Review of Cash Requirements for July, 2019 (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and approval.

_____ **5.3 Review and Approval of Financials for July, 2019 (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and approval.

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

Please see board reports, fee waiver log, vandalism reports, and project activity report under item 6.0.

_____ 7.0 UNFINISHED BUSINESS

7.1 Resolution Number 2019-24 Authorizing Application to the Director of Industrial Relations, State of California for a Certificate of Consent to Self-Insure Workers' Compensation Liabilities

Shall the Auburn Area Recreation and Park District (ARD) authorize and approve Resolution Number 2019-24 authorizing the application to the Director of Industrial Relations, State of California for a certificate of consent to self- insure workers' compensation liabilities?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

_____ 8.0 NEW BUSINESS

8.1 Resolution Number 2019-25: Contingency Increase on the James Field Project

Shall the Auburn Area Recreation and Park District authorize and approve Resolution Number 2019-25, a resolution authorizing an additional 10% of contingency funding for the James Field renovation project?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

8.2 Request for Proposal for Auditor (Standing Finance Committee)

Shall the Auburn Area Recreation and Park District (ARD) recommend that staff send out a Request for Proposal (RFP) to audit firms for the next three (3) year audit cycle?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

_____ 9.0 **ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Drug and alcohol policy review – (Program, Personnel, Policy, Fee & Legal Review Committee)
2. County Mitigation Fund, current balance \$487,738.

_____ 10.0 **BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

No action will be taken at this time on any item announced or reported by a Board Member. The Board or a member of the Board may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter so reported, or take action to direct staff to place a matter of business on a future agenda.

_____ 11.0 **CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

_____ 12.0 **PUBLIC COMMENT** This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. After you are recognized by the Board Chairperson, please come to the lectern and state your name, and address for the record (optional). There is a time limitation of three minutes.

_____ 13.0 **CLOSED SESSION**

13.1 **Public Employee Performance Evaluation. (Gov. Code, 54954.5, subd. (e), 54957.)**

Title: District Administrator

_____ 14.0 **OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION**

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

8-23-19
Date

9:50 AM.
Time

P. Laram
Clerk to the Board

SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE
BOARD OF DIRECTORS MEETING FROM
JULY 25, 2019**

INFORMATION: SEE ATTACHED MINUTES

**STAFF
RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE
MINUTES**

FISCAL IMPACT: NONE

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, July 25, 2019, 6:00 p.m., Canyon View Community Center
471 Maidu Drive, Auburn, CA**

Board Members

Present: Chairman Jim Ferris
Director Jim Gray
Director Mike Lynch
Director Scott Holbrook
Director H. Gordon Ainsleigh

Board Members

Absent: None.

Staff Present:

Kahl Muscott, District Administrator
Veona Galbraith, Administrative Services Manager
Jesse Williams, Facilities & Grounds Manager
Manouch Shirvanioun, Customer Service/Marketing Manager
Sheryl Petersen, Recreation Services Manager
Debbie Thomas, Youth Services Manager
Mike Scheele, Landscape Architect/Project Manager
Patricia Larson, Recording Secretary

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:03 p.m. by Chairman Ferris.

(PLEDGE TO THE FLAG)

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation of appreciation by was made by Director Scott Holbrook to volunteers Jay Abrams, Aaron Bromberg and Beverly McMaster for the Ain't Necessarily Dead Festival. Also, donations in the amount of \$845.00 were raised at the event.

Presentation of appreciation by Aquatics Coordinator Patti Waskowiak to Aquatics Staff.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Holbrook and seconded by Director Ferris to approve the agenda as written with item 2.0, presentation to Aquatics Staff being floated until the Aquatics Staff arrives.

Roll Call Vote

Director Ferris – Yes
Director Ainsleigh – Yes
Director Gray – Yes
Director Holbrook – Yes
Director Lynch – Yes

5 – 0 Motion carries.

4.0 PUBLIC COMMENT

Donna Williams gave public comment and information to the Board regarding injuries at a bike park in Telluride, Colorado. Ms. Williams also informed the Board that she supports the Auburn Bike Park, she just thinks it is in the wrong location.

Director Jim Ferris also gave accolades to Director Holbrook for a fabulous Ain't Necessarily Dead Festival.

5.0 CONSENT ITEMS

5.1 Review and Approval of Minutes of the Meeting of the Board of Directors from June 27, 2019 and Minutes of the Special Meeting of the Board of Directors from July 17, 2019

5.2 Review of Cash Requirements for June, 2019 (Standing Finance Committee)

5.3 Review and Approval of Financials for June, 2019 (Standing Finance Committee)

A motion was made by Director Lynch and seconded by Director Ainsleigh to approve the Consent Calendar with item 5.1, minutes being moved for the Board to approve since Director Gray was previously absent at those meetings.

Roll Call Vote

Director Ferris – Yes
Director Ainsleigh – Yes
Director Gray – Yes
Director Holbrook – Yes
Director Lynch – Yes

5 – 0 Motion carries.

A motion was made by Director Lynch and seconded by Director Ainsleigh to approve the Minutes of the Meeting of the Board of Directors from June 27, 2019 and Minutes of the Special Meeting of the Board of Directors from July 17, 2019

Roll Call Vote

Director Ferris – Yes
Director Ainsleigh – Yes
Director Gray – Abstain
Director Holbrook – No
Director Lynch – Yes

3 – 1 – 1 Motion carries.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

Board reports, fee waiver log, and project activity report were provided to the Board under separate cover.

7.0 NEW BUSINESS

7.1 Annual Audit for Fiscal Year 2018/2019 (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the Annual Audit for Fiscal Year 2018/2019 conducted by Don Cole and Company.

Roll Call Vote

Director Ferris – Abstain
Director Ainsleigh – Yes
Director Gray – Yes
Director Holbrook – Yes
Director Lynch – Yes

4 – 0 - 1 Motion carries.

7.2 Lifeguard Training Reimbursement (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve Lifeguard Training reimbursements to lifeguards for the cost of their training classes.

Roll Call Vote

Director Ferris – Yes
Director Ainsleigh – Yes
Director Gray – Yes
Director Holbrook – Yes
Director Lynch – Yes

5 – 0 Motion carries.

8.0 UNFINISHED BUSINESS

8.1 Process for Selecting ARD Friend of Recreation (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Lynch and seconded by Director Holbrook to approve the Proposed ARD Friend of Recreation Policy and Procedures.

Roll Call Vote

Director Ferris – Yes
Director Ainsleigh – Yes
Director Gray – Yes
Director Holbrook – Yes
Director Lynch – Yes

5 - 0 Motion carries.

8.2 Resolution Number 2019-23 Supporting ARD Fee Schedule, ARD Fee Waivers Policy; Amendments to Fee Waivers Policy (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Holbrook and seconded by Director Ferris to adopt Resolution Number 2019-23, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Supporting the Established Fee Schedule and Fee Waiver Policy of the District and approve the amended Fee Waiver Policy with Placer High Safe and Sober Grad Night being maintained at 10%.

Roll Call Vote

Director Ferris – Yes
Director Ainsleigh – Yes
Director Gray – Yes
Director Holbrook – Yes
Director Lynch – Yes

5 – 0 Motion carries

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. County Mitigation Fund, current balance \$487,738.

10.0 BRIEF TANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

No action will be taken at this time on any item announced or reported by a Board Member. The Board or a member of the Board may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent Meeting concerning any matter so reported, or take action to direct staff to place a matter of business on a future agenda.

Director Lynch gave accolades to Director Holbrook for the Ain't Necessarily Dead Festival.

Director Gray informed the Board that he will be giving Colton Nelson a presentation at the next Board meeting.

Director Ferris informed the Board that he will share information regarding the Global Climate Change presentation at the State Theater.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – Closed Session began at 7:43 p.m.

14.0 OPEN SESSION – Open session began at 7:48 p.m., there was no reportable action.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:48 p.m. by Chairman Ferris.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
JULY, 2019**

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE BOARD OF DIRECTORS FOR REVIEW AND
APPROVAL**

FISCAL IMPACT: \$246,774.48

Ranges: From: To:
 Check Number First Last
 Vendor ID First Last
 Vendor Name First Last
 Check Date From: To:
 Checkbook ID COMM 1ST COMM 1ST

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
18701	1099-103	Terry Masten	7/5/2019	COMM 1ST	PMCHK00002572	\$178.75
18702	1099-117	Juan Aceituno	7/5/2019	COMM 1ST	PMCHK00002572	\$292.50
18703	1099-147	Tom Isaac	7/5/2019	COMM 1ST	PMCHK00002572	\$1,501.50
18704	1099-149	Katherine Doak	7/5/2019	COMM 1ST	PMCHK00002572	\$1,209.00
18705	1099-216	Gerald Harris	7/5/2019	COMM 1ST	PMCHK00002572	\$104.00
18706	1099-218	Auburn Gymnastics Center	7/5/2019	COMM 1ST	PMCHK00002572	\$1,462.50
18707	1099-256	Healing Pastures, Inc.	7/5/2019	COMM 1ST	PMCHK00002572	\$1,237.50
18708	1099-271	Kelpro Security	7/5/2019	COMM 1ST	PMCHK00002572	\$1,839.00
18709	1099-326	Gary Bowman	7/5/2019	COMM 1ST	PMCHK00002572	\$180.00
18710	1099-332	Danielle Herreid	7/5/2019	COMM 1ST	PMCHK00002572	\$52.80
18711	1099-342	Susie Bell	7/5/2019	COMM 1ST	PMCHK00002572	\$408.00
18712	1099-351	Blue Feather, Inc.dba Intellig	7/5/2019	COMM 1ST	PMCHK00002572	\$1,023.00
18713	1099-50	Scott Holbrook	7/5/2019	COMM 1ST	PMCHK00002572	\$549.96
18714	A0013	AT&T	7/5/2019	COMM 1ST	PMCHK00002572	\$60.00
18715	A0014	AT&T	7/5/2019	COMM 1ST	PMCHK00002572	\$318.77
18716	A0051	Anderson's Sierra Pipe Co.	7/5/2019	COMM 1ST	PMCHK00002572	\$153.08
18717	A1010	Advantage Marketing and Print	7/5/2019	COMM 1ST	PMCHK00002572	\$2,340.73
18718	B0062	BareBones WorkWear	7/5/2019	COMM 1ST	PMCHK00002572	\$119.20
18719	C0072	CIT Technology Fin. Serv., Inc	7/5/2019	COMM 1ST	PMCHK00002572	\$599.20
18720	C0113	Cooks Portable Toilets & Septi	7/5/2019	COMM 1ST	PMCHK00002572	\$501.61
18721	C0121	Cole Huber LLP	7/5/2019	COMM 1ST	PMCHK00002572	\$4,711.63
18722	C0130	Cirrus Group LLC	7/5/2019	COMM 1ST	PMCHK00002572	\$519.00
18723	D0010	Diamond Pacific	7/5/2019	COMM 1ST	PMCHK00002572	\$911.02
18724	D0015	Department of Social Services	7/5/2019	COMM 1ST	PMCHK00002572	\$484.00
18725	F0038	Fastenal Company	7/5/2019	COMM 1ST	PMCHK00002572	\$402.32
18726	F0047	Fuentes Pond Maintenance	7/5/2019	COMM 1ST	PMCHK00002572	\$6,500.00
18727	G0006	Gold Country Media Publication	7/5/2019	COMM 1ST	PMCHK00002572	\$1,471.10
18728	G0074	G & H Glass Company	7/5/2019	COMM 1ST	PMCHK00002572	\$476.63
18729	G0094	Global Equipment Company Inc.	7/5/2019	COMM 1ST	PMCHK00002572	\$222.87
18730	I0010	Inland Business Systems	7/5/2019	COMM 1ST	PMCHK00002572	\$8.11
18731	L0027	Pat Larson	7/5/2019	COMM 1ST	PMCHK00002572	\$36.92
18732	M0071	Mission Protection Systems Inc	7/5/2019	COMM 1ST	PMCHK00002572	\$189.00
18733	N0003	Norris Electric, Inc.	7/5/2019	COMM 1ST	PMCHK00002572	\$4,825.21
18734	N0012	Nevada Irrigation District	7/5/2019	COMM 1ST	PMCHK00002572	\$1,019.44
18735	N0048	Normac, Inc.	7/5/2019	COMM 1ST	PMCHK00002572	\$392.40
18736	OG004	Office Depot	7/5/2019	COMM 1ST	PMCHK00002572	\$57.76
18737	P0005	Placer County Water Agency	7/5/2019	COMM 1ST	PMCHK00002572	\$3,161.19
18738	P0007	Pacific Gas & Electric Company	7/5/2019	COMM 1ST	PMCHK00002572	\$10,331.55
18739	P0023	PG&E	7/5/2019	COMM 1ST	PMCHK00002572	\$86.31
18740	P0058	Pitney Bowes Credit Corporatio	7/5/2019	COMM 1ST	PMCHK00002572	\$405.90
18741	R0065	River City Rentals	7/5/2019	COMM 1ST	PMCHK00002572	\$125.00
18742	R0073	Riebas Auto Parts	7/5/2019	COMM 1ST	PMCHK00002572	\$154.55
18743	S0009	Sierra Saw Sales And Service	7/5/2019	COMM 1ST	PMCHK00002572	\$422.47
18744	S0025	Sierra Pacific Turf Supply, In	7/5/2019	COMM 1ST	PMCHK00002572	\$912.32
18745	S0034	Thatcher Company	7/5/2019	COMM 1ST	PMCHK00002572	\$1,454.27
18746	S0136	Spor's Heating & Air Conditio	7/5/2019	COMM 1ST	PMCHK00002572	\$3,597.00
18747	S0145	SCP Pool Distributors LLC	7/5/2019	COMM 1ST	PMCHK00002572	\$413.84
18748	S0151	SESAO	7/5/2019	COMM 1ST	PMCHK00002572	\$437.49
18749	S0166	Sierra Snake Removal	7/5/2019	COMM 1ST	PMCHK00002572	\$390.00
18750	T0071	TIAA Commercial Finance, Inc.	7/5/2019	COMM 1ST	PMCHK00002572	\$107.34
18751	T1000	Transamerica Life Insurance	7/5/2019	COMM 1ST	PMCHK00002572	\$420.00
18752	TEMPH	Aaron High	7/5/2019	COMM 1ST	PMCHK00002572	\$120.00
18753	TEMPH	Pachaal McDonald	7/5/2019	COMM 1ST	PMCHK00002572	\$290.00
18754	TEMPO	Michelle Orzo	7/5/2019	COMM 1ST	PMCHK00002572	\$455.00
18755	TEMPO	Angella Russell	7/5/2019	COMM 1ST	PMCHK00002572	\$250.00
18756	TEMPS	Brand, Salazar	7/5/2019	COMM 1ST	PMCHK00002572	\$300.00
18757	VC007	Verizon Wireless	7/5/2019	COMM 1ST	PMCHK00002572	\$1,139.96
18758	W0001	Walker's Office Supplies, Inc.	7/5/2019	COMM 1ST	PMCHK00002572	\$351.19
18759	W0042	Live Oak Waldorf School	7/5/2019	COMM 1ST	PMCHK00002572	\$3,780.00
18760	W0044	Wave	7/5/2019	COMM 1ST	PMCHK00002572	\$1,365.93
18761	Y0003	Yamasaki Landscape Architectur	7/5/2019	COMM 1ST	PMCHK00002572	\$10,450.00
18762	M0043	Mobile Rock Incorporated	7/10/2019	COMM 1ST	PMCHK00002573	\$275.00
18763	S1007	Stationary Engineers, Local 39	7/10/2019	COMM 1ST	PMCHK00002573	\$391.50
18764	TEMPF	Benjamin Foss	7/10/2019	COMM 1ST	PMCHK00002573	\$26.00
18765	TEMPH	Aaron High	7/10/2019	COMM 1ST	PMCHK00002573	\$52.00
18766	TEMPH	Danca Morgan	7/10/2019	COMM 1ST	PMCHK00002573	\$600.00
18767	TEMPF	Anneliese Perez	7/10/2019	COMM 1ST	PMCHK00002573	\$30.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
18768	TEMPR	Rachel Ranz	7/10/2019	COMM 1ST	PMCHK00002573	\$60.00
18769	TEMPS	Celeste Simpson	7/10/2019	COMM 1ST	PMCHK00002573	\$26.00
18770	TEMPW	Gwendolyn Woltz	7/10/2019	COMM 1ST	PMCHK00002573	\$52.00
18771	U0033	United States Treasury	7/10/2019	COMM 1ST	PMCHK00002573	\$75.00
18772	U0019	US Bank	7/10/2019	COMM 1ST	PMCHK00002574	\$3,168.59
18773	1099-103	Terry Masten	7/19/2019	COMM 1ST	PMCHK00002575	\$48.75
18774	1099-104	Thomas Seibel	7/19/2019	COMM 1ST	PMCHK00002575	\$97.50
18775	1099-147	Tom Isaac	7/19/2019	COMM 1ST	PMCHK00002575	\$211.25
18776	1099-16	Skyhawks Sports Academy, Inc.	7/19/2019	COMM 1ST	PMCHK00002575	\$2,457.00
18777	1099-193	Celena Polena	7/19/2019	COMM 1ST	PMCHK00002575	\$286.00
18778	1099-218	Auburn Gymnastics Center	7/19/2019	COMM 1ST	PMCHK00002575	\$2,093.00
18779	1099-254	Ralph Kendrick	7/19/2019	COMM 1ST	PMCHK00002575	\$497.75
18780	1099-256	Healing Pastures, Inc.	7/19/2019	COMM 1ST	PMCHK00002575	\$337.50
18781	1099-269	Deborah Lynn	7/19/2019	COMM 1ST	PMCHK00002575	\$429.00
18782	1099-277	Foothill Karate Do	7/19/2019	COMM 1ST	PMCHK00002575	\$22.75
18783	1099-291	Isaac Humber	7/19/2019	COMM 1ST	PMCHK00002575	\$156.00
18784	1099-295	Juli Land-Marx	7/19/2019	COMM 1ST	PMCHK00002575	\$1,200.00
18785	1099-313	Alison Lloyd	7/19/2019	COMM 1ST	PMCHK00002575	\$2,106.00
18786	1099-332	Danielle Herreid	7/19/2019	COMM 1ST	PMCHK00002575	\$223.20
18787	1099-341	Twardis, Bryan	7/19/2019	COMM 1ST	PMCHK00002575	\$240.00
18788	1099-342	Susie Bell	7/19/2019	COMM 1ST	PMCHK00002575	\$720.00
18789	1099-343	Faith Petersen	7/19/2019	COMM 1ST	PMCHK00002575	\$528.00
18790	1099-345	Preston, Marx	7/19/2019	COMM 1ST	PMCHK00002575	\$329.40
18791	1099-358	Natalia Roberti	7/19/2019	COMM 1ST	PMCHK00002575	\$90.00
18792	1099-360	Michele Newman	7/19/2019	COMM 1ST	PMCHK00002575	\$173.40
18793	A0001	Recology Auburn Placer	7/19/2019	COMM 1ST	PMCHK00002575	\$1,228.33
18794	A0018	Auburn Chamber of Commerce	7/19/2019	COMM 1ST	PMCHK00002575	\$360.00
18795	A0027	Recology Auburn Placer	7/19/2019	COMM 1ST	PMCHK00002575	\$1,244.63
18796	A0051	Anderson's Sierra Pipe Co.	7/19/2019	COMM 1ST	PMCHK00002575	\$142.20
18797	A0076	Ackerman Charter School Distri	7/19/2019	COMM 1ST	PMCHK00002575	\$46.70
18798	A0111	AllGood Driving School, Inc	7/19/2019	COMM 1ST	PMCHK00002575	\$120.00
18799	A1010	Advantage Marketing and Print	7/19/2019	COMM 1ST	PMCHK00002575	\$158.73
18800	C0004	CAPRI	7/19/2019	COMM 1ST	PMCHK00002575	\$33,862.50
18801	C0058	City Of Auburn	7/19/2019	COMM 1ST	PMCHK00002575	\$20,442.84
18802	C0061	California Computer Services	7/19/2019	COMM 1ST	PMCHK00002575	\$274.00
18803	C0111	Cal.net	7/19/2019	COMM 1ST	PMCHK00002575	\$66.90
18804	C0113	Cooks Portable Toilets & Septi	7/19/2019	COMM 1ST	PMCHK00002575	\$1,598.00
18805	C0123	Campbell, Brian	7/19/2019	COMM 1ST	PMCHK00002575	\$42.80
18806	D0016	Dancing Dog Productions	7/19/2019	COMM 1ST	PMCHK00002575	\$791.51
18807	D0025	Dawson Oil Company	7/19/2019	COMM 1ST	PMCHK00002575	\$2,858.35
18808	D0062	Durham School Services	7/19/2019	COMM 1ST	PMCHK00002575	\$208.19
18809	D0066	De Lage Landen Financial Servi	7/19/2019	COMM 1ST	PMCHK00002575	\$332.48
18810	D0095	Dowden, Pat	7/19/2019	COMM 1ST	PMCHK00002575	\$1,547.00
18811	EC008	Ewing Irrigation Products, Inc	7/19/2019	COMM 1ST	PMCHK00002575	\$565.76
18812	FO038	Fastenal Company	7/19/2019	COMM 1ST	PMCHK00002575	\$33.25
18813	FG041	Friends of ARD	7/19/2019	COMM 1ST	PMCHK00002575	\$3,750.83
18814	G0006	Gold Country Media Publication	7/19/2019	COMM 1ST	PMCHK00002575	\$283.00
18815	G0045	GSSA	7/19/2019	COMM 1ST	PMCHK00002575	\$1,031.25
18816	H0056	Humana Dental Ins. Co	7/19/2019	COMM 1ST	PMCHK00002575	\$2,004.05
18817	IC010	Inland Business Systems	7/19/2019	COMM 1ST	PMCHK00002575	\$148.09
18818	K0011	Kaiser Foundation Health Plan,	7/19/2019	COMM 1ST	PMCHK00002575	\$14,561.39
18819	LC016	Loomis Union School District	7/19/2019	COMM 1ST	PMCHK00002575	\$2,475.00
18820	LO033	Les Schab	7/19/2019	COMM 1ST	PMCHK00002575	\$69.58
18821	MO098	Meadow Vista County Water Dist	7/19/2019	COMM 1ST	PMCHK00002575	\$2,501.13
18822	NO045	Near U CO2	7/19/2019	COMM 1ST	PMCHK00002575	\$216.43
18823	NO048	Normas, Inc.	7/19/2019	COMM 1ST	PMCHK00002575	\$372.21
18824	PO001	Placer Farm Supply	7/19/2019	COMM 1ST	PMCHK00002575	\$385.27
18825	PO007	Pacific Gas & Electric Company	7/19/2019	COMM 1ST	PMCHK00002575	\$580.38
18826	PO043	Placer County Sheriff's Office	7/19/2019	COMM 1ST	PMCHK00002575	\$1,116.50
18827	PO058	Pitney Bowes Credit Corporatio	7/19/2019	COMM 1ST	PMCHK00002575	\$82.20
18828	PO073	Riabes Auto Parts	7/19/2019	COMM 1ST	PMCHK00002575	\$57.33
18829	SO034	Thatcher Company	7/19/2019	COMM 1ST	PMCHK00002575	\$2,549.66
18830	SO063	Simpson & Simpson, Inc.	7/19/2019	COMM 1ST	PMCHK00002575	\$10,678.00
18831	SO067	Superfast Copy	7/19/2019	COMM 1ST	PMCHK00002575	\$14.53
18832	SO094	Manouch Shirvanicoun	7/19/2019	COMM 1ST	PMCHK00002575	\$63.25
18833	SO143	SNOA	7/19/2019	COMM 1ST	PMCHK00002575	\$880.00
18834	SO145	SCP Pool Distributors LLC	7/19/2019	COMM 1ST	PMCHK00002575	\$3,417.84
18835	SO154	Mike Scheele	7/19/2019	COMM 1ST	PMCHK00002575	\$57.50
18836	SO166	Sierra Snake Removal	7/19/2019	COMM 1ST	PMCHK00002575	\$195.00
18837	S1000	State Of California/DOJ	7/19/2019	COMM 1ST	PMCHK00002575	\$293.00
18838	S1003	Sutter Medical Foundation	7/19/2019	COMM 1ST	PMCHK00002575	\$816.00
18839	TC031	Turf Star, Inc.	7/19/2019	COMM 1ST	PMCHK00002575	\$2,423.85
18840	TEMP8	Tari Bueb	7/19/2019	COMM 1ST	PMCHK00002575	\$100.00
18841	TEMPC	Amy Clifton	7/19/2019	COMM 1ST	PMCHK00002575	\$159.00

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
18842	TEMPF	Jill Forgensi	7/19/2019	COMM 1ST	PMCHK00002575	\$40.00
18843	TEMPG	Lynn Goodale	7/19/2019	COMM 1ST	PMCHK00002575	\$80.00
18844	TEMPH	Emilie Horner	7/19/2019	COMM 1ST	PMCHK00002575	\$60.00
18845	TEMPJ	Michaela Johnson	7/19/2019	COMM 1ST	PMCHK00002575	\$159.00
18846	TEMPL	Sarah Lose	7/19/2019	COMM 1ST	PMCHK00002575	\$2,514.00
18847	TEMPM	Brain McNeas	7/19/2019	COMM 1ST	PMCHK00002575	\$550.00
18848	TEMPO	Carine Cui-Hammer	7/19/2019	COMM 1ST	PMCHK00002575	\$62.00
18849	TEMPP	Leo Polansky	7/19/2019	COMM 1ST	PMCHK00002575	\$135.00
18850	TEMPR	Aliasha Ruland	7/19/2019	COMM 1ST	PMCHK00002575	\$102.00
18851	TEMPS	Mindy Shirk	7/19/2019	COMM 1ST	PMCHK00002575	\$159.00
18852	VO004	Valley Truck & Tractor Co.	7/19/2019	COMM 1ST	PMCHK00002575	\$385.52
18853	WO001	Walker's Office Supplies, Inc.	7/19/2019	COMM 1ST	PMCHK00002575	\$2,215.32
18854	WO010	Waxie Sanitary Supply	7/19/2019	COMM 1ST	PMCHK00002575	\$855.86
18855	WO043	West Coast Fire Protection Sys	7/19/2019	COMM 1ST	PMCHK00002575	\$150.00
18856	WO044	Wave	7/19/2019	COMM 1ST	PMCHK00002575	\$528.72
18857	YO002	Yuba Safe & Lock, Inc.	7/19/2019	COMM 1ST	PMCHK00002575	\$731.92
18858	YO003	Yamasaki Landscape Architectur	7/19/2019	COMM 1ST	PMCHK00002575	\$280.00
18859	CO120	Capture Technologies	7/19/2019	COMM 1ST	PMCHK00002576	\$1,022.99
18860	CO124	Central Valley Engineering & A	7/19/2019	COMM 1ST	PMCHK00002576	\$19,500.00
18861	TEMPH	Aaron High	7/19/2019	COMM 1ST	PMCHK00002576	\$52.00
18862	TEMPM	Danny Murphy	7/19/2019	COMM 1ST	PMCHK00002576	\$130.00
18863	TEMPP	Charles Parker	7/19/2019	COMM 1ST	PMCHK00002576	\$40.00
18864	TEMPR	Aliasha Ruland	7/19/2019	COMM 1ST	PMCHK00002576	\$78.00
18865	TEMPS	Desiree Swift	7/19/2019	COMM 1ST	PMCHK00002576	\$298.00
ACH UNITY 36321	U0032	UnityFIsolutions	7/19/2019	COMM 1ST	PMCHK00002580	\$64.70
18866	S1007	Stationary Engineers, Local 39	7/26/2019	COMM 1ST	PMCHK00002577	\$391.50
18867	TEMPB	Cheryl Baugh	7/26/2019	COMM 1ST	PMCHK00002577	\$40.00
18868	TEMPO	Lauren Dillard	7/26/2019	COMM 1ST	PMCHK00002577	\$20.00
18869	TEMPF	Zara Ferguson	7/26/2019	COMM 1ST	PMCHK00002577	\$125.00
18870	TEMPG	Mike Godwin	7/26/2019	COMM 1ST	PMCHK00002577	\$660.00
18871	TEMPH	Samanth Honcoop	7/26/2019	COMM 1ST	PMCHK00002577	\$20.00
18872	TEMPL	Kathleen Long	7/26/2019	COMM 1ST	PMCHK00002577	\$125.00
18873	TEMPM	Jerod Meents	7/26/2019	COMM 1ST	PMCHK00002577	\$298.00
18874	TEMPR	Elizabeth Ramsey	7/26/2019	COMM 1ST	PMCHK00002577	\$70.00
18875	TEMPT	Jamie Terrell	7/26/2019	COMM 1ST	PMCHK00002577	\$40.00
18876	TEMPV	Katelin Vincent	7/26/2019	COMM 1ST	PMCHK00002577	\$20.00
18877	U0033	United States Treasury	7/26/2019	COMM 1ST	PMCHK00002577	\$75.00

Total Checks: 178

Total Amount of Checks: \$246,774.48

SECTION: 5.0

**ITEM: 5.3 REVIEW OF FINANCIALS FOR
JULY, 2019**

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS**

Notations from July's Financials:

Revenues –

- **Park Services** are up \$25,300. Youth Camps are up \$22,300 and Youth Classes are up \$5,500, absorbing the \$9,000 decrease for Swim Team.
- **Donations** are up \$17,900 due to the Rotary Contributions toward Railhead Park.
- **Tax Revenues** are still coming in, putting us \$104,000 above budget, RDA tax revenues are \$66,000 of this influx.

Expenses –

- **Utilities** are continuing to run below budget, saving \$16,000.
- **Maintenance Expense** is over by \$17,000. \$4,600 was spent on roof repairs at Recreation Community Center that was unexpected, some unbudgeted repairs totaling \$7,300 to the Gazebo at Recreation Park and some needed repairs/replacement of aging HVAC units at the Canyon View Community Center costing \$3,220 as well as added costs to bring James Field into proper condition for this season's play, which put us over \$4,600.
- **Salaries and Benefits** are under by \$48,000. Aquatics has a savings of \$14,000 in wages due to late hire of staff and a low program for the swim team. Fac & Grounds has a savings of \$11,000 in Benefits, due to the changes in staff. There were some savings in CalPERS estimates overall.
- **Fixed Assets & Capital Improvement Projects** balanced each other due to a journal entry moving the Regional Park irrigation pump to construction in progress, since it is not a completed asset yet. The Rotary Project puts us out of balance; however, this is offset by the donations we received for that project.

PROFIT & LOSS

19/20 Approved Budget

	Approved Budget FY 19-20	% Of Total	2019 July ACTUALS	Last Yr July Actuals	2019 YTD ACTUALS	2019 YTD BUDGET	Last Yr YTD ACTUALS
Operating Revenues							
Program Revenue	1,254,440	20%	109,320	84,803	565,433	540,110	533,746
Facility Revenue	178,050	3%	10,148	7,445	103,828	105,800	106,486
Misc. Revenue	49,790	1%	5,740	6,542	17,731	21,714	27,795
Grants & Donations	11,440	0%	8,636	240	18,501	560	562
Interest Income	60,270	1%	7,211	7,328	31,368	27,110	23,073
Equipment Reserve Transfers	292,700	5%	-	-	-	-	94,124
Project Reserve Transfers	807,700	13%	-	-	19,000	19,000	35,000
Tax Revenue	3,233,500	53%	20,348	72,254	1,490,924	1,385,888	1,262,524
In Kind/Alwood	26,470	0%	-	-	9,626	10,580	8,872
County & City Mitigation Revenue	242,300	4%	-	-	-	-	-
Total Operating Revenue	6,150,660	100.00	161,403	178,612	2,256,411	2,110,762	2,092,182
Expenditures							
Program Expense	245,940	4%	34,600	32,212	83,216	88,010	91,131
Operating & Supplies	390,380	7%	33,018	27,273	113,818	107,930	108,686
Utilities Expense	213,290	4%	36,547	18,626	55,603	72,000	62,073
Professional Services	64,840	1%	7,898	2,202	26,086	18,624	8,561
Building & Grounds Maintenance	486,890	8%	34,732	34,725	132,486	115,220	89,612
Property Tax Admin.	60,950	1%	3,049	2,295	3,049	2,500	2,295
Wages	2,332,460	39%	216,189	212,998	767,416	778,100	750,100
Benefits & Payroll Costs	901,850	15%	124,768	67,443	317,767	334,560	264,218
Fixed Asset Expense	307,410	5%	5,597	18,645	11,089	48,707	126,149
Capital Improvement Projects	995,000	17%	49,455	30,672	112,251	60,506	133,588
Debt Services	2,000	0%	-	-	-	-	-
Total Expenditures	6,001,010	100.00	545,853	447,091	1,623,381	1,626,157	1,636,413
Net Revenue Over Expenditures	\$ 155,650	2.53	\$ (384,450)	(268,479)	\$633,030	\$484,605	\$455,769
Annual Contingency Reserve (1-2%)							
Annual Equip Replacement Reserve	\$ 50,000				\$ 50,000	\$ 450,000	\$ 450,000
Future Capital Construction Reserve					\$ 202,459	\$ 875,098	\$ 774,762
Cell Tower Reserves					\$ (122,459)	\$ -	\$ 965,971
ADA Reserve	\$ 5,000				\$ 5,000	\$ 25,032	\$ 40,032
CalPERS unfunded liability reserve	\$ 45,800				\$ 45,800	\$ 183,200	\$ 137,400
TOTAL RESERVE BALANCES							
Net Position	\$ 54,850					\$ 2,405,612	\$ 2,490,624

Auburn Area Recreation and Park District

Balance Sheet

7/31/2019

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	\$580.00
First Foundation Bank	172,760.63
Placer County Treasure-General	3,859,525.07
Placer County Treasurer - City Trust	476,855.40
Accounts Receivable	17,575.31
PCOE Receivables	37,205.00
Prepaid Workers Comp Insurance	27,360.32
TOTAL ASSETS	\$4,591,861.73
LIABILITIES AND NET PROFIT	
<u>Current Liabilities</u>	
Prepaid Revenue	\$1,329.00
Liability Insurance Payable	8,531.75
Gift Certificates	162.00
Compensated Absences	129,642.79
Sales Tax Payable	238.85
Total Current Liabilities	\$139,910.39
<u>Net Position</u>	
General Fund Balance	\$3,837,920.21
Net Profit (Loss)	64,031.13
Total Net Position	\$4,451,951.34
TOTAL LIABILITY AND NET POSITION	\$4,591,861.73

Auburn Recreation and Park District
 Balance Sheet
 As of 7/31/2019

ASSETS

Current Assets

Petty Cash	580.00
First Foundation Bank	172,760.63
Placer County Treasurer – General Fund	3,859,525.07
Placer County Treasurer – City Trust	476,855.40
Accounts Receivable – ARD	17,575.31
PCOE Youth Services Receivable	37,205.00
Prepaid Expenses	0.00
Prepaid Liability Insurance	0.00
Prepaid Workers Comp Insurance	27,360.32

Total Current Assets \$4,591,861.73

Fixed Assets

Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	12,904,382.64
Fixed Assets: Equipment	1,033,763.22
Fixed Assets: Computer Equipment & Software	136,809.67
Fixed Assets: Vehicles	265,282.64
Fixed Assets: Office Furniture & Rec Equipment	97,395.53
Construction In Progress	447,412.30
Less: Accumulated Depreciation	(9,958,827.00)

Total Fixed Assets \$6,896,765.12

TOTAL ASSETS \$11,488,626.85

**Auburn Recreation and Park District
Balance Sheet (Continued)
As of 7/31/2019**

LIABILITIES AND NET POSITON

Current Liabilities

Prepaid Revenue	1,329.00
Liability Insurance Payable	8,531.75
Gift Certificates	168.00
Compensated Absences	129,642.79
Accounts Payable	0.00
Sales Tax Payable	238.85
Misc Deductions Payable	0.00
Worker's Comp Payable	0.00
Accrued Expenses	0.00
Accrued Payroll	0.00

Total Current Liabilities	\$139,910.39
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Fund Balances

Investments in Fixed Assets	6,896,765.12
GFB: Youth Assistance Fund	15,362.45
GFB: General Fund Balance	915,674.51
RFB: Reserved (City Mitigation)	476,855.40
RFB: Equip Replacement Reserve	872,281.72
RFB: Contingency Reserve	450,000.00
RFB: Future Capital Construction	875,098.49
DFB: Arboretum Grant Fund	13,275.73
DFB: Designated – Atwood Fund	10,136.50
DFB: Atwood – Equipment Repl Fund	1,003.66
DFB: Calpers – Unfunded Liability Fund	183,200.00
DFB: ADA Reserves	25,031.75

Net Position	614,031.13
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Total Assets	6,896,765.12
Total Unrestricted Funds GFB	931,036.96
Total Reserved Funds	2,674,235.61
Total Designated Funds	232,647.64

TOTAL LIABILITIES AND NET POSITION	<u>\$11,488,626.85</u>
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Auburn Rec & Park

Profit & Loss - Summary
4/1/2019 To 7/31/2019

For All Segment1s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	109,320.41	565,432.66	540,110.00	25,322.66	104.69
Rents & Concessions	10,147.83	103,827.50	105,800.00	(1,972.50)	98.14
Miscellaneous Revenue	5,740.12	17,730.78	21,714.00	(3,983.22)	81.66
Grants & Donations	8,636.00	18,501.25	560.00	17,941.25	3303.80
Interest Income	7,210.71	31,368.10	27,110.00	4,258.10	115.71
Taxes Revenue	20,347.64	1,500,549.96	1,396,468.00	104,081.96	107.45
TOTAL OPERATING REVENUE	\$161,402.71	\$2,237,410.25	\$2,091,762.00	\$145,648.25	106.96%
OTHER FINANCING SOURCES					
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	161,402.71	2,237,410.25	2,091,762.00	145,648.25	106.96
EXPENDITURES					
Program Expenses	34,600.09	83,215.97	88,010.00	(4,794.03)	94.55
Operations & Supplies Expense	33,018.16	113,818.07	107,930.00	5,888.07	105.46
Utilities Expense	36,547.11	55,602.57	72,000.00	(16,397.43)	77.23
Legal Expenses	4,711.63	11,969.66	8,000.00	3,969.66	149.62
Professional Services	3,186.31	14,715.90	10,624.00	4,091.90	138.52
Bldg & Grounds Maintenance	34,731.50	132,485.78	115,220.00	17,265.78	114.99
Property Tax Administration/LAIFCO	3,048.91	3,048.91	2,500.00	548.91	121.96
Salaries Expense	216,189.18	767,415.67	778,100.00	(10,684.33)	98.63
Benefits & Payroll Costs	124,768.17	317,767.16	334,560.00	(16,792.84)	94.98
Fixed Asset Expense	5,597.00	11,088.69	48,707.00	(37,618.31)	22.77
Capital Improvement Projects	49,454.94	112,250.74	60,506.00	51,744.74	185.52

Auburn Rec & Park
 Profit & Loss - Summary
 4/1/2019 To 7/31/2019
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
TOTAL EXPENDITURES	\$545,853.00	\$1,023,379.12	\$1,626,157.00	(\$2,777.88)	99.83%
NET REVENUE OVER EXPENDITURES	(\$384,450.29)	\$614,031.13	\$465,605.00	\$148,426.13	131.88%
ADJ. NET REVENUE OVER EXPENDITURES	(\$384,450.29)	\$614,031.13	\$465,605.00	\$148,426.13	131.88%

Auburn Rec & Park

Transfers to General Fund
4/1/2019 to 7/31/2019

<u>City Mitigation Reserves</u>		
4/15/2019 Security Cameras	\$	19,000.00
Total Addition to General Fund from City Mitigation Reserve	\$	<u>19,000.00</u>
<u>Equipment Replacement Reserves</u>		
4/15/2019 2018-2019 Budgeted to Save	\$	(50,000.00)
Total Addition to General Fund from Equip Repl Reserves	\$	<u>(50,000.00)</u>
<u>Unfunded Liability Reserves</u>		
4/15/2019 2018-2019 Budgeted to Save	\$	(45,800.00)
Total Addition to General Fund from Unfunded Liability Reserves	\$	<u>(45,800.00)</u>
<u>ADA Reserves</u>		
4/15/2019 2018-2019 Budgeted to Save	\$	(5,000.00)
Total Addition to General Fund from ADA Reserves	\$	<u>(5,000.00)</u>
Total Transfers from Reserves	\$	(81,800.00)

SECTION: 6.0

**BOARD REPORTS, FEE WAIVER LOG,
VANDALISM REPORTS & PROJECT
ACTIVITY REPORT**

INFORMATION:

SEE ATTACHMENTS

Kahl Muscott
District Administrator
Report to the Board of Directors
August, 2019

- Mark Brunner has been hired as the new Recreation Services Manager. Mark comes to us from the North Highlands Recreation and Park District; he will start September 16th.
- We still have three PT Park Workers unavailable to start due to delays on their DOJ fingerprint/background checks. These delays are now pushing 2 months. Unfortunately, there is no way for ARD to speed up the process with DOJ.
- The Bike Park is scheduled to begin September 9th (finally!)
- The Food Truck Fiesta saw low attendance from both the public and food trucks. The triple-digit heat played a major role in the disappointing turn-out.
- Alternatively, the Ukulele Festival earlier in the month was a major success.
- Staff had to retrench 100+ feet to properly encase and bury the walkway lights at Regional Park.
- We are still waiting on the estimate to run all new conduit for proper encasement and burial of the wires for the lights at James Field. A small section of it will be taken care of with the James Field project. The James Field fences have all been properly grounded.
- April Maynard is assisting with the search for an artist to paint a mural on the housing around the new Regional Park pump.
- A small astronomy class from William Jessup University will be using the lower parking lot at CVCC for star-gazing a few times per month. They will work around any needs associated with the Bike Park and are a self-contained group.

Meetings and events attended or scheduled to attend

8/2: Leadership Auburn Alumni Social, Sierra Pool

8/6: Rotary

8/7: Interviews (first round)

8/9: ARD employee Ice Cream Social

8/12: Atwood re: meeting with HOA, Biologists to discuss various issues

8/13: Rotary

8/14: Obstacle Race meeting

8/15: Interviews (second round)

8/16: Food Truck Fiesta

8/19: Veona and Sheryl re: mid-year budget revision

8/20: Rotary

8/21: Veona and Jesse re: mid-year budget revision

8/21: Policy Committee

8/21: Finance Committee

8/21: A&D Committee

8/22: Veona and Manouch re: mid-year budget revision

8/22: Veona and Debbie re: mid-year budget revision

8/27: Rotary

8/28: Obstacle Race meeting

8/29: Harvest Festival Committee

8/29: Auburn Little League exhibit at Courthouse Museum

8/30: Bike Park preconstruction meeting

Veona Galbraith
Administrative Services Manager
Report to the Board of Directors
August, 2019

Notations from July's Financials:

Revenues:

- Grants and Donations are down, there will be approximately \$2,500 deposited in July.
- Interest Income is down, only because the County Treasury reports didn't arrive in time to include those revenues in the June Financials.
- All other revenues are up, overall \$40,000 for the first quarter.

Expenses:

- Program Expenses are higher than budgeted, but that is to be expected since Program Revenues are higher as well.
- Utilities are running \$13,000 over budget for this quarter. Sierra Pool & Rec Community Center are double of what they were last year this time. In general, water is up across the board. MV took a \$2,000 hit probably due to the loss of the pump and the necessity to use potable water.
- All other expenses are down, overall \$48,000 for the first quarter.

Many of these inconsistencies will level out over time. However, as an overall picture, we are looking well.

- Proposed transfers from the City Mitigation Fund as well as the Equipment Reserves are ready for your approval for the Pool Bleachers Shade Structure, Toro Mower, Kioti Tractor and the Pool Cover.
- Staff received and put into action the new Skid Sprayer Asset, that should take care of the geese litter on the walking path at Regional Park.
- Currently inquiring on Quotes for new drinking water service
- Currently inquiring on Quotes for 3 new department computers, per budget
- Trained Donna Renee on State and Federal Payroll Quarter Reporting

Appointments to Note for July-Aug:

- Meeting with Buckmasters (copy machines)
- CalPERS retirement training
- Financial Management Conference (CSDA)
- Interview Panel for Rec Manager Position
- 1st Meetings with managers on Budget Revision

Mike Scheele
Landscape Architect/Project Manager
Report to the Board of Directors
August, 2019

- ARD Bike Park Project: Contracts have been signed and submittals are being processed. Some project site furnishings such as the solar lights and removable bollards have lead times as long as 10 weeks. Pre-construction meeting has been set for August 30th. Work is now scheduled to begin September 9th. Bike Park consultant District was going to hire temporarily is no longer available but another contractor familiar with bike park construction has volunteered to monitor the work periodically on a pro-bono basis. Staff continuing to work on park rules and signage program and other peripheral items.
- Regional Park South ADA Access Project: Project Completed.
- Regional Park Irrigation Pump System Improvements: Project Completed.
- James Field Renovation Project: Project is underway and is proceeding well. Scoreboard electrical lines/conduits were encountered just under the turf surface and more soil was generated from grading operations than expected which will be extra project costs. Bermuda grass stolons will be planted second week of September. If temperatures don't stay high through September and October, Staff will over-seed the field with a ryegrass so there is a nice green surface to play on in February/start of baseball season.
- 24 Acre Project-Statewide Park Dev and Community Revitalization Grant Application: 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. Prior to this staff will be putting together and releasing an RFQ requesting a design firm that can not only take the project through CEQA, but that can also assist with any design refinements and produce construction documents for whatever the first phase of the 24 Acre development turns out to be post CEQA.
- Miscellaneous Items: New memorial bench at Ashford Park, new sponsored bench at Regional Park South play area for the Placer County Association of Realtors, ADA improvements and asphalt patching at Recreation Park picnic pavilion (completed), updates of monthly Board reports and A&D Project Activity Reports etc.

Manouch Shirvanioun
Marketing & Customer Service
Report to the Board of Directors
August, 2019

	7/1/19	7/31/18
Activity Registrations	\$ 9,500	\$10,000
Day Care/Discovery payments	\$76,000	\$52,000
Facility payments/reservations	\$ 9,000	\$15,000

Staff configured and input Fall programs in RecTrac system.
 Staff configured and input Discovery Program after school dates in Day Care Works system.
 Arranged for Placer Sheriff diving rescue team to use the pool for testing.
 Met with Placer Sheriff Youth Program coordinator to review their facility usage reservation request.
 Met with Veona to review mid-year budget.
 Reviewed and approved fee waivers.
 Food Truck Fiesta-event and meetings.
 Obstacle Race meetings.
 Leadership Auburn.
 Canyon Keepers.
 Chamber Ambassador Visits.
 Kids First- Family Fun Day at Regional Park on National Night Out, August 6, 2019.
 Blood Sweat and Beer Trail run at Railhead Park, July 28, 2019.

Sheryl Petersen
Recreation Services Manager
Report to the Board of Directors
August, 2019

- Meetings attended: ASR (4), AARC (2), SCB,
 - Attended a CalPers meeting
 - Attended and worked VFCAL Swimming Champs at American River College
 - Distributed and proofed the Fall Activity Guide
 - Hosted the Ukulele Festival – 200 participants
 - Met with the editor of the Auburn Journal Julie Miller
 - Sent the Fall Activity Guide to the printer
 - Attended AUW Board Retreat
 - Organized the Food Truck Fiesta
- Met with String Fling Committee – broad strokes/strategies for 2020 postponed

AARC – All American Rib Cookoff, AHF-Auburn Harvest Festival, ASR- Auburn Sunset Rotary, PIP-Party in the Park, SCB- Senior Center Board, SF String Fling, SHF-Auburn Senior Health Fair, UKE- Ukulele Festival, VFCAL-Valley Foothills Competitive Aquatics League,

Coming up this Month

September

2	Last day of Public Swim	Sierra Pool
	Labor Day	Offices Closed
3	Sign Ups YDL Basketball Begin	
5-8	Gold Country Fair Booth	Fairgrounds
6-8	Pickleball Tournament	Regional Park
15	Kid's Triathlon	Placer Hills Pool
21	CPR Class	Recreation Park
22	Obstacle Race	Regional Park
26	Board Meeting	CVCC
28	3 rd Annual All-American Rib Cookoff	Recreation Park

Debbie Thomas

Youth Services Manager

Report to the Board of Directors

August, 2019

- Day camp averaged overall 116 per day this year. Last year we averaged 108 per day overall. This is actual attendance and doesn't include children who paid for the day but were absent.
- Discovery Club opened August 14th at all four sites. Three sites are now full and have wait lists. Alta Vista is full on certain days of the week.
- Two seasonal staff stayed on with Discovery Club after day camp ended. Two permanent part-time staff moved out of the area. One was replaced and I still have an opening. I have been filling in for sick staff.
- Rehired Kinder Ready staff for new year. The preschool opened August 19th with an open house on August 15th. Many of their kids moved on to kindergarten and they are starting with another young group.
- August 15th sat on interview panel for the Recreation Manager position.
- August 22nd budget meeting with Veona.
- August 29th informational meeting with Amber Lee-Alva, the new AUSD superintendent.
- Conducted nine staff reviews.

We appreciate all the quick assistance from Jesse's crew over the summer which helped day camp run smoothly.

Jesse Williams
Facilities & Grounds Manager
Report to the Board of Directors
August, 2019

American River Overlook Park:

- Norris Electric investigated why the irrigation controller had 24-27 volts at the irrigation clock when all the breakers were turned off. They determined that one of Pacific Gas and Electric Company's electrical wires to the parking lot lights had come in contact with one of our irrigation wires and was back feeding our irrigation system. Pacific Gas and Electric Company sent an emergency crew out to resolve the issue.
- Ramirez Rattlesnake Removal removed a rattlesnake.

Atwood Park:

- Applied the Andersons 6-24-24 fertilizer to the turf. This is an improved fertilizer formula that contains a 1-4-4 ratio of nitrogen, phosphorous and potassium to act as a beneficial supplement fertilizer for soils low in Phosphate and Potassium.

Meadow Vista Park

- Fuentes Lake and Pond Management removed all of the floating algae by conveyer and booms and then used Cutrine-Plus to treat the remaining algae in the pond (Label and SDS information available upon request).

Placer Hills Park

- In the rainy season of 2018 (sometime before April 13th 2018) we installed a Hunter HC Controller for this park. This Wi-Fi Enabled Irrigation Controller with Hydrowise Web-based Software was installed in order to save us money on our water bill while at the same time allowing us to maintain a great looking turf. After reviewing the water bills for Placer Hills Park for the last fiscal we were able to decrease the units of water used at this park by 456 units (a savings of approximately \$775 in the 2018-2019 fiscal year).

Railhead Park:

- Applied Best Ammonium Phosphate 16-20-0 with 13% sulfur to the turf. This fertilizer makes soils more friable, improves moisture penetration, increases the availability of other nutrients and helps reclaim alkaline soils.
- Applied the Andersons 6-24-24 fertilizer to the turf.

Recreation Park:

- Road Kill Welding fabricated and powder coated 25 brackets to repair the aluminum bleachers at James Field.
- Serviced the Jacobsen Triplex reel mower.
- Serviced the Toro ProCore Aerator.
- Ramirez Rattlesnake Removal removed a rattlesnake from around the Day Camp Modulars.
- Continued repairing the large gazebo.
- Replaced the locks on all the outdoor electrical outlets to standardize all locked outdoor electrical outlets to one key.

- G & H Glass Company installed a new window in gym on the side door that was broken due to a pickleball game.
- Yuba Safe and Lock replaced the panic bar on the side door in the gym and rekeyed the lock on the Customer Service Offices.

Regional Park:

- Fuentes Lake and Pond Management used Cutrine-Plus to treat the algae in the pond.
- Norris Electric replaced a broken pathway light pole.
- Applied the Andersons 6-24-24 fertilizer to Bill Bean Field, B Field and C Field.
- Due to the installation of the new irrigation pump we have been able to shorten our water window in order to prevent overspray in the morning onto the pickle ball courts.
- Repaired the broken dugout bench on C Field.

Shockley Woods Park:

- The residents who live at 210 Mulberry Street had a tree from our property come down on their fence. We removed the fallen tree and rebuilt their fence.

CUTRINE®-PLUS

ALGAECIDE/HERBICIDE

GENERAL INFORMATION

Cutrine®-Plus, under field conditions, is effective in controlling a broad range of algae including: Chara, Spirogyra, Cladophora, Vaucheria, Ulothrix, Microcystis and Oscillatoria. Cutrine-Plus has also been proven effective in controlling the rooted aquatic plant, Hydrilla verticillata. The ethanolamines in Cutrine-Plus prevent the precipitation of copper with carbonates and bicarbonates in the water. Waters treated with Cutrine-Plus may be used for swimming, fishing, drinking, livestock watering or irrigating turf, ornamental plants or crops immediately after treatment.

DIRECTIONS FOR USE

It is a violation of Federal Law to use this product in a manner inconsistent with its labeling.

SURFACE SPRAY / INJECTION ALGAECIDE APPLICATION

For effective control, proper chemical concentration should be maintained for a minimum of three hours contact time. The application rates in the chart are based on static or minimal flow situations. Where significant dilution or loss of water from unregulated inflows or outflows occur (raceways) within a three hour period, chemical may have to be metered in.

Application Rates (Gallons per Surface Acre)

Form of Algal Growth	PPM Copper	Depth in Feet			
		1	2	3	4
Planktonic	0.2 - 0.6	0.6 - 1.8	1.2 - 3.6	1.8 - 5.4	2.4 - 7.2
Filamentous	0.2 - 0.8	0.6 - 2.4	1.2 - 4.8	1.8 - 7.2	2.4 - 9.6
Benthic	0.4 - 1.0	1.2 - 3.0	2.4 - 6.0	3.6 - 9.0	4.8 - 12.0

- Identify the algae growth present as one of the following types: Planktonic (suspended), Filamentous (mat forming), or Chara/Nitella.
- Determine the surface acreage (1 acre=43,560 sq ft) and average depth of infested area.

- Refer to the chart above to determine gallons of Cutrine-Plus to apply per surface acre.
- Under conditions of heavy infestation, treat only 1/3 to 1/2 of the water body at a time to avoid fish suffocation caused by oxygen depletion from decaying algae.
- Before applying, dilute the required amount of Cutrine-Plus with enough water to ensure even distribution with the type of equipment being used. Faster results will be seen when applied under calm and sunny conditions when water temperature is at least 60°F. Break up floating algae mats before spraying or while application is being made. Use hand or power sprayer adjusted to rain-sized droplets. Spray shoreline areas first to avoid trapping fish.

Cutrine-Plus Granular Algaecide may be used as an alternative in low volume flow situations, spot treatments or treatment of bottom-growing algae in deep water.

GENERAL TREATMENT NOTES

The following suggestions apply to the use of Cutrine-Plus as an algaecide or herbicide in all approved use sites: For optimum effectiveness, Apply early in the day under calm, sunny conditions when water temperatures are at least 60°F. Treat when growth first begins to appear or create a nuisance, if possible. Apply in a manner that will ensure even distribution of the chemical within the treatment area. Re-treat areas if regrowth begins to appear and seasonal control is desired. Allow one to two weeks between consecutive treatments. Allow seven to ten days to observe the effects of treatment (bleaching and breaking apart of plant material).

HERBICIDE APPLICATION (For Hydrilla Control)

CUTRINE-PLUS:

Control of Hydrilla verticillata can be obtained from copper concentrations of 0.4 to 1.0 ppm resulting from Cutrine-Plus treatment. Choose the application rate based upon stage and density of Hydrilla growth and respective water depth from the chart to the right.

CUTRINE-PLUS: HARVESTER® TANK MIX

On waters where enforcement of use restrictions for recreational, domestic and irrigation uses are acceptable, the following mixture can be used as an alternative Hydrilla control method. Tank mix 3 gallons of Cutrine-Plus with 2 gallons of Harvester. Apply mixture at the rate of 5 gallons per surface acre. Dilute with at least 9 parts water and apply as a surface spray or underwater injection. Observe all cautions and restrictions on the labels of both products used in this mixture.

Application Rates (Gallons/Surface Acre*)

Growth/Stage Relative Density	PPM Copper	Average Depth (in feet)*					
		1	2	3	4	5	6
Early Season Low Density	0.4	1.2	2.4	3.6	4.8	6.0	7.2
	0.5	1.5	3.0	4.5	6.0	7.5	9.0
	0.6	1.8	3.6	5.4	7.2	9.0	10.8
Mid-Season Moderate Density	0.7	2.1	4.2	6.3	8.4	10.5	12.6
	0.8	2.4	4.8	7.3	9.6	12.0	14.4
	0.9	2.7	5.4	8.1	10.8	13.5	16.2
Late Season High Density	1.0	3.0	6.0	9.0	12.0	15.0	18.0

*Application rates for depths greater than six feet may be obtained by adding the rates given for the appropriate combination of depths. Application rates should not result in excess of 1.0 ppm copper concentration within treated water.

EPA Reg. No. 8859-10
EPA Est. No. 42291-GA-1
Pat. No. 3,930,834

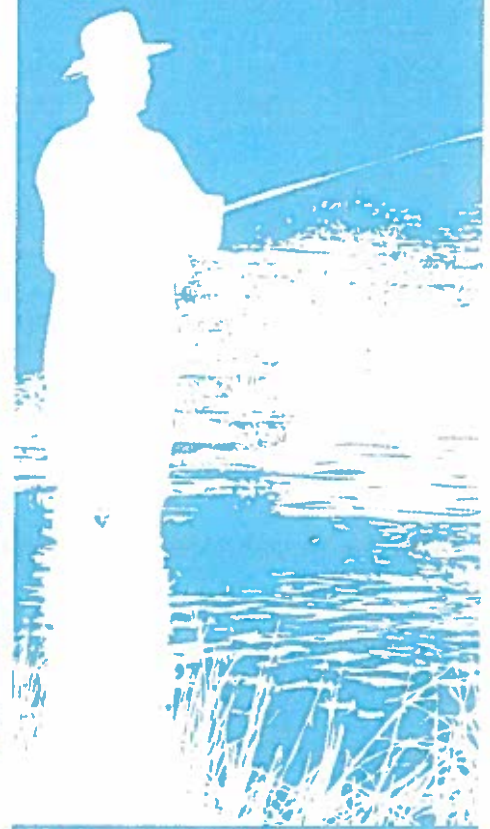
FOR USE IN: LAKES, POTABLE WATER RESERVOIRS, FARM, FISH AND INDUSTRIAL PONDS, FISH HATCHERIES AND RACEWAYS; CROP AND NON-CROP IRRIGATION CONVEYANCE SYSTEMS, DITCHES, CANALS AND LATERALS

ACTIVE INGREDIENTS:

Copper as elemental..... 99.0%
INERT INGREDIENTS 91.0%
TOTAL..... 100.00%

CUTRINE-PLUS contains 0.909 lbs. of elemental copper per gallon

*From mixed Copper-Ethanolamine complexes



applied biochemists

Germantown, WI 53022 • 1-800-558-5106
www.appliedbiochemists.com

PERMITS: Some states may require permits for the application of this product to public waters. Check with your local authorities.

DRIP SYSTEM APPLICATION; For Use In Potable Water And Irrigation Conveyance Systems

Cutrine-Plus should be applied as soon as algae or Hydrilla begins to interfere noticeably with normal delivery of water (clogging of lateral headgates, suction screens, weed screens and siphon tubes). Delaying treatment could perpetuate the problem causing massing and compacting of plants. Heavy infestations and low flow conditions increasing water flow rate during application may be necessary. Prior to treatment it is important to accurately determine water flow rates. In the absence of weirs, orifices, or similar devices which give accurate water flow measurements, volume of flow may be estimated by the following formula:

$$\text{Average Width (feet)} \times \text{Average Depth (feet)} \times \text{Velocity}^* (\text{feet/second}) \times 0.9 = \text{Cubic Feet per Second (C.F.S.)}$$

*Velocity is the time it takes a floating object to travel a given distance. Dividing the distance traveled (feet) by the time (seconds) will yield velocity (feet/second). This measurement should be repeated at least three times at the intended application site and then averaged.

C.F.S.	Water Flow Rate		Cutrine-Plus Drip Rate*		
	Gal./Min.	Qts./Hr.	ml/min.	Fl.Oz./Min.	
1	450	1	16	0.5	
2	900	2	32	1.1	
3	1350	3	47	1.6	
4	1800	4	63	2.1	
5	2250	5	79	2.7	

After accurately determining the water flow rate in C.F.S. or gallons/minute, find the corresponding Cutrine-Plus drip rate on the chart above.

Calculate the amount of Cutrine-Plus needed to maintain the drip rate for a period of 3 hours by multiplying Qts./Hr. x 3, ml/Min. x 180, or Fl. Oz./Min. x 180. Dosage will maintain 1.0 ppm Copper concentration in the treated water for the 3 hour period. Introduction of the chemical should be made in the channel at weirs or other turbulence-creating structures to promote the dispersion of chemical. Pour the required amount of Cutrine-Plus into a drum or tank equipped with a brass needle valve and constructed to maintain a constant drip rate. Use a stop watch and appropriate measuring container to set the desired drip rate. Readjust accordingly if flow rate changes during the 3 hour treatment period. Distance of control obtained down the waterway will vary depending upon density of vegetation growth. Periodic maintenance treatments may be required to maintain seasonal control.

KEEP OUT OF REACH OF CHILDREN

DANGER

FIRST AID - If inhaled: Move person to fresh air. If person is not breathing, call 911 or an ambulance, then give artificial respiration, preferably mouth-to-mouth if possible. Call a poison control center or doctor for further treatment advice. **If on skin or clothing:** Take off contaminated clothing. Rinse skin immediately with plenty of water for 15-20 minutes. Call a poison control center or doctor for treatment advice. **If in eyes:** Hold eye open and rinse slowly and gently with water for 15-20 minutes. Remove contact lenses, if present, after the first 5 minutes, then continue rinsing eye. Call a poison control center or doctor for treatment advice. **If swallowed:** Call a poison control center or doctor immediately for treatment advice. Have person sip a glass of water if able to swallow. Do not induce vomiting unless told to do so by a poison control center or doctor. **HOT LINE NUMBER:** Have the product container or label with you when calling a poison control center or doctor, or going for treatment. If a medical emergency arises contact Arch Chemicals Emergency Action Network in the US call 1-800-654-6911 or outside the US call 423-780-2970. For help with a spill, leak, fire or exposure involving this material call CHEMTREC 1-800-424-9300. Note to Physician: Probable mucosal damage may contraindicate the use of gastric lavage.

PRECAUTIONARY STATEMENTS / HAZARDS TO HUMANS AND DOMESTIC ANIMALS

DANGER

CORROSIVE. Causes irreversible eye damage and skin burns. Do not get in eyes, on skin, or on clothing. Wear goggles or face shield and rubber gloves when handling this product. Wash thoroughly with soap and water after handling and before eating, drinking, using tobacco or using toilet. Remove and wash contaminated clothing before reuse. Prolonged or frequently repeated skin contact may cause allergic reaction in some individuals.

STORAGE & DISPOSAL: Do not contaminate water, food or feed by storage or disposal. **PESTICIDE STORAGE:** Keep container closed when not in use. Open dumping is prohibited. **PESTICIDE DISPOSAL:** Pesticide wastes are acutely hazardous. Improper disposal of excess pesticide, spray mixture, or rinsate is a violation of Federal Law. If these wastes cannot be disposed of by use according to label instructions, contact your State Pesticide or Environmental Control Agency, or the Hazardous Waste representative at the nearest EPA Regional Office for guidance.

(For <5 gallon non-refillable containers only): **CONTAINER DISPOSAL: Nonrefillable container. Do not reuse OR REFILL THIS product container. TRIPLE RINSE CONTAINER (OR EQUIVALENT) PROMPTLY AFTER EMPTYING.** Triple rinse as follows: Empty the remaining contents into application equipment or a mix tank AND DRAIN FOR 10 SECONDS AFTER THE FLOW BEGINS TO DRIP. Fill the container ¼ full with water and recap. Shake for 10 seconds. Pour rinsate into application equipment or a mix tank or store rinsate for later use or disposal. Drain for 10 seconds after the flow begins to drip. Repeat this procedure two more times. Then offer for recycling or reconditioning if available or puncture and dispose of in approved landfill, or incineration, or, if allowed by state and local authorities, by burning. If burned, stay out of smoke. Consult Federal, State or local authorities for approved alternative procedures.

(For >5 gallon non-refillable containers only): **CONTAINER DISPOSAL: Nonrefillable container. Do not reuse OR REFILL THIS PRODUCT container. TRIPLE RINSE CONTAINER (OR EQUIVALENT) PROMPTLY AFTER EMPTYING.** Triple rinse as follows: Empty the remaining contents into application equipment or a mix tank. Fill the container ¼ with water and recap. Replace and tighten closures. Tip container on its side and roll it back and forth, ensuring at least one complete revolution, for 30 seconds. **TURN THE CONTAINER OVER ONTO ITS OTHER END AND TIP IT BACK AND FORTH SEVERAL TIMES.** Empty the rinsate into application equipment or a mix tank or store rinsate for later use or disposal. Repeat this procedure two more times. Then offer for recycling or reconditioning if available or puncture and dispose of in approved landfill, or incineration, or, if allowed by state and local authorities, by burning. If burned, stay out of smoke. Consult Federal, State or local authorities for approved alternative procedures.

(For 275 Gallon refillable container only): **CONTAINER DISPOSAL: Refillable container. REFILL THIS CONTAINER WITH PESTICIDE ONLY. DO NOT REUSE THIS CONTAINER FOR ANY OTHER PURPOSE.** Cleaning the container before final disposal is the responsibility of the person disposing of the container. Cleaning before refilling is the responsibility of the refiller. To clean the container before final disposal, empty the remaining contents from this container into application equipment or mix tank. Fill container about 10 percent full with water. Agitate vigorously or recirculate water with pump for 2 minutes. Pour or pump rinsate into application equipment or rinsate collection system. Repeat rinsing procedure two more times. Then offer for recycling or reconditioning if available or puncture and dispose of in approved landfill, or incineration, or, if allowed by state and local authorities, by burning. If burned, stay out of smoke. Consult Federal, State or local authorities for approved alternative procedures.

Fiber drums or bagged materials: Completely empty liner or bag by shaking sides and bottom to loosen clinging particles. Empty residue into application equipment, then dispose of liner in a sanitary landfill or by incineration, if allowed by State and local authorities. If drum is contaminated and cannot be reused, dispose of in same manner.

ENVIRONMENTAL HAZARDS: This product may be toxic to trout and other species of fish. Fish toxicity is dependent upon the hardness of water. Do not use in water containing trout if the carbonate hardness of water does not exceed 50 ppm. Do not use in waters containing Koi and hybrid goldfish. Not intended for use in small volume, garden pond systems.

WARRANTY

To the extent consistent with applicable law neither the manufacturer nor the seller makes any warranty, expressed or implied concerning the use of this product other than indicated on the label. To the extent consistent with applicable law buyer assumes risk of use of this material when such use is contrary to label instructions. Read and follow the label directions.

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-19	Jean Hixon	Western States Trail- Sierra Room	\$225.00	\$30.00	\$255.00	No		
Apr-19	Thomas Eckert	Bureau of Reclamation-Sunset Room	\$540.00	\$60.00	\$600.00	No		
Apr-19	Allison Harvey	Placer Hills Education Foundation-MV Picnic sites	\$225.00	\$90 cslid \$30 alcohol	\$112.50	No		
Apr-19	Diana Boyer	FATRAC- Conference Room at Rec. Park	\$75.00	\$30.00	\$105.00	No		
Apr-19	Mike Mason	Kids First- Regional Picnic Sites	\$198.00	\$30.00	\$99.00	No		
Apr-19	Linda LoBlue	Sight Word Busters- Lakeside Room Celebrating K, 1st & 2nd students from Rock Creek School	\$175.00	\$30.00	\$158.40	No		
May-19	Jim Moore	Auburn Host Lions-Recreation Picnic sites	\$100.00	\$80.00	\$50.00	No	\$1,329.90	\$1,329.90
Jun-18	Jean Hixon	Western States Trail Foundation-Sierra Room	\$202.50	\$0.00	\$202.50	No	\$50.00	\$1,379.90
Jun-18	Herb Grounds	Feed The Hungry of Auburn-Picnic areas Recreation Park	\$100.00	\$60.00	\$50.00	No		
Jun-18	Chris Peikert	Freedom Church- Picnic 1 & 2 Regional Park	\$100.00	\$60.00	\$50.00	No		
Jul-18	Frida Diaz	Child Advocates of Placer County-Recreation Park Picnic site #1	\$50.00	\$30.00	\$25.00	No	\$302.50	\$1,682.40
Jul-18	Jim Moore	Auburn Host Lions Club- Recreation Park picnic sites 1 and 2	\$100.00	\$60.00	\$50.00	No		
Jul-18	Bree Renz	Auburn Eck Center/CA Satsang Society- Lakeside Room	\$200.00	\$30.00	\$180.00	No	\$255.00	\$1,937.40

FFFE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Aug-18	Courtney Dahlback	American Foundation for Suicide Prevention- Railroad Park, fields A, and H	\$219.60	\$60.00	\$197.64	No		
Aug-18	Keith Nesbitt	Auburn Chamber-Leadership Auburn Alumni Event Splash Pool Area	\$300.00	\$60.00	\$270.00	No		
Aug-19	Karen Chonfpanomy	Brewster Charter School-PTO Railroad Park Field B	\$146.75	\$00.00	\$93.40	Yes	\$561.04	\$2,498.41

8/20/2019

VANDALISM REPORT

LOCATION

7/19/2019 Regional Park

VANDALISM

Car drove into fence post.

LABOR COSTS

\$410.00

MATERIAL COSTS

\$32.96

Total Labor	\$410.00	Total	\$32.96
Total for year	\$563.00	Total for Year	\$4,170.19

7/15/2019

VANDALISM REPORT

There was no activity for vandalism for the month of July, 2019.

6/20/2019	VANDALISM REPORT	LABOR COSTS	MATERIAL COSTS
Date	VANDALISM		
5/8/2019	Vandalism trash run - Regional Park	\$26.00 ARD staff labor	\$23.00 for Recology to pick up trash
5/24/2019	Slide Retro Fil - Meadow Vista	\$52.00	\$2,951
	Homeless trash		
	Someone jumped on or hit a crack the slide's seam		
	Total Labor	\$78 Total	\$2,974
	Total for Year	\$153.00 Total for	\$4,137.23
		Year	

5/20/2019

VANDALISM REPORT

There was no activity for vandalism for the month of April, 2019.

4/5/2019

VANDALISM REPORT

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
3/29/2019	Reg. Pk. - Lakeside room	Vandals broke into men's bathroom	Yuba Safe & Lock no ARD labor costs	\$274.26
3/29/2019	Regional Park	Regional Park homeless camp clean up	\$65.00	\$126.50
3/29/2019	Tutor Totter Preschool	Locks broken by vandalism	\$10.00	\$119.07
		Total labor	\$75.00	\$1,163.23

3/20/2019

VANDALISM REPORT

DATE

LOCATION

VANDALISM

LABOR COSTS

MATERIAL COSTS

3/20/2019

NONE

NONE

NONE

NONE

2/20/2019

VANDALISM REPORT

DATE

LOCATION

VANDALISM

LABOR COSTS

MATERIAL COSTS

2/20/2019

NONE

NONE

NONE

NONE

VANDALISM REPORT

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
1/23/2019	Ashford Park	(2) Broken toilet seats	\$0.00	\$643.40
12/14/2018	Regional Park	Off roaders caused big ruts at Regional where the ARD events take place. Not fixed yet because of rain, needs to drain because it flooded. Topsoil and overland will be put in after it has drained and dried.	\$0.00 (vandalism proof toilet seats)	\$0.00

Total labor costs \$0 Total material costs \$643.40

2019/2020 PROJECT ACTIVITY REPORT		UPDATED 8/13/19	
PROJECT	EST. COST	NOTES	EST. COMPLETED
RECREATION PARK			
James Bailfield Renovation Project (2019)	277,086.00	Project has begun with turf removal, infilled mix stockpiling and grading operations underway at time of this update. Storm drainage, soil amendment, irrigation system are next steps followed by installation of existing and District purchased infield mixes and planting of the hybrid bermuda grass stolons (stolons in outfield, bermuda sod in infield) second week of September. After acceptance of the work by the District, the contractor has a 60 calendar day maintenance period on the project. District will consider over-seeding the outfield with a ryegrass depending on how well the bermuda grows in this fall.	OCTOBER/NOVEMBER 2019
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			
ADA Path of Travel (2016/2017)	10,000.00	Sidewalk path of travel has been found to be in acceptable ADA shape but the parking lot asphalt and ADA striping could use renovation. Additionally there is a significant drainage problem trapping a large puddle of water that needs to be studied.	SEPTEMBER 2019
REGIONAL PARK			
New Playground (130K-completed) and new ADA path of travel from parking lot project (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	Staff planning on hiring consultant to prepare construction documents in the Summer 2019 with bidding and construction in the Fall.	DECEMBER 2019
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. Prior to this staff will be putting together and releasing a RFQ requesting a design firm that can not only take the project through CEQA, but that can also assist with any design refinements and produce construction documents for whatever the first phase of the 24 Acre development turns out to be post CEQA.	AUGUST 2019 THROUGH SPRING 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.	JULY 2018
Bike Park - Construction (2015/2016)	320,000.00	Work anticipated to begin second week of September after pre-construction meeting. Project submittals currently being reviewed and site furnishings being ordered (solar lights, picnic tables, removeable bollards, info kiosk). Still need to review contractors proposed import soil.	AUGUST/SEPTEMBER 2019
Maidu Drive Repair (2018/2019)	25,000.00	The Bureau asked both ARD and PCWA to get additional budget cost estimates for the entire stretch of their portion of Maidu Drive (South of CVCC towards Auburn Folsom Road ending at the edge of the housing development) This is in addition to the estimates already received for the more damaged portion by CVCC. At some point the project(s) will need to be put out to formal bid. ARD is offering \$25K towards the re-paving of the bad section by CVCC/Bike Park. Staff obtained the additional cost estimates from the paving contractor and forwarded them off to the Bureau. Next steps by the Bureau are currently unknown.	TBD
MEADOW VISTA PARK			
Parking Lot Re-seal/Re-Stripe (2018/2019)	10,000.00	Parking lot maintenance project is planned for Fall 2019.	FALL 2019
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:	874,000.00		

Item 7.1 Cover Sheet for Resolution # 2019-24, Application to the Director of Industrial Relations.

Auburn Area Recreation and Park District Board of Director's Meeting, August 29, 2019

The Issue:

Shall the Auburn Area Recreation and Park District (ARD) approve resolution # 2019-24 authorizing the application to the Director of Industrial Relations, State of California for a certificate of consent to self-insure workers' compensation liabilities?

Background:

On July 25, 2019 the Auburn Area Recreation and Park District Board of Directors approved moving our Workers' Compensation Insurance to SDRMA.

ARD is required to submit an application to the Director of Industrial Relations, State of California for a certificate of consent to self-insure workers' compensation liabilities. This is a prerequisite for moving ARD's worker's compensation insurance to SDRMA.

Recommendation for the Board of Directors:

Staff recommends approving resolution #2019-24, authorizing the application to the Director of Industrial Relations, State of California for a certificate of consent to self-insure workers' compensation liabilities.

Financial Impact:

None.

Attachments:

Resolution # 2019-24

RESOLUTION NO: 2019-24 DATED: August 29, 2019

A RESOLUTION AUTHORIZING APPLICATION
TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA
FOR A CERTIFICATE OF CONSENT TO SELF-INSURE
WORKERS' COMPENSATION LIABILITIES

At a meeting of the Auburn Area Recreation & Park District
Board of Directors (Enter Name of the Board)

of the Auburn Area Recreation & Park District
(Enter Name of Public Agency, District, etc.)

a Public Agency
(Enter Type of Agency (i.e. County, City, School District, etc.)) organized and existing under the

laws of the State of California, held on the 29th day of August, 2019,

the following resolution was adopted:

RESOLVED, that the above named public agency is authorized and empowered to make application to the Director of Industrial Relations, State of California, for a Certificate of Consent to Self-Insure workers' compensation liabilities and representatives of Agency are authorized to execute any and all documents required for such application.

IN WITNESS WHEREOF: I HAVE SIGNED AND AFFIXED THE AGENCY SEAL.

X _____ DATE: _____
SIGNED: Board Secretary or Chair

James S. Ferris
Printed Name

Chairman of the Auburn Area Recreation
Title and Park District Board of Directors

Auburn Area Recreation & Park District
Agency Name

Affix Seal Here

Item 8.1 Cover sheet – Resolution #2019-25: Contingency Increase on the James Field Project

Board of Directors Meeting August 29, 2019

The Issue

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2019-25, a resolution authorizing an additional 10% of contingency funding for the James Field renovation project?

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.

The James Field renovation project has started, however several unanticipated issues have occurred, issues that will cost more than the approved 5% contingency. Those issues are as follows:

- 1) A significant increase in the soil that needs to be removed from the site. The plans called for 100 yards of export. As of the writing of this report, the estimated amount that needs to be removed is 1,000 yards. The reason for this discrepancy have not been determined, but it could have to do with the existing soil being over-compacted or it could be a mistake by the engineer or contractor. The dirt will be used as part of the Bike Park project, saving us approximately \$25,000 on that project. The cost to remove the extra dirt is approximately \$23,100.
- 2) Contractors found approximately 700 feet of electrical utilities buried only a few inches deep in the field. These utilities feed the scoreboard and were put in some time ago. We are now required to rebury the electrical to the correct depth to meet current code. The cost for this extra work is approximately \$10,000
- 3) Relocation of certain existing valves from inside the ball field to outside. This relocation will assist ARD in maintaining the turf area outside of the field, near the walking pathway along the first base side. The cost for this extra work is \$2,735.

The total cost for this additional work is approximately \$35,835.

Recommendation for the Board of Directors

Staff recommends that the Board of Directors authorize and approve Resolution #2019-25 approving an additional \$27,708 on the contract with Clean Cut Landscape.

Fiscal Impact

The additional \$27,708 will bring the total contract cost with Clean Cut Landscape to \$318,648 (if all contingency is used). The total cost of the project, including the infield mix and design work is \$372,075 (if all contingency is used).

Attachments

Resolution #2019-25

RESOLUTION NUMBER 2019-25

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT AUTHORIZING AN ADDITIONAL \$27,708 IN CONTINGENCY FUNDS FOR THE JAMES FIELD 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 Auburn Area Recreation and Park District Board of Directors authorized staff to enter in to a contract with Clean Cut Landscape for \$277,086.15 for the James Field renovation work, and

WHEREAS, the Auburn Area Recreation and Park District authorized an additional \$13,854 in District controlled contingency for the project, and

WHEREAS, issues related to the export of dirt from the project and the relocation of existing utilities have created extra costs exceeding the District controlled contingency, and

WHEREAS, the Auburn Area Recreation and Park District wishes to complete the project in a timely manner,

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

That the Auburn Area Recreation and Park District Board of Directors authorizes an extra \$27,708 in District controlled contingency for the James Field renovation project, bringing the total contingency for the project to \$41,562.

APPROVED, PASSED, AND ADOPTED ON August 29th, 2019 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

James S. Ferris
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Item 8.2 Cover sheet for Request for Proposal for Auditor

Auburn Area Recreation and Park District (ARD) Policy Committee August, 2019, Board of Directors meeting August, 2019

The Issue

Shall the Auburn Area Recreation and Park District (ARD) recommend that staff send out a Request for Proposal (RFP) to audit firms for the next three (3) year audit cycle?

Background

The ARD Board of Directors has the responsibility to hire a new auditor firm. Typically, this has been for a three (3) year term. In 2016, the Board chose Don Cole and Company for a three-year cycle. As the 2019 audit has completed the three-year cycle for Don Cole, it is time to search for a new firm. Attached is a list of firms that staff has sent RFP's to in the past as well as a few new entries. The committee should review the RFP and the list and add any firms it feels should receive an RFP.

Recommendation

Staff and the Finance Committee recommends that the Board of Directors approve sending the attached RFP to the list of audit firms (attached list), including any additional ones presented to staff by the Board Members.

Attachments

RFP
Audit Firm List

**Auburn Area Recreation and Park District
471 Maidu Drive #200
Auburn, Ca 95603
(530) 537-2185**

Request for Proposal for Audit Services

**Requests for Proposals for Audit Services
due no later than September 30, 2019 at 3:00 p.m.**

Auburn Area Recreation and Park District

Request for Proposal for Audit Services

I. INTRODUCTION

A. General Information

Auburn Area Recreation and Park District (the District) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending March 31, 2020, 2021 and 2022. This audit is to be performed in accordance with all applicable and generally accepted auditing standards including: the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing: Standards, including GASB 34 requirements, U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations; State of California Controller's Minimum Audit requirements for California Special Districts. More detailed information on the district and its finances can be found in the March 31, 2019 Financial Statements. A copy of this report is provided as background information.

The District reserves the right to reject any or all proposals submitted.

Review Process. During the evaluation process the District reserves the right to request additional information, or allow corrections of errors or omissions.

The District reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the District and the firm selected.

Two unbound copies of proposals are due to the Auburn Area Recreation & Park District by no later than September 30, 2019 at 3:00 p.m. It is anticipated the selection of a firm will be completed by December 31, 2019.

B. Term of Engagement

A three-year agreement is contemplated. The District's Board of Directors will make the final selection and award.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be performed

1. Financial Statements

The District desires the auditor to express an opinion on the fair presentation of its general-purpose financial statement in conformity with generally accepted account principles. The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

2. State Controller's Report

The auditor shall include as a component the preparation and transmittal of the Annual Reports of financial Transactions to the State Controller each year.

3. Management Report

The auditor shall communicate in a letter any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements. Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall also be reported in a separate letter to the District Administrator.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts of which they become aware to the Board of Directors.

B. Special Considerations

1. Typical Audit Schedule and Performance of Field Work

The District anticipates and expects the major fieldwork for the District to begin in mid-April – June of each year. This does not include preliminary fieldwork that will include a physical inventory of assets that occurs March 31st or shortly before the end of the Fiscal Year.

The auditor shall provide to the District a **draft** copy of the audit report and management letter in adequate time to meet District meeting schedules. Typically, this has been done in the first week of **July** each year.

Report preparation and printing of the General-Purpose Financial Statements is the responsibility of the **Auditor**. It is expected that the audit firm will deliver three (3) bound copies and one unbound copy. Typically, this has been completed at least one week prior to the July **Board** meeting of each year, so that it can be presented to the Board of Directors at their July board meeting. In addition to meeting with Staff, the representative of the audit firm is expected to attend a Finance Committee Meeting and a Board of Directors meeting at which time the General-Purpose Financial Statements are presented. Generally, Finance Committee meetings are held on a Wednesday at 2:00 p.m., the week prior to the Board meeting. Board meetings are held on the last Thursday of every month at 6:00 p.m.

2. Audit will incorporate GASB 34 and GASB 68.

The first Audit for the period ending June 30, 2004 was the first time the District's financial statements were presented in a GASB 34 format. The Proposal should identify separately any components of work solely associated with the format for GASB 34 and GASB 68.

3. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five (5) years, unless the firm is notified in writing by the District of the need to extend the retention period. The auditor will be required to make working papers available, upon request by any of the following parties or their designees:

The Auburn Area Recreation and Park District;
Parties designated by State or Federal Government and/or agencies thereof;
Parties designated by the Federal or State governments, or;
By the District as part of an audit quality review process.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. **DESCRIPTION OF THE GOVERNMENT**

A. Name and Telephone Number of Principal Contact:

The firm's principal contact with the District will be Veona Galbraith, Administrative Services Manager, who will assign appropriate District personnel to assist the

auditor, as needed. She can be reached at (530) 537-2185 or vgalbraith@auburnrec.com

B. Background Information:

Auburn Area Recreation and Park District was established in 1948. The District is approximately 100 square miles serving a population of approximately 45,600.

C. Budgetary Basis of Accounting:

The District prepares its budgets on a basis consistent with generally accepted accounting principles.

D. Pension Plans:

The District participates in the California Public Employees Retirement System and Voya Financial.

E. Current Software:

The District currently uses Great Plains financial software, and Vermont System RecTrac for registration and reservations.

F. Availability of Prior Reports and Working Papers:

A copy of the most recent audit is attached. Those who wish to review prior years' audit reports and management letters should contact Veona Galbraith at (530) 537-2185. The District will endeavor to promptly make prior audit reports available for your review.

IV. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Statements and Schedules to be prepared by the Staff of the District.

A District Staff member will be available to assist in the audit. The District will prepare any necessary schedules and provide documents (invoices, checks, Board minutes, etc.) In addition, staff will be available to respond to any questions that may arise during the audit. A copy of the current organizational chart is attached.

B. Work Area, Telephones, Photocopying and Fax Machines:

The District will provide the firm with reasonable workspace, desks and chairs. The District will make access to photocopying facilities and fax machines to be used for the audit.

C. Report Preparation:

Report preparation and printing for the Annual Financial Report shall be the responsibility of the auditor.

V. SELECTION PROCESS AND CRITERIA

A. Selection Process

The selection process will involve the review of the proposals for the compliance with the requirements of the Request for Proposal. The District will evaluate the proposal including related experience of the firm conducting audits, personnel that will be conducting the District's audit, qualifications of the firm, and approach to the engagement. Cost will also be considered; however, this will not be the sole selection criteria. Initial review of the proposals will be completed by District staff and the Finance Committee. The Auburn Area Recreation and Park District Board of Directors will make the final determination on awarding the contract.

VI. PROPOSAL REQUIREMENTS

A. General Requirements:

1. Submission of Proposals:

The proposal should respond to the following information to be considered:

a. Copies

Two unbound copies and one unbound copy of proposal.

b. Transmittal Letter

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period and a statement that the proposal is a firm and irrevocable offer for 90 days.

c. General Requirements

The Proposal should demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the Auburn Area Recreation and Park District and address all the points outlined in the request for proposals.

d. License to Practice in California

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in California.

e. Firm Qualification and Experience

The proposal should state the size of the firm, the size of the firms' Governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement.

The firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations, as well as any pending or settled litigation within the past three (3) years.

f. Qualifications and Experience

Partner, Supervisory and Staff Qualifications and Experience should be included. Identify the principal supervisory and management staff who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in California. Provide information on the government auditing experience of each person.

Audit personnel may be changed at the discretion of the proposer provided that the replacements have substantially the same or better qualifications or experience. However, in either case, the District retains the right to approve or reject replacements.

Similar Engagements with other Governmental Entities. List the most significant engagements performed in the last five years that are similar to the engagement described in this request for proposal. Indicate the telephone number of the principal client contact. **Provide a copy of the work product of an audit performed in the last two years.**

g. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed.

h. Dollar Cost

The proposal should include an itemized cost to complete the proposal as per the above requirements in this Request for Proposal for each of the three years requested.

The District will not be responsible for expenses incurred in preparing and submitting this proposal.

i. Out -of-Pocket Expenses

All estimated out-of-pocket expenses to be reimbursed should be detailed in the proposal. All expense reimbursements will be charged against the total maximum price submitted by the firm.

David Farnsworth, CPA
11501 Dublin Boulevard, #200
Dublin, CA 94568

Rogers, Anderson, Malody & Scott,
LLP
290 North D Street, Ste. 300
San Bernadino, CA 92401-1709

Gallina, LLP
2870 Gold Tailings Ct.
Rancho Cordova, CA 95670

Perry-Smith LLP
400 Capital Mall
Sacramento, CA 95821

Teaman, Ramirez & Smith, Inc.
4201 Brockton Avenue, Ste. 100
Riverside, CA 92501-3431

Messner Hadley, LLP
17072 Silica Drive, Ste. 101
Victorville, CA 92395

Tidwell & Associates
6960 Destiny Drive, Ste. 101
Rocklin, CA 95677

Larry Bain, CPA
2148 Frascati Drive
El Dorado Hills, CA 95762

Barbara Jicha, CPA
PO Box 584
Auburn, CA 95604

Bartlett, Pringle & Wolf, LLP
1123 Chapala Street
Santa Barbara, CA 93101

Craig Fechter & Co.
11870 Avondale Ave., Ste. 4
Sacramento, CA 95825

Don Cole & Company
2701 Del Paso Road
Ste. 130 PMB 131
Sacramento, CA 95835-9987

Charles Z. Fedak & Company
6081 Orange Avenue
Cypress, CA 95603

Macias GINI & Company, LLP
3000 S Street, Ste. 300
Sacramento, CA 95816

Brown Armstrong
4200 Truxtun Ave., Ste. 300
Bakersfield, CA 93309

James Marta & Company
701 Howe Avenue, Ste. E 3
Sacramento, CA 95825

Richardson & Company
550 Howe Avenue, Ste. 210
Sacramento, CA 95825

Vasquez & Company, LLP
801 South Grand Ave., Ste. 400
Los Angeles, CA 90017

LSL Certified Public Accountants
203 N. Brea Blvd., Ste. 203
Brea, CA 92821

Scott & Baldwin, CPA's
990 Reserve Drive, Ste. 120
Roseville, CA CA 95678

Kaymark Brown, LLP
4204 Riverwalk Parkway, Ste. 390
Riverside, CA 92505-3368

Mann, Urrutia, Nelson, CPA's
2515 Venture Oaks Way, Ste. 135
Sacramento, CA 95833

Sense Zezoff & Company, CPA's
7745 Greenback Lane
Citrus Heights, CA 95610

Robert T. Dennis, CPA
12223 Highland Avenue, Ste. 106-625
Rancho Cucamonga, CA 91739

Nigro, Nigro & White, PC
25090 Jefferson Avenue
Murietta, CA 92562

Tokutomi & Caruthers, CPA's
11850 Kemper Road
Auburn, CA 95603

Francis, Scinto & Graziano, LLP
404 Sierra College Drive
Grass Valley, CA 95945

Blomberg & Griffin Accountancy
1013 North California Street
Stockton, CA 95202

SECTION: 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Drug and alcohol policy review.
2. County Mitigation Fund, current balance \$487,738 – no attachment.

Discussion Item 9.1 Cover sheet – Drug and Alcohol Policy Review

Auburn Area Recreation and Park District (ARD) Policy Committee July, 2019; August, 2019; Board of Director's Meeting August, 2019

The Issue

A review of ARD's Drug and Alcohol Policy. Director Holbrook requested that this item be considered.

Background

ARD has policies as they relate to Drug and Alcohol use. These policies are similar to the policies included in the Agreement between ARD and Local 39. A copy of a memo sent to employees in January, 2018 containing the policies is attached. This memo was reviewed by legal counsel.

At the July Policy Committee meeting, staff was asked to research questions specific to marijuana and CBD use. Staff sent these questions to attorney Patti Eyres. Here are the responses:

- *What we want to avoid is losing a good employee/candidate because of their marijuana use while off the clock. A person could smoke marijuana on Monday and be tested positive on Friday. I understand this concern, but there is really no way to distinguish between someone who smoked or ingested it several days earlier and now tests positive from some who used it recreationally the night before. And, the medical community suggests that many people have different levels of tolerance for marijuana or even CBD in their system, so that levels of "impairment" are not dependent on the passage of time between last inhalation/ingestion and the date of the test. From an employment law perspective, it is best practice to have an objectively measurable policy – so that everyone who is similarly situated is treated uniformly.*
- *The same thing applies to those who use CBD. I am not sure if CBD shows up in testing, but I am told it does. Yes, it does. See attached my most recent PowerPoint presentation on DFWP Act. There are several slides toward the latter part of the program on CBD.*
- *We are also concerned that, should we make some changes allowing the use of off the clock marijuana, that an employee could be high at work and we would have no way to prove it. If we were to test that employee, he/she could simply say that he/she smoked two days ago. Obviously, you do not have control of what they do "off the clock" and because they are public employees you cannot penalize them for off duty conduct. However, it is my recommendation that a positive test be treated for all purposes as a disciplinary action, without regard to whether they were objectively impaired, or whether they claim they last used it a week or more earlier than the test.*
- *Also, what are your thoughts on automatically testing anyone who gets in to an accident at work? Currently, our policy and agreement with the union reads that we can test under reasonable suspicion. CAL OSHA discourages this practice now – based on the fact that it "chills" employees from reporting a workplace injury if they are concerned about a drug test. The best practice is to limit post-accident testing to situation with either (a) a serious injury involving EMT*

or hospitalization; or (b) reasonable suspicion that the individual who caused or contributed to the accident was objectively intoxicated or under the influence.

Related to these questions and discussions, staff has attached an article from the New York Times that discusses changes to drug testing being incorporated by some states (not California) and private businesses. Staff has also attached an article and the language from a recent change to Nevada law, making it illegal to not hire an applicant based on a positive marijuana tes.

Recommendation for the Board of Directors

Review and provide direction. If changes to ARD’s policy are suggested, send back to the Policy Committee to develop updated language.

The Policy Committee forwarded this item to the Board with a recommendation to consider allowing positive drug tests for job applicants. The Policy Committee did not recommend allowing positive drug tests for employees tested under reasonable suspicion.

Fiscal Impact

N/A

Attachments

January 3, 2018 memo: Marijuana use and related policies
Sample Drug Free Work Place policy from attorney Patti Eyres
New York Times article: “When the law says using marijuana is ok, but the boss disagrees”
USA Today article: Nevada law and failed marijuana test
Nevada Assembly Bill 132: Failed marijuana tests

January 3, 2018

MEMO

To: All ARD employees, volunteers, work release and community service
From: Kahl Muscott, District Administrator

Re: Marijuana use and employment at the Auburn Area Recreation and Park District
(ARD)

As you may be aware, there has been a change in California law with respect to possession and use of recreational marijuana. Regardless of California law, marijuana remains illegal under federal law.

The purpose of this memo is to refresh everyone with ARD policy and agreement with the Local 39 Operating Engineers regarding the possession and/or use of marijuana or any controlled substance. A copy of these policies are set forth below. Please review them carefully.

Bottom line: Marijuana is a controlled substance. Possession, use or being under the influence of any controlled substance, including marijuana, while on the job violates ARD Policy and the agreement between ARD and Local 39. This also applies to ARD volunteers, work release and community service individuals. A violation of this policy could lead to the imposition of discipline, up to, and including termination.

Please read and familiarize yourself with these policies. Please feel free to contact myself or your manager/supervisor with any questions.

From the Auburn Area Recreation and Park District Personnel Manual:

3.3 Drug and Alcohol Abuse

The District is concerned about the use of alcohol, illegal drugs, or controlled substances as they affect the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the District. In addition, the use or possession of these substances on the job constitute a potential danger to the welfare and safety of other employees and expose the District to the risks of property loss or damage, or injury to other persons. Inappropriate use of prescription drugs and/or over-the-counter drugs may do the same.

The following rules and standards of conduct apply to all employees either on District property or during the workday (including meals and rest periods). Behavior that violates District policy includes:

- A. Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
- B. Driving a District vehicle while under the influence of alcohol or an illegal or controlled substance;
- C. Distribution, sale, or purchase of an illegal or controlled substance while on duty or in the workplace.
- D. Reporting to work under the influence of alcohol, illegal drugs or any other controlled substance.
- E. Use of alcohol, illegal drugs or any other controlled substance while on duty or in the workplace.
- F. Misuse of prescription drugs or over the counter drugs while on duty or in the workplace.

Violation of these rules and standards of conduct will not be tolerated. The District also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the District reserves the right to conduct searches of any and all District property, including desks and lockers, and to implement other measures necessary to detect and deter abuse of this policy. No employee should assume that any area on District property is private. The District reserves the right to enter and search any desk or locker in the workplace.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess controlled substances off the District's premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well-being of others, must notify a supervisor of such use immediately before starting or resuming work.

The District encourages, and may accommodate if reasonable, employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is

not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

All District employees are subject to drug and alcohol testing under federal and state guidelines allowing for "reasonable suspicion testing" as follows:

Reasonable suspicion testing is authorized when management believes an employee is using illegal drugs or alcohol. It is appropriate to request a reasonable suspicion drug and alcohol test when any of the following conditions exist:

- A. Direct observation of drug use and/or the physical symptoms of being under the influence of drugs or alcohol.
- B. A pattern of abnormal conduct or erratic behavior.
- C. Arrest or conviction for a drug related offense; or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking.
- D. Information that is either provided by reliable and credible sources or independently corroborated.
- E. Newly discovered evidence that the employee has tampered with a previous drug test.

From the agreement between the Auburn Recreation District and Local 39 Operating Engineers. Ratified April, 2017

ARTICLE 6

DRUGS AND ALCOHOL POLICY

6.1 Drug and Alcohol Abuse

The District is concerned about the use of alcohol, illegal drugs, or controlled substances as they affect the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the District. In addition, the use or possession of these substances on the job constitute a potential danger to the welfare and safety of other employees and expose the District to the risks of property loss or damage, or injury to other persons. Inappropriate use of prescription drugs and/or over-the-counter drugs may do the same.

The following rules and standards of conduct apply to all employees either on District property or during the workday (including meals and rest periods). Behavior that violates District policy includes:

1. Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
2. Driving a District vehicle while under the influence of alcohol or an illegal or controlled substance;
3. Distribution, sale, or purchase of an illegal or controlled substance while on duty or in the workplace.
4. Reporting to work under the influence of alcohol, illegal drugs or any other controlled substance.
5. Use of alcohol, illegal drugs or any other controlled substance while on duty or in the workplace.
6. Misuse of prescription drugs or over the counter drugs while on duty or in the workplace.

Violation of these rules and standards of conduct will not be tolerated. The District also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the District reserves the right to conduct searches of any and all the District property, including desks and lockers, and to implement other measures necessary to detect and deter abuse of this policy. No employee should assume that any area on District property is private. The District reserves the right to enter and search any desk or locker in the workplace.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess controlled substances off the District's premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work.

The District will encourage, and reasonably accommodate, employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

All District employees are subject to drug and alcohol testing under Federal and State guidelines allowing for "reasonable suspicion testing" as follows:

Reasonable suspicion testing is authorized when management believes an employee is using illegal drugs or alcohol. It is appropriate to request a reasonable suspicion drug and alcohol test when any of the following conditions exist:

1. Direct observation of drug use and/or the physical symptoms of being under the influence of drugs or alcohol.
2. A pattern of abnormal conduct or erratic behavior.
3. Arrest or conviction for a drug related offense; or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking.
4. Information that is either provided by reliable and credible sources or independently corroborated.
5. Newly discovered evidence that the employee has tampered with a previous drug test.

PURPOSE

It is the intention of this policy to eliminate substance abuse and its effects in the workplace. While ([ENTITY]) does not intend to intrude into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. Our concern is that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public as well as themselves. The presence and influence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the Employee Assistance Program. [ENTITY] acknowledges that significant psychological and physical alcohol and drug dependency is an illness and pursuit of treatment by the employee is the preferable resolution to associated performance problems caused by such dependency. While [ENTITY] will be supportive of those who seek help voluntarily, [ENTITY] will be firm in identifying and disciplining those employees who do not seek help and are found to be impaired by drugs or alcohol during working hours.

This policy provides guidelines for the detection and deterrence of alcohol and drug abuse. It also outlines the responsibilities of County managers and employees. To that end, [ENTITY] will act to prevent the use of alcohol or drugs which impair an employee's ability to safely and effectively perform the functions of the particular job. All persons covered by this policy should be aware that violation of the policy may result in discipline up to and including termination.

In recognition of the public service responsibilities entrusted to County employees, and that drug and alcohol usage can impair an employee's ability both mentally and physically to perform the duties and functions safely and effectively, the following policy against drug and alcohol impairment is hereby adopted by [ENTITY].

II. POLICY

Definition – The term “drug” or “drugs” whenever used in this policy means any controlled substance that is not legally obtainable under State or Federal law, a prescription drug obtained or used without benefit of a valid prescription by a medical provider licensed to prescribe medications, and marijuana even if prescribed by a medical provider licensed to prescribe medications.

- Employees shall not be impaired by alcohol or drugs, nor possess alcohol or drugs at the assigned worksite. This policy also applies to employees working on-call duty.
- The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of this policy to intentionally misuse and or abuse prescription medications.
- Employees shall not sell or provide drugs or alcohol to any other employee while such employee is on duty.
- No alcoholic beverages are permitted at the assigned worksite or in County Vehicles other than at special events authorized by the Chief Executive Officer. County employees who reside on premises provided by [ENTITY] shall be exempt from the restriction of this policy from possessing alcohol where they reside.
- "Probable cause" is such a state of facts as would lead a supervisor of ordinary care and prudence to believe, or to entertain an honest and strong suspicion that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of

the job is impaired or so that the employee is not able to physically and/or mentally perform the duties of his or her position in a proper manner.

III. PROCESS

[ENTITY] reserves the right to search without employee consent all areas and property in which [ENTITY] maintains control, or joint control, with the employee. Controlled and jointly controlled areas include County vehicles, offices, desks, file cabinets, etc. Notwithstanding the above, no employee shall have his or her locker or other space for storage that is owned or leased by [ENTITY] that may be assigned to him or her, searched except under one of the following conditions: in his or her presence; with his/her consent; if a valid search warrant has been obtained; or, where he/she has been notified that a search will be conducted. Employee requests to be present during the search shall be honored if the employee is able to return to the worksite within one hour of notification of the search. All such searches shall be based upon probable cause to search. Probable cause forming the basis of the search shall be provided to the employee in writing. The written document shall be given to the employee prior to the search or, if that is not possible, within twenty-four hours after the search.

Any applicable privileges or confidentiality of files or documents will be honored by [ENTITY]. If [ENTITY] desires to search such documents or records, or the area where such documents are located, the appropriate process for searches and seizures as defined by California law will be followed. [ENTITY] may notify the appropriate law enforcement agency that an employee may have drugs in his or her possession or in an area not jointly or fully controlled by [ENTITY].

Refusal to submit immediately for drug and/or alcohol testing, based upon probable cause of drug or alcohol impairment while on duty when ordered by the Department Head or his/her designee in accordance with County Code Section 3.08.050 may constitute insubordination and may be grounds for discipline. For the purpose of this policy, designee shall be defined as the assistant department head or other County manager who is assigned the authority to act for the Department Head during his or her absence.

Employees reasonably believed to be impaired by alcohol and/or drugs shall be prevented from engaging in further work and shall be detained for a reasonable time until they can be safely transported from the work site.

[ENTITY] is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as disabled under Federal and/or State law. [ENTITY] is also committed to providing reasonable accommodation to employees who use lawfully prescribed medication(s) to treat or control a disability and who may need an accommodation because of the side effects of the medication(s).

[ENTITY] has established a voluntary Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. Employees should contact their supervisors, Human Resources, or the EAP Counselor for additional information. Information about [ENTITY]'s EAP is also available on [ENTITY]'s website at <http://www.stancounty.com/riskmgmt/risk-eb-eap-sub-main.shtm>

The provisions of this policy do not act to limit or restrict in any manner a law enforcement officer's ability to enforce all appropriate state and federal laws. No department shall have any rule or policy which contravenes or which is in conflict with this Drug Free Work Place Policy.

IV. APPLICATION

This policy applies to all County employees. This policy applies to alcohol and drugs which could impair an employee's ability physically and/or mentally to effectively and safely perform the functions and duties of the employee's position.

V. EMPLOYEE RESPONSIBILITIES

- A. An employee must not report to work or be subject to duty while his/her physical and/or mental ability to perform job duties is impaired due to on or off duty alcohol or drug use.
- B. An employee must not possess drugs or alcohol as defined by this policy during working hours or while subject to duty, on breaks, or at any time while at the assigned worksite. An exception exists for those employees whose duties require possession of drugs and/or alcohol in the course and scope of job duties (i.e., undercover, narcotics investigators).
- C. An employee must not directly or through a third party sell or provide drugs or alcohol to any person, including any employee, while either employee or both employees are on duty.
- D. Prescription and over-the-counter medications are not prohibited when taken in standard dosage and/or according to a physician's prescription. However, an employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist and/or the medication label to ascertain whether the medication may interfere with the ability to safely and effectively perform his or her job. If the use of a medication could compromise the safety of the employee, fellow employees, or the public, it is the employee's responsibility to notify the supervisor or manager (e.g., call in sick, use leave, request change of duty) to avoid any unsafe workplace practices. Unless the employee is working in a position affecting public safety, the employee, is not required to reveal the existence of a disability or disclose the medications the employee is taking if the employee can manage the medications through the use of leave or benefits available to all employees without formally requesting a reasonable accommodation.
- E. An employee must submit immediately to an alcohol or drug test when ordered, in writing, by a Department Head or his/her designee when probable cause exists that the employee is impaired by drugs and/or alcohol.
- F. An employee may be required to submit to a fitness for duty examination where there is a reasonable and objective belief that an employee may be impaired while on duty by prescription or over-the-counter medications that the employee is taking to treat or control a disability. The purpose of the fitness for duty examination will be limited to determining whether the employee can safely perform the essential functions of the job with or without accommodation. Such fitness for duty examinations will be conducted in compliance with the limitations set forth under State and Federal law.
- G. An employee must provide within two (2) working days of request bona fide verification of a current valid prescription in the employee's name for any potentially impairing medication identified when a drug screening/test is positive. Extensions of time beyond the two working days may be granted upon the showing of good cause. An employee must abide by the regulations of the Federal Drug-Free Workplace Act of 1988. Thus, such employees who are convicted after March 18, 1989 of any criminal drug statute for a violation occurring in the workplace must notify the Chief Executive Officer no later than five (5) days after the conviction. Once [ENTITY] is notified of the conviction, [ENTITY] must then notify the appropriate Federal agency of the conviction. With respect to any employee so convicted, [ENTITY] will take appropriate personnel action up to and including termination. As a condition of continued employment, [ENTITY] may require the convicted employee to satisfactorily participate in an approved drug abuse rehabilitation program.

VI. MANAGEMENT RESPONSIBILITIES AND GUIDELINES

Department Heads or their designees are responsible for reasonable enforcement of this policy.

Department Head or his/her designee may order an employee in writing to submit to an alcohol or drug test following [ENTITY]'s Ordered for Cause Alcohol and Drug Testing procedure including notifying the employee of their right to representation in accordance with this policy. When a Department Head or his/her designee has probable cause that an employee is intoxicated or impaired by drugs or alcohol while on the job or receiving compensation for on-call duty and thereby subject to being called, and is not physically and/or mentally able to perform the duties of his/her position. Should employee be a Department of Transportation (DOT) driver acting in the course and scope of employment, the Department Head or designee should refer to DOT policy for additional information.

Prior to the request for the alcohol or drug test, a Department Head or his/her designee ordering an employee to undergo an alcohol or drug test shall document in writing the facts constituting probable cause that the employee in question is intoxicated or impaired by alcohol or drugs.

Any Department Head or his/her designee encountering an employee who refuses an order to submit to an alcohol or drug test shall remind the employee of the requirements and disciplinary consequences of this policy. Where there is probable cause that the employee is then impaired by alcohol or drugs, the Department Head or his/her designee should detain the employee for a reasonable time until the employee can be safely transported home or removed to another appropriate location.

Any Department Head or his/her designee shall not physically search the person of employees; nor shall they search the personal possession of employees without the freely given written consent by the employee, unless such search is authorized by County Ordinance or policy.

Managers and supervisors shall notify their Department Head or designee when there is probable cause to believe that an employee may have drugs or alcohol in his or her possession or in an area not jointly or fully controlled by [ENTITY]. If the Department Head or designee concurs that there is probable cause of alcohol or drug possession, the Department Head shall notify the appropriate parties, including Human Resources and County Counsel.

The Department Head or his/her designee shall give due consideration to the employee's completion of any generally recognized treatment plan, including that treatment as may be recommended by the Employee's Assistance Program when determining whether disciplinary action shall be taken and or the appropriate level of discipline.

VII. RESULTS OF DRUG AND ALCOHOL TESTING

A positive result from a drug and or alcohol test may result in disciplinary action, up to and including termination.

If the alcohol or drug test is positive, [ENTITY] shall conduct an investigation to gather all relevant facts. The decision to discipline or discharge will be carried out in conformance with [ENTITY]'s discipline procedures and policies.

Testing and reporting of test results will follow the guidelines and all subsequent amendments as established by the Department of Health and Human Services as promulgated in Volume 53, No. 69 of the Federal Register and as incorporated herein and made a part of this policy by reference.

Upon a conditional offer of employment, prospective employees may be required to submit to a drug test by a [ENTITY]-approved testing facility at the [ENTITY]'s expense. Pre-employment testing will be conducted for job candidates who are applying for jobs that are safety sensitive, mandated by federal or state law (such as DOT requirements for commercial drivers) or for which the District has established an objective special need to require pre-employment "suspicion-less" drug testing.

VIII. CONFIDENTIALITY

Medical or laboratory reports or test results shall not appear in an employee's general personnel file unless they result in discipline. Information of this nature will be contained in a separate confidential medical folder that will be securely kept under the control of the Chief Executive Officer/Director of Personnel or designee. The reports or test results may be disclosed to County management on a strictly need-to-know basis and to the employee upon request. Disclosures without employee consent may also occur when:

- (1) the information is compelled by law or by judicial or administrative process;
- (2) the information has been placed at issue in a formal dispute between the employer and employee;
- (3) the information is needed by medical personnel for the diagnosis or treatment of the employee who is unable to authorize disclosure;
- (4) when requested by DOT or any state or local officials with regulatory authority over [ENTITY] or any of its safety-sensitive employees.

New York Times Article

When the Law Says Using Marijuana Is O.K., but the Boss Disagrees

By Dan Hyman

- July 19, 2019

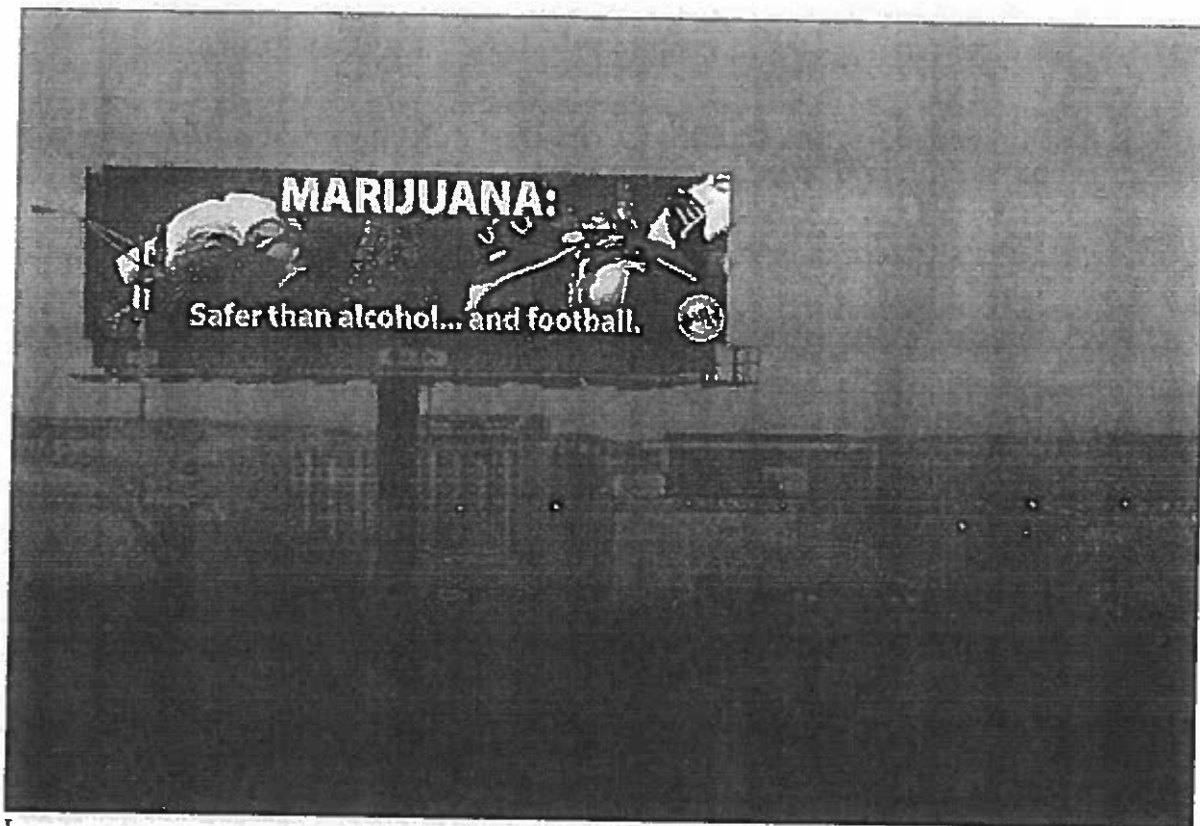
Smoking pot cost Kimberly Cue her job.

Ms. Cue, a 44-year-old chemical engineer from Silicon Valley, received an offer this year from a medical device manufacturer only to have it rescinded when the company found out that she smoked prescription marijuana to treat post-traumatic stress disorder.

“My email was set up with the company,” she said. “My business cards were printed.” But after a pre-employment drug test came back positive for marijuana, a human resources representative told her the job was no longer hers.

“I’ve lost all confidence in the process,” said Ms. Cue, who ultimately took a different job, at 20 percent less pay. “I’m so frustrated and so irritated. I should be able to be upfront and honest with my employer.”

The relatively rapid acceptance of marijuana use in the United States has forced lawmakers and employers to grapple with how to adapt. Last month, Nevada passed a bill prohibiting the denial of employment based on a positive test for marijuana. In Maine, employers may not discriminate against people who have used cannabis, but state law does not specifically regulate drug testing. And under a bill overwhelmingly approved in April by the New York City Council and awaiting Mayor Bill de Blasio’s signature, employers would no longer be able to force job applicants to take drug tests for marijuana use.



Image

The Marijuana Policy Project rented 60-foot-wide billboards in New Jersey, like this one on Interstate 80 near Hackensack, to protest the National Football League's position on marijuana in 2014. Credit: Alex Hill/Silverstein for The New York Times

"If the state is saying someone can use marijuana for responsible adult use then why should we care what someone does when they're off work?" said Steven W. Hawkins, the executive director of the Marijuana Policy Project, an advocacy group.

In fact, marijuana is legal in some form in 33 states and the District of Columbia. The district and 10 states allow recreational use. (Illinois will join the group next year; New York and New Jersey appear to be headed in that direction.) Surveys in 2017 and this year showed that millions of Americans used cannabis with some regularity.

Some employers have already changed their policies on pre-employment drug screening, and not just to address the dissonance in punishing someone for using a legal substance. With unemployment so low, companies are finding that testing for marijuana adds an unnecessary barrier in hiring top talent.

"With an economy that's humming along, employers are desperate," said Jim Reidy, a lawyer with the firm Sheehan Phinney in Manchester, N.H., who regularly advises large corporations on drug-testing policies. "If they have these rigid drug and alcohol policies and drug testing at the pre-employment stage, where marijuana was still on one of the panels, they found they were otherwise losing out on qualified candidates."

Last year, Caesars Entertainment, one of Nevada's largest casino companies and employers, said it would no longer test candidates for marijuana. A company press officer called such testing "counterproductive" and acknowledged that it might be eliminating good candidates. Cannabis is legal for recreational use in Nevada, and Las Vegas is dotted with dispensaries.

Apple, too, has changed course. "In general, we have stopped testing most candidates and have never done testing of current employees," the company said. "We continue to do pre-employment drug testing for a limited number of positions that have a safety risk."

There is also federal law to contend with. Employers with federal contracts or those whose employees are licensed through federal agencies are legally required to screen job candidates for drugs, including marijuana, which remains a Schedule 1 drug in the federal government's view. And Transportation Department rules frequently require companies in the industry to screen for drugs when hiring for safety-sensitive positions.

In a survey conducted in 2011, a year before Colorado and Washington became the first states to pass ballot questions legalizing marijuana for recreational use, the Society for Human Resource Management and the Drug and Alcohol Testing Industry Association found that 57 percent of employers conducted drug tests on all job candidates. In recent years, "more and more companies are dropping marijuana from pre-employment testing," Mr. Reidy said.

But not all are doing so.

In Fresno, Calif., Nicole Perez, 32, recently applied for a receptionist position at a trucking company only to be ruled out when she disclosed her cannabis use.

"I don't feel like I'm doing anything wrong and have anything to hide," said Ms. Perez, who recently moved to Eureka, Calif., in Humboldt County, where marijuana is more widely accepted. "So I will tell companies frankly and honestly that I will fail the test. And that's usually when the interview ends."

Marina Dobbie of Pine Grove, Calif., has limited herself to applying for jobs that do not test applicants for marijuana, after losing out on a copywriter job years ago after a positive test.

"Now when I see a drug test is involved I don't even bother," Ms. Dobbie, 55, said. "I filter myself out."

Drug-testing policies affect more prominent professions, as well. David Irving, a former defensive end with the Dallas Cowboys, preferred marijuana to treat his playing-related aches to the team-prescribed painkillers.

Mr. Irving had to lie, and cheat on his urine test, for his job. "I would rather have just been honest and straightforward with them, but I knew that wasn't a reality," said Mr. Irving, who is 25 and an ordained youth minister. "I was going to be the first person in my family to make that type of money. I needed to do what I needed to do to get into the N.F.L."

Courts have upheld the right of employers to set and enforce drug policies.

In a 2008 medical marijuana case, the California Supreme Court ruled that an employer could refuse to hire an applicant who tested positive for cannabis, even if it was legally prescribed for a disability. And in 2015, the Colorado Supreme Court ruled that Dish Network was legally allowed to fire a quadriplegic man who used medical marijuana at home, because the drug was still illegal under federal law.

Furthermore, most states, when they legalized marijuana use, gave employers the explicit right to discipline an employee for violation of a workplace drug policy or for working while under the influence.

Fiat Chrysler Automobiles in Michigan, a state that legalized recreational use last year, tests all of its employees. "A positive test for marijuana use will disqualify a candidate," the company told The Detroit Free Press. When contacted by The New York Times last month, the company added that its rules barred possession or use at work.

Josh Hovey, who served as communications director for the campaign to legalize recreational marijuana in Michigan, said he had met regularly with the state Chamber of Commerce and local businesses before the referendum. "And a lot of what they were concerned with was their H.R. policies," he said.

In other states, like Minnesota, where medical marijuana is legal and 19 Fortune 500 companies are based, there has not been as much interaction between lobbyists for legal marijuana and the business community.

"We have not really seen large companies reach out to us about this issue," said Leili Fatehi, campaign manager for Minnesotans for Responsible Marijuana Regulation.

Change came quickly to the states, but on the front lines of drug tests, there is a decided lag.

Quest Diagnostics compiles data on more than 10 million drug tests a year. Only a small number of companies have struck marijuana from the list of drugs they screen for, and nationally, roughly 99 percent of all general work force drug tests include marijuana.

"For the most part it hasn't had a large effect in those recreational-use states and no measurable effect in the medical marijuana states," said Barry Sample, Quest's senior director for science and technology.

There have been subtle but real differences at the state level. From 2015 to 2018, the number of companies in both Colorado and Washington that included marijuana on their drug-testing panel dropped just under 4 percent. In Nevada's first year of legalization, marijuana testing among employers fell more than 8 percent.

For Mr. Irving and others, each sign of a decrease in testing for marijuana is a small victory.

Last month, the N.F.L. and its players' union announced the creation of a committee that will study alternative methods of pain management, including marijuana. Mr. Irving, who since leaving the N.F.L. has been outspoken on the league's marijuana rules, sees it as much as a humanitarian issue as a legal or even equal-rights one.

"As players we need to stand up for what's right and stick together," he said. "But if we all remain afraid and quiet, nothing's ever going to change."

USA
Today

Nevada becomes first state to ban employers from refusing job applicants based on failed marijuana test

Kristin Lam, USA TODAY | Published 11:14 p.m. ET June 12, 2019 | Updated 12:57 a.m. ET June 13, 2019

A positive test for marijuana in pre-employment [drug screenings](#) ([/story/money/2018/12/19/drug-testing-workplace-retail-had-highest-rate-positives-tests/2315373002/](#)) won't be a problem for most people in Nevada, beginning next year.

Nevada became the first state to approve such a [drug test law](#) (<https://www.leg.state.nv.us/App/NELIS/REL/80th2019/Bill/6191/Overview>) last week, two years after recreational [marijuana sales](#) ([/story/news/marijuana/2018/07/03/legal-marijuana-recreational-pot-use-nevada-impact-one-year-later/723963002/](#)) began in the Silver State. The law will not apply (<https://www.leg.state.nv.us/App/NELIS/REL/80th2019/Bill/6191/Text>) to EMTs, firefighters and those who drive vehicles, however. Employers can also reject job applicants for marijuana drug test results if usage can put others' safety at risk.

ADVERTISEMENT



Replay

Starting Jan. 1, employees will also have the right to [challenge the results](#) (https://www.leg.state.nv.us/Session/80th2019/Bills/Amendments/A_AB132_R2_858.pdf) of an initial drug screening test if employers require one within the first 30 days of hiring. Employers then must consider the second screening test paid for by the employee, the law states.

[Marijuana manners: What's the 'weediquette' for parties where pot is legal?](#) ([/story/life/2019/05/31/marijuana-manners-how-roll-one-up-and-smoke-politely-party/3768776002/](#))

[New York: What to know about legal cannabis and employment and getting fired](#) ([/story/news/investigations/2019/04/15/new-york-marijuana-job-cannabis-drug-testing-new-york-city-deblasio/3446538002/](#))

Democratic Gov. Steve Sisolak signed the bill on June 5 after state lawmakers approved it. Nevada voters approved the legal sale of recreational marijuana to those 21 and older [in 2016](#) ([/story/news/marijuana/2018/07/03/legal-marijuana-recreational-pot-use-nevada-impact-one-year-later/723963002/](#)).

The [New York City Council](https://www.usatoday.com/story/news/investigations/2019/04/15/new-york-marijuana-job-cannabis-drug-testing-new-york-city-deblasio/3446538002/) passed a similar law prohibiting employers from testing applicants for marijuana usage in April. Maine [does not allow](https://www.maine.gov/labor/labor-laws/publications/2018/MDOL_Guide_to_marijuana_in_the_workplace_March_2018.pdf) employers, schools or landlords to discriminate against people for marijuana consumption, but the state does not have a law on drug testing on the books.

State laws for [workplace drug testing](https://www.aclu.org/other/state-state-workplace-drug-testing-laws) vary, but companies typically must tell applicants or employees about their policies.

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Nationally, about 2.8% of urine-based workplace drug screenings tested positively for marijuana in 2018, according to Quest Diagnostics, a drug-testing service. Marijuana is also the [most commonly detected](https://www.questdiagnostics.com/home/companies/employer/drug-screening/drugs-tested/marijuana.html) illicit drug, according to the service.

DIG DEEPER

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Assembly Bill No. 132—Assemblymen Neal,
McCurdy and Flores

CHAPTER.....

AN ACT relating to employment; prohibiting the denial of employment because of the presence of marijuana in a screening test taken by a prospective employee with certain exceptions; authorizing an employee to rebut the results of a screening test under certain circumstances; and providing other matters properly relating thereto.

Legislative Counsel's Digest:

Existing law establishes various unlawful employment practices (Chapter 613 of NRS)

Section 2 of this bill prohibits, with certain exceptions, an employer from denying employment to a prospective employee because the prospective employee has submitted to a drug screening test and the test indicates the presence of marijuana. Section 2 further provides that if an employer requires an employee to submit to a screening test within his or her first 30 days of employment, the employer is required to accept and give appropriate consideration to the results of an additional screening test to which the employee submitted at his or her own expense.

EXPLANATION — Matter in *bolded italics* is new; matter between brackets (~~omitted material~~) is material to be omitted

THE PEOPLE OF THE STATE OF NEVADA, REPRESENTED IN
SENATE AND ASSEMBLY, DO ENACT AS FOLLOWS:

Section 1. (Deleted by amendment.)

Sec. 2. Chapter 613 of NRS is hereby amended by adding thereto a new section to read as follows:

Except as otherwise specifically provided by law:

1. It is unlawful for any employer in this State to fail or refuse to hire a prospective employee because the prospective employee submitted to a screening test and the results of the screening test indicate the presence of marijuana.

2. The provisions of subsection 1 do not apply if the prospective employee is applying for a position:

(a) As a firefighter, as defined in NRS 450B.071;

(b) As an emergency medical technician, as defined in NRS 450B.065;

(c) That requires an employee to operate a motor vehicle and for which federal or state law requires the employee to submit to screening tests; or

(d) That, in the determination of the employer, could adversely affect the safety of others.



80th Session (2019)

- 2 -

3. If an employer requires an employee to submit to a screening test within the first 30 days of employment, the employee shall have the right to submit to an additional screening test, at his or her own expense, to rebut the results of the initial screening test. The employer shall accept and give appropriate consideration to the results of such a screening test.

4. The provisions of this section do not apply:

(a) To the extent that they are inconsistent or otherwise in conflict with the provisions of an employment contract or collective bargaining agreement.

(b) To the extent that they are inconsistent or otherwise in conflict with the provisions of federal law.

(c) To a position of employment funded by a federal grant.

5. As used in this section, "screening test" means a test of a person's blood, urine, hair or saliva to detect the general presence of a controlled substance or any other drug.

Secs. 3 and 3.5. (Deleted by amendment.)

Sec. 4. This act becomes effective on January 1, 2020.

20 ~~~~~ 19



80th Session (2019)

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Jasper Blessing 4, of Cool had some fun in the Kid Zone Saturday

< Dead Fest comes to life for fifth year >



Michael Kirby Jul 22, 2019 5:27 PM

People came from near and far journeying to Auburn's Regional Park to pay homage to the music of the Grateful Dead Saturday

The clothing choice of the day was tie-dye shirts, tank tops, dresses, sandals and wide brim hats. The fifth annual Ain't Necessarily Dead Fest was a huge success.

PIONEER
COMMUNITY ENERGY

Pioneer began providing electricity at lower rates on February 1, for residents and businesses in Unincorporated Placer County, Cities of Auburn, Colfax, Lincoln, and Rocklin, Town of Loomis

www.PioneerCommunityEnergy.ca.gov

The free concert was organized by the Auburn Recreation District with the help of many sponsors. Held at the Recreation Park in North Auburn, 10 bands headlined by Stu Allen and the Mars Hotel began playing on two stages at noon and continued until 10 p.m. celebrating love, music, dancing and singing all day. There was also a giant kid zone with inflatable slides and water features for the children. The main stage was on the lower part of the grass and festival goers sat in the shade of the trees to keep cool. The other stage was up near the Recreation building on the patio.

The AAUW, American Association of University Women, sponsored a beer booth raising money selling donated local craft beers while other vendors sold food, tie-dyed clothing and other concert related items.

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"One hundred percent of the profits are donated back into the event and local youth scholarships," said ARD Board Member Scott Halbrook. "Without a doubt this event keeps growing every year."

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Ukulele Festival strums this weekend

BY JOURNAL STAFF

It may be a small instrument, but the ukulele will be a big star this weekend. The two-day Auburn Ukulele Festival will have workshops, concerts, open mic and jamboree.

The eighth annual festival kicks off with a Friday evening concert at the historical State Theatre featuring world music from Grammy and Na Hoku Hanohano award-winning artists Daniel Ho and Abel Aguilera Jr. On stage will also be Roseville's own Peewee Ukulele Orchestra which includes performers aged 12-14.

Saturday's workshop sessions will be led by musician-instructors Daniel Ho, Abe Lagrimas Jr., Carla Fontanilla, Budd Snell, flamenco teacher Julie Holloman, Marian Smith, Leonard Kauffer, Steve Quan, Perry Stauffer and Dani Joy. Sessions are devoted to right hand techniques, chord/melody solo, songwriting, and Hawaiian vamps and blues riffs, along with introductory classes for new recruits.

On Saturday evening, there will be jamboree in the Parks Leonard Kauffer guides guests through an evening of jamming, open mic, group performances and relaxation.

Profits from a raffle on Saturday support the Ukies for Schools, a nonprofit program benefiting local children.



Workshops will feature Daniel Ho, Abe Lagrimas Jr., Carla Fontanilla, Budd Snell, flamenco teacher Julie Holloman, Marian Smith, Leonard Kauffer, Steve Quan, Perry Stauffer and Dani Joy at this year's eighth annual Auburn Ukulele Festival.

MICHAEL KIRBY
PHOTOS • AUBURN
JOURNAL

Auburn Ukulele Festival

- ▶ **WHEN:** Aug. 2-3
- ▶ **CONCERT:** 7 p.m. Aug. 2 at State Theatre, 985 Lincoln Way, Auburn
- ▶ **WORKSHOPS:** 9:30 a.m. Canyon View Community Center, 471 Maidu, Auburn
- ▶ **JAMBOREE:** 5:20 p.m. Recreation Park, 123 Recreation Drive, Auburn
- ▶ **CONTACT:** AuburnUkuleleFestival.com



A workshop attendee, Marc Gancayco, at a the Auburn Ukulele Festival.



Workshop attendees strum ukuleles.

Auburn Journal 7-31-19

14 food trucks at Auburn park event

Live music, bounce houses and beer at event

BY JULIE MILLER
OF THE AUBURN JOURNAL

A caravan of food trucks will pull up to Auburn's Recreation Park for the Food Truck Fiesta Aug. 16.

Old favorites like Drewski's, Twisted Taco and Rudy's on a Roll will be returning to the event and newcomers Orleans Cajun and Frozen Fantasy will be among the newcomers. All together there will be 14 trucks.

Dining music will be provided by two bands.

"Fattered and Tied duo will be playing rock, blues and Americana of old favorites as well as original music. Following will be Well Known Strangers to top the night off playing bluegrass.

"Enjoying the music in the park is a relaxing way to end a busy summer week," Sheryl Peterson said, Auburn Recreation District's recreation services manager.

Auburn Ale House will be pouring beer and Mobile Rock will bring in the inflatables and climbing wall for the kids.

Various vendors will round out the free admission event.

Proceeds from the Food Truck Fiesta will benefit the Auburn Bike Park that is in the final stages of development, Peterson said.

"Come early and spend the evening in the park," she added.

Some seating will be available but guests can bring their own



COURTESY

Food Truck attendees gather in front of the stage to enjoy the band.



JULIE MILLER • AUBURN JOURNAL
The Food Truck Fiesta will be at Recreation Park Aug. 16.

Food Truck Fiesta

- ▶ **WHEN:** 5:30-10 p.m. Aug. 16
- ▶ **WHERE:** Auburn Recreation Park, 123 Recreation Drive, Auburn
- ▶ **INFO:** [auburnrec.com/events/food-truck-fiesta.php](http://auburnrec.com/events/food-truck-fiesta)

lawn chairs and blankets to sit in the park's grass and enjoy their dinner in the shade.

Peterson likes seeing the community come to the event and enjoy themselves.

"Love that people who come to the event have such a great time," she said.



JULIE MILLER • AUBURN JOURNAL
A variety of food will be available from 14 different trucks at the Food Truck Fiesta.

Auburn Journal Wed., Aug. 7, 2019

Gold Country Media

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Ukulele Festival filled theater with 'feeling of community'

 Sallie Whitsett Aug 06, 2019 11:51 AM

Friday night, my husband and I attended a most inspiring event: The Ukulele Festival at the Auburn State Theater.

The house was full with laughter, tears and a feeling of community that needs to be nurtured.



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Were it not for Sheryl Petersen, who organized this event and works quietly in her efforts, we would have missed a truly moving performance.

Thank you!

Sallie Whitsett, Forest Hill

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Master ukulele musician Daniel headlined the Uku'e Festival concert and led ukulele workshops on Saturday as part of the 8th annual Uku'e Festival!

< Ukulele Fest celebrates 'instrument of community' >



Michael Kirby Aug 06 2019 12:16 PM

Over 200 enthusiasts celebrated the beloved ukulele instrument enjoying a concert last Friday night and were able to increase their playing abilities with all-day workshops on Saturday.

The event was the eighth annual Ukulele Festival and Concert sponsored by the Auburn Recreation District. Each year as ukulele popularity grows, festival attendance is also growing each year. The ukulele is riding a highly popular era and is common in all types of music.



The Aug. 2 concert was headlined by acclaimed musician Daniel Ho, and included equally accomplished musician Abe Lagrimas Jr.

Ho and Lagrimas are each highly recognized talents. Ho, not only an expert ukulele musician, but also a six-time Grammy Award-winning producer, featured slack key guitarist and has won numerous Hawaiian music awards. Lagrimas is a solo ukulele artist and also has been recognized for his talents in the music field. Lagrimas has also been featured on some of the best ukulele festivals around the world.

"Ukulele is very popular now, over 1.7 million people play ukulele worldwide, it's an instrument of community, easy to pick up and take anywhere and play," Ho said. "It not pretentious, it's still a folk instrument."

The concert also featured the Peewee Ukulele Orchestra, directed by local ukulele extraordinaire Dan Joy. The very talented young orchestra consists of ukulele players aged 11-14 years of age.

Saturday, the ukulele workshops, led by a talented staff of instructors including Ho and Lagrimas, began at the Canyon View Community Center. Workshops for all levels of ukulele players were offered all day. Ukulele topics included chord/melody instruction, tonal qualities of ukuleles, fingerpicking styles, expressive ukulele and beginning theory. Other instructional opportunities included improvisation, strumming, rockabilly and flamenco style ukulele.

The fun continued Saturday evening with a ukulele jamboree open to the public at the Recreation Park. Players relaxed and joined jamming circles or could participate in an open mic session.

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