

**AUBURN AREA RECREATION AND PARK DISTRICT
MEETING OF THE BOARD OF DIRECTORS AGENDA
6:00 PM
THURSDAY, APRIL 28, 2022
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE, AUBURN, CA 95603**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/85248803884>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 852 4880 3884 to participate.

People using the Zoom website will be able to see and hear the Board, and the Board will be able to hear the public. The Board will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

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

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation from Marketing and Customer Service Manager, Manouch Shirvanioun, to Customer Service Representative, Andie Leventin, as employee of the month for April, 2022.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

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. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please 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 March, 2022 (Pages 6-12)**

Review and approval of Minutes of the Board of Directors from March 31, 2022

_____ **5.2 Review of Cash Requirements for March, 2022 (Standing Finance Committee) (Pages 13-16)**

This item was reviewed and approved by the Standing Finance Committee (excluding Check #22909) and forwarded to the Consent Calendar for review and approval.

_____ **5.3 Change in the Auburn Area Recreation and Park District Personnel Policy Manual (Pages 17-24)**

Shall the Auburn Area Recreation and Park District (District) approve changes to the Personnel Policy Manual to include five updated sections of the manual?

_____ **5.4 Change in the Auburn Area Recreation and Park District’s District Policy Manual (Pages 25-26)**

Shall the Auburn Area Recreation and Park District (District) approve changes to the District Policy Manual to include the California Employers’ Pension Prefunding Trust (CEPPT) as part of the Investment Policy?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS (Pages 27-43)**

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

_____ **7.0 UNFINISHED BUSINESS**

_____ **8.0 NEW BUSINESS**

_____ **8.1 Fee Waiver Request for Placer High Grad Night (Pages 44-51)**

Shall the Auburn Area Recreation and Park District (ARD) approve a fee waiver for Placer High Grad Night’s use of Recreation Park?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.2 Regional Park, Regional Park Community Center and Regional “B” Field Naming (Pages 52-54)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors consider new names for the Regional Park Community Center Building, Regional “B” Field and a new name for Regional Park?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.3 Resolution Number 2022-13: Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters (Pages 55-62)**

Shall the Auburn Area Recreation and Park District (ARD) adopt Resolution Number 2022-13: Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.4 LAFCO Nominations for Special District Commissioner (Pages 63-66)**

Shall the Auburn Area Recreation and Park District (ARD) nominate a representative to Placer LAFCO?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.5 Resolution #2022-14: Nomination for CARPD Board of Directors (Pages 67-71)**

Shall the Auburn Area Recreation and Park District (ARD) nominate, by Resolution, an ARD Board member for the California Association of Recreation and Park Districts (CARPD) Board of Directors?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

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

- 9.1 County Mitigation Fund, current balance \$558,375.
- 9.2 Auburn Recreation District’s 75th Anniversary in 2023. (Pages 72-76)

_____ **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. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will

be un-muted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please 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), 54947.)**

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:

4/22/2022
Date

11:30 AM
Time

Cathy Wapford
Clerk to the Board

SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE
BOARD OF DIRECTORS FROM MARCH 31, 2022**

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, March 31, 6:00 p.m.**

Board Members Present: Chairman Mike Lynch
Director H. Gordon Ainsleigh
Director Jim Ferris
Director Jim Gray
Director Scott Holbrook, arrived at 6:03pm

Board Members Absent: None.

Staff Present: Kahl Muscott, District Administrator
Veona Galbraith, Administrative Services Manager
Manouch Shirvanioun, Customer Service/Marketing Manager
Mark Brunner, Recreation Services Manager
Caleb Porter, Youth Services Manager
Jesse Williams, Facilities & Grounds Manager
Mike Scheele, Landscape Architect/Project Manager
Cathy Warford, Recording Secretary

Staff Excused: None.

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:00 p.m. by Chairman Lynch.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation was given from Manager, Youth Services, Caleb Porter, to Youth Services Program Leader II, Michelle Yetka, as employee of the month for March, 2022.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Holbrook and Second by Director Gray to move 8.1 Regional Park "24 Acre" Park and "C" Ballfield Naming to before the Consent Items.

Roll Call Vote

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

5 – 0 Motion carries.

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. If you

have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please state your name, and address for the record (optional). There is a time limitation of three minutes.

Ken Piscitelli gave public comment asking the Board of Directors what the taxpayers monies were paying for when it comes to re-surfacing the tennis and pickleballs courts? He asked how many of the 5 Board of Directors actually came to see the pickleball courts in Meadow Vista to see the courts and what the taxpayers’ monies were spent on after he and others attended the last 2 Board of Directors meetings and voicing their opinions on issues they were having? Mr. Piscitelli handed out an informational sheet from Baldoni Construction Inc., with information on patching and crack filling.

The Board appreciated everyone attending the meeting. Director Gray said on behalf of the Board he did look at the courts in Meadow Vista and that Board would ask that a second contractor review the work that was done.

5.0 CONSENT ITEMS

- 5.1 Review and approval of Minutes of the Special Board of Directors from March, 2022**
- 5.3 Review of Cash Requirements for February, 2022 (Standing Finance Committee)**
- 5.4 Review of Financials for February, 2022 (Standing Finance Committee)**
- 5.5 Resolution #2022-6: Transfer of \$77,540 from the Capital Construction Reserves for the Bike Park Project – Phase II (Standing Finance Committee)**
- 5.6 Resolution #2022-7: Transfer of \$10,000 from the ADA Reserve and Transfer of \$27,836 from the Future Capital Construction for the Meadow Vista Pathway Repairs & ADA access entry (Standing Finance Committee)**
- 5.7 Resolution #2022-8: Transfer of \$55,168 from the Future Capital Construction for the Pickleball Court repairs, the Energy efficiency project’s change orders and the Grant Writing Fee (Standing Finance Committee)**
- 5.8 Resolution #2022-9: Transfer of \$40,000 from the Future Capital Construction for the James Field Lighting infrastructure repairs that will be completed in March 2022 (Standing Finance Committee)**
- 5.9 Resolution #2022-10: Dissolution of Duplicated reserves at Placer County Treasury (Standing Finance Committee)**
- 5.10 District Administrator contract amendment – COLA (Standing Finance Committee)**

5.11 COLA Wage Increase – (Program, Personnel, Policy Fee & Legal Committee)

5.12 Job Description update for Account Clerk I and Account Clerk II Positions – (Program, Personnel, Policy Fee & Legal Committee)

A motion was made by Director Holbrook and seconded by Director Gray to approve the Consent Calendar as written with the exception of 5.2.

Roll Call Vote

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

5 – 0 Motion carries.

5.2 Review and approval of Minutes of the Board of Directors from February, 2022

A motion to amend the minutes as provided was made by Director Ferris and seconded by Director Ainsleigh to approve 5.2, the amended Minutes of the Board of Directors Meeting from February, 2022.

Roll Call Vote

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

5 – 0 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 UNFINISHED BUSINESS

None.

8.0 NEW BUSINESS

8.1 Regional Park “24 Acre” Park and “C” Ballfield Naming

Vern Marriott gave public comment thanking the Board for their decision. Mr. Marriott would like to donate a few concrete pavers, possible statue and/or plaque. Director Gray ask Mr. Marriott what his connection to the property was. Mr. Marriott said his father and grandfather purchased the property in 1937/1938. It was 140 acres that were split between his father and his uncle. The original house was torn down but he still lives in his father’s house.

Matthew Moore, Tribal Preservation Officer with the Union Auburn Community, wanted to thank the Board for their consideration. We have spoken before about the Tribe’s rich history in playing the game of baseball and softball. Mr. Moore started playing in the Rec league there. He has a lot of fond memories as well as other Tribal members who not only played but supported the team. It is really important to the Tribe, and he appreciates the Boards consideration.

Rebecca Allen also wanted to let the Board of Directors know that the Tribal Counsel also wanted to extend their thanks for the consideration and were very excited to have this opportunity.

A motion was made by Director Holbrook and seconded by Director Gray to approve the Renaming of “24 Acres” to “Marriot Meadows” and “C Ballfield” to “Ridge Runners Field”.

Roll Call Vote

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

4 – 0 - 1 Motion carries.

8.2 Resolution #2022-12: Contract Approval for Recreation Park Wheelchair Swing Purchase & Installation

A motion was made by Director Holbrook and seconded by Director Gray approving Resolution #2022-12, the purchase and installation of a wheelchair swing at Recreation Park.

Roll Call Vote

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

5 – 0 Motion carries.

8.3 Final Budget and Resolution # 2022-11 for Fiscal Year 2022/2023

A motion was made by Director Gray and seconded by Director Ainsleigh to approve the Final Budget and Resolution # 2022-11 for Fiscal Year 2022/2023.

Roll Call Vote

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

3 – 2 Motion carries.

8.4 FY 2022/2023 Project List and Five-Year Plan Update

A motion was made by Director Holbrook and seconded by Director Ferris approve the FY 2022/2023 Project List and Five-Year Plan Update.

Roll Call Vote

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

4 – 1 Motion carries.

8.5 Approval of Agreement with Local 39 Operating Engineers

A motion was made by Director Ainsleigh and seconded by Director Lynch to approve the agreement between ARD and the Local 39 Operating Engineers.

Roll Call Vote

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

5 – 0 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. County Mitigation Fund, current balance \$558,375.
2. Discussion of Possessory Interest Tax and ARD Facility Renters

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

- Director Holbrook would like to see a review of our facilities in cost recovery.
- Director Ainsleigh handed out information and ask that the Board Members review it.
- Director Holbrook recommended that we nominate ARD for Innovations in Park and Facility because of our two completed projects this year which were the Solar Installation and the Bike Pike. He also recommended that Kahl Muscott be nominated as Administrator of the Year due to all his accomplishments at ARD.
- On April 3, 2022, Director Lynch will be receiving the California State Parks Directors award. This is one of the highest awards to be received for parks.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION - None

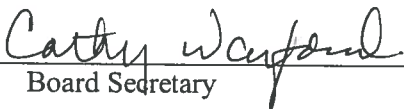
13.1 Public Employee Performance Evaluation (Gov Code 54954.5, subd. (e), 54947.)

Title: District Administrator

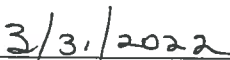
14.0 OPEN SESSION -

None.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:21 p.m. by Chairman Lynch.



Board Secretary



Date

SECTION: 5.0

ITEM: 5.2 REVIEW AND APPROVAL OF CASH REQUIREMENTS FOR MARCH, 2022

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

STAFF RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING FINANCE COMMITTEE AND FORWARDED TO THE CONSENT CALENDAR FOR REVIEW AND APPROVAL, EXCLUDING CHECK #22909

FISCAL IMPACT: \$197,160.48

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Pages: From: To: From: To:
 Check Number First Last Check Date 3/1/2022 3/31/2022
 Vendor ID First Last Checkbook ID COMM 1ST COMM 1ST
 Vendor Name First Last

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
22774	1099-271	Kelpro Security	3/4/2022	COMM 1ST	PMCHK00002818	\$3,067.00
22775	A0147	Michael V. Harms dba American	3/4/2022	COMM 1ST	PMCHK00002818	\$4,970.00
22776	A0170	AT&T Acct 088-034-5818-655	3/4/2022	COMM 1ST	PMCHK00002818	\$90.95
22777	C0072	CIT Technology Fin. Serv., Inc	3/4/2022	COMM 1ST	PMCHK00002818	\$470.75
22778	C0113	Cooks Portable Toilets & Septi	3/4/2022	COMM 1ST	PMCHK00002818	\$698.29
22779	D0010	Diamond Pacific	3/4/2022	COMM 1ST	PMCHK00002818	\$38.52
22780	D0066	De Lage Landen Financial Servi	3/4/2022	COMM 1ST	PMCHK00002818	\$332.48
22781	O0021	Amy Oddo	3/4/2022	COMM 1ST	PMCHK00002818	\$455.60
22782	P0005	Placer County Water Agency	3/4/2022	COMM 1ST	PMCHK00002818	\$73.19
22783	P0007	Pacific Gas & Electric Company	3/4/2022	COMM 1ST	PMCHK00002818	\$10,785.02
22784	P0023	PG&E	3/4/2022	COMM 1ST	PMCHK00002818	\$92.17
22785	S0067	Superfast Copy	3/4/2022	COMM 1ST	PMCHK00002818	\$114.70
22786	S0143	SMOA	3/4/2022	COMM 1ST	PMCHK00002818	\$6,000.25
22787	S1007	Stationary Engineers, Local 39	3/4/2022	COMM 1ST	PMCHK00002818	\$421.42
22788	V0007	Verizon Wireless	3/4/2022	COMM 1ST	PMCHK00002818	\$829.79
22789	W0051	Cathy Warford	3/4/2022	COMM 1ST	PMCHK00002818	\$66.10
22790	W1006	Audrey Warren	3/4/2022	COMM 1ST	PMCHK00002818	\$35.37
22791	1099-256	Healing Pastures, Inc.	3/11/2022	COMM 1ST	PMCHK00002819	\$378.75
22792	1099-269	Deborah Lynn	3/11/2022	COMM 1ST	PMCHK00002819	\$117.00
22793	1099-271	Kelpro Security	3/11/2022	COMM 1ST	PMCHK00002819	\$2,860.00
22794	1099-295	Juli Land-Marx	3/11/2022	COMM 1ST	PMCHK00002819	\$1,650.00
22795	1099-313	Alison Lloyd	3/11/2022	COMM 1ST	PMCHK00002819	\$376.20
22796	1099-342	Susie Bell	3/11/2022	COMM 1ST	PMCHK00002819	\$63.00
22797	1099-374	Sarah Violet	3/11/2022	COMM 1ST	PMCHK00002819	\$250.50
22798	1099-375	Jennifer Rogers	3/11/2022	COMM 1ST	PMCHK00002819	\$624.00
22799	1099-376	Joanna Britt	3/11/2022	COMM 1ST	PMCHK00002819	\$618.80
22800	A0027	Recology Auburn Placer	3/11/2022	COMM 1ST	PMCHK00002819	\$1,237.86
22801	A0051	Anderson's Sierra Pipe Co.	3/11/2022	COMM 1ST	PMCHK00002819	\$229.88
22802	A0115	Auburn Hardware & Rental LLC	3/11/2022	COMM 1ST	PMCHK00002819	\$42.88
22803	A0172	ABT Plumbing, Electric, Heat &	3/11/2022	COMM 1ST	PMCHK00002819	\$6,529.00
22804	A1010	Advantage Marketing and Print	3/11/2022	COMM 1ST	PMCHK00002819	\$237.45
22805	C1011	Kasey Casl	3/11/2022	COMM 1ST	PMCHK00002819	\$84.61
22806	D0010	Diamond Pacific	3/11/2022	COMM 1ST	PMCHK00002819	\$34.88
22807	D0025	Dawson Oil Company	3/11/2022	COMM 1ST	PMCHK00002819	\$4,403.26
22808	K0010	Knorr Systems, Inc.	3/11/2022	COMM 1ST	PMCHK00002819	\$1,198.88
22809	M0013	Meadow Vista Hardware	3/11/2022	COMM 1ST	PMCHK00002819	\$29.57
22810	M0098	Meadow Vista County Water Dist	3/11/2022	COMM 1ST	PMCHK00002819	\$478.88
22811	M1008	Madsen Roofing and Waterproofi	3/11/2022	COMM 1ST	PMCHK00002819	\$13,739.00
22812	N0003	Norris Electric, Inc.	3/11/2022	COMM 1ST	PMCHK00002819	\$610.30
22813	N0045	Near U CO2	3/11/2022	COMM 1ST	PMCHK00002819	\$189.97
22814	N0048	Normac, Inc.	3/11/2022	COMM 1ST	PMCHK00002819	\$321.64
22815	N0051	National Aquatic Services, Inc	3/11/2022	COMM 1ST	PMCHK00002819	\$1,392.72
22816	P0005	Placer County Water Agency	3/11/2022	COMM 1ST	PMCHK00002819	\$518.36
22817	P0083	Placer County Resource Conserv	3/11/2022	COMM 1ST	PMCHK00002819	\$4,000.00
22818	Q0003	Quality Automotive	3/11/2022	COMM 1ST	PMCHK00002819	\$1,867.39
22819	R0073	NAPA Auto Parts	3/11/2022	COMM 1ST	PMCHK00002819	\$234.17
22820	S0025	Sierra Pacific Turf Supply, In	3/11/2022	COMM 1ST	PMCHK00002819	\$4,208.11
22821	S0094	Manouch Shirvanioun	3/11/2022	COMM 1ST	PMCHK00002819	\$40.95
22822	S0145	SCP Distributors	3/11/2022	COMM 1ST	PMCHK00002819	\$891.00
22823	S0148	Sierra Office Supply & Printin	3/11/2022	COMM 1ST	PMCHK00002819	\$194.11
22824	S0161	SWANK Motion Pictures, Inc	3/11/2022	COMM 1ST	PMCHK00002819	\$850.00
22825	T0031	Turf Star, Inc.	3/11/2022	COMM 1ST	PMCHK00002819	\$4,781.76
22826	TEMPB	Joanne Butterfield	3/11/2022	COMM 1ST	PMCHK00002819	\$44.00
22827	TEMPM	Merchant Services Collections	3/11/2022	COMM 1ST	PMCHK00002819	\$495.00
22828	V0019	Valley Rock Landscape Material	3/11/2022	COMM 1ST	PMCHK00002819	\$69.82
22829	W0044	Wave	3/11/2022	COMM 1ST	PMCHK00002819	\$136.8

Auburn Pec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
22830	W0045	Williams, Jesse	3/11/2022	COMM 1ST	PMCHK00002819	\$58.50
22931	Y0002	Yuba Lock & Safe	3/11/2022	COMM 1ST	PMCHK00002819	\$448.57
22833	W0001	Walker's Office Supplies, Inc.	3/10/2022	COMM 1ST	PMCHK00002823	\$520.53
22834	A0001	Recology Auburn Placer	3/18/2022	COMM 1ST	PMCHK00002824	\$1,152.10
22835	A0115	Auburn Hardware & Rental LLC	3/18/2022	COMM 1ST	PMCHK00002824	\$15.00
22836	A0134	Advanced Intregrated Pest Mana	3/18/2022	COMM 1ST	PMCHK00002824	\$155.00
22837	A0168	Adbag, Inc.	3/18/2022	COMM 1ST	PMCHK00002824	\$5,065.63
22838	C0113	Cooks Portable Toilets & Septi	3/18/2022	COMM 1ST	PMCHK00002824	\$156.29
22839	F0047	Fuentes Pond Maintenance	3/18/2022	COMM 1ST	PMCHK00002824	\$2,800.00
22840	H0056	Humana Dental Ins. Co	3/18/2022	COMM 1ST	PMCHK00002824	\$2,512.75
22841	K0026	Mike Kaveney	3/18/2022	COMM 1ST	PMCHK00002824	\$300.00
22842	M0019	Kahl Muscott	3/18/2022	COMM 1ST	PMCHK00002824	\$177.26
22843	P0005	Placer County Water Agency	3/18/2022	COMM 1ST	PMCHK00002824	\$1,140.04
22844	P0007	Pacific Gas & Electric Company	3/18/2022	COMM 1ST	PMCHK00002824	\$280.97
22845	R0065	River City Rentals	3/18/2022	COMM 1ST	PMCHK00002824	\$17.94
22846	R0073	NAPA Auto Parts	3/18/2022	COMM 1ST	PMCHK00002824	\$297.58
22847	S0009	Sierra Saw Sales And Service	3/18/2022	COMM 1ST	PMCHK00002824	\$247.46
22848	S0025	Sierra Pacific Turf Supply, In	3/18/2022	COMM 1ST	PMCHK00002824	\$1,376.71
22849	S0145	SCP Distributors	3/18/2022	COMM 1ST	PMCHK00002824	\$1,830.41
22850	S0154	Mike Scheele	3/18/2022	COMM 1ST	PMCHK00002824	\$245.12
22851	S1007	Stationary Engineers, Local 39	3/18/2022	COMM 1ST	PMCHK00002824	\$421.88
22852	TEMPL	Stacey Levmo	3/18/2022	COMM 1ST	PMCHK00002824	\$65.00
22853	TEMPM	Oscar Mejia	3/18/2022	COMM 1ST	PMCHK00002824	\$135.00
22854	TEMPS	Karly Sipherd Smith	3/18/2022	COMM 1ST	PMCHK00002824	\$85.00
22855	V0004	Pape Machinery	3/18/2022	COMM 1ST	PMCHK00002824	\$312.18
22856	W0001	Walker's Office Supplies, Inc.	3/18/2022	COMM 1ST	PMCHK00002824	\$711.99
22857	W0003	Warehouse Paint Incorporated	3/18/2022	COMM 1ST	PMCHK00002824	\$5.03
22858	W0044	Wave	3/18/2022	COMM 1ST	PMCHK00002824	\$737.26
22859	U0019	US Bank	3/18/2022	COMM 1ST	PMCHK00002825	\$11,630.06
22860	1099-117	Juan Aceituno	3/25/2022	COMM 1ST	PMCHK00002826	\$552.50
22861	1099-216	Gerald Harris	3/25/2022	COMM 1ST	PMCHK00002826	\$520.00
22862	1099-277	Foothill Karate Do	3/25/2022	COMM 1ST	PMCHK00002826	\$68.25
22863	1099-291	Isaac Humber	3/25/2022	COMM 1ST	PMCHK00002826	\$273.00
22864	1099-313	Alison Lloyd	3/25/2022	COMM 1ST	PMCHK00002826	\$740.40
22865	1099-374	Sarah Violet	3/25/2022	COMM 1ST	PMCHK00002826	\$402.00
22866	1099-378	Isaiah Baker	3/25/2022	COMM 1ST	PMCHK00002826	\$793.00
22867	1099-50	Scott Holbrook	3/25/2022	COMM 1ST	PMCHK00002826	\$428.05
22868	A0013	AT&T	3/25/2022	COMM 1ST	PMCHK00002826	\$74.90
22869	A0018	Auburn Chamber of Commerce	3/25/2022	COMM 1ST	PMCHK00002826	\$170.00
22870	A0051	Anderson's Sierra Pipe Co.	3/25/2022	COMM 1ST	PMCHK00002826	\$37.85
22871	A0115	Auburn Hardware & Rental LLC	3/25/2022	COMM 1ST	PMCHK00002826	\$57.39
22872	A1010	Advantage Martketing and Print	3/25/2022	COMM 1ST	PMCHK00002826	\$167.31
22873	C0111	Cal.net	3/25/2022	COMM 1ST	PMCHK00002826	\$66.90
22874	C0120	Capture Technologies	3/25/2022	COMM 1ST	PMCHK00002826	\$266.66
22875	C0133	California Smog	3/25/2022	COMM 1ST	PMCHK00002826	\$35.00
22876	D0016	Dancing Dog Productions	3/25/2022	COMM 1ST	PMCHK00002826	\$933.72
22877	F0023	Jerry Fisher	3/25/2022	COMM 1ST	PMCHK00002826	\$56.12
22878	F0055	Megan Frost	3/25/2022	COMM 1ST	PMCHK00002826	\$66.38
22879	G0006	Gold Country Media Publication	3/25/2022	COMM 1ST	PMCHK00002826	\$165.25
22880	I0010	Inland Business Systems	3/25/2022	COMM 1ST	PMCHK00002826	\$5.63
22881	N0003	Norris Electric, Inc.	3/25/2022	COMM 1ST	PMCHK00002826	\$12,368.31
22882	N0012	Nevada Irrigation District	3/25/2022	COMM 1ST	PMCHK00002826	\$7,782.59
22883	N0048	Normac, Inc.	3/25/2022	COMM 1ST	PMCHK00002826	\$63.14
22884	P0005	Placer County Water Agency	3/25/2022	COMM 1ST	PMCHK00002826	\$86.49
22885	P0007	Pacific Gas & Electric Company	3/25/2022	COMM 1ST	PMCHK00002826	\$16,605.68
22886	P0058	Pitney Bowes Credit Corporatio	3/25/2022	COMM 1ST	PMCHK00002826	\$115.53
22887	R0073	NAPA Auto Parts	3/25/2022	COMM 1ST	PMCHK00002826	\$24.81
22888	S0025	Sierra Pacific Turf Supply, In	3/25/2022	COMM 1ST	PMCHK00002826	\$364.65
22889	S0067	Superfast Copy	3/25/2022	COMM 1ST	PMCHK00002826	\$9.97
22890	S0145	SCP Distributors	3/25/2022	COMM 1ST	PMCHK00002826	\$1,472.61
22891	S1000	State Of California/DOJ	3/25/2022	COMM 1ST	PMCHK00002826	\$32.00
22892	S1017	Sierra Trench Protection	3/25/2022	COMM 1ST	PMCHK00002826	\$386.00
22893	T0009	Stanley Convergent Security So	3/25/2022	COMM 1ST	PMCHK00002826	\$443.6

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
22894	T0971	TIAA Commercial Finance, Inc.	3/25/2022	COMM 1ST	PMCHK00002826	\$107.34
22895	T1000	Transamerica Life Insurance	3/25/2022	COMM 1ST	PMCHK00002826	\$500.00
22896	V0004	Pape Machinery	3/25/2022	COMM 1ST	PMCHK00002826	\$2,483.49
22897	V0014	VFCAL	3/25/2022	COMM 1ST	PMCHK00002826	\$750.00
22898	W0001	Walker's Office Supplies, Inc.	3/25/2022	COMM 1ST	PMCHK00002826	\$371.93
22899	W0043	West Coast Fire Protection Sys	3/25/2022	COMM 1ST	PMCHK00002826	\$225.00
22900	W0044	Wave	3/25/2022	COMM 1ST	PMCHK00002826	\$478.98
22901	1099-277	Foothill Karate Do	3/25/2022	COMM 1ST	PMCHK00002827	\$91.00
22902	A0091	Altara	3/25/2022	COMM 1ST	PMCHK00002827	\$700.00
22903	TEMPC	Julie Cohodes	3/25/2022	COMM 1ST	PMCHK00002827	\$178.00
22904	TEMPS	Israel Santamaria	3/25/2022	COMM 1ST	PMCHK00002827	\$141.00
22905	A0051	Anderson's Sierra Pipe Co.	3/31/2022	COMM 1ST	PMCHK00002828	\$106.96
22906	A0115	Auburn Hardware & Rental LLC	3/31/2022	COMM 1ST	PMCHK00002828	\$56.76
22907	C0113	Cooks Portable Toilets & Septi	3/31/2022	COMM 1ST	PMCHK00002828	\$25.00
22908	C0133	California Smog	3/31/2022	COMM 1ST	PMCHK00002828	\$35.00
22909	D0008	The Davey Tree Expert	3/31/2022	COMM 1ST	PMCHK00002828	\$9,990.00
22910	F0038	Fastenal Company	3/31/2022	COMM 1ST	PMCHK00002828	\$545.77
22911	L0016	Loomis Union School District	3/31/2022	COMM 1ST	PMCHK00002828	\$6,090.00
22912	N0003	Norris Electric, Inc.	3/31/2022	COMM 1ST	PMCHK00002828	\$1,757.77
22913	N0045	Near U CO2	3/31/2022	COMM 1ST	PMCHK00002828	\$490.28
22914	N0048	Normac, Inc.	3/31/2022	COMM 1ST	PMCHK00002828	\$248.78
22915	P0005	Placer County Water Agency	3/31/2022	COMM 1ST	PMCHK00002828	\$1,447.68
22916	P0021	Petty Cash	3/31/2022	COMM 1ST	PMCHK00002828	\$206.79
22917	P0023	PG&E	3/31/2022	COMM 1ST	PMCHK00002828	\$93.56
22918	P0056	Placer Union High School Distr	3/31/2022	COMM 1ST	PMCHK00002828	\$3,981.31
22919	R0073	NAPA Auto Parts	3/31/2022	COMM 1ST	PMCHK00002828	\$24.63
22920	S0025	Sierra Pacific Turf Supply, In	3/31/2022	COMM 1ST	PMCHK00002828	\$364.65
22921	S0159	Sac Ice	3/31/2022	COMM 1ST	PMCHK00002828	\$896.51
22922	V0004	Pape Machinery	3/31/2022	COMM 1ST	PMCHK00002828	\$188.55
22923	V0007	Verizon Wireless	3/31/2022	COMM 1ST	PMCHK00002828	\$857.79
22924	W0001	Walker's Office Supplies, Inc.	3/31/2022	COMM 1ST	PMCHK00002828	\$585.18
22925	W0003	Warehouse Paint Incorporated	3/31/2022	COMM 1ST	PMCHK00002828	\$31.63

Total Checks: 151

Total Amount of Checks: \$197,160.48

Item 5.3 Cover Sheet: Change in the Auburn Area Recreation and Park District Personnel Policy Manual

Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting, April, 2022; Board of Directors Meeting April, 2022.

The Issue

Shall the Auburn Area Recreation and Park District (District) approve changes to the Personnel Policy Manual to include five updated sections of the manual?

Background:

There are five proposed actions:

1) Merit Increases, section 2.3, pages 17-18. The District shall eliminate budgetary constraints for 2017 – 2020, for merit increases.

2) COLA (Cost of Living Allowance) section 2.31, page 19. The District shall establish a COLA on April 1st determined by the Bureau Labor of Statistics Consumer Price Index, California State Average, All Urban Consumers with a minimum of 1% and a maximum of 4% with new budgetary constraints for Fiscal years 2022 – 2024. Approved by the Board of Directors in March, 2022.

3) Health Benefits 5.5 OTHER BENEFITS, A. Workers' Compensation Benefits section 8, pages 57-58. The District is no longer working with Sutter Occupational. This will be changed to reflect Kaiser Occupational Health (3 places).

4) APPENDIX A. B, Non-Represented Employees hired after February 1, 2020 and Medical Health Insurance Benefits for Represented Employees, page 70. The District shall contribute 77% of the CalPERS Kaiser HMO plan. Two current P/T employees will retain the benefit of the District paying \$555.95 until premiums bring the benefit equal to 75% of the full time benefit. Currently, it is above 75% per policy.

5) APPENDIX A. F, Retirement Benefits, pages 71-72. The District is eliminating verbiage pertaining to 2013 – 2016, that no longer is necessary in the Policy Manual regarding the implementation discontinuing shared Employee CalPERS contributions.

These items serve to update the policy to reflect these changes.

Recommendation

The ARD Policy Committee approved the changes and forwarded to the consent calendar for the Board of Directors to review, approve and adopt the changes to the Personnel Policy Manual.

Fiscal Impact

Action #1, #3 & #5: No fiscal impact (outdated update).

Action #2: \$41,337 to fiscal year 2022-2023; budgeted for in FY 22/23.

Action #4: \$22,327 to fiscal year 2022-2023; budgeted for in FY 22/23.

Attachments

The Personnel Policy portions that reflect changes and original language.

2.30. Merit Increases

Persons entering the employ of the District shall be paid at the minimum starting wage of the salary schedule established for the classification in which they are hired, unless otherwise approved by the District Administrator.

Merit increases may range from 0% to 5% and shall be determined on the employee's anniversary date, shall not be automatic, but shall be based on performance reports, length of service and budgetary constraints based on the criteria outlined below:

Merit increases shall occur under the following additional conditions:

April 1, 2017: provided that total District revenue remains at a minimum base level of \$4,125,000 at fiscal year end of March 31, 2017 (revenue is defined as Program, Facility, Property Tax, and RDA revenues) a merit increase for those employees eligible for such increase shall apply.

April 1, 2018: provided that total District revenue remains at a minimum base level of \$4,175,000 at fiscal year end of March 31, 2018 (revenue is defined as Program, Facility, Property Tax, and RDA revenues) a merit increase for those employees eligible for such increase shall apply.

April 1, 2019: provided that total District revenue remains at a minimum base level of \$4,225,000 at fiscal year end of March 31, 2019 (revenue is defined as Program, Facility, Property Tax, and RDA revenues) a merit increase for those employees eligible for such increase shall apply.

Employees may qualify for a merit increase in the following manner:

A Performance Evaluation Form shall be prepared by the employee's supervisor not more than thirty (30) days prior to the employee's anniversary date and shall be interactively reviewed by the employee and his or her supervisor. The Performance Evaluation Form shall list several performance criteria and each of the criteria shall have a numerical point value as follows:

Outstanding:	5
Exceeds Performance Standards:	4
Satisfactory:	3
Needs Improvement:	1
Unsatisfactory:	0

There are 11 criteria (20 criteria for Supervisors) on the current Performance Evaluation Form. The District, at its discretion, may add, delete, amend, or modify the content and/or

the criteria on the Performance Evaluation Form. Evaluation scores and corresponding merit increase percentages are as follows:

Regular Employees	Supervisors
40-55 = 5%	54-75 = 5%
36-39 = 4%	49-53 = 4%
33-35 = 3%	45-48 = 3%
Below 33 = 0%	Below 45 = 0

An employee who scores below 33 on a performance review shall be counseled immediately and given a Performance Improvement Plan as to how his or her performance must improve. Such performance shall be reviewed again 90 days after the initial performance review. If the employee's performance improves to a Satisfactory level (33 or higher), that employee will be eligible for the corresponding merit increase (non-retroactive). If there is no improvement, the employee may be subject to disciplinary action, up to and including termination.

All job descriptions shall have a minimum starting wage and a maximum attainable wage. Each employee will have a performance review on either their anniversary date or their promotion date (if applicable), and shall be eligible for a merit increase corresponding to the evaluation criteria and score outlined above. Generally, all full-time and regular part-time employees shall serve at least one year at each wage and have a performance evaluation rating of 33 or better to qualify for advancement to the next wage. Performance Evaluation Forms shall be reviewed by the District Administrator prior to the review of an employee, and shall be approved by, and advancement shall be at, the discretion of the District Administrator.

Managers and supervisors shall additionally be reviewed and scored on such supervisory skills with an equally corresponding scoring system.

2.31. COLA (Cost of Living Allowance)

A cost of living adjustment (COLA) may be provided to all permanent, full-time or part time, non-union employees based on identical negotiated increases provided to union employees. Such adjustments shall be made concurrent with the negotiated union adjustment. COLA raises are separate and distinct from an employee's merit increases.

Beginning April 1st of each year, the general wage increase (COLA) will be between a minimum of 1% and a maximum of 4% as determined by the Consumer Price index (**Bureau Labor of Statistics Consumer Price Index, California State Average, All Urban Consumers** for the month of October of the preceding year, provided that the District revenue meets the minimum levels below.

March 31, 2022 is anticipated to be a total District Revenue of \$5,345,000.

April 1, 2023: provided that total District revenue remains at a minimum base level of \$5,451,900 at fiscal year- end of March 31, 2023 (revenue is defined as Program, Facility, Property Tax, and RDA revenues) a COLA increase for current employees.

April 1, 2024: provided that total District revenue remains at a minimum base level of \$5,560,938 at fiscal year- end of March 31, 2024 (revenue is defined as Program, Facility, Property Tax, and RDA revenues) a COLA increase for current employees.

If the District fails to meet the above revenue levels, the increase will be a minimum of 1% for that year.

5.5 Health Benefits: See Appendix A

OTHER BENEFITS

A. Workers' Compensation Benefits

The District provides insurance coverage for employees in case of work-related injury. The workers' compensation benefits provided to injured employees may include:

1. Medical care;
2. Cash benefits, tax free, to replace lost wages; and
3. Vocational rehabilitation to help qualified injured employees return to suitable employment.

Employees need to do the following to ensure that they receive any workers' compensation benefits to which they may be entitled:

4. Immediately report any work-related injury to their supervisor; failure to do so shall be considered cause for personnel action;
5. Seek medical treatment and follow-up care if required;
6. Complete a written Employee's Claim Form (DWC Form 1) and return it to their supervisor or Department Manager; and
7. Provide the District with a certification from their health care provider regarding the need for workers' compensation disability leave, as well as the eventual ability to return to work from the leave.

Workers Compensation leave falls under the Family/Medical Leave guidelines and consequently such time runs concurrently with the maximum periods of the state and federal program.

Upon submission of a medical certification that an employee is able to return to work after a workers' compensation leave, the employee under most circumstances will be reinstated to the same position held at the time the leave began, or to an equivalent position, if available. An employee returning from a workers' compensation leave has no greater right to reinstatement than if the employee had been continuously employed rather than on leave. For example, if the employee on workers' compensation leave would have been laid off had he or she not gone on leave, or if the employee's position has been eliminated or filled in order to avoid undermining the District's ability to operate safely and efficiently during the leave, and no equivalent or comparable positions are available, then the employee will not be entitled to reinstatement.

8. District Provided Health Care Provider for Work-Related Injuries

The District provides medical treatment for work-related injuries through ~~Sutter Occupational Health~~. Kaiser Occupational Health.

Employees who are injured in a work-related incident will be referred to ~~Sutter Occupational Health~~ Kaiser Occupational Health for medical treatment for up to 30 days, unless prior to a work-related injury, the District has received from the employee a written notice that the employee wishes to be treated by his or her own health care provider. In all cases, employees may seek treatment from their own health care provider after thirty (30) days, should they so desire.

Only in cases of extreme emergency, or when ~~Sutter Occupational Health~~ Kaiser Occupational Health is closed, should the employee go directly to Auburn Faith Hospital or Sierra Doctors' Medical Clinic. If this is done, the employee should leave a voicemail message at the District Office with details of the accident and actions taken.

It is the employee's responsibility to notify the doctor or hospital that the treatment being requested is a result of a work-related injury. The employee is responsible for adherence to all requirements of the Workers' Compensation Insurance program.

The law requires that the District notify its workers' compensation insurance company of any concerns of false or fraudulent claims.

Any person who makes or causes to be made any knowingly false or fraudulent material statement or material misrepresentation for the purpose of obtaining or denying workers' compensation benefits or payments is guilty of a felony. A violation of this law is punishable by imprisonment for one to five years, or by a fine not exceeding \$50,000 or double the value of the fraud, whichever is greater, or both. Additional civil penalties may also apply.

APPENDIX A

B. Non-Represented Employees hired after February 1, 2020:

For Non-represented employees hired after February 1, 2020, the District will provide Medical Insurance Coverage as listed below for the Represented Employees.

Medical Health Insurance Benefits for Represented Employees

CalPERS Medical plan available to Union-represented employees

As per CalPERS policy, employees have a choice of multiple medical providers.

The Administrative Services Manager has detailed information regarding each of these plans, including sub-classifications that some of these plans offer.

For Union-represented employees and non-represented employees hired after February 1, 2020. The District shall contribute **77% of the CalPERS Kaiser HMO plan. 80% of the CalPERS Western Health Advantage plan.** If an employee chooses a higher cost plan, the increased cost will be solely borne by the employee. Furthermore, any cost savings will be retained by the District if the plan chosen by the employee costs less than the employer contribution.

Due to open enrollment restrictions, any employee wishing to change plans from one type of coverage to another shall be allowed to do so only during the Mid-September to Mid-October open enrollment period.

Additionally, the District will pay employee only dental and life insurance for eligible employees.

Eligible part-time, Union represented employees working 30 or more hours per week will be able to obtain medical coverage. ARD will contribute 75% of **the CalPERS Health plan chosen, with a cap of 75% of the Western Health Advantage Plan selected plan premium, but not more than 75% of the full time employee benefit. Current P/T eligible employees will continue to receive a benefit of \$555.95 per month until premiums equal 75% of the F/T benefit.** Coverage is for employee only and no dental or life insurance is provided by the District.

Since many will not be able to make any changes to their health insurance should they desire to until January 1, 2022, ARD offers to alleviate staff on the PersSelect Plan and reimburse up to \$250 (of submitted paid medical expenses) per person (up to \$1,000 per family), beginning April 1st, 2021 and ending December 31st, 2021.

F. Retirement Benefits

Social Security is an important part of every employee's retirement benefit. The District pays a matching contribution to each employee's Social Security taxes.

The District also participates in the California Public Employee Retirement System (CalPERS). According to guidelines established by CalPERS, all eligible employees must participate in this program. Contributions to CalPERS will be made by the District and by the employee in accordance to the guidelines established in the contracts and resolutions between the District and CalPERS, and in accordance with current union agreements and policies adopted by the Board of Directors.

Employees hired after June 30, 2014, should see the Administrative Services Manager for the current percentage rate (rate varies each year and is determined by CalPERS).

In 2013, the State of California passed a law mandating that all new government employees share fifty percent (50%) of CalPERS retirement premiums, up to a cap of seven percent (7%) for employees hired before January 1, 2013 and six and one-half percent (6.5%) for employees hired after January 1, 2013. It was also recommended that existing government employees share fifty percent (50%) of CalPERS retirement premiums within five (5) years.

For employees hired prior to January of 2013, beginning on July 1, 2014, the District will begin implementing this employee sharing of CalPERS retirement costs as follows:

July 1, 2014 a pre-tax deduction of three percent (3%) shall be reflected on all employee payroll checks and contributed to their CalPERS account.

April 1, 2015 an additional pre-tax deduction of two percent (2%) shall be reflected on all employee payroll checks and contributed to their CalPERS account.

April 1, 2016 an additional pre-tax deduction of two percent (2%) shall be reflected on all employee payroll checks and contributed to their CalPERS account.

Refer to the CalPERS literature for a complete description of eligibility and services. You may obtain this information from the Administrative Services Manager.

Item 5.4 Cover Sheet: Change in the Auburn Area Recreation and Park District's District Policy Manual

Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting, April, 2022; Board of Directors Meeting April, 2022.

The Issue

Shall the Auburn Area Recreation and Park District (District) approve changes to the District Policy Manual to include the California Employers' Pension Prefunding Trust (CEPPT) as part of the Investment Policy?

Background

On April 29, 2021, the Board of Director's passed Resolution 2021-14 to establish a CalPERS 115 Pension Trust (CEPPT).

The CEPPT is a self-funded trust in which participating employers pay for all administrative and investment expenses. Expenses reduce the gross investment return by the fee amount. There are two conservative strategies within this fund. Strategy 1 is slightly more volatile and Strategy 2 is more conservative.

On June 21, 2021, an initial investment of \$68,089.00 was deposited into the Trust into Strategy 1.

On January 4, 2022, \$380,000 from the District's Contingency Fund was deposited into the Trust into Strategy 2.

District Policies

I. Budget

- I. Investment Policy. The District has a fiduciary responsibility for reserved funds. The District is required to protect the value of the District's reserves, grow the reserves with limited risk and allow for liquidity for cashflow needs. For these reasons, the District deposits all *most* funds with the Placer County Treasury. The Treasurer maintains pooled funds; including the District's funds and invests prudently based on their Investment Policy. Placer County Treasury complies with California Government Codes 53646, 53684, 27013, 26920(a) and 26905.

The District invests annually (minimum) in a California Employers' Pension Prefunding Trust (CEPPT). There are two conservative strategies within this fund. Strategy 1 is slightly more volatile and this is where the District saves for future CalPERS Retirement costs. Strategy 2 is more conservative and the District has invested most of its Contingency Fund Reserves here. Should the District need funds in an emergency climate, the District can access up to one year's retirement expense from

this fund. Staff will provide statements to the Board quarterly reflecting investment results.

The verbiage in **RED** is an update to the Investment policy portion of the District Policy manual.

Recommendation

The ARD Policy Committee approved the changes and forwarded to the consent calendar for the Board of Directors to review, approve and adopt the changes to the District Policy Manual.

Fiscal Impact

None

SECTION: 6.0

**BOARD REPORTS, VANDALISM REPORTS &
PROJECT ACTIVITY REPORT**

INFORMATION:

SEE ATTACHMENTS

Kahl Muscott
District Administrator
Report to the Board of Directors
April, 2022

- We are still down two FT F&G staff members due to workers comp injuries, however we were able to get hired a new PT staff member to replace one who recently moved out of the area.
- MV playground update: the latest is that the playground is ready to ship from Miracle Playgrounds, however they cannot find drivers to make the delivery. Our sales person is pushing on them to come up with a solution.
- The Floating Easter Egg Hunt was a great success!
- Unfortunately, our public swim schedule does not look to be improving this year vs. last year. We just don't have enough staff. Please note that there is no weekend public swim scheduled for this summer. Speaking from a pure numbers standpoint, weekend public swim has typically been slower than weekdays (sometimes significantly so). Hopefully we can find a few more lifeguards than is currently being projected. If so, we could possibly open up more public swim time.
- The company doing the underground boring for the James Field wiring has been out for about 3 weeks (their driller had a death in the immediate family). Centrica is trying to (gently) find out when we can expect them back.
- Speaking of the Auburn Bike Park, the Tour de Placer Roubaix took Saturday (4/23). The event starts and finishes at the Auburn Bike Park. Part of the proceeds go towards the Auburn Bike Park.
- The PHS Environmental Club Earth Day Festival took place Friday (4/22) at Overlook Park.
- After many months of frustrating emails and phone calls, Veona was able to secure \$11,398.12 in FEMA COVID relief funds. They did not make things easy, but Veona persevered, and the announcements came this week! She has another \$60,000 in requests submitted; however, she does not feel optimistic about seeing that funding.
- The delivery of the wheelchair swing is set to arrive late/mid-June. Mike is working on a plan to allow us to keep most of the south-end Recreation Park playground open while the new equipment is installed.
- There may still be an Auburn Bike Park Phase II "Grand Opening" on April 30th. Diana is seeing if she can put something together.
- Congratulations to Park Worker Megan Frost, who passed the Certified Playground Safety Inspector class. This notoriously difficult-to-pass test has foiled a few of the previous ARD employees who attempted to get their certification.

Meetings and events attended or scheduled to attend:

- 4/5: Dan Wadle, CSDA Senior Public Affairs Field Coordinator re: upcoming legislation
- 4/5: Rotary
- 4/5: Richard Poplin re: Regional Park Disc Golf Course
- 4/7: PCALUCP webinar re: airport regulations
- 4/12: ELO-P meeting with AUSD (re: before and after school care)
- 4/12: Rotary
- 4/14: Michel Maxsom, Mike Scheele re: Centrica punch list items
- 4/14: Auburn Ale House sponsorship meeting
- 4/16: Floating Easter Egg Hunt
- 4/18: A&D Committee
- 4/19: Rotary
- 4/19: Placer County BOS meeting re: support for the Gathering Inn
- 4/20: Kally Keding-Cecil re: discussion of gate in Winchester subdivision and Bancroft Rd. access
- 4/20: Matt Carducci re: Maidu Drive road striping
- 4/20: Policy Committee
- 4/20: Tonya Ward re: electronic sign at Recreation Park
- 4/20: Finance/501 c3 Committees
- 4/26: Diana Boyer and Tara Gee (City of Roseville Landscape Architect) re: Auburn Bike Park

Mark Brunner
Recreation/Youth Services Manager
Report to the Board of Directors
April, 2022

Aquatics

- Public Swim will start at Sierra Pool on June 6 and will run Sundays through Fridays throughout the summer. Placer Hills Public Swim will start on June 13 and will be open to the public from 1-4pm Monday thru Saturday. Family passes can be purchased starting April 1. Everyone Monday at the Sierra Pool we will be giving away free snow cones to participants.
- On June 22, the Aquatics team will be hosting Pirate Day at the Sierra Pool during public swim. This event will include family friendly pirate themed games and activities for kids.
- Auburn Mermaid Synchronized Swim Team started their season April 25. The team is expected to be around 60-65 swimmers this season. The team will look to repeat as league champions this summer.
- Staff held two Lifeguard Certification courses over the last month. We were able to recruit eight new lifeguards for this summer.
- The second annual Floating Egg Hunt was held on April 16 at the Sierra Pool. Despite the rainy weather, 120 families attended the event and searched for their easter eggs. This year's vendors included IFC, Auburn Gymnastics, Precision Orthodontics, Robalos Swim Team, and the Girl Scouts.



Adult Sports

- Winter Adult Basketball will crown a new champion the last week of April. Our spring/summer Adult Basketball League is scheduled to start on May 19.
- Spring Adult Softball is under way. The league had to postpone two weeks of games this Spring due to the rainy weather.
- Spring Pickleball Tournament at Regional Park is scheduled to take place the weekend of April 29.

Recreation Guide

- The Summer Recreation Guide will be mailed to the community on May 3. This edition's cover will highlight the return of our Party In The Park event. This staple event has not happened since 2019, due to Covid. In addition, the guide will feature all of summer camps, special events, aquatic programs, new adult programming, and a special thank you to all of our sponsors.

Special Events

- Tickets for Boots N Belle's family dance are now available online through our www.auburnrec.com website. Tickets for the May 14 country themed dance are \$15 for adults and \$10 per child.
- Movie In The Park will be held at Recreation Park on June 10. The feature film for that night is the "War with Grandpa" starring Robert Dinero. This event is sponsored Marissa Leahy EXP Realty.
- For this 2022 special event season the District has already received numerous sponsorships including seven Platinum Sponsorships. So far, the Platinum Sponsors for this year are Old Town Pizza, IFC, Precision Orthodontics, Maki Heating and Air, Union Bank, Placer Title, and Innervoice Media. In addition, the District has received generous sponsors for specific events from Auburn Gymnastics, Sierra Pacific Real Estate, Myers and Sons Construction, and Roper's Jewelers.



Youth Programming

- Mighty Mites basketball program, coach by our own Jerry Fisher, is returning in April. The popular class is sold out.
- Play-Well Lego Camp held a spring break camp at the Canyon View Community Center. The camp was well attended.
- Skyhawks sports started their spring sports programs. The Skyhawks basketball program is sold out.
- Little Leapers youth soccer and tball programs began in April. All five of the sessions that are offered are sold out.
- The District's Youth Volleyball League will return this summer for its second season. Registration is now open online. The season will officially begin on June 8.

Veona Galbraith
Administrative Services Manager
Report to the Board of Directors
April, 2022

March's Financials

March has not been closed yet because it is the last month of our fiscal year. We will be taking in March invoices through the end of April before we completely close the month. Then, we will be involved with the audit and end of year entries which will also affect the final numbers for the fiscal year. I am estimating ending this year with approximately \$65,000 in residual funds.

Appointments to Note for Mar/Apr:

- Leadership Auburn
- Preliminary Audit Meeting

Caleb Porter

Youth Services Manager

Report to the Board of Directors

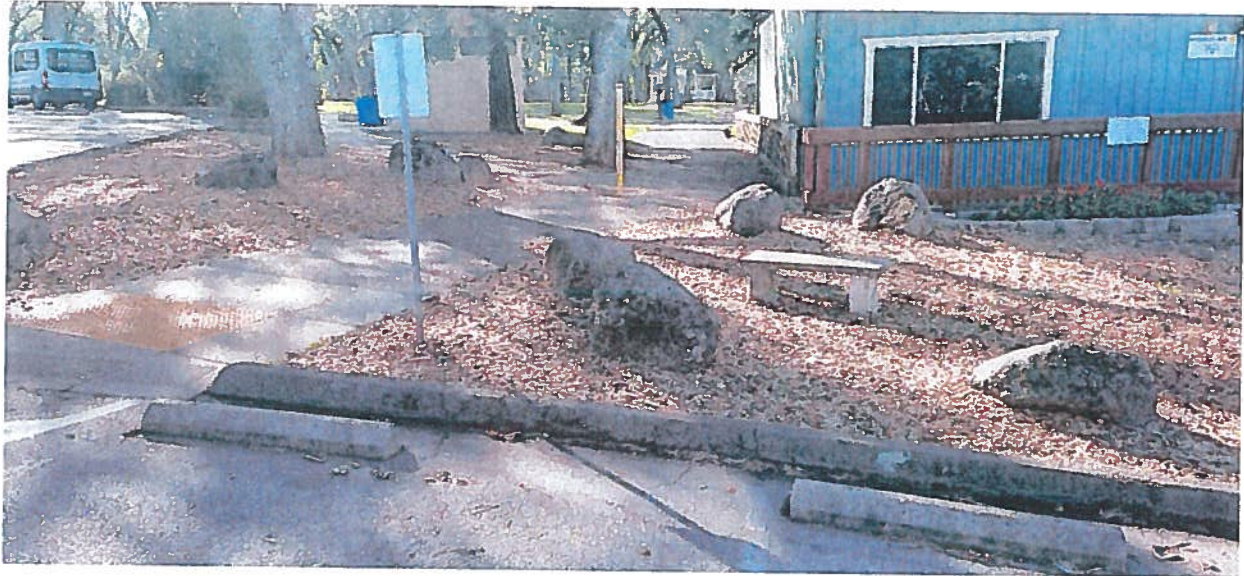
April, 2022

Spring programming has been warming up and Staff enjoyed the wonderful Spring weather we have had this Month. The students have been active in numerous Spring themed projects, such as these beautiful bunnies and excellent eggs that Preschool students made throughout the month.



Spring Break:

This month we had an Aloha themed Spring Break. The students had a fantastic fun-filled week full of learning about Hawaiian history and culture. And they made related Art, Craft and STEM projects. Even though the weather that week was inclement, we did luck out and had near perfect swimming weather for the Friday of camp and the children were able to go swimming at the Marsha Skinner Pool and they had an amazing time. Additionally, the children were involved in a community service project at Rec Park and with help from Grounds staff they were able to rebark in front of the Modular 1 and the area around the bathrooms.



Upcoming Month:

Spring Programming at our sites will continue into the upcoming month. Additionally, we are ramping up our Summer Planning and prepping with the expectations that we will be meeting our enrollment goals for Summer. Which based on current numbers we are projected to do.

Mike Scheele
Landscape Architect/Project Manager
Report to the Board of Directors
April, 2022

RECREATION PARK

- **Driveway Asphalt Repair & Modular Courtyard Project:** Staff is in the process of getting three quotes for this work. The two projects will be combined as one.
- **James Ballfield Tower Lights New Electrical Project:** The ballfield lights have been re-wired in a temporary configuration to allow the coaches and staff to turn them on and off. The horizontal drilling and conduit prep work has begun and staff is waiting on the electrical drawings to be revised by the contractor for permit purposes. The drilling has been going slowly due to the shallow bedrock in the area.
- **South Play Area Wheelchair Swing Project:** The ARD Board approved the contract proposal for the "We-Go" Wheelchair swing project at the March meeting. Contracts have been signed and the estimated lead time for delivery is 8-12 weeks. Installation will take place shortly after delivery. Staff will work with the contractor to keep as much of the existing play structure open during the construction period but portions of it will need to be closed off. The project includes the wheelchair swing with poured-in-place rubber surfacing, new traditional belt and bucket swings, ADA accessible walkway, ramp and handrails.
- **Rec. Shop Floor Reinforcement Project:** Engineering drawings have been received for Recreation Park maintenance shop garage roof reinforcement and Staff will be submitting them to the City for permitting with bid solicitation to follow. Staff is soliciting preliminary pricing assistance from contractors for this work prior to bidding and having difficulty getting responses (Jones & Lamberti). A new contractor/builder (Archer Building Company) was contacted on 3/4 and the information was sent. Archer replied that they are too busy. **Third contractor was found to assist (PBM**

Construction) and on 4/12, the drawings were sent and staff received a response on 4/18. Contractor budget estimate was \$45K and the District currently only has \$20K budgeted. Project will need to be put on hold until the budget for it is adjusted.

- **Modular Building #1 Roof Repair Project:** Staff will be obtaining quotes for this work.

MEADOW VISTA PARK

- **Playground Replacement Project:** Playground pre-construction meeting was held 3/23 and site logistics, among other things, were discussed. A small ADA ramp to allow wheelchairs to get over the timbers was overlooked in the initial design and so one will be added using project contingency funds. Installation date is remaining a moving target as the equipment delivery keeps getting delayed. District needs to rent a forklift to unload the equipment and will also be renting the construction fencing that will be set up around the play area during construction. Equipment delivery is now being delayed due to truck driver shortages and equipment on backorder according to the vendor.
- **Parking Lot Re-seal/Re-stripe and Asphalt Path Repairs Project:** No New Action. The parking lot sealcoat portion of the project will be postponed until spring/warm weather.
- **Pickle Ball Court Crack Filling Project:** Staff getting quotes and information regarding more permanent repairs that could take place next fiscal year.

ASHFORD PARK

- **Levee Repairs & Paving Project:** Staff will be obtaining preliminary pricing from paving contractors for this work.
- **Retaining Wall Investigation Project:** Staff will be obtaining preliminary pricing from engineers for this work.
- **Irrigation Pump and Filter Replacement Project:** Additional fence work was completed at the end of March. Project complete.

OVERLOOK PARK

- **Two Interpretive Signs Project:** Bureau and other stakeholders need to be consulted, signage program needs to be developed, sign designs and locations needs to be established, signs need to be ordered and then quotes need to be obtained by contractors for installation.
- **Restroom ADA Upgrades & Partitions Project:** No New Action. Project signage and fixture adjustments will be done in-house when staffing levels allow. ADA Parking lot re-striping needs to be re-done and restroom partitions are in need of replacement. Staff will obtain quotes for this work.

REGIONAL PARK & MARRIOTT MEADOWS SITE

- **Prop 68 Grant Award Contract:** Contract from the state has yet to be received.
- **Marriott Meadows Park Site Development Project:** Construction documents remain in process. Dudek subcontractor scheduled to be performing the topographic survey lost their survey crew and so will need to be replaced on the consultant team. Staff has been coordinating with consultant on interpretive signage program, permeable paver design and other components.
- **Kiosk/Signage Project:** Signage & Kiosk programs need to be established.

- **Pond Leak Investigation Project:** Staff will be obtaining quotes from engineers to do this study.
- **Pickle Ball Court Crack Filling Project:** Staff is getting quotes and information regarding more permanent repairs that could take place next fiscal year.

CANYON VIEW COMMUNITY CENTER (CVCC)

- **Bike Park, Fountain/Bottle filler, Signage, Traffic Calming Projects:** Phase 2 has been opened and is very popular. Advocate team has installed additional signage directing people to park in the parking lot and use Maidu Drive for access. Steel donor sign has been installed. Bike Park Sign panels at the pump track have been installed. Staff made irrigation improvements at the pump track. The City of Auburn Endurance Capital Committee has agreed to donate an ADA accessible drinking fountain with water bottle filler attachment for the park. Once the fountain is delivered, the District is having a contractor install it. Staff has obtained estimates and information regarding the possible installation of one or two speed tables to be installed on Maidu Drive as traffic has not been obeying the 25 MPH speed limit. Staff has been also researching plastic bollards, striping and signage that might be used to slow traffic as well.
- **ADA Door Improvements & Deadbolt/door closing upgrades building-wide:** Automatic door hardware needs to be installed. Part of the COVID Relief monies are being proposed to perform this ADA door work and improve door closers & locking mechanisms throughout the entire building to bring facility into compliance with fire safety codes. Staff is obtaining updated quotes for this work as the original estimate was from 10/2021.

RAILHEAD PARK

- **Parking Lot Repair/re-seal Project:** Staff will be obtaining preliminary pricing for this work and then putting together bid documents for formal bidding.

WINCHESTER PARK

- **Booster Pump & Filter Replacement Project:** Staff is obtaining preliminary pricing for this work and then will be putting together bid documents for formal bidding.

CHRISTIAN VALLEY PARK

- **Tutor Totter Roof Repair Project:** Staff will be obtaining preliminary pricing for this work and then putting together bid documents for formal bidding.

AUBURN ELEMENTARY MODULARS

- **Discovery Club Modular Roof Repair Project:** Staff will be obtaining preliminary pricing for this work.

MULTI PARK ITEMS

- **Energy Efficient Upgrades:** Staff is still awaiting test results for the mold inspection at CVCC due to the flooding that happened in November 2021. Plumbing upgrade work has been completed. All solar installations are on-line. Punch-list items remain on misc. electrical and sports lighting. Pricing received last year for adding electrical and plumbing scope at Regional and Recreation parks will need to be re-priced as the quotes have expired.

MISCELLANEOUS ITEMS

- Replacement planting projects at three parks have been completed. Field investigation needs to occur at Sugar Pine Ridge/Winchester Park for a new irrigation booster pump & filter. Ongoing assistance with bike park signage and irrigation system adjustments. Updates of monthly Board reports/A&D Project Activity Reports etc.

Manouch Shirvanioun **Customer Service/Marketing Manager** **Report to the Board of Directors** **April, 2022**

- Permitted Placer High Environmental Club to hold a large Earth Day Festival on April 22, 22, at Overlook Park from 3-10pm. They anticipate 1,000 visitors
- Overlook Park and Railhead Park was reserved and used for shuttling runners to Downtown Auburn for the Canyons Endurance Run
- Bowman School PTO Club hosted their annual Fun Run/Walk fundraiser at Railhead Park on 4/3. ARD was a co-sponsor of this event with our logos on over 150 shirts
- Reviewed and approved Fee Waivers
- Hosted Leadership Auburn: Resource and Recreation in Auburn
- Leadership Executive Committee Meetings
- Attended Chamber Ambassador Ribbon Cutting visits
- Attended Chamber Networking Lunch

Jesse William **Facilities & Grounds Manager** **Report to the Board of Directors** **March, 2022**

American River Canyon Overlook Park, Ashford Park, Atwood Park, Canyon View Community Center, Christian Valley Park, Meadow Vista Park, Mt. Vernon Park, Placer Hills Park, Railhead Park, Recreation Park, Regional Park, Placer Hills Park, Shockley Woods Park, Sugar Pine Ridge Park:

- Menig Weed Control performed weed control services for the diligent control of annual grasses and broadleaf weeds (labels and safety data sheets available upon request).

Ashford Park, Christian Valley Park, Railhead Park, Recreation Park, Regional Park:

- Sierra Pacific Turf Supply performed soil tests for the turf at Ashley Memorial Dog Park, Christian Valley Softball Field, Railhead Field A and B, Recreation Field, Beggs Field, James field, Bill Bean Field, Regional B Field and Ridge Runners Field.

Railhead Park, Recreation Park, Regional Park:

- Applied Crew to Beggs Field, Ridge Runners Field and Railhead. This specialty herbicide provides control of crabgrass and other annual grasses and broadleaf weeds in turf. (Labels and safety data sheet available upon request).

Ashford Park:

- Serviced the #15 truck.
- Performed smog check on the #15 truck.
- Continued organizing the Facilities and Grounds shop.

Atwood Park:

- Replaced dead and missing plants in the ornamental beds.

Canyon View Community Center

- Madsen Roofing and Waterproofing performed roof repairs on the community center.

Meadow Vista Park:

- Performed smog check on the #05 truck.
- Serviced the Polaris Ranger.
- Refilled the sand box at the playground.

Placer Hills Park:

- Introduced using a naturally based enzymes and phosphates at Placer Hills Pool in order to reduce the buildup of non-living organic contaminates and help break down filter clogging grime. Sunscreens, body oils, lotions, cosmetics along with other contaminants make up the non-living organic load that contribute to problematic symptoms such as: waterline rings, unpleasant odors, poor water clarity and peak load cloudiness.
- Knorr Systems replaced the anti-entrapment devices at the Placer Hills Pool.
- Knorr Systems installed a Becsys 5 controller for Placer Hills Pool.
- Submitted a plan review to Placer County to approve replacing the main drain covers for the Placer Hills Pool.

Railhead Park:

- Replaced dead and missing plants in the ornamental beds.

Recreation Park:

- Serviced the #23 van, #31 and #29 trucks.
- Folsom Lock and Security replaced the door handle on the locker room door at James Field.
- Introduced using a naturally based enzymes and phosphates at Marsha Skinner Memorial Pool in order to reduce the buildup of non-living organic contaminates and help break down filter clogging grime. Sunscreens, body oils, lotions, cosmetics along with other contaminants make up the non-living organic load that contribute to problematic symptoms such as: waterline rings, unpleasant odors, poor water clarity and peak load cloudiness.
- Norris Electric replaced two old lights at Sierra Pool.
- Submitted a plan review to Placer County to approve replacing the main drain covers for the Splash Pool.
- Serviced the Toro 7000D Fairway Mower.
- Serviced the Groundsmaster 4000 Series Rough Mower.
- Serviced the ProCore 864 Large Area Aerator.
- Serviced the 200XP – Towable Disc Style Hand-Fed Chipper.
- Serviced the HPX 4x4 Traditional Utility Vehicles.
- Serviced one of the TX 4x2 Traditional Utility Vehicles.
- Serviced the Jacobsen R311T Wide Area Mower.
- Serviced the Gearmore PTB560 Seeder/Spreader.
- Continued repairing the large gazebo.
- Replaced dead and missing plants in the ornamental bed at the Rotary Picnic Area.
- Serviced the ice machine.
- Serviced the cameras.
- Davey Tree Expert Company pruned trees according to our tree maintenance plan.

Regional Park:

- Serviced the rototiller.
- ABT Plumbing, Electric, Heat & Air repaired the sewer line near the upper restrooms.
- Annual fire inspections performed by West Coast Fire Inspection.
- Norris Electric replaced the broken walkway light and removed/relocated the receptacles on the Pickleball and Tennis Courts.

- Norris Electric replaced an overheated, corroded and compromised switch gear on Ridge Runners Field.
- Davey Tree Expert Company pruned trees according to our tree maintenance plan.

Other:

The supply-chain backlogs that have burdened us for more than a year now have carried over into 2022. While the situation is largely out of our control, there are things within our control that we are actively doing to mitigate the challenges caused by supply-chain disruptions.

MARCH VANDALISM REPORT

		LABOR COSTS	MATERIAL COSTS
3/31/2022	Recreation Park, installed vandalism proof bolts.	\$34.54	\$656.37
3/31/2022	Regional Park, repair to outdoor outlets	\$138.16	\$43.49
3/31/2022	Regional Park, repair to outdoor outlets	\$138.16	\$1.62
	Total Labor	\$310.86	Total Material \$701.48
	Total for Year	\$5,760.20	Total for Year \$12,662.41

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 04/14/22	
PROJECT	EST. COST	NOTES	EST. COMPLETED
RECREATION PARK			
Driveway Asphalt Repair/Valve Box & Modular Bldgs. Courtyard Repair (2022)	22,500.00	Staff is in the process of getting three quotes for this work. The two projects will be combined as one.	Summer 2022
Wheelchair Swing Project (2018)	85,000.00	The ARD Board approved the contract proposal for the "We-Go" Wheelchair swing project at the March meeting. Contracts have been signed and the estimated lead time for delivery is 8-12 weeks. Installation will take place shortly after delivery. Staff will work with the contractor to keep as much of the existing play structure open during the construction period but portions of it will need to be closed off. The project includes the wheelchair swing with poured-in-place rubber surfacing, new traditional belt and bucket swings, ADA accessible walkway, ramp and handrails.	Summer 2022
Rec Shop Floor Reinforcement Project (2020)	20,000.00	Engineering drawings have been received for Recreation Park maintenance shop garage roof reinforcement and Staff will be submitting them to the City for permitting with bid solicitation to follow. Staff is soliciting preliminary pricing assistance from contractors for this work prior to bidding and having difficulty getting responses (Jones & Lambert). A new contractor/builder (Archer Building Company) was contacted on 3/4 and the information was sent. Archer replied that they are too busy. Third contractor was found to assist (PBM Construction) on 4/12, the drawings were sent and staff is awaiting response.	Fall 2022
Modular Bldg. #1 Roof Repair Project (2022)	15,000.00	Staff will be obtaining quotes for this work.	Fall 2022

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 04/14/22		
PROJECT	EST. COST	NOTES	EST. COMPLETED	
James Field Lights Re-Wiring Project (2022)	100,000.00	PINK COLORED SECTIONS INDICATE NEW ACTIVITY The ballfield lights have been re-wired in a temporary configuration to allow the coaches to turn them on and off. The horizontal drilling and conduit prep work has begun and staff is waiting on the electrical drawings to be revised by the contractor for permit purposes. The drilling has been going slowly due to the shallow bedrock in the area.	SPRING 2022	
MEADOW VISTA PARK				
Playground Replacement Project	100,000.00	Playground pre-construction meeting was held 3/23 and site logistics, among other things, were discussed. A small ADA ramp to allow wheelchairs to get over the timbers was overlooked in the initial design and so one will be added using project contingency funds. Installation date is remaining a moving target as the equipment delivery keeps getting delayed. District needs to rent a forklift to unload the equipment and will also be renting the construction fencing that will be set up around the play area during construction.	APRIL/MAY 2022	
Parking Lot Re-seal/Re-Stripe (combined with project below)	39,414.00	The parking lot sealcoat portion of the project will be postponed until spring/warm weather.	SPRING 2022	
Asphalt Pathway Repairs (2020)	0.00	Pathway repair portion of the project was completed in December 2021.	FALL/WINTER 2021	
Pickleball Court Crack Repairs	0.00	Staff getting quotes and information regarding more permanent repairs that could take place next fiscal year.	2023/2024	
ASHFORD PARK				
Levee Repairs & Paving (2022)	75,000.00	Staff is obtaining preliminary pricing from paving contractors for this work.	Summer 2022	

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 04/14/22	
PROJECT	EST. COST	NOTES	EST. COMPLETED
Retaining Wall Investigation	10,000.00	PINK COLORED SECTIONS INDICATE NEW ACTIVITY Staff will be obtaining quotes from engineers on this work.	Summer 2022
Irrigation Pump Replacement Project (2021)	0.00	Additional fence work was completed at the end of March. Project complete.	Spring 2022
OVERLOOK PARK			
Two Interpretive Signs (2022)	10,000.00	Signage program needs to be developed.	Fall 2022
Restroom ADA Upgrades (2019)	15,000.00	Project signage and fixture adjustments will be done in-house when staffing levels allow. ADA Parking lot re-stripping needs to be re-done and restroom partitions are in need of replacement. Staff will obtain quotes for this work.	Summer 2022
REGIONAL PARK & 24 ACRES SITE			
Statewide Park Development and Community Revitalization Program (SPP) Grant Round 4 (2018/2019) & CEQA Documents-24 Acres Park Site Development Project	0.00	Contract from the State has not yet been received.	Fall 2023
Marriot Meadows Construction Documents & Related Work (2021/22)	182,637.00	Construction documents remain in process. Dudek subcontractor scheduled to be performing the topographic survey lost their survey crew and so will need to be replaced on the consultant team.	Spring/Summer 2022

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 04/14/22	
PROJECT	EST. COST	NOTES	EST. COMPLETED
Kiosks/Signage (2022)	10,000.00	PINK COLORED SECTIONS INDICATE NEW ACTIVITY Signage program needs to be developed.	Winter 2022
Pond Leak Investigation (2022)	40,000.00	Staff will be obtaining quotes from engineers on this work.	Fall 2022
Pickleball Court Crack Repairs	0.00	Staff getting quotes and information regarding more permanent repairs that could take place next fiscal year.	2023/2024
CVCC			
Bike Park - Construction (2015/2016) Fountain, signage, traffic control	15,000.00	Phase 2 has been opened and is very popular. Advocate team has installed additional signage directing people to park in the parking lot and use Maidu Drive for access. Steel donor sign has been installed. Bike Park Sign panels at the pump track have been installed. Staff made irrigation improvements at the pump track. The City of Auburn Endurance Capital Committee has agreed to donate an ADA accessible drinking fountain with water bottle filler attachment for the park. Once the fountain is delivered, the District is having a contractor install it. Staff is obtaining pricing for the possible installation of one or two speed tables to be installed on Maidu Drive as traffic has not been obeying the 25 MPH speed limit. Staff has been also researching plastic bollards and striping that might be used to slow traffic as well.	ONGOING

2022/2023 PROJECT ACTIVITY REPORT		UPDATED 04/14/22	
PROJECT	EST. COST	NOTES	EST. COMPLETED
ADA Door Improvements & Deadbolt/door closing upgrades building-wide (2022)	50,000.00	PINK COLORED SECTIONS INDICATE NEW ACTIVITY Automatic door hardware needs to be installed. Part of the COVID Relief monies are being proposed to perform this ADA door work and improve door closers & locking mechanisms throughout the entire building to bring facility into compliance with fire safety codes. Staff is obtaining updated quotes for this work as the original estimate was from 10/2021.	SPRING/SUMMER 2022
RAILHEAD PARK			
Parking Lot Repair/Re-seal (2022)	60,000.00	Staff to obtain preliminary pricing from paving contractors for this work.	Spring 2023
WINCHESTER PARK			
Booster Pump & Filter Replacement (2022)	25,000.00	Staff is obtaining preliminary pricing from irrigation vendors for this work.	Winter 2022
CHRISTIAN VALLEY PARK			
Tutor Totter Roof Repair (2022)	45,000.00	Staff will be obtaining quotes for this work.	Fall 2022
AUBURN ELEMENTARY			
Discovery Club Modular Roof Repair (2022)	15,000.00	Staff will be obtaining quotes for this work.	Fall 2022
MULTI-PARK ITEMS			
Energy Efficient Upgrades (2021) Electrical and Plumbing scope additions	84,000.00	Staff is still awaiting test results for the mold inspection at CVCC due to the flooding that occurred in November 2021. Plumbing upgrade work has been completed. All solar installations are on-line. Punchlist items remain on misc. electrical and sports lighting. Pricing received last year for adding electrical and plumbing scope at Regional and Recreation parks will need to be re-priced as the quotes have expired.	ONGOING 2021/22
Fiscal Year Projects Total:	1,018,551.00		

8.1 Cover Sheet – Fee Waiver Request for Placer High School Grad Night

Auburn Area Recreation and Park District (ARD) Finance Committee Meeting April, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve a fee waiver for Placer High Grad Night's use of Recreation Park?

Background

Each year, the Recreation Park Community Center building, pool and surrounding area is used for the Placer High Grad Night. Information on the event is attached.

Provided below is the District's Policy & Procedures for Fee Waivers:

XXIX. Policy & Procedures for Fee Waivers

Fee waivers may be granted to non-profit organizations, schools, other public agencies and ARD co-sponsored events for once per year, annual events or rentals. The following rules will apply for Fee Waivers:

- A. A 10% processing fee will be charged for all fee waivers. This fee does not apply to peak usage rentals paying 50%.
- B. A 20% fee will be applied to all groups that charge admission or do not meet at least one of the following criteria:
 1. The non-profit charity/agency must provide a service that complements or enhances services provided by ARD.
 2. There is an identifiable secondary benefit to ARD.
 3. The charity/agency provides a service that ARD could provide but chooses not to.

This fee does not apply to peak usage rentals paying 50%.

Placer High Safe and Sober Grad Night will be maintained at a 10% fee.

- C. During peak usage times, fee waivers will normally not exceed 50% of the current fees. Custodial and alcohol fees will normally not be waived during these peak periods.

Peak usage times for facilities are as follows:

Picnic Units: April – October, Gymnasiums: December – March,
Baseball fields: February – July, Soccer fields: July – November
Swimming pools: May – July.

- D. ARD staff can approve fee waivers up to a dollar amount of \$2,000. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar.
- E. The person or organization making the fee waiver request should be responsible for the following:
 - 1. Paying applicable custodial, set up/take down fee.
 - 2. Paying the alcohol fee, if applicable.
 - 3. Special Events – paying the current rate per hour/person for staffing the event (one maintenance worker per 500 attendees).
 - 4. Special Events – events over 250 attendees require a dumpster.
 - 5. Special Events – events with 400 + attendees will require one portable toilet. Add 1 portable toilet for every 200 additional attendees.
 - 6. Special Events – in most cases the person/organization requesting the fee waiver will take care of trash, bathrooms, etc.

Recommendation for the Finance Committee

Review and provide a positive recommendation to the Board to waive the fees as explained for the 2022 Placer High Grad Night.

Fiscal Impact

For the 2022 Grad Night, the fees layout as follows:

Custodial and Staffing (lifeguard) fee: \$725 *Note: this amount is not eligible for a fee waiver*

Rental Fees: \$4,670. Per ARD policy, PHS Grad Night is eligible for fee waivers that would reduce this amount to **\$466.74**

The TOTAL that PHS would be paying for 2022 Grad Night is \$1,191.74 (\$725 + \$466.74)

The amount waived is \$4,203.61

Attachments:

- 2022 Fee Waiver amounts
- 2019 Fee Waiver amounts (for reference)

FEE WAIVER REQUEST

PERSON MAKING REQUEST Melany Hall

NAME OF THE ORGANIZATION Placer High Grad Night

IRS/NON PROFIT TAX ID NUMBER _____

ADDRESS AND PHONE NUMBER 275 Orange St.

Auburn, Ca 95602

Signature 

4/14/22
Date

OFFICE USE ONLY

APPLICABLE FEES

FEES WAIVED

Rental Fees \$ _____

\$ _____

Custodial Fees \$ _____

\$ _____

Alcohol Permit Fees \$ _____

\$ _____

Setup/Takedown \$ _____

\$ _____

Staffing Fees \$ _____

\$ _____

Miscellaneous Fees \$ _____

\$ _____

TOTAL FEES DUE \$ _____

REQUEST APPROVED? Yes No

COMMENTS: _____

Approved by: _____
Date



FEE WAIVER REQUEST AND APPLICATION

In order to be considered for a fee waiver request, you must complete this questionnaire and submit necessary documents as indicated below. A letter on the requesting organization's letterhead must accompany this application. The letter should include the reason for requesting a fee waiver and how this event benefits our community. Requests must be submitted 60 days prior to the event. Applicants must complete and submit Indoor or Outdoor Reservation Applications with this request. Incomplete applications will not be processed.

1) Is this a non-profit organization? YES

Must provide supporting documentation for non-profit status before being considered for a fee waiver request.
Example: A letter from IRS stating your non-profit status

2) Can you provide financial documents for the organization? YES

Example: Bank statements or tax returns. If unable to provide these documents, please attach an explanation letter.

3) Is this the first time that your organization is asking for a fee waiver from ARD? NO

4) Is this a fundraiser? NO

5) How much money do you anticipate generating from this event? 0

6) Is there a fee or a charge for people to attend or participate in your event? YES

7) How does a fee waiver affect your event? Can you hold your event in a different location if ARD can not consider a fee waiver at this time? Please explain.

This event benefits the entire Plover Senior Class of our community

8) Have you asked for a fee waiver from other agencies in the community?

Please indicate which agency: Donations

9) Are there any other agencies in the community that are working with you on this project? NO
Please provide a list of these agencies and contact information.

10) If a full fee waiver is not granted, can your organization pay a percentage of the rental fees?

YES
If no, please explain:

11) Will you consider paying for staffing and utility fees if we waive the rental fees? YES
\$25.00 per hour plus applicable custodial fees

12) If you are unable to meet one of the offers (Items 10 or 11 above), are you able to provide a hardship statement with supporting documentations, such as bank statements or tax returns?
Please indicate what is being provided with this request:

2022

PLACER HIGH GRAD NIGHT RENTAL FEES & DISCOUNTS-2022

<u>ROOM</u>	<u>FEE</u>	<u>DISCOUNT</u>	<u>10% DUE</u>
Thursday 1pm-8pm			
CONFERENCE	\$201.25	\$181.13	\$20.12
KITCHEN	\$112.70	\$101.43	\$11.12
GYM	\$346.50	\$311.85	\$34.65
PRE-SCHOOL	\$34.50	\$31.05	\$3.45
STELLA	\$112.70	\$101.43	\$11.27
TEEN	\$34.50	\$31.05	\$3.45
Friday & Saturday 8am-8pm			
Per day/12 hours			
CONFERENCE	\$345	\$310.50	\$34.50
KITCHEN	\$185.15	\$166.64	\$18.51
GYM	\$594	\$534.60	\$59.40
PRE-SCHOOL	\$57.50	\$51.75	\$5.75
STELLA	\$185.15	\$166.64	\$18.51
TEEN	\$34.50	\$31.05	\$3.45
Sunday 8am-2pm			
CONFERENCE	\$172.50	\$155.25	\$17.25
KITCHEN	\$112.70	\$101.43	\$11.12
GYM	\$297	\$267.30	\$29.70
PRE-SCHOOL	\$34.50	\$31.05	\$3.45
STELLA	\$112.70	\$101.43	\$11.27
TEEN	\$34.50	\$31.05	\$3.45
POOL	\$262.00	\$235.80	\$26.20
Total:	\$4,670.65	\$4203.61	\$466.74

2022

FEE SCHEDULE

Conference Room	\$28.75 Per hour
Kitchen	\$112.70 flat fee for half day \$185.15 flat fee for full day
Gym	\$49.50 per hour
Pre-School	\$34.50 flat fee for half day \$57.50 flat fee for full day
Kitchen	\$112.70 flat fee for half day \$185.15 flat fee for full day
Teen Center	\$34.50 flat fee for both full and half day
Custodial fee	\$500
Lifeguards	\$225
Total fees due after Fee Waiver consideration, if approved:	\$1,191.74
(Facilities: \$466.74, Custodial: \$500.00, Lifeguards: \$225.00)	

2019

PLACER HIGH GRAD NIGHT RENTAL FEES & DISCOUNTS-2019

ROOM FEE DISCOUNT 20% DUE

Thursday 1pm-8pm

CONFERENCE	\$150	\$120	\$30
KITCHEN	\$98	\$78.40	\$19.60
GYM	\$273	\$218.40	\$54.60
CRAFT	\$30	\$24	\$6
STELLA	\$98	\$78.40	\$19.60
TEEN	\$30	\$24	\$6

Friday & Saturday 8am-8pm
Per day/12 hours

CONFERENCE	\$300	\$240	\$60
KITCHEN	\$161	\$128.80	\$32.20
GYM	\$468	\$374.40	\$93.60
CRAFT	\$50	\$40	\$10
STELLA	\$161	\$128.80	\$32.30
TEEN	\$30	\$24	\$6

Sunday 8am-2pm

CONFERENCE	\$150	\$120	\$30
KITCHEN	\$98	\$78.40	\$19.60
GYM	\$273	\$218.40	\$54.60
CRAFT	\$30	\$24	\$6
STELLA	\$98	\$78.40	\$19.60
TEEN	\$30	\$24	\$6

2019

FEE WAIVER REQUEST

PERSON MAKING REQUEST

Sarah Tucker / Mary Ann Collins

NAME OF THE ORGANIZATION

Placer High School Grad Night

IRS/NON PROFIT TAX ID NUMBER

20-4476376

ADDRESS AND PHONE NUMBER

275 Orange Street
Auburn, CA 95603

Sarah Tucker
Signature

1/26/19
Date

OFFICE USE ONLY

APPLICABLE FEES		FEES WAIVED
Rental Fees	\$ 3,859. ⁰⁰	\$ 3,027. ²⁰
Custodial Fees	\$ 500. ⁰⁰	\$ _____
Alcohol Permit Fees	\$ _____	\$ _____
Setup/Takedown	\$ _____	\$ _____
Staffing Fees	\$ 225. ⁰⁰ Life Guards	\$ _____
Miscellaneous Fees	\$ _____	\$ _____
TOTAL FEES DUE	\$ 1,576. ⁸⁰	

REQUEST APPROVED? Yes No

COMMENTS: Pool rental: \$200, 50% Fee Waiver = \$100⁰⁰ due
Building rental: \$3,759.⁰⁰, 20% rental fee per Policy = \$751.⁸⁰
staffing & custodial = \$725.⁰⁰

Approved by: _____ \$1,576.⁸⁰
Date

Board waived all rental fees => -851.⁸⁰

Due: custodial & staffing \$725.⁰⁰

8.2 Cover sheet – Regional Park, Regional Park Community Center and Regional “B” Field Naming

Acquisition and Development Committee April, 2022; Board of Directors Meeting April, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors consider new names for the Regional Park Community Center Building, Regional “B” Field and a new name for Regional Park?

Background

The Auburn Area Recreation and Park District (ARD) owns and manages the (+/-) 57.8 acre Regional Park. That park contains an unnamed community center building that features a gymnasium, meeting/rental room (the Lakeside Room), locker rooms and an office. The park also has three ballfields:

- Ridge Runners Field
- Bill Beane Field
- Regional “B” Field

ARD recently approved names for the adjacent undeveloped property and existing baseball field. During this process, it was suggested by the ARD Acquisition and Development Committee that consideration be given to naming the existing building and re-naming Regional Park.

The ARD Board of Directors considered re-naming Regional Park in 2015 and again in 2016, however no action was taken either time.

ARD policy on naming parks is as follows:

XVI. Naming Public Facilities

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

A press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the District Administrator.

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

Land or gifts with deed restrictions may not follow these guidelines.

Names must be in accordance to District policy as noted.

- A. Parks:
 - 1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features.
 - 2. Named after a significant individual(s).

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

- C. Criteria for naming a facility after an individual:
 - 1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.
 - b. Contributed substantially and improved the quality of life in the Auburn Area Recreation and Park District (Area 5). This could relate to involvement with parks and recreation or other public agency.
 - 2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings could be named after selected individuals in their honor as desired and appropriate.

Recommendation for the Board of Directors

The ARD Acquisition and Development Committee positive recommendation to the Board of Directors to begin the process of officially renaming Regional Park, the Regional Park community center building and Regional “B” field.

Fiscal Impact

N/A

Attachments

Regional Park Site Map



Regional Park
57.8 Acres (+/-)

Community Center Building

"B" field

Bill Beane Field

Ridge Runners Field

Marriott Meadows
24.4 Acres (+/-)

NOTE: BOUNDARIES ARE APPROXIMATE

Item 8.3 Cover Sheet: Resolution #2022-13: Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters

Auburn Area Recreation and Park District, Board of Directors Meeting, April, 2022.

The Issue:

Shall the Auburn Area Recreation and Park District Board of Directors adopt Resolution Number 2022-13?

Recommendation

The Board of Directors review and adoption Resolution Number 2022-13.

Fiscal Impact

None

Attachment

Letter from Placer County of Elections.
Quick Reference Calendar for the November, 2022 General Election.
Resolution Number 2022-13

From: [Placer County Candidate Services](#)
To: [Cathy Warford](#)
Subject: Sample Resolution for Upcoming District Election
Date: Thursday, April 7, 2022 2:36:14 PM
Attachments: [image001.png](#)
[QUICK REFERENCE CALENDAR FOR NOV 2022 GENERAL-candidates.pdf](#)
[Notice of Vacancy.doc](#)
[District Instructions for Completing Sample Resolution.doc](#)
[2022 Auburn Area & Park District Sample Reso..doc](#)

Good afternoon,

This is a reminder that deadlines are fast approaching for your November 8, 2022, District Election.

Per California Elections Code Section 10509, the Placer County Elections Office requires a resolution from your board requesting election services no later than **July 6, 2022**.

You may create your own resolution, or you may use the sample resolution we have enclosed. Just as we have done in years past, we have completed the resolution to the best of our ability, including:

- Names of Directors up for election.
- Length of term.
- Manner of election.
- Length and payment style of Candidate Statement.
- Tie vote procedures.

If you use the resolution provided, you are responsible for verifying the information we have inserted and for completing the remainder of the resolution. If you find any inconsistencies or errors in our facts, please contact our office. The resolution provided comes with an instruction sheet for your convenience.

If you do **not** request election services from Placer County, we will need a Notice of Vacancies from your district no later than July 6, 2022. A Notice of Vacancies is included in this email.

If your district boundary lines have changed since the time of your last election, you will need to provide a map to the Elections Office delineating the new boundary lines no later than July 6, 2022. This map will be forwarded to the Placer County Mapping Division as required by law. (If there are no changes to the district's boundaries please be sure to make note within the resolution.)

Ballot wording for any measures your district is considering putting to a vote must also be in our office no later than July 6, 2022. The statement must be 75 words or fewer. The sample resolution has room for this purpose, and we encourage you to send this information with your governing board member resolution if possible. (If the

district will not be placing a measure before the voters please reflect that within the resolution.)

In addition to the resolution, we are sending you a November 8, 2022, Quick Reference Calendar for Placer County. Please note that candidate filing for District Director positions opens July 18, 2022 and closes August 12, 2022. Nomination papers will be available at the Placer County Elections Office during these dates.

If you wish to have a hard copy of the sample resolution packet mailed to you, please request one be mailed to you by replying to this email.

We appreciate your cooperation in providing this data no later than the dates specified. Sarah Flores and Natalie Rodgers of Candidate Services will be your liaisons for candidate filing matters. If you have any questions regarding this information, please call 530-886-5650.

Sincerely,

The Candidate Services Team
Clerk-Recorder-Elections
(530) 886-5650 | candidates@placer.ca.gov



Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

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Updated March 4, 2022

QUICK REFERENCE CALENDAR FOR NOVEMBER 8, 2022 GENERAL ELECTION Candidate Calendar - Draft	
July 18 – July 29, 2022 (E-113 – E-101)	Candidate workshops conducted during this period (dates and locations to be scheduled).
July 18, 2022 (E-113)	Candidate filing period begins. <i>Cal. Elec. Code §§ 333, 8020, 8040, 8041</i>
August 1, 2022 (E-99)	Last day to file semi-annual campaign statements. (From last statement to 06/30/22). <i>Cal. Gov. Code § 84200</i>
August 2, 2022 (E-98)	Last day that a candidate from the Primary Election may request a different ballot designation for use in the General Election. <i>Cal. Gov. Code § 13107(h)</i>
August 12, 2022 (E-88)	Close of regular candidate filing period. This period is extended if an incumbent fails to file. <i>Cal. Elec. Code §§ 8020(b), 8063, 8064, 8403, 8550, 13107.3</i>
August 17, 2022 (E-83)	Close of extended candidate filing period. <i>Cal. Elec. Code §§ 8022, 8024</i>
August 18, 2022 (E-82)	Random alphabet draw to be held at 11AM to determine the ballot order of candidates' names. <i>Cal. Elec. Code §§ 13112 (b)(1)(C)</i>
September 12, 2022 (E-57)	Write-in candidate filing period begins. <i>Cal. Elec. Code §§ 8601</i>
September 29, 2022 (E-40)	Last day to file 1 st pre-election campaign statements (from 7/1/22- 9/24/22) <i>Cal. Gov. Code §§ 84200, 84200.5, 84200.8</i>
October 10, 2022 (E-29)	Ballots mailed to all active registered voters. First day to begin processing ballots. <i>Cal. Elec. Code §§ 3001(b), 15101</i>
October 10, 2022 (E-29)	County Voter Information Guides will be mailed to voters by this date. <i>Cal. Elec. Code §§ 13303(a), 13305</i>
October 25, 2022 (E-14)	First day for conditional registration for this election. <i>Cal. Elec. Code § 2170 (a)</i>
October 25, 2022 (E-14)	Close of write-in candidate filing period. <i>Cal. Elec. Code §§ 8601, 8604</i>
October 27, 2022 (E-12)	Last day to file 2 nd pre-election campaign statements (from 9/25/22 – 10/22/22) <i>Cal. Gov. Code §§ 84200, 84200.5, 84200.8</i>
November 1, 2022 (E-7)	Last day to request a ballot by mail. <i>Cal. Elec. Code §§ 3001(a)</i>
November 8, 2022	ELECTION DAY <i>Cal. Elec. Code §§ 1000(e), 1200</i>

Updated October 12, 2021

QUICK REFERENCE CALENDAR FOR NOVEMBER 8, 2022 GENERAL ELECTION Measure Calendar - Draft	
July 6, 2022 (E-125)	Last day resolution and boundary maps can be presented to the Elections Office to guarantee placement of measure on ballot. <i>Cal. Elec. Code §§ 10509, 10522, 10524</i>
August 12, 2022 (E-88)	Impartial analysis due. Tax rate statement due if applicable to measure. <i>Cal. Elec. Code §§ 9160, 9313</i>
August 12, 2022 (E-88)	Last day to file arguments. <i>Cal. Elec. Code §§ 9163, 9316</i>
August 13 – August 22, 2022 (E-87 - E-78)	10-day public inspection period for arguments for and against the measure. <i>Cal. Elec. Code § 9190</i>
August 22, 2022 (E-78)	Last day to file rebuttal arguments for and against all measures. <i>Cal. Elec. Code §§ 9167, 9317</i>
August 23 – September 1, 2022 (E-77 - E-68)	10-day public inspection period for rebuttal arguments for and against the measure, if applicable. <i>Cal. Elec. Code § 9190</i>
October 10, 2022 (E-29)	County Voter Information Guides will be mailed to voters by this date. <i>Cal. Elec. Code § 13303(a), 13305</i>
October 10, 2022 (E-29)	Ballots mailed to all active registered voters. First day to begin processing ballots. <i>Cal. Elec. Code §§ 3001(b), 15101</i>
October 26, 2022 (E-15)	Last day to register to vote for this election. <i>Cal. Elec. Code § 2102 (a)(1)</i>
October 25, 2022 (E-14)	First day for conditional registration for this election. <i>Cal. Elec. Code § 2170 (a)</i>
November 1, 2022 (E-7)	Last day to request a ballot by mail. <i>Cal. Elec. Code § 3001 (a)</i>
November 8, 2022	ELECTION DAY <i>Cal. Elec. Code § 1000(e), 1200</i>

**NOTICE OF GOVERNING BOARD MEMBER ELECTION AND/OR
NOTICE TO SUBMIT MEASURE(S) TO A VOTE OF THE VOTERS**

Resolution No. 2022-13

RESOLUTION OF THE GOVERNING BODY OF THE

Auburn Area Recreation and Park District

DECLARING AN ELECTION BE HELD IN ITS JURISDICTION;
REQUESTING THE BOARD OF SUPERVISORS TO CONSOLIDATE THIS ELECTION
WITH ANY OTHER ELECTION CONDUCTED ON SAID DATE;
AND
REQUESTING ELECTION SERVICES BY THE COUNTY CLERK.

WHEREAS, this District Governing Body orders an election to be held in its jurisdiction on
November 8, 2022; at which election the issue(s) to be presented to the voters shall be:

NOMINATION OF CANDIDATES FOR THE GOVERNING BODY

1. Said election shall be to fill a vacancy for the following Board Members(s) who resigned and/or whose term(s) expired:

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
Scott Holbrook	N/A	Regular
James Ferris	N/A	Regular

2. Said Directors for this District are elected in the following manner:

At Large.

There are no divisions in the District; all voters within the District vote for all candidates.

By Division.

Districts are split into areas; only those voters residing in the area may vote for candidates who run in the area.

Qualified by Division-Elected at Large.

Directors must qualify to run by living in a specific division, but all voters within the District may vote on all candidates.

Qualified by Division-Elected at Large.

Directors must be a landowner. Multiple ownerships can designate single owner to cast vote or cast pro rata share.

3. Said District has determined the following election particulars:

- The length of the Candidate Statement shall not exceed **400** words.
(Specify either 200 or 400 words)
- The cost of the Candidate Statement shall be paid by the **Candidate**.
(Specify Candidate or District)

MEASURE(S) TO BE SUBMITTED TO THE VOTERS (IF APPLICABLE)

(If this election is strictly for deciding one or more measures and no candidates are to be elected, please complete #4 through #6 below)

4. Said District does not request that the following measure(s) be decided at this election.

(Specify does or does not)

- Said Governing Board orders the following measure(s) to be put to a vote of the residents of the District:

(See attached wording marked Exhibit(s) _____)

5. Said District has determined the following election particulars:

- In the case of a tie vote, the election shall be determined by **LOT**.
(Specify lot or runoff election)
- The County Clerk is **requested** to provide election services. If the District requests the Placer County Elections Office to provide election services, all applicable costs will be paid for by the District.
(Specify requested or not requested)

6. The District hereby certifies that (please check one):

There have been changes to the District boundary lines since our last election as shown on the attached map and/or legal description.

There have been no District boundary changes since our last election.

BE IT RESOLVED that the Board of Supervisors of the County of Placer is hereby requested to:

1. Consolidate the election with any other applicable election conducted on the same day;
2. Authorize and direct the County Clerk, at Governing Body expense, to provide all necessary election services.

This Resolution shall be considered a Notice of Election and Specification of Election Order if applicable.

PASSED AND ADOPTED by the Governing Body on April 28, 2022.

AYES:

NOES:

ABSENT:

Michael G. Lynch, Chairman, Board of Directors

ATTEST: _____
SECRETARY OF THE BOARD

(Seal)

Item 8.4 Cover sheet – LAFCO Nominations for Special District Commissioner

Auburn Area Recreation and Park District Board of Director’s meeting April 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) nominate a representative to Placer LAFCO?

Background

LAFCO Regular Special District Representative Seat term will soon be ending, which requires the Special District Selection Committee to elect a representative to serve a four-year term, beginning no sooner than May 1, 2022, and ending May 1, 2026.

ARD can nominate a representative for the Special District Commissioner. The attached nomination form would be sent in, along with a statement of qualifications. Once the nomination period is closed, one ballot listing valid candidates and voting instructions will be sent to ARD.

Recommendation for the Board of Directors

Review and nominate a representative to Placer LAFCO

Fiscal Impact

N/A

Attachments

Memo/letter from Placer LAFCO
Nomination form

PLACER COUNTY
LOCAL AGENCY FORMATION COMMISSION

TO: Special District Selection Committee, Presiding Officer

COMMISSIONERS:

Joshua Alpine
Chair (*Special District*)

Vacant
Vice-Chair (*City*)

Cindy Gustafson
(*County*)

William Kahl
(*Special District*)

Joe Patterson
(*City*)

Susan Rohan
(*Public*)

Robert Weygandt
(*County*)

FROM: Michelle McIntyre, Executive Officer

Placer Local Agency Formation Commission

DATE: March 22, 2022

SUBJECT: Election of Special District Representative to Placer LAFCO
Nominations for Special District Commissioner

LAFCO Regular Special District Representative Seat term will soon be ending, which requires the Special District Selection Committee to elect a representative to serve a four-year term, beginning no sooner than May 1, 2022, and ending May 1, 2026.

**ALTERNATE
COMMISSIONERS:**

Jim Holmes
(*County*)

Sean Lomen
(*City*)

Jeffrey Starsky
(*Public*)

Rick Stephens
(*Special District*)

Pursuant to the provisions of Government Code §56332(f), LAFCO has determined that the business of the Special District Selection Committee to elect the regular Special District Representative will be conducted in writing via electronic mail. Pursuant to Government Code §56332(c)(2), if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the election may be cancelled.

The nomination period will be 35 days; all nominations are due in writing on or before May 1, 2022. Nominations received after that date cannot be accepted and will be returned to your District. A nominee must be a Director from an independent special district within Placer County. To be valid, all nominations must include the following:

- 1) Name and district of the nominee
- 2) Name of the nominating district
- 3) **Signature of the Presiding Officer** of the District's Board of Directors or the record of nomination made by majority vote at an official meeting of your District's board (Resolution or Minute Order can be attached)

STAFF:

Michelle McIntyre
Executive Officer

Amy Engle
Commission Clerk

William Wright
Legal Counsel

Please submit a statement of qualifications (not to exceed one page) for each nominee.

Once the nomination period is closed, one ballot listing valid candidates and voting instructions will be sent to the Districts. Please let us know on the nomination form if you would like to receive a ballot by email or certified mail.

Ballots will be sent with the one-page statement of qualifications for each candidate.

Contact the LAFCO office at (530) 889-4097, if you have any questions

Enclosures: Election Nomination Ballot
Government Code §56332

LOCAL AGENCY FORMATION COMMISSION

Special District Nomination

Special District Representative to LAFCO

Position	Nominee's Name	Originating District

Signature of Presiding Officer: _____

(Original Signature Required)

Note: Presiding Officer is the Chair/President. Any other signature invalidates this ballot, unless accompanied by Meeting Minutes designating an alternate.

Printed Name of Presiding Officer: _____

(Required)

Name of Nominating District: _____

Minutes Attached (Optional):

Yes

No

How does your district prefer to receive the ballot?

Email

Certified Mail

Nominations must be received by LAFCO before 5:00 pm on Monday May 2, 2022.

Return Nomination by mail to:

Placer LAFCO
110 Maple Street
Auburn, CA 95603

Or

Return Nomination by email to:

LAFCO@placer.ca.gov

110 Maple Street Auburn, CA 95603

(530) 889-4014

<https://www.placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO>

Item 8.5 Cover sheet – Resolution #2022-14: Nomination for CARPD Board of Directors

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

The Issue

Shall the Auburn Area Recreation and Park District (ARD) nominate, by Resolution, an ARD Board member for the California Association of Recreation and Park Districts (CARPD) Board of Directors?

Background

CARPD has sent a letter announcing the 2022 slate of officers for their Board of Directors. In addition to the slate, member districts can nominate one of its own members. A letter outlining the nomination procedure is attached.

In general, the level of commitment for the CARPD Board is as follows:

- 4 – 5 Board meetings per year
- 1 – 3 Committee meetings per year
- Meetings are held at the CARPD offices in Roseville (or possibly by Zoom)
- Board members would be expected to attend the annual conference

Recommendation

Nominate a willing ARD Board member for the CARPD Board of Directors and approve Resolution #2022-14 supporting this nomination.

Fiscal Impact

N/A

Attachments

Letter from CARPD
Resolution #2022-14



March 22, 2022

TO: CARPD Member Districts
FROM: Matthew Duarte, Executive Director
SUBJECT: 2022 SLATE OF BOARD OFFICERS

Hello, CARPD Members! The CARPD Conference is rapidly approaching and with it the annual CARPD General Membership Meeting. As we do every year during that meeting, the CARPD Board of Directors Election is conducted by the membership. This year, the election will take place at approximately 9:00 a.m. on May 19, 2022 in the Lake Tahoe Resort Hotel in South Lake Tahoe, California.

In accordance with CARPD Association Bylaws, **CARPD is soliciting any qualified candidates interested in serving on the CARPD Board of Directors.** Nominees must be individuals affiliated (as Board of Directors, employees or otherwise) with active members in good standing.

Furthermore, pursuant to CARPD Association Bylaws at Article 5, subsection 6, the CARPD Nominations Committee has submitted the following slate of candidates for the open Board positions:

CARPD 2022 Slate of Board Officers

President – Elect	Doug Nickles, Conejo Recreation & Park District
Chief Financial Officer	Al McGreehan, Paradise Recreation & Park District
Director at Large	Two Positions to be Elected:
(Even Year)	Jan Bissell, Valley-Wide Recreation & Park District Dennis Waespi, East Bay Regional Park District
Administrator Rep	One Administrator Position to be Elected:
(Even Year)	Dean Wetter, Valley-Wide Recreation & Park District

In addition to the slate identified by the Nominating Committee, Member Districts may also nominate one of its board members as a CARPD Officer of Director-at-Large, or its General Manager, Assistant General Manager or Chief Administrative Officer, as an Administrator, by submitting a letter and a copy of a board resolution supporting such nomination to CARPD prior to the annual meeting.

Any Member District wishing to submit a nomination should submit a letter of nomination and a copy of its Board Resolution supporting the nomination directly to my attention at [mduarte@capri-
ipa.org](mailto:mduarte@capri-ipa.org). To be sure a nominee is included on the ballot, the letter and resolution must be received no later than close of business on **Friday, May 13, 2022**.

Finally, any qualified candidate may be nominated from the floor at the election and, if elected, provide the President with a resolution from the member district's board endorsing the nominee to serve on the corporation's Board of Directors not later than sixty (60) days after the annual meeting. The candidate will not commence into office unless and until such time as the resolution is presented to the corporation's Board of Directors.

If you have any questions regarding the election or its procedures, please feel free to contact me at your convenience.

Sincerely,



Matthew Duarte
Executive Director

CARPD Board of Directors

2022 Election

Each year during the CARPD General Membership Meeting, the CARPD Board of Directors Election is conducted with the membership at large. This year's Election will take place at:

May 19, 2022 @ 9:00 a.m.

**Lake Tahoe Resort Hotel
4130 Lake Tahoe Blvd.
South Lake Tahoe, CA 96150**




Board Responsibilities

The CARPD Board of Directors is the governing body responsible for all policy decisions related to support, education, member services, outreach, and advocacy to recreation and park districts throughout California. The CARPD Board of Directors generally meets 4-5 times per year at the CAPRI Office in Roseville and at the Annual CARPD conference.



Board Positions

The CARPD Board of Directors is comprised of *eleven* Directors that oversee the operations of the organization and provide direction to the Executive Director. This year, there are *five* positions up for election: President-Elect, Chief Financial Officer, Director at Large (x2) and Administrator.



Board Qualifications

In order to be qualified for service on the Board, candidates must either be members of the Board of Directors of a CARPD member or "Administrators" employed as General Manager, Assistant General Manager, or Chief Administrative Officer of a CARPD member. For more information on candidate qualifications, please contact Executive Director, Matthew Duarte.

Submit Nominations to

CARPD
1075 Creekside Ridge, Suite 240
Roseville, CA 95678

Or by email (preferred)
Matthew Duarte
Email: mduarte@capri-jpa.org

RESOLUTION NUMBER 2022-14

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT SUPPORTING THE
NOMINATION OF _____ FOR THE CALIFORNIA ASSOCIATION OF
RECREATION AND PARK DISTRICTS BOARD OF DIRECTORS

WHEREAS the Auburn Area Recreation and Park District (ARD) has been in existence from 1948, and

WHEREAS ARD has is a member of the California Association of Recreation and Park Districts (CARPD), and

WHEREAS the ARD Board of Directors has reviewed the request from CARPD to nominate an individual for the CARPD Board of Directors, and

WHEREAS the ARD Board of Directors has nominated _____ for the CARPD Board, therefore

The Auburn Area Recreation and Park District Board of Directors, does hereby resolve the following:

That _____, member of the Auburn Area Recreation and Park District Board of Directors be nominated for the CARPD Board of Directors

APPROVED, PASSED, AND ADOPTED ON April 28, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Michael G. Lynch
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

SECTION: 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

9.1 County Mitigation Fund, current balance \$558,375.

9.2 Auburn Recreation District's 75th Anniversary in 2023.

9.2 Cover sheet – ARD 75th Anniversary Discussion

Auburn Area Recreation and Park District (ARD) Board of Directors Meeting April, 2022

The Issue

A discussion of Auburn Area Recreation and Park District's (ARD) 75th Anniversary in 2023.

Background

ARD was formed in 1948. 2023 will mark the 75th Anniversary of our formation.

An Ad-Hoc Committee should be formed to plan out the various ways that ARD will celebrate and recognize this special birthday. These forms of recognition and celebration may include, but is not limited to:

- Development of a 75th Anniversary logo
- An event(s) to celebrate the anniversary
- Recognition from local, state and federal agencies
- A chronical of ARD's major milestones

The Ad Hoc committee would be tasked with developing a plan for 2023, including a budget and proposed timeline.

Recommendation for the Board of Directors

Form an Ad Hoc Committee (two Board Members) to work with staff on ARD's 75th Anniversary.

Fiscal Impact

N/A

Attachments

ARD history document

EXAMPLE logo

B-1

ORGANIZATION OF
AUBURN AREA RECREATION AND PARK DISTRICT
HISTORY

In the spring of 1948 the Auburn Area Recreation and Park District, with a Board of five Directors, was established under Article 1, Chapter 3, Division 5, Public Resources Code 5400.

A District Administrator was appointed to administer the development, maintenance and operation of facilities.

In its first stages, the District's major role was the development of programs for the youth of the District.

On October 15, 1948, the District began planning the development of the main facilities at Recreation Park. This 22 acre facility includes three ball diamonds, picnic facilities, meeting rooms, youth wing, gymnasium, swimming pool, maintenance shops and administrative offices.

The Christian Valley Community Center was developed through Community efforts and financial assistance from the District. The building was completed November 10, 1957. Five (5) acres adjacent to the District's two acres are leased from P. G. & E.

In 1964 the District purchased sixty two (62)* acres in North Auburn (Dry Creek Road and Richardson Drive) to be developed as a Regional Park. This area was developed in accordance with a Master Plan.

The District redeveloped the Placer Hills Park Swimming Pool and Park area in 1966.

The District began the development of Fair Park, a seven acre site located on property owned by the Twentieth District Agricultural Association, in 1966.

In January of 1975, the District purchased seven (7) acres on Auburn Ravine Road, Ashford Park. This area has been developed as a Community Park.

Turfed areas were developed at the Lincoln Way School and Alta Vista School sites through a conservation grant in 1974.

In cooperation with E.V. Cain Parent's Club and the Auburn Union Elementary School District the District completed the turfed area located at the E.V. Cain Junior High School in October of 1975. This area is used by the District for after school programs and summer playground activities.

* Amended 1/10/91

In 1977 the District purchased 22 acres in Meadow Vista at the corner of Placer Hills Road and Meadow Vista Road. This park is being developed as a Community Park.

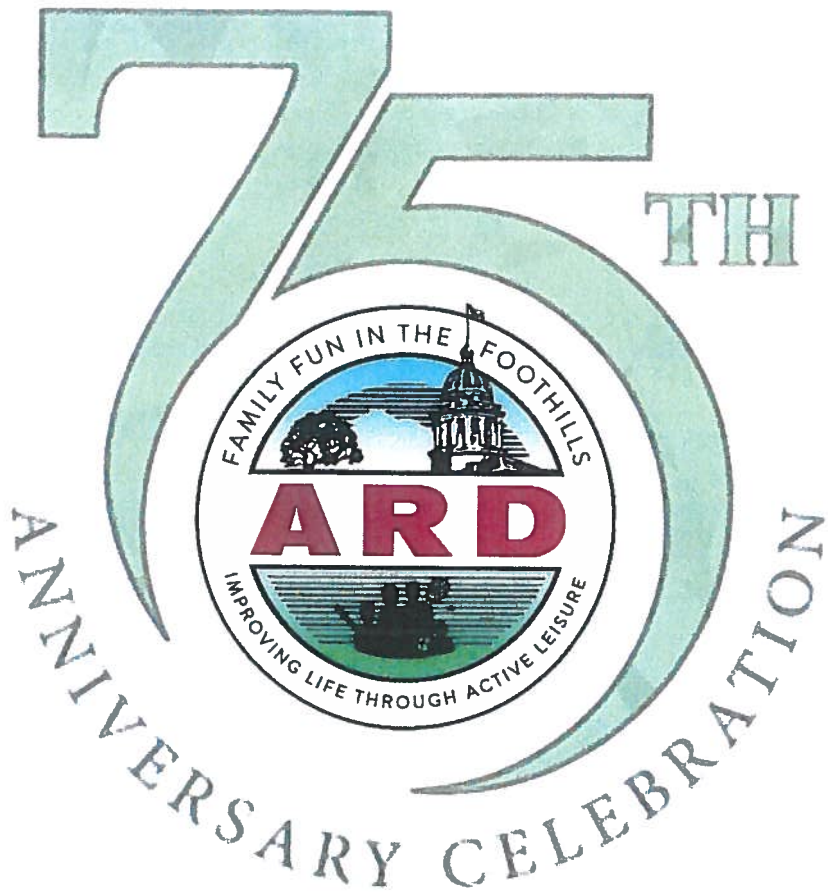
The Skyridge School five (5) site will be completed in 1991. Located at Poet Smith Drive and Mary Jane Lane, the new school will replace the Lincoln Way School, which has been purchased by the City of Auburn to be used for a new City Hall complex.

Five acres of Chana School have been developed by A.R.D. as a baseball field and soccer field; these facilities will be completed by the summer of 1990.

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one of the boxes for
Shredding.

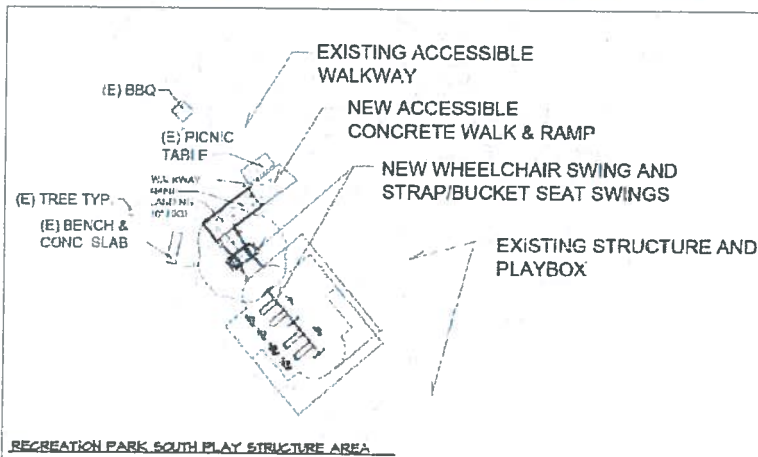
Glenn's note &
& thought I'd pass
it along.

From
Debbie T.



Example

RECENT ARTICLES



The Auburn Area Recreation and Parks District Board of Directors approved the purchase and installation of the We-Go-Swing on March 31. The wheelchair swing can accommodate two wheelchairs and non-wheelchair users at the same time. Landscape Structures Inc.

ARD approves wheelchair swing for Recreation Park

We-Go-Swing will be one of the first in the nation



Stacey Adams

Apr 04, 2022 3:00 PM

The Auburn Area Recreation and Parks District (ARD) Board of Directors approved the purchase and installation of a wheelchair swing for Recreation Park on March 31.

According to ARD District Landscape Architect Michael Scheele, the We-Go-Swing by Landscape Structures Inc. will be installed at the south play structure, located behind James Field at Recreation Park.

The Auburn Area Recreation and Parks District (ARD) Board of Directors approved the purchase and installation of a wheelchair swing for Recreation Park on March 31. According to ARD District Landscape Architect Michael Scheele, the We-Go-Swing by Landscape Structures Inc. will be installed at the south play structure, located behind James Field at Recreation Park.

“We wanted to increase our inclusivity, include as many people as possible,” Scheele said. “ARD is excited to be one of the first park districts nationwide to feature this play event.” According to the Landscape Structures Inc. website, the We-Go-Swing is the first no-transfer inclusive swing and has an accessible bay, a bench seat and handlebars to assist with moving the swing, keeping users in place and rotating up for easy entrance and exit.

Scheele said the swing will feature traditional swings, to replace the current swings, in addition to the wheelchair swing and will accommodate multiple users. Scheele said the first design ARD explored “left a little to be desired,” as it only allowed one user at a time.

“This one can accommodate two wheelchairs and non-wheelchair users at the same time,” he said. “Everybody can play on it at the same time, including adults. It’s a fabulous design.” According to ARD Board Member Scott Holbrook, the idea for the swing was brought to the district by North Auburn resident Heather Powell during an update to ARD’s strategic plan in 2018.

Powell said her family has been fostering children with disabilities for 21 years and thought it would be “awesome to have the swing,” as “we’ve never been able to access any of the parks completely.” Powell said she thought the idea would be forgotten with the pandemic but was excited by the board’s decision last week. “We’re just really happy that they kept on it because it’s a big project,” she said.

The installation cost of the We-Go-Swing is \$80,000, according to Scheele. Holbrook said the funding was made possible through community donations, mitigation funds from the city of Auburn and Placer County, ARD capital improvement funds and fundraising. Scheele said installation is anticipated in mid to late summer. A grand opening will be held once the installation is complete.

The addition of the swing is one part of a district-wide improvement plan to upgrade play structures at ARD parks. Scheele said the playground at Meadow Vista Park will be replaced in the next two months, and the We-Go-Swing will be the next project after that.



Auburn Recreation and Parks District approves name of new park, baseball field



Traci Newell

Apr 12, 2022 11:00 AM

The Auburn Area Recreation and Parks District Board of Directors approved the name of its 24-acre site and adjacent baseball field near Regional Park this month.

The new park will be named Marriott Meadows and the existing baseball field will be named Ridge Runners Field.

In February, ARD put out a call to the public to help name the soon-to-be developed property that was formerly referred to as 24 Acres. ARD also sought public assistance in naming the existing Regional C baseball field adjacent to the new park.

ARD received more than 20 suggested names for both facilities. The ARD board considered all the names and heard presentations from representatives of the Marriott family and United Auburn Indian Community.

The Marriott family has historical ties to the land surrounding the new park. According to the Marriott family's presentation, they have owned 140 acres of land since 1938, centered around

the park site, the Deer Ridge subdivision and current Placer Adult School. The land was used for ranching and grazing purposes. Some of the land was donated and some was sold to the school district. The Marriott family still lives in the original farmhouse owned and built by the family.

The United Auburn Indian Community suggested a facility be named after the Auburn Ridge Runners baseball team formed in the 1930s. Participating in Auburn community baseball became central to tribal identity through the hard times of the Depression and following the war as veterans returned. According to the UAIC presentation, the Auburn Ridge Runners became part of the glue that held the Indian community together. The Ridge Runners were a source of pride and a way for the tribe's young men to celebrate being a part of the Auburn Rancheria. The team continued to play through the 1990s as new generations of tribal members continued the tradition.

ARD, an independent special district that serves 43,000 residents, received the California Statewide Park Program grant for \$2.3 million to develop Marriot Meadows.

Marriott Meadows and Ridge Runners Field are located adjacent to Regional Park, off Highway 49 and Dry Creek Road in North Auburn. The property has been owned by ARD since 2004. The new park development will have several features, including a splash pad, playground, dog park, bocce courts and picnic units. The property will retain most of its heavily wooded landscape and feature meandering trails throughout.

ARD District Administrator Kah! Muscott said ARD is working on construction documents and plans to break ground on Marriott Meadows in spring of 2023. He said they hope to open the park in late 2023.



ARD hosts Easter event with a splash



Traci Newell
Apr 12, 2022 9:00 AM

Building on its successful first Floating Egg Hunt last year, the Auburn Area Recreation and Parks District (ARD) is scheduled to host its second water-based Easter event Saturday. The event is being held rain or shine, said ARD Recreation Services Manager Mark Brunner, and ARD staff hopes Mother Nature will cooperate. The event is scheduled from noon-2 p.m. Saturday at the Sierra Pool at Recreation Park.

Instead of eggs being scattered throughout a park, floating eggs will be scattered throughout the pool. Children will be able to retrieve color-coded eggs, which they can exchange for candy and prizes. Several eggs will have stickers inside, which children will trade in for a special toy or bicycle prize.

“Everyone saw this event and how much fun it was last year,” Brunner said. “Last year, we had the most perfect weather. It will still be fun no matter what.”

Feed the Hungry of Auburn donated the toys and bicycles for the special prizes. ARD will also use the eggs as an opportunity for families to win free swim lessons for the summer.

While the pool is outside, the water is heated and will likely be warmer than it is outside the pool, Brunner said. The event will include family games and activities after the floating egg hunt. Brunner said the event will also feature the Bangin’ Bowls food truck, which specializes in Latin fusion food inspired by South America and the Caribbean.

Cost for the event is \$3 per family and participants may register at the door. For more information, visit auburnrec.com