

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

6:00 P.M.

**THURSDAY, APRIL 28, 2016
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE
AUBURN, CA**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the District's Office at 471 Maidu Drive, Auburn, CA 95603 during normal business hours.

1.0 CALL TO ORDER

FLAG SALUTE (Pledge to the Flag)

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

Roll Call

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

None.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ 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. After you are recognized by the Board Chairperson, please come to the lectern and state your name, and address for the record (optional). There is a time limitation of three minutes.

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

_____ **5.1 Review and Approval of the March 31, 2016 Minutes of the Board of Directors**

Review and approval of minutes.

_____ **5.2 Review of Cash Requirements for March, 2016 (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Board of Directors for review and approval.

_____ **5.3 Update to Prohibited Harassment and Discrimination Policy (Program, Personnel, Policy, Fee & Legal Review Committee)**

This item was reviewed and approved by the Program, Personnel, Policy, Fee and Legal Review Committee and forwarded to the Board of Directors for review and approval.

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

Please see reports, fee waiver log, project list and vandalism reports under item 6.0.

7.0 UNFINISHED BUSINESS

_____ **7.1 Purchase of Portable Stage (Standing Finance Committee)**

Shall the Auburn Area Recreation & Park District purchase a portable stage?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

8.0 NEW BUSINESS

_____ 8.1 Mt. Vernon Property: Approval of MOU Between Western Community Housing, Inc. and Auburn Area Recreation & Park District to Explore the Sale of Mt. Vernon Park (Acquisition & Development Committee)

Shall the Auburn Area Recreation & Park District Board of Directors approve an MOU that will initiate a feasibility study on selling Mt. Vernon Park?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ 8.2 Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters, Resolution Number 2016-05, 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

Shall the Auburn Area Recreation and Park District Board of Directors adopt Resolution Number 2016-06?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ 8.3 Proposed Amendments to Project Notification Policy (Program, Personnel, Policy, Fee & Legal Review Committee)

Shall the Auburn Area Recreation and Park District Board of Directors amend its policy on project notification?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Infrastructure vs. New and ARD's Strategic Plan.
2. CARPD – see correspondence regarding interested candidates for the CARPD 2016 Board of Directors election.
3. Vacancy CAPRI Board of Directors – see correspondence regarding interested candidates for the CAPRI 2016 Board of Directors election.
4. County Mitigation Fund, current balance \$255,141.

_____ 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

1. Correspondence from Susan Rushton, Trivia Bee Chair, Auburn AAUW.

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

_____ 13.0 CLOSED SESSION

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

Title: District Administrator

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

ADJOURNMENT

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

4-22-16
Date

1:15 PM
Time

P. Larson
Clerk to the Board

SECTION: 5.0

ITEM: 5.1 REVIEW AND APPROVAL OF THE MARCH 31, 2016 MINUTES OF THE BOARD OF DIRECTORS MEETING

DESCRIPTION:

INFORMATION: SEE ATTACHED MINUTES

STAFF RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE MINUTES

FISCAL IMPACT:

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Auburn Area Recreation & Park District
Thursday, March 31, 2016, 6:00 p.m.
Canyon View Community Center
471 Maidu Drive, Auburn, CA**

Board Members

Present:

Chairman Jim Ferris
Director Mike Lynch
Director Jim Gray
Director Scott Holbrook

Board Members

Absent:

Director Gordon Ainsleigh

Staff Present:

Kahl Muscott, District Administrator
Joe Fecko, Administrative Services Manager
Larry Gray, Facilities & Grounds Manager
Manouch Shirvanioun, Customer Service/Marketing Manager
Sheryl Petersen, Recreation Services Manager
Debbie Thomas, Youth Services Manager
Pamela Vann, Landscape Architect
Patricia Larson, Recording Secretary

FLAG SALUTE

1.0 CALL TO ORDER

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

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentations to ARD/YDL volunteer coach Greg Stuck and about Dana Brooks and Julia Camillucci.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Gray and seconded by Director Ferris to approve the agenda as written.

Roll Call Vote

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

4 – 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of the February 25, 2016 Auburn Area Recreation & Park District Minutes of the Board of Directors**
- 5.2 Review of Cash Requirements for February, 2016 (Standing Finance Committee)**
- 5.3 Review of Financials for February, 2016 (Standing Finance Committee)**
- 5.4 Fee Waiver Request from Placer High Grad Night (Standing Finance Committee)**
- 5.5 Personnel Policy Correction/Clarification**
- 5.6 Letter Opposing SB 885 Contracting with Design Professionals (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Holbrook and seconded by Director Lynch to approve the consent calendar.

Roll Call Vote

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

4– 0 Motion carries.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

7.1 Final Budget for Fiscal Year 2016/2017, Resolution Number 2016-02 Before the Governing Board of the Auburn Area Recreation & Park District County of Placer, State of California (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ferris to adopt the Final Budget for Fiscal Year 2016/2017, Resolution Number 2016-02 Before the Governing Board of the Auburn Area Recreation & Park District County of Placer, State of California.

Roll Call Vote

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

3 – 1 – 0 Motion carries.

7.2 Project List for Fiscal Year 2016 – 2017 (Acquisition & Development Committee)

A motion was made by Director Gray and seconded by Director Holbrook to direct staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed FY 2016 – 2017 Project List, and approve the Ten Year Plan Update.

Roll Call Vote

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

4 – 0 Motion carries.

7.3 Letter to Local Legislators Re: Video Monitoring (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Lynch and seconded by Director Gray to approve the letter to the local state legislators regarding the requirements of California Government Code Section 53160 (length of storage time of data from surveillance cameras). The Board's consensus was not to send Director Ainsleigh's separate letter along with the letter that was approved by the Board.

Roll Call Vote

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

4 – 0 Motion carries.

8.0 NEW BUSINESS

8.1 Railhead Park B Field Renovation (Acquisition & Development Committee)

A motion was made by Director Ferris and seconded by Director Gray not to award a contract to Landology, Inc. for the Railhead Park Field B (West) Renovation Project.

Roll Call Vote

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

4 – 0 Motion carries.

8.2 24 Acre Conceptual Planning (Acquisition & Development Committee)

A motion was made by Director Holbrook and seconded by Director Lynch to adopt Resolution 2016-04 authorizing the District Administrator to enter into an agreement for environmental consulting services with Foothill Associates for the conceptual planning for the 24 acre property at Regional Park.

Roll Call Vote

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

4 – 0 Motion carries.

8.3 Implementation of Cost of Living (COLA) Adjustments for Fiscal Year 2016/2017 (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ferris to approve the implementation of cost of living (COLA) adjustments for Fiscal Year 2016/2017.

Roll Call Vote

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

4 – 0 Motion carries.

8.4 District Administrator’s Contract Amendment – COLA (Standing Finance Committee)

A motion was made by Director Gray and seconded by Director Holbrook approve an amendment to the District Administrator’s contract for a cost of living adjustment (COLA).

Roll Call Vote

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

4 – 0 Motion carries.

8.5 Purchase of Portable Stage (Standing Finance Committee)

A motion was made by Director Lynch and seconded by Director Gray to defer this item to the April 2016 Board meeting pending further research.

Roll Call Vote

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

3 – 0 – 1 Motion carries.

8.6 Placer County Local Agency Formation Commission (LAFCO) – Call for Nomination – Special District Representative

A motion was made by Director Holbrook and seconded by Director Ferris to nominate Director Lynch as Special District Representative to the Placer Local Agency Formation Commission.

Roll Call Vote

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

3 – 1 – 0 Motion carries.

8.7 California Special Districts Association (CSDA) Board of Directors Call for Nominations Seat B

There was no action taken on this item.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

- 1. County Mitigation Fund, current balance \$255,141.

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.

There was Board discussion regarding nominations for the Friend of Recreation award.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – there was no closed session.

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

Title: District Administrator

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:37 p.m. by Chairman Ferris.

Board Secretary

Date

SECTION: 5.0

ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR MARCH, 2016

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

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

FISCAL IMPACT: \$263,746.37

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 3/1/2016 3/31/2016
 Vendor ID First Last Checkbook ID COMM 1ST COMM 1ST
 Vendor Name First Last

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
13329	1099-104	Thomas Seibel	3/4/2016	COMM 1ST	PMCHK00002292	\$130.00
13330	1099-117	Juan Aceituno	3/4/2016	COMM 1ST	PMCHK00002292	\$227.50
13331	1099-232	Eric Peach	3/4/2016	COMM 1ST	PMCHK00002292	\$280.00
13332	1099-247	Clifford Johnson	3/4/2016	COMM 1ST	PMCHK00002292	\$87.75
13333	1099-92	Paul Ellner	3/4/2016	COMM 1ST	PMCHK00002292	\$340.00
13334	A0014	AT&T	3/4/2016	COMM 1ST	PMCHK00002292	\$886.35
13335	B0062	BareBones WorkWear	3/4/2016	COMM 1ST	PMCHK00002292	\$194.00
13336	C0072	CIT Technology Fin. Serv., Inc	3/4/2016	COMM 1ST	PMCHK00002292	\$480.49
13337	C0075	Cintas Corporation	3/4/2016	COMM 1ST	PMCHK00002292	\$255.35
13338	C0111	Central Valley Broadband	3/4/2016	COMM 1ST	PMCHK00002292	\$189.90
13339	C0113	Cooks Portable Toilets & Septi	3/4/2016	COMM 1ST	PMCHK00002292	\$698.38
13340	D0077	Dudek	3/4/2016	COMM 1ST	PMCHK00002292	\$740.00
13341	D0081	Dog Waste Depot	3/4/2016	COMM 1ST	PMCHK00002292	\$967.50
13342	E0011	ECORP Consulting, Inc.	3/4/2016	COMM 1ST	PMCHK00002292	\$100.00
13343	F0040	Foothill Associates	3/4/2016	COMM 1ST	PMCHK00002292	\$2,327.56
13344	G0027	Giuliani & Kull, Inc.	3/4/2016	COMM 1ST	PMCHK00002292	\$1,975.00
13345	G0077	Gold Country Water	3/4/2016	COMM 1ST	PMCHK00002292	\$72.00
13346	G0092	Green Valley Security, Inc.	3/4/2016	COMM 1ST	PMCHK00002292	\$900.00
13347	H0056	Humana Dental Ins. Co	3/4/2016	COMM 1ST	PMCHK00002292	\$1,651.71
13348	I0018	William Joseph La Flaur	3/4/2016	COMM 1ST	PMCHK00002292	\$675.00
13349	L0016	Loomis Union School District	3/4/2016	COMM 1ST	PMCHK00002292	\$524.00
13350	L0023	Vincent Garcia Lopez	3/4/2016	COMM 1ST	PMCHK00002292	\$25.00
13351	L0027	Pat Larson	3/4/2016	COMM 1ST	PMCHK00002292	\$18.82
13352	L0098	Andie Leventin	3/4/2016	COMM 1ST	PMCHK00002292	\$19.50
13353	M0048	Joanna McNutt	3/4/2016	COMM 1ST	PMCHK00002292	\$51.46
13354	P0005	Placer County Water Agency	3/4/2016	COMM 1ST	PMCHK00002292	\$455.64
13355	P0007	Pacific Gas & Electric Company	3/4/2016	COMM 1ST	PMCHK00002292	\$78.18
13357	P0023	PG&E	3/4/2016	COMM 1ST	PMCHK00002292	\$125.51
13358	P0072	Sheryl Petersen	3/4/2016	COMM 1ST	PMCHK00002292	\$32.94
13359	S0086	Sac-Val Janitorial Supply, Inc	3/4/2016	COMM 1ST	PMCHK00002292	\$260.58
13360	S0147	SenSource, Inc.	3/4/2016	COMM 1ST	PMCHK00002292	\$52.73
13361	T0009	Stanley Convergent Security So	3/4/2016	COMM 1ST	PMCHK00002292	\$251.00
13362	T0027	Debbie Thomas	3/4/2016	COMM 1ST	PMCHK00002292	\$39.42
13363	T0058	TelePacific Communications	3/4/2016	COMM 1ST	PMCHK00002292	\$847.38
13364	T1000	Transamerica Life Insurance	3/4/2016	COMM 1ST	PMCHK00002292	\$380.00
13365	TEMPG	Jeff Gray	3/4/2016	COMM 1ST	PMCHK00002292	\$250.00
13366	TEMPW	Rhonda Willis	3/4/2016	COMM 1ST	PMCHK00002292	\$150.00
13368	V0007	Verizon Wireless	3/4/2016	COMM 1ST	PMCHK00002292	\$269.18
13369	W0001	Walker's Office Supplies, Inc.	3/4/2016	COMM 1ST	PMCHK00002292	\$1,616.87
13370	U0019	US Bank	3/8/2016	COMM 1ST	PMCHK00002293	\$27,389.45
13371	D0082	DKMC, Corp	3/11/2016	COMM 1ST	PMCHK00002294	\$24,380.00
13372	S1007	Stationary Engineers, Local 39	3/11/2016	COMM 1ST	PMCHK00002294	\$261.69
13373	S1010	State Disbursement Unit	3/11/2016	COMM 1ST	PMCHK00002294	\$87.50
13374	1099-104	Thomas Seibel	3/18/2016	COMM 1ST	PMCHK00002295	\$97.50
13375	1099-178	VDR Inc DBA K9 101	3/18/2016	COMM 1ST	PMCHK00002295	\$175.00
13376	1099-193	Celena Polena	3/18/2016	COMM 1ST	PMCHK00002295	\$650.00
13377	1099-203	Susan Thomas	3/18/2016	COMM 1ST	PMCHK00002295	\$156.00
13378	1099-216	Gerald Harris	3/18/2016	COMM 1ST	PMCHK00002295	\$156.00
13379	1099-218	Auburn Gymnastics Center	3/18/2016	COMM 1ST	PMCHK00002295	\$695.50
13380	1099-239	Macintosh-Oddo	3/18/2016	COMM 1ST	PMCHK00002295	\$3,771.60
13381	1099-252	Donna Lisa Otto	3/18/2016	COMM 1ST	PMCHK00002295	\$432.00
13382	1099-254	Ralph Kendrick	3/18/2016	COMM 1ST	PMCHK00002295	\$222.75
13383	1099-269	Deborah Lynn	3/18/2016	COMM 1ST	PMCHK00002295	\$136.50
13384	1099-277	Foothill Karake Do	3/18/2016	COMM 1ST	PMCHK00002295	\$91.00
13385	1099-291	Isaac Humber	3/18/2016	COMM 1ST	PMCHK00002295	\$117.00
13386	1099-295	Juli Land-Marx, dba Image Net	3/18/2016	COMM 1ST	PMCHK00002295	\$600.00

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
13387	1099-313	Alison Lloyd	3/18/2016	COMM 1ST	PMCHK00002295	\$936.00
13388	1099-316	Rebecca Centatiempo	3/18/2016	COMM 1ST	PMCHK00002295	\$513.00
13389	A0001	Recology Auburn Placer	3/18/2016	COMM 1ST	PMCHK00002295	\$386.14
13390	A0027	Recology Auburn Placer	3/18/2016	COMM 1ST	PMCHK00002295	\$1,240.52
13391	A0109	ABACUS	3/18/2016	COMM 1ST	PMCHK00002295	\$10,279.00
13392	A0111	AllGood Driving School, Inc	3/18/2016	COMM 1ST	PMCHK00002295	\$120.00
13393	C0002	CARPD	3/18/2016	COMM 1ST	PMCHK00002295	\$175.00
13394	C0061	California Computer Services	3/18/2016	COMM 1ST	PMCHK00002295	\$4,500.00
13395	C0113	Cooks Portable Toilets & Septi	3/18/2016	COMM 1ST	PMCHK00002295	\$900.00
13396	C0117	SupplyWorks	3/18/2016	COMM 1ST	PMCHK00002295	\$271.17
13397	D0016	Rick Trandem DBA Dancing Dog P	3/18/2016	COMM 1ST	PMCHK00002295	\$48.00
13398	D0025	Dawson Oil Company	3/18/2016	COMM 1ST	PMCHK00002295	\$805.11
13399	D0066	De Lage Landen	3/18/2016	COMM 1ST	PMCHK00002295	\$623.95
13400	E0011	ECORP Consulting, Inc.	3/18/2016	COMM 1ST	PMCHK00002295	\$97.50
13401	F0023	Jerry Fisher	3/18/2016	COMM 1ST	PMCHK00002295	\$11.88
13402	G0077	Gold Country Water	3/18/2016	COMM 1ST	PMCHK00002295	\$114.00
13403	H0010	Holdrege & Kull	3/18/2016	COMM 1ST	PMCHK00002295	\$3,517.00
13404	K0010	Knorr Systems, Inc.	3/18/2016	COMM 1ST	PMCHK00002295	\$580.18
13405	K0011	Kaiser Foundation Health Plan,	3/18/2016	COMM 1ST	PMCHK00002295	\$10,936.91
13406	L0098	Andie Leventin	3/18/2016	COMM 1ST	PMCHK00002295	\$19.50
13407	M0019	Kahl Muscott	3/18/2016	COMM 1ST	PMCHK00002295	\$62.80
13408	M0048	Joanna McNutt	3/18/2016	COMM 1ST	PMCHK00002295	\$23.50
13409	M0098	Meadow Vista County Water Dist	3/18/2016	COMM 1ST	PMCHK00002295	\$349.98
13410	M0099	George Eric Menig DBA Menig We	3/18/2016	COMM 1ST	PMCHK00002295	\$275.00
13411	N0003	Norris Electric, Inc.	3/18/2016	COMM 1ST	PMCHK00002295	\$4,141.49
13412	P0007	Pacific Gas & Electric Company	3/18/2016	COMM 1ST	PMCHK00002295	\$12,545.47
13413	P0031	Placer Hills USD	3/18/2016	COMM 1ST	PMCHK00002295	\$1,220.00
13414	S0052	Sierra Custom Awards & More	3/18/2016	COMM 1ST	PMCHK00002295	\$178.45
13415	S0067	Superfast Copy	3/18/2016	COMM 1ST	PMCHK00002295	\$2.14
13416	S0086	Sac-Val Janitorial Supply, Inc	3/18/2016	COMM 1ST	PMCHK00002295	\$162.86
13417	S0094	Manouch Shirvanioun	3/18/2016	COMM 1ST	PMCHK00002295	\$53.66
13418	S0131	Kasey Strauss	3/18/2016	COMM 1ST	PMCHK00002295	\$14.98
13419	S0143	SMOA	3/18/2016	COMM 1ST	PMCHK00002295	\$7,515.00
13420	S0145	SCP Pool Distributors LLC	3/18/2016	COMM 1ST	PMCHK00002295	\$744.15
13421	S1003	Sutter Medical Foundation	3/18/2016	COMM 1ST	PMCHK00002295	\$114.00
13422	TEMPA	Auburn Union School District	3/18/2016	COMM 1ST	PMCHK00002295	\$340.00
13423	TEMPH	Mariah Hayes	3/18/2016	COMM 1ST	PMCHK00002295	\$135.00
13424	TEMPR	Cynthia Rubio	3/18/2016	COMM 1ST	PMCHK00002295	\$105.00
13425	U0028	U.S. Bank Equipment Finance	3/18/2016	COMM 1ST	PMCHK00002295	\$383.82
13426	W0001	Walker's Office Supplies, Inc.	3/18/2016	COMM 1ST	PMCHK00002295	\$320.63
13427	S1007	Stationary Engineers, Local 39	3/25/2016	COMM 1ST	PMCHK00002296	\$261.39
13428	S1010	State Disbursement Unit	3/25/2016	COMM 1ST	PMCHK00002296	\$87.50
13429	1099-117	Juan Aceituno	3/30/2016	COMM 1ST	PMCHK00002297	\$195.00
13430	1099-203	Susan Thomas	3/30/2016	COMM 1ST	PMCHK00002297	\$171.60
13431	1099-243	Phillip Dallas	3/30/2016	COMM 1ST	PMCHK00002297	\$520.00
13432	1099-247	Clifford Johnson	3/30/2016	COMM 1ST	PMCHK00002297	\$117.00
13433	1099-264	Philip Green	3/30/2016	COMM 1ST	PMCHK00002297	\$32.00
13434	1099-317	Zoe Hornick	3/30/2016	COMM 1ST	PMCHK00002297	\$72.00
13435	A0014	AT&T	3/30/2016	COMM 1ST	PMCHK00002297	\$878.36
13436	A0018	Auburn Chamber of Commerce	3/30/2016	COMM 1ST	PMCHK00002297	\$500.00
13437	A0139	Auburn Ford	3/30/2016	COMM 1ST	PMCHK00002297	\$35,768.63
13438	B0020	BSN Sports, Inc.	3/30/2016	COMM 1ST	PMCHK00002297	\$965.53
13439	C0044	CSDA Gold Country Regional Cha	3/30/2016	COMM 1ST	PMCHK00002297	\$65.00
13440	C0061	California Computer Services	3/30/2016	COMM 1ST	PMCHK00002297	\$450.00
13441	C0072	CIT Technology Fin. Serv., Inc	3/30/2016	COMM 1ST	PMCHK00002297	\$480.49
13442	C0075	Cintas Corporation	3/30/2016	COMM 1ST	PMCHK00002297	\$128.96
13443	C0101	Callander Associates Landscape	3/30/2016	COMM 1ST	PMCHK00002297	\$1,480.61
13444	C0113	Cooks Portable Toilets & Septi	3/30/2016	COMM 1ST	PMCHK00002297	\$698.38
13445	E0012	Eagle Fence Company, Inc	3/30/2016	COMM 1ST	PMCHK00002297	\$4,469.00
13446	G0006	Gold Country Media Publication	3/30/2016	COMM 1ST	PMCHK00002297	\$985.40
13447	G0092	Green Valley Security, Inc.	3/30/2016	COMM 1ST	PMCHK00002297	\$900.00
13448	H0056	Humana Dental Ins. Co	3/30/2016	COMM 1ST	PMCHK00002297	\$1,651.71
13449	I0018	William Joseph La Flour	3/30/2016	COMM 1ST	PMCHK00002297	\$675.15

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
13450	L0027	Pat Larson	3/30/2016	COMM 1ST	PMCHK00002297	\$43.70
13451	M0071	Mission Protection Systems Inc	3/30/2016	COMM 1ST	PMCHK00002297	\$189.00
13452	N0012	Nevada Irrigation District	3/30/2016	COMM 1ST	PMCHK00002297	\$5,224.13
13453	P0023	PG&E	3/30/2016	COMM 1ST	PMCHK00002297	\$126.27
13454	P0072	Sheryl Petersen	3/30/2016	COMM 1ST	PMCHK00002297	\$40.50
13455	P0081	Placer County Air Pollution Co	3/30/2016	COMM 1ST	PMCHK00002297	\$1,100.00
13456	R0068	Recreonics, Inc.	3/30/2016	COMM 1ST	PMCHK00002297	\$120.20
13457	S0016	Sam's Club	3/30/2016	COMM 1ST	PMCHK00002297	\$1,089.77
13458	S0086	Sac-Val Janitorial Supply, Inc	3/30/2016	COMM 1ST	PMCHK00002297	\$1,283.23
13459	S0131	Kasey Strauss	3/30/2016	COMM 1ST	PMCHK00002297	\$19.99
13460	S0148	Sierra Office Supply & Printin	3/30/2016	COMM 1ST	PMCHK00002297	\$429.79
13461	T0027	Debbie Thomas	3/30/2016	COMM 1ST	PMCHK00002297	\$50.98
13462	T0058	TelePacific Communications	3/30/2016	COMM 1ST	PMCHK00002297	\$847.38
13463	T1000	Transamerica Life Insurance	3/30/2016	COMM 1ST	PMCHK00002297	\$360.00
13464	TEMPH	Karli Holler	3/30/2016	COMM 1ST	PMCHK00002297	\$130.00
13465	W0001	Walker's Office Supplies, Inc.	3/30/2016	COMM 1ST	PMCHK00002297	\$541.45
13466	P0095	Placer County	3/31/2016	COMM 1ST	PMCHK00002298	\$780.00
13467	U0019	US Bank	3/31/2016	COMM 1ST	PMCHK00002299	\$18,689.07
13470	1099-269	Deborah Lynn	3/31/2016	COMM 1ST	PMCHK00002301	\$214.50
13471	1099-193	Celena Polena	3/31/2016	COMM 1ST	PMCHK00002302	\$494.00
13472	1099-203	Susan Thomas	3/31/2016	COMM 1ST	PMCHK00002302	\$104.00
13473	1099-218	Auburn Gymnastics Center	3/31/2016	COMM 1ST	PMCHK00002302	\$442.00
13474	1099-252	Donna Lisa Otto	3/31/2016	COMM 1ST	PMCHK00002302	\$570.00
13475	1099-254	Ralph Kendrick	3/31/2016	COMM 1ST	PMCHK00002302	\$346.50
13476	1099-256	Healing Pastures, Inc.	3/31/2016	COMM 1ST	PMCHK00002302	\$35.75
13477	1099-264	Philip Green	3/31/2016	COMM 1ST	PMCHK00002302	\$19.50
13478	1099-277	Foothill Karake Do	3/31/2016	COMM 1ST	PMCHK00002302	\$91.00
13479	1099-291	Isaac Humber	3/31/2016	COMM 1ST	PMCHK00002302	\$175.50
13480	1099-313	Alison Lloyd	3/31/2016	COMM 1ST	PMCHK00002302	\$799.20
13481	1099-5	Daniel Crandall DBA:Current A	3/31/2016	COMM 1ST	PMCHK00002302	\$48.30
13482	A0001	Recology Auburn Placer	3/31/2016	COMM 1ST	PMCHK00002302	\$546.82
13483	A0027	Recology Auburn Placer	3/31/2016	COMM 1ST	PMCHK00002302	\$1,221.63
13484	A0134	Advanced Intregated Pest Mana	3/31/2016	COMM 1ST	PMCHK00002302	\$673.50
13485	B0020	BSN Sports, Inc.	3/31/2016	COMM 1ST	PMCHK00002302	\$79.80
13486	C0120	Capture Technologies	3/31/2016	COMM 1ST	PMCHK00002302	\$5,464.59
13487	D0008	The Davey Tree Expert	3/31/2016	COMM 1ST	PMCHK00002302	\$4,640.00
13488	D0025	Dawson Oil Company	3/31/2016	COMM 1ST	PMCHK00002302	\$957.41
13489	D0077	Dudek	3/31/2016	COMM 1ST	PMCHK00002302	\$1,387.50
13490	G0077	Gold Country Water	3/31/2016	COMM 1ST	PMCHK00002302	\$42.00
13491	G0092	Green Valley Security, Inc.	3/31/2016	COMM 1ST	PMCHK00002302	\$560.00
13492	K0010	Knorr Systems, Inc.	3/31/2016	COMM 1ST	PMCHK00002302	\$136.00
13493	M0019	Kahl Muscott	3/31/2016	COMM 1ST	PMCHK00002302	\$102.76
13494	M0098	Meadow Vista County Water Dist	3/31/2016	COMM 1ST	PMCHK00002302	\$396.38
13495	N0012	Nevada Irrigation District	3/31/2016	COMM 1ST	PMCHK00002302	\$615.54
13496	P0005	Placer County Water Agency	3/31/2016	COMM 1ST	PMCHK00002302	\$2,278.96
13497	P0007	Pacific Gas & Electric Company	3/31/2016	COMM 1ST	PMCHK00002302	\$10,266.14
13498	P0021	Petty Cash	3/31/2016	COMM 1ST	PMCHK00002302	\$189.11
13499	P0058	Pitney Bowes Credit Corporatio	3/31/2016	COMM 1ST	PMCHK00002302	\$125.78
13500	P0072	Sheryl Petersen	3/31/2016	COMM 1ST	PMCHK00002302	\$23.67
13501	S0016	Sam's Club	3/31/2016	COMM 1ST	PMCHK00002302	\$461.95
13502	S0034	Sierra Chemical Co.	3/31/2016	COMM 1ST	PMCHK00002302	\$854.86
13503	S0094	Manouch Shirvanioun	3/31/2016	COMM 1ST	PMCHK00002302	\$94.16
13504	S1000	State Of California/DOJ	3/31/2016	COMM 1ST	PMCHK00002302	\$32.00
13505	S1003	Sutter Medical Foundation	3/31/2016	COMM 1ST	PMCHK00002302	\$199.00
13506	T0027	Debbie Thomas	3/31/2016	COMM 1ST	PMCHK00002302	\$71.51
13507	TEMPG	Tracy Grace	3/31/2016	COMM 1ST	PMCHK00002302	\$80.00
13508	TEMPT	Pat Tavare	3/31/2016	COMM 1ST	PMCHK00002302	\$100.00
13509	TEMPW	Bridget Wilson	3/31/2016	COMM 1ST	PMCHK00002302	\$60.00
13510	U0019	US Bank	3/31/2016	COMM 1ST	PMCHK00002302	\$2,613.74
13511	V0007	Verizon Wireless	3/31/2016	COMM 1ST	PMCHK00002302	\$264.12
13512	W0001	Walker's Office Supplies, Inc.	3/31/2016	COMM 1ST	PMCHK00002302	\$439.19

System: 4/15/2016 10:44:11 AM
User Date: 4/15/2016

Auburn Rec & Park
VENDOR CHECK REGISTER REPORT
Payables Management

Page: 4
User ID: Veona

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
-----						-----
Total Checks:	180				Total Amount of Checks:	\$263,746.37
						=====

Item 5.3 Cover sheet – Update to Prohibited Harassment and Discrimination Policy

Auburn Area Recreation and Park District (ARD) April 2016 Policy Committee meeting; Board of Directors meeting April, 2016

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend its policy on prohibited harassment and discrimination, based on new Fair Employment and Housing Act (FEHA) regulations?

Background

California's Office of Administrative Law approved regulations drafted by the California Fair Employment and Housing Council. These new regulations, covering the entire gamut of employment law topics within the Fair Employment and Housing Act (FEHA), touch on almost every aspect of employment law and went into effect on April 1, 2016.

A description of these changes is included in the attached article from the Shaw Valenza law firm ("The Daily Recorder").

ARD's Personnel Policy Manual already contained most of this information. A few minor changes have been made (see the attachment "Proposed changes to ARD's Personnel Policy Manual §1.6 Prohibited Harassment and Discrimination")

A copy of the new DFEH pamphlet on sexual harassment is attached. This pamphlet and the updated policy will be distributed to all current and new employees.

Recommendation for the Board of Directors

Review and approve the changes to the ARD policy on prohibited harassment and discrimination.

The Policy Committee forwarded this item to the April, 2016 Consent Agenda with a positive recommendation.

Attachments

Shaw Valenza article on new DFEH harassment policies

DFEH pamphlet re: Sexual Harassment

Updated ARD Personnel Policy re: Prohibited Harassment and Discrimination

THE DAILY RECORDER

March 24, 2016

Employers Must Update EEO Policies

By: Jennifer Brown Shaw and Alayna Schroeder

In late 2015, the California Fair Employment and Housing Council finalized changes to regulations addressing employment discrimination, harassment, and retaliation prevention. The new regulations are effective on April 1, 2016, and require significant changes to California employers' related policies.

What the Policy Must Include

The regulations require employers to develop and distribute a written policy that meets certain requirements for addressing discrimination, harassment, and retaliation prevention. The policy must list all categories protected by the Fair Employment and Housing Act (FEHA). It also must specify that the law prohibits coworkers and third parties, as well as supervisor as managers, from engaging in conduct prohibited by the FEHA.

In addition, the policy must include a complaint process. The process should be designated confidential to the extent possible, and the employer must provide a timely response, conduct an impartial and timely investigation by qualified personnel, develop documentation and tracking for reasonable progress, include appropriate options for remedial actions and resolutions, and ensure timely closures.

The policy also must include a complaint mechanism that allows an employee to complain to someone

other than his or her immediate supervisor, such as an organizational representative (e.g., human resources manager or EEO officer), either orally or in writing; a complaint hotline; an ombudsperson; and/or the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission (the state and federal government agencies that investigate and enforce many EEO laws). The policy should instruct supervisors to report complaints of misconduct to a designated employer representative, such as a human resources manager, so the employer can try to resolve the claim internally.

The policy must also address the employer's investigation and response. The policy should state that when the employer receives allegations of "misconduct," it will conduct a fair, timely, and thorough investigation that provides all parties "appropriate due process" and "reaches reasonable conclusions based on the evidence collected." And, the policy should include a provision stating that the employer will keep the information confidential to the extent possible, but not that the investigation will be completely confidential. The policy must commit the employer to taking appropriate remedial measures if "misconduct" is found, and make clear that employees will not be subject to retaliation for bringing a complaint or participating in the investigation of a complaint.

Procedural Requirements

Employers must disseminate the policy either by printing it with an acknowledgment form for the employee to sign and return, sending it via e-mail with an acknowledgement form, posting it on an intranet site with a tracking system that ensures employees have read and acknowledged receipt, discussing policies upon hire and/or during new hire orientation, or distributing it another way that ensures employees receive and understand it. If an employer's workforce at any location contains 10 percent or more of employees who speak a language other than English, the employer must translate the policy into that language.

Other Changes

The regulations make other significant changes, as well, including changes to mandatory sexual harassment training. In addition to new recordkeeping obligations, the changes specify additional content that must be included in such training—specifically, supervisors' obligation to report discriminatory, harassing, or retaliatory conduct, and a comprehensive review of "abusive conduct," which the legislature mandated be part of such training last year.

The regulations also broaden the applicability of the FEHA to employers with five or more employees in any location, not just in California, including employees o-

leave or suspension. (However, the law only protects employees when wrongful conduct occurs in California and is not “ratified by decision makers or participants outside California.”) Additionally, the regulations also incorporate changes to the law that have developed as a result of cases and legislation within the last few years.

Finally, to enforce the prohibition on discriminating against an individual for having a driver’s license obtained without proof of lawful presence in the United States, the regulations also specify that an employer cannot require an employee to present a driver’s license unless required by state or federal law or when otherwise permitted by law (e.g., a driver’s license is needed to perform an essential function of the job).

Unanswered Questions

Unfortunately, the regulations leave many questions unanswered. For example, the regulations do not define the term “misconduct,” or even specify

that the alleged misconduct—which supervisors must report and employers must investigate—must be related to illegal discrimination, harassment, or retaliation. Additionally, the regulations do not provide guidance as to the appropriate level of investigation based on the circumstances. The regulations also do not specify whether the acknowledgement must be a standalone document, versus a general handbook acknowledgement, the format many employers use to distribute their policies. Nor do they indicate whether an employer with an existing policy that does not include all the required elements must immediately issue a new, compliant policy.

Also, the new regulations do not specifically address potential liability for failing to meet the policy requirements. However, they do specify that while there is no standalone, private cause of action for an employer’s failure to take

reasonable steps to prevent and correct discriminatory and harassing conduct (unless the employee prevails on the underlying discrimination, harassment, or retaliation claim), the DFEH may still independently seek non-monetary preventative remedies. In other words, failure to comply with the specific policy requirements, at the very least, may subject an employer to the DFEH’s scrutiny.

What Employers Must Do

Given these ambiguities, the breadth of these changes, as well as the relatively short notice, employers should work with employment counsel to develop comprehensive strategies for ensuring compliance with the new regulations. Employers without existing EEO policies should develop them, and all employers should ensure their complaint and investigation procedures comply with the new requirements.

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The definition of sexual harassment includes many forms of offensive behavior.

- such as a lead, supervisor, manager or agent;
- the employer had no knowledge of the harassment;
- there was a program to prevent harassment; and
- once aware of any harassment, the employer took immediate and appropriate corrective action to stop the harassment.

Filing a Complaint

Employees or job applicants who believe that they have been sexually harassed may file a complaint of discrimination with DFEH within one year of the harassment.

DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes.

If DFEH finds sufficient evidence to establish that discrimination occurred and settlement efforts fail, the Department may file a civil complaint in state or federal court on behalf of the complaining party. The DFEH may seek punitive damages is entitled to attorney's fees and costs if it prevails in litigation.

Remedies include:

- Fines or damages for emotional distress from each employer or person found to have violated the law
- Hiring or reinstatement
- Back pay or promotion
- Changes in the policies or practices of the involved employer

Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

For more information, see publication DFEH-159 "Guide for Claimants and Respondents."

For more information, contact DFEH toll free at (800) 884-1684
TTY number at (800) 700-2320
or visit our Web site at www.dfeh.ca.gov

In accordance with the California Government Code and ADA requirements, this publication can be made available in Braille, large print, computer disk, or tape cassette as a disability-related reasonable accommodation for an individual with a disability. To discuss how to receive a copy of this publication in an alternative format, please contact DFEH at the numbers above.



State of California
Department of Fair Employment & Housing

DFEH-185 (11/14)

Sexual Harassment

The Facts About Sexual Harassment

The *Fair Employment and Housing Act (FEHA)* defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. The following is a partial list of types of sexual harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations
- Physical touching or assault, as well as impeding or blocking movements
- Sexual desire is not necessary



The mission of the Department of Fair Employment and Housing is to protect the people of California from unlawful discrimination in employment, housing and public accommodations, and from the perpetration of acts of hate violence.

Employers' Obligations

All employers must take the following actions against harassment:

- Take all reasonable steps to prevent discrimination and harassment from occurring. If harassment does occur, take effective action to stop any further harassment and to correct any effects of the harassment.
- Develop and implement a sexual harassment prevention policy with a procedure for employees to make complaints and for the employer to investigate complaints. Policies should include provisions to:
 - Fully inform the complainant of his/herrights and any obligations to secure those rights.
 - Fully and effectively investigate. The investigation must be thorough, objective, and complete. Anyone with information regarding the matter should be interviewed. A determination must be made and the results communicated to the complainant, to the alleged harasser and, as appropriate, to all others directly concerned.
- Take prompt and effective corrective action if the harassment allegations are proven. The employer must take appropriate action to stop the harassment and ensure it will not continue. The employer must also communicate to the com-

plainant that action has been taken to stop the harassment from recurring. Finally, appropriate steps must be taken to remedy the complainant's damages, if any.

- Post the Department of Fair Employment and Housing (DFEH) employment poster (DFEH - 162) in the workplace (available through the DFEH publications line [916] 478-7201 or Web site).
- Distribute an information sheet on sexual harassment to all employees. An employer may either distribute this pamphlet (DFEH 185) or develop an equivalent document that meets the requirements of Government Code section 12950(b). This pamphlet may be duplicated in any quantity. **However, this pamphlet is not to be used in place of a sexual harassment prevention policy, which all employers are required to have.**
- All employees should be made aware of the seriousness of violations of the sexual harassment policy and must be cautioned against using peer pressure to discourage harassment victims from complaining.
- Employers who do business in California and employ 50 or more part-time or full-time employees *must* provide at least two hours of sexual harassment training every two years to each supervisory employee and to all new supervisory employees within six months of their assumption of a supervisory position.

- A program to eliminate sexual harassment from the workplace is not only required by law, but is the most practical way for an employer to avoid or limit liability if harassment should occur despite preventive efforts.

Employer Liability

All employers, regardless of the number of employees, are covered by the harassment section of the FEHA.

Employers are generally liable for harassment by their supervisors or agents. Harassers, including both supervisory and non-supervisory personnel, may be held personally liable for harassing an employee or coworker or for aiding and abetting harassment.

Additionally, the law requires employers to take "all reasonable steps to prevent harassment from occurring." If an employer has failed to take such preventive measures, that employer can be held liable for the harassment. A victim may be entitled to damages, even though no employment opportunity has been denied and there is no actual loss of pay or benefits.

In addition, if an employer knows or should have known that a **non-employee** (e.g. client or customer) has sexually harassed an employee, applicant, or person providing services for the employer and fails to take immediate and appropriate corrective action, the employer may be held liable for the actions of the non-employee.

An employer might avoid liability if

- the harasser is not in a position of authority.

Proposed changes to ARD's Personnel Policy Manual §1.6 Prohibited Harassment and Discrimination

1.6. Prohibited Harassment and Discrimination

The purpose of this policy is:

- A. To reaffirm the District's commitment to prohibit and prevent unlawful discrimination (including harassment) in all workplaces of the District;
- B. To define discrimination and harassment prohibited under this policy;
- C. To set forth a procedure for resolving complaints of prohibited discrimination and harassment.

The District is committed to providing a work environment that is free from unlawful harassment and discrimination, including sexual harassment and harassment based on race, color, sex, gender, gender identity and gender expression, genetic information, sexual orientation, religion, national origin, ancestry, age, physical or mental disability, medical condition, marital status, veteran's status, or any other characteristic prohibited by state or federal law.

The District strongly disapproves of, and will not tolerate, harassment or discrimination against District employees or applicants by elected or appointed officials, Managers, supervisors or coworkers. The District also strongly disapproves of harassment of District employees by persons with whom the District has a business, service or professional relationship.

Discrimination, including but not limited to harassment, is considered misconduct and will not be tolerated. Employees who violate this policy and engage in acts of discrimination or harassment of any type, for any duration, shall be subject to severe disciplinary action, up to and including termination.

Retaliation against individuals who complain of any type of prohibited discrimination or harassment or who participate in an investigation into sexual harassment or discrimination will not be tolerated. Employees who engage in such acts of retaliation shall be subject to serious disciplinary action, up to and including termination.

Prohibited discrimination and harassment for purposes of this policy, includes but is not limited to:

- A. **Speech:** Such as epithets, derogatory comments or slurs, and lewd propositions on the basis of race, color, sex, gender, gender identity and gender expression, genetic information, sexual orientation, religion, national origin, ancestry, age, physical or mental disability, medical condition, marital status, and any other category protected by law. This includes, without limitation, inappropriate sex-oriented comments regarding an individual's appearance, including dress or physical

features, inappropriate comments of a sexual nature, or race or ethnicity-oriented stories and jokes.

- B. Physical Acts: Such as assault, impeding or blocking movement, offensive touching, or physical interference with normal work or movement when directed at an individual on the basis of race, color, sex, gender, gender identity and gender expression, genetic information, sexual orientation, religion, national origin, ancestry, age, physical or mental disability, medical condition, marital status, and any other category protected by law. This includes pinching, grabbing, patting, propositioning, leering, or making explicit or implied threats or promises in return for submission to physical acts.
- C. Visual Insult: Such as derogatory pictures, posters, cartoons, or drawings related to race, color, sex, gender, gender identity and gender expression, genetic information, sexual orientation, religion, national origin, ancestry, age, physical or mental disability, medical condition, marital status, and any other category protected by law. This includes, without limitation, sending inappropriate emails of a sexual nature to employees, or viewing pornography either in magazines or on the internet in view of other employees, displaying pictures or objects depicting nude, partially nude, or suggestively posed men or women; circulating derogatory or obscene notes, letters, emails or other literature.
- D. Retaliation: Adverse employment actions carried out in retaliation for good faith submission of discrimination or harassment charges, or good faith participation in an investigation made pursuant to this policy.

Adverse employment actions carried out on account of race, color, sex, gender, gender identity and gender expression, genetic information, sexual orientation, religion, national origin, ancestry, age, physical or mental disability, medical condition, marital status, veteran's status, and any other category protected by law.

Harassment on the basis of race, color, sex, gender, gender identity and gender expression, genetic information, sexual orientation, religion, national origin, ancestry, age, physical or mental disability, medical condition, marital status, veteran's status, and any other category protected by law is prohibited. Verbal or physical conduct relating to these categories constitutes harassment when it:

- A. Has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- B. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- C. Otherwise adversely affects an individual's employment opportunities.

Sexual harassment is a form of unlawful sex discrimination and will not be tolerated by the District. Federal and State guidelines provide that unwelcome sexual advances, requests for sexual favors

and other verbal, visual or physical conduct of a sexual nature constitute unlawful harassment when:

- A. Submission to such conduct is made either explicit or implicitly a term or condition of an individual's employment.
- B. The submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- C. Sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that has the purpose or effect of unreasonably interfering with an employee's work performance or of creating an intimidating, hostile, or offensive work environment.

Sexual harassment refers to conduct that is not welcome, that is offensive, that fails to respect the rights and dignity of others, that lowers morale and that, therefore, interferes with work effectiveness.

Reporting Harassment or Discrimination:

Whenever possible, the employee should inform the harasser that his or her behavior is unwelcome, offensive, in poor taste, or highly inappropriate and ask that the behavior stop.

Any employee who believes he or she has been unlawfully harassed or discriminated against should promptly report it orally or in writing to the employee's supervisor, **any member of management** or the District Administrator. An employee is not required to complain first to a supervisor if that person is the individual who is harassing and/or engaging in discriminatory actions against the employee. Instead, the employee may report the harassment/discrimination to any member of management.

Any supervisor or manager who receives a complaint of unlawful harassment/discrimination, or who observes or otherwise learns about unlawfully harassing conduct is required to notify the Administrative Services Manager or District Administrator. Failure to do so may result in disciplinary action against the supervisor or Manager.

Remedial Action:

Upon receiving complaints of discrimination or harassment, the District will undertake an investigation of the complaints appropriate for the circumstances. **Any investigation and investigation report prepared relating to the complaint shall be kept confidential except as required by law.** The investigation will be handled in as confidential a manner as possible consistent with **a full, fair and proper investigation.** If harassment or discrimination is found to have occurred in violation of this policy, the District shall take action to ensure or confirm that the harassment or discrimination at issue is stopped. The District may take whatever measures are appropriate to ensure its workplaces remain free from unlawful discrimination or harassment. Within a reasonable period of time after the investigation into the complaint has been completed, the District Administrator will inform the complainant in writing as to whether the complaint of violation of District policy has been sustained or not sustained.

Employees found to have engaged in discrimination or harassment covered by this policy may be subject to disciplinary action up to and including termination of employment. First-time violations of this policy, depending on the severity of the conduct, may lead to immediate termination.

Employees found to have been dishonest or uncooperative during an investigation into allegations of unlawful harassment may be subject to disciplinary action up to and including termination of employment.

No Retaliation:

Employees should feel free to report valid claims of unlawful harassment without fear of retaliation of any kind.

DFEH and EEOC:

In addition to notifying the District about unlawful harassment or retaliation, an affected employee may also direct his or her complaint to the California Department of Fair Employment and Housing (“DFEH”) (800-884-1684), which has the authority to conduct investigations of the facts. The deadline for filing complaints with the DFEH is one (1) year from the date of the alleged unlawful conduct. An employee also has the right to direct his or her complaint to the federal Equal Employment Opportunity Commission (EEOC) (800-669-4000).

Obligations of Employees:

Employees are responsible for knowing the District's policy on nondiscrimination and harassment; refraining from discriminatory behavior, including harassment; reporting incidents of discrimination in a timely fashion; cooperating in any investigation concerning allegations of discrimination; and maintaining confidentiality concerning any investigation that is conducted.

All employees are also encouraged to communicate with one another to assist co-employees to avoid harassing, discriminatory, or otherwise offensive behavior.

Sexual Harassment Training:

In accordance with state law, every two years, all supervisory employees are required to attend at least two hours of classroom or other effective interactive training on the prevention of sexual harassment, discrimination and retaliation. Any new supervisory employee must attend such training within six months of hire or promotion to a supervisory position.

SECTION: 6.0

**BOARD REPORTS, FEE WAIVER LOG,
VANDALISM REPORTS & PROJECT
LIST**

INFORMATION:

SEE ATTACHMENTS

Kahl Muscott
District Administrator
Report to the Board of Directors
April, 2016

- The improvements to the parking lot in front of the Meadow Vista Community Center have been completed. The MVCC is scheduled to have a grand opening celebration (for the north wing) on May 22.
- The new security cameras at Overlook Park are in place. The cameras are scheduled to be live and working by 4/27.
- The new gate for the Regional Park Dry Creek parking lot will be installed at the end of the month. This gate will be locked on the same schedule as the bathrooms.
- The Placer Sportsman Fishing Derby (around 70 years old) will take place at Regional Park on 4/30. Staff has been working to clear algae and weeds from the pond.
- Staff worked with USBR to get approval on a field renovation project on the Railhead "B" field. This project will involve tilling up the existing turf and re-sprigging. This work will close the field until October.

Meetings and events attended:

4/5: Rotary
4/7: WCH re: Mt. Vernon Park
4/12: CAPRI re: new Medical Provider Network
4/13: Kick off meeting: 24 Acre Conceptual Planning
4/13: Seminar: Hiring and Firing tips
4/19: Rotary
4/19: A&D
4/20: Auburn Chamber Board meeting
4/20: Matt Reynolds re: Sierra Pool replastering project
4/20: Finance Committee
4/20: Policy Committee

Meetings and events scheduled to attend:

4/25: ARD Manager meeting
4/26: Rotary
4/30: Rotarians at Work Day

Larry Gray
Facilities & Grounds Manager
Report to the Board of Directors
April, 2016

Splash pool equipment repair (install new support posts, install new step platform, install refurbished slide, install new deck pads under 2 slides).
Stain shade structure and picnic tables at Placer Hills Park (in pool area).
Install new Bocce Ball scoreboards.

Install 28 backpack/coat hooks in Skyridge modular #2.
 Weed eating to all park areas including CVCC, Bike Park, roadway down the hill to PCWA and a 50 to 100 foot firebreak on the property behind PCWA.
 Apply Cutrine to Regional pond (outside contractor Minig Weed Control) Cutrine is an algae control product.
 Concrete grinding at Placer Hills Pool (deck lifting in several areas, grind down to reduce trip hazard).
 Irrigation startup in all parks.
 Irrigation repairs to Beggs Field (replace broken valve top).
 Repair glass doors at Regional Gym (add shims to latch to assist closing).
 Install new Pickle ball nets at Meadow Vista Park (4 nets).
 Ball field preparation (bolt rip, screen, line, set bases, clean up dugouts and bleachers).
 Install new Tennis court signs at Regional Park (signs indicate court number).
 Mowing & weed eating all District turf areas.
 Daily building maintenance (vacuuming floors, painting, waxing and polishing floors, blowing debris from around buildings, cleaning restrooms).
 Pool maintenance (chemical checks, pool cleaning, decking and bleacher cleaning).
 Preparation at Meadow Vista Park to install 12 inch plastic playground borders (removing deteriorating wooden borders and railing).
 Mowing of all District turf areas.

Pam Vann
Landscape Architect
Report to the Board of Directors
April, 2016

- Miscellaneous Items: Miscellaneous project research, update of project lists, monthly Board report. Meeting with various staff to discuss projects and processes. Drafted new fiscal year Project List and Board report.
- PGE Land Trust Donation Application: Weekly phone conference call to finalize fee title transfer and escrow for Christian Valley. Staff meetings. Working on draft of grant proposal. Meeting with Foothill Associates on grant writing approach. Coordination for the Certificate of Compliance (COC) for Christian Valley and Bell Road. Coordination with surveyor to complete COC of Christian Valley.
- Bike Park/Pump Track Project: Staff meetings. Follow up on NOA testing. Review consultant invoices. Misc. project management.
- Regional Park Stage Project: Staff meetings
- O&D Plan: Coordination with Dudek. Draft of AB 52 letter to UAIC.
- Railhead Park Field Renovation: Meeting with Delta Bluegrass. Staff meetings.
- 24 Acre Project: Held kick-off meeting with Foothill Associates. Reviewed Pre-Development Application packet.
- Riparian Management Plan: Staff meetings and discussion. Wrote RFP document and researched potential firms to send RFP.
- Sierra Pool Structure Cover: Miscellaneous tasks, follow-up calls.

- Meadow Vista Restroom Project: Continued research on options, staff meetings. Went to Placer County to do research and follow up phone calls. Contacted PIRS for input.
- Dry Creek Trail: Walked Dry Creek area to look at possible trail alignment locations.

Manouch Shirvanioun
Customer Service/Marketing Manager
Report to the Board of Directors
April, 2016

3/20/16 - 4/20/16 3/20/15- 4/17/15

Activity Registrations	\$22,000	\$18,000
Day Care/Discovery payments	\$45,000	\$35,000
Facility payments/reservations	\$11,000	\$22,000

Staff assisted with editing activity guide. All programs and activities input in the system and available for online registration by 4/23.

Email blast promoting summer activity guide-we now have over 6,000 email recipient in our data base.

Submitted an article and ad to Parents Resource Guide promoting summer activities, events and facilities.

Ad for Shelly's Smart Shopper promoting summer activities, events and facilities

Since last month 2 large running events were hosted at Overlook Park. Race organizers are extremely happy with our park and staff. Overlook is becoming a very attractive hub for new races. Number of new races are getting booked at Overlook Park for 2016.

Met with Auburn Little League Vice President and discussed field procedures and schedules for different fields.

Met with Placer Junior Hillmen volunteers-received their schedule for 2016.

Met with Auburn Wildcats director-received their schedule for 2016.

Met with CA District 11, District Administrator to organize Junior Little League games to be hosted at ARD on James field in July. This happens every seven years.

I continue to be involved in the community to actively promote and raise awareness of ARD's programs, events, and facilities.

- Attended installation reception of new officers for Brehm Communications Inc. (Auburn Journal)
- Chamber Networking Lunch
- Leadership Auburn Board of Regents
- Chamber Ambassador weekly visits
- Canyon Keepers finance meetings

Sheryl Petersen
Recreation Services Manager
Report to the Board of Directors
April, 2016

- Meetings attended: ASR (4), Guitar Fest (3), UKE, AAUW, VFCAL, SHF, Envision(4).
- Got Summer activity Guide to print.
- Got Vendor forms up on the website Events page.
- More String Fling Guitar Festival poster is distributed in the community along with announcement cards.
- Information on the String Fling Guitar Festival sent to the Journal, Messenger, Union, GT Gazette.
- String Fling posted on KVMR.
- Ukulele Festival Poster and Registration forms out to 250 past attendees.
- Registration began March 26 for camps March 26.
- Following up with sponsors who have not yet responded..
- Delivered program information to a Head Start group.
- Met with new potential Platinum sponsor Solar City.
- Met with Janis for State Theater.
- Printed post cards for the Envision Expo.
- Met with Robalos Parent President.
- Interviewed toe Robalos Assistant coaches.
- Met with Mermaids Board.
- Interviewed and hired two more Lifeguards.

ASR- Auburn Subset Rotary, SHF-Auburn Senior Health Fair, PIP-Party in the Park, VFCAL-Valley Foothills Competitive Aquatics League, ACF-Auburn Community Festival, UKE- Ukulele Festival

Coming up this Month

May 2	Mermaids and Robalos Begin	Sierra Pool
May 14	String Fling Guitar Festival	CVCC
May 14/15	Pickleball Tourney	Regional
May 26	Board Meeting	CVCC
May 30	Memorial Day	Offices Closed

Debbie Thomas
Youth Services Manager
Report to the Board of Directors
April, 2016

- Summer Day Camp flyers distributed to school districts in Auburn, Meadow Vista, Loomis, Newcastle, St. Joseph's and Foresthill.
- Interviewing and hiring for summer day camp staff.
- Passed a routine licensing visit to Newcastle Discovery Club.
- Covered several staff absences at sites.
- Continue to plan and purchase supplies for summer camp.
- H.I.T.S. tennis program began at Auburn El. Discovery Club.
- Purchasing for site snacks and supplies.
- Manager's meeting April 25, Finance April 20.

Apr-16

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
4/6/2016	Regional gym	graffiti	\$100	\$80.00
4/11/2016	Meadow Vista storage	break in old mower stolen	\$30.00	\$120.00

Total labor costs	\$130.00	Total material costs	\$200.00
Total for year	\$642.00	Total for year	\$587.92

2/1/16

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
22-Jan-16	Regional	Graffiti on walkway and bridge on Dry Creek side of park	\$60.00	\$50.00
2/1/2016	Railhead Park	Toilet seat set on fire	\$40.00	\$35.00
2/1/2016	Rec Comm Bldg	Broken window, Sheryl's office	\$212	\$200
2/5/2016	Overlook Park	Graffiti	\$80	\$50
2/9/2016	Recreation Park	Graffiti, on picnic tables	\$60	\$25

Total labor costs	\$452	Total material costs	\$27.92
Total for year	\$512.00	Total for year	\$387.92

Jan-16

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
16-Dec-15	Regional Park	Bathroom door hardware broken in bathrooms behind Regional Shop	\$20.00	\$15.92, 2 door latches purchased
19-Dec-15	Regional Park	Graffiti on enclosure for portable toilets and toilets too at Dry Creek Picnic Area	\$40	\$12, graffiti remover, \$15 paint for wood enclosure
Total Labor Costs			\$60.00	Total Material Costs
				\$27.92

2016/2017 Project List

Updated 4/13/16

PROJECT	Est. Cost	Notes	Est. completion date
Bell Road			
Planning/CEQA/Construction Documents	517,000	ARD staff working on grant application for site enhancements funding.	TBD
Recreation Park			
Sierra Pool Replaster + Upgrades	150,000	Preliminary consult with engineer to determine scope and specifications for bid	Dec-16
Placer Hills Pool			
ADA Path of Travel	10,000		Dec-16
Regional Park			
24 Acres Walking Path - In Kind	235,000	DG pathway by Western Care; continued environmental approval issues	TBD
Dry Creek Picnic ADA improvements	15,000	Staff soliciting estimates	Jun-16
24 Acres			
Conceptual Planning	48,000	Kick-off meeting with Foothill Associates April 13, 2016	Nov-16
Overlook Park			
Planning and CEQA	90,000		Mar-17
Canyon View Community Center			
Bike Park - incl Design and CEQA	100,000	Waiting for additional testing results to determine next steps	Spring 2016
Bike Park - Construction			
Bike Park - Construction	175,000		TBD
Railhead Park			
Renovation Field B	35,000	Construction to start May 2016	Nov-16
Meadow Vista Park			
ADA Restroom (renovation or new)	151,500	Researching options for renovation of existing or construction of new unisex satellite	Mar-17
Operation and Development Plan			
CEQA/NEPA costs	25,000	Dudek drafting CEQA/NEPA document for submittal to BOR	Jun-16
Multi-Park			
Streambed Alteration Agreement (no labor)	44000	Staff prepared RFP for distribution to consultant list	16-Dec
Carry over projects from 2015 2016 list in YELLOW			
Total Projects Fiscal Year	928,500		

Item 7.1 Cover sheet – Purchase of Portable Stage

**Finance Committee Meeting, March, 2016; Board of Director's Meeting March, 2016;
Finance Committee April, 2016**

The Issue

Shall the Auburn Recreation and Park District purchase a portable stage?

Background

In May of 2015 the ARD Board of Directors approved a Project List amendment that included the construction of a permanent stage at Regional Park. A budget of \$100,000.00 was allocated for the project. After initial design and review, it was determined that getting a permanent stage built in this location would be difficult, mainly due to issues with the Auburn Airport overflight zone. This issue was discussed at the February 25, 2016 ARD Board of Directors meeting. Direction was given to investigate the purchase of a portable stage that could be used in multiple parks and possibly rented to multiple users. Direction was also given to inquire about using Placer County Park Mitigation Funds to purchase a portable stage.

Staff has received quotes and information from four different manufacturers of portable stages.

Placer County is not supportive of funding the portable stage with County Park Fees. A similar stage was purchased for use at Tahoe (not with PDF's) and they have not witnessed the level of use that permanent play facilities receive.

The ARD Board of Directors reviewed this information and requested that the item be sent back to the Board in April with more information. The following new information is presented:

- ARD would use the stage, at a minimum, for four events each year: Party in the Park, the Ain't Necessarily Dead Festival, the Food Truck Fiesta and the Auburn Community Festival.
- The best stage for ARD's uses would be the Stageline SL100. Information on this stage is attached. Staff requested more information from the Stageline sales rep. Here are the questions and his responses:
 - 1) **What is the expected lifespan of the stage?** Over 25 years
 - 2) **What parts/components of the stage usually fail first and/or most often?** With good maintenance of the hydraulic lines and greasing, your SL100 will work well for you. The rubber seals/covers that run along the roof may need replacing after a few years.
 - 3) **What is the estimated cost to have the stage shipped to Auburn, CA?** approx. \$12,000. We can look at this nearer the time of your purchase
 - 4) **The brochure states that Stageline provides training. How does that work? Is it in person? Is this training included in the cost of the stage? If not, what does the training cost?** This is a 3 day comprehensive training programme given by one of our trainers who will come to you once your unit is delivered. This is \$2,440 for the training plus his/her expenses (Kahl note: traveling from Quebec, Canada).
 - 5) **How much of a slope can the stage be set on and still be leveled?** The hydraulic stabilisers are adjustable from 3' 6" to 4' 3". You also have adjustability with the stage legs.

- Cost for the Gold Country Fairgrounds Stage (permanent facility): \$481/event day; \$110/set-up or dismantle day.
- Staff has spoken to the City of Auburn about using City Park Mitigation Fees for purchase of a portable stage. The city attorney responded that it could be possible to pursue this, with some possible hurdles.
- Staff also made inquiries to other groups that may have interest in using a portable stage, should ARD acquire one. The Auburn Home Show, PHS and a community leader all said they may find uses for the stage.
- Staff at the Tahoe City PUD have used a similar stage for many years. They are on their second stage and report high satisfaction. They hold weekly concerts throughout the summer.

Recommendation for the Board of Directors

The Finance Committee did not recommend the purchase of a stage.

Fiscal Impact

The estimated costs for the Stageline SL100 are as follows:

Stage:	\$111,900
Optional accessories:	\$5,000
Tax:	\$9,700
Delivery:	\$12,000
Training:	\$5,000
Estimated total:	\$143,600

Other costs include, but may not be limited to: a storage facility (rental or new), 5th wheel upgrades to an ARD vehicle, and staff training.

If Placer County Park Mitigation Funding or City of Auburn Park Mitigation Funding is not made available, funds from the ARD Equipment Reserve could be used. There is currently \$708,530 in the equipment reserve.

District Policy regarding equipment purchases is as follows:

- D. Purchases of Equipment Valued Over Five Thousand Dollars (\$5,000). For equipment estimated to cost more than Five Thousand Dollars (\$5,000), three quotations from different vendors will be sought, when available. Contracts for equipment costing more than \$25,000 shall be approved by the Board of Directors.

Attachments

Stageline SL100 information

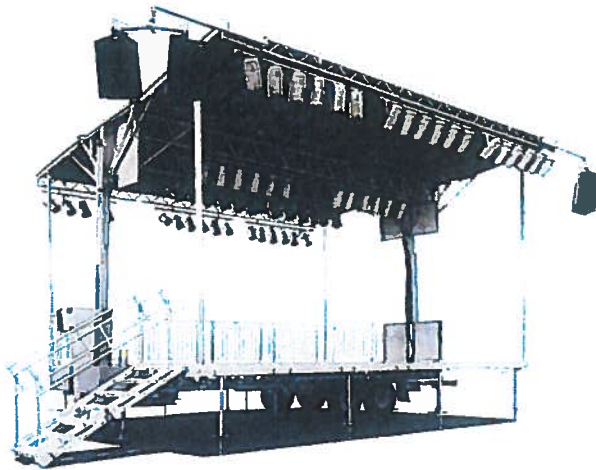
23-Mar-16

Keep Smilin inc., CA

REV. 0

Stageline SL100 Mobile Stage

Floor Size 24' x 20'
 Wind Resistance 80 m/h without windwalls
 Trailer Weight 9,990 lb



Standard Equipment *	\$	111,900
Options & accessories	\$	-
Services	\$	-
Sub-Total	\$	111,900

Total \$ 111,900

All prices are in USD
 Taxes not included (if applicable)

Approval

Date:
Signature:
Name:
IRS No (if applicable):

STANDARD EQUIPMENT *

ROOF STRUCTURE & RIGGING

4 Built-in trusses / aluminum 2" diameter tube trussing	Compatible with industry clamps
4 Built-in rigging points	Capacity 350 lb / load each
Rigging bar / 14' - spans 2 rigging points from left to right	Capacity 30 lb / ft
4 Aluminum corner posts	Added roof stability and safety
Fiberglass roof molded and wrapped around structure	24' 11" x 23' 7"
Rigging load capacity tested at twice the working load	
Total roof load capacity with sound wings	6,500 lb
Galvanized steel column - one on each side	System safely hoists rigged loads

HYDRAULICS

Double mast lifting mechanism (for a fully hydraulic set up of the stage, roof, sound, lighting and other equipment)	Lifting Capacity 3,800 lb - balanced load
High power integrated hydraulic system	Equipped with safety valves on all cylinders
4 Hydraulic stabilizers / stage levels from 3' 6" to 4' 3"	No tools required
Vertical support capacity (each) 24,000 lb	
Lateral support capacity (each) 2,000 lb	
Gas engine	No other power source required

STAGE

Plywood, black finish, non slip / quick levelling legs	24' x 20'
Multifunctional extruded aluminum deck edges	To install decks, skirts, guardrails & staircases
Guardrails (stage model) / aluminum	5 x 5' 9" + 2 x 2' 8"
Support brackets built-in for Stageline platforms	Full perimeter
Stairway / aluminum - 3' wide	8" adjustable - handrails included
Work light - quartz / 500 watt	

TRAILER

Drawbar with pintle eye	
2 Leaf spring axles	Capacity 14,990 lb
4 Tires	0.40 m (16")
Electric brakes on all wheels	
Emergency breakaway system	DOT requirement
Storage compartment	1' 7" x 1' 6" x 1' 4"
Spare wheel / full-size rim / integrated storage	
2 Storage bumpers	Protects structure
10 Equipment tie-downs	
Storage weight capacity	2,268 Kg (5,000 lb)
Storage space capacity	23' 10" x 5' 6" x 5' 6" = 720 ft ³

STANDARDS & CERTIFICATIONS

Applicable regulations	IBC, SAE, DOT, NFPA, CBC, NBC & CWB
Vertical load	Floor: 5 KPa (100 psf) / Roof: 1 KPa (20 psf)
Wind resistance	60 m/h with windwalls 80 m/h without windwalls
Certificate stamped by professional engineers	
All technical documents supplied	
24/7 service support +1(800) 267-8243	

OPTIONS & ACCESSORIES

		Price (USD)	Quantity
A WINDWALLS - SKIRTS			
a1	Upstage fire retardant gray vinyl windwall - 44' long x full height (with doors) (keder aluminum track system for easy installation)	\$ 4,200	
a2	Skirting front and side of stage - 40' x 4'	\$ 1,350	
B SOUND WINGS & RIGGING			
b1	Extension platforms (black non-slip) & accessories - 4' x 8' - (4)	\$ 990	
b2	Guardrails (platform model) / aluminum - 3' 8" - (8)	\$ 180	
b3	Line array supports - 800 lb - (Set of 2)	\$ 860	
b4	FOH pipes - capacity 125 lb / each - (Set of 2)	\$ 985	
b5	Upstage rigging beams for LED screen - capacity of 1,200 lb (Set of 2)	\$ 750	
C BANNER SUPPORTS			
c1	Rooftop banner kit - 24' x 4'	\$ 525	
c2	Banner frame keder bar	\$ 655	
c3	Lateral banner supports - 6' x 15' 10" with 2 additional rooftop posts for extending banner to 36' 9"	\$ 1,125	
c4	Lateral banner tightening bars / stage level - 6' wide - (Set of 2)	\$ 650	
D UPSTAGE DECK UPGRADE -			
Extend to 24' x 24'			
d1	3 Extension platforms & accessories - 4' x 24'	\$ 2,970	
d2	8 Guardrails (platform model) / aluminum - 3' 8"	\$ 1,440	
d3	Extended windwall to cover increased area - added protection - includes bracing system for 3 extension platforms	\$ 1,350	
E HYDRAULICS			
e1	Hydraulic quick connectors	\$ 450	
e2	Electric motor, 1 hp, 110 V, hydraulic connections and pump for dual power	\$ 1,995	
e3	2 Cylinder locks (corner post substitute)	\$ 500	
F REVERSIBILITY			
f1	Stage reversibility	\$ 1,750	
f2	Side overhang rigging beams / upstage for speakers on all 4 corners - (Set of 2) (refer to b3)	\$ 660	
G STAGE DRESSING			
Vinyl - rainproof fire retardant			
g1	Skirt extension - 17'	\$ 585	
g2	Backdrop - 24' x 15'	\$ 1,650	
g3	Downstage windwall extensions - 10' 3" x 15' (with doors) - (Set of 2)	\$ 2,300	
Scrim/mesh - fire retardant			
g4	Upstage - 44' x 15'	\$ 4,200	
g5	Backdrop - 25' x 15'	\$ 1,650	
g6	Downstage windwall extensions - 10' 3" x 15' (with doors) - (Set of 2)	\$ 2,300	
H TRAILER HITCH			
h1	Gooseneck / kingpin for 5th wheel hookup (instead of drawbar with pintle eye)	\$ 2,100	
h2	Gooseneck / ball hitch hookup (instead of drawbar with pintle eye)	\$ 2,100	
h3	Ball hitch (attachment only)	\$ 1,100	
h4	Drawbar with pintle eye (in addition to gooseneck)	\$ 2,400	
h5	Hydraulic foldable gooseneck for kingpin or ball hitch (instead of drawbar with pintle eye)	\$ 5,500	
I ACCESSORIES			
i1	Stairway / aluminum with handrails - 3' wide / 8" adjustable	\$ 1,500	
i2	Stairway / aluminum with handrails - 3' wide / 30" adjustable	\$ 2,400	
i3	Loading ramp / aluminum - 3' x 12'	\$ 1,325	
i4	Loading ramp / aluminum - 4' x 12'	\$ 2,300	
i5	ADA lift - portable cart type permits more access points - max lift height 5' - 600 lb capacity - manually operated	\$ 9,790	
i6	Extension platform (black non-slip) & accessories - 4' x 8'	\$ 990	
i7	Extension platform (black non-slip) & accessories - 4' x 4'	\$ 800	
i8	Guardrail (platform model) / aluminum - 3' 8"	\$ 180	
i9	Guardrail (stage model) / aluminum - 2' 8"	\$ 160	
i10	Guardrail (stage model) / aluminum - 5' 9"	\$ 320	
i11	Guardrail (stage model) / aluminum - 5 x 5' 9" + 2 x 2' 8"	\$ 1,900	
i12	Rainproof covers for speakers & Motors / PVC - (Set of 2)	\$ 895	
i13	Screen support - 2,500 lb	\$ 6,850	
i14	Quick shelter polyester roof and walls - 8' x 8'	\$ 1,600	
i15	Quick shelter polyester roof and walls - 10' x 10'	\$ 1,800	
i16	LED trailer lights	\$ 480	

OPTIONS & ACCESSORIES

K TRAILER GRAPHICS		Price (USD)	Quantity
k1	Logo only	TBD	
k2	Full graphic trailer wrap - 4 sides (175' 5" x 27' 4" x 175' 5" x 27' 4")	\$ 3,675	
Customized scrim* banners - printed graphics - 4 color process			
k3	Rooftop header banner - 24' x 3' 8"	\$ 970	
k4	Rooftop header banner - 36' 9" x 3' 8" - spans lateral banners	\$ 1,390	
k5	Lateral banners - 6' x 16' (Set of 2)	\$ 1,045	
k6	Rear banner - 23' 6" x 12' 8" - installs full size, with or without backdrop <i>*available in vinyl - prices vary</i>	\$ 2,725	
L MISCELLANEOUS		Price (USD)	Quantity
l1	Misc_1	TBD	
l2	Misc_2	TBD	

Total for Options & Accessories

SERVICES

SERVICES		Price (USD)	Quantity
m1	Transport	TBD	
m2	Trailer shrink wrap	\$ 700	
m3	SL 100 training course - 3 day comprehensive (subject to options chosen) - maximum 4 technicians	\$ 2,440	
m4	Trainer expenses - to, in & from training site (n/a when training given at Stageline)	TBD	

Total for Services

TRANSPORTATION, TRAINING AND TRAINER'S EXPENSES WILL BE QUOTED SEPARATELY.

*Prices & specifications subject to change without notice Stageline SL100 - Sales Quote 2016



Costs related to transportation, training and trainer expenses (travel, accommodation and per diem) not included.
EXW L'Assomption, Quebec, Canada

Stageline Mobile Stage Inc.
700 Marsolais Street, Quebec, Canada J5W 2G9

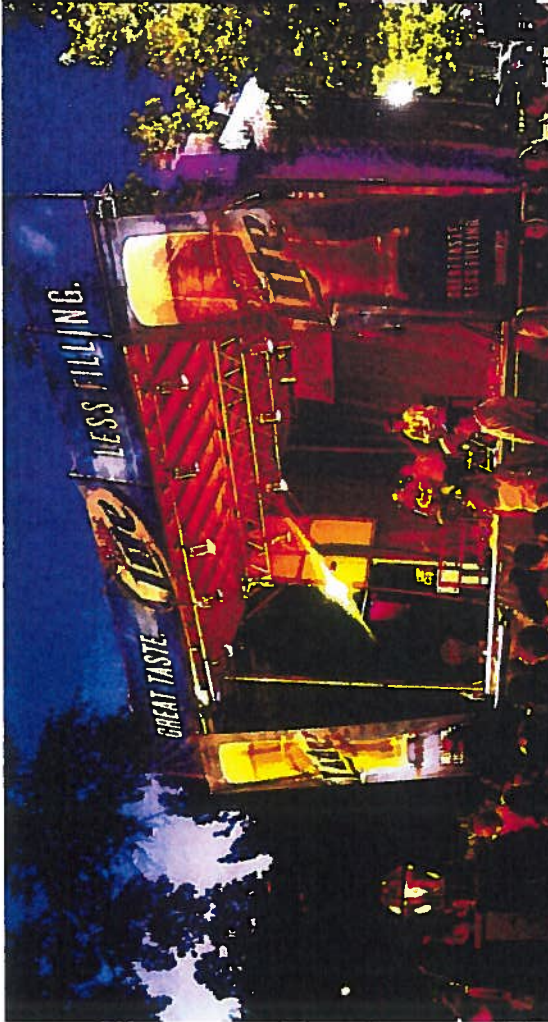
Tel (450) 589-1063 Fax (450) 589-1711
www.stageline.com

STAGE
LINE



SL100
HYDRAULIC MOBILE STAGE
ASSEMBLED IN UNBEATABLE TIME





MOBILITY ROAD PERFORMANCE



EASILY TOWED WITH A STANDARD PICK UP TRUCK

STAGELINE HAS EARNED ITS REPUTATION AS THE LEADING DESIGNER AND MANUFACTURER OF MOBILE STAGES THAT INSPIRE UNMATCHED LEVELS OF CONFIDENCE. ALL OUR IDEAS, CONCEPTS AND DEVELOPMENTS ARE USER ORIENTED. DECADES OF EXPERIENCE WITH OUTDOOR EVENTS ARE EMBODIED IN EVERY SINGLE ONE OF OUR MOBILE STAGES. STAGELINE MOBILE STAGES, SERVICES AND SOLUTIONS ENABLE TECHNICIANS, CREATIVE DESIGNERS, ARTISTS AND EVENT ORGANISERS TO CARRY OUT THEIR WORK WITH PEACE OF MIND AND COMPLETE SATISFACTION.



STAGELINE 100
**STRONG
RIGID & LIGHT**

ON AND OFF ROAD WITH TRUE TRACK ENGINEERING

Stageline mobile stages are complex to build since they perform as road legal trailers and as outdoor stages. TRUE TRACK ENGINEERING combines a custom Stageline chassis with multiple hinged panels and telescoping structures that will not alter in performance from mileage and bad roads. True Track results in excellent road handling and safety year after year.



WEIGHT SAVING BENEFITS
MAKE ALUMINUM THE BEST
CHOICE FOR A STAGE OF THIS
SIZE. EXTRUSIONS, RIVETING,
AND EXPERT WELDING ARE
ALL COMBINED TO BUILD A
STATE OF THE ART STAGELINE
MOBILE STAGE



Drawbar for pin/le hook

King pin for fifth wheel

Other coupler options available

STAGELINE SL100

A STAGE ABOVE ANY OTHER CATEGORY
WITH A FULLY HYDRAULIC SET UP



ALL AROUND
SAFETY & RELIABILITY
THROUGH INNOVATION



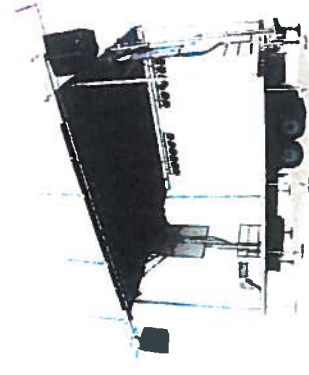
1

Level the unit & hydraulically position the deck and roof panels.



2

Hang sound, lighting, banners and sets at ground and deck level.



3

Suspend loads of up to 3,800 lbs (1,725 kg) from the roof before raising it.



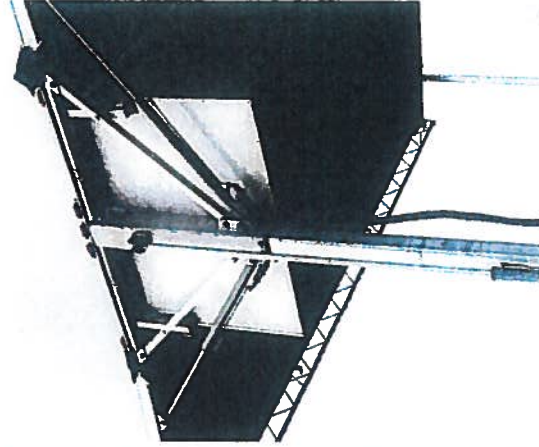
TOTAL CONTROL
INSTALLATION

Pre-assembled rigid structural panels unfold hydraulically and sequentially. Locking devices and pins are incorporated into every step of the set up ensuring total control of the installation in complete safety. Totally self-standing, the stage does not need to be secured with ballast and cables to maintain its stability and structural integrity.



RAISE AND LOWER THE ROOF
SECURELY WITH DOUBLE MASTS
WITH LIFTING MECHANISM

A set of sturdy masts lifts and lowers the roof and show support equipment. They function with balanced or unbalanced loads even in difficult weather conditions.



FAST & EASY

* Stageline promotes safe working habits by having a minimum of two workers on every job site.

FLOOR	SET-UP	WIND RESISTANCE	RIGGING
24' X 20' (7 M X 6 M)	⊙ X2 0H30	80 MPH (129 KM/H)	6,500 LB (2,948 KG)



SAFETY AND RELIABILITY UNDER ALL SKIES, IN ALL CONDITIONS

The SL100 is specifically designed and engineered to be safely transported, safely deployed and safely used outdoors. Designed to make production logistics easy, it sets up rapidly as all the work is done at deck and ground level, reducing the risk for potential human error and accidents.



RIGGING SHOW SUPPORT EQUIPMENT MADE EASY AT GROUND AND DECK LEVEL

Industry standard rigging points, trusses and beams facilitate the installation of equipment. Cuts down on climbing and set up time.



CUSTOMIZED HYDRAULICS WITH BACK UP

Calibrated power from precision designed cylinders and components yield a perfect flow with safe, well-timed speed of operation. Comes with safety valves that block the liquid flow and undue movements when needed. Easy and safe throughout with minimum effort and operation. Very low maintenance.



FIBER LOCK PANELS

In closed position the roof panels of the stage become the side panels of a hard shell trailer. Fiber Lock is a process where fiberglass is wrapped around the aluminum frame. This method has multiple functions to address esthetics and durability. Both structural and weather protective, this layering process compensates for movement and structural deflection of the panels when they are hydraulically deployed. The process eliminates damage from road vibrations and extreme weather conditions. The fiberglass panels never need replacement and they remain safe and great looking year in and year out.

MOTHER NATURE WILL NOT STEAL THE SHOW

The SL100 is a tough machine that withstands today's changing climatic conditions.

The SL100 offers superior protection through the use of the highest standards and the most innovative built in features. It demonstrates unique capacities to resist high winds, to protect gear, talent and crew even under the most demanding outdoor situations.

SUPERIOR DESIGN FOR LOADS & RIGGING

The SL100 is built and tested with the highest load and rigging design criteria in the industry – up to 2 times the permitted load.

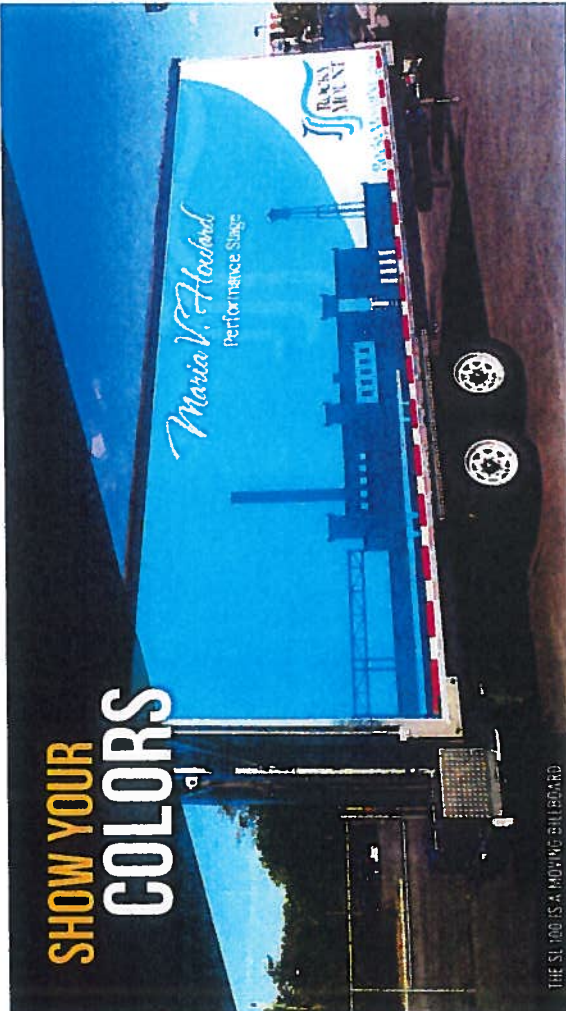
Engineering calculations are based on the IBC (International Building Codes) and NBC (Canadian Building Codes).

HIGHEST WIND RESISTANCE IN THE INDUSTRY

80 mph (129 km/h) without wind walls and 60 mph (97 km/h) with wind walls.



Courtesy of Pelican Events



MAXIMUM VISIBILITY



- 1 Optional equipment to easily install lateral, roof top and backdrop banners.
- 2 Printed wind walls and skirts are available.
- 3 The SL100 offers maximum banner space to showcase your event.
- 4 The hardware is designed to provide a nice fit and resist gust winds.



Courtesy of Pelican Events

SL 100 MIX FEATURES

FOLLOW-SPOT TOWER

- Upper level with roof
- Work area of 24' (7.3 m) wide x 6' (1.8 m) deep
- Fits 4 follow-spots and operators.

ROOF

- Same lifting and rigging capacity as the standard SL100.
- Custom central roof made of FRP
- Follow-spots can be positioned at lower roof height and raised with hydraulics.

SOUND RIGGING

- Two SL100 standard 800 lb (363 kg) rigging beams. Can be used as delay towers.

WEATHER PROTECTION

- Custom SL100 Mix windwall to fully enclose the unit and protect sound and lighting boards.

MIXING POSITION FLOOR

- The upstage deck of the SL100 can be installed as low as 1' (3 m) from the ground and up to the same height as the main deck in increments of 2" (50 mm).
- Optional lower deck extension.

ENCLOSED MIX POSITION

- Fully enclosed for overnight protection
- Optional scrim window.



Courtesy of MB Pro Sound



STAGELINE SL 100 OPTION - MIX POSITION / FOH



This is a technician's FOH dream. Two StageLine equipment in one - when not being used as a stage, it is transformed into a mixing position.

For sound, light, mix, delay towers, broadcasting & event coverage, indoor or out. A spacious multi-level and weather protected FOH unit ready in 1 1/2 hours.

“ THE SL100 MIX IS A VERY VALUABLE ASSET IN ANY FESTIVAL APPLICATION. WITH IT'S 18" HIGH AUDIO DECK AND REAR LEVEL AT ABOUT 2' HIGHER, LX, VIDEO OR SFX OPERATORS ALL HAVE A CLEAR VIEW. THE COVERED ROOF DECK IS GREAT FOR 4 FOLLOWSPOTS AND THE AUDIO DELAY POINTS USL & USR ARE AN ADDED BONUS. ”

Scott Pollard
Palmer Audio Inc

STAGELINE SL 100 MIX

STANDARD EQUIPMENT

- Central roof made of FRP bonded to 2" (50 mm) aluminum tubing
- Guardrails on central roof
- Technician ladder to access central roof
- Low and adjustable floor: 22' x 6'-10" (6.7 m x 2.1 m)
- Removable staircase

OPTIONAL

- Tailored windwalls, mesh or PVC / line retardant & retractable
- Covered upper level
- Scrim window
- Shade canopy with hardware 6' (1.8m)
- Additional worklights (2) 500 w each
- Crowd blinder support: 2" (50 mm) aluminum tubing
- Lower deck extension kit: 96" ft. (8.9 m)

WHY THE INDUSTRY CHOOSES STAGELINE

Most widely used

Used in over 15,000 events per year in more than 45 countries

Craftsmanship and expertise

Every stage benefits from serious engineering and craftsmanship, with experience gathered from decades of use in outdoor events.

Most reliable

From dry shine, sand or snow, Stageline mobile stages can be used even under demanding touring situations and weather conditions

Quality control and delivery

Each mobile stage goes through a 600 point inspection including in-house manufacturing, road and load tests and complete installation of the unit prior to delivery

Provider of safe staging environments for 25 years

Highest wind resistance. 80mph (129 km/h) without wind walls and 60 mph (97 km/h) with wind walls

No incident causing an injury due to a breakdown of equipment

Exceptional durability

Will last 20 years and more with proper care and maintenance

Best outstanding value

Low operation and maintenance cost. High resale value even after 10 years.

Certification

Every stage complies with road regulations. For all countries. Stageline provides complete engineering certification for both structural design and rigging capacity. In Canada and the US, we can provide certified documents for each state and province

An environmentally responsible product

Greenhouse gas emissions are reduced to a minimum compared to ground support stages. Stageline operates from one of the most energy efficient LEED certified industrial building constructed to date. Products are 80% recyclable

WHAT OUR CLIENTS SAY

"The SL100 is a truly marvelous machine! We have found no other mobile stage with comparable workmanship and quality of materials and construction. We have received your attention to the special order thing is breathtaking!"

Frank "BirdDawg" Jones
Architect & Stage Designer,
Roth Design, Inc., Houston, Texas

"We at the City of North Las Vegas could not be happier with our SL100. Its ability to be in its complete and ready-to-use state, has allowed the stage to be used in multiple and every event we have performed from weekly The 24 x 700 (concert show) for dramatic stage presentation and mobile rigging found in many mobile stage units, and can be set-up in many situations in less than an hour. Thank you Stageline for making our job so much easier!"

Patrick Genovese
Event & Live City Shows (at Vegas NV)

"To receive mobile stages especially in a dominant asset in making this our a lot of weeks. Obviously it was an amazing stage for the job. The product engineering of the stage made it very convenient for us to transport the stage from location to location."

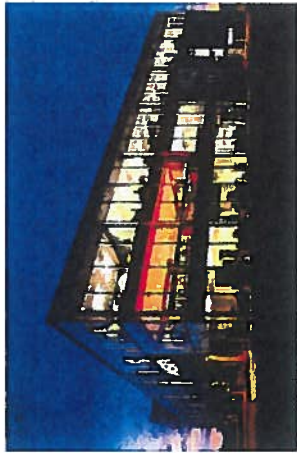
Patricia Gonzales
Production Manager,
Cortez & Rivera

"The Indianapolis Colts production department used the Stage Line SL100 at the event. The product is a great asset for the job. The product engineering of the stage made it very convenient for us to transport the stage from location to location."

Matt Gonso
Production Manager,
Burgess & Co.

"We appreciated the exceptional way in which your company has received us. Your hospitality, accuracy, and remarkable client relations overwhelmed us at this time. The unusual way in which you have displayed knowledge and experience in our business and personal lives left us in awe."

Chris Serfontich
Owner, Memphis, TN
Society of Arts



WE ARE SO CONFIDENT IN
THE QUALITY, RELIABILITY
AND DURABILITY OF OUR
STAGES THAT WE SUPPORT
EVERY MODEL WITH THE
BEST WARRANTY IN
THE BUSINESS



GROWING & BUILDING TOGETHER

Customer Support

We provide a complete 24 / 7 after sales support.

Parts & Accessories

The best way to ensure that your Stageline mobile stage retains its original condition is to purchase your parts and accessories directly from Stageline

Inspection & Maintenance

Like any sophisticated piece of equipment, a Stageline mobile stage requires basic maintenance throughout the year. This maintenance must be performed according to specific guidelines.

With this in mind, Stageline's engineers and experienced technicians have developed a unique inspection program. This program will give you a complete analysis of your equipment's condition including a list of immediate repairs & recommendations

Training

Driven by the need to ensure technical efficiency Stageline developed its training and certification program which meets and even exceeds its clients' and users' requirements. Operation of a Stageline mobile stage by qualified personnel is directly linked with the enforceability of the warranty and is required to benefit from the technical support offered on all Stageline products

With its training program, Stageline helps its users and clients increase profitability on their investment through an efficient utilization of the products. Our main objective is to develop the aptitudes and technical knowledge of the technicians in order to preserve the products' integrity and guarantee durability and maximum safety levels.

* Stage Care
Some limitations apply. Details available on request



SL 100 TECHNICAL SPECIFICATIONS

TRAILER

Length	31' 4" - 34' 9"	9.6 - 10.6 m
Width	8'	2.4 m
Height	11' 2"	3.5 m
Storage Space	23' 6" x 5' 9" x 5' 8"	7.2 x 1.8 x 1.7 m
Storage Compartment	17" x 17" x 36"	0.43 x 0.43 x 0.91 m
Storage Capacity	5000 lb	2270 kg
Weight	9990 lb	4531 kg

STAGE FLOOR

Length and Depth	24' x 20'	7.3 x 6.1 m
Length and Depth with Extension Platforms	40' x 24'	12.2 x 7.3 m
Height	3' 6" to 4' 3"	1.1 to 1.3 m
Design Live Load	100 lb/ft ²	490 kg/m ²
Type of Surface	Plywood on aluminium	

ROOF

Length and Depth	24' 11" x 23' 9"	7.6 x 7.2 m
Clearance (inclined roof)	14' 7" to 13' 9"	4.6 to 3.9 m
Maximum Height with Banner *	23' 11"	7.3 m
Type of Surface	Fiberglass bonded on aluminium	
Roof Lifting Capacity	3800 lb	1725 kg
Roof Load Bearing Capacity	6500 lb	2948 kg
4 Built in Rigging Points	350 lb each	160 kg each
2 Trusses - Upstage and Downstage (T2)	500 lb	227 kg
2 Trusses - Central Roof (T1)	700 lb each	320 kg each
2 Front Overhang Extensions* - 9'4" (2.9 m)	125 lb at 34" each	57 kg at 0.8 m each
2 Side Overhang Rigging Bars	800 lb at 36" each	363 kg at 0.9 m each

PRACTICAL ASPECTS

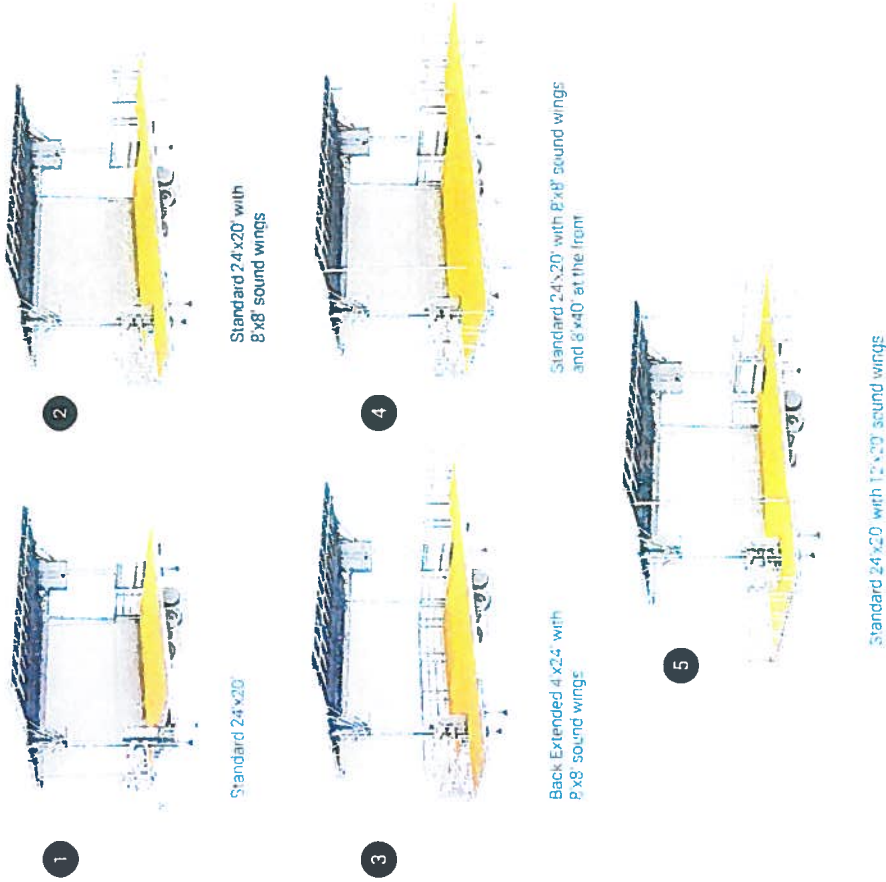
- Personnel Required: 1 Certified technician and 1 stagehand
- Site Preparation: None
- Heavy Machinery Required: 1 Pick-up truck or fifth-wheel tractor
- Mode of Transportation: 60 mph (97 km/h) with windwalls; 80 mph (129 km/h) without windwalls
- Gust Wind Resistance: Provides higher overhead clearance
- Rigging Bars - Standard 2" (50 mm) Tubing
- Windwalls*: Weatherproof - fire retardant vinyl or scrim
- Vertical and Horizontal Banner Supports*: Installed at ground level

TOTAL ROOF LOAD BEARING CAPACITY

6,500 LBS
2,948 KG

* Optional
Contact us for detailed
SL 100 Mix applications
Due to StageLine's product improvement policy
Technical specifications may change without notice

FLOOR CONFIGURATIONS TO SUIT YOUR NEEDS



1

2

3

4

5

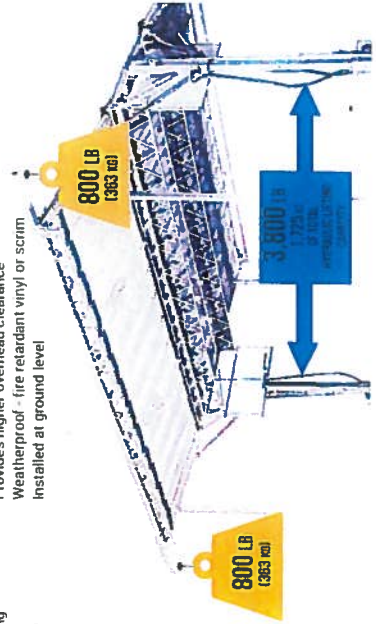
Standard 24x20

Standard 24x20 with 8'x8' sound wings

Back Extended 4x24 with 8'x8' sound wings

Standard 24x20 with 8'x8' sound wings and 8'x40' at the front

Standard 24x20 with 10'x20' sound wings



Item 8.1 Cover Sheet for Mt Vernon Property

Auburn Area Recreation and Park District Board of Directors meeting April 2016

The Issue: Shall the Auburn Area Recreation and Park District Board of Directors approve an MOU that will initiate a feasibility study on selling Mt. Vernon Park?

Background: Mt. Vernon Park was developed by ARD in late 2007/early 2008. The property was given to ARD as part of the mitigations for the low income apartment housing. The park features a +/- 600 foot D.G. pathway and a couple of slabs for picnic tables. The picnic tables that were previously at the site have been relocated to other more heavily used facilities. Several weeks ago, we were contacted by Western Community Housing (“WCH”), which has expressed an interest in purchasing the Mt. Vernon Park property for a low income senior housing project. WCH is a non-profit (501C3) housing corporation that exclusively builds such communities around the state of California by partnering with many organizations including local governments. They have an ownership interest in 90 affordable housing communities comprising approximately 8200 units and actively provides or oversee services at 62 of them.

The Mt Vernon property is of interest to WCH because of the required proximity to mass transit (1/2 mile). The fact that there is also low income housing adjacent to the property also helps them in obtaining grants for the project.

Staff met with their representative as well as one of their board members, and ECORP Consulting who serves as their environmental consultant. At that meeting, WCH laid out a general overview of their potential project and method of funding. Their first proposal to the District was a broad statement of a partnership where-in the District would donate land (approximately 2 acres) to the non- profit and in return WCH would build out new facilities and/or enhance existing ones at Mt Vernon Park. Staff advised WCH that while our Board of Directors would have final decision making authority on such a proposal, staff would most likely not support such a partnership. Instead, staff urged WCH to make an offer to purchase the entire property. WCH agreed that that is a possibility as there are grant funds available for acquisition. On April 18, 2016, the District received a Letter of Interest from WCH along with an MOU that would allow WCH a 90 day period to do a feasibility study on the property in order to establish a fair purchase price.

Recommendation: The A&D committee reviewed the attached information and forwarded this item to the full board with a recommendation to approve the MOU.

By approving the MOU, the Board will be providing staff direction to proceed with negotiations with WCH.

Attachments:

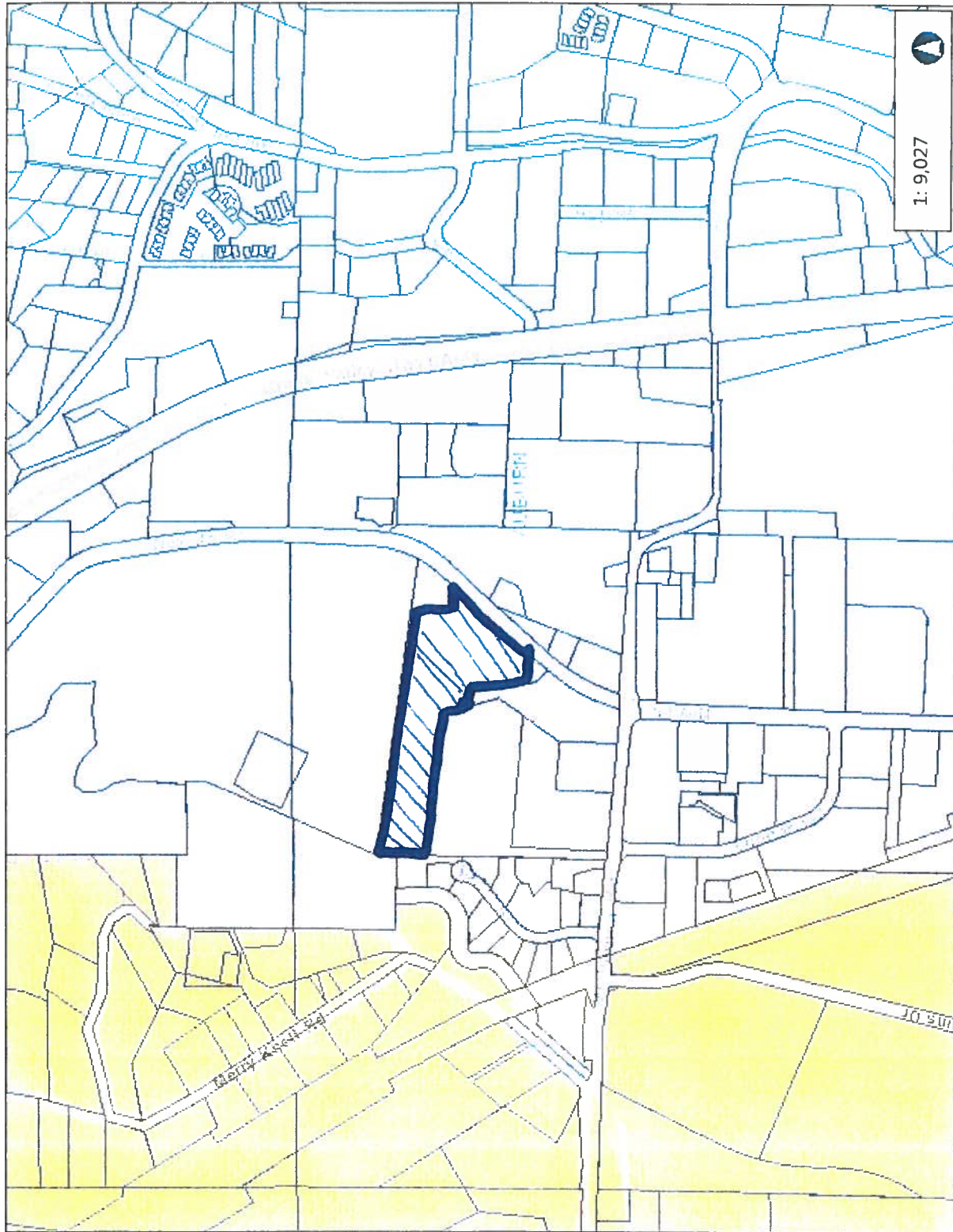
Map of Mt. Vernon site

Google Earth over view of site

Overview of WCH organization

Proposed MOU between ARD and WCH

Your Organization



Legend
□ City Limits

Notes

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.
THIS MAP IS NOT TO BE USED FOR NAVIGATION

0.3 Miles
0 0.14

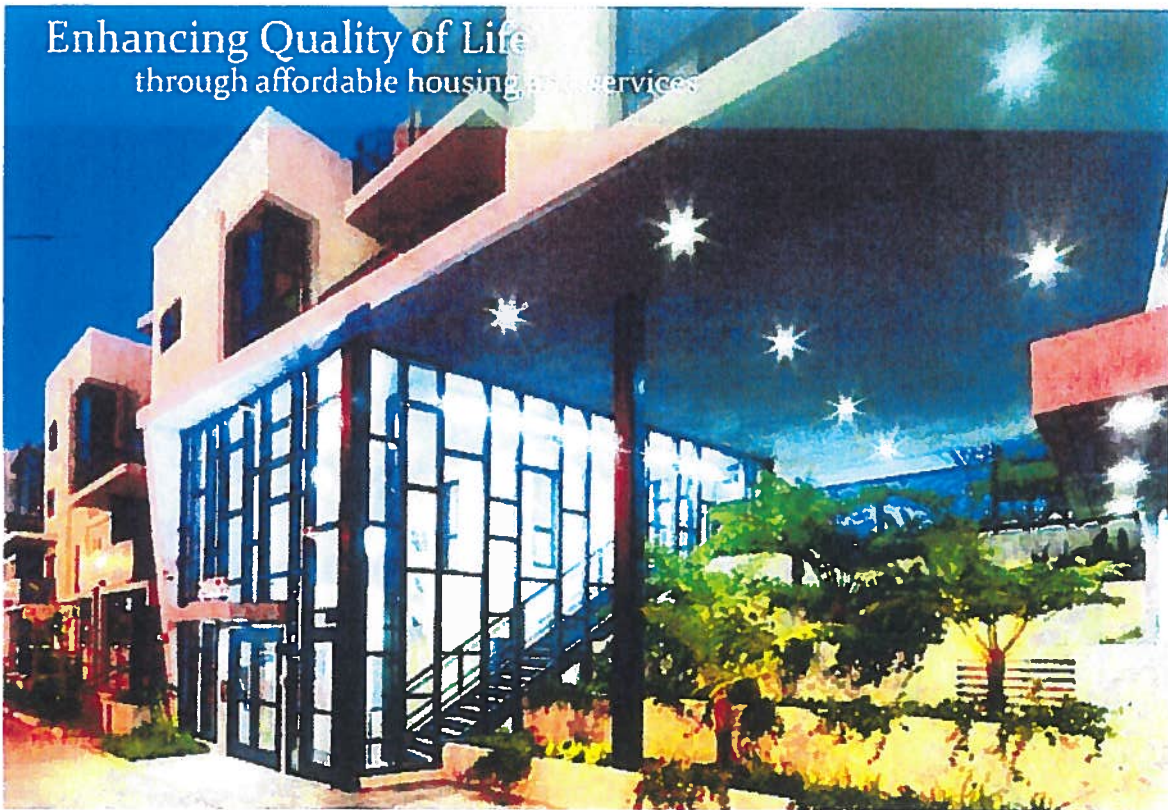
WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.





Western Community Housing, Inc.

A Non-Profit Housing Corporation



Enhancing Quality of Life
through affordable housing and services

*151 Kalmus Drive, Suite J-5
Costa Mesa, CA 92626
www.wchousing.org
(714) 549-4100 / Fax (714) 549-4600*

Overview

Organization and History

Western Community Housing, Inc. (WCH) is a California Non-Profit Public Benefit Corporation that was founded in 1999. WCH has been determined to be a 501(c) (3) organization by the Internal Revenue Service and was also granted an exemption by the California Franchise Tax Board. WCH is headquartered in Costa Mesa, California with a regional office in Los Angeles California.

WCH's mission is to promote affordable housing and to provide social services to low-income and moderate income families and seniors residing in affordable rental housing communities.

By partnering with local governments, for-profit developers, lenders, syndicators and corporate investors, As of March 31, 2015 WCH had an ownership interest in 90 affordable housing communities comprising approximately 8,117 units which have been financed with low income housing tax credits.

(See Affordable Community List.) Continuing its commitment to social services, WCH provides or oversees services at sixty-two properties.

Management

WCH is governed by Boards of Directors which support and direct its nonprofit goals. Board members bring a broad range of expertise including several members who are leaders in the affordable housing and development industry. WCH is managed by Graham P. Espley-Jones, President. He oversees all operations, including strategic planning, acquisitions, development, and operations. Other key personnel include Sandra Gibbons, Chief Financial Officer, Leanne Truofreh, Corporate Secretary, David Collins, In-House Counsel, G. Scott Gayner, Senior Portfolio Manager/Development Director, Martha Cisneros, Senior Portfolio Manager and Dianne Russell, Senior Resident Services Manager. In addition, outside professionals are retained to assist the companies in meeting their administrative, operational and compliance requirements.

Membership/Associations

WCH and its management personal are active members in associations that are supportive of the affordable housing. Those associations include:

- Southern California Association of Non-Profit Housing
- Building Industry Association of Southern California
- California Council for Affordable Housing
- 50 + Housing Council of Southern California
- Seniors Housing Council
- Kennedy Commission
- Affordable Housing Tax Credit Coalition
- California Housing Consortium
- American Association of Service Coordinators
- National Human Services Organization

Development Role

Western Community Housing, Inc.'s ("WCH") Affordable Housing Program develops or acquires family or senior affordable apartment communities to be occupied by low-income households. By partnering with for-profit developers, and local, county or state governments, WCH and its partners provide affordable housing by either building new apartment communities or acquiring and rehabilitating existing apartment complexes.

New Apartment Communities

The majority of the affordable apartment communities that WCH owns with its partners are newly constructed. WCH and its partners construct new communities allowing for state-of-the-art designs including the use of green materials and sustainable building methods. Typically, these communities require higher densities for affordable development to achieve economically feasibility. This method of delivering affordable housing typically uses either 9% or 4% tax credits with a significant layering of subsidies from local, state and federal government agencies established for the purpose of facilitating affordable housing development.

Acquisition and Rehabilitation of Existing Apartment Communities

WCH and its partner's purchase existing mature apartment communities for the purpose of converting their use to affordable housing or for the purpose of preserving existing affordable housing stock. The communities are typically significantly rehabilitated with new fixtures, structural supports exterior roofing and siding, landscaping etc. These are types of acquisitions are typically of larger apartment communities of seventy five units or more.

Resident Services

The philosophy of the Western Community Housing Inc, (WCH) Services Program is to provide services that expand low-income residents' opportunities to live a richer life, irrespective their age. WCH's Resident Service Program is designed to provide amenities tailored to the needs of the property's population. The program is managed by experienced Resident Services Managers.

Each residential family has individual needs and interests. Each community is unique and has special resources. By taking responsibility for the provision of services WCH can better serve its residents. It allows the flexibility to find and provide appropriate programs as the demographics on the property change.

Computers with internet access, ESL classes, information on health and well-being, personal financial programs, fitness programs and resources for food and utility assistance are all examples of the range of services needed at WCH affordable communities.

In 1999 WCH founded More Than Shelter for Seniors, now an independent, stand-alone non-profit called Engage, Inc., where WCH maintains Board of Director representation. Engage provides services at 25 of WCH's properties in Southern California. WCH's staff provides direct service to seniors and families at 15 communities in Los Angeles and Orange County. Lastly, WCH enters joint venture agreements with other non-profits to provide services to residents at an additional 27 communities. This ensures the predictable and efficient delivery of services. Creating pleasant communities within the property improves the surrounding neighborhood and promotes social responsibility; lessen the burden of government to provide services.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into as of May ____, 2016 by and between Western Community Housing, Inc. ("WCH"), a California nonprofit public benefit corporation, and The Auburn Area Recreation & Parks District ("ARD") (collectively the "Parties") with reference to the following matters.

RECITALS

A. WCH and ARD intend to work together over a 90 day period ("Initial Feasibility Period"), starting from the date of this MOU, to research the feasibility of WCH developing a 6.7 gross acre park land site fronting Nevada Street, City of Auburn - APN: 038-250-081 (the "Property") owned by the ARD as an affordable senior housing project with supportive social services for low-income elderly individuals. It is anticipated that the Property will be purchased by a limited partnership of which WCH will be the managing general partner ("MGP"), to facilitate the funding of the acquisition of the Property and development of the Project by applying and being awarded low-income housing tax credits from the California Tax Credit Allocation Committee ("CTCAC") and other public sources.

B. WCH plans to develop no more than 80 units, a CTCAC threshold for rural areas, of quality affordable housing to low-income seniors with area median incomes ("AMI") ranging from 30% to 60% AMI (the "Project") and ARD intends to sell the Property to WCH.

C. WCH and ARD wish to enumerate the responsibilities and investigative efforts that each party will undertake and assume in connection with the ultimate sale and purchase of the Property, terms and conditions to be later agreed upon in a development agreement between the Parties ("Development Agreement") at the end of the Initial Feasibility Period.

NOW THEREFORE, in consideration of the recitals hereof and the mutual covenants and agreement contained in this MOU, the Parties agree as follows:

Initial Feasibility: WCH shall research and report its findings on the listed development items below to ARD on the following development issues:

1. Environmental: WCH shall research and review all environmental aspects of the Property, including biological resources, cultural resources, wetlands, easements and restrictions and surrounding land uses.
2. Entitlements with City: WCH shall research and review the Property's by-right zoning and planning, including verification of its Multiple-Family Residential District designation, any required conditional use permits, waivers and density bonus agreement, and potential releases required from prior land use deed restrictions, such as a park use, that may be needed to develop the Property. Preliminary site plans shall be prepared and discussed with the City.

3. Construction Improvements to Property: Upon feedback from the City's Planning Department on R-3 or R-4 development design guidelines and density, WCH shall review the costs associated with improving the Property to a buildable state, pursuant to a preliminary site plan.
4. Market: WCH shall research the market competition of the Project, comparing other existing or planned affordable and market rate senior communities in the City and County.
5. Public subsidies: WCH shall research all potential subsidies from public agencies that typically would be available to develop the Project, including tax credit and bond programs.

Review Process:

1. Parties shall have 30 days to review and discuss the findings of the feasibility items listed in 1 to 5 above after the end of the Initial Feasibility Period and agree to proceed with a Development Agreement (including a development timeline) and Purchase and Sale Contract, to be approved by the City and WCH.
2. If feasible, Parties to propose terms and conditions for drafting the Development Agreement and Purchase and Sale Contract, to present to the ARD Board, the Auburn City Council and WCH's Board of Directors for approvals.

Agreements:

1. Development Agreement
2. Purchase and Sale Contract

Upon agreement of the terms set forth in this MOU evidenced by signatures below, the Parties agree to proceed with the Initial Feasibility Period as described herein. This MOU is non-binding and shall only provide the framework to draft a mutually agreed upon Development Agreement and Purchase and Sale Contract between the Parties for final approval.

AGREED:

Western Community Housing, Inc.

Auburn Area Recreation & Parks District

Scott Gayner
Senior Portfolio Manager/Director of Development

Kahl Muscott
ARD District Administrator

Item 8.2 Cover sheet – Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters, Resolution Number 2016-06, 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

The Issue:

Shall the Auburn Area Recreation & Park District Board of Directors adopt Resolution Number 2016-06?

Recommendation:

Board of Directors review and adopt Resolution Number 2016-06.

Attachments:

Letter from Placer County Office of Elections
Quick Reference Calendar for the November, 2016 General Election
Resolution Number 2016-06
Notice of Vacancies

JIM McCAULEY
COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

RYAN RONCO
ASSISTANT RECORDER-REGISTRAR



2956 RICHARDSON DRIVE
AUBURN, CA 95603

MAILING ADDRESS:
P.O. Box 5278
AUBURN, CA 95604

OFFICE OF ELECTIONS - JIM McCAULEY

530-886-5650 • Toll Free 800-824-8683 • Fax 530-886-5688

www.placerelections.com • election@placer.ca.gov

Candidate Services

March 30, 2016

Dear Special Districts and School Districts:

This is a reminder that deadlines are fast approaching for your November 8, 2016 District Election.

Per California Elections Code Section 10509, the Placer County Office of Elections requires a resolution from your board requesting election services no later than July 6, 2016. If you are a multi-county district, you may have different deadlines for the other counties within your borders.

You may create your own resolution or you may use the 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, 2016. A Notice of Vacancies is included in this mailing. If you use the resolution provided, the information in the Notice of Vacancies will automatically be included. If you choose to create your own resolution, the information in the Notice of Vacancies will need to be included in your resolution.

If your district boundary lines have changed since the time of your last election, you will need to provide a map to the Office of Elections delineating the new boundary lines no later than July 6, 2016. This map will be forwarded to the Placer County Mapping division as required by law.

Ballot wording for any measures your district is considering to put to a vote must also be in our office no later than July 6, 2016. The sample resolution has room for this purpose and we encourage you to send this information with your governing board member resolution if possible.

In addition to the resolution, we are sending you a November 8, 2016 General Election Quick Reference Calendar for Placer County. Please note that candidate filing for District Director positions opens July 18, 2016 and closes August 12, 2016. Nomination papers will be available at the Placer County Office of Elections during these dates.

For the Tahoe-area districts, nomination papers may be picked up at the Customs House Building located at 775 North Lake Blvd., Tahoe City, Monday through Friday from 11:00 AM to 3:30 PM beginning July 19, 2016, excluding holidays. Completed nomination papers shall be returned to the Placer County Office of Elections or the Customs House Building for filing.

In a future mailing we will notify all districts of times, dates, and locations of the *free* candidate workshops conducted by the Placer County Office of Elections. This information will also be provided on our website, www.placerelections.com. These workshops provide valuable information helpful to all candidates for public office. All interested persons or organizations are encouraged to attend.

We appreciate your cooperation in providing this data no later than the dates specified. Sam Kipp, Lee Cranfield, and Denise DeMattei of Candidate Services will be your liaisons in candidate filing matters. If you have any questions regarding this information, please call 530-886-5650.

Sincerely,

Jim McCauley
Placer County Clerk-Recorder-Registrar of Voters

Ryan Ronco
Assistant Recorder-Registrar

Enc. Sample Resolution, Instructions for Completing Resolution, Notice of Vacancies,
Quick Reference Calendar, Elections Code Section 10509

Updated January 5, 2016

QUICK REFERENCE CALENDAR FOR NOVEMBER 8, 2016 PRESIDENTIAL GENERAL ELECTION Candidate Calendar - Draft	
June 20 – July 23, 2016 (E-141 – E-108)	Candidate workshops conducted during this period (dates and locations to be scheduled).
July 18, 2016 (E-113)	Candidate-filing period begins.
August 1, 2016 (E-99)	Last day to file semi-annual campaign statements.
August 12, 2016 (E-88)	Close of regular candidate-filing period. This period is extended if an incumbent fails to file.
August 17, 2016 (E-83)	Close of extended candidate-filing period.
August 18, 2016 (E-82)	Random alphabet draw to be held at 11AM to determine the ballot order of candidates' names.
September 12, 2016 (E-57)	Write-in candidate-filing period begins.
September 29, 2016 (E-40)	Sample ballots may be mailed to voters.
October 10, 2016 (E-29)	Last day to file 1 st pre-election campaign statements.
October 10, 2016 (E-29)	First day to issue vote-by-mail ballots.
October 24, 2016 (E-15)	Last day to register for this election.
October 25, 2016 (E-14)	Close of write-in candidate-filing period.
October 27, 2016 (E-12)	Last day to file 2 nd pre-election campaign statements.
November 1, 2016 (E-7)	Last day to request vote-by-mail ballot by mail.
November 8, 2016	ELECTION DAY

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

Resolution No. _ 2016-05_____

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, 2016; 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
H. Gordon Ainsleigh		Regular
Jim Ferris		Regular
Jim Gray		Regular
Michael Lynch		Short

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

X 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.

3. Said District has determined the following election particulars:

- The length of the Candidate Statement shall not exceed 200 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 Office of Elections 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, but the District understands that the Placer County Public Works Mapping Division will verify our District boundary lines prior to the 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,
2016.

AYES:

NOES:

ABSENT:

ATTEST: _____
SECRETARY OF THE BOARD
Patricia B. Larson

James S. Ferris CHAIR OF THE BOARD

(Seal)



ELECTIONS CODE - ELEC

DIVISION 10. LOCAL, SPECIAL, VACANCY, AND CONSOLIDATED ELECTIONS
[10000 - 10735] (*Division 10 enacted by Stats. 1994, Ch. 920, Sec. 2.*)

PART 4. UNIFORM DISTRICT ELECTION LAW [10500 - 10556] (*Part 4 enacted by Stats. 1994, Ch. 920, Sec. 2.*)

10509. On the 125th day prior to the day fixed for the general district election, the secretary shall deliver a notice to the county elections official. The notice shall bear the secretary's signature and the district seal and shall also contain both of the following:

(a) The elective offices of the district to be filled at the next general district election, specifying which offices, if any, are for the balance of an unexpired term.

(b) Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Section 13307.

(Amended by Stats. 2002, Ch. 454, Sec. 2. Effective January 1, 2003.)

NOTICE OF VACANCIES

To: Placer County Clerk-Registrar, Office of Elections

From: Auburn Area Recreation & Park District

Pursuant to Elections Code Section 10509, please be advised of the following:

1. The District has 4 Director seat(s) facing election. The name(s) of the incumbent(s) is/are listed below

Incumbent's Name	Division Number (if applicable)	Regular/Short Term
<u>H. Gordon Ainsleigh</u>		<u>Regular</u>
<u>Jim Ferris</u>		<u>Regular</u>
<u>Jim Gray</u>		<u>Regular</u>
<u>Michael Lynch</u>		<u>Short</u>

2. The regular term(s), if any, will expire on the first Friday of December, 2016.
The short term(s), if any, will expire on the first Friday of December, 2016.
3. The length of the Candidate Statement shall not exceed 200 (200 or 400) words. The cost of the Candidate Statement shall be paid by the (candidate or District) Candidate. In the case of a tie vote, the election shall be determined by (lot or runoff election) lot.

4. 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 map and/or legal description delivered to the Placer County Office of Elections on or before July 6, 2016.
- There have been no District boundary changes since our last election, but the District understands that the Placer County Mapping Division will verify our District boundary lines prior to the election.

5. The County Clerk is requested to provide election services.
(Specify requested or not requested)

(Seal)

(Signature of District Secretary)

Item 8.3 Cover sheet – Proposed Amendments to Project Notification Policy

Auburn Recreation District Policy Committee meeting March, 2016; April 2016; Board of Directors Meeting April, 2016

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend its policy on project notification? Director Holbrook requested this review.

Background

ARD's Project Sign Notification Policy is as follows:

XVII. ARD Project Sign Policy

In an effort to keep the public informed about upcoming projects, the Auburn Area Recreation and Park District has adopted the following policies regarding notification at the project site.

- A. Timeline for posting project signs. A sign should be posted at the site of the proposed project after conceptual work has been done. This would generally allow for the sign to be posted for at least one month prior to any Board votes.
- B. When a project sign is needed. A sign should be posted at the site for any project that will significantly alter the appearance of that park or facility. Signs would be erected any time a proposed project would create a significant change altering the use of an existing facility or if a new one is being planned.
- C. Sign components. All signs shall contain a brief description of the project; bullet points of details regarding the project; date the Board intends to vote on the project; who to contact about the project.
- D. Project Notification. On each project, review the other elements of the sign policy to see if further notification is appropriate.

The ARD Policy Committee reviewed this policy and proposed updates/amendments. A new, proposed Project Notification Policy is attached.

Recommendation for the Board of Directors

Review and approve the updated policy on project notification.

The Policy Committee recommended approval of this item.

Fiscal Impact

N/A

Attachments

Proposed changes to ARD Project Notification Policy

Proposed changes to ARD Project Notification Policy. This proposed policy replaces the previous ARD policy XVII. ARD Project Sign Policy.

XVII. ARD Project Notification Policy

In an effort to keep the public informed about upcoming projects, the Auburn Area Recreation and Park District has adopted the following policies regarding notification.

- A. Project definition: any new park or facility, any proposed project that will significantly alter the appearance of that park or facility, or alter the existing use of an existing facility.
- B. Every project will be evaluated on its impacts to community, park and other features in the park. Notifications will be appropriately made based on this evaluation.
- C. Notification may take many different forms, including, but not limited to, the following:
 - 1. Project sign: The sign should be posted after conceptual work on the project has been done. This would generally allow for the sign to be posted for at least one month prior to any Board votes. All signs shall contain a brief description of the project, bullet points of details regarding the project, when the Board plans to vote on the project and who to contact about the project.
 - 2. Mailings: Mailings regarding projects may be sent to residents. The radius of the mailings will be dependent on the size and scope of the project.
 - 3. Press release: A press release may be sent on regarding upcoming projects. Press releases should be sent to all local news media.
 - 4. Electronic/digital notification: Information on ARD projects may be provided in an electronic format, including but not limited to the ARD website, E-blasts, and/or social media.

SECTION 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Infrastructure vs. New and ARD's Strategic Plan.
2. CARPD – see correspondence regarding interested candidates for the CARPD 2016 Board of Directors election.
3. Vacancy CAPRI Board of Directors – see correspondence regarding interested candidates for the CAPRI 2016 Board of Directors election.
4. County Mitigation Fund, current balance \$255,141.

Discussion Item 9.1 Cover sheet – Infrastructure vs. New and ARD’s Strategic Plan

Auburn Area Recreation and Park District Strategic Plan Steering Committee; various meetings; Board of Directors meeting April 2016

The Issue

A discussion of the Strategic Plan element that calls for ARD to spend 66% of project funds on fixing/repairing items related to ARD’s infrastructure. The ARD Strategic Plan Committee has requested this discussion.

Background

The ARD Strategic Plan Committee is working through the 2 year review of the District’s Strategic Plan. One of the elements of the Strategic Plan reads as follows:

4.0 Necessity – Infrastructure Improvements

Many of the facilities and features in the District are outdated, inefficient and have outlived their useful life. As a result of this fact, the District will establish a goal of spending 66% of available project funds on infrastructure improvements and 33% on new features. Project funds are defined as money available through General funds, Capital Improvements Reserves and Mitigation funds.

Target completion date: Ongoing

A review of the projects completed over the past 5 years (attached) demonstrates that ARD has met this goal.

However, review of the projects projected over the next 5 years shows a much different trajectory.

Recommendation

Discuss the Strategic Plan goal and provide direction for the committee.

Fiscal Impact

NA

Attachments

2011 – 2016 review of projects

2016 – 2021 projects

ARD Projects Completed

Fiscal Year Completed		Infrastructure
<u>2011-2012</u>		
Ashford Park Walkways	7,247.73	7,247.73
Railhead Landscape Project	9,342.22	
Placer Hills Pool Renovation	2,189.23	2,189.23
Rec Park ADA Playground	29,375.00	29,375.00
Rec Community Ctr Lobby updated	<u>20,915.39</u>	<u>20,915.39</u>
	69,070	
<u>2012-2013</u>		
Meadow Vista Restroom ADA update	1,500.00	1,500.00
Meadow Vista Comm Ctr Contribution	10,000.00	
Rec Park Gazebo Referbished	7,231.23	7,231.23
Rec Park Security System Installed	8,931.28	8,931.28
Rec Comm Ctr Gym Floor Replaced	48,469.44	48,469.44
Rec Comm Ctr Cust Service office	4,048.25	4,048.25
Reg Park "C" field conversion	34,791.30	
Reg Park shade for softball	7,914.11	7,914.11
Reg Comm Ctr Painting building	24,907.00	24,907.00
All Parks - Tree Project	<u>25,445.44</u>	<u>25,445.44</u>
	173,238	
<u>2013-2014</u>		
Rec Park - Marsha Skinner Pool		
Expansion Joint Project	63,730.79	63,730.79
Meadow Vista Pathway Repair Proj	28,623.76	28,623.76
Meadow Vista Pond Cleaning Proj	18,229.76	18,229.76
Reg Comm Ctr Gym Floor Replaced	82,848.75	82,848.75
Reg Comm Ctr Gutter Project	8,965.00	8,965.00
Ashford Park Landscaping Project	8,280.61	8,280.61
Ashford Park ADA Path of Travel	38,706.81	38,706.81
Ashford Park Pond Cleaning Proj	6,997.76	6,997.76
Ashford Parking Lot re-construction	53,067.29	53,067.29
Ashford Park ADA Playground	53,506.34	53,506.34
Canyon View Comm Ctr Roof Repairs	<u>8,480.40</u>	<u>8,480.40</u>
	371,437	
<u>2014-2015</u>		
Meadow Vista Maint Yard Paving	4,300.00	4,300.00
Regional Park Soccer Field/Goal	9,870.00	
Regional Comm Ctr - Lakeside Roof	22,801.38	22,801.38
Ashford ADA Restroom Remodel	<u>32,448.08</u>	<u>32,448.08</u>
	69,419	
<u>2015-2016</u>		
Meadow Vista Entr landsc/Shade struc	22,806.76	
Meadow Vista repaving Tennis Courts	10,500.00	10,500.00
Railhead Park Playground	58,026.80	
Railhead Park Shade & Hardscape	127,456.57	
Regional Park Spillway Bridge	7,747.21	7,747.21
Rec Comm Ctr Solar on Building	226,198.26	226,198.26
Rec Park - Lower Restroom Remodel	36,895.24	36,895.24
Rec Park - Bocce Ball Ct & Shade Struct	<u>162,859.17</u>	
	652,490	
5 year total	1,335,654	\$ 900,502
		67.42%

2016/17

Sierra Pool Replaster + Upgrades	150,000
ADA Path of Travel	10,000
Dry Creek Picnic ADA improvements	15,000
24 Acre Preliminary planning	48,081
ADA Bathroom (reno. Or new)	151,500
Railhead B renovation	35,000
Overlook Planning and CEQA	90,000
Bell Planning/CEQA/Const. docs/permits	517,000
Bike Park - Construction ¹	175,000
Bike Park - Design, CEQA (continued)	100,000
Streambed Alt. Agree. (not incl. labor)	44,000

Infrastructure

150,000
10,000
15,000

151,500
35,000

44,000

2017/18

Pool bleachers shade structure	100,000
Regional Park Kiosks	10,000
POT tennis courts	41,500
MV Parking lot reseal/restripe	10,000
Bell Rd. development	2,600,000
Overlook area development	300,000
OL Restroom ADA upgrades	10,000

100,000

41,500
10,000

10,000

2018/19

Reg. Tennis courts surfaces	100,000
MV Pond Island renovation	100,000
Bell Shade structure	60,000

100,000
100,000

2019/20

Bocce picnic area	60,000
MV Tennis courts resurface	25,000
Pickle ball resurface	25,000
Bell Shade structure	60000

25,000
25,000

2020/21

Rec Front playground	120,000
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120,000

4,957,081**937,000****18.90%**



TO: CARPD Member Districts

FROM: Pat Cabulagan, Executive Director

SUBJECT: 2016 SLATE OF BOARD OFFICERS

DATE: March 22, 2016

The CARPD 2016 Board of Directors election will be held on May 20, 2016 during the CARPD Spring Conference in South Lake Tahoe at the General Membership Meeting.

In accordance with CARPD Association Bylaws the Nominating Committee shall submit a slate of qualified candidates for the offices to the membership.

Any qualified candidate may submit his/her nomination prior to or during (Floor Nomination) the election process. If elected the candidate must provide the President with a resolution from the District Board endorsing the nominee. The candidate will not take office until such time as the authorizing resolution is presented.

All interested candidates wishing to be included on the ballot should send in their Board resolution endorsing the nominee by May 2, 2016.

Enclosure: CARPD 2016 Slate of Officers

CARPD 2016 Slate of Board Officers

President – Elect

**Mike Limbaugh
Hesperia Recreation and Park District**

Chief Financial Officer

Al McGreehan
Paradise Recreation and Park District**

**Director at Large
(Even Year)**

Two Board Officer Positions to be elected

Manual Merez
Orangevale Recreation and Park District**

**Rick Sloan
Cordova Recreation and Park District**

**Administrator Representative
(Even Year)**

One Board Officer Position to be elected

**Stephen Fraher, General Manager **
Arcade Creek Recreation & Park District**

** Incumbent



March 29, 2016

Kahl Muscott
Auburn Area Recreation and Park District
471 Maidu Drive
Auburn, CA 95603

RE: Vacancy CAPRI Board of Directors

Dear Kahl Muscott,

As of May 31, 2016, Robert Berggren, General Manager of Pleasant Hill Recreation and Park District will be retiring from the District. Bob has been serving on the CAPRI Board of Directors for over 14 years and has also served a number of years on the Board of Directors of Park and Recreation District Employee Compensation (PARDEC). We would like to thank Bob Berggren for his many years of dedication and service to CAPRI and PARDEC.

As a result of Bob Berggren's retirement, there will be an opening on the CAPRI Board of Directors as of June 1, 2016. Bob served on the Board of Director of CAPRI representing the "Upper One Third" category. Bob's term of office expires December 31, 2018.

The CAPRI Board of Directors meets a minimum of 4 times a year. Three of the meetings are at the CAPRI office in Citrus Heights, CA and one of the meeting locations is determined by the Board of Directors. Travel expenses for the CAPRI Board of Directors meetings are reimbursed. Also, Board of Directors are encouraged to attend insurance/risk management/insurance pooling conferences each year paid for by CAPRI.

CAPRI's Bylaws states "... should the director cease being a member of the Board of Directors or a management employee of a participating member district a vacancy shall occur. Such a vacancy shall be filled for the balance of the unexpired term by appointment of a replacement by the remaining members of the CAPRI Board of Directors. Such a director appointed by the remaining members of the CAPRI Board of Directors, if a representative of the upper one-third, middle one-third, or lower one-third category, shall be selected from a participating member district, which is in the same category of participating member districts in order to maintain the balance of one director from the upper one-third; one from the middle one-third; one from the lower one-third; and two directors at large."

CAPRI is soliciting interested individuals willing to serve on CAPRI's Board of Directors to fill the remaining term of the "Upper One Third" category on the Board. Only one representative from any district may serve on the Board of Directors at the same time."

The list of member districts representing the "Upper One Third" category is listed below:

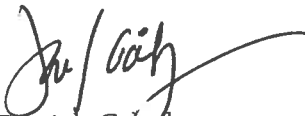
Upper One Third

Mendocino Coast Recreation and Park District
Fulton-El Camino Recreation and Park District
Highlands Recreation District
Carmichael Recreation and Park District
Mission Oaks Recreation and Park District
Auburn Area Recreation and Park District
Greater Vallejo Recreation District
Truckee-Donner Recreation and Park District
Hesperia Recreation and Park District
Valley-Wide Recreation and Park District
Pleasant Valley Recreation and Park District
Southgate Recreation & Park District
Pleasant Hill Recreation and Park District
Cordova Recreation and Park District
Sunrise Recreation and Park District
Desert Recreation and Park District
North of the River Recreation and Park District
Conejo Recreation and Park District
Rancho Simi Recreation and Park District
Livermore Area Recreation and Park District
Hayward Area Recreation and Park District

All qualified and interested individuals willing to serve on the CAPRI Board of Directors should send a letter of interest to the CAPRI Board of Directors outlining their interest and qualifications for the CAPRI Board of Directors by May 2, 2016 to be considered.

If you have any questions, please feel free to contact me.

Sincerely,



Patrick Cabalagan
Administrator

SECTION 11.0

**ITEM: CORRESPONDENCE/COMMUNICATIONS AND
INFORMATIONAL**

1. Correspondence from Susan Rushton, Trivia Bee Chair, Auburn AAUW.

April 19, 2016

Dear Kohl,

With ARD's support, Auburn AAUW's fifth annual Trivia Bee was a rousing success. We had a great time and entertained a lot of people, with your considerable help. Your generous contributions - waiver of fees, the use of the Lakeside Room and Regional Park Gym and making staff available - made our job easier in putting on this event, which helped us raise funds for our scholarship program.

We thank you for contributing to this great cause - and our wonderful community.

Sincerely,

Susan Rushton.

Trivia Bee Chair

Auburn AAUW



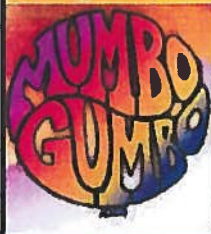
Auburn Recreation District

123 Recreation Drive, Auburn, CA 95603

Family Friendly
Free Event



Party in the Park June 17 FREE!
featuring Mumbo Gumbo, and The Island of Black & White



FAMILY FUN EVENTS

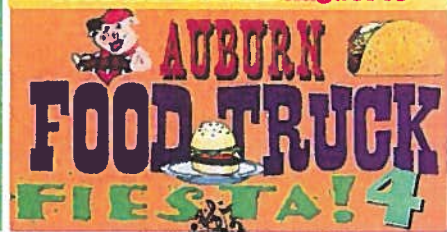
- Lots of GREAT Summer Camps
- Discovery Summer Day Camp
- Swim Lessons
- Aquatic Programs for Adults and Children
- Movies in the Park
- Pool Opens May 28
- **NEW!** Bocce Ball Courts

Parks
Make
Life
Better!

Dead Fest July 15 Auburn Regional Park



Food Truck Fiesta August 19



THINK BEYOND BIRTHDAY PARTIES... Hosting 5 to 200? We have amazing indoor and outdoor spaces for you



Perfect for meetings, parties, company picnics, seminars, family reunions, receptions, swim parties, and workshops. Some locations with industrial kitchens.

863-4612 AuburnRed.com

For information call 530-885-8461, x-0. Visit our website AuburnRec.com often for fun family events!

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