

**AUBURN AREA RECREATION AND PARK DISTRICT  
MEETING OF THE BOARD OF DIRECTORS AND FRIENDS OF THE AUBURN AREA  
RECREATION & PARKS, INC. 501 c (3) AGENDA**

**6:00 P.M.**

**THURSDAY, JULY 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**

Presentation to Carol Tomasi, volunteer of the month for July, 2016.

Presentation of a check from Todd Harmon to the Youth Development League for Girl's Basketball.

**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 June 30, 2016 Minutes of the Board of Directors**

Review and approval of minutes.

\_\_\_\_\_ **5.2 Review of Cash Requirements for June, 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 Financials for June, 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.

\_\_\_\_\_ **5.4 ARD Job Description Amendment: Driver’s License Requirements (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District (ARD) approve amendments to the driver’s license requirements for most District jobs?

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 Legal Requests for Proposals (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the ARD Board of Directors change legal counsel?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Lynch \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

**7.2 Mt. Vernon Park Sale – Feasibility MOU Extension (Acquisition & Development Committee)**

Shall the Auburn Area Recreation and Park District Board of Directors extend the Mt. Vernon Park Sale Initial Feasibility Period, previously approved by an MOU signed May 2, 2016, for an additional 90 days?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Lynch \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

**8.0 NEW BUSINESS**

**8.1 Audit for Fiscal Year 2015 – 2016 (Standing Finance Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors approve the audit for Fiscal Year 2015 – 2016?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

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Ferris \_\_\_\_\_ Lynch \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ **8.2 Friends of ARD Board Meeting and Review of 501 c (3) Financials**

A review of the Friends of the Auburn Area Recreation & Parks, Inc. Balance Sheet and Profit and Loss for January 1, 2016 through June 30, 2016.

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Ferris \_\_\_\_\_ Lynch \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Gray \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ **9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Potential Rotarian Projects, 2017.
2. Herschel Young Park Improvements.
3. 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 Bowman PTO Golf Tournament Committee. (Fees were waived for splash pool rental).
2. Correspondence from Grad Night Committee.
3. Correspondence from American Foundation for Suicide Prevention. (Fee waiver).

\_\_\_\_\_ **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**

**13.2 Public Employee Discipline/Dismissal/Release  
(Government Code Section 54954.5, subd. (e), 54857)**

\_\_\_\_\_ 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:

7-21-16  
Date

11:20 AM  
Time

P. Larson  
Clerk to the Board

**SECTION: 5.0**

**ITEM: 5.1 REVIEW AND APPROVAL OF THE JUNE 30,  
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, June 30, 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  
Director Gordon Ainsleigh

**Board Members**

**Absent:**

None

**Staff Present:**

Kahl Muscott, District Administrator  
Joe Fecko, Administrative Services Manager  
Brian Simpson, Facilities & Grounds Manager  
Manouch Shirvanioun, Customer Service/Marketing Manager  
Sheryl Petersen, Recreation Services Manager  
Pam Vann, Landscape Architect  
Veona Galbraith, 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**

None.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Holbrook and seconded by Director Lynch to approve the agenda as written.

**Roll Call Vote**

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

3 – 0 Motion carries.

**4.0 PUBLIC COMMENT**

None.

**5.0 CONSENT ITEMS**

**5.1 Review and Approval of the May 26, 2016 Auburn Area Recreation & Park District Minutes of the Board of Directors**

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

**5.3 Financials for May, 2016 (Standing Finance Committee)**

A motion was made by Director Lynch and seconded by Director Holbrook to approve the Consent Calendar.

**Roll Call Vote**

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

3 – 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 Adoption and Approval of Resolution Number 2016-07; A Resolution of the Board of Directors of the Auburn Area Recreation and Park District, Approving Engineer’s Report, Confirming Diagram and Assessment and Ordering the Continuation of Assessments for Fiscal Year 2016-17 for the Atwood Ranch III Landscaping and Lighting Assessment District (Acquisition & Development Committee)**

A public hearing was held, there was no public comment.

A motion was made by Director Holbrook and seconded by Director Ferris to adopt Resolution Number 2016-07, A Resolution of the Board of Directors of the Auburn Area Recreation and Park District, Approving Engineer’s Report, Confirming Diagram and Assessment and Ordering the Continuation of Assessments for Fiscal Year 2016-17 for the Atwood Ranch III Landscaping and Lighting Assessment District.

**Roll Call Vote**

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

3 – 0 Motion carries.

**7.2 Resolution Number 2016-08, Resolution Requesting Collection of Charges on Tax Roll for Tax Year 2016-17 (Acquisition & Development Committee)**

A motion was made by Director Lynch and seconded by Director Holbrook to adopt Resolution Number 2016-08, Resolution Requesting Collection of Charges on Tax Roll for Tax Year 2016-17 for Atwood III.

**Roll Call Vote**

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

3 – 0 Motion carries.

**Director Ainsleigh arrived at 6:10 p.m.**

**7.3 Recreation Park Sierra Pool (Acquisition & Development Committee)**

A motion was made by Director Holbrook and seconded by Director Ferris to move the Sierra Pool Re-plaster project from the current approved project list to the 2017/2018 project list.

**Roll Call Vote**

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

3 – 0 Motion carries.

**8.0 NEW BUSINESS**

**8.1 Annual Update of Obsolescence List (Standing Finance Committee)**

A motion was made by Director Holbrook and seconded by Director Ferris to update the obsolescence list by funding the shortfall for future years from the fiscal year surplus.

**Roll Call Vote**

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

3 – 1 Motion carries.

**8.2 Master Riparian Vegetation Management Permit Contract (Acquisition & Development Committee)**

Jack Sanchez gave public comment regarding the steelhead salmon coming back to the Auburn streams.

A motion was made by Director Lynch and seconded by Director Ferris to approve authorizing the District Administrator to enter into a contract with Dudek for professional services to prepare the Master Riparian Vegetation Management Permit applications and CEQA documents.

**Roll Call Vote**

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

3 – 1 Motion carries.

**8.3 Youth Services Job Description Amendments Per CA SB792 (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Lynch and seconded by Director Ainsleigh to approve the amendments to the job descriptions for the Youth Services Department.

**Roll Call Vote**

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

4 – 0 Motion carries.

**8.4 Resolution Number 2016-09: Changes to Conflict of Interest Policy (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Lynch and seconded by Director Holbrook to adopt Resolution Number 2016-09: Changes to Conflict of Interest Policy

**Roll Call Vote**

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

4 – 0 Motion carries.

**8.5 California Special Districts Association 2016 Board Elections for Seat B**

A motion was made by Director Holbrook and seconded by Director Ferris to vote for Gil Albiani for the CSDA Board.

**Roll Call Vote**

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

4 – 0 Motion carries.

**Director Gray arrived at 6:45 p.m.**

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Regional Dry Creek Trail Project – the Board discussed this item with the recommendation to keep it on the ten-year plan for 2025 and send it back to the Acquisition & Development Committee and back to the Board for approval.
2. Update on Legal Request for Proposals for legal services – the District Administrator informed the Board that 39 Requests for Proposals were sent out to law firms.
3. 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**

None.

**12.0 PUBLIC COMMENT**

None.

**13.0 CLOSED SESSION** – closed session began at 7:02 p.m.

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

**Title: District Administrator**

**14.0 OPEN SESSION** – open session began at 7:22 p.m. – the Board reported that the District Administrator was given a “satisfactory” evaluation for the 2015/2016 evaluation period.

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at 7:22 p.m. by Chairman Ferris.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**SECTION: 5.0**

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR  
JUNE, 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: \$163,255.02**

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	6/1/2016
Vendor ID	First	Last	Checkbook ID	COMM 1ST
Vendor Name	First	Last		COMM 1ST

Sorted By: Check Date

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
13694	A0123	Keith Deal DBA Astro Jump of S	6/3/2016	COMM 1ST	PMCHK00002314	\$250.00
13695	S0016	Sam's Club	6/3/2016	COMM 1ST	PMCHK00002314	\$774.80
13696	S1007	Stationary Engineers, Local 39	6/3/2016	COMM 1ST	PMCHK00002314	\$283.56
13697	S1010	State Disbursement Unit	6/3/2016	COMM 1ST	PMCHK00002314	\$87.50
13698	P0029	Placer County Environmental He	6/3/2016	COMM 1ST	PMCHK00002315	\$178.00
13699	U0019	US Bank	6/9/2016	COMM 1ST	PMCHK00002317	\$16,139.43
13700	1099-252	Donna Lisa Otto	6/10/2016	COMM 1ST	PMCHK00002318	\$617.50
13701	1099-254	Ralph Kendrick	6/10/2016	COMM 1ST	PMCHK00002318	\$264.00
13702	1099-256	Healing Pastures, Inc.	6/10/2016	COMM 1ST	PMCHK00002318	\$195.00
13703	1099-277	Foothill Karake Do	6/10/2016	COMM 1ST	PMCHK00002318	\$22.75
13704	1099-291	Isaac Humber	6/10/2016	COMM 1ST	PMCHK00002318	\$78.00
13705	1099-295	Juli Land-Marx, dba Image Net	6/10/2016	COMM 1ST	PMCHK00002318	\$1,666.66
13706	1099-313	Alison Lloyd	6/10/2016	COMM 1ST	PMCHK00002318	\$548.40
13707	A0001	Recology Auburn Placer	6/10/2016	COMM 1ST	PMCHK00002318	\$772.28
13708	A0014	AT&T	6/10/2016	COMM 1ST	PMCHK00002318	\$910.55
13709	A0018	Auburn Chamber of Commerce	6/10/2016	COMM 1ST	PMCHK00002318	\$360.00
13710	A0027	Recology Auburn Placer	6/10/2016	COMM 1ST	PMCHK00002318	\$1,259.41
13711	A0134	Advanced Intregrated Pest Mana	6/10/2016	COMM 1ST	PMCHK00002318	\$673.50
13712	A0148	All Pro Backflow	6/10/2016	COMM 1ST	PMCHK00002318	\$100.00
13713	A0150	Jessica Tillery dba All Qualit	6/10/2016	COMM 1ST	PMCHK00002318	\$405.00
13714	A0155	Nawal Alwareeth	6/10/2016	COMM 1ST	PMCHK00002318	\$500.00
13715	A1010	Advantage: Print, Martketing a	6/10/2016	COMM 1ST	PMCHK00002318	\$597.70
13716	B0063	Blain Stumpf	6/10/2016	COMM 1ST	PMCHK00002318	\$3,702.60
13717	C0061	California Computer Services	6/10/2016	COMM 1ST	PMCHK00002318	\$140.00
13718	C0072	CIT Technology Fin. Serv., Inc	6/10/2016	COMM 1ST	PMCHK00002318	\$480.49
13719	C0075	Cintas Corporation	6/10/2016	COMM 1ST	PMCHK00002318	\$1,073.65
13720	C0104	Campora Propane Service	6/10/2016	COMM 1ST	PMCHK00002318	\$153.25
13721	C0120	Capture Technologies	6/10/2016	COMM 1ST	PMCHK00002318	\$1,400.00
13722	D0025	Dawson Oil Company	6/10/2016	COMM 1ST	PMCHK00002318	\$1,292.21
13723	D0077	Dudek	6/10/2016	COMM 1ST	PMCHK00002318	\$6,267.08
13724	G0003	Gold Country Fair	6/10/2016	COMM 1ST	PMCHK00002318	\$150.00
13725	G0006	Gold Country Media Publication	6/10/2016	COMM 1ST	PMCHK00002318	\$130.00
13726	G0022	Gold Country Printing	6/10/2016	COMM 1ST	PMCHK00002318	\$6,186.13
13727	G0077	Gold Country Water	6/10/2016	COMM 1ST	PMCHK00002318	\$140.25
13728	G0089	G&G Builders	6/10/2016	COMM 1ST	PMCHK00002318	\$2,225.00
13729	I0018	William Joseph La Flaur	6/10/2016	COMM 1ST	PMCHK00002318	\$675.00
13730	K0011	Kaiser Foundation Health Plan,	6/10/2016	COMM 1ST	PMCHK00002318	\$11,155.91
13731	L0023	Vincent Garcia Lopez	6/10/2016	COMM 1ST	PMCHK00002318	\$50.00
13732	L0027	Pat Larson	6/10/2016	COMM 1ST	PMCHK00002318	\$35.78
13733	L0098	Andie Leventin	6/10/2016	COMM 1ST	PMCHK00002318	\$25.00
13734	M0029	Mumbo Gumbo	6/10/2016	COMM 1ST	PMCHK00002318	\$2,000.00
13735	M0098	Meadow Vista County Water Dist	6/10/2016	COMM 1ST	PMCHK00002318	\$405.98
13736	M0099	George Eric Menig DBA Menig We	6/10/2016	COMM 1ST	PMCHK00002318	\$4,800.00
13737	N0012	Nevada Irrigation District	6/10/2016	COMM 1ST	PMCHK00002318	\$810.74
13738	N0045	Near U CO2	6/10/2016	COMM 1ST	PMCHK00002318	\$202.68
13739	P0007	Pacific Gas & Electric Company	6/10/2016	COMM 1ST	PMCHK00002318	\$357.41
13740	P0019	PG & E Bldg & Utilities	6/10/2016	COMM 1ST	PMCHK00002318	\$150.00
13741	P0043	Placer County Sheriff's Office	6/10/2016	COMM 1ST	PMCHK00002318	\$1,078.00
13742	P0084	Placer County	6/10/2016	COMM 1ST	PMCHK00002318	\$16,745.03
13743	R0065	River City Rentals	6/10/2016	COMM 1ST	PMCHK00002318	\$430.00
13744	S0034	Sierra Chemical Co.	6/10/2016	COMM 1ST	PMCHK00002318	\$887.36
13745	S0086	Sac-Val Janitorial Supply, Inc	6/10/2016	COMM 1ST	PMCHK00002318	\$179.15
13746	S0094	Manouch Shirvanioun	6/10/2016	COMM 1ST	PMCHK00002318	\$77.42
13747	S1000	State Of California/DOJ	6/10/2016	COMM 1ST	PMCHK00002318	\$160.00
13748	S1003	Sutter Medical Foundation	6/10/2016	COMM 1ST	PMCHK00002318	\$285.00
13749	T0058	TelePacific Communications	6/10/2016	COMM 1ST	PMCHK00002318	\$84

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
13750	T1000	Transamerica Life Insurance	6/10/2016	COMM 1ST	PMCHK00002318	\$380.00
13751	TEMPC	Tony Camillucci	6/10/2016	COMM 1ST	PMCHK00002318	\$200.00
13752	TEMPH	James Haskins	6/10/2016	COMM 1ST	PMCHK00002318	\$162.00
13753	TEMPM	Lucero Martinez	6/10/2016	COMM 1ST	PMCHK00002318	\$110.00
13754	TEMPP	Brandy Perry	6/10/2016	COMM 1ST	PMCHK00002318	\$105.00
13755	TEMPV	Nicole Virtue	6/10/2016	COMM 1ST	PMCHK00002318	\$65.00
13756	V0007	Verizon Wireless	6/10/2016	COMM 1ST	PMCHK00002318	\$266.22
13757	V0010	Vermont Systems, Inc.	6/10/2016	COMM 1ST	PMCHK00002318	\$4,025.61
13758	W0001	Walker's Office Supplies, Inc.	6/10/2016	COMM 1ST	PMCHK00002318	\$473.81
13759	1099-282	Paul Emery	6/17/2016	COMM 1ST	PMCHK00002319	\$650.00
13760	1099-295	Juli Land-Marx, dba Image Net	6/17/2016	COMM 1ST	PMCHK00002319	\$29.25
13761	C0094	Curt Schlenker dba Curt's Auto	6/17/2016	COMM 1ST	PMCHK00002319	\$500.00
13762	S1007	Stationary Engineers, Local 39	6/17/2016	COMM 1ST	PMCHK00002319	\$268.55
13763	S1010	State Disbursement Unit	6/17/2016	COMM 1ST	PMCHK00002319	\$87.50
13764	1099-147	Tom Isaac	6/24/2016	COMM 1ST	PMCHK00002320	\$945.75
13765	1099-193	Celena Polena	6/24/2016	COMM 1ST	PMCHK00002320	\$390.00
13766	1099-203	Susan Thomas	6/24/2016	COMM 1ST	PMCHK00002320	\$33.80
13767	1099-218	Auburn Gymnastics Center	6/24/2016	COMM 1ST	PMCHK00002320	\$1,033.50
13768	1099-243	Phillip Dallas	6/24/2016	COMM 1ST	PMCHK00002320	\$325.00
13769	1099-247	Clifford Johnson	6/24/2016	COMM 1ST	PMCHK00002320	\$117.00
13770	1099-264	Philip Green	6/24/2016	COMM 1ST	PMCHK00002320	\$312.00
13771	1099-269	Deborah Lynn	6/24/2016	COMM 1ST	PMCHK00002320	\$136.50
13772	A0091	Altara	6/24/2016	COMM 1ST	PMCHK00002320	\$959.84
13773	A0109	ABACUS	6/24/2016	COMM 1ST	PMCHK00002320	\$10,279.00
13774	B0020	BSN Sports, Inc.	6/24/2016	COMM 1ST	PMCHK00002320	\$560.19
13775	C0061	California Computer Services	6/24/2016	COMM 1ST	PMCHK00002320	\$460.00
13776	C0072	CIT Technology Fin. Serv., Inc	6/24/2016	COMM 1ST	PMCHK00002320	\$480.49
13777	C0113	Cooks Portable Toilets & Septi	6/24/2016	COMM 1ST	PMCHK00002320	\$1,424.60
13778	C0120	Capture Technologies	6/24/2016	COMM 1ST	PMCHK00002320	\$875.00
13779	D0066	De Lage Landen	6/24/2016	COMM 1ST	PMCHK00002320	\$623.95
13780	F0032	Fechter & Company, CPAs	6/24/2016	COMM 1ST	PMCHK00002320	\$8,563.00
13781	F0040	Foothill Associates	6/24/2016	COMM 1ST	PMCHK00002320	\$2,999.66
13782	G0002	GSSA UMPIRES	6/24/2016	COMM 1ST	PMCHK00002320	\$950.40
13783	G0092	Green Valley Security, Inc.	6/24/2016	COMM 1ST	PMCHK00002320	\$900.00
13784	H0010	Holdrege & Kull	6/24/2016	COMM 1ST	PMCHK00002320	\$157.00
13785	H0056	Humana Dental Ins. Co	6/24/2016	COMM 1ST	PMCHK00002320	\$1,651.71
13786	I0018	William Joseph La Flaur	6/24/2016	COMM 1ST	PMCHK00002320	\$675.00
13787	K0010	Knorr Systems, Inc.	6/24/2016	COMM 1ST	PMCHK00002320	\$400.76
13788	M0019	Kahl Muscott	6/24/2016	COMM 1ST	PMCHK00002320	\$165.94
13789	M0028	Maki Heating & A/C, Inc.	6/24/2016	COMM 1ST	PMCHK00002320	\$2,471.08
13790	M0039	Meadow Vista Water Users Assoc	6/24/2016	COMM 1ST	PMCHK00002320	\$500.00
13791	M0048	Joanna McNutt	6/24/2016	COMM 1ST	PMCHK00002320	\$25.00
13792	M0071	Mission Protection Systems Inc	6/24/2016	COMM 1ST	PMCHK00002320	\$189.00
13793	N0003	Norris Electric, Inc.	6/24/2016	COMM 1ST	PMCHK00002320	\$5,285.94
13794	P0005	Placer County Water Agency	6/24/2016	COMM 1ST	PMCHK00002320	\$3,673.75
13795	P0007	Pacific Gas & Electric Company	6/24/2016	COMM 1ST	PMCHK00002320	\$9,137.68
13796	P0019	PG & E Bldg & Utilities	6/24/2016	COMM 1ST	PMCHK00002320	\$50.00
13797	P0023	PG&E	6/24/2016	COMM 1ST	PMCHK00002320	\$126.92
13798	P0029	Placer County Environmental He	6/24/2016	COMM 1ST	PMCHK00002320	\$178.00
13799	S0034	Sierra Chemical Co.	6/24/2016	COMM 1ST	PMCHK00002320	\$1,913.23
13800	S0052	Sierra Custom Awards & More	6/24/2016	COMM 1ST	PMCHK00002320	\$10.75
13801	S0086	Sac-Val Janitorial Supply, Inc	6/24/2016	COMM 1ST	PMCHK00002320	\$2,190.62
13802	S0145	SCP Pool Distributors LLC	6/24/2016	COMM 1ST	PMCHK00002320	\$829.08
13803	T1000	Transamerica Life Insurance	6/24/2016	COMM 1ST	PMCHK00002320	\$380.00
13804	TEMPA	Honorina Alonso	6/24/2016	COMM 1ST	PMCHK00002320	\$190.00
13805	TEMPG	Sherry Gold	6/24/2016	COMM 1ST	PMCHK00002320	\$154.00
13806	TEMPK	Lisa Kearfott	6/24/2016	COMM 1ST	PMCHK00002320	\$31.00
13807	TEMPM	Gina McGirr	6/24/2016	COMM 1ST	PMCHK00002320	\$70.00
13808	TEMPR	Jamie Radmacher	6/24/2016	COMM 1ST	PMCHK00002320	\$149.00
13809	TEMPS	Elizabeth Stone	6/24/2016	COMM 1ST	PMCHK00002320	\$30.00
13810	TEMPW	Jacob Weinberg	6/24/2016	COMM 1ST	PMCHK00002320	\$130.00
13811	W0001	Walker's Office Supplies, Inc.	6/24/2016	COMM 1ST	PMCHK00002320	\$524.86
13812	W0044	Wave	6/24/2016	COMM 1ST	PMCHK00002320	\$889



System: 7/13/2016 10:19:53 AM  
User Date: 6/30/2016

Auburn Rec & Park  
VENDOR CHECK REGISTER REPORT  
Payables Management

Page: 3  
User ID: Veona

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
-----						-----
Total Checks:	119				Total Amount of Checks:	\$163,255.02
						=====

**SECTION: 5.0**

**ITEM: 5.3 REVIEW OF FINANCIALS FOR JUNE, 2016**

**DESCRIPTION:**

**INFORMATION: SEE ATTACHED INFORMATION**

**STAFF  
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS FOR JUNE,  
2016**

<b>PROFIT &amp; LOSS</b>												
<b>16/17 Approved Budget</b>												
	Approved Budget FY 16-17	% Of Total	Mid-Yr Revision FY 16-17	% Of Total	2016 JUNE ACTUALS	Last Yr JUNE Actuals	2016 YTD ACTUALS	2016 YTD BUDGET	Last Yr YTD ACTUALS			
<b>Operating Revenues</b>												
Program Revenue	984,910	19%	-	86%	121,153	141,989	377,400	339,250	343,494			
Facility Revenue	150,163	3%	-	9%	13,147	18,548	88,320	72,016	84,676			
Misc. Revenue	59,990	1%	-	4%	5,832	9,172	12,304	13,700	15,466			
Grants & Donations	426,686	8%	-	0%	45	153	361	1,000	521			
Interest Income	46,181	1%	-	0%	164	253	8,983	12,000	6,033			
Projects Revenue	207,300	4%	-	0%	-	-	-	-	127,700			
Tax Revenue	2,910,231	55%	-	0%	-	62,888	1,116,809	1,172,893	1,089,946			
In Kind/Atwood	25,500	0%	-	0%	-	-	-	-	-			
Transf. in from Cap Const & City Trust	481,434	0%	-	0%	-	-	-	-	-			
<b>Total Operating Revenue</b>	<b>5,292,395</b>	<b>100.00</b>	<b>-</b>	<b>100.0</b>	<b>140,341</b>	<b>233,003</b>	<b>1,604,177</b>	<b>1,610,859</b>	<b>1,667,836</b>			
<b>Expenditures</b>												
Program Expense	278,061	5%	-	6%	21,793	24,027	51,050	53,200	42,304			
Operating & Supplies	327,809	6%	-	9%	31,343	30,106	71,271	69,050	74,856			
Utilities Expense	200,874	4%	-	5%	19,134	8,422	25,171	43,250	41,340			
Professional Services	42,661	1%	-	3%	10,123	9,479	14,680	17,061	17,621			
Building & Grounds Maintenance	483,710	9%	-	10%	36,254	9,532	51,984	57,600	23,308			
Property Tax Admin.	100,500	2%	-	0%	-	-	-	-	-			
Wages	1,858,645	35%	-	46%	164,053	137,472	348,583	363,409	315,138			
Benefits & Payroll Costs	689,913	13%	-	15%	52,878	55,231	154,329	170,147	158,882			
Fixed Asset Expense	69,700	1%	-	0%	1,536	1,550	22,159	30,700	1,550			
Capital Improvement Projects	1,043,420	20%	-	4%	15,401	81,249	92,696	34,334	382,022			
Debt Services	3,591	0%	-	0%	583	991	1,115	600	2,972			
Special Dept Expenses (equip res.)	55,000	1%	-	0%	-	-	-	-	-			
Project Expenditures	128,624	2%	-	0%	-	-	-	-	-			
Misc Expense		0%	-	0%	-	-	-	-	-			
<b>Total Expenditures</b>	<b>5,282,508</b>	<b>100.00</b>	<b>-</b>	<b>100%</b>	<b>353,098</b>	<b>358,059</b>	<b>833,038</b>	<b>839,351</b>	<b>1,059,993</b>			
Net Revenue Over Expenditures	\$ 9,887	0.19	\$ -	\$ (212,757)	\$ (125,056)	\$ 771,139	\$ 771,508	\$ 607,843				
Annual Contingency Reserve (1-2%)	\$ 450,000		\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000	\$ 450,000				
Annual Equip Replacement Reserve	\$ 658,531		\$ 658,531	\$ 708,531	\$ 708,531	\$ 708,531	\$ 708,531	\$ 708,531				
Future Capital Construction Reserve	\$ 744,971		\$ 744,971	\$ 705,971	\$ 705,971	\$ 705,971	\$ 705,971	\$ 705,971				
ADA Reserve	\$ 55,032		\$ 55,032	\$ 60,032	\$ 60,032	\$ 60,032	\$ 60,032	\$ 60,032				
<b>TOTAL RESERVES</b>	<b>\$ 1,908,534</b>		<b>\$ 1,908,534</b>	<b>\$ 1,924,534</b>	<b>\$ 1,924,534</b>	<b>\$ 1,924,534</b>	<b>\$ 1,924,534</b>	<b>\$ 1,924,534</b>				

As Of 6/30/2016  
For All Segment1s  
For All Segment2s  
For Segment3 0000 To 9999  
For All Segment4s

	Current YTD
<b>ASSETS</b>	
Current Assets	
Imprest Fund (Petty Cash)	\$580.00
Community 1st Bank	193,751.78
Placer County Treasure-General	3,931,013.59
Placer County Treasurer - City Trust	265,933.24
Accounts Receivable	10,307.44
A/R - 501C3 Group	7,300.00
Daycamp Receivables	14,950.00
Prepaid Workers Comp Insurance	1,289.33
	<hr/>
Total Current Assets	\$4,425,125.38
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,991,565.85
Fixed Assets: Equipment	807,144.79
Fixed Assets: Computer Equipment & Software	114,458.39
Fixed Assets: Vehicles	247,332.21
Fixed Assets: Office Furniture & Rec Equipment	83,168.05
Construction In Progress	343,378.25
Less: Accumulated Depreciation	(8,730,445.84)
	<hr/>
Total Fixed Assets	\$6,013,204.82
Total Assets	<u><u>\$10,438,330.20</u></u>

**LIABILITIES and EQUITY**

## Current Liabilities

Prepaid Revenue	\$42.00
Gift Certificates	460.00
Compensated Absenses	128,319.57
Sales Tax Payable	1,428.43
	<hr/>

Auburn Rec & Park  
Balance Sheet  
As Of 6/30/2016  
For All Segment1s  
For All Segment2s  
For Segment3 0000 To 9999  
For All Segment4s

	Current YTD
Total Current Liabilities	\$130,250.00
Long Term Liabilities	
PG & E Loan Payable	\$8,036.66
	\$8,036.66
Total Long Term Liabilities	\$8,036.66
Total Liabilities	\$138,286.66
Fund Balances	
GFB: Youth Assistance Fund	\$1,780.81
GFB: General Fund Balance	766,216.54
Investments in Fixed Assets	6,360,863.31
Less: Net of Related Debt	(8,036.66)
RFB: Reserved (City Mitigation)	265,933.24
RFB: Annual Equip Replacement Reserv.	758,530.72
RFB: Annual Contingency Reserve	450,000.00
RFB: Reserved for Future Capital Construction	705,971.28
RFB: Arboretum Grant Fund	13,275.73
RFB: Reserved (Atwood)	7,681.12
RFB: Atwood III-Equip Repl Fund	15,603.66
GFB- Cell Tower Reserves	122,459.24
RFB: General Fund (ADA Reserve)	60,031.75
RFB: Shockley Maint Fund	8,595.42
Net Profit/(Loss)	771,137.38
	\$6,360,863.31
Total Assets	\$6,360,863.31
Total Reserved Funds	\$2,400,045.50
Total Designated Funds	\$0.00
Total Unrestricted Funds	\$1,539,134.73
	\$10,438,330.20
Total Liabilities and Equity	\$10,438,330.20

## **Item 5.4 Cover sheet – ARD Job Description Amendment: Driver’s License Requirements**

**Auburn Area Recreation and Park District Policy Committee meeting July, 2016; ARD Board of Directors meeting July, 2016**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) approve amendments to the driver’s license requirements for most District jobs?

### **Background**

A recent review of ARD job descriptions revealed a potential issue with language regarding the requirements for a driver’s license for most jobs at ARD. The current driver’s license requirement reads as follows:

“Possession of a valid California C driver’s license at the time of hire and a satisfactory driving record based upon specific program needs.”

It was determined that this requirement needs to mention “maintaining” a valid driver’s license. The proposed new language would read as follows:

“Must possess and maintain a valid California C driver’s license and a satisfactory driving record based upon specific program needs.”

A list of the ARD job descriptions that would be effected by this change is attached.

### **Recommendation for the Board of Directors**

The ARD Policy Committee provided a positive recommendation to change the driver’s license requirements for the listed job descriptions. The Policy Committee recommended that this item go to the Consent Calendar.

Staff recommends that the Board of Directors change the driver’s license requirements for the listed job descriptions.

### **Fiscal Impact**

N/A

### **Attachments**

ARD job descriptions to be effected by the change in language for driver’s license requirements.

## Change to ARD job descriptions re: driver's license requirement

**Current language:** Possession of a valid California C driver's license at the time of hire and a satisfactory driving record based upon specific program needs.

**Proposed new language:** Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

The following job descriptions would be affected by this change:

Accounting Clerk I & II  
Administrative Assistant  
Administrative Services Manager  
Aquatics Coordinator  
Customer Service/Marketing Manager  
Customer Service Associate ♦  
Customer Service Representative  
District Administrator  
Executive Assistant  
Facilities Attendant  
Facilities Coordinator  
Facilities and Grounds (F&G) Custodian  
F&G Manager  
F&G Park Worker  
F&G Senior Park Worker  
F&G Supervisor  
F&G Turf Tech  
Human Resources Clerk  
Landscape Architect  
Recreation Aide I ♦, II & III  
Recreation Services Manager  
Sports Coordinator  
Youth Services (YS) Manager \*  
YS Coordinator \*  
YS Program Leader I, II & III \*  
YS Program Site Director \*

\*New language approved for these job descriptions by ARD Board at June, 2016 BOD meeting.

♦ The driver's license language is being added to these job descriptions (did not exist their previously)

**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**  
**July, 2016**

- Railhead “B” Field renovation update: the grass is slowly starting to show – it is getting greener every day. Watering has been reduced to once per day.
- Pam, Brian and I met with two of the representatives from the Timberline project to talk about the trail that will be built on the 24 acres. Gary Parker, the Timberline project manager, will be checking in with the Landscape Architect who did the original layout to get few questions answered. From there, we will come up with an estimated schedule of when the work will be started. As for the Timberline project, they are working on Phase I, which is mainly focused on the southeast corner of the project. They hope to have that completed approximately 1 year from now. Gary said that the Richardson Rd. extension will not be done for approximately 2 years.
- The “Ain’t Necessarily Dead Fest” went well and made many people very happy.
- Bike Park update: the updated, and hopefully final version of the CEQA/NEPA document is to USBR and the PC Air Pollution Control District for their final review. We are most likely looking at this coming before the Board at the September meeting.
- Pam, Manouch, Joe and I worked with Placer Land Trust staff to set up and attend the Dedication Ceremony for the Christian Valley Property. In the end, approximately 25 people showed up, including PLT staff, PG&E staff, Stewardship Council staff, Supervisor Montgomery and members of the public. Everyone enjoyed archery and ice cream.
- I have been working Supervisor Montgomery and Placer County Director of Library Services Mary George to come up with a location for a book drop at Meadow Vista Park. A suitable location has been found near the sidewalk leading up to the MVCC. I have included a picture of what the book drop will look like (they will give us a cleaned up version) and the approximate location.
- The Dog Park volunteers asked for permission to wash down the Dog Park sally-port on a weekly basis. This was suspended last year during the drought. Dogs often urinate in this location, leading to bad odors. Staff told the Dog Park volunteers to commence with cleaning.

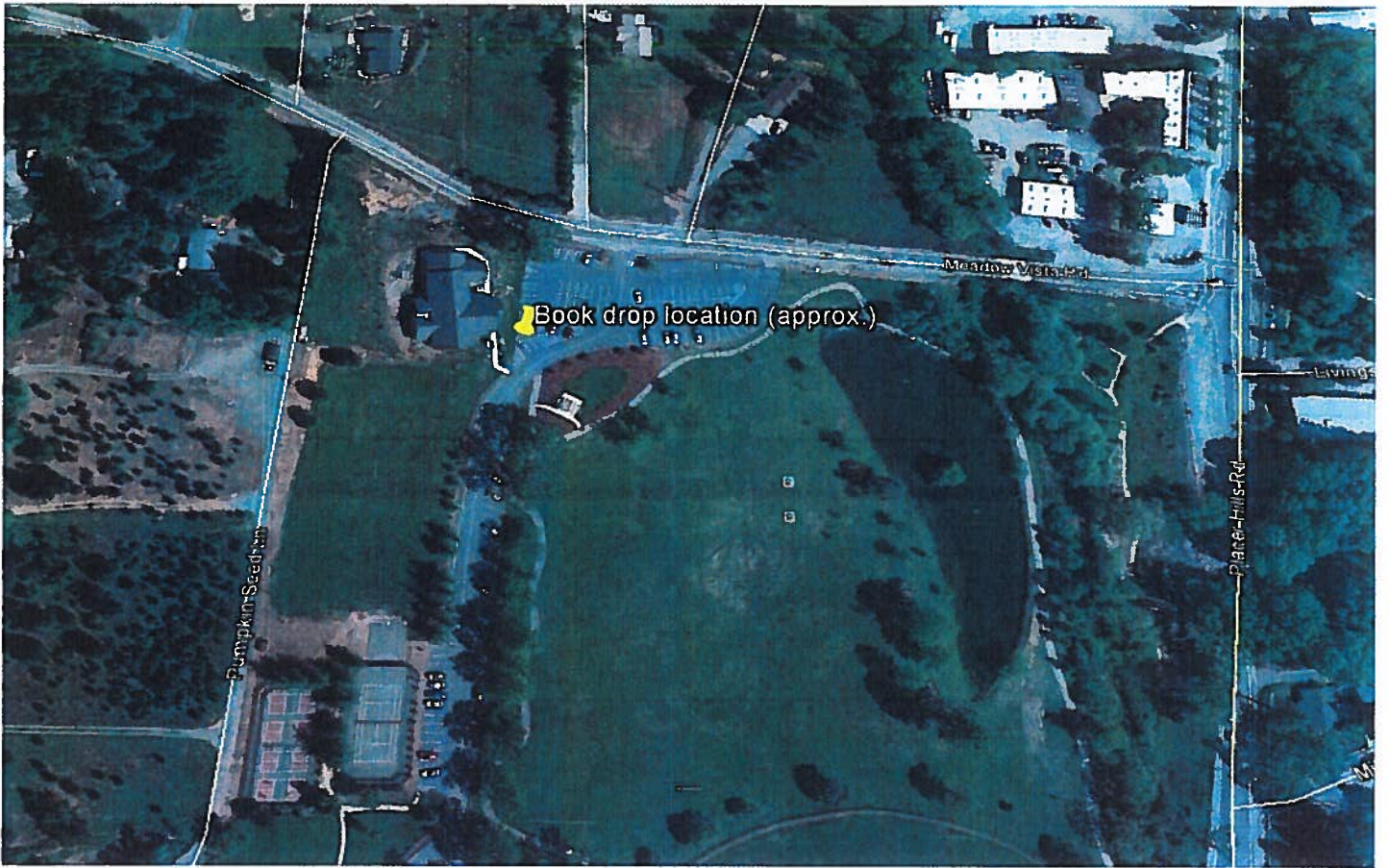
**Meetings and events attended:**

July 7: CV Park Dedication Ceremony  
July 8: Gary Parker, Timberline Project Manager re: 24 acre trail  
July 11: Food Truck Fiesta meeting  
July 12: Rotary  
July 14: Scott Gaynor, Western Community Housing re: Mt. Vernon Park  
July 16: Ain’t Necessarily Dead Festival  
July 18: A&D Committee  
July 18: Larry Rolufs re: Rotary Project at Rec Park  
July 19: 24 acre pre-development meeting at Placer County  
July 19: Rotary  
July 20: Auburn Chamber Board meeting  
July 20: F&G Supervisor interviews  
July 20: Finance Committee  
July 20: Policy Committee  
July 21: Grant Finder demo webinar

July 25: ARD Fishing Club

July 26: Rotary

**Meadow Vista Book drop pictures below**



**Joe Fecko**  
**Administrative Services Manager**  
**Report to the Board of Directors**  
**July, 2016**

The final audit is complete and Craig Fechter will be presenting at the July Board meeting. The audit is once again “clean”, meaning that it was unqualified, or also known as a complete audit, or an audit that has been performed and researched so thoroughly that the only possible remaining discrepancies stem from information that could not be obtained by the auditor. An unqualified audit analyzes both the internal systems of control. As well as the details in the organization’s books. All ancillary documentation and supporting records are used in an unqualified audit.

Additionally, no journal entries were required to correct or reclassify any items in the District’s financial statements.

Staff has undertaken a routine search for legal representation as is Board Policy. The District received 8 proposals from varying law firms and the Policy Committee has recommend interviewing four of those firms at the July meeting.

**Brian Simpson**  
**Facilities & Grounds Manager**  
**Report to the Board of Directors**  
**July, 2016**

**Ongoing Maintenance-All Locations**

Mowing of all District turf areas. Weekly.

Ball field preparation (bolt rip, screen, and line, set bases, clean dugouts and bleachers).

Weed eating.

Daily Pool maintenance (check chemicals, clean pool and decking).

Daily building setup for classes, volleyball, bridge, meetings and rentals.

Implemented irrigation crew to assess current levels of irrigation, make repairs and adjust clocks. Two park employees make up this crew, with the primary duty of ensuring adequate water delivery to landscaping across the District.

**Meadow Vista**

Irrigation repaired in multiple locations throughout park.

Replaced two broken tot swings and two regular strap style swings.

**Regional Park**

Created fire break on back half of “24 Acres” between ARD property and homes

Preparation and set up for “Ain’t Necessarily Dead” Festival. Inmate crew assisted with the erection of the perimeter fence.

Repaired irrigation valves at several locations. Sticking operation.

### **Railhead**

Field “B” has been replanted. Ongoing watering daily to promote growth. Watering reduced to once daily.

Flushed pond intake to improve flow. Sediment buildup.

### **Recreation Park**

Irrigation leak under basketball court repaired.

Raised and replaced 6 irrigation heads on James Field, which had become stuck or clogged.

All irrigation stations adjusted and confirmed operational the week of 07/11.

James Field is being readied for Little League All Stars beginning July 23<sup>rd</sup>.

### **Atwood Park**

Trimmed and removed leaf litter from area near playground.

Finished fire break around perimeter of preserve area and homes.

### **Overlook Park**

No issues

### **Ashford Park**

Adjusted and repaired irrigation inside dog park. Several dry spots noted.

Irrigation pump hose replaced. Leak in old hose.

### **Pam Vann**

#### **Landscape Architect**

#### **Report to the Board of Directors**

#### **July, 2016**

- **Miscellaneous Items:** Miscellaneous project research, update of project lists, monthly Board report and Project List report. Meeting with various staff to discuss projects and processes.
- **PGE Land Trust Donation Application:** Miscellaneous final details on Christian Valley transfer. Attend dedication celebration. Continued contact with SC regarding progress on Bell Road grant application. Due to personnel shifts at SC, grant review may be extended past November 2016.

- Bike Park/Pump Track Project: Staff meetings. Follow up with Dudek on initial study draft. Review and make final edits. Phone calls, staff meetings and coordination with consultant. Researching grant opportunity.
- O&D Plan: Coordination with Dudek. Follow up on draft document project description from Dudek.
- 24 Acre Project: Site walk with Timberline representatives regarding trail alignment/installation.
- Riparian Management Plan: Prepared consultant contract. Follow up with Dudek on schedule.
- Meadow Vista Restroom Project: Continued research on options, site visits to facilities in El Dorado Hills, Rancho Cordova and Natomas. Continued outreach to Placer County regarding requirements and permitting.
- Pickleball Courts: Site visit, miscellaneous invoice processing.
- Atwood Landscape: Create landscape improvement plan, site visits with Brian and Kahl. Follow through on proposed design for low maintenance and drought tolerant planting.
- Rotary Project: Created landscape plans for two locations at Recreation Park for consideration by Rotary for community volunteer project.
- Railhead Playground: Site meeting with Brian to discuss placing bench(s) at playground. Researching products.

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

	6//22/16-7/20/16	6/18/15-7/21/15
Activity Registrations	\$12,000	\$21,000
Day Care/Discovery payments	\$47,000	\$64,000
Facility payments/reservations	\$17,000	\$18,000

Continue to promote ARD's programs, events, and facilities through advertising, networking and social media.

Meetings and community events attended:

- Dead Fest Meeting
- Sacramento Cyclocross-event to be hosted at Regional Park on October 30, 2016
- Christian Valley Park dedication ceremony
- Obstacle Race
- Met with District 11 Junior League State Tournament organizers for using James field
- Assisted with interviews
- Chamber Weekly Ambassador visits
- Leadership Auburn Graduation

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

- Meetings attended: ASR (4), UKE, VFCAL (3), ACF
- Working on proofing the Fall Activity Guide
- Met with interns and volunteers and staff to talk about the organization, tasks, and timeline for Dead Fest
- Helped with Facilities Manager interviews
- Pre- event publicity for Ukulele Festival and Food Truck Fiesta – local newspapers
- Uke Fest and FTF posted on KVMR
- Taking registration on Uke Festival
- Taking FTF vendors
- Hosted Dead Concert (Staff)
- Met with Robalos and Mermaids Parent President
- Meeting with Fall instructors; Drafting the content.
- Hired a new Recreation Aide
- Attended 2 days VFCAL Championship Swimming and Synchronized Swimming Meets
- Met with Lifestyle committee for 2017 planning
- Met with local t-shirt vendor for bocce ball shirts
- Set up Open Mic in Recreation Park for 7/21 pilot program
- Met with Auburn Community Service Day Committee

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**

<b>July 28</b>	<b>Board Meeting</b>	<b>CVCC</b>
<b>August 5</b>	<b>Last day of Discovery Day Camp</b>	<b>Recreation Park</b>
<b>August 12</b>	<b>Ukulele Concert</b>	<b>State Theater</b>
<b>August 13</b>	<b>Ukulele Festival</b>	<b>CVCC</b>
<b>August 19</b>	<b>Food Truck Fiesta</b>	<b>Recreation Park</b>
<b>August 15</b>	<b>Board Meeting</b>	<b>CVCC</b>
<b>August 31</b>	<b>Last Day of Master Swimming</b>	<b>Sierra Pool</b>

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

- Summer day camp attendance remained steady through July with a high of 115 campers. Families are taking vacations, but we add new campers each week.
- Placer Library is bringing Wild Things to camp again this summer. This is typically held at the library but they have graciously arranged for the presentation to come to Recreation Park on Monday, July 25.

- Our fishing club will again be held at Ashford Park with Kahl, Joe and Brian helping the campers to learn to fish.
- We have had great play days both at Railhead and Regional Parks. The archery teacher, Larry Rolofs, taught a group of our older campers the basics of archery at Regional.
- Phil Green from Home on the Range brought Snag Golf to camp and the kids loved learning about golf.
- Hiring has begun for 4 open positions for fall. Opening the Alta Vista Discovery club will depend on how soon staff can be hired.
- Our staff has done a great job this summer. We hear from parents that they love the program and staff.



FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-16	Sesi Catalano	Western States Trail Foundation-Foothills Room	\$140.00	\$30.00	\$140.00	No		
Apr-16	Kathleen Shaffer	Auburn Chamber of Commerce-Business Show Case, Support Local Business-Picnic Sites at Recreation Park	\$100.00	\$60.00	\$100.00	Yes		
Apr-16	Judy Suter	Action Coalition for Equestrians-Foothills Room	\$100.00	\$60.00	\$100.00	No		
Apr-16	Kelcie Anabuster	Advocates for Mentally Ill Housing-Recreation Picnic#1	\$50.00	\$30.00	\$50.00	No		
Apr-16	Jan Wells	Advocates for Mentally Ill Housing-Recreation Kitchen	\$588.00	\$180.00	\$588.00	No		
Apr-16	Barbara White	Western States Trail Foundation-Overlook Modular Building	\$678.00	\$0.00	\$678.00	No		
Apr-16	Jean Hixon	Western States Trail Foundation-Foothills Room	\$200.00	\$60.00	\$200.00	No		
Apr-16	Lisa Frankel	Sierra Streams Institute-Foothills Room	\$200.00	\$30.00	\$200.00	No		
Apr-16	Kathlene Fries	Transition to Adult Living-Placer Union School District-Picnic sites at Recreation Park	\$100.00	\$60.00	\$50.00	No		
							\$2,106.00	\$2,106.00
May-16	Tray Kochenderfer	Auburn Sunset Rotary Club-Recreation Picnic#1	\$50.00	\$30.00	\$25.00	No		
May-16	Jim Moore	EV Cain Community Svc. Club-Bocce Courts 1 and 2	\$40.00	\$0.00	\$40.00	No		
May-16	Patrick Witz	St. Jude Children's Hospital Trike-a-Thon, MV, Tennis Courts	\$0.00	\$30.00	\$0.00	No		
May-16	Jean Hixon	Western States Trail Foundation-Board Meeting-Foothills Room	\$200.00	\$60.00	\$200.00	No		
May-16	Robin Soars	Skyridge PTC-Sierra Pool	\$227.00	\$78.75	\$227.00	No		
May-16	Janice Buchmann	Cub Scouts Pack 6-Flag retirement ceremony-picnic sites and amphitheater at Regional Park	\$190.00	\$10.00	\$190.00	No		

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
May-16	Barry Connick	Multipurpose Senior Center-Regional Park Gym and Lakeside Room	\$2,120.00	\$360.00	\$1,440.00	Yes		
							\$2,122.00	\$4,228.00
Jun-16	Judy Suter	Western States Trail Foundation-Foothills Room for training	\$160.00	\$60.00	\$160.00	No		
Jun-16	Adam Dieter	Placer Hills Education Foundation-Annual Fundraiser-MV Picnic Sites	\$225.00	\$120.00	\$225.00	Yes		
Jun-16	Steve Rothert	American Rivers Connect Us-Meeting-Foothills Room	\$320.00	\$100.00	\$320.00	No		
							\$485.00	\$4,713.00
Jul-16	Courtney Portlock	Out of the Darkness-Suicide Prevention Walk at Railhead Park	\$420.30	\$60.00	\$420.30	Yes		\$5,133.30

7/1/16

**Vandalism Report**

<b>DATE</b>	<b>LOCATION</b>	<b>VANDALISM</b>	<b>LABOR COSTS</b>	<b>MATERIAL COSTS</b>
5-Jul-16	Regional	Lights at Gym broken	\$60.00	\$59.00

Total labor costs	\$60	Total	\$59.00
		material costs	
Total for year	\$942.00	Total for	\$924.00
	year		

6/21/16

### Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
31-May-16	Railhead Park	Men/Women's restrooms vandali:	\$60.00	\$175.00
13-Jun-16	Overlook Park	Graffiti on wall behind skate park	\$120	\$60.00
6/20/2016	Recreation	Women's restroom vandalized	\$60	\$43

Total labor costs	\$240	Total	\$278.00
		material costs	
Total for year	\$882.00	Total for year	\$865.00

May-16

### Vandalism Report

<b>DATE</b>	<b>LOCATION</b>	<b>VANDALISM</b>	<b>LABOR COSTS</b>	<b>MATERIAL COSTS</b>	
5/16/2016	Centennial Park	graffiti	\$60	\$80.00	
5/16/2016	Overlook Skate Park	graffiti	\$90.00	\$120.00	
Total labor costs			\$150	Total material costs	\$200.00
Total for year			\$792.00	Total for year	\$787.00

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	\$27.92
Total for year			\$512.00	\$387.92

Jan-16

**Vandalism Report**

<b>DATE</b>	<b>LOCATION</b>	<b>VANDALISM</b>	<b>LABOR COSTS</b>	<b>MATERIAL COSTS</b>
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 7/13/16

PROJECT	Est. Cost	Notes	Est. completion date
<b>Bell Road</b>			
Planning/CEQA/Construction Documents	517,000	Grant proposal submitted to Stewardship Council. Waiting for comments.	TBD
<b>Recreation Park</b>			
<b>Placer Hills Pool</b>			
ADA Path of Travel	10,000	Minor sidewalk repair to be done in-house in the off season	Dec-16
<b>Regional Park</b>			
24 Acres Walking Path - In Kind	235,000	DG pathway by Western Care; work has started on the Timberline project	TBD
Dry Creek Picnic ADA improvements	15,000	Working on scope and getting estimates	Nov-16
<b>24 Acres</b>			
Conceptual Planning	48,000	Pre-development conference scheduled with Placer County Planning July 19	Nov-16
<b>Overlook Park</b>			
Planning and CEQA	90,000	Start of project dependent upon O&D Plan approval by BOR	Mar-17
<b>Canyon View Community Center</b>			
Bike Park - incl Design and CEQA	100,000	Finals comments on draft documents have been forwarded to BOR for review	Summer 2016
Bike Park - Construction	175,000		TBD
<b>Railhead Park</b>			
Renovation Field B	35,000	Construction complete. Field fenced for turf to grow in.	Nov-16
<b>Meadow Vista Park</b>			
ADA Restroom (renovation or new)	220,000	Staff researching products and design	Mar-17
<b>Operation and Development Plan</b>			
CEQA/NEPA costs	25,000	Dudek drafting CEQA/NEPA document for submittal to BOR	Aug-16
<b>Multi-Park</b>			
Streambed Alteration Agreement (no labor)	44000	Contracts signed with Dudek. Working on project schedule.	Dec-16
<b>Carry over projects from 2015 2016 list in YELLOW</b>			
Total Projects Fiscal Year	1,514,000		

## **Item 7.1 Cover sheet – ARD Legal Counsel**

**Auburn Area Recreation and Park District Policy Committee Meeting July 2016; ARD Board of Directors meeting July, 2016**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors change legal counsel?

### **Background**

The ARD Board of Directors contracts with three entities: the District Administrator, the auditor and legal counsel. ARD's current legal counsel is Kronick, Moskovitz, Tiedemann and Girard (KMTG). KMTG has been with ARD since April of 2006.

District Policy, Section III-1, subsection E, states the following:

#### **E. Policy to Re-Address Performance of Legal Counsel**

The Auburn Area Recreation & Park District will re-address performance of the contracted Legal Counsel every year. If services and fees are not found to be in accordance with the Legal Services Agreement as signed by the District Administrator and Legal Counsel, the District may seek new counsel.

ARD staff sent out a Request For Proposal (RFP) in June of 2016. Eight legal firms responded. Staff has reviewed each response and provided a matrix of the basic information from each responding firm. This matrix is attached.

The ARD Policy and Legal Review Committee recommended that 4 legal firms attend the July Board of Directors meeting for interviews with the Board. Those 4 firms are:

- KMTG
- Best, Best & Krieger
- Meyers Nave
- Cota Cole

### **Recommendation for the Board of Directors**

Interview and select a legal firm to represent ARD.

Due to attorney Ron Scholar's experience with ARD's personnel matters (the biggest source of attorney time for ARD), staff recommends switching to Cota Cole.

### **Alternatives Available to the Board of Directors**

1. Postpone the Board review until the August Board of Directors meeting. Request that different legal firms be present at that meeting.

### **Fiscal Impact**

N/A

### **Attachments**

Matrix of basic information from responding firms  
RFP responses

### Legal Service Providers 2016

	Cota Cole	Thurbon <sub>1</sub>	Kronick	Best	Matheny	McMurchie <sub>2</sub>	Meyers	Kidder <sub>3</sub>
Founded	2007	1990	1959	1891	1974	2006	1986	2014
Park & Rec Experience	X	X	X	X		X	X	X
Special District laws/regs/codes	X	X	X	X		X	X	
California Codes	X	X	X	X	X	X	X	
Human Resources	X	X	X	X	X	X	X	
Public Agency laws	X	X	X	X	X	X	X	
Contracts and codes	X	X	X	X	X	X	X	
CEQA	X	X	X	X		X	X	
Fees per hour								
Partner	240	210	275	280	250	250	325	200
Associate	210		250	245	225	230	250	
Associate Attorney	210							
Paralegal			100-160	160	125		150-190	
Professional Liab insurance	5 mil	1 mil	12 mil	1 mil	5 mil	1 mil	5 mil	200 K
<sub>1</sub> Thurbon is a one attorney law firm. Represents some Park and Rec, but mostly school districts								
<sub>2</sub> Two person law firm								
<sub>3</sub> sole proprietor								



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**Maggie W. Stern**  
916.321.4541  
mstern@Kronick.com

July 7, 2016

Kahl Muscott  
District Administrator  
Auburn Area Recreation and Park District  
471 Maidu Drive, Suite 200  
Auburn, CA 95603

Re: Response to Request for Proposal for Legal Services

Dear Mr. Muscott:

Kronick, Moskowitz, Tiedemann & Girard ("Kronick"), a Professional Corporation, is pleased to respond to the request for proposal for District Legal Counsel to the Auburn Area Recreation and Park District. Kronick is proud to have served as your legal counsel and we have the necessary background, skills and experience to continue serving the District in the future. We propose Maggie Stern as General Legal Counsel, with labor matters handled primarily by Chris Onstott.

Since 2006, we have advised the District on governance, public works, finance, labor, and general legal matters. We have worked with District staff on a variety of facility, real property and finance matters such as Prop 1A securitization financing. In all District matters, the attorneys at Kronick continuously strive to provide rapid response times and excellent client support.

In terms of background, skill and knowledge, we are well qualified to assist the District. Ms. Stern has represented many of the firm's clients in both transactional and litigation matters, as well as provided advice and counsel on general municipal law matters, public works, and issues of governance. Mr. Onstott represents a wide range of clients in such matters as employment litigation, collective bargaining, arbitrations, administrative agency appeals, workplace investigations, in-house training, and general advice and counsel.

For over 50 years, Kronick has been recognized as one of California's leading public agency law firms, providing general counsel and special counsel services to over 150 public agencies throughout the state. That recognition is born of our commitment to providing excellent customer service and thoughtful and well-reasoned legal advice. Our clients include recreation and park districts, water districts, public utility districts, community services districts, joint powers authorities, cities, counties, and various departments of the State of California. Our clients benefit from our expertise in municipal law, labor and employment law, land use and planning, water rights and water quality, environmental law, real estate law, municipal finance, public agency litigation, public contracting and bidding, franchises, the Brown Act, conflicts of interest, and the Public Records Act. Our broad range of experience in working with all types of public agencies enables us to provide fast and cost-effective representation.

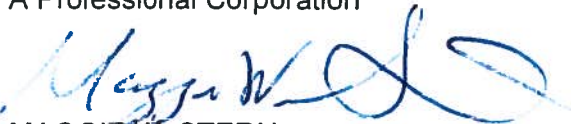
As a full-service law firm, Kronick makes it a primary goal to manage legal costs through efficient staffing and competitive pricing of services. We find that a team approach to serving our public agency clients provides for a mutually beneficial relationship by allowing our attorneys to draw on each other's knowledge and experience to the ultimate benefit for the client. In addition, we provide benefits to clients such as holding client workshops at discounted rates (which allows employees to ask legal questions on specific topics), and provide complimentary legal alerts to our clients to inform them of important legal issues which impact their business. Kronick also maintains a sophisticated billing system which provides clients the ability to monitor their legal costs on a bi-weekly basis, and we are able to establish alerts for clients which inform them when their legal bills reach a certain threshold.

Kronick is well qualified to assist the District, and I believe our expertise will provide useful background in assisting the District with its legal needs. We have ample experience in the governance issues which the District commonly faces, such as conflicts of interest, public meeting and public records laws, and can offer the unique benefit of environmental and real estate law practices. We bring the advantage of a full-service law firm with a broad range of practices and experience, and a core team of attorneys which is local and attuned to the District's needs.

Thank you again for the opportunity to submit our qualifications. Kronick understands the work to be done and the commitment to perform the work within the time period. This proposal is a firm and irrevocable offer for 60 days. We are enthusiastic about the prospect of representing the Auburn Area Recreation and Park District, and welcome the opportunity to meet with your board members and staff to discuss the capabilities of Kronick, Moskovitz, Tiedemann & Girard and the many ways we can be of service to the District.

Very truly yours,

KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD  
A Professional Corporation



MAGGIE W. STERN



CHRISTOPHER ONSTOTT



## 1. FIRM OVERVIEW

Kronick is a full-service law firm with a dedicated legal team of more than 40 attorneys that represent a large and diverse mix of public sector clients throughout California. Our clients include local and state government agencies, including the State of California, cities, counties, joint powers authorities and joint powers insurance authorities, school and community college districts, special districts, and water districts.

For over 50 years, Kronick has been recognized as one of California's leading public agency law firms. We provide general counsel and special counsel services to over 150 public agencies throughout the state, including several clients since the firm's inception, a testament to Kronick's accessibility, pragmatism and strong client advocacy. We offer expertise in municipal law, labor and employment law, land use and planning, water rights and water quality, environmental law, real estate law, municipal finance, public agency litigation, public contracting and bidding, franchises, the Brown Act, conflicts of interest, and the Public Records Act. Our broad range of experience in working with all types of public agencies enables us to provide fast and cost-effective representation.

Over the years, Kronick attorneys have achieved many milestones, from the formulation of California water policy that led to the development of water and hydroelectric projects implemented by the Brown Administration in the 1960s, to a Supreme Court victory in 2010 that validated the state employee furlough program implemented by former Governor Arnold Schwarzenegger.

Kronick supports and encourages strong community service and civic participation. The firm is a proud member of the Chamber of Commerce in each of the cities where it has offices. We have been a League of California Cities Partner for many years, and several of the firm's attorneys have had the privilege of serving on the Editorial Board for the League's Municipal Law Handbook. Similarly, as it relates to their practice and areas of expertise, Kronick attorneys are involved in more than 80 industry and trade organizations and speak at approximately 50 conferences annually. Kronick attorneys and professional staff share a strong commitment and responsibility to enhance the communities in which they live and work. As a firm, we support over 20 organizations and programs through a combination of financial contributions, donations of in-kind services and volunteerism.

Kronick proposes that Maggie Stern, an associate with the firm and a member of the firm's public agency practice group, serve as the District's General Legal Counsel. To assist Ms. Stern, Kronick proposes that Christopher Onstott provide employment and labor advice. Qualifications for each attorney are outlined below and resumes are included under the "Attorney Resumes" tab.

## 2. PROJECT TEAM

Kronick implements a team approach to the practice of law and designates attorneys as primary client contacts. While you are always free to contact any of Kronick's attorneys directly, Kronick proposes that Maggie Stern serve as your General Legal Counsel and Christopher



Onstott provide employment and labor advice. Both contacts would be assisted as needed by other attorneys in our firm.

**A. Maggie W. Stern**

Ms. Stern represents and defends cities, counties and special districts. Her practice focuses on public works and municipal procurement, as well as general governance advice. Ms. Stern has experience performing the work that typifies the experience of a general counsel, including advising boards regarding potential exposure, auditing large contracts in conjunction with accounting consultants, reviewing and approving staff reports and contracts on a timely basis, providing advice on routine regulatory compliance issues, responding to Public Records Act and Brown Act questions, as well as the myriad of other issues that arise in the course of operating a recreation and park district.

She has prepared contracts related to parks construction and landscape, water and sewer services, public property leases, streets construction, joint agency construction projects, infrastructure finance mechanisms, infrastructure maintenance agreements, and has a working knowledge of California laws related to competitive bidding, prevailing wages, and other state contracting requirements. She frequently drafts, reviews and revises ordinances, resolutions, and administrative policies to ensure compliance with applicable laws and local policy objectives. She has drafted ordinances on such wide-ranging topics as local hire initiatives, telecommunications, pipeline franchises, public accommodations, land use and zoning, and nuisance abatement. Ms. Stern has also assisted agencies to respond to environmental or hazardous waste complaints, and in other instances has initiated such complaints on behalf of public agencies. For example, Ms. Stern successfully aided a public agency in responding to a violation for improperly disposing of asbestos containing materials, and recovered penalties from the responsible contractor.

She is also a litigator and has experience defending public agencies in personal injury and financial disputes, and has litigated tax allocation disputes between public agencies, as well as defended fee protests by developers.

Ms. Stern is an active member of legal community serving public agencies. She has been a reviewer for the Municipal Law Handbook, Public Contracting Chapter for the last two years, served as Chairperson for the Sacramento County Bar Association's Public Law Section from 2013-2015, and still serves on the Board as Past-Chair. In addition to her law degree, Ms. Stern holds a Master's Degree in Public Administration from the Middlebury Institute of International Studies.

**B. Christopher Onstott**

In practice since 2003, Mr. Onstott represents both public and private clients in labor and employment and business litigation. Since joining Kronick, he has worked alongside attorneys in our public agency practice in representing many of the firm's clients in both transactional and litigation matters, as well as providing advice and counsel on a full array of labor and employment law matters.



Mr. Onstott represents and defends cities and other public agencies in labor and employment and business law disputes. His areas of emphasis include defending cities against race, sex and disability discrimination and harassment claims. He also defends cities in claims involving wrongful discharge, retaliation and class actions alleging wage and hour violations. Mr. Onstott also regularly represents landlords in landlord/tenant issues, including unlawful detainers and evictions.

Since joining Kronick, Mr. Onstott has assisted in representing many of the firm's city and public sector clients. Current clients include the Capitol Area Development Authority and the cities of Rocklin, West Sacramento, Lincoln, Elk Grove, and Rio Vista.

Mr. Onstott brings exemplary oral advocacy, writing and research skills to his practice. He has considerable litigation experience representing cities and public agencies in state and federal courts at both the trial and appellate levels. He also spends a significant portion of his practice defending employers in administrative hearings, including those before the California Occupational Health and Safety Administration and the Public Employment Relations Board. Additionally, Mr. Onstott has conducted numerous Spanish language witness interviews and investigations.

In addition to a successful litigation practice, Mr. Onstott also provides advice and counsel to public employers on California legal compliance and general business matters including employee leave and state and federal compliance laws such as the Fair Labor and Standards Act (FLSA), Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), Americans with Disabilities Act (ADA), and the Fair Employment and Housing Act (FEHA).

### **3. FIRM RESOURCES AND RELEVANT CLIENTS**

As a Kronick client since 2006, we hope that you understand the value we place on each individual client. As well as currently representing the Auburn Area Recreation and Park District, we also represent several water, community service, fire protection, and conservation districts throughout California, some of which have been clients for the past 50 years.

As a full-service law firm, we would like to outline our resources and the areas of expertise we can continue to offer the District:

**Experience with Park Development and Operations:** Kronick attorneys have been involved in the development, operation and financing of a variety of public park projects for our public agency clients such as the City of West Sacramento, City of Elk Grove and Olivehurst Public Utility District. From advising on the implementation of the Quimby Act, handling the acquisition of park property, negotiating park fees and park mitigation agreements with private developers, and drafting park joint use operation agreements between public agencies, we have the experience to handle any park-related matter which the District may encounter.

**Board Matters, including Policy Development:** Kronick attorneys have for many years worked with various boards in the development and maintenance of their policies. Sound policies provide the board and the employees with clear guidelines which can also easily be





communicated to the public. We provide ongoing advice concerning the requirements for boards, including matters related to conflict of interest, conflict of office and the Brown Act. We also work with governing boards and management in the development of policies and of procedures.

**Policies, Procedures and Communications regarding General Legal Issues:** Kronick, perhaps more than other firms practicing in the area of public agency law, is a full-service civil law firm. We have individuals who specialize in every area, from insurance defense to real estate to environmental law, as well as those within the public agency practice group who concentrate on agency law. This means our clients get fast, inexpensive attention, for we do not have to "learn" on the client's time.

**Business, Finance and Facilities:** There are a multitude of matters in the areas of business, finance and facilities for which public agencies need legal assistance. Some include assistance in the preparation of contracts; meeting requirements related to bidding, contracting and lease purchases; and the provision of legal services on property sales and use of surplus properties. The firm also provides legal counsel relating to issuing bonds and other finance issues. In this area, in particular, our firm is able to provide advice from attorneys whose entire practice deals with areas such as real estate or insurance coverage matters. Since these attorneys deal with such matters so regularly, they are able to review documents and other matters rapidly, which means less cost to you.

**Labor Matters:** We provide a wide variety of services related to labor issues. These services include representation of districts at the table during negotiations, the development of executive and senior management contracts, review of collective bargaining policies and procedures for legal adequacy, advice on grievance procedures, representation in arbitration, analysis of contract proposals, drafting of contract language, assistance in PERB hearings on exclusive representative issues and unfair labor practice charges, and immediate verbal response on collective bargaining contracts and other labor relations issues.

**Litigation:** It is always our hope that our clients will not need litigation services. However, should the need arise, we have attorneys well prepared to litigate in a variety of forums in which public agencies find themselves, including the state and federal courts.

**CEQA and Environmental Law:** Kronick represents and defends clients, including cities, counties, special districts, developers, and agricultural land owners in matters relating to land use entitlements, planning and zoning law, California Environmental Quality Act (CEQA) and other environmental statutes and regulations. We have considerable experience ensuring that review documents meet the requirements of law.

**Periodic Updates on Legal Issues:** We believe that providing up-to-date changes in the areas of law affecting public agencies is a necessary service for our clients. Consequently, we regularly distribute written Legal Alerts without charge to our clients. Additionally, we frequently post on our web page current information, and we provide hot links there to other sources of applicable law in California. In addition, we provide benefits to clients such as holding



client workshops at a discounted rate, which allow employees to ask legal questions on specific topics.

**4. FINANCIAL/INSURANCE**

A. Rates – General Legal Services. General legal services include: (1) attendance at two Board of Directors meetings and one additional public meeting (if needed) per month; (2) consult with District staff and elected and appointed officials and provide general legal advice on routine matters concerning the District's operations (e.g., Brown Act, Public Records Act, Political Reform Act and conflict of interest laws, land use and planning, public contracting and bidding, claims for money or damages, general labor and employment advice, real estate transactions, municipal code compliance, elections, and legislative updates); and (3) review staff reports, ordinances, resolutions, contracts, agreements, forms, notices, deeds, leases, and other legal documents required by the District.

Maggie Stern.....	\$225
Christopher Onstott (general labor and employment advice) .....	\$250

B. Rates – Special Legal Services. Special legal services include: (1) all legal services not included within general legal services described in section A, above; (2) complex or non-routine ordinances, contracts or agreements; (3) complex or non-routine land use, planning, land acquisition, public works, labor and employment, or other matters; (4) any litigation or administrative hearings; (5) public finance or bond matters; (6) power company or energy matters; (7) payroll and income tax issues; (8) employee disciplinary hearings; (9) labor, employment and personnel matters that would normally be assigned to outside counsel; (10) eminent domain matters; (11) LAFCo-related work, including, annexations and sphere of influence amendments; (12) low- and moderate-income housing matters; (13) wetlands regulatory, environmental and CEQA issues for developer/non-District-initiated projects (such projects would be charged at reimbursable rates, below, if the City is being reimbursed by the developer); and (14) water, land use, environmental permitting and litigation.

Maggie Stern.....	\$250
Chris Onstott .....	\$275

For both basic legal services and special legal services, the schedule of rates for support staff is as follows:

Paralegals .....	\$100-\$160
Law Clerks .....	\$95-\$125

C. Costs. Kronick bills for computer-assisted research (Westlaw/Lexis and other on-line services) at its actual discounted cost to Kronick. Travel expenses are reimbursable at the actual cost incurred for lodging, meals, parking, and bridge tolls, plus mileage at the IRS-approved rates, which is currently \$0.54 per mile. Photocopying will be billed at \$.15/page for black and white and \$.75/page for color. Delivery charges, such as U.S. Mail, Federal Express, courier services, etc. are charged at Kronick's actual cost. Also billed at cost would be fees



assessed by courts and administrative agencies, and prior approved costs for experts and consultants. Any other expenses incurred by Kronick would be billed to the District at Kronick's actual cost. Kronick does not charge for faxes or long-distance telephone calls, nor does it charge for secretarial time.

Our usual billing procedure is to submit a monthly itemization of the time and services charged with the names of the attorneys and paralegals whose time is being billed. Notwithstanding our usual procedure, Kronick has a highly sophisticated and flexible billing system that can produce statements specific to the District's billing needs. Please let me know of any specific needs you have in this respect.

D. Insurance. Kronick's malpractice insurance covers \$12 million each occurrence and \$12 million aggregate. The deductible is \$150,000.

**5. CLIENT REFERENCES**

Amanda Berlin, Assistant City Manager  
1110 West Capitol Avenue  
West Sacramento, CA 95691  
(916) 617-4500  
amandab@cityofwestsacramento.org

Wendy Saunders, Executive Director  
Capitol Area Development Authority  
1522 14th Street  
Sacramento, CA 95814-5958  
(916) 332-2114  
wsaunders@cadanet.org

Greg Bowman, Interim City Manager/Chief of Police  
Rio Vista Police Department  
50 Poppy House Road  
Rio Vista, CA 94571  
(707) 374-6366  
gbowman@ci.rio-vista.ca.us

Jeremy Shepard, Engineering Services Manager  
Placer County Water Agency  
144 Ferguson Road  
Auburn, CA 95604  
(530) 823-2066  
jshepard@pcwa.net

**6. LETTER OF TRANSMITTAL**

See cover letter.



7. **LICENSE TO PRACTICE IN CALIFORNIA**

Kronick and its legal professional staff are properly licensed to practice in California.





**Maggie W. Stern**  
Associate

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www.kmtg.com

## Maggie W. Stern

Ms. Stern represents and defends cities, counties and special districts in civil actions involving contract disputes, public agency cost recovery, tort defense, tax allocation disputes, construction, public works and code enforcement. Ms. Stern also advises municipal entities in general municipal law matters, including Brown Act and Public Records Act compliance, First Amendment issues, contracts and public safety.

### Legal Experience

In practice since 2009, Ms. Stern has experience in all phases of litigation, from pre-litigation strategic advising, through trial and recovery of judgments, and has experience representing cities in nuisance abatement, construction, tax, civil rights, personal injury and contract litigation.

Ms. Stern also provides representation and advice on general municipal law matters. Examples of her specific experience and areas of practice include:

- Local governance, including:
  - Open meeting laws, including the Brown Act
  - Public records laws, including the Public Records Act and local Sunshine laws
  - Compliance with the Fair Political Practices Act
  - Conflicts of Interest
- Code enforcement
- Pitchess Motions and police officer records
- Construction, public projects and public works, including prevailing wages and competitive bidding

Before joining Kronick, Ms. Stern worked in the City Attorney's Office for the City of Oakland as a Neighborhood Law Corps attorney, where she managed cases involving public nuisance. She also worked with the City of Richmond Police Department prosecuting quality-of-life civil code violations and medical marijuana dispensary zoning violations.

While attending law school, Ms. Stern was a Judicial Extern to the Honorable Russel D. Pulver of the United States Department of Labor, Office of Administrative Law Judges, where she worked on cases involving the Longshore and Harbor Workers' Act and the Defense Base Act.

### Practice Examples

- Ms. Stern successfully prosecuted two Oakland motel owners for violations of the California Red Light Abatement Act. Following trial in 2012, the Judge ordered both motels to close for one year. Ms. Stern also obtained a permanent injunction against a third Oakland motel owner by stipulation.
- She prevailed in a lawsuit against a property owner for breach of contract for failing to adhere to a settlement agreement designed to abate drug nuisance activities.
- She has prepared Reasonable Accommodation Ordinances for a number of cities in the Sacramento region.
- She prepared a zoning ordinance regulating the outdoor cultivation of medical marijuana.

### Professional Activities & Affiliations



**Maggie W. Stern**  
400 Capitol Mall, 27th Floor  
Sacramento, CA 95814  
T | 916.321.4541  
mstern@kmtg.com

Ms. Stern provides trainings for public agencies, including Brown Act, Form 700 and AB 1234 training for boards and commissions, and inspection warrant and right-of-entry training for code enforcement officers. She also conducts workshops on nuisance abatement and code enforcement. Her professional activities and affiliations include:

- Reviewer, League of California Cities, 2015 Municipal Law Handbook, Public Contracting Chapter (2014)
- Chairperson, Sacramento County Bar Association, Public Law Section (2013-2015)
- Member, California State Bar Association
- Member, Sacramento MetroEDGE
- Reviewer, League of California Cities, 20131 Municipal Law Handbook, Code Enforcement Chapter (2012)
- Presenter, "Civil Remedies to Address Human Trafficking and the Commercial Sexual Exploitation of Children," National District Attorney's H.E.A.T. Conference (2012)
- Presenter, "Eliminating Blight in Your Community," Mayor's Crime Prevention Summit for the City of Oakland (2011)

### **Admitted to Practice**

- All California State Courts
- United States District Court, Eastern and Northern Districts of California

### **Academic Background**

J.D. Golden Gate University, 2009

- Member, Environmental Law Journal
- Law and Leadership Fellow
- Recipient, Witkin Award for Academic Excellence, Contracts II
- Judicial Extern to the Honorable Russell D. Pulver, United States Department of Labor, Office of Administrative Law Judges
- Legal Intern, City of Richmond, City Attorney's Office

M.P.A. Middlebury (formerly Monterey) Institute of International Studies, 2001

B.A. Middlebury (formerly Monterey) Institute of International Studies, 2000

- Graduated magna cum laude





**Christopher Onstott**  
Shareholder

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## Christopher Onstott

Mr. Onstott is a shareholder and a member of the firm's labor and employment and litigation practice groups. His areas of emphasis include employment litigation and commercial litigation. He has defended employers in employment litigation, including defending against race, sex, and disability discrimination and harassment claims, as well as wage and hour violations. He also has litigated numerous commercial cases, including cases involving misappropriation of trade secrets, product liability, insurance bad faith, and breach of contract claims.

Prior to joining Kronick, Mr. Onstott worked in the Sacramento office of a statewide labor and employment law firm representing California employers. His previous work experience also includes working in the litigation department of O'Melveny & Myers. Mr. Onstott also completed a clerkship on the United States Court of Appeals, Third Circuit for Judge Walter K. Stapleton.

Mr. Onstott previously lived in Argentina for two years and is fluent in Spanish.

### Employment Litigation

- Represented a national auto glass company in successful defense of discrimination claims brought against company by former employee.
- Represented Governor Arnold Schwarzenegger, the Department of Personnel Administration, the California Board of Unemployment Insurance Appeals, and the Employment Development Department in writ of mandate action. Received total defense judgment on behalf of all respondents.
- Obtained summary judgment and judgment on the pleadings in favor of client city in civil rights action brought by police officer alleging various constitutional violations. The district court's ruling was affirmed by the United States Court of Appeals for the Ninth Circuit.
- Obtained summary judgment against an employee alleging disability discrimination, wrongful termination and constructive discharge against an employer.
- Successfully mediated numerous employment and business disputes, including employment discrimination claims and wage-and-hour class actions.
- Represented California employers on how to protect trade secrets and on compliance with California wage-and-hour laws, including meal and rest breaks, expense reimbursement, leaves of absence and other California employment laws.
- Successful defense of class action alleging improper payment of wages and reimbursement of expenses.
- Conducted numerous Spanish language witness interviews and investigations.



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## Professional Activities & Affiliations

Mr. Onstott is a frequent presenter on labor and employment law matters for various educational and professional organizations, including the National Business Institute (NBI), the National Association of Retail Collection Attorneys and the California Creditors Bar Association. His other professional activities & affiliations include:

- *Northern California Rising Star* (2014, 2015)
- Former Chair, Executive Committee, Sacramento County Bar Association, Labor & Employment Section (2014-2015)
- Board Member, Sacramento Chapter of the J. Reuben Clark Law Society
- Member, Roseville Economic Development Advisory Committee
- Member, California State Bar Association
- Graduate, Roseville Leadership program, 2012
- Author, "Judicial Notice and the Law's Scientific Search for Truth," *Akron Law Review*, 2007

## Admitted to Practice

- All California State Courts
- United States District Courts, Southern, Northern, Central and Eastern Districts of California
- United States Court of Appeals, Third and Ninth Circuits
- United States Supreme Court

## Academic Background

J.D. University of Texas, 2002

- Graduated with High Honors
- Member, Order of the Coif
- Notes Editor, Texas Law Review
- Recipient, Dean's Award in Evidence
- Law Clerk, Judge Walter K. Stapleton, United States Court of Appeals, Third Circuit,
- 2002-2003

B.A. Brigham Young University, 1999

- Graduated magna cum laude
- Chief Online Editor, NewsNet@BYU.edu
- Received Editor & Publisher EPPY Award as nation's best online college newspaper





## VII. TRANSMITTAL LETTER

July 8, 2016

Auburn Area Recreation and Park District  
471 Maidu Drive, Suite 200  
Auburn, California 95603

Re: Response to RFP for Legal Services

Dear Board of Directors:

Thank you for considering our proposal. BB&K would be pleased to work with the District to provide general legal counsel services. We are confident we have significant experience in all areas of value to the District.

We understand that we will be expected to provide legal opinions, represent the District in legal matters, assist with Parks and Recreation matters, Special District issues, human resources and personnel matters, as well as review documents and contracts as requested.

Open lines of communication between the District and the District's staff is essential. BB&K's top priority is to keep the District regularly apprised of all new legislative developments. We will continuously update the District on all matters through frequent communications, prioritizing matters as the District sees fit. It is very important that we are always available to District officials. This means that we are available in person, by phone, or by email at all times of the day. Our clients judge us on the quality, speed, and delivery of our service. We return phone calls as quickly as possible, frequently check our email, and quickly answer routine inquiries.

I, Jeffrey Ferre, am a BB&K partner and am authorized to bind the firm to all provisions of the request for proposals, any subsequent changes, and to the contract if we are awarded one. Our proposal is valid for 60 calendar days from the submission date of July 8, 2016.

We look forward to the opportunity to discuss our proposal with you in more detail and, if selected, we would be honored to work with you. If you require any additional information, please feel free to contact me.

Sincerely,



Jeffrey Ferre, Partner  
of Best Best & Krieger LLP

### **VIII. LICENSE TO PRACTICE IN CALIFORNIA**

BB&K affirmatively declares that all of its attorneys who would be assigned to handle legal work on behalf of the District are currently and properly licensed to practice law in the State of California.

Proposal to Provide  
**Legal Services**

Presented to:

**Auburn Area Recreation  
and Park District**

July 8, 2016



**BEST BEST & KRIEGER**  
ATTORNEYS AT LAW

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## I. COVER LETTER

July 8, 2016

Auburn Area Recreation and Park District  
471 Maidu Drive, Suite 200  
Auburn, California 95603

Re: Response to RFP for Legal Services

Dear Board of Directors:

Best Best & Krieger LLP (BB&K) is pleased to present this proposal in response to the Auburn Area Recreation and Park District's (the District) request for proposals (RFP) for legal services. BB&K has one of California's most extensive practices in providing legal services to a multitude of public agencies, including Park and Recreation Districts, and other governmental entities. Having represented more than 100 public agencies throughout the state as general or special counsel, BB&K is uniquely qualified to provide the highest quality legal representation to the District.

BB&K is a limited liability partnership established in Riverside, California in 1891 and has been in business for 125 years. The main office remains in Riverside and contact information is listed below:

Best Best & Krieger LLP	Phone: (951) 686-1450
3390 University Avenue	Fax: (951) 686-3083
5th Floor	
PO Box 1028	
Riverside, CA 92502	

I, Sigrid Asmundson, will be your primary contact during the proposal evaluation period and the District may contact me for any clarification or to request additional information. My contact information is listed below:

Sigrid K. Asmundson	Main Line: (916) 325-4000
Best Best & Krieger LLP	Direct Line: (916) 551-2853
500 Capitol Mall Street	Cell Phone: (530) 400-7775
Suite 1700	Fax: (916) 325-4010
Sacramento, CA 95814	Email: sigrid.asmundson@bbklaw.com

The attached proposal is a firm offer to enter into a contract with the District according to the terms of your RFP. We look forward to discussing our qualifications with the District in more detail. We also welcome the opportunity to meet in person to discuss our capabilities and readiness to provide the legal services requested by the District.

If there is any additional information or background material that you require, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read "Sigrid K. Asmundson". The signature is fluid and cursive, with a long horizontal stroke at the end.

Sigrid K. Asmundson  
of Best Best & Krieger LLP

## **II. FIRM ORGANIZATION/CREDENTIALS/PROFESSIONAL EXPERIENCE**

BB&K has provided legal services to cities, counties, special districts, redevelopment agencies, school districts, joint powers authorities, and other public agencies for 125 years. Our firm has established a reputation as California's preeminent full-service public agency law firm providing comprehensive services on every legal issue that may be confronted by a public agency. We offer an unparalleled breadth and depth of legal experience with local firm availability, responsiveness, and cost-effectiveness.

BB&K is a limited liability partnership that currently employs 192 attorneys, 29 paralegals, and approximately 139 administrative staff. Our firm consists of equity and non-equity partners, of counsels, associates, and governmental affairs directors, as well as administrative directors, paralegals, and administrative staff. The firm is managed by a five-person Executive Committee, chaired by the firm's managing partner, Eric L. Garner. Additional firm leadership members include office managing partners, practice group leaders, and other professional staff.

Areas of practice for BB&K include the following:

- Bankruptcy
- Business Planning and Transactions
- Education Law
- Eminent Domain
- Employee Benefits
- Environmental Law and Natural Resources
- Estate Planning, Probate, and Trust Administration
- Intellectual Property
- Labor & Employment
- Litigation
- Municipal Law
- Public Finance
- Real Estate
- Redevelopment, Economic Development, and Housing
- Special Districts

### **A. Parks and Recreation Agencies and Trends**

BB&K understands the national and state trends for Parks and Recreation Districts. Our proposed lead attorney, Sigrid Asmundson, has served as general counsel for the Cosumnes Community Services District since 2008, which provides parks and recreation services to the City of Elk Grove pursuant to the Recreation and Park District Law. Ms. Asmundson moreover provides special counsel services to public agency parks and recreation departments on all areas of concern for parks and recreation departments. She counsels public agencies on first amendment rights in parks including free speech rights and the right to assemble, and assists public agencies to create regulations for special events or activities in public parks without violating constitutional rights. Additionally, she regularly works with agencies and law enforcement on regulations for reducing



criminal activities in parks including graffiti, vandalism, underage drinking and congregating after hours, prohibiting vicious animals, and loud music.

BB&K is familiar with the unique relationship between Parks and Recreation Districts and local city or county law enforcement and works with both agencies to ensure that the District retains its sovereign immunity over its parks while allowing law enforcement to provide crime prevention services.

Ms. Asmundson also frequently assists public agencies with revenue enhancements including facility rentals and recreation fees, Landscape and Lighting Districts, Quimby Fees, and Development Impact fees.

### **1. Land Use; Quimby Act**

A core function of BB&K is to provide land use and planning services to our clients. We work on every aspect of the land use and planning process, from general plans to specific plans, from tentative maps to conditional use permits, and from development agreements to zoning codes. We work closely with staff and elected officials on planning issues and advise on all planning matters. We regularly advise on the Subdivision Map Act, including the Quimby Act, and are experienced in working with special districts that provide park improvements and services within cities and unincorporated areas and that utilize Quimby Act dedications and in-lieu fees imposed and collected by cities and counties to finance those improvements and services.

### **2. LAFCO Experience**

Our firm serves as general counsel to the Local Agency Formation Commission (LAFCO) for Santa Clara and Merced, and counsel to the California Association of LAFCOs (CALAFCO). We often provide litigation services to LAFCOs and other public agencies in matters relating to organizational changes. Further, we regularly advise our public agency clients who may be appearing before LAFCO for a change of organization.

BB&K advises many of our clients on the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000. BB&K has participated in hundreds of changes of organization; more than any other law firm in the State.

We drafted legislation and presented testimony to the California Senate Local Government Committee proposing revisions to the Cortese-Knox Act of 1985. We were further involved in drafting the 2000 version of the Act and have worked periodically on task forces for legislative cleanup. We counseled CALAFCO on its ability to impose terms and conditions during revenue neutrality negotiations and assist our LAFCO clients in facilitating interagency discussions about governmental efficiency.

BB&K participated on a task force comprised of representatives of the League of California Cities, the California State Association of Counties, and CALAFCO to modify and clarify the revenue neutrality statute and other provisions of the Cortese-Knox-Hertzberg Act relating to incorporations. We served as legal sub-consultants to the Office of Planning and Research (OPR) on its adoption of a new State Guide to the LAFCO Process for Incorporations and worked on the State task force to adopt guidelines for municipal service reviews.

## **B. Special Districts Laws, Regulations, and Codes**

The BB&K Special Districts Practice Group focuses solely on helping public clients successfully maneuver through legal complexities and governmental mandates. From providing services on issues related to processing tort liability claims by third parties to utility theft issues, and from issues related to customer bankruptcy issues to LAFCO proceedings and labor and employment matters, we have the specific experience necessary to assist the District. Because BB&K has a history of extensive involvement in all aspects of special district and municipal law, we have pioneered methods to deliver advisory and litigation services in a comprehensive and cost-effective manner. Our approach ensures the highest quality and most timely representation available in California. As a result, we never have to “reinvent the wheel” when it comes to providing advice and sample documents.

## **C. California Public Resources Code**

The BB&K Special Districts Practice Group is very familiar with the Recreation and Park District Law (Public Resources Code Section 5780 *et seq.*). We are able to assist the District with complying with these requirements including Election requirements, budget adoption procedures, regulation of District facilities and properties, and acquisition or disposal of public land.

## **D. Human Resources/Labor and Employment**

A wide range of public and private sector employers turn to BB&K for representation in all aspects of labor and employment law. From family businesses to major corporations, and from municipalities to special districts focused on law enforcement and fire protection, public works and utilities, healthcare, and education, our lawyers work closely and personally with employer clients to develop effective compliance and dispute resolution strategies. When necessary, our lawyers also provide a vigorous defense in discrimination, harassment, wrongful termination, wage and hour, and other labor and employment litigation. Because labor and employment problems often involve high stakes and intense time pressure, we are committed to giving employers highly responsive service.

We counsel private and public sector clients on all aspects of employment laws and human resources management issues, including wage and hour standards, layoffs, employee termination, discipline matters, and personnel policies. We provide advice on compliance with state and federal laws such as Title VII, the Fair Employment and Housing Act, the Fair Labor Standards Act, the Americans with Disabilities Act, family leave laws, and the WARN Act. When workplace concerns arise out of the collective bargaining process, we handle contract negotiations, impasse procedures, grievance and arbitration proceedings, union representation proceedings and unfair labor practice charges before local, state, and federal agencies. Our lawyers regularly represent employers before the National Labor Relations Board, the Public Employment Relations Board, the California Department of Fair Employment and Housing, the U.S. Equal Employment Opportunity Commission, the U.S. Department of Labor and State Labor Commissioner, and the Division of Occupational Safety and Health, as well as before public agency personnel boards and civil service commissions.

While our goal is to help employers avoid litigation, we have extensive experience in every aspect of employment litigation, from single or multiple employee discrimination cases to sexual harassment allegations to class action wage and hour claims in all state and federal courts throughout California.

We are committed to providing an aggressive defense for our clients while at the same time remaining cognizant of economic realities.

For public sector employers considering employee discipline, our firm provides advice and representation in every step of the process. We can advise on the initial investigation and evaluation of evidence supporting discipline, review the consistency and appropriateness of discipline, prepare all required notices, conduct the due process hearing, and defend the employer in administrative as well as judicial appeals. Our lawyers have appeared on behalf of governmental clients in proceedings before the Public Employment Relations Board, in arbitration hearings, in matters before commissions on professional competence (involving the discharge of permanent certificated employees), and in classified personnel commission hearings.

## **E. Public Agency Laws, Regulation and Issues**

### **1. Ralph M. Brown Act, Conflict of Interest, and Other Public Agency Laws**

BB&K has unsurpassed experience in providing advice regarding the interpretation and application of the Ralph M. Brown Act to public entity clients. Advice often pertains to the following:

- Requirements for agenda preparation, posting, and distribution
- Closed session topics and reporting
- Conducting meetings by teleconferencing
- Application of Brown Act to committees of official bodies

In addition to our Brown Act experience, we routinely provide advice to elected and non-elected public officials regarding conflicts of interest laws, such as the following:

- Political Reform Act (Government Code § 81000 *et seq.*)
- Self-interested contracts (Government Code § 1090)
- Campaign contribution conflicts (Government Code § 84308)
- Incompatibility of public offices

We make it a point to stay informed of the most recent decisions from the Fair Political Practices Commission (FPPC). We also monitor statutory and common law changes, regularly provide training, and advise clients of such changes. Along these lines, BB&K prepares innovative publications to educate and assist public officials confronted by these issues. BB&K conducts in-house training seminars for managers and supervisors on employment topics such as documenting employee performance, identification and elimination of sexual and other harassment, and lawful employee terminations. We also speak regularly at seminars, conferences, and workshops on the most recent changes and trends in this area of law.

In addition to the matters discussed above, BB&K attorneys frequently advise clients on all aspects of the California Public Records Act. As part of an ongoing practice, we routinely brief and update our clients on pending legislation and new case law in this field. Moreover, with the emergence of new technology, we regularly advise public agency clients regarding the use of email, records retention and destruction policies, and the public's right to access electronic information. We

regularly speak at seminars, conferences, and workshops regarding updates concerning the Public Records Act and the evolving legal and practical issues related to the use of email and other new forms of electronic media and technology.

## **2. Public Policy and Ethics Compliance**

Our attorneys are committed to helping our special district clients develop comprehensive and strategic compliance solutions that meet all legal standards and regulations, and align with new public scrutiny and transparency laws. Examples of the services our team provides to our special district clients include the following:

- Providing public ethics law training (AB 1234) for management, staff, and elected officials
- Development of ethics codes and compliance strategies for FPPC/state regulations and reports
- Reviewing current policies and procedures on FPPC reporting duties and related mandates
- Investigation of alleged misconduct, conflicts of interest, and assistance with outside agency reviews (*e.g.*, Grand Jury)
- Independent management audits
- Best practice documentation involving government code mandates and contracts
- Administrative and legal defense

## **3. Proposition 218**

### **a. Formation of Assessment and Improvement Districts**

BB&K has extensive experience with forming assessment and improvement districts, including addressing the post-Prop. 218 challenges to finding special benefits from a proposed assessment. BB&K has experience forming districts under the Improvement Act of 1911, the Municipal Improvement Act of 1913, the Improvement Bond Act of 1915, and other applicable improvement acts. We believe that successful district formation requires a collaborative approach that ensures the responsible attorneys work with District staff and the consulting engineer to identify and address any issues. As the courts have recently raised the legal standard for assessable special benefits, early review and comment help to avoid future challenges and accompanying litigation expenses.

### **b. Laws Pertaining to Fees and Taxes, including Proposition 218**

BB&K advises local governments on revenue matters associated with the adoption, levy and defense of taxes, assessments, and fees and charges. We take an active role in helping clients with the requirements of Propositions 13, 26, 62, and 218. We were a major donor to the campaign to pass Proposition 1A and are involved in assisting our clients in understanding and implementing the opportunities Proposition 1A presents. Our experience enables us to successfully facilitate the current shift of decision-making power regarding revenue matters from elected officials to property owners and registered voters.

## **F. Contracts and Contract Codes**

BB&K routinely provides legal advice and services in all aspects of public contracting ranging from construction to risk management. We prepare sophisticated model public works bid packages and contract documents, as well as purchasing and other related contracts tailored to individual clients' objectives.

We frequently help our clients avoid construction and other contract disputes. Our team has extensive experience with bid protests and other contract award issues, both patent and latent construction defects, contractor and subcontractor performance issues, contract claims, contractor default issues, prompt payment disputes, liquidated damages issues, performance and payment bond issues, contract scheduling, and dispute resolution. We also provide advice regarding compliance with competitive bidding, prevailing wage laws, and state and federal procurement laws. Additionally, we assist special districts with complex negotiations and litigation matters relating to public works projects.

## **G. California Environmental Quality Act (CEQA)**

Our attorneys assist both private and public agency clients through all aspects of the CEQA and land use entitlement process, including both document preparation and any subsequent litigation. We also assist both public and private clients with pre-project planning and strategy before CEQA is triggered to minimize costs and maximize environmental protection. We prepare local CEQA guidelines on behalf of over 70 public agency clients including water districts, special districts, cities, and school districts.

Our attorneys are proficient in reviewing and preparing notices of exemption, initial studies, negative declarations, findings and statements of overriding considerations, addenda, and mitigation monitoring and reporting plans. We are also highly experienced in writing and editing Environmental Impact Reports to fully comply with CEQA's requirements. If a legal challenge should arise, our CEQA lawyers are skilled in the procedural and substantive intricacies of litigating a CEQA case, including the short statutes of limitations, administrative record requirements, and unique briefing and oral argument issues. We are also adept at understanding the interplay between CEQA and other environmental statutes.

## **H. National Environmental Policy Act (NEPA)**

Our attorneys assist both private and public agency clients with the entire NEPA process including the preparation and circulation of notices, NEPA document preparation, and other procedural requirements specific to the federal agency involved.

Attorneys at BB&K are skilled in reviewing and preparing exemptions, environmental assessments, and findings of no significant impact (FONSI)s. We are also highly practiced in writing and editing Environmental Impact Statements to fully comply with NEPA's requirements. Moreover, we are highly experienced with NEPA litigation, and both prosecute and defend against NEPA challenges on a regular basis.

BB&K is also proficient in understanding the interplay between NEPA and other environmental statutes, including the State and Federal Endangered Species Acts, CEQA, and the State and Federal Clean Water Acts.

### III. PROJECT TEAM

We propose that one attorney, **Sigrid K. Asmundson**, will be in charge of all legal work assigned by the District. Ms. Asmundson is located in our Sacramento office. She will be the primary contact person for all matters and will supervise all legal services provided by our firm. This approach will avoid duplication of efforts among our attorneys and help minimize legal costs. **Joshua Nelson**, proposed assistant general counsel, will provide backup legal services for the District when Ms. Asmundson is not available. Additionally, **Kevin Wang** (public contracts), **Laura Fowler** (labor and employment), **Andrew Skanchy** (environmental law), and **Kimberly E. Hood** (Prop 218) will be assigned to the District legal team to advise on matters related to each of their specialties. In addition to their qualifications, which are further discussed below, one of BB&K's core strengths is the depth and diversity of its 192 attorneys with respect to special districts law. These experienced practitioners, who are located throughout California and Washington, D.C., are available to assist Ms. Asmundson as particular needs arise.

Biographies of our proposed legal team, including each member's area of concentration, overall capabilities, California Bar number, and years of professional legal experience, are listed below.

#### A. **Sigrid K. Asmundson – Proposed General Counsel**



University of California, Davis, J.D.  
Date of California Bar Admission: 2005

**Sigrid Asmundson** is a public law attorney providing general and special counsel services to local agencies with a focus on election law, economic development, affordable housing and land use, and state mandates. She frequently lectures on elections law, economic development, and local officials' ethics. Ms. Asmundson provides city attorney and general counsel services to local agencies throughout California including counties, cities, special districts, and joint powers authorities. She serves as general counsel

for the Cosumnes Community Services District and the Community College League of California's Retiree Health Benefits Joint Powers Authority. Ms. Asmundson provides advice on all aspects of governing a public agency including the Brown Act, Political Reform Act, Public Records Act, land use, and employee matters.

In her economic development, land use, and affordable housing practice, Ms. Asmundson regularly represents public agencies in meetings and transactional negotiations related to land use and development issues, including structuring transactions for commercial, residential and mixed-use projects, and negotiating and drafting the implementing agreements for those transactions.

Ms. Asmundson also advises public agency clients with respect to LAFCO-related issues. She assists public agency clients on incorporations, annexations, municipal service reviews, and sphere of influence plans, consolidations, and mergers. While in law school, she served as a Senior Notes and Comments editor on the *U.C. Davis Law Review*. Prior to attending law school, Ms. Asmundson worked on multiple campaigns at the local and state level in various areas, including election campaigns for school board, city council and California assembly candidates, general and special tax measures, and bond measures and initiatives.

## B. Joshua Nelson – Assistant General Counsel



University of California, Davis, J.D.  
Date of California Bar Admission: 2008

**Josh Nelson** serves as the city attorney for the cities of Gustine and Jackson, general counsel for the Alpine Springs County Water District, Beckwourth Fire District, North Tahoe Public Utility District, Plumas-Eureka Community Services District, and Tahoe Resource Conservation District, and assistant city attorney for the City of Williams. He also provides general public law advice to numerous other cities and public agencies statewide. In addition to general public agency governance, he has

experience assisting public agencies with code enforcement, telecommunications, solid waste, Prop. 218/Prop. 26 compliance, and general utilities issues.

Mr. Nelson has experience prosecuting all manner of civil and administrative code enforcement actions, including health and safety receiverships. For telecommunications, he has negotiated wireless communications facilities siting agreements and assisted with rights-of-way management issues, including utility undergrounding efforts. Related to solid waste, he has assisted clients with all manner of solid waste issues, including franchising, landfill leasing, diversion compliance, and construction and demolition programs.

Mr. Nelson regularly represents public and private clients before the California Public Utilities Commission. He also co-authored “California Water Crisis: Meeting the Challenge” for the State Bar of California Public Law Journal in 2010. Mr. Nelson received his law degree from the University of California, Davis and a bachelor’s degree in industrial and labor relations from Cornell University.

## C. Kevin Wang – Public Contracts



University of Maryland, School of Law, J.D.  
Date of California Bar Admission: 2010

**Kevin Wang** is an associate in the Municipal Law practice group of BB&K’s Sacramento office. Mr. Wang’s practice concentrates on all aspects of public contracting with a focus on public works construction and infrastructure construction law.

Mr. Wang has extensive experience in all aspects of public works construction, including construction contracting, construction claims resolution, state and federal prevailing wage law compliance, and construction defect. Mr. Wang routinely assists public agencies and private owners with the construction process, beginning with the preparation of construction contract documents, resolution of bid protests, subcontractor substitution, insurance and bond matters, contract administration, claim and dispute resolution, and project closeout. Mr. Wang’s broad project experience includes transportation systems, water and wastewater treatment and recycling systems, parks and other recreational facilities, commercial buildings, educational facilities, and many other heavy construction and general building projects.

Mr. Wang received his law degree from the University of Maryland School of Law where he was an associate editor of the Maryland Journal of Business and Technology Law. During law school, he

was awarded the Martin Luther King, Jr. Service Award for his work with inmates in Baton Rouge Parish Prison in Baton Rouge, Louisiana. Prior to joining BB&K, Mr. Wang was employed as a law clerk at the United States Department of Transportation, Office of Chief Counsel in Washington, D.C., where he worked extensively on the Corporate Average Fuel Economy standard rulemaking.

Mr. Wang earned a bachelor's degree in civil engineering from the University of California, Davis. As an undergraduate, he interned with several civil and environmental engineering firms, including Kiewit-Pacific Corporation, where he was a member of the construction and design team for the northbound section of the Benicia-Martinez Bridge.

#### **D. Laura J. Fowler – Labor and Employment**



University of the Pacific, McGeorge School of Law, J.D.  
Date of California Bar Admission: 1997

**Laura Fowler** is an attorney in the firm's Labor & Employment Law practice group. Prior to joining the firm in 2010, she was an attorney with McDonough Holland & Allen in Sacramento.

Ms. Fowler counsels in employment law, representing employers in a variety of court and administrative proceedings. She defends both public and private employers in lawsuits for wrongful termination, breach of contract, unpaid wages, harassment, failure to accommodate, retaliation, and discrimination. She represents both public and private employers in administrative proceedings filed with the Equal Employment Opportunity Commission, the Department of Fair Employment and Housing, the Labor Commissioner, and the Workers' Compensation Appeals Board. Ms. Fowler also drafts employee handbooks, policies, employment agreements, and severance agreements. She provides employers with day-to-day advice regarding wage and hour issues, leaves of absence, disability accommodations, and decisions regarding discipline and termination.

Ms. Fowler is a member of the State Bar of California, the American Bar Association, the Sacramento Area Human Resources Association, and the Sacramento Employers Advisory Council. She has presented seminars on a number of employment-related issues and also has acted as a guest lecturer at McGeorge School of Law.

Ms. Fowler received her Juris Doctor, *with great distinction* and *order of the coif*, from University of the Pacific, McGeorge School of Law. She graduated as valedictorian and was selected by the law school faculty as the outstanding graduating senior for her graduating class. Ms. Fowler served as a writer and editor for the Pacific Law Journal. She was a law clerk for the Hon. Milton L. Schwartz, U.S. District Court Judge for the Eastern District of California.



## E. Andrew Skanchy – Environmental Law



College of William & Mary, J.D.  
Date of California Bar Admission: 2005

When environmental compliance and regulatory issues threaten to impact their projects, clients turn to **Andrew Skanchy** for his ability to analyze and resolve those issues. With a results-oriented approach, he assists clients in accomplishing their goals, whether through collaborative deal-making or litigation. Mr. Skanchy's extensive experience includes advising clients as to CEQA, NEPA, the California Surface Mining and Reclamation Act, California's Proposition 65, the federal Comprehensive Environmental Response, Compensation, and Liability Act, the Clean Water Act, and the Clean Air Act.

While his first goal is to help clients avoid litigation, Mr. Skanchy is adept at guiding clients through beneficial settlement agreements and obtaining successful litigation results in both state and federal court. For example, he successfully defended the environmental document prepared for a 100-year, 900-acre aggregate mine in Fresno County: *Friends of the Kings River v. County of Fresno* (2014) 232 Cal.App.4th 105. Mr. Skanchy is actively involved with the Urban Land Institute. Prior to joining BB&K's Sacramento office, he practiced environmental and land use law in Los Angeles for the law firms of Mayer Brown LLP and Latham & Watkins LLP.

## F. Kimberly Hood – Prop 218



University of Colorado, Boulder, B.A., Phi Beta Kappa (1998)  
Date of California Bar Admission: 2003

**Kimberly E. Hood** is of counsel in the Municipal Law practice group of BB&K. Prior to joining the firm in 2010, she was an attorney with McDonough Holland & Allen in Sacramento. Ms. Hood practices all aspects of public law, with the majority of her practice in the areas of public agency litigation, eminent domain, and employment law. She has represented cities, counties, and special districts throughout Northern California, as well as private clients who deal with public agencies, including landowners.

Ms. Hood routinely advises her clients regarding compliance with the Eminent Domain Law, Proposition 218, the Brown Act and the Public Records Act. She also litigates a variety of public agency issues related to these subjects, successfully defending against writ petitions alleging violations of the Brown Act, Public Records Act, and CEQA, and representing public agencies in eminent domain actions.

In addition, Ms. Hood advises both public and private employers on day-to-day employment law matters including dealing with problem employees, responding to grievances, and drafting employment/separation agreements and other employment policies. She advises public entity clients regarding various wage and hour labor and benefit issues, including the FLSA, USERRA (military leave), and the Meyers-Milias Brown Act (MMBA). Ms. Hood has successfully resolved unfair labor practice charges filed against several public agency clients alleging violations of the MMBA. She has also successfully prosecuted employee disciplinary charges before personnel boards.

#### **IV. FIRM RESOURCES AND RELEVANT CLIENTS**

Our strengths as general counsel are matched by our ability to handle special matters. BB&K is frequently retained to assist public agencies on focused areas of law such as infrastructure and construction projects, constitutional rights, compliance with open meeting laws and public records act requests, environmental regulation and analysis, and the levying of fees and assessments. We also frequently serve as special counsel to public agencies for litigation.

BB&K has one of California's most extensive practices providing legal services to special districts, including parks and recreation districts and community services districts that provide parks and recreation services. Below is only a small and representative list of the many special district clients we currently represent as general and/or special counsel that provide parks and recreation services.

- Beaumont-Cherry Valley Recreation & Park District
- Cosumnes Community Services District
- Rancho Simi Recreation & Park District
- Rim of the World Recreation and Park District
- Southgate Recreation and Park District
- Valley Wide Recreation & Park District

## V. FINANCIAL/INSURANCE

### A. Financial

BB&K has a longstanding commitment to the efficient and cost-effective delivery of legal services. We believe that the depth and quality of our knowledge and personnel experience is second to none. We are able, therefore, to address complex legal issues with creativity, speed and accuracy at a fair and reasonable cost.

For the District, we propose the following for this project:

#### 1. Hourly Rates

We offer the District a blended attorney rate of \$235 per hour. Paralegals will be billed at \$150 per hour.

General legal services shall include the following:

- Attendance at meetings
- Agenda and document review
- Preparation of monthly reports
- Ralph M. Brown Act
- California Public Records Act
- Conflicts of Interest/Ethics
- Government Claims Act

We are happy to discuss mutually agreed upon adjustments whenever necessary. Generally, we increase rates for general and special counsel legal services annually by the same percentage as the cost of living index provided by the U.S. Department of Labor for the local area (not to exceed 4%).

For specialized legal services, we propose the following rate structure:

Partners and Of Counsel will be billed at \$280 hour, Associates will be billed at \$245 per hour, and paralegals will be billed at \$160 per hour.

Specialized legal services will include the following areas:

- CEQA, NEPA, and Environmental Law
- Prop 218
- Public Contracting
- Labor and Employment

## **2. Reimbursements**

BB&K does not charge for routine word processing, secretarial, and office costs, including telephone and fax charges. Reimbursement of costs advanced by BB&K on behalf of the District, as well as other expenses, will be billed at actual cost. These currently include, but are not limited to, postage, legal research, and any cost of printing or reproducing documents, photographs, or other items necessary for legal representation.

## **3. Public Policy and Ethics Program**

BB&K's optional Public Policy and Ethics (PP&E) Program provides participants with memoranda on laws that directly affect public agencies, such as the Political Reform Act, Fair Political Practices Commission Regulations, the Brown Act, and the Public Records Act. The Program also provides participants with updates on new legislation and judicial decisions affecting local governments.

By providing our Program updates to a large pool of participants, BB&K is able to divide the overall cost of the products among all participants and charge only a fraction of the total costs to the individual client agencies.

For the District, BB&K would charge a one-time fee on July 1 of each year for all of the services provided under the Program. Annual costs for this fiscal year are \$3,300. The annual fee covers the following services under the Program:

- Written legal advice concerning matters that affect local government such as new legislation, regulations, court decisions, and Attorney General opinions. This service includes monitoring significant developments that may affect the agencies, legal research, and drafting memoranda for those developments.
- Annual updates on the Brown Act, the Public Records Act, the Political Reform Act, and other conflict of interest laws.

In addition, clients who participate in the Program are offered the following legal services at a discounted rate in addition to the annual fee:

- Customized, on-site training regarding Statements of Economic Interests (Form 700s). Statements of Economic Interests are building blocks for transparency and good governance. Our Form 700 training covers the different types of reportable interests, avoiding over-disclosure, completing a Form 700, and amending a filed statement. This training is for officials and employee positions listed in the Client's Conflict of Interest Code. This usually costs \$2,500, but is billed to Program participants for \$800, plus costs.
- BB&K-hosted presentations related to the Political Reform Act and the client's role as: (1) the Filing Officer and/or Filing Official receiving and filing Statements of Economic Interests (Form 700s); and (2) the creators and enforcers of the Agency's Conflicts of Interest Code. This usually costs \$125 per attendee, but is billed to Program participants for \$75 per attendee.

- Customized, onsite training certifying attendees for compliance with State “general ethics principles and ethics laws” required under AB 1234. This usually costs \$2,000 for six attendees, but is billed to Program participants for \$1,200 for six attendees and \$75 for each additional attendee.

As new and existing laws develop and become more complex, public scrutiny intensifies, and expectations for the role of legal counsel change. We realize that many of our legal updates are critical and in some cases, required for our local government clients. However, these updates are often done outside the scope of our contracted “general legal services” work. To that extent, we have revised our Professional Services Agreements for all new public agency clients to include the PP&E Program as a standard part of our legal services, and are asking our existing clients to amend their current agreements to add participate in the Program.

#### **4. Mechanisms to Minimize Billings and Provide Quality Service**

BB&K has provided efficient and cost-effective legal services for 125 years and remains committed to working within legal budgets. In addition, through our long history of working for various public agencies we have developed many efficiencies in order to keep legal costs down, including the following:

- **Attendance Only at Mandatory Meetings/ Telephone Attendance:** BB&K will work with the general manager and key staff to ensure that we attend only those meetings at which we are needed, or phone into meetings when sensible.
- **Reimbursement Agreements:** BB&K has standard reimbursement agreements that provide a detailed and enforceable method for developers and other third parties to reimburse the Authority for certain legal service fees and expert costs. This could arise during litigation or for project processing, such as CEQA or other unique review needs.
- **Use of Paralegals/ BB&K Team Approach:** BB&K has the finest team of public agency paralegals in the state and our clients should benefit from this cost-effective legal service delivery method. We have paralegals who are practiced in core public law issues such as the following; the Brown Act, the Public Records Act and document retention requirements, and conflicts of interest, such as the Political Reform Act. BB&K’s team approach to providing cost-effective legal services to our clients is greatly enhanced when paralegals are used extensively to provide these sorts of legal services.
- **Training to Reduce Need:** BB&K can provide training in certain areas so that staff can perform services rather than special counsel, as well as to reduce liability risk. Areas of training can include the following; model contracts, agreements, amendments, and CEQA training. Note that CEQA legal services can be more costly when we are brought in after problems arise.
- **Litigation (Telephone Appearances):** BB&K will use telephonic court appearances whenever possible to save on travel and court waiting time.

- **Monthly Accounting Summaries:** For many clients, each month we provide a detailed (matter by matter) accounting summary to assist them in tracking where they spend their legal service dollars. The summary can also be tied to budgets in order to create and facilitate in meeting goals. This information can be produced and provided to any client.

## **B. Insurance**

BB&K carries professional liability coverage with Lloyd's of London and certain London Companies (Policy No. LDUSA0600774) with a total limit of liability in excess of \$1,000,000 per claim. BB&K does not self-insure. The firm also carries general liability, business automobile liability, and employer's liability insurance in the amount of \$1,000,000, as well as workers' compensation coverage as required by law.

As with all of our public agency clients, we can provide the District with a Certificate of Insurance or required endorsements naming the District as an additional insured, indicating that our policy is primary over any insurance covered by the District and will not be cancelled or materially changed without thirty (30) days' prior notice to the District.

## VI. CLIENT REFERENCES

Please do not hesitate to contact any of the following clients for a more in-depth discussion of our ability to provide legal services for the District. BB&K currently serves as general counsel for all of the clients listed below. Unless otherwise noted, the following references are for Sigrid Asmundson.

**Jeff Ramos, General Manager**

Cosumnes Community Services District  
9355 E. Stockton Blvd., Suite 205  
Elk Grove, CA 95624  
Phone: (916) 405-7166  
Email: JeffRamos@yourcsd.com

**Bob Roessler, Parks and Recreation  
Administrator**

Cosumnes Community Services District  
9355 E. Stockton Blvd., Suite 185  
Elk Grove, CA 95624  
Phone: (916) 405-5327  
Email: BobRoessler@csdparks.com

**Art Morgan, Economic Development Manager**

City of Colton  
650 N. La Cadena Drive  
Colton, CA 92324  
Phone: (909) 370-6170  
Email: amorgan@coltonca.gov

**Elaine Reodica, Director, Corporate  
Partners & Strategic Initiatives**

Community College League of California  
2017 O Street  
Sacramento, CA 95811  
Phone: (916) 245-5041  
Email: ereodica@cclleague.org

**Duane Whitelaw, General Manager \***

North Tahoe Public Utility District  
875 National Avenue  
PO Box 139  
Tahoe Vista, CA 96148  
Phone: (530) 546-4212  
Email: dwhitelaw@ntpud.org

\*reference for Josh Nelson, proposed Assistant General Counsel