

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

6:00 P.M.

**THURSDAY, FEBRUARY 26, 2015
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. 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

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____ Smith _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

None.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____ Smith _____

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 January 29, 2015 Auburn Area Recreation & Park District Minutes of the Board of Directors & Minutes of the Friends of the Auburn Area Recreation & Parks, Inc. 501 c (3) Meeting**

Review and approval of minutes.

_____ **5.2 Review of Cash Requirements for January, 2015 (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 Review of Financials for January, 2015 (Standing Finance Meeting)**

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

_____ **5.4 Customer Service Representative Job Description Amendment (Program, Personnel, Policy, Fee & Legal Review Committee Meeting)**

Shall the Auburn Area Recreation and Park District (ARD) approve an amendment to the Customer Service Representative job description that would allow the position to be full-time?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____ Smith _____

Roll Call Vote

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

7.1 Railhead Park Site Improvements (Acquisition & Development Committee Meeting)

Shall the Auburn Recreation District adopt Resolution Number 2015-02 approving a construction contract for \$52,380.00 from Owens Construction for site improvements at Railhead Park and approve a 5% contingency for the project of \$2,619.00 for a total of \$53,999.00?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____ Smith _____

Roll Call Vote

8.0 NEW BUSINESS

8.1 Resolution to Prepare Atwood III Engineer's Report for FY 2015/2016 (Acquisition & Development Committee Meeting)

Shall the Auburn Area Recreation and Park District (ARD) adopt Resolution Number 2015-01 directing SCI Consulting Group to Prepare the Engineer's Report for Fiscal Year 2015-16 for the Proposed Continuation of the Assessments which provide important revenues to fund park and recreation improvements and services?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____ Smith _____

Roll Call Vote

8.2 Preliminary Budget for Fiscal Year 2015-2016 (Standing Finance Committee Meeting)

Shall the Auburn Area Recreation & Park District Board of Directors approve the 2015/2016 Preliminary Budget?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____ Smith _____

Roll Call Vote

_____ **8.3 Letter to Placer County re: Concerns of Recreation Elements Being Removed from Placer County Property (Acquisition & Development Committee Meeting)**

Shall the Auburn Area Recreation and Park District (ARD) send a letter to Placer County asking them to reconsider or delay demolition of recreational facilities on County owned land?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____ Smith _____

_____ **8.4 CSDA Call for Nominations – Board of Directors Sierra Network, Seat C**

Shall the ARD Board of Directors nominate a candidate for the Board of Directors
Nominate a candidate for the Board of Directors Sierra Network, Seat C?

Motion by _____ second by _____ to _____

Holbrook _____ Ferris _____ Gray _____ Ainsleigh _____ Smith _____

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

None.

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

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

_____ **11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

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

_____ **13.0 CLOSED SESSION**

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

Title: District Administrator

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

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT

This agenda is hereby certified to have been posted as follows:

2-20-15
Date

1:45 p.m.
Time

P. Laraine
Clerk to the Board

SECTION: 5.0

ITEM: 5.1 REVIEW AND APPROVAL OF THE JANUARY 29, 2015 MINUTES OF THE BOARD OF DIRECTORS & FRIENDS OF AUBURN AREA RECREATION & PARKS, INC. 501 c 3 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 &
Friends of Auburn Area Recreation & Parks, Inc. 501 c 3**
Thursday, January 29, 2015, 6:00 p.m.
Canyon View Community Center
471 Maidu Drive
Auburn, CA

Board Members

Present: Chairman Scott Holbrook
Director Jim Ferris
Director Jim Gray
Director Gordon Ainsleigh

Board Members

Absent: Curt Smith

Staff Present:

Kahl Muscott, District Administrator
Joe Fecko, Administrative Services Manager
Pamela Vann, Landscape Architect
Patricia Larson, Recording Secretary

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:01 p.m. by Chairman Holbrook.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation from Landscape Architect Pam Vann to Max Schultz, January 2015 volunteer of the month for his Eagle Scout project of completion of a shade structure at Meadow Vista Park.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Ainsleigh and seconded by Director Ferris to change the order of the agenda items with item 7.1 being moved to before 6.0, and 8.2 being moved to before item 8.1.

2 yes votes, Directors Ainsleigh & Ferris.

1 abstention, Director Gray.

1 no vote, Director Holbrook.

Director Smith was absent.

2 – 1 – 1 – 0, Motion did not pass. The agenda proceeded as written.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of Minutes of the December 18, 2014 Meeting of the Board of Directors**
- 5.2 Review of Cash Requirements for December, 2014 (Standing Finance Meeting)**
- 5.3 Review of Financials for November, 2014 (Standing Finance Meeting)**
- 5.4 Review of Financials for December, 2014 (Standing Finance Meeting)**
- 5.5 ARD Friend of Recreation Award Criteria Review and Possible Amendments (Program, Personnel, Policy, Fee & Legal Review Committee Meeting)**

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the consent calendar.

Roll Call Vote

4 - 0 Motion carries.

Director Smith was absent.

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

7.1 New Pickleball Courts (Acquisition & Development Meeting)

Pubic Comment:

Cherry Dulaney, 182 Oak Street, Auburn, California thanked the Board for supporting the pickleball courts conversion.

Jim Latrelle, an Auburn, California resident gave public comment that the tennis courts should remain and that pickleball is not conducive to tennis.

Elinor Petusky, a Newcastle, California resident gave public comment that pickleball is not interfering with the tennis players and the need is here for pickleball.

Mark Seigworth, an Auburn, California resident gave public comment in support of pickleball.

Scott Diffenbaugh, an Auburn, California resident gave public comment that the tennis courts at Regional Park are being used.

Perry Spetz, an Auburn, California resident gave public comment that there are tennis courts and pickleball courts in Springfield, California. Every Tuesday and Thursday, pickleball and tennis players play together.

Cherry Dulaney, an Auburn, California resident gave public comment that the outdoor courts will give pickleball players time to play.

Ron Martinez, an Auburn, California resident gave public comment that there was a survey done on tennis courts usage, he also did his own survey.

Jim Latrelle, an Auburn, California resident gave public comment that doing your own survey is anecdotal.

Public comment was closed.

A motion was made by Director Holbrook and seconded by Director Gray to convert two tennis courts at Regional Park to six pickleball courts which is option #3.

Roll Call Vote

3 yes votes, Directors Holbrook, Ferris & Gray.

1 abstention, Director Ainsleigh.

Director Smith was absent.

3 - 0 - 1 Motion carries.

7.2 Amendments to ARD Ordinance #1 (December 2014 Board of Directors Meeting)

A public hearing was held.

Public comment:

Victoria Connelly, an Auburn, California resident and homeless advocate gave public comment that she objects to the third amendment to ARD Ordinance #1.

Jerry Mifsud, an Auburn, California resident gave public comment that it is unnecessary to have the third amendment added to ARD Ordinance #1.

Ron Blair, 311 Ruby Drive, Auburn, California gave public comment in support of the third amendment to ARD Ordinance #1.

Antoinette Fubella, a member of the Homeless Forum, gave public comment that the ordinance is discriminatory if it is specifically against the homeless.

Public comment was closed.

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve amendments #1 and #2 to ARD Ordinance #1 and strike proposed amendment #3.

Roll Call Vote

4 - 0 Motion carries.

Director Smith was absent.

8.0 NEW BUSINESS

8.1 Letter to Placer County Re: Concerns of Costco on County Owned Land (Program, Personnel, Policy, Fee & Legal Review Meeting)

Public comment:

William Wauters, a Meadow Vista, California resident and former ARD Board Member gave public comment that the letter to Placer County regarding Costco rambles.

Sandra Fogler, a North Auburn, California resident gave public comment asking the ARD Board to help save the DeWitt Theater.

Victoria Connelly, a staff member of the City of Auburn, gave public comment that ARD has the right to weigh in on the Costco project.

Eric Peach, an Auburn, California resident gave public comment that there are other locations for the Costco store.

Antoinette Fubella, an Auburn, California resident gave public comment that there are Native American artifacts and burial grounds in the vicinity and she supports the opposition.

Public comment was closed.

A motion was made by Director Ainsleigh and seconded by Director Holbrook to send this item to the Acquisition & Development Committee. There was no vote on the motion, motion died.

A motion was made by Director Holbrook to send the letter to Placer County.

There was no second made to the motion, motion died.

8.2 Letter in Opposition to the Lake Clementine Hydroelectric Project (December, 2014 Board of Directors Meeting)

Dan Parker, the Project Manager from Kruger Energy gave a presentation regarding the hydroelectric project. After his presentation, he announced that the project has been put on hold.

Eric Peach from Protect American River Canyons gave a presentation on how the hydroelectric project could affect the Lake Clementine – American River area.

Patty Schifferle from SCARR also gave a presentation on how the hydroelectric project could affect the Lake Clementine – American River area.

Jack Sanchez, an Auburn, California resident gave public comment that he is disappointed that Kruger has put the project on hold as he was hoping a fish ladder would be built as a result of the project.

William Wauters, a Meadow Vista, California resident gave public comment that ARD managed the Lake Clementine area before State Parks took it over.

Aaron Schultz, a resident of the area gave public comment urging the Board to write their letter of opposition to the Hydroelectric Project.

Heidi Rietjens, a resident of Auburn, California gave public comment in support of the letter of opposition to the Hydroelectric Project.

Bud Rietjens, a resident of Auburn, California gave public comment in support of the letter of opposition to the Hydroelectric Project, he also encouraged the public to write their own letters of opposition.

Dan Parker, Project Manager from Kruger Energy gave public comment that this project was not intended to cause damage.

A motion was made by Director Ferris and seconded by Director Ainsleigh to draft an alternative letter of opposition to the Hydroelectric Project by the next Board meeting.

Director Ferris withdrew the motion.

A motion was made by Director Ferris and seconded by Director Ainsleigh to send letter A to the Federal Energy Commission with modifications made by Director Ainsleigh as follows: that the remarkably scenic and sensitive Clementine Trail remain completely untouched, that no water be diverted from flowing over the dam when the flow is below 500 cfs, and all construction that could interfere with boating and boater access be done at night during months of active boater use.

Roll Call Vote

3 yes votes, Directors Ferris, Ainsleigh & Gray.

1 no vote, Director Holbrook.

Director Smith was absent.

3 -1 - 0 Motion carries.

8.3 Railhead Park Site Improvements (Acquisition & Development Meeting)

A motion was made by Director Gray and seconded by Director Ainsleigh to approve a contract to purchase a shade structure for Railhead Park from NSP3.

Roll Call Vote

4 – 0 Motion carries.

Director Smith was absent.

8.4 Quarterly Meeting of the Friends of Auburn Area Recreation & Parks, Inc. Review of 501 c (3) Financials

A motion was made by Director Holbrook and seconded by Director Gray that the 501 c (3) Financials were reviewed and approved.

4 – 0 Motion carries.

Director Smith was absent.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

9.1 Overlook Park – review of Security Fencing and Gates. The Board reviewed the information provided. The fencing and gates will be kept the way they are.

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

Correspondence was attached.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – closed session was cancelled.

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

Title: District Administrator

ADJOURNMENT - As there was no further business, the meeting was adjourned at 9:10 p.m. by Chairman Holbrook.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
JANUARY, 2015**

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: \$183,550.31

Ranges: From: To: From: To:
 Check Number First Last Check Date 1/1/2015 1/31/2015
 Vendor ID First Last Checkbook ID UMPQ UMPQ
 Vendor Name First Last

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
11561	1099-159	Curtis E. Smith	1/2/2015	UMPQ	PMCHK00002199	\$10.00
11563	S0016	Sam's Club	1/2/2015	UMPQ	PMCHK00002199	\$906.76
11564	S1007	Stationary Engineers, Local 39	1/2/2015	UMPQ	PMCHK00002199	\$252.01
11565	S1010	State Disbursement Unit	1/2/2015	UMPQ	PMCHK00002199	\$87.50
11600	U0019	US Bank	1/8/2015	UMPQ	PMCHK00002201	\$16,025.91
11566	1099-203	Susan Thomas	1/9/2015	UMPQ	PMCHK00002200	\$175.50
11567	1099-252	Donna Lisa Otto	1/9/2015	UMPQ	PMCHK00002200	\$130.00
11568	1099-304	Christina Taylor	1/9/2015	UMPQ	PMCHK00002200	\$168.00
11569	1099-305	Laura Daetz	1/9/2015	UMPQ	PMCHK00002200	\$117.00
11570	A0001	Recology Auburn Placer	1/9/2015	UMPQ	PMCHK00002200	\$379.78
11571	A0014	AT&T	1/9/2015	UMPQ	PMCHK00002200	\$774.79
11572	A0027	Recology Auburn Placer	1/9/2015	UMPQ	PMCHK00002200	\$1,205.95
11573	C0004	CAPRI	1/9/2015	UMPQ	PMCHK00002200	\$40,618.00
11574	C0072	CIT Technology Fin. Serv., Inc	1/9/2015	UMPQ	PMCHK00002200	\$450.43
11575	C0075	Cintas Corporation	1/9/2015	UMPQ	PMCHK00002200	\$285.61
11576	C0111	CENTRAL VALLEY BROADBAND	1/9/2015	UMPQ	PMCHK00002200	\$319.85
11577	D0025	Dawson Oil Company	1/9/2015	UMPQ	PMCHK00002200	\$988.31
11578	E0007	Echo Valley Ranch	1/9/2015	UMPQ	PMCHK00002200	\$450.00
11579	I0018	William Joseph La Flour dba IT	1/9/2015	UMPQ	PMCHK00002200	\$625.00
11580	J0012	Deere Credit, Inc.	1/9/2015	UMPQ	PMCHK00002200	\$990.63
11581	K0011	Kaiser Foundation Health Plan,	1/9/2015	UMPQ	PMCHK00002200	\$19,851.72
11582	M0098	Meadow Vista County Water Dist	1/9/2015	UMPQ	PMCHK00002200	\$318.63
11583	P0005	Placer County Water Agency	1/9/2015	UMPQ	PMCHK00002200	\$418.50
11584	P0007	Pacific Gas & Electric Company	1/9/2015	UMPQ	PMCHK00002200	\$127.32
11585	P0058	Pitney Bowes Credit Corporatio	1/9/2015	UMPQ	PMCHK00002200	\$146.20
11586	P0095	Placer County Clerk	1/9/2015	UMPQ	PMCHK00002200	\$32,050.00
11587	R0066	Michael A. Willis	1/9/2015	UMPQ	PMCHK00002200	\$150.00
11588	S0094	Manouch Shirvanioun	1/9/2015	UMPQ	PMCHK00002200	\$88.33
11589	S1003	Sutter Medical Foundation	1/9/2015	UMPQ	PMCHK00002200	\$73.00
11590	T0058	TelePacific Communications	1/9/2015	UMPQ	PMCHK00002200	\$852.33
11591	T1000	Transamerica Life Insurance	1/9/2015	UMPQ	PMCHK00002200	\$380.00
11592	TEMPB	Jennifer Buettner	1/9/2015	UMPQ	PMCHK00002200	\$50.00
11593	TEMPC	Randall Chastain	1/9/2015	UMPQ	PMCHK00002200	\$13.00
11594	TEMPH	Robin Hagen	1/9/2015	UMPQ	PMCHK00002200	\$110.00
11595	TEMPT	Matthew Tomlinson	1/9/2015	UMPQ	PMCHK00002200	\$13.00
11596	U0028	U.S. Bank Equipment Finance	1/9/2015	UMPQ	PMCHK00002200	\$383.82
11597	V0007	Verizon Wireless	1/9/2015	UMPQ	PMCHK00002200	\$257.70
11598	V0013	Pam Vann	1/9/2015	UMPQ	PMCHK00002200	\$32.19
11599	X0002	P&G	1/9/2015	UMPQ	PMCHK00002200	\$325.00
011601	F0048	First Congregation Church, Uni	1/16/2015	UMPQ	PMCHK00002202	\$500.00
011602	S1007	Stationary Engineers, Local 39	1/16/2015	UMPQ	PMCHK00002202	\$252.01
011603	S1010	State Disbursement Unit	1/16/2015	UMPQ	PMCHK00002202	\$87.50
011604	TEMPA	Auburn Rotary Club	1/16/2015	UMPQ	PMCHK00002202	\$755.00
011605	TEMPB	Wilda Bailey	1/16/2015	UMPQ	PMCHK00002202	\$5.00
011606	TEMPM	Olivia Marriott	1/16/2015	UMPQ	PMCHK00002202	\$30.00
011607	TEMPS	Maria Scoggins	1/16/2015	UMPQ	PMCHK00002202	\$74.00
011608	TEMPT	Patrice Taylor	1/16/2015	UMPQ	PMCHK00002202	\$149.22
11609	1099-218	Auburn Gymnastics Center	1/23/2015	UMPQ	PMCHK00002203	\$198.25
11610	1099-269	Deborah Lynn	1/23/2015	UMPQ	PMCHK00002203	\$97.50
11611	1099-277	Foothill Karake Do	1/23/2015	UMPQ	PMCHK00002203	\$175.50
11612	1099-288	AL Trimarchi	1/23/2015	UMPQ	PMCHK00002203	\$20.00
11613	1099-306	Renee Berg	1/23/2015	UMPQ	PMCHK00002203	\$318.00
11614	A0021	The Auburn Journal	1/23/2015	UMPQ	PMCHK00002203	\$149.00
11615	A1010	Advantage: Print, Martketing a	1/23/2015	UMPQ	PMCHK00002203	\$1,716.78
11616	C0004	CAPRI	1/23/2015	UMPQ	PMCHK00002203	\$24,588.00
11617	C0111	CENTRAL VALLEY BROADBAND	1/23/2015	UMPQ	PMCHK00002203	\$129.95
11618	C0113	Cooks Portable Toilets & Septi	1/23/2015	UMPQ	PMCHK00002203	\$1,142.98
11619	D0066	De Lage Landen	1/23/2015	UMPQ	PMCHK00002203	\$591.56
11620	F0048	First Congregation Church, Uni	1/23/2015	UMPQ	PMCHK00002203	\$100.00
11621	G0006	Gold Country Media Publication	1/23/2015	UMPQ	PMCHK00002203	\$1,027.60
11622	G0022	Gold Country Printing	1/23/2015	UMPQ	PMCHK00002203	\$7,153.93
11623	G0027	Giuliani & Kull, Inc.	1/23/2015	UMPQ	PMCHK00002203	\$2,310.00
11624	H0053	Todd Holloday	1/23/2015	UMPQ	PMCHK00002203	\$4,975.00
11625	L0023	Vincent Garcia Lopez	1/23/2015	UMPQ	PMCHK00002203	\$47.00
11626	M0019	Kahl Muscott	1/23/2015	UMPQ	PMCHK00002203	\$76.06
11627	M0048	Joanna McNutt	1/23/2015	UMPQ	PMCHK00002203	\$25.00
11628	M0071	Mission Protection Systems Inc	1/23/2015	UMPQ	PMCHK00002203	\$189.15

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
11629	M0099	George Eric Menig DBA Menig We	1/23/2015	UMPQ	PMCHK00002203	\$4,800.00
11630	N0003	Norris Electric, Inc.	1/23/2015	UMPQ	PMCHK00002203	\$72.00
11631	P0007	Pacific Gas & Electric Company	1/23/2015	UMPQ	PMCHK00002203	\$6,890.53
11632	S0110	Sierra Sports Service	1/23/2015	UMPQ	PMCHK00002203	\$2,130.00
11633	S1000	State Of California/DOJ	1/23/2015	UMPQ	PMCHK00002203	\$32.00
11634	TEMPB	Susan Berlant	1/23/2015	UMPQ	PMCHK00002203	\$50.00
11635	TEMPS	Debra Smith	1/23/2015	UMPQ	PMCHK00002203	\$55.00
11636	U0026	Union Pacific Railroad	1/23/2015	UMPQ	PMCHK00002203	\$1,791.08
11638	S0016	Sam's Club	1/30/2015	UMPQ	PMCHK00002204	\$106.59
11639	S1010	State Disbursement Unit	1/30/2015	UMPQ	PMCHK00002204	\$87.50
11640	TEMPM	Kevin McKinney	1/30/2015	UMPQ	PMCHK00002204	\$50.00

Total Checks: 78

Total Amount of Checks: \$183,550.31
 =====

SECTION: 5.0

ITEM: 5.3 REVIEW OF FINANCIALS FOR JANUARY 2015

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**

PROFIT & LOSS									
14/15 Approved Budget									
	Approved Budget FY 14-15	% Of Total	Mid-Yr Revision FY 14-15	% Of Total	Jan ACTUALS	YTD ACTUALS	YTD BUDGET	Y/E Estimate	
Operating Revenues									
Program Revenue	759,000	18%	815,623	18%	55,692	777,782	726,141	850,000	
Facility Revenue	140,859	3%	164,396	4%	14,534	189,695	155,544	212,000	
Misc. Revenue	44,200	1%	38,214	1%	9,653	28,289	30,214	38,000	
Grants & Donations	50,750	1%	87,440	2%	9,307	77,473	67,840	88,000	
Interest Income	35,800	1%	31,544	1%	2,374	26,982	26,774	30,000	
Projects Revenue	330,900	8%	337,800	7%	-	2,994	2,994	338,000	
Tax Revenue	2,495,095	60%	2,625,141	58%	56,483	2,602,700	2,625,141	2,605,000	
In Kind	-	0%	-	0%	-	-	-	-	
Transf in from Cap Const & City Trust	314,446		425,018		-	14,506	14,506	425,000	
Total Operating Revenue	4,171,050	100.00	4,525,176		148,043	3,720,421	3,649,154	4,586,000	
Expenditures									
Program Expense	202,000	5%	212,576	5%	5,984	193,436	186,926	239,000	
Operating & Supplies	313,835	8%	322,389	8%	27,522	247,738	272,219	300,000	
Utilities Expense	219,567	5%	194,478	5%	6,161	153,200	160,123	200,000	
Professional Services	24,850	1%	38,235	1%	-	37,304	36,430	40,000	
Building & Grounds Maintenance	234,150	6%	209,308	5%	16,991	153,407	172,793	225,000	
Property Tax Admin.	85,000	2%	84,610	2%	32,050	87,647	84,610	85,000	
Wages	1,564,135	38%	1,572,254	37%	158,623	1,277,765	1,283,199	1,600,000	
Benefits & Payroll Costs	718,212	17%	702,329	17%	68,358	569,958	591,281	710,000	
Fixed Asset Expense	48,900	1%	69,873	2%	-	40,818	69,873	70,000	
Capital Improvement Projects	685,346	16%	337,800	8%	8,527	154,426	143,818	338,000	
Debt Services	15,430	0%	15,187	0%	2,782	14,997	14,947	15,000	
Special Dept Expenses (equip res.)	55,000	1%	55,000	1%	-	-	-	55,000	
Project Expenditures	-	0%	433,418	10%	-	-	-	434,000	
Misc Expense	-	0%	-	0%	-	-	-	-	
Total Expenditures	4,166,425	100.00	4,247,457		326,998	2,930,696	3,016,219	4,311,000	
Net Revenue Over Expenditures	\$ 4,625	0.11	\$ 277,719		\$ (178,955)	\$789,725	\$632,935	\$275,000	
Annual Contingency Reserve (1-2%)	\$ 444,950		\$ 444,950		\$ 444,950	\$ 444,950	\$ 444,950		
Annual Equip Replacement Reserve	\$ 608,531		\$ 608,531		\$ 608,531	\$ 608,531	\$ 608,531		
Future Capital Construction Reserve	\$ 602,643		\$ 602,643		\$ 569,971	\$ 569,971	\$ 569,971		
ADA Reserve	\$ 50,032		\$ 50,032		\$ 50,032	\$ 50,032	\$ 50,032		
TOTAL RESERVES	\$ 1,706,156		\$ 1,706,156		\$ 1,673,484	\$ 1,673,484	\$ 1,673,484		\$

As Of 1/31/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
ASSETS	
Current Assets	
Imprest Fund (Petty Cash)	\$580 00
Umpqua Bank	54,885 29
Placer County Treasure-General	3,121,426 11
ADA Reserve Account	50,031 75
Cell Tower Reserves	348,207 50
Placer County Treasurer - City Trust	234,461 41
Youth Asst. Fund	9,683 07
Atwood Fund	11,577 42
Atwood - Equip Replacement Fund	15,603 66
Arboretum Grant Fund	13,275 73
Bike Park Fund	15,021 29
Shockley Maint Fund	9,321 29
Accounts Receivable	44,937 12
A/R - 501C3 Group	7,520 00
Daycamp Receivables	9,192 00
Prepaid Liability Expense	28,844 17
Prepaid Workers Compensation Insurance	21,119 84
	<hr/>
Total Current Assets	\$3,995,687 65
Fixed Assets	
Fixed Assets: Land	\$1,156,603 12
Fixed Assets: Structures	11,310,375 22
Fixed Assets: Equipment	637,941 43
Fixed Assets: Computer Equipment & Software	115,831 70
Fixed Assets: Vehicles	211,563 58
Fixed Assets: Office Furniture & Rec Equipment	48,123 75
Construction In Progress	196,011 59
Less: Accumulated Depreciation	(7,874,369 73)
	<hr/>
Total Fixed Assets	\$5,802,080 66
	<hr/>
Total Assets	\$9,797,768 31
	<hr/> <hr/>

Auburn Rec & Park
Balance Sheet
As Of 1/31/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
 LIABILITIES and EQUITY	
 Current Liabilities	
Prepaid Revenue	\$143 00
Gift Certificates	508 00
Compensated Absenses	115,088 43
	<hr/>
Total Current Liabilities	\$115,739 43
 Long Term Liabilities	
John Deere Financial Payable	\$38,503 39
	<hr/>
Total Long Term Liabilities	\$38,503 39
 Total Liabilities	 \$154,242 82
 Fund Balances	
GFB: Youth Assistance Fund	\$9,683 07
GFB: General Fund Balance	770,191 44
Investments in Fixed Assets	5,806,501 67
Less: Net of Related Debt	(38,503 39)
RFB: Reserved (City Mitigation)	234,461 41
RFB: Annual Equip Replacement Reserv.	608,530 72
RFB: Annual Contingency Reserve	444,950 00
RFB: Reserved for Future Capital Construction	569,971 28
RFB: Arboretum Grant Fund	13,275 73
RFB: Reserved (Atwood)	11,577 42
RFB: Atwood III-Equip Repl Fund	15,603 66
GFB- Cell Tower Reserves	348,207 50
RFB: General Fund (ADA Reserve)	50,031 75
RFB: Shockley Maint Fund	9,321 29
 Net Profit/(Loss)	 789,721 94
 Total Assets	 \$5,806,501 67
Total Reserved Funds	\$2,267,427 37
Total Designated Funds	\$0 00
Total Unrestricted Funds	\$1,569,596 45
	<hr/>
Total Liabilities and Equity	\$9,797,768 31

Date: 2/12/2015

Auburn Rec & Park
Balance Sheet
As Of 1/31/2015
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

Page 3

Current
YTD

Item 5.4 Cover sheet – Customer Service Representative Job Description Amendment

Auburn Area Recreation and Park District Policy Committee meeting February, 2015; Board of Directors meeting February, 2015

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve an amendment to the Customer Service Representative job description that would allow the position to be full-time?

Background

The Customer Service Representative position is a major position at the customer service office. This position is in charge of a host of duties, detailed on the attached job description. The training involved with this position is intense.

Currently the position is only classified as part-time. Staff would like the flexibility to use this as a full-time position. This will assist in expanding office hours and also be a key for retention of this important position.

Recommendation for the Board of Directors

Staff recommends amending the job description by adding the following words (new words highlighted):

COMPENSATION: Regularly scheduled **full-time or** part-time union position.

The Policy Committee recommended amending the job description as suggested by staff. The Policy Committee recommended sending this item to the Consent Calendar.

Fiscal Impact

Making the position full time will add on approximately \$9,000 in wages and benefits (per year).

Attachments

Customer Service Representative job description.

CUSTOMER SERVICE REPRESENTATIVE

DEFINITION AND PURPOSE: Under the general direction of the Customer Service/Marketing Manager, the Customer Service Representative will perform tasks and duties working in support of all ARD programs. Assists with duties of registration, reservation, and various office support assignments, provide excellent customer service by greeting the public and providing a variety of information about District functions and programs to the public and other ARD employees and associates. The Customer Service Representative has previous experience in a customer service office position.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Provide excellent customer service including greeting the public, answering phones, and distribution of promotional and written information
- Respond to inquiries and complaints with accurate knowledge of District recreation programs, facilities, events and services
- Receives payments for program and facility reservations. Posts transactions, issues receipts, processes refunds and maintains accurate records of daily opening and closing cash and other negotiable items
- Prepares and balances daily summary of all program and reservation revenues
- Prepares correspondence, reports, flyers, brochures, and other promotional materials using MS Word, Publisher, Excel, PowerPoint, and other software programs
- Assists in managing and utilizing computer software programs RecTrac and WebTrac by providing accurate data entry
- Arranges for repair and maintenance of office equipment
- Prepares rosters for instructors by printing or emailing when requested
- Responds quickly to all safety related issues
- Assists other District departments with tasks or projects

NON-ESSENTIAL JOB FUNCTIONS:

- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong communication skills, both orally and in writing; analyze and resolve unusual customer related situations through application of District policy; experience with computer applications including word processing and spreadsheets, preferably on a PC based system; typing at minimum 45 W.P.M meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, user groups, volunteers and the general public.

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

Possession of high school diploma or equivalent; some college course work desirable.

Minimum two years experience in an administrative or customer service position.

LICENSES AND CERTIFICATES

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

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, reaching, and twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing, documents, and operating a computer. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is sometimes required. The position requires working in an indoor, temperature controlled office environment. The noise level of the indoor setting is usually quiet.

Position requires both day and evening hours, and may include weekend shifts.

COMPENSATION: Regularly scheduled part-time union position.

Steps (rate per hour)

Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII
\$11.09	\$11.65	\$12.23	\$12.84	\$13.48	\$14.16	\$14.86

Auburn Area Recreation and Park District is an Equal Opportunity Employer.

SECTION: 6.0

BOARD REPORTS, FEE WAIVER LOG, PROJECT LIST AND VANDALISM REPORTS

INFORMATION:

SEE ATTACHMENTS

District Administrator
Report to the Board of Directors
February, 2015

- Union Pacific RR awarded the Bike Park a \$3,500 grant. Diana Boyer wrote the grant.
- ARD staff and representatives from the Auburn Bike Park group had two productive meetings with representatives from the Auburn State Recreation Area. These meetings were to discuss proposed trail reroutes around the Auburn Bike Park. These proposed reroutes will be worked into the park design and become part of the CEQA review.
- The Placer County Parks Commission met at Recreation Park. They toured the bocce ball court site. During the business portion of the meeting they unanimously supported the funding request for the bocce courts.
- Work has started in earnest for the new cell tower at Recreation Park. The very large footing has been dug and concrete poured.
- Sierra Pool opened this month with the regular February groups – ARD Masters Swimming, PHS Swim Team and Colfax High Swim Team.
- Mock-ups for a new look ARD website have been created. Staff is working with the designer to combine the best of each of the mock-ups into one premier site.
- A new intern from Sierra College has started his time with us. He will finish in May.

Meetings and events attended

2/3: Pickleball group at Regional courts re: court design
2/3: Rotary
2/3: Jim Logan, Auburn FC re: Railhead Park field renovations
2/4: Meeting with State Parks and Bike Park group re: bike park and trail reroutes
2/5: Russ Melendez, 49er United Soccer re: Railhead Park field renovations
2/10: Rotary
2/10: Meeting with State Parks and Bike Park group re: follow up on trail reroutes
2/10: Placer County Parks Commission meeting
2/11: State of the Community Committee meeting
2/13: Tony Madrigal, Byron Gums re: James Field locker room
2/17: Rotary
2/17: Finance Committee
2/18: Auburn Chamber of Commerce Board meeting
2/18: Policy Committee
2/18: Strategic Plan Committee
2/19: Walter Clevenger, Krissy Walker re: Atwood fire breaks
2/19: Stewardship Council, PG&E, Placer Land Trust re: Bell Rd. property
2/19: Acquisition and Development Committee

Meetings and events scheduled to attend

2/24: Rotary
2/25: State of the Community Committee

Administrative Services Manager
Report to the Board of Directors
February, 2015

The preliminary budget has been reviewed by the finance committee and has been forwarded to the full Board for comments and changes. In conjunction with the budget, staff has been updating the ten year project list which should be ready to be included in the final budget presentation in March.

Verizon began construction of the new cell tower this month and should have it completed and operational by the end of February. The District has already received two months of lease payments from Verizon as per contractual agreement.

Facilities & Grounds Manager
Report to the Board of Directors
February, 2015

Install new security light between modulars at Day Camp Recreation Park.
Perform irrigation repairs Recreation Park (valve replace behind Front Playground).
Ball field preparation all fields (screen, bolt rip, transition lines).
Install new/used carpet to inside of the James Field Locker Rooms.
Replace broken bridge railings at the Walking Trail Pocket Park.
Mowing and weed eating of all District turf areas.
Scoreboard light repair on James Field.
Paint the inside of the Regional Park Gym.
Scheduled weed removal at the Meadow Vista Arboretum.
Recreation Park Splash Pool preparation for upcoming swim season (clean decking, repair support posts for slides and repair walkway grating).
Repair shade structure fabric at Overlook Skate Park.
Weed removal in landscape areas at Atwood Park (hand pulled).
Goose dropping cleanup at Regional Park (walkways, around buildings).
Disc Golf Course cleanup for upcoming tournaments.
Scheduled daily bathroom cleaning and trash pickup in all parks.
Cleanup Liquid Amber balls at Regional and Recreation Parks.
Remove debris from downed Cotton Wood tree at Regional Park.
Daily Facility cleaning (bathrooms, floors, trash, carpets).
Daily Pool maintenance (check chemicals, trash removal, decking) .

Landscape Architect
Report to the Board of Directors
February, 2015

- **Miscellaneous Items:** Miscellaneous project research, update of project lists, monthly Board report. Miscellaneous project coordination with Larry Gray. Meeting with various staff to discuss projects and processes. Update monthly project list and Board report.
- **PGE Land Trust Donation Application:** Continued communication with PGE and Stewardship Council. Staff meetings and ongoing communication with Placer Land Trust, PGE and Stewardship Council. Meeting coordination. Phone teleconferencing with Stewardship Council. Multi-agency meeting at ARD February 19. Follow up meetings and emails.

- Bike Park/Pump Track Project: Meetings and site walks regarding trail alignment and connections. Site meetings with State Parks personnel and bike committee members. Meeting with Dudek consultant. Continued work on narratives for CEQA/NEPA. Review of 65% drawings.
- Railhead Park Improvements: Opening of bid and vetting contractor. Preparation of Cover Sheets. Miscellaneous coordination. Review shade structure engineering and begin permitting with City of Auburn. Meeting with maintenance personnel on scope of work and coordination.
- Bureau of Reclamation Operation and Development Plan: Ongoing work on documents. Coordination with Dudek on document.
- Recreation Park Restroom Remodel: Completed exterior remodel. Review of estimates for interior work and selection of PBM Construction to do interior remodel. Coordination with PBM and selection of interior partition colors/product. Coordination with maintenance personnel.
- Bocce Ball: Meetings and emails. Review geotech engineering for slab and wall. Redlines and changes and final acceptance. Work on specifications and construction plans.
- Recreation Park Solar Panel Project: Coordination with SunTerra.
- Pickleball Courts: Work on court designs. Went to Placer County regarding shade structure permitting and estimates. Solicit bids for court remodel.
- Strategic Plan Review: Meetings with staff and committee on next plan update.
- 10 Year Master Plan, ADA Transition Plan and Project List: Review ADA five year project list, meetings with Kahl and Joe on 10 year master list.
- Strategic Plan: Meetings with committee. Review Recreation Park Master Plan.

Customer Service/Marketing Manager
Report to the Board of Directors
February, 2015

	1/22/15-2/20/15	1/23/14-2/20/14
Activity Registrations	\$17,000	\$16,000
Day Care/Discovery payments	\$28,000	\$22,000
Facility payments/reservations	\$6,000	\$11,000

Meeting with different user groups for field reservations.
 I continue to be actively involved in the community to promote and raise awareness of ARD's facilities and programs.

Recreation Services Manager
Report to the Board of Directors

February, 2015

- Meetings attended: AAUW, VFCAL.
- Met with Robalos Parents.
- Submitted articles on Giant Pumpkin Forum and Spring Swimming.
- Distributed thank you notes to sponsors along with a small gift and a 2015 Pledge sheet. Went back to these folks with Hop posters and calendars to remind them to keep us on their radar.
- With instrumental help from Jerry secured a new officials group.
- Met with the High School swim coaches regarding pool use.
- Sent articles for publication to Journal, Sentinel and Messenger.
- Continued planning summer classes.
- Met with new class instructors.
- Met with new head swim coach.
- Continued planning for 2nd Envision Expo.
- Met with the Auburn Community Service committee.
- Did preliminary budget work for 2015-16.
- Continued grant/sponsor writing.
- Met with the Ukulele committee to draw up 2015 plans.
- Met with State Theater regarding use of the theater for events.
- AAUW-American Association of University Women, 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

March 21	Spring Hop Dance	Recreation Park
March 26	ARD Board Meeting	CVCC
March 28	Trivia Bee	Regional Park
March 30	Lifeguarding Classes Begin	Sierra Pool
March 31	Stroke and Turn Begins	Sierra Pool

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-14	Craig Thornley	Western States Endurance Run-Sierra Room	\$135.00	\$60.00 Staffing fee \$30.00 Alcohol permit	\$135.00	No		
Apr-14	Krista Greenlee	Auburn Marmalade Synchronized Swim Team-Sierra Room	Internal Resv.	\$100.00 Staffing fee \$30.00 Alcohol permit		Yes		
Apr-14	Jessica Sanchez	Mountain Mom's & Little Folks-Recreation Picnic site	\$90.00	\$30.00	\$90.00	No		
Apr-14	Patrick King	Auburn Moose Lodge-Recreation Picnic sites	\$100.00	\$30.00	\$100.00	No		
Apr-14	Jim Northey	Fundraising for a cancer patient-Recreation Gym	\$290.00	\$120.00	\$290.00	No		
Apr-14	Karen Neal	Cub Scouts-Pack 6 Meadow Vista-Regional Picnic sites & Amphitheater	\$190.00	\$10.00	\$190.00	No		
							\$805.00	\$805.00
May-14	Chris Pektet	Freedom Church-Regional Picnic 1	\$50.00	\$30.00	\$50.00	No		
May-14	Robin Griffiths	Placer Hills Union School-Meadow Vista picnic 1,2 &3	\$150.00	\$90.00	\$150.00	No		
May-14	Judy Suter	Western States Trail Foundation-Board Room	\$120.00	\$0.00	\$120.00	No		
May-14	Norm Kendall	Gold Country Amuttee Support Group-Regional Picnic 1	\$75.00	\$30.00	\$75.00	No		
May-14	Sunny Hayner	Sierra Foothills VA Clinic-Using the Regional Park walk path	\$0.00	\$30.00	\$0.00	No		
							\$395.00	\$1,200.00
Jun-14	Laura Moore	Girl Scout Troop 684-Kitchen at Recreation Park Building	\$100.00	\$30.00	\$100.00	No		
Jun-14	Cindy Cuffe	Placer ARC-Adult Achievement Center	\$150.00	\$30.00	\$180.00	No		
							\$280.00	\$1,480.00
Jul-14	Barb Webb	Placer Hills Education Foundation Fundraiser Picnic sites at MV Park	\$225.00	Alcohol Fee \$30.00 Custodial Fee \$100.00	\$225.00	Yes		
Jul-14	Joe Hernandez	Sierra Foothills Cycling Club- Picnic sites at MV Park	\$50.00	\$30.00	\$50.00	No		

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Jul-14	Lindsey Billings	Auburn Outlaws Roller Derby-Front parking lot and Recreation Kitchen	\$248.00	\$30.00	\$248.00	Yes	\$523.00	\$2,003.00
Aug-14	Susan Rushton	Auburn Branch AAUW-Susan Rushton Regional Gym and Lakeside Room	\$2,160.00	\$90.00	\$2,160.00	Yes	\$2,160.00	\$4,163.00
Sep-14	Dennis Koehn	Auburn Elks Lodge-Picnic area at Recreation Park	\$50.00	\$30.00	\$50.00	No		
Sep-14	Amarda Elzy	Mountain Morns & Little Folks-Gazebo at Recreation Park	\$100.00	\$30.00	\$100.00	No		
Sep-14	Douglas Marquand	ARD Shotokan Karate-Picnic site at Regional Park	\$50.00	\$30 custodial and \$30 alcohol permit	\$80.00	Yes		
Sep-14	Barb Webb	Collax High Leadership-Meadow Vista Picnic sites	\$225.00	\$90.00	\$225.00	No		
Sep-14	Bob Snyder	Leadership Auburn Alumni-Splash Pool area	\$200.00	\$50.00 staffing	\$200.00	Yes		
							\$625.00	\$4,788.00
Oct-14	Courtney Portlock	Out of the Darkness Walk-Suicide Prevention-Railhead Field A	\$109.80	\$30.00	\$109.80	Yes		
Oct-14	Barbara Crowell	Senior Health Fair- Regional Gym and Lakesider Room	\$1,790.00	\$360.00	\$1,470.00	Yes		
Oct-14	Brandee Ambrosia	AAUW-Foothills Room	\$160.00	\$70.00	\$160.00	No		
							\$1,739.80	\$6,527.80
Nov-14	Will Taylor	Placer County Health & Human Services-Recreation Picnic & Gazebo-Recovery Happens	\$270.00	\$90.00	\$270.00	Yes		
Nov-14	Dianit Boyer	FATRAC-Lakeside Room	\$220.00	\$30.00	\$250.00	No		
Nov-14	Patrick Little	Special Olympics-Recreation Gym	\$760.50	\$195.00	\$760.50	Yes		

Feb-15

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
1/24/2015	Regional Shop Restroom	Took paper dispensers spread feces in bathroom	\$40	\$30, new dispensers
1/25/2015	Regional Shop Restrooms	Took handicap signage on exterior of bathrooms	\$20	\$70, new signage
2/1/2015	Centennial Park	Graffiti on bridge structure	\$40	\$20, paint to cover graffiti
2/10/2015	Meadow Vista	Fire started and interior light broken in men's bathroom	\$320	\$125, paint/light fixture
2/12/2015	Skate Park	Shade screens torn down	\$80	\$50, repair parts
			Total	Total
			Labor	Material
			Total for	Total for
			Year	Year
			\$810	\$1,272.26

Jan-15

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
12/31/2015	Regional gym women's bathroom	Shower facuet taken	\$20	\$123.63
1/3/2015	Regional Park	Stole ball field screen	\$0	\$375.00, new screen
1/11/2015	Regional Park	Broke posts on picnic landing next to pond, Chana Students	\$80	\$56.63, posts and concrete
1/16/2015	Regional Park	Park pranks, TPed C Field, turned over tables, garbage cans into pond, doggie bags all over park paper dispensers in bathrooms ripped off walls	\$40	\$12, anchors for dispensers in bathrooms
1/19/2015	Regional Park	Graffiti on tables in picnic area at Dry Creek	\$30	\$25, paint to repaint tables
1/20/2015	Regional Park	Graffiti (tagging) in shop bathroom and irrigation pump house	\$60	\$70, paint to cover tagging
1/21/2015	Recreation Park	Cut locks to maintenance gates and Beggs Snack Bar	\$20	\$180, new locks
1/21/2015	Meadow Vista	Cut locks to storage areas and cut fencing enclosing storage areas	\$40	\$75, new locks and fencing repair
1/21/2015	Placer Hills	Cut locks to storage areas	\$20	\$60, new locks
		Total Labor	\$310.00	Material \$977.26

Item 7.1 Cover sheet – Railhead Park Site Improvements

February 19, 2015 A&D Committee Meeting; February 26, 2015 ARD Board of Directors meeting

Subject: Acceptance of a construction bid of \$52,380.000 from Owens Construction for the site improvements at Railhead Park.

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve Resolution # 2015-02 approving a construction contract for \$52,380.00 from Owens Construction for site improvements at Railhead Park. Staff also recommends that the Board of Directors approve a 5% contingency for this project of \$2,619.00.

Background

Engineered Drawings and Specifications have been completed for Railhead Park site improvements. The project includes site demolition and grubbing, old concrete removal, site grading, city storm water tie-in, curb repair, ADA parking striping and signage, new ADA sidewalks, site drainage, 36' x 36' concrete slab under the future shade structure, and finish grading. The District, through a public competitive bid process has received eight bids from interested contractors for the site improvements listed above. The lowest, Owens Construction, is for \$52,380.00. Owens Construction is the lowest responsible and responsive bidder for this project.

Installation of the playground, playground fencing and shade structure are being accomplished under separate contracts with other companies. Finish landscaping including irrigation, plants, trees, sod, mulch and new picnic tables will be accomplished by ARD maintenance staff. Total budget for all portions of the project was estimated on the approved project list as \$186,000.00. To date the project, including this contract, totals \$182,779.00. This leaves approximately \$3,221.00 remaining in the project budget.

Recommendation

Staff recommends that the Board of Directors approve of Resolution #2015-02, authorizing the District Administrator to execute a contract for the construction of the site improvements at Railhead Park. Staff recommends a 5% contingency for this project of \$2,619.00.

The A&D Committee recommends the same.

Alternatives Available to the Board of Directors

Do not approve this contract. This would most likely result in a delay to the project that could jeopardize County Mitigation Funding.

Fiscal Impact

Fiscal impact of the approval is \$52,380.00 plus a 5% contingency of \$2,619.00 for a total of \$53,999.00.

Attachments

Bid Summary
Proposal from Owens Construction
Notice of Award
Articles of Agreement
Resolution 2015-02

**RAILHEAD PARK SITE IMPROVEMENTS BIDS
THURSDAY, FEBRUARY 12, 2015**

ORGANIZATION	AMOUNT
Hanson Brothers	\$74,080.00
DMCE Concrete & Engineering	\$64,437.00
Roger Cook General Contractors	\$59,630.00
Owens Construction	\$52,380.00
Peterson Development	\$53,610.00
PBM Construction	\$53,593.00
Simpson & Simpson	\$61,586.50
Granite Bay Engineering	\$56,900.00

**AUBURN AREA RECREATION AND PARK DISTRICT
STATE OF CALIFORNIA**

PROPOSAL

For the construction of the

Railhead Park Site Improvements

To the District Administrator of the Auburn Area Recreation and Park District

The undersigned declares that he has examined the locations of the proposed work, that he has examined the specifications, and all the contract documents, and hereby proposes to furnish all materials, labor, equipment, and perform all the work in strict accordance with said specifications, and contract documents in consideration of the attached schedule.

The undersigned further agrees that, upon written acceptance of this bid, he will within **FIFTEEN** days of receipt of such notice execute a formal contract agreement with the Auburn Area Recreation and Park District, with necessary bonds and certificate and standard form endorsement of insurance. He also agrees that, in the case of default in executing the contract, the proceeds of the check or bond accompanying his bid shall become the property of the Auburn Area Recreation and Park District. The Contractor acknowledges this is a prevailing wage job subject to California Labor Code 1770 – 1780.

The undersigned agrees that, if awarded the contract, he will commence the work upon written notice to proceed and shall diligently prosecute the same to completion before the expiration of **21 working days** from the date of said written notice to proceed.

Bids are to be submitted for the entire work.

The Auburn Park and Recreation District will award the contract, if at all, to the lowest responsible bidder with the lowest Grand Total as shown on the Bid Schedule.

The bidder shall set forth each total for the item, and for each lump sum work a total for the item, all in clearly legible Arabic figures in the respective spaces provided for this purpose.

The award of the contract, if it is awarded, will be to the lowest responsible responsive bidder whose bid complies with the requirements set forth herein. The determination of the lowest bid will be evaluated based upon each bidder's Grand Total amount, which is the total sum of the project.

The following quantities are approximate only, being given as a basis for the comparison of bids, and the Auburn Area Recreation and Park District does not expressly or by implication agree that the actual amount of work will correspond therewith and reserves the right to increase or

DESIGNATION OF SUBCONTRACTORS

The following list of subcontractors is submitted with the proposal and made a part thereof.

If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the contract, he shall be deemed to have agreed to perform such portion himself, and he shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the work for which no subcontractor was designated in the original bids shall only be permitted in cases of public emergency or necessity, and then only after receiving written approval from the Engineer.

The name and location of the shop or office of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the project and that portion of the work to be performed by the subcontractor is as follows:

1. NAME: Sierra Striping LIC# 651790
ADDRESS: 4725 Del Bond suite 4 Roseville CA 95707
CONTRACT ITEMS: Striping AMOUNT: \$ 1,115⁰⁰
2. NAME: NK Concrete Inc 6967078
ADDRESS: PO Box 907 Sierra Springs Rd 95682
CONTRACT ITEMS: CONCRETE AMOUNT: \$ 14750⁰⁰
3. NAME: _____
ADDRESS: _____
CONTRACT ITEMS: _____ AMOUNT: \$ _____
4. NAME: _____
ADDRESS: _____
CONTRACT ITEMS: _____ AMOUNT: \$ _____
5. NAME: _____
ADDRESS: _____
CONTRACT ITEMS: _____ AMOUNT: \$ _____

**AUBURN AREA RECREATION AND PARK DISTRICT
STATE OF CALIFORNIA**

NONCOLLUSION AFFIDAVIT TO ACCOMPANY PROPOSAL

STACEY GARDNER, being first duly sworn, deposes and says that he or she is GARDNER of GARDNER CONSTRUCTION, the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

2-12-15
(Date)

[Signature]
(Signature)

GARDNER CONSTRUCTION
Name of Firm

2700 ...

Apple Valley CA 91303
Business Address

Contractor's License:

- a. Class: C-33
- b. Number: 134077
- c. Expiration Date: 2-28-17

570-878-3901

Phone Number

[Signature]

Signature of Responsible Official

**AUBURN AREA RECREATION AND PARK DISTRICT
STATE OF CALIFORNIA**

BIDDER'S BOND TO ACCOMPANY PROPOSAL



U.S. Specialty Insurance Company
601 S. Figueroa Street, Suite 1600, Los Angeles, California 90017
main 310 649 0990 facsimile 310 649 0416

BOND NO. BB2000031
PREMIUM 0
BID DATE 02 12 15

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, STEVE OWENS DBA: OWENS CONSTRUCTION

(hereinafter called Principal), as Principal, and U.S. Specialty Insurance Company, a corporation,
organized and existing under the laws of the State of Texas and authorized to transact a general surety business in the
State of CA

(hereinafter called Surety), as Surety, are held and firmly bound unto AUBURN AREA RECREATION AND PARK DISTRICT

(hereinafter called Obligee) in the penal sum of TEN percent (10%) of amount bid
not to exceed PENAL SUM SEVEN THOUSAND ONE HUNDRED FIFTY DOLLARS *****
Dollars (\$ 7,150.00)

for the payment of which the Principal and the Surety bind themselves, their heirs, executors, administrators, successors
and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That, whereas the Principal has submitted or is about to submit a
proposal to the Obligee on a contract for RAIL HEAD PARK SITE IMPROVEMENTS - RAIL HEAD PARK,
PACIFIC AVENUE AUBURN, CA

NOW, THEREFORE, if the said contract be awarded to the Principal and the Principal shall, within such time as may be
specified, enter into the contract in writing, then this obligation shall be void. If the Principal shall fail to do so, then the
undersigned shall pay the obligee the damages which the obligee may suffer by reason of such failure up to and not
exceeding the penal sum of the bond

SIGNED, SEALED AND DATED THIS 11TH DAY OF FEBRUARY, 2015

[Signature]
PRINCIPAL
By: Steve Owens

U.S. Specialty Insurance Company
By: [Signature]
ELIZABETH A. JUAREZ Attorney-in-Fact



U.S. Specialty Insurance Company
601 S. Figueroa Street, Suite 1600, Los Angeles, California 90017

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS

That U S SPECIALTY INSURANCE COMPANY (the "Company") a corporation duly organized and existing under the laws of the State of Texas and having its principal office in Houston Harris County Texas does by these presents make constitute and appoint

ELIZABETH A. JUAREZ

is true and lawful Attorney-in-fact with full power and authority hereby conferred in its name, place and stead to execute acknowledge and deliver bond number BB2000031 issued in the course of its business and to bind the Company thereby in an amount not to exceed Seven thousand, one hundred fifty and 00/100 (\$7,150.00) This Power of Attorney shall expire without further action on December 20th, 2017 Said appointment is made under and by authority of the following resolutions of the Board of Directors of U S Specialty Insurance Company

Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions

Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings including any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts and any and all notices and documents canceling or terminating the Company's liability thereunder and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary

Be it Resolved that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached Adopted by unanimous written consent in lieu of meeting on September 1st 2011

The Attorney-in-Fact named above may be an agent or a broker of the Company The granting of this Power of Attorney is specific to this bond and does not indicate whether the Attorney-in-Fact is or is not an appointed agent of the Company

IN WITNESS WHEREOF, U S Specialty Insurance Company has caused its seal to be affixed hereto and executed by its Senior Vice President on this 1st day of December 2014

State of California
County of Los Angeles SS



U S SPECIALTY INSURANCE COMPANY
By Adam S Pessin Senior Vice President

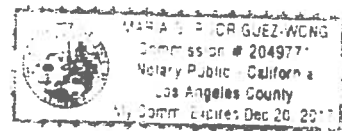
A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document

On this 1st day of December 2014 before me Maria G Rodriguez-Wong a notary public, personally appeared Adam S Pessin Senior Vice President of U S Specialty Insurance Company who proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his authorized capacity and that by his signature on the instrument the person, or the entity upon behalf of which the person acted executed the instrument

I certify under PENALTY OF PERJURY under the laws of the State of CALIFORNIA that the foregoing paragraph is true and correct

WITNESS my hand and official seal

Signature (seal)



Michael Chalekson Assistant Secretary of U S Specialty Insurance Company do hereby certify that the Power of Attorney and the resolution adopted by the Board of Directors of said Company as set forth above are true and correct transcripts thereof and that neither the said Power of Attorney nor the resolution have been revoked and they are now in full force and effect

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of February 2015

Bond No BB2000031
Agency No 9010



Michael Chalekson Assistant Secretary

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF CALIFORNIA

COUNTY OF SACRAMENTO }

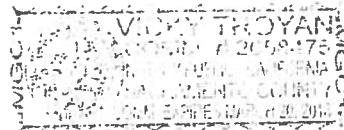
On 2/11/2015 before me, VICKY TROYAN, Notary Public
Date (here insert name)

personally appeared ELIZABETH A. JUAREZ

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



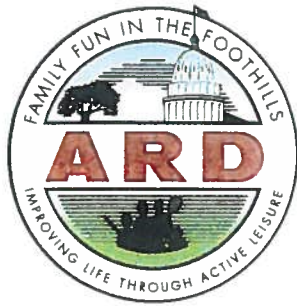
Signature: *Vicky Troyan* (Seal)

OPTIONAL INFORMATION

Description of Attached Document

Title or Type of Document: _____ Number of Pages: _____

Document Date: _____ Other: _____



AUBURN AREA RECREATION AND PARK DISTRICT

February 27, 2015

Steve Owens
Owens Construction
44 Leonard Land
Colfax, CA 95713

RE: Railhead Park Site Improvements – Notice of Award

Dear Mr. Owens,

Auburn Area Park and Recreation District (ARD) is pleased to inform you that the District Board of Directors has awarded your company the construction contract for the Railhead Park Site Improvements Project for \$52,380.00.

Enclosed please find (2) copies of the Articles of Agreement as attached in the Contract Documents for this subject project. Please sign all (2) copies of the Articles of Agreement and return them as soon as possible. Please provide ARD, concurrent with the execution of the Articles of Agreement, the following documents as outlined in the Contract Documents.

- Performance Bond for 100% of the contract;
- Payment Bond for 50% of the contract;
- Standard Form of Endorsement Insurance.

In addition, please submit the required insurance certificates for this project. The signed contracts along with the bonds and insurance certificates must be returned to our office within fifteen (15) days from the date of this notification, not including Sundays or Holidays, or no later than March 20, 2015. Once the contract is completed by both parties, you can begin the necessary permit drawings and specifications needed. ARD will submit these to our engineer for review and comment. Once ARD and our engineer are satisfied that final drawings meet specifications, a notice to proceed will be issued. As per the Bid Documents published by ARD, the project has a 90 day construction period.

As is customary, we are requesting a construction schedule and emergency phone contact list be submitted before construction begins. I will be representing the District as the project manager. You may contact me at (530) 885-0611 x107 to coordinate a preconstruction conference.

We are looking forward to working with you and if there any questions please do not hesitate to contact me.

Sincerely,

Pamela Vann
Landscape Architect #4674

cc: ARD Board of Directors
Kahl Muscott, District Administrator