

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

6:00 P.M.

**THURSDAY, MARCH 31, 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

Presentations to ARD/YDL volunteer coaches Greg Stuck and Dana Brooks. Presentation to Julia Camillucci, short shots volunteer.

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 February 25, 2016 Minutes of the Board of Directors**

Review and approval of minutes.

_____ **5.2 Review of Cash Requirements for February, 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 Review of Financials for February, 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 Fee Waiver Request from Placer High Grad Night**

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

_____ **5.5 Personnel Policy Correction/Clarification**

Shall the Auburn Area Recreation & Park District correct and clarify its language regarding medical benefits for 2nd tier employees?

_____ **5.6 Letter Opposing SB 885 Contracting with Design Professionals (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District ARD send a letter opposing to our local legislators regarding the requirements of CA Government Code §53160 (length of storage time of data from surveillance cameras)?

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 report under item 6.0.

7.0 UNFINISHED BUSINESS

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

Shall the Auburn Area Recreation & Park District Board of Directors approve a final budget for Fiscal Year 2016/2017 and adopt Resolution Number 2016-02 Before the Governing Board of the Auburn Area Recreation & Park District County of Placer, State of California?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

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

Shall the Auburn Area Recreation & Park District Board of Directors direct staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed FY 2016/2017 Project List, and approve the Ten Year Plan Update?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

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

Shall the Auburn Area Recreation & Park District Board of Directors send a letter to our local legislators regarding the requirements of California Government Code Section 53160 (length of storage time of data from surveillance cameras), and shall a separate letter written by Director Ainsleigh accompany ARD's letter?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

8.0 NEW BUSINESS

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

Shall the Auburn Area Recreation & Park District Board of Directors adopt Resolution Number 2016-03 awarding a contract to Landology, Inc. for the Railhead Park Field B (West) Renovation Project?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.2 24 Acre Conceptual Planning (Acquisition & Development Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors adopt Resolution Number 2016-04 authorizing the District Administrator to enter into an agreement for environmental consulting services with Foothill Associates for the conceptual planning for the 24 acre property at Regional Park?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

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

Shall the Auburn Area Recreation and Park District provide a COLA for all qualifying employees, based on the agreement with the Local 39 Operating Engineers Union and ARD policy?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

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

Shall the Auburn Area Recreation and Park District Board of Directors approve an amendment to the District Administrator’s contract for a Cost of Living Adjustment (COLA)?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

_____ **8.5 Purchase of Portable Stage (Standing Finance Committee)**

Shall the Auburn Area Recreation and Park District purchase a portable stage in lieu of constructing a permanent stage?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

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

Shall the Auburn Area Recreation & Park District Board of Directors nominate a Special District Representative to the Placer Local Agency Formation Commission?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

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

Shall the Auburn Area Recreation & Park District Board of Directors nominate a candidate for the CSDA Board of Directors?

Motion by _____ second by _____ to _____

Ferris _____ Lynch _____ Ainsleigh _____ Gray _____ Holbrook _____

Roll Call Vote

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

1. County Mitigation Fund, current balance \$255.141.

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

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

_____ **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:

3-25-16
Date

12:30 PM
Time

T. Larson
Clerk to the Board

SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF THE FEBRUARY 25,
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, February 25, 2016, 6:00 p.m.
Canyon View Community Center
471 Maidu Drive
Auburn, CA**

**Board Members
Present:**

Chairman Jim Ferris
Director Lynch
Director Ainsleigh
Director Jim Gray
Director Holbrook

**Board Members
Absent:**

None.

Staff Present:

Kahl Muscott, District Administrator
Joe Fecko, Administrative Services Manager
Larry Gray, Facilities & Grounds Manager
Debbie Thomas, Youth Services Manager
Pamela Vann, Landscape Architect
Patricia Larson, Recording Secretary

FLAG SALUTE

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:02 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 Ferris to approve the agenda as written.

Roll Call Vote

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

5 – 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

5.1 Review and Approval of the January 28, 2016 Auburn Area Recreation & Park District Minutes of the Board of Directors

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

5.3 Review of Financials for January, 2016 (Standing Finance Committee)

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

Roll Call Vote

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

5– 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

None.

8.0 NEW BUSINESS

8.1 Resolution Number 2016-01, A Resolution Directing Preparation of the Engineer’s Report for Fiscal Year 2016-17 for the Continuation of the Atwood Ranch III Landscaping and Lighting Assessment District of the Auburn Area Recreation and Park District (Acquisition & Development Committee)

A motion was made by Director Holbrook and seconded by Director Gray to adopt Resolution Number 2016-01, A Resolution Directing Preparation of the Engineer’s Report for Fiscal Year 2016-17 for the Continuation of the Atwood Ranch III Landscaping and Lighting Assessment District of the Auburn Area Recreation and Park District

Roll Call Vote

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

5 – 0 Motion carries.

8.2 2016 – 2017 Preliminary Budget (Standing Finance Committee)

A motion was made by Director Lynch and seconded by Director Ainsleigh to approve the 2016 – 2017 Preliminary Budget.

Roll Call Vote

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

3 – 2 Motion carries.

8.3 Reducing Fee Waivers for ARD Facilities During Peak Usage (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh approve amending its Fee Waiver Policy by reducing the fees waived for facilities during peak usage times.

Peak usage times for facilities are defined as follows: Picnic Units: April – October, Gymnasiums: December – March, Baseball fields: February – July, Soccer fields: July – November, Summing pools: May – July.

Roll Call Vote

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

5 – 0 Motion carries.

8.4 Proposed Changes to Policy: ARD Minutes of the Board (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Lynch and seconded by Director Ferris to amend the proposed policy regarding minutes of the Board to be consistent with the records retention policy which states as follows: All regular and special meetings of the Board may be recorded. Recordings may be destroyed consistent with the records retention policy.

Roll Call Vote

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

4 – 1 Motion carries.

8.5 Letter to Local Legislators Re: Video Monitoring

Chairman Ferris recommended with no objections from the Board of Directors to table this item for revisions of the letters to the Board meeting in March, 2016.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Fiscal Year 2016/2017 Project List (Acquisition & Development Committee). The Board reviewed the information provided. The Fiscal Year 2016/2017 Project List was forwarded to the Acquisition & Development Committee for revisions.
2. Installation of security cameras at Regional Park (Acquisition & Development Committee). Information was provided to the Board regarding staff has been conducting research into the installation of security cameras at Regional Park.

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

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

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

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

Heidi Rietjens, an Auburn, California resident suggested getting a name tag in the board room for Pat Larson, Clerk to the Board.

Director Holbrook left the meeting at 7:33 p.m.

13.0 CLOSED SESSION – The Board went into closed session at 7:34 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 7:35 p.m., there was no reportable action.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:35 p.m. by Chairman Ferris.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
FEBRUARY, 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: \$111,901.11

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 2/1/2016 2/29/2016
 Vendor ID First Last Checkbook ID COMM 1ST COMM 1ST
 Vendor Name First Last

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
13233	1099-193	Celena Polena	2/5/2016	COMM 1ST	PMCHK00002287	\$214.50
13234	1099-203	Susan Thomas	2/5/2016	COMM 1ST	PMCHK00002287	\$109.20
13235	1099-247	Clifford Johnson	2/5/2016	COMM 1ST	PMCHK00002287	\$97.50
13236	A0014	AT&T	2/5/2016	COMM 1ST	PMCHK00002287	\$885.66
13237	A0134	Advanced Intregrated Pest Mana	2/5/2016	COMM 1ST	PMCHK00002287	\$668.50
13238	A0150	Jessica Tillery dba All Qualit	2/5/2016	COMM 1ST	PMCHK00002287	\$968.64
13239	C0072	CIT Technology Fin. Serv., Inc	2/5/2016	COMM 1ST	PMCHK00002287	\$450.49
13240	C0075	Cintas Corporation	2/5/2016	COMM 1ST	PMCHK00002287	\$428.58
13241	C0111	Central Valley Broadband	2/5/2016	COMM 1ST	PMCHK00002287	\$189.90
13242	C0113	Cooks Portable Toilets & Septi	2/5/2016	COMM 1ST	PMCHK00002287	\$698.38
13243	D0077	Dudek	2/5/2016	COMM 1ST	PMCHK00002287	\$130.00
13244	E0011	ECORP Consulting, Inc.	2/5/2016	COMM 1ST	PMCHK00002287	\$821.70
13245	F0040	Foothill Associates	2/5/2016	COMM 1ST	PMCHK00002287	\$797.50
13246	G0027	Giuliani & Kull, Inc.	2/5/2016	COMM 1ST	PMCHK00002287	\$1,975.00
13247	G0077	Gold Country Water	2/5/2016	COMM 1ST	PMCHK00002287	\$42.00
13248	G0092	Green Valley Security, Inc.	2/5/2016	COMM 1ST	PMCHK00002287	\$900.00
13249	H0056	Humana Dental Ins. Co	2/5/2016	COMM 1ST	PMCHK00002287	\$1,651.71
13250	K0019	Kronick, Moskovitz, Tiedemann	2/5/2016	COMM 1ST	PMCHK00002287	\$446.25
13251	L0016	Loomis Union School District	2/5/2016	COMM 1ST	PMCHK00002287	\$7,440.00
13252	L0027	Pat Larson	2/5/2016	COMM 1ST	PMCHK00002287	\$37.01
13253	N0003	Norris Electric, Inc.	2/5/2016	COMM 1ST	PMCHK00002287	\$361.69
13254	NC045	Near U CO2	2/5/2016	COMM 1ST	PMCHK00002287	\$5,017.03
13255	P0007	Pacific Gas & Electric Company	2/5/2016	COMM 1ST	PMCHK00002287	\$77.85
13256	P0023	PG&E	2/5/2016	COMM 1ST	PMCHK00002287	\$122.04
13257	P0058	Pitney Bowes Credit Corporatio	2/5/2016	COMM 1ST	PMCHK00002287	\$85.30
13258	S0086	Sac-Val Janitorial Supply, Inc	2/5/2016	COMM 1ST	PMCHK00002287	\$130.29
13259	S0133	Shelly's Smart Shopper	2/5/2016	COMM 1ST	PMCHK00002287	\$750.00
13260	T0058	TelePacific Communications	2/5/2016	COMM 1ST	PMCHK00002287	\$860.36
13261	T1000	Transamerica Life Insurance	2/5/2016	COMM 1ST	PMCHK00002287	\$380.00
13262	TEMPC	Terry Clark	2/5/2016	COMM 1ST	PMCHK00002287	\$83.75
13263	TEMPP	Audrey Powell	2/5/2016	COMM 1ST	PMCHK00002287	\$185.00
13264	U0016	Uptown Signs & Graphics, Inc.	2/5/2016	COMM 1ST	PMCHK00002287	\$112.88
13265	U0026	Union Pacific Railroad	2/5/2016	COMM 1ST	PMCHK00002287	\$1,791.08
13266	W0001	Walker's Office Supplies, Inc.	2/5/2016	COMM 1ST	PMCHK00002287	\$268.81
13267	X0002	P&G	2/5/2016	COMM 1ST	PMCHK00002287	\$332.00
13268	U0019	US Bank	2/11/2016	COMM 1ST	PMCHK00002288	\$17,250.72
13276	S1007	Stationary Engineers, Local 39	2/12/2016	COMM 1ST	PMCHK00002289	\$282.77
13277	S1010	State Disbursement Unit	2/12/2016	COMM 1ST	PMCHK00002289	\$87.50
13278	1099-203	Susan Thomas	2/18/2016	COMM 1ST	PMCHK00002290	\$156.00
13279	1099-218	Auburn Gymnastics Center	2/18/2016	COMM 1ST	PMCHK00002290	\$341.25
13280	1099-239	Macintosh-Oddo	2/18/2016	COMM 1ST	PMCHK00002290	\$3,988.60
13281	1099-243	Phillip Dallas	2/18/2016	COMM 1ST	PMCHK00002290	\$292.50
13282	1099-252	Donna Lisa Otto	2/18/2016	COMM 1ST	PMCHK00002290	\$555.50
13283	1099-269	Deborah Lynn	2/18/2016	COMM 1ST	PMCHK00002290	\$117.00
13284	1099-277	Foothill Karake Do	2/18/2016	COMM 1ST	PMCHK00002290	\$68.25
13285	1099-291	Isaac Humber	2/18/2016	COMM 1ST	PMCHK00002290	\$136.50
13286	1099-306	Renee Berg	2/18/2016	COMM 1ST	PMCHK00002290	\$440.00
13287	1099-313	Alison Lloyd	2/18/2016	COMM 1ST	PMCHK00002290	\$360.00
13288	1099-316	Rebecca Centatiempo	2/18/2016	COMM 1ST	PMCHK00002290	\$333.00
13289	A0001	Recology Auburn Placer	2/18/2016	COMM 1ST	PMCHK00002290	\$772.28
13290	A0027	Recology Auburn Placer	2/18/2016	COMM 1ST	PMCHK00002290	\$1,221.63
13291	A0150	Jessica Tillery dba All Qualit	2/18/2016	COMM 1ST	PMCHK00002290	\$30.22
13292	C0111	Central Valley Broadband	2/18/2016	COMM 1ST	PMCHK00002290	\$129.95
13293	C0113	Cooks Portable Toilets & Septi	2/18/2016	COMM 1ST	PMCHK00002290	\$1,542.60
13294	C0120	Capture Technologies	2/18/2016	COMM 1ST	PMCHK00002290	\$6,708.16
13295	D0025	Dawson Oil Company	2/18/2016	COMM 1ST	PMCHK00002290	\$841.3

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
13296	D0066	De Lage Landen	2/18/2016	COMM 1ST	PMCHK00002290	\$623.95
13297	F0028	Folsom City Zoo Sancturay	2/18/2016	COMM 1ST	PMCHK00002290	\$175.00
13298	G0006	Gold Country Media Publication	2/18/2016	COMM 1ST	PMCHK00002290	\$155.40
13299	G0079	Gabe Mendez Inc	2/18/2016	COMM 1ST	PMCHK00002290	\$4,995.00
13300	J0022	Journeyfilm LCC	2/18/2016	COMM 1ST	PMCHK00002290	\$500.00
13301	K0010	Knorr Systems, Inc.	2/18/2016	COMM 1ST	PMCHK00002290	\$1,042.00
13302	K0011	Kaiser Foundation Health Plan,	2/18/2016	COMM 1ST	PMCHK00002290	\$10,936.91
13303	L0023	Vincent Garcia Lopez	2/18/2016	COMM 1ST	PMCHK00002290	\$25.00
13304	M0019	Kahl Muscott	2/18/2016	COMM 1ST	PMCHK00002290	\$52.78
13305	M0098	Meadow Vista County Water Dist	2/18/2016	COMM 1ST	PMCHK00002290	\$338.78
13306	N0003	Norris Electric, Inc.	2/18/2016	COMM 1ST	PMCHK00002290	\$378.96
13307	N0012	Nevada Irrigation District	2/18/2016	COMM 1ST	PMCHK00002290	\$674.50
13308	N0028	Newcastle School	2/18/2016	COMM 1ST	PMCHK00002290	\$275.00
13309	P0005	Placer County Water Agency	2/18/2016	COMM 1ST	PMCHK00002290	\$2,663.89
13310	P0007	Pacific Gas & Electric Company	2/18/2016	COMM 1ST	PMCHK00002290	\$10,749.98
13311	R0057	Reserve Account	2/18/2016	COMM 1ST	PMCHK00002290	\$1,000.00
13312	S0022	Stonesifer's Auburn Safe and L	2/18/2016	COMM 1ST	PMCHK00002290	\$157.70
13313	S0094	Manouch Shirvanioun	2/18/2016	COMM 1ST	PMCHK00002290	\$42.86
13314	S0143	SMOA	2/18/2016	COMM 1ST	PMCHK00002290	\$7,810.00
13315	S0145	SCP Pool Distributors LLC	2/18/2016	COMM 1ST	PMCHK00002290	\$494.96
13316	S0146	Scheller Engineering	2/18/2016	COMM 1ST	PMCHK00002290	\$649.23
13317	S1000	State Of California/DOJ	2/18/2016	COMM 1ST	PMCHK00002290	\$148.00
13318	S1003	Sutter Medical Foundation	2/18/2016	COMM 1ST	PMCHK00002290	\$581.39
13319	TEMPC	Laura Cary	2/18/2016	COMM 1ST	PMCHK00002290	\$105.00
13320	U0028	U.S. Bank Equipment Finance	2/18/2016	COMM 1ST	PMCHK00002290	\$383.82
13321	V0007	Verizon Wireless	2/18/2016	COMM 1ST	PMCHK00002290	\$259.05
13322	V0013	Pam Vann	2/18/2016	COMM 1ST	PMCHK00002290	\$34.41
13323	W0001	Walker's Office Supplies, Inc.	2/18/2016	COMM 1ST	PMCHK00002290	\$90.25
13324	X0002	P&G	2/18/2016	COMM 1ST	PMCHK00002290	\$332.00
13326	S0016	Sam's Club	2/25/2016	COMM 1ST	PMCHK00002291	\$628.67
13327	S1007	Stationary Engineers, Local 39	2/25/2016	COMM 1ST	PMCHK00002291	\$282.77
13328	S1010	State Disbursement Unit	2/25/2016	COMM 1ST	PMCHK00002291	\$87.50

Total Checks: 88

Total Amount of Checks: \$111,901.11

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SECTION: 5.0

ITEM: 5.3 REVIEW OF FINANCIALS FOR FEBRUARY, 2016

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

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

PROFIT & LOSS									
15/16 Approved Budget									
	Approved Budget FY 15-16	% Of Total	Mid-Yr Revision FY 15-16	% Of Total	Feb Actuals	Last Yr Feb Actuals	YTD ACTUALS	YTD BUDGET	Last Yr YTD ACTUALS
Operating Revenues									
Program Revenue	860,100	18%	865,810	18%	69,162	49,922	942,771	829,960	827,704
Facility Revenue	188,504	4%	159,850	3%	11,759	14,717	166,400	152,549	204,412
Misc. Revenue	56,500	1%	57,000	1%	4,529	8,645	58,337	51,200	36,934
Grants & Donations	382,450	8%	60,450	1%	-	825	62,131	59,450	78,298
Interest Income	34,900	1%	28,500	1%	8,126	371	44,036	28,500	27,353
Projects Revenue	395,100	8%	357,800	7%	-	-	123,500	178,500	2,994
Tax Revenue	2,673,774	56%	2,765,000	57%	73,110	-	2,850,802	2,765,000	2,602,700
In Kind	-	0%	-	0%	-	-	-	-	-
Transf in from Cap Const & City Trust	178,417		533,900		-	-	106,000	106,000	14,506
Total Operating Revenue	4,769,745	100.00	4,828,310	100.00	166,686	74,480	4,353,977	4,171,159	3,794,901
Expenditures									
Program Expense	236,675	5%	218,540	5%	30,887	18,262	231,144	207,990	211,698
Operating & Supplies	343,830	7%	325,400	7%	27,216	22,458	275,208	292,285	270,196
Utilities Expense	213,400	5%	177,383	4%	14,345	21,047	167,025	157,833	174,247
Professional Services	35,125	1%	37,500	1%	786	701	26,163	28,150	38,005
Building & Grounds Maintenance	247,600	5%	242,400	5%	18,706	26,225	193,460	211,850	179,632
Property Tax Admin.	56,091	1%	63,266	1%	-	-	63,630	63,266	87,647
Wages	1,739,431	38%	1,779,040	38%	120,506	109,763	1,491,400	1,569,671	1,387,528
Benefits & Payroll Costs	677,388	15%	696,884	15%	51,848	51,662	589,489	640,566	621,620
Fixed Asset Expense	47,500	1%	34,000	1%	15,242	9,668	120,775	36,000	50,487
Capital Improvement Projects	949,467	21%	946,150	20%	9,290	15,759	671,264	702,699	170,185
Debt Services	15,479	0%	15,488	0%	3,974	2,791	39,911	14,497	17,788
Special Dept Expenses (equip res.)	55,000	1%	55,000	1%	-	-	-	-	-
Project Expenditures	-	0%	117,599	2%	-	-	-	-	-
Misc Expense	-	0%	-	0%	-	-	-	-	-
Total Expenditures	4,616,986	100.00	4,708,650	100.00	292,800	278,336	3,869,469	3,924,807	3,209,033
Net Revenue Over Expenditures	\$ 152,759	3.20	\$ 119,660	3.20	\$ (126,114)	(203,856)	\$484,508	\$246,352	\$585,868
Annual Contingency Reserve (1-2%)	\$ 450,000		\$ 450,000		\$ 450,000		\$ 450,000	\$ 450,000	\$ 450,000
Annual Equip Replacement Reserve	\$ 658,531		\$ 658,531		\$ 708,531		\$ 658,531	\$ 658,531	\$ 658,531
Future Capital Construction Reserve	\$ 744,971		\$ 744,971		\$ 705,971		\$ 744,971	\$ 744,971	\$ 744,971
ADA Reserve	\$ 55,032		\$ 55,032		\$ 60,032		\$ 55,032	\$ 55,032	\$ 55,032
TOTAL RESERVES	\$ 1,908,534		\$ 1,908,534		\$ 1,924,534		\$ 1,908,534	\$ 1,908,534	\$ 1,908,534

As Of 2/29/2016
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
Community 1st Bank	55,244.08
Placer County Treasure-General	3,401,948.30
ADA Reserve Account	60,031.75
Cell Tower Reserves	122,459.24
Placer County Treasurer - City Trust	259,772.84
Youth Asst. Fund	9,102.33
Atwood Fund	14,616.83
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,275.73
Shockley Maint Fund	8,653.26
Accounts Receivable	35,254.10
A/R - 501C3 Group	7,300.00
Daycamp Receivables	16,990.00
Prepaid Expenses	544.00
Prepaid Liability Expense	23,162.67
Prepaid Workers Comp Insurance	8,226.00
	<hr/>
Total Current Assets	\$4,052,764.79
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,825,456.18
Fixed Assets: Equipment	827,269.75
Fixed Assets: Computer Equipment & Software	118,812.14
Fixed Assets: Vehicles	211,563.58
Fixed Assets: Office Furniture & Rec Equipment	59,502.89
Construction In Progress	436,500.76
Less: Accumulated Depreciation	(8,386,287.35)
	<hr/>
Total Fixed Assets	\$6,249,421.07
	<hr/>
Total Assets	\$10,302,185.86
	<hr/> <hr/>

As Of 2/29/2016
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
LIABILITIES and EQUITY	
Current Liabilities	
Prepaid Revenue	\$2,862.75
Accounts Payable	20,426.70
Gift Certificates	508.00
Compensated Absenses	117,682.60
Sales Tax Payable	1,173.75
	<hr/>
Total Current Liabilities	\$142,653.80
Long Term Liabilities	
PG & E Loan Payable	\$9,184.76
	<hr/>
Total Long Term Liabilities	\$9,184.76
Total Liabilities	\$151,838.56
Fund Balances	
GFB: Youth Assistance Fund	\$9,102.33
GFB: General Fund Balance	1,054,086.80
Investments in Fixed Assets	6,252,921.07
Less: Net of Related Debt	(9,184.76)
RFB: Reserved (City Mitigation)	259,772.84
RFB: Annual Equip Replacement Reserv.	708,530.72
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)	14,616.83
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	8,653.26
	<hr/>
Net Profit/(Loss)	484,506.55
	<hr/>
Total Assets	\$6,252,921.07
Total Reserved Funds	\$2,349,730.55
Total Designated Funds	\$0.00
Total Unrestricted Funds	\$1,547,695.68
	<hr/>
Total Liabilities and Equity	\$10,302,185.86

As Of 2/29/2016
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

Current
YTD

Item 5.4 Cover sheet – Fee Waiver Request for Placer High Grad Night

March 23, 2016 Standing Finance Committee Meeting, March 31, 2016 Board Meeting

Subject: Review Fee Waiver Request for Placer High Grad Night

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

XXX. Policy & Procedures for Fee Waivers

Fee waivers may be granted to non-profit organizations, schools, other public agencies and ARD co-sponsored events. ARD staff can approve fee waivers up to a dollar amount of \$1,500. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar. Denied fee waivers can be appealed to the ARD Board of Directors. Appeals should be made in writing and sent to the Customer Service/Marketing Manager at least 7 days before the next ARD Board of Director’s meeting.

The person or organization making the fee waiver request should be responsible for the following:

- A. Paying applicable custodial, set up/take down fee.
- B. Special Events – paying the current rate per hour/person for staffing the event (one maintenance worker per 500 attendees).
- C. Special Events – events over 250 attendees require a dumpster.
- D. Special Events – events with 400 + attendees will require one portable toilet. Add 1 portable toilet for every 200 additional attendees.
- E. Special Events – in most cases the person/organization requesting the fee waiver will take care of trash, bathrooms, etc.

Recommendation

The Standing Finance Committee reviewed and approved the Fee Waiver Request for Placer High Grad Night, and recommend forwarding the request to the Board of Directors for consideration.

Attachments

Fee Waiver Request
Fee Waiver Request and Application
Placer High Grad Night Information

FEE WAIVER REQUEST

PERSON MAKING REQUEST

Mary Ann Collins

NAME OF THE ORGANIZATION

Placer High Grad Night

IRS/NON PROFIT TAX ID NUMBER

20-4476276

ADDRESS AND PHONE NUMBER

120 Sunrise Ave

Auburn Ca 95603

530-392-0492

Signature

Date

OFFICE USE ONLY

APPLICABLE FEES

FEES WAIVED

Rental Fees

\$ 4,400.

\$ 4,400.

Custodial Fees

\$ 500

\$ _____

Alcohol Permit Fees

\$ _____

\$ _____

Setup/Takedown

\$ _____

\$ _____

Staffing Fees

\$ 135

\$ _____

Miscellaneous Fees

\$ _____

\$ _____

TOTAL FEES DUE

\$ _____

REQUEST APPROVED?

Yes

No

COMMENTS:

Approved by:

Date



THE UNIVERSITY OF ALABAMA CENTER FOR THE VISUALLY IMPAIRED

This questionnaire is designed to help us determine the needs of our students. The information you provide will be used to help us determine the most effective ways to provide services to our students. Your responses are confidential and will not be shared with anyone else.

1. How long have you been a student at the University of Alabama Center for the Visually Impaired? *2/25*

2. How often do you use the services provided by the Center for the Visually Impaired?

3. How often do you use the services provided by the Center for the Visually Impaired? *NO*

4. How often do you use the services provided by the Center for the Visually Impaired? *NO*

5. How often do you use the services provided by the Center for the Visually Impaired? *NONE*

6. How often do you use the services provided by the Center for the Visually Impaired? *YES*

7. How often do you use the services provided by the Center for the Visually Impaired?

We do not make any profit at this event. We strive to break even, but some years we lose money. We have received a fee waiver each year.

8. How often do you use the services provided by the Center for the Visually Impaired? *NO*
not that I am aware of

9. Are there any other people in the community who are interested in the services provided by the Center for the Visually Impaired? *NO*

10. How often do you use the services provided by the Center for the Visually Impaired? *NO*

11. How often do you use the services provided by the Center for the Visually Impaired? *NO*

12. How often do you use the services provided by the Center for the Visually Impaired? *NO*

Grad night

Placer High School

January 20, 2016

Manouch Shirvanioun
Auburn Recreation District ✓
123 Recreation Drive
Auburn, CA 95603-5427

Mr. Manouch:

Greeting Auburn Recreation Department,

Placer High School's Grad Night committee is already fundraising and planning for the class of 2016 Grad Night Alive event. We appreciate the many years that the Auburn Recreation District has allowed us to host these events at ARD and hoping you can support us again this year.

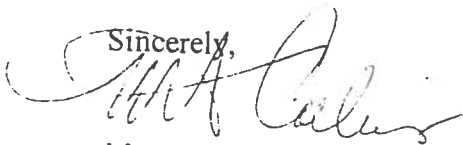
The event will be held on Saturday May 28, 2016, but we will need the facilities for prep beginning Thursday May 26, 2016 at 8:00a.m., until clean up on Sunday May 29, 2016 around 2pm.

We are requesting use of all the indoor areas at Rec Park (which includes the gym, preschool, kitchen, bathroom, youth room, dance studio and the outdoor area (pool), from 11p.m. until 1:30a.m. The event will end at 5:00a.m., on May 28, 2016.

This is the 26th year that Grad Night has been celebrated at the ARD location and we are happy to say, these years have all been hugely successful thanks to the generosity of ARD and the use of the facilities.

Thank you in advance for your continued support on this worthwhile cause. It truly takes the entire community to keep the kids safe after graduation!

Sincerely,



Mary Ann Collins
Grad Night Committee
(530) 392-0492

Your donation is tax deductible. Our Tax ID number is 20-4476276

PLACER HIGH SCHOOL GRAD NIGHT

Alive



A Safe & Sober Graduation Celebration

Are you looking for a great way to support our youth?

Grad Night Alive is an all-night graduation celebration provided by the Auburn community. This year marks the 26th anniversary of this Auburn tradition of providing a safe and sober celebration for Placer High School's graduating seniors.

Months in advance of graduation night each year, a group of dedicated parents and volunteers from the community starts planning Grad Night Alive. First, a theme is selected – anything from Pirates of the Caribbean to Space Odyssey. One team of volunteers starts planning and designing extravagant decorations that will transform the lobby, gym and surrounding areas of Recreation Park into a fantasy ball.

Another team of volunteers creates a casino in the gym where new graduates can win prizes, and another team arranges for carnival games like a Climbing Wall and a Bull Riding. Yet another team arranges for a ton of food to be available throughout the party for the graduates, even a coffee and smoothie bar is available. Graduates can dance all night, or get a massage, or go for a swim in the Marsha Skinner pool, or get their portrait done by a caricature artist. Later on, they enjoy a grand finale event and end the night with laughter.

Volunteers start early to raise the funds needed to put on this extravaganza. The total cost of the celebration each year runs about \$150 per student, and yet the ticket price is only \$50, depending on when they buy their ticket. The other \$90 to \$100 per student is donated by local service clubs, merchants and individuals in the form of money, prizes or services. No money from Placer High School's education budget is used for this celebration.

A huge raffle is held throughout the evening, and over 700 prizes are given away to the graduates – electronics, jewelry, ski/snowboard lift tickets, rafting trips, sporting goods, and various accessories for their future dorm rooms are among the many prizes. Many of these prizes are donated by local merchants, who are very supportive of this community tradition. The Grand Prize is a trip for two to Disneyland.

Grad Night Alive is a great celebration for our graduating seniors, one they will cherish for the rest of their lives. And it is only possible with the generous support of so many in the Auburn community. Please consider supporting Grad Night Alive with cash or raffle prize donations. Sponsorship opportunities are listed on the back of this flyer.

Thank you for helping make Grad Night Alive a memorable event each year.

PHS Grad Night Committee · 275 Orange St · Auburn · CA · 95603

PLACER HIGH SCHOOL GRAD NIGHT

Alive



A Site & Site Information Celebration

Please consider supporting Grad Night Alive with a cash or raffle prize donation. Send donations to the address below, or call 401-6082 to arrange for pick-up.

Sponsor Levels

Top of the Hill Sponsor

≥ \$1500

- Size-appropriate listing in appreciation display ad placed in the Auburn Journal, The Sentinel, and The Hillparent Bulletin*, including your business logo
- Your name prominently displayed at Grad Night Party
- Appreciation plaque for your business, with each year that you donated
- Exclusive sponsor tour of the Grad Night Party to view decorations and games the evening of the celebration

Gold Sponsor

\$ 500 - \$ 1499

- Size-appropriate listing in appreciation ad placed in the Auburn Journal, The Sentinel, and The Hillparent Bulletin*
- Your name prominently displayed at Grad Night Party
- Appreciation plaque for your business, with each year that you donated
- Exclusive sponsor tour of the Grad Night Party to view decorations and games the evening of the celebration

Green Sponsor

\$ 250 - \$ 449

- Size-appropriate listing in appreciation ad placed in the Auburn Journal, The Sentinel, and The Hillparent Bulletin*
- Your name prominently displayed at Grad Night Party
- Exclusive sponsor tour of the Grad Night Party to view decorations and games the evening of the celebration

Contributing Sponsor

\$ 100 - \$ 249

- Size-appropriate listing in appreciation ad placed in the Auburn Journal, The Sentinel, and The Hillparent Bulletin*
- Exclusive sponsor tour of the Grad Night Party to view decorations and games the evening of the celebration

Thank you for helping make Grad Night Alive a memorable event each year.

* The Hillparent Bulletin is a newsletter of the Placer High School Parent Teacher Club that is emailed to over 1000 households in the Auburn community



AUBURN AREA RECREATION AND PARK DISTRICT

February 25, 2016

Placer High School Safe and Sober Grad Night Committee
Placer High School
Auburn, CA

Dear PHS Grad Night Committee:

The Auburn Area Recreation and Park District (ARD) is a proud sponsor of the PHS Safe and Sober Grad Night. As you may be aware, there were several problems in 2013 involving alcohol consumption and physical altercations with ARD staff that necessitated making changes to how the pool area was supervised and controlled for the 2014 and 2015 Grad Night events. We were happy to observe that the changes implemented for 2014 and 2015 proved to be a success. As such, we are permitting the use of Sierra Pool for the 2016 Grad Night under the following conditions:

- 1) Placer High Grad Night will provide, at a minimum, two volunteers to be stationed at the pool for the entire time the pool is being used. These volunteers must have a law enforcement background. There must always be a minimum of two of these volunteers at the pool. More would be appreciated.
- 2) These volunteers should be identified as having a law enforcement background. A badge clipped to a belt or a shirt identifying their roles and status are two possible ways to accomplish this condition.
- 3) These volunteers will assist ARD lifeguards and/or staff in ensuring that the pool and pool deck are being used in a safe manner.
- 4) A law enforcement officer is present at Grad Night. It is my understanding that Grad Night volunteer Toby Williams is a current deputy with the Placer County Sheriff Office and was present at the 2014, 2015 (and previous) events.
- 5) All people on the pool deck or in the pool will follow ARD rules and policies.
- 6) ARD lifeguards and/or ARD staff shall have the final decision on whether a grad night attendee needs to be expelled from the pool area. This decision will not be debated or argued in any way by any person associated with PHS Grad Night. ARD lifeguards and/or ARD staff must be supported by all PHS Safe and Sober Grad Night Committee members and volunteers.

These are the same conditions that were in place for the safe and successful use of Sierra Pool in 2014 and 2015.

Use of the Sierra Pool for future Placer High Grad Nights is not to be assumed and will be approved on a yearly basis.

As was expressed in 2014 and 2015, there are some concerns about finding ARD lifeguards willing to work this event. ARD staff will work toward this goal and provide updates for you as they become available.

It is worth restating that ARD is a proud sponsor of the Placer High Grad Night and hopes to continue a long relationship. Our concerns about the use of Sierra Pool are focused on the safety of the users, staff and volunteers. ARD is willing to work with the Placer High Grad Night to make 2016 a successful year, and feel that if the conditions listed above are met, we will all have a good experience.

Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in cursive script that reads "Kahl Muscott". The signature is written in black ink and is positioned above the printed name and title.

Kahl Muscott
District Administrator

Item 5.5 Cover sheet – Personnel Policy Correction/Clarification

Auburn Area Recreation and Park District March, 2016 ARD Board Meeting

The Issue

Shall the Auburn Area Recreation and Park District (ARD) correct and clarify its language regarding medical benefits for 2nd tier employees?

Background

The ARD Board of Directors created a second tier of benefits for employees hired after March 31, 2014. Part of the second tier was a reduction in the medical benefits available for new hires.

In the fall of 2015, ARD switched insurance coverage for non-represented employees to CalPERS. As is highlighted in the attached document (“Appendix A, Pg. 2”), Appendix A of the ARD Personnel Manual, all new non-represented employees will be provided the CalPERS coverage for employees only.

In reviewing the Personnel Manual in preparation for the upcoming recruitment and hiring of a non-represented employee, it was discovered that language still exists (“Appendix A, Pg 4”) stating that new employees would only be provided the Kaiser Foundation Health Savings Account Plan. This plan is not offered through CalPERS. As a result, this language needs to be removed.

Recommendation

Staff recommends removing the following language from the ARD Personnel Manual, Appendix A:

Employees hired after March 31, 2014:

- a. The District will pay for the following benefits for eligible full time employees in accordance with District Personnel Policy and the District’s insurance contracts.
 1. Employee only medical insurance premium, and
 2. Employee only dental insurance premium, and
 3. Employee only life insurance premium.
- b. ~~The District will provide the Kaiser Foundation Health Savings Account Plan only.~~

Fiscal Impact

N/A.

Attachments

Excerpt from ARD Personnel Manual, Appendix A

From ARD Personnel Policy, Appendix A;

B. Medical Health Insurance Benefits

Each employee should consult the applicable Insurance Provider information packet for more detailed information concerning eligibility, co-payments, other charges, and benefits. Employees are required to meet all co-payment requirements and regulations of the Insurance Provider.

The District provides a comprehensive medical insurance plan for eligible employees and their dependents. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication distributed by the Administrative Services Manager.

Medical insurance benefits become effective on the first day of the month following the first full month of continuous service. Coverage is available for full-time employees and their dependents and for regular part-time employees who work an average of thirty (30) hours per week and their dependents. Part-time employees who average less than thirty (30) hours per week, seasonal employees, temporary employees, on-call employees, volunteers and independent contractors are ineligible for medical benefits.

The District contribution is made in accordance with the allowable rate as allocated by current union agreements and policies adopted by the Board of Directors.

Open Enrollment

An employee may change providers or coverage once a year during the December open enrollment period. Employees experiencing a change in family status may change benefits to reflect this change at any time during the year.

HEALTH AND WELFARE BENEFITS DETAIL

A. CalPERS Medical plan available to Non-represented employees

As per CalPERS policy, employees have a choice of four medical providers:

1. Anthem Blue Cross
2. Kaiser
3. Blue Shield

*Appendix A
Pg. 1*

4. United Healthcare

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

For Non-represented employees, the District shall contribute the following maximum premium amounts toward any plan chosen by an employee:

\$550 for a single employee

\$1100 for an employee and dependent

\$1450 for a family plan

An employee may opt out of District provided coverage for themselves, for themselves and/or a dependent, or for themselves and/or their family. However, the Affordable Care Act mandates that all employees have health insurance coverage. Consequently, any employee that opts out of a District provided health insurance plan must find coverage independently from the Auburn Recreation District. The District will reimburse an employee's medical insurance premium up to the stated amounts above, provided that an invoice from a medical insurer is provided monthly to the accounting department. The District cannot pay the premium directly to the insurance provider.

Alternatively, an employee may choose to be covered by the District's CalPERS insurance coverage and not provide coverage to their dependents through CalPERS. In such a case, the District will pay the premium for the employee's coverage and reimburse the employee for the premium for dependents coverage up to the maximum amounts listed above, inclusive of the CalPERS employee premium. The employee must provide an invoice from the medical insurer monthly to the accounting department for reimbursement. The District cannot pay the premium directly to the insurance provider.

Additionally, the District will continue to pay for dental and life insurance as before for eligible employees.

Eligible part time, non-represented employees working 30 or more hours per week will continue to be able to obtain medical coverage on the same basis as before, but through the new CalPERS plan. Coverage is for employee only and no dental or life insurance is provided by the District.

For Non-represented employees hired after March 31, 2014, the District will provide Medical Insurance Coverage as listed above except that such coverage is for the employee only. Should an eligible full time employee wish to include dependent or family coverage, he or she may purchase said coverage through the Districts medical insurance policy via payroll deduction or directly via check.

B. Kaiser Health Plans for represented employees

Kaiser H.S.A 0/2000 deductible plan (main plan)

Appendix A
19.2

Kaiser HMO 30 co-pay plan (alternative plan)

1. The District's main medical plan is H.S.A coverage and the HMO 30 plan is the alternative coverage.
2. Beginning on December 1, 2014, any and all increases in medical insurance premiums exceeding 8% shall be borne equally by the District and by the employee.
3. Due to open enrollment restrictions, any employee wishing to change plans from one type of coverage to another shall be allowed to do so only during the December 2014 open enrollment period. Until open enrollment in December of 2014, the plans shall remain in place as is.
4. The District began offering Health Savings Accounts (HSA) for all employees beginning with open enrollment on June 1, 2008. The District will contribute 50% of the premium differential for the HSA to a debit card based HSA program. For calculation purposes, the premium differential will be based on the premium of the Kaiser HMO \$30 Co-Pay Plan. The District reserves the right to change medical insurance coverage to an H.S.A only program at any time and to modify its contribution rate towards the debit card based H.S.A program.
5. The District will pay a maximum of \$550.00 per month for the following benefits for eligible full-time employees in accordance to District Personnel Policy and the District's insurance contracts.
 - a. Employee only medical insurance premium, and
 - b. Employee only dental insurance premium, and
 - c. Employee only life insurance premium.

If the total premiums do not reach the maximum amount of \$550.00 per month for the above benefits, any remaining amount of the \$550.00 per month can be used only for spouse and/or dependent's medical insurance premium, in accordance to District Personnel Policy and the District's insurance contracts.

If an employee elects medical insurance coverage for a spouse and/or dependent(s) and the premium exceeds \$550.00 per month, when combined with coverage's 1.a, 1 and 2 as listed above, the District and the employee will each pay fifty percent (50%) of the amount exceeding the \$550.00 per month cap. The employee portion for said coverage shall be in accordance with the following limits:

The maximum employee contribution per month for the above coverage shall not exceed \$300.00 per month, not inclusive of the equal split of increased annual health insurance premiums. All employees are subject to the equal split of increased premiums regardless of contribution, if any, that the employee is responsible for.

6. The District will pay the amount of the monthly premiums for the following benefits for eligible full-time employees, in accordance to District Personnel Policy and the District's insurance contracts, for employees whose plans exceed the \$550.00 per month maximum for employee only insurance coverage for the following:

1. Employee only medical insurance premium for the least expensive plan offered by the District, and;
2. Employee only dental insurance premium, and;
3. Employee only life insurance premium.

In the event of choosing an alternate insurance plan as allowed by the District's insurance contracts, the employee will pay any premium amount exceeding the amount of the least expensive plan offered by the District.

7. Employees will pay all costs for the following:

1. Spouse and/or dependent dental insurance.

Employees hired after March 31, 2014:

a. The District will pay for the following benefits for eligible full time employees in accordance with District Personnel Policy and the District's insurance contracts.

1. Employee only medical insurance premium, and
2. Employee only dental insurance premium, and
3. Employee only life insurance premium.

b. The District will provide the Kaiser Foundation Health Savings Account Plan only.

c. Employees will pay all costs for the following:

1. Spouse and/or dependent medical insurance premiums;
2. Spouse and/or dependent dental insurance;
3. Spouse and/or dependent life insurance.
4. All other elective insurance coverage.

d. The District began offering Health Savings Accounts (HSA) for all employees beginning with open enrollment on June 1, 2008. The District

Appendix A
004
35

will contribute 50% of the premium differential for the HSA to a debit card based HSA program. For calculation purposes, the premium differential will be based on the premium of the Kaiser \$30 Co-Pay Plan. The District reserves the right to change medical insurance coverage to an HSA only program at any time. and to modify its contribution rate towards the debit card based HSA program.

Beginning on December 1, 2014, any and all increases in medical insurance premiums shall be borne equally by the District and by the employees.

Appendix A
Page 5
36

Item 5.6 Cover sheet – Letter Opposing SB 885 Contracting with Design Professionals

Auburn Area Recreation and Park District Policy Committee meeting March, 2016; Board of Directors meeting March, 2016

The Issue

Shall the Auburn Area Recreation and Park District (ARD) send a letter opposing SB 885, a bill which would greatly limit local agencies' ability to responsibly contract with design professionals and potentially cost taxpayers millions? The California Special District Association (CSDA) has put out a call to action to oppose this bill.

Background

CSDA has requested that special districts write letters to local and state legislators opposing SB 885 (Wolk). SB 885. Specifically, SB 885 would eliminate the right of a public agency to contract with architects and engineers for up-front legal defense against claims related to these design professionals' work. Instead, public agencies could only ask for reimbursement from the design professionals if the claim is fully litigated and a decision is rendered by a court. As a result:

- SB 885 favors litigation over negotiation – SB 885 actually *encourages* new litigation and manufactures unnecessary conflict in public works projects.
- SB 885 forces taxpayers and ratepayers to front the costs to defend the private sector even for claims that allege the negligence, recklessness, or willful misconduct on the part of a private business.
- Every dollar spent on litigation spawned by SB 885 will be one less dollar to support vital public services and infrastructure (water, fire protection, police, parks, libraries, etc.). Infrastructure funding that employs hard-working Californians will go toward high-paid attorneys.
- SB 885 circumvents market conditions and the freedom to contract, and simply forces taxpayers to insure the defense of private entities, even when they are 100 percent liable to the claim.

In summary, SB 885 would shift responsibility and risk from design professionals to the public and result in taxpayer dollars funding new unnecessary litigation. Once more, CSDA is asking our members to take notice of this proposed measure and join the effort to stop this bill from impacting local agencies throughout the state.

An informational sheet (with the CSDA logo at the top) is attached.

A letter from ARD, based on a sample provided from CSDA, is attached.

Recommendation for the Board of Directors

Review and approve sending the letter opposing SB 885.

The Policy Committee recommended approving the letter opposing SB 885.

Alternatives available to the Board of Directors

- 1) Do not approve the letters
- 2) Amend the proposed letters and approve

Fiscal Impact

There is no fiscal impact to send the letter

Attachments

- CSDA letter to Hannah-Beth Jackson
- Proposed ARD letter opposing SB 885



**California Special
Districts Association**

Districts Stronger Together

March 9, 2016

The Honorable Hannah-Beth Jackson
Chair, Senate Judiciary Committee
State Capitol
Sacramento, CA 95814

Re: Senate Bill 885 (Wolk) – Oppose [As Introduced]

Dear Senator Jackson:

The California Special Districts Association (CSDA), representing over 1,000 special districts and affiliate organizations throughout the state, must respectfully oppose SB 885 related to contract indemnity. CSDA represents all types of special districts, which provide millions of Californians with essential local services such as fire protection, water, health care, sanitation, and parks and recreation.

SB 885 eliminates the ability of a public agency to contract with engineers and architects, known as design professionals, for upfront legal defense costs against claims related to a project's design work. When contracting with a design professional, public agencies often place a clause in the agreement requiring the design professional to legally defend the public agency if a claim or lawsuit directly related to the design services work is filed against the agency. This current practice fosters an environment of collaboration between the public agency and the design professional who both have the same incentive to resolve the lawsuit or claim.

This bill instead imposes a "one size fits all" constraint on contractual negotiations by prohibiting a public agency from requiring the design professional to defend a claim directly connected to the work of the design professional. Requiring the public agency to defend the actions of the design professional creates a "reimbursement only" process that results in the public agency defending the actions of the design professional and shouldering upfront all of the associated costs. The public agency would then have to seek reimbursement from the design professional, to the extent the design professional is found negligent, once the claim is fully litigated and a court or arbitrator renders a final decision. This process not only requires a public entity to front the costs for a private entity, it also creates conflict within the public-private partnership, effectually eliminating the incentive to work together towards a settlement, rather than the more costly process of litigation.

Requires Taxpayers to Defend Private Companies

SB 885 forces taxpayers and ratepayers to front the legal costs to defend the private sector, even for claims where the design professional is 100 percent at fault. The bill is currently crafted in a manner that would result in special districts and other local agencies covering the upfront legal costs of a dispute where the design professional has liability exposure and/or the design professional has some responsibility to defend. Instead of receiving an upfront defense, public agencies will have to first wait for a judgement by the court and then ask for reimbursement for the defense costs from the design professional. In these circumstances, which we fear will arise more often than not, the burden will be placed on the local agency to substantiate that the design professional must reimburse the local agency for their share of the legal costs, even when there is clearly a shared duty to defend.

The new process proposed by this bill will tie-up public dollars in the legal system until an official judgement is made. This will further increase the enormous backlog of deferred maintenance public agencies face and restrict investment in new infrastructure projects. It is well documented that California is in dire need of hundreds of billions of dollars in infrastructure investment, whether it be for water, roads, hospitals, or

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schools. This bill will have a major chilling effect on public improvements as state and local agencies become more vulnerable to litigation and are forced to devote scarce public resources to defending private entities.

Favors Litigation Over Negotiation

SB 885 *encourages* new litigation, rather than the current focus on resolution, and manufactures unnecessary conflict in public works project. Because this bill would create a reimbursement only system that hinges upon an official adjudication, settling a lawsuit or claim would become an unviable option in most cases. Currently, it is common practice for all affected parties to come to the table and enter into a settlement, avoiding a long, drawn-out lawsuit that could cost all parties significant legal fees. This bill removes the incentive for settlement because design professionals would only be liable for defense costs after a full trial or arbitration process. In effect, this bill will force the public agency to side with the claimant against the design professional, rather than working with the design professional to disprove or settle the claim.

Restricts Contract Flexibility

Local agencies include indemnity agreements in contracts because they ultimately protect the taxpayer against expensive litigation costs, oftentimes litigation arising from circumstances in which the agency was not at fault. Parties to a contract should have the flexibility to tailor the requirements to meet the needs of the specific project, including the ability to allocate responsibilities as most appropriate. Long-standing practice when negotiating contract terms is to include indemnification provisions. SB 885 would stifle the flexibility inherent in current law and require public agencies to shoulder the burden of legal fees to protect private sector design professionals against claims that may result from inadequate plans and specifications.

Reverses Course on Previous Compromise

SB 885 seeks to reverse a unanimous 2008 California Supreme Court decision, *Crawford v Weathershield*, on an indemnification statute that has changed very little since 1872. The decision confirmed the ability of public agencies to place indemnification clauses in public works contracts that require the design professional to defend the public agency when a lawsuit directly related to the design services is filed. In 2010, SB 972 (Wolk) originally sought to overturn the court's decision, similar to SB 885. Ultimately, public agencies and the design professional community agreed to a compromise on this issue, creating Civil Code Section 2782.8. This code section protects design professionals from unreasonable liability requirements placed upon them by public agencies, while protecting taxpayers from defending lawsuits related to the work of design professionals. SB 885 moves well beyond 2010's compromise and would undo all previous negotiations.

In conclusion, SB 885 removes contract flexibility from special districts, while, in effect, transferring responsibility and risk for a project's design work from design professionals to the public. This will result in taxpayer dollars funding litigation related to the negligence of the design professionals, increasing the costs of public works projects, and limiting available resources for services and other infrastructure. For these reasons, CSDA respectfully opposes SB 885. Please do not hesitate to contact me if you have any questions regarding our position.

Sincerely,



Jimmy MacDonald
Legislative Representative

cc: The Honorable Lois Wolk
Honorable Members, Senate Judiciary Committee
Tobias Halverson, Counsel, Senate Judiciary Committee
Mike Petersen, Consultant, Senate Republican Caucus



AUBURN AREA RECREATION AND PARK DISTRICT

April 1, 2016

The Honorable Hannah-Beth Jackson
Chair, Senate Judiciary Committee
State Capitol
Sacramento, CA 95814

Re: Senate Bill 885 (Wolk)—Oppose [As Introduced]

Dear Senator Jackson:

On behalf of the board members of Auburn Area Recreation and Park District (ARD), I am writing to respectfully oppose Senate Bill 885 (Wolk), related to contract indemnity. ARD provides parks and recreation services to 43,000 residents in the greater Auburn/Meadow Vista communities.

SB 885 eliminates the ability of a public agency to contract with engineers and architects, known as design professionals, for upfront legal defense costs against claims related to a project's design work. When contracting with a design professional, public agencies often place a clause in the agreement requiring the design professional to legally defend the public agency if a claim or lawsuit directly related to the design services work is filed against the agency. This current practice fosters an environment of collaboration between the public agency and the design professional who both have the same incentive to resolve the lawsuit or claim.

This bill instead imposes a "one size fits all" constraint on contractual negotiations by prohibiting a public agency from requiring the design professional to defend a claim directly connected to the work of the design professional. Requiring the public agency to defend the actions of the design professional creates a "reimbursement only" process that results in the public agency defending the actions of the design professional and shouldering upfront all of the associated costs. The public agency would then have to seek reimbursement from the design professional, to the extent the design professional is found negligent, once the claim is fully litigated and a court or arbitrator renders a final decision. This process not only requires a public entity to front the costs for a private entity, it also creates conflict within the public-private partnership, effectually eliminating the incentive to work together towards a settlement, rather than the more costly process of litigation.

ARD works with design professionals on a regular basis, and feels that the potential negative results of this legislation would cause project delays and costly litigation. This does not provide our constituents with the improvements desired in our parks and recreation facilities.

For the aforementioned reasons Auburn Area Recreation and Park District respectfully opposes SB 885. Thank you for your consideration of our concerns.

Sincerely,

Jim Ferris, Chairman
Auburn Area Recreation and Park District

cc: [State Senator Ted Gaines](#)
[Assembly Member Brian Dahle](#)
[Assembly Member Frank Bigelow](#)
The Honorable Lois Wolk [fax: 916-651-4903]
Tobias Halverson, Counsel, Senate Judiciary Committee [fax: 916-403-7394]
California Special Districts Association [fax: 916-520-2466]

Customer Service: 123 Recreation Drive • Auburn, California 95603-5427 530 • 885-8461 FAX 530 • 823-0872
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SECTION: 6.0

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

INFORMATION:

SEE ATTACHMENTS

District Administrator
Report to the Board of Directors
March, 2016

- The footing and pedestal for the pole that will hold the Overlook security cameras has been poured. The post, cameras and solar power will be installed in the next 2 – 4 weeks.
- Larry Gray and I met with the owner and property manager of the Rock Creek Mobile Home Park (adjacent to Regional Park). Supervisor Holmes asked if we could meet with them. The Rock Creek folks were wanting to discuss how we can work together to provide better security for their residents (and to some degree, our park users). I explained and discussed our move toward getting cameras in the Dry Creek area of the park. I also said we were considering adding gates that would be locked nightly. This was welcome news for the mobile home park. They were describing some of their problems of recent, including 6 incidents last summer where thieves cut the chain link fence to access the RV/boat storage at the north end of the mobile home park. The theory is that the thieves are parking in the Dry Creek parking lot at Regional Park, based on the fact that the items being stolen (batteries, trolling motors, etc.) would be too heavy to carry any distance.
- Pam, Joe and I joined consultant Markus Lang , two representatives from USBR and our main contact at the Placer County Air Pollution Control District for a meeting regarding the geological testing (potential NOA) at the Bike Park. After quite a bit of back of forth, we think we have finally come up with a path forward towards putting to bed the potential NOA issue.
- We lost one large pine tree at the far south end of Regional Park during March storms.
- Tree inventory and report: Nicole Harrison has almost completed her inventory and ratings of the trees at Regional Park, the last park left to finish.
- Gordy and I ladled to empty a very full, large pot of Paula Ainsleigh’s famous chili at the Celebrity Chef event. As happens every year, people came back to us and reported we had the best dish in the house! ☐

Meetings and events attended

3/1: Rotary

3/3: CPRS DII Administrator’s meeting

3/3: Celebrity Chef

3/8: Rotary

3/10: Meeting with PCAPCD, USBR re: Bike Park geology

3/11: Jim Holmes, Rock Creek Mobile Home Park reps re: issues at Rock Creek/Regional Park

3/15: Rotary

3/16: Chamber Board meeting

3/16: Interviews of designers for 24 acre project

3/17: Meeting with ASRA reps re: requirements for off-site Bike Park bypass trail

3/21: A&D

3/22: ARD Safety Committee Meeting
3/22: Rotary
3/22: State of the Community Committee
3/23: Finance Committee
3/23: Policy Committee
3/29: Rotary

Administrative Services Manager
Report to the Board of Directors
March, 2016

Finance is beginning preparations for the year end close. There is always flurry of activity to get all invoices and transactions completed, so the year end information gathering s extended for one week. We expect the auditors to begin their work in May.

This will also be the final year of the three year audit contract for Fechter and Company, so staff will begin the process of searching for a new auditor by October of 2016.

Additionally, the final budget is included in the Board packet this month. It includes the last year of payroll adjustments that were negotiated with the union. The next set of contract negotiations will begin in December/January.

Facilities & Grounds Manager
Report to the Board of Directors
March, 2016

Daily trash pickup and bathroom cleaning in all District parks and buildings.
Install 2 new ceiling fans/lights in Sheryl Petersen's office at Recreation Park.
Repair green practice wall behind James Field.
Stain shade structures at Meadow Vista Park.
Clean up goose droppings Regional Park.
Painting bleachers/benches at Meadow Vista Park ball field.
Ball field preparation all parks (screen, bolt rip, line, clean dugouts and bleachers).
Mowing of District turf areas.
Daily pool maintenance (check and balance chemicals, clean pool and decking).
Install 2 lights on front of Stella Irving room (outside).
Paint foul poles on all ball fields at Recreation Park.
Stain shade structures at Meadow Vista Park.
Replacing deteriorating wood on lane line structure at Sierra Pool.
Daily Bocce Ball court cleaning (blow off water & leaves).
Install door seals on the Beggs Field Snack/Score booth (keeps water from blowing under doors).
Install 900sf of laminate flooring in the #2 modular at Skyridge Elementary.
Replace wooden backstop on the 3rd base side of James Field (bull pit area).
Ball field preparation between storms (bolt rip, screen, line, pump off excess water for both softball and baseball games).
Install ventilation fan in the Placer Hills Pool equipment room.
Cleanup of storm damage all parks (one tree down at Regional Park, across from Soccer field).
Daily building maintenance.
Daily pool maintenance (cleaning, chemical balance).

Landscape Architect
Report to the Board of Directors
March, 2016

- Miscellaneous Items: Miscellaneous project research, update of project lists, monthly Board report. Meeting with various staff to discuss projects and processes. Update monthly project list and Board report.
- Strategic Plan Update: Meeting with committee.
- PGE Land Trust Donation Application: Continued grant accounting for Stewardship Council. Emails and phone calls, update of excel spreadsheets accounting reports. Staff meetings. Re-organized and updated files. Review of grant criteria provided by SC. Staff meeting to discuss grant writing project. Coordination for the Certificate of Compliance (COC) for Christian Valley and Bell Road. Coordination with surveyor to complete COC of Christian Valley.
- Bike Park/Pump Track Project: Staff meetings. Negotiations and meetings with staff, consultants and Placer County Air Pollution Control District personnel to work out terms for NOA testing, potential mitigation and post construction monitoring.
- Regional Park Stage Project: Staff meeting to consider portable stage as alternative to permanent structure.
- O&D Plan: Finished editing in BOR comments, sent final draft to Dudek to review and discuss next steps for CEQA/NEPA.
- Railhead Park Field Renovation: Published bid documents, held pre-bid site meeting. Respond to questions from bidders.
- 24 Acre Project: Held interviews with consultants. Staff selected Foothill Associates to provide detailed scope of work (SOW) and fees. Reviewed Foothills SOW and clarified SOW and fee. Presented to A&D Committee March 21.
- Meadow Vista Pond Renovation: Research and cover sheet for discussion at A&D Committee.
- Riparian Management Plan: Staff meetings and discussion.
- Sierra Pool Structure Cover: Reviewed quotes, continuing to solicit installation cost estimates.
- Meadow Vista Restroom Project: Continued research on options, staff meetings, preparation of Cover Sheet for A&D Committee discussion.

Customer Service/Marketing Manager
Report to the Board of Directors
March, 2016

	2/18/16-3/23/16	2/15/15-3/19/15
Activity Registrations	\$21,000	\$20,000
Day Care/Discovery payments	\$41,000	\$32,000
Facility payments/reservations	\$22,000	\$20,000

I continue my community involvement to actively promote and raise awareness of ARD's facilities and programs.

Recreation Services Manager
Report to the Board of Directors
March, 2016

- Meetings attended: ASR (4), Guitar Fest, UKE, AAUW, VFCAL, SHF
- Got Summer activity Guide to designers
- Preparing Vendor forms for the website Events page.
- String Fling Guitar Festival poster is distributed in the community along with announcement cards.
- Information on the String Fling Guitar Festival sent to the Journal.
- Ukulele Festival Poster in production
- Camp Flyers have been distributed to Auburn Schools, Colfax, Meadow Vista and Foresthill. Registration begins March 26.
- Following up with sponsors who have not yet responded.
- Met/interviewed with two new interns for summer
- Met with new Platinum sponsor Max's.
- Met with director of British Soccer
- Distributed vendor forms for the Envision Expo.
- Met with Robalos Parent group.
- Met with Jerry and Jenny to start up a 4 on 4 coed Volleyball League.
- Met with officials association for a check in following YDL Basketball season.
- Met with Bear River and Georgetown to review YDL Basketball season. Planning for 2017.

ASR- Auburn Sunset 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

April 5	Stroke and Turn Begins	Sierra Pool
April 23	Back in Sync – Mermaids	Stella Room
April 28	Board Meeting	CVCC
April 29	Back to Swim – Robalos	CVCC
April 30	Fishing Derby	Regional Park
May 2	Mermaids and Robalos Begin	Sierra Pool

Youth Services Manager
Report to the Board of Directors
March, 2016

- Met with Kristina Ricci from United Way for training on the Food Program at Auburn El. Discovery Club – start date was March 7.
- Two Auburn El. Discovery staff were trained for the tennis H.I.T.s Program to begin in April.
- Substituted at several sites for absent staff and minimum day coverage.
- Attended Skyridge Elementary’s Kindergarten information night and provided flyers and information to incoming families.
- Spring Break Day Camp (March 21-28) attendance is showing an increase of 20% over 2015.
- Passed a state licensing visit at Skyridge Discovery Club on March 18.
- Replaced old carpet with laminate in Modular 2 at Skyridge Discovery Club. Auburn El.’s Modular 2 is scheduled for summer.
- Summer planning and hiring for returning seasonal staff.
- Registration for summer day camp is scheduled to open March 28.
- Received a donation of a 19” flat screen TV for day camp’s modular 1.

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-15	James Moore	Auburn Host Lions-Recreation Park picnic site	\$50.00	\$30.00	\$50.00	No		
Apr-15	Cathy Sayre	Newfoundland Club-Large Gazebo-Recreation Park	\$90.00	\$30.00	\$90.00	No		
Apr-15	Norm Kendall	Gold Country Amputee Support Grp-Regional Park picnic site	\$75.00	\$30.00	\$75.00	No		
Apr-15	Judy Suter	Western States Trail Foundation-CVCC-Foothills Room for 4/11 and 6/11	\$380.00	\$60.00	\$380.00	No		
Apr-15	Sarah Gillmore	Pack 57 Cub Scouts-Railhead Field A	\$100.05	\$0.00	\$100.05	No		
Apr-15	DeDe Clark	Girl Scouts Heart of Central California-Recreation Park picnic sites	\$100.00	\$60.00	\$100.00	No		
Apr-15	Doug Marquand	ARD Shotokan Karate	\$50.00	\$110.00	\$80.00	Yes		
Apr-15	Jennifer Hensler	Placer High School 2015 Grad Night-Recreation Park building and pool	\$4,648.00	\$635.00	\$4,648.00	Yes	\$5,523.05	\$5,523.05
May-15	Chris Peikert	Freedom Church-Regional Park- Picnic #1	\$50.00	\$30.00	\$50.00	Yes		
May-15	Karen Neal	Cub Scouts-pack 6- Regional Park Picnic sites and amphitheater	\$210.00	\$30.00	\$230.00	Yes		
May-15	Judy Sutter	Western States Trail Foundation-CVCC-Foothills Room for 6/28	\$260.00	\$60.00	\$200.00	No		
May-15	DeDe Clark	Girl Scouts Heart of Central California-Recreation Park picnic sites	\$120.00	\$60.00	\$120.00	No		
May-15	Jordan Alvarado	Sierra Hills School- MV Softball Field	\$36.30	\$0.00	\$36.30	No		
May-15	Kim Reese	Fishing Derby-MV Pond and Front Lawn	\$75.00	\$30.00	\$105.00	Yes		
							\$741.30	\$6,264.35

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Jun-15	Jennifer Spendlove	Advocates for Mentally Ill Housing-Ashtford Picnic Site	\$75.00	\$30.00	\$75.00	No		
Jun-15	Natalie Otis	Auburn Gymnastic /Fit for Life-Kickball Fundrasing for Fit for Life and Youth Assistant Pig-Reg A&B	\$307.00	\$30.00	\$307.00	Yes		
Jun-15	Shannon Griffin	Girl Scouts Troop-Ashtford Picnic Site	\$50.00	\$30.00	\$50.00	No		
							\$432.00	\$6,696.35
Jul-15	Barb Webb	Placer Hills Education Foundation-MV picnic sites	\$225.00	\$120.00	\$225.00	No		
Jul-15	Courtney Portlock	Out of Darkness Suicide Prevention Walk-Railhead fields	\$420.30	\$60.00	\$420.30	Yes		
Jul-15	Barbara Crowell	Multipurpose Senior Center-Regional Gym and Lakeside Room	\$2,120.00	\$680.00	\$1,440.00	Yes		
							\$2,765.30	\$9,461.65
		No Fee Waiver requests in August						
Sep-15	Judy Sutter	Western States Trail Foundation-Foothills Room	\$200.00	\$60.00	\$200.00	No		
Sep-15	Cyndi Roy	Weimar Hills School-MV Park walk path and grass area	\$150.00	\$30 custodial \$10.00 Out of District	\$150.00	No		
Sep-15	Linda Overy	Cancer Hope and Support Group-Recreation Picnic #2	\$50.00	\$30.00	\$50.00	No		
							\$400.00	\$9,861.65
Oct-15	Wade Wolf	Colfax High Leadership Class Homecoming Rally-Meadow Vista Picnic Sites	\$225.00	\$90.00	\$225.00	Yes		
Oct-15	Garth Brooks	Stand Up Placer-Picnic site at Recreation Park	\$75.00	\$30.00	\$75.00	No		
Oct-15	Vince Thompson	Cub Scouts Pack 13-Regional Amphitheater	\$60.00	\$0.00	\$60.00	No		
Oct-15	Rachel Limton	Auburn Outlaws Roller Derby- Section of Front Parking Lot	\$150.00	\$0.00	\$150.00	No		
							\$510.00	\$10,371.65

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Nov-15	Kathy Van Darn	Girl Scouts Heart of Central California-Foothills and Canyon View Rooms	\$575.00	\$60.00	\$575.00	No		
							\$575.00	\$10,871.65
Dec-15	Emma Lujan	Toy Country Gold Run-Regional Gym and Recreation Picnic Sites	\$490.00	\$30.00	\$490.00	Yes		
Dec-15	John DeMello	Placer Sportman-Buck Stew Fundraising for Fishing Derby-Recreation Gym	\$973.00	\$90.00	\$873.00	Yes		
Dec-15	Todd Sliski	Auburn Trails Alliance-Sunset Room	\$90.00	\$30.00	\$120.00	No		
Dec-15	Pat Little	Special Olympics-Regional Gym	\$760.50	\$195.00	\$760.50	No		
							\$2,243.50	\$13,115.15
Jan-16	Jean Hixon	Western States Trail Foundation-Foothills Room for board meeting	\$200.00	\$60.00	\$200.00	No		
Jan-16	Kevin Hanley	Auburn Chamber-Sierra Room for monthly Chamber Networking Lunch	\$810.00	\$840.00	\$810.00	Yes		
Jan-16	Todd Sliski	Auburn Trails Alliance-Sunset Room	\$60.00	\$30.00	\$90.00	No		
Jan-16	Barbara Weiss	AAUW-Trivia Bee-Regional Gym and Lakeside Room, 4/8 and 4/9	\$2,386.00	\$90.00	\$2,389.00	Yes		
							\$3,486.00	\$17,701.15
Feb-16	Dennis Koehn	Auburn Elks -Picnic site #1 and Bocce court #1 at Recreation Park	\$70.00	\$30.00	\$70.00	No		
Feb-16	Doug Marquand	Shotokan Karate-Regional Park GYM and Lakeside Room	\$870.00	\$60.00	\$870.00	Yes		
Feb-16	Cathy Sayre	Newfoundland Club-Large Gazebo and lawn at Recreation Park	\$90.00	\$30.00	\$90.00	Yes		
Feb-16	Michael Lane	Placer County Health & Human Services, Recovery Happens-Rec Park picnic sites	\$240.00	\$90.00	\$240.00	Yes		
Feb-16	Cindy Glove	EY Cain-Underwater Seaperch Robotic Enrichment Class- Small area of Sierra Pool	\$300.00	\$30 custodial fee and \$75 lifeguards	\$330.00	No		
Feb-16	Greg Gross	Meadow Vista Area Lions Car Show-Front lawn at MV Park	\$150.00	\$60.00	\$150.00	No		

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

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

Total Labor Costs \$60.00 Total Material Costs \$27.92

2015/2016 Project List

Updated 3/15/16

PROJECT	Est. Cost	Notes	Est. completion date
<i>Bell Road</i>			
Planning	337,000	ARD staff working on grant application for site enhancements funding.	TBD
<i>Recreation Park</i>			
Lower RR replacement	45,000	Project Completed	Jun-15
Bocce Ball Courts	155,000	Project Completed	Nov-15
Solar at community center building	225,000	Project Completed	May-15
<i>Regional Park</i>			
24 Acres Walking Path - In Kind	235,000	DG pathway by Western Care; continued environmental approval issues	TBD
Dry Creek Picnic ADA improvements	15,000	Staff soliciting estimates	Jun-16
Regional Shop Path of Travel ADA	30,000	Removed from Project List as per Board approval February 2016	
Pickle Ball court (convert tennis court)	25,000	Project Completed	Nov-15
Stage Project	100,000	Exploring alternative options for portable stage in lieu of permanent structure.	TBD
24 Acres Concept Planning	35,000	Consultant interviews held March 16	Nov-16
<i>Canyon View Community Center</i>			
Bike Park - incl Design and CEQA	80,000	Staff working through NOA testing issues with Placer County Air Pollution Control District and BOR	Spring 2016
<i>Railhead Park</i>			
Railhead bathroom ADA upgrades	25,000	Project Completed	Feb, 2016
Shade Structure and Hardscape	125,000	Project Completed	Jul-15
Playground Replacement	61,000	Project completed	Jun-15
<i>Operation and Development Plan</i>			
CEQA/NEPA costs	25,000	Draft submitted to consultant to being CEQA/NEPA process	May, 2016
Total Projects Fiscal Year	1,518,000		

Item 7.1 Cover Sheet for Final Budget for Fiscal Year 2016/2017

Auburn Area Recreation and Park District March Board of Directors meeting.

The Issue:

Shall the Auburn Recreation District approve a Final budget for 2016/2017 and adopt Resolution Number 2016-02 Before the Governing Board of the Auburn Area Recreation & Park District County of Placer, State of California?

Background:

Staff has met with departmental managers over the past several weeks to finalize budget requests and basic departmental needs for the next fiscal year: 2016/2017.

The attached budget summary sheet outlines the results of these meetings. Overall for the District, the salaries and benefits budget reflects the negotiated net 2% COLA increase (4% COLA less 2% increased contribution to CalPERS retirement by all employees) as well as the (up to) 5% merit increase to any eligible employees.

Administration:

Staff projects an increase in property tax revenue of 5%, or approximately \$158,000 based on data obtained from Placer County. We feel that this is a fairly accurate estimate barring any detrimental event occurring over the next twelve months.

An additional \$30,000 has been budgeted for the November 2016 election.

Aquatics

Sierra Pool Re-plastering is to be done in September/October 2016. Estimated cost is \$150,000 to be funded through maintenance expense in the general fund (\$90,000) and through the equipment reserve (\$60,000).

Customer Service

No major changes

Facilities and Grounds

1. Staff has reduced facility rental revenues as weather related cancellations for field use are expected. Further, room rentals are on decline as several long term renters have moved on. A reduction of \$10,000 from the mid-year budget revision is reflected in the new budget.

2. Water usage is expected to return to normal given the current weather patterns. There is also an additional cost of approximately \$4000 for water at Chana field. Thus approximately \$10,000 has been added to the utility budget. Additionally, F&G plans to have all septic systems cleaned and maintained in 2016 at a cost of approximately \$2500.
3. Ball fields throughout the District will require infield dirt this coming year at a cost of approximately \$5000
4. James and Beggs field lights will require new bulbs and ballasts. In addition Regional fields A, B and C will also require the same. Cost is expected to be about \$6000
5. The tree survey report is expected to show the need for major tree removal/trimming at most of our parks, but specifically at Regional and Recreation parks. The budget has been increased by \$23,000 from the 2015/2016 FY, from \$40,000 to \$63,000
6. \$25,000 has been added to the Regional Park budget for surveillance cameras.
7. \$5000 has been budgeted to refinish the gym floor at Recreation community center. This is an annual refinish/coating project.
8. \$45,000 has been budgeted for a stream bed restoration plan for Regional, Ashford, Meadow Vista and Atwood parks.

Recreation

Revenues in our programs have improved since the mid-year revision, from an estimate of \$311,000 to \$360,000. Staff projects that new programs and improvements to existing ones will see an increase of roughly \$5,000 in the next fiscal year to \$365,000. Any increase in program revenue will of course be accompanied by an increase in program expenses.

Youth Services

Youth Services has seen a significant increase in program usage resulting in a 19% increase in revenue from projected numbers at the beginning of the fiscal year and an increase of 6 ½% from the mid-year revision in October of 2015. Staff believes that there will be continued growth in this department albeit not as large due to the constraints of capacity. Despite this, we feel that there will be a 2+% increase in revenues in FY 2016/2017

Overall, 2016/2017 looks to be a good year with expenses under control and increasing revenues. Property tax revenues are projected to exceed the high water mark of \$2,711,000 in 2008 by almost \$154,000 to a new high of \$2,865,000. Considering where the District was just four years ago, this is a very positive turn of events.

Furthermore, the projected surplus for FY 2016/2017 is approximately \$9887.

Recommendation: The Finance committee forwarded this item to the Board on a split vote.

Attachments: Summary 2016/2017 budget
Departmental Budgets
Five Year Projected Budgets
Resolution Number 2016-02 Before the Governing Board of the Auburn Area Recreation & Park District County of Placer, State of California

**AUBURN AREA RECREATION AND PARK DISTRICT
BUDGET SUMMARY**

2016/2017 Preliminary Budget

	mid-year 2015/2016	% of total	2016/2017 Preliminary Budget	% of revenue	% of mid yr.
Operating Revenues					
Program Revenue	\$ 865,810	17.8	984,910	18.6	113.8
Facility Revenue	\$ 159,850	3.3	150,163	2.8	93.9
Misc. Revenue	\$ 57,000	1.2	59,990	1.13	105.2
Donations, Grant Revenue and In Kind	\$ 60,450	1.2	426,686	8.06	705.8
Interest Income	\$ 28,500	0.6	46,181	0.9	162.0
Projects Revenue	\$ 357,800	7.4	207,300	3.9	57.9
Tax Revenue	\$ 2,765,000	57.0	2,910,231	55.0	105.3
Transfer in from Cap Construction Fund	\$ 533,900	11.0	481,434	9.1	90.2
Misc (atwood etc)	\$ 25,000	0.5	25,500	0.5	102.0
Total Operating Revenue	\$ 4,853,310	100.00	5,292,395	100.0	109.0
Expenditures					
Program Expense	\$ 218,540	4.6%	278,061	5.3	127.2
Operating & Supplies	\$ 325,400	6.9%	327,809	6.2	100.7
Utilities Expense	\$ 177,383	3.8%	200,874	3.8	113.2
Professional Services	\$ 37,500	0.8%	42,661	0.8	113.8
Building & Grounds Maintenance	\$ 242,400	5.1%	483,710	9.2	199.6
Property Tax Admin.	\$ 63,266	1.3%	100,500	1.9	158.9
Wages	\$ 1,779,040	37.8%	1,858,645	35.2	104.5
Benefits & Payroll Costs	\$ 696,884	14.8%	689,913	13.1	99.0
Fixed Asset Expense	\$ 34,000	0.7%	69,700	1.3	205.0
Capital Improvement Projects Mitigation	\$ 946,150	20.1%	1,043,420	19.8	110.3
Capital Improvement Projects General Fund	\$ 117,599	2.5%	128,624	2.4	109.4
Debt Services	\$ 15,488	0.3%	3,591	0.1	23.2
Special Departmental Expenses					
Project Expenditures					
Misc Expense					
Equipment Reserve & ADA	\$ 55,000	1.2%	55,000	1.0	
Total Expenditures	\$ 4,708,650	100	5,282,508	100.0	112.2
Net Revenue Over Expenditures	144660		9,887		
Proposed Transfer to Future Capital Construction Reserve	\$ 115,000				
Net Revenue	29,660		9,887		
Annual Equip Replacement Fund	708531	(current)	708531		
Future Capital Construction Fund	705971	(current)	705971		
Contingency Reserve	450000	(current)	450000		
ADA reserve	60032	(current)	60032		
TOTAL RESERVES	\$ 1,924,534	(current)	\$ 1,924,534		

**AUBURN AREA RECREATION AND PARK DISTRICT
BUDGET SUMMARY
2016/2017 Preliminary Budget**

	Program revenue	Facility revenue	Misc. revenue	Grants	Interest revenue	Project revenue	Tax revenue	In Kind	Transfer in from reserves	Atwood III taxes	RDA passthru	TOTAL	% of Total
Administration			48,250	-	42,831		2,865,231				45,000	3,001,312	57%
F&G	141,913		4,490	367,790	3,350	207,300		46,896	481,434	25,500		1,278,673	24%
Cust Service	1,010											1,010	0%
Recreation	365,500		3,650	12,000								381,150	7%
Youth Services	502,000		3,600									505,600	10%
Aquatics	116,400	8,250										124,650	2%
TOTAL	984,910	150,163	59,990	379,790	46,181	207,300	2,865,231	46,896	481,434	25,500	45,000	5,292,395	100%

3.9

	Program expense	Operations & supplies	Utilities expense	Prof. expense	Building & grounds	Property Tax	Wages	Benefits & expenses	Fixed assets	Capital Improve.	Capital Improve. genl fund	Debt service	Contingency Reserve	(ADA reserve) Eq Res	% of Total
Administration		116,302		25,811		100,500	362,494	119,987	12,700						0%
F&G	97,334		169,424	11,700	302,409		798,903	354,869	50,000	1,043,420	128,624	3,591	55,000		14%
Cust. Service	57,975		2,900				127,053	46,832	1,400						5%
Recreation	242,500	45,571		2,250			156,618	54,270	4,100						4%
Youth Services	28,061	9,380			2,793		298,577	94,555	1,500						10%
Aquatics	7,500	1,247	31,450		178,508		115,000	19,400							8%
TOTAL	278,061	327,809	200,874	42,661	483,710	100,500	1,858,645	689,913	69,700	1,043,420	128,624	3,591	55,000	5,282,508	100%

Proposed Transfer to Future Capital Construction Reserve

	Net Revenue	% of Total
	9,887	0.19%

**Resolution No. 2016-02
 Before the Governing Board of the
 Auburn Area Recreation and Park District
 County of Placer, State of California**

ADOPTION OF FINAL BUDGET, GENERAL FUND

WHEREAS, hearings have been terminated, during which time all additions and deletions of the proposed final budget for the Fiscal Year 2016-2017 were made and,

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 29089 of the Government Code, the final budget for the Fiscal Year 2016-2017 is hereby adopted in accordance with the following:

REVENUES

Park & Recreation Services Revenue		
Program Fees		984,910.00
Facility Rentals		150,163.00
Total Park & Rec. Services Revenue		1,135,073.00
Government Revenues		
Taxes, Governmental Revenue		2,935,731.00
Total Governmental Revenue		2,935,731.00
Other Revenue		
Interest Revenue		46,181.00
Misc. Revenue		59,990.00
Total Other Revenue		106,171.00
Donations		
Donations, Grant, In kind		426,686.00
Total Donation Revenue		426,686.00
	TOTAL OPERATING REVENUES	4,603,661.00
Project Revenue		
Misc. Project Revenue		-
Grant Proceeds		-
Contributions/In kind Services Revenue		-
Transfer in from Reserves		481,434.00
Total Project Revenue		481,434.00
Park Dedication Revenue		
City Park Dedication Revenue		30,000.00
County Park Dedication Revenue		177,300.00
Total Park Dedication Revenue		207,300.00
	TOTAL PROJECT REVENUES	688,734.00
	TOTAL REVENUES	5,292,395.00

EXPENDITURES

Program, Administrative and General Expenditures	
Program Expenditures	278,061.00
Operations & Supplies	327,809.00
Utilities Expense	200,874.00
Professional Expenses	42,661.00
Building & Grounds expense	483,710.00
Property Tax Admin. Fees	70,000.00
Election Cost	30,500.00
Wages & Benefits	2,548,558.00
Lease Purchase Principal	-
Lease Purchase Interest	-
Equipment Lease	3,591.00
Fixed Assets	69,700.00

Total Operating Expenditures 4,055,464.00

Capital Improvement Projects	
General Fund Capital Improvement Projects	128,624.00
ADA reserve projects	15,000.00
Future Cap Projects	406,434.00
In-Kind & Other Contribution Projects	414,686.00
Total Project Expenditures	964,744.00

Park Dedication Capital Improvement Projects	
City Park Dedication Project Expenditures	30,000.00
County Park Dedication Project Expenditures	177,300.00
Total Park Ded. Project Expenditures	207,300.00

TOTAL EXPENDITURES **5,227,508.00**

TOTAL REVENUE SURPLUS (DEFICIT) **64,887.00**

TO EQUIPMENT RESERVE	50,000.00
TO ADA RESERVE	5000.00
TO CONTINGENCY (acct 2453)	0.00
OPERATING BUDGET BALANCE	9,887.00

BE IT FURTHER RESOLVED, that the Final Budget is hereby adopted on this 31st day of March 2016, in accordance with the listed attachments which show approved appropriations, revenues and methods of financing, appropriations subject to limitations attached hereto and by reference made a part hereof.

James Ferris, Chairman
Board of Directors

Kahl Muscott
District Administrator

Item 7.2 Cover sheet – FY 2016/2017 Project List and Ten Year Plan Update

Auburn Area Recreation and Park District Acquisition and Development Committee Meeting January, 2016; February, 2016; Board of Directors meeting February, 2016; Acquisition and Development Committee meeting March, 2016; Board of Directors meeting March, 2016

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors direct staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed FY 16/17 Project List, and approve the Ten Year Plan Update?

Background

ARD staff provides a proposed Project List for each Fiscal Year. This Project List is based off of projects incorporated in the Ten Year Project List as well as any new needs proposed by the community, staff and Board.

The Ten Year Project List is comprised of those projects deemed to be of the highest priority and reflects the District's goal to address needed existing infrastructure upgrades, bring new features into the existing park system and complete potential land acquisition and new park development.

A description of each project is attached. New information is in red.

Recommendation for the Board of Directors

That the ARD Board of Directors direct staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed FY 16/17 Project List, and approve the Ten Year Plan Update.

Fiscal Impact

The fiscal impact of the FY 16/17 Project List is indicated on that document.
The fiscal impact of the Ten Year Project List is indicated on those documents.

Attachments

FY 16/17 Project Descriptions
Meadow Vista Park pond island renovation information
Meadow Vista Park bathroom ADA information
Multi-park streambed alteration information
Ten Year Project List, including FY 16/17 Project List

FY 2016/2017 Project List: proposed amendments

The following is a brief discussion of the proposed projects on the FY 16/17 Project List

Recreation Park

Sierra Pool re-plaster + updates: This project is off of the Obsolescence List and will be paid for with Equipment Reserve money. This project includes removing the bulkhead (via crane), replastering the pool and making any necessary code changes to items such as ladders, railing and steps.

Placer Hills Pool

Path of Travel (POT): This project involves fixing the path of travel from the parking lot to the pool edge to ensure ADA compliance. Most of the changes are relatively minor.

Regional Park

Dry Creek Picnic ADA improvements: CARRIED OVER FROM FY 15/16 - This project involves the creation of an ADA pathway from a new ADA parking stall to an ADA compliant picnic table.

24 Acres

Preliminary Planning: CARRIED OVER FROM FY 15/16 – This involves the creation of a conceptual plan and associated estimated costs. The plan will be crafted after public input is received and basic studies, including a tree inventory and topographic mapping, are completed.

Meadow Vista Park

Pond island renovation: This project entails making renovations to the shrinking island in the pond. **Staff has heard back from consultants on the regulatory requirements for doing the work on the island. A separate discussion item regarding this project is attached. The A&D Committee has recommended pushing this project back 2 years to allow for further research into other less costly options.**

ADA bathroom renovation: **This project has been added for possible inclusion based on discussions at A&D Committee meetings. A separate discussion item regarding this project is attached. Staff is recommending setting aside \$150,000 for the project, to be determined if it will involve a new, satellite kit bathroom or renovating the existing bathroom.**

Railhead Park

Railhead B Renovation: CARRIED OVER FROM FY 15/16 - This project has been carried over for the third year (due to drought conditions the past two years). This project entails scraping off the top 2" of the fields, adding soil amendments and sand and then either seeding, sprigging or sodding. This project is on as a separate action item. As will be seen, we are recommending rejecting the one bid received due to the unexpectedly high cost. Staff will be researching other alternatives.

Overlook Park

Overlook area planning/CEQA: This project will entail developing a formal plan and completing the necessary CEQA and NEPA reviews and approvals.

Bell Rd.

Design, planning, CEQA and Conditional Use Permit work: CARRIED OVER FROM PREVIOUS YEARS – Pending Board direction to move forward and funding approval from the Stewardship Council, staff will begin the process of the formal design, planning, CEQA and CUP work.

CVCC

Bike Park Design, CEQA and construction: CARRIED OVER FROM PREVIOUS YEARS – Staff expects to have the environmental document available for public and Board review in the spring of 2016.

Multi Park

Master Streambed Alteration Agreement: This entails completing the environmental studies, CEQA review and required permitting (CDFW and Army Corp) necessary to do work (brush removal, tree limb removal, etc.) in and around several creeks and waterways in ARD Park. A separate discussion item regarding this project is attached.

Cover sheet – Meadow Vista Pond Improvements

March 21, 2016 Acquisition and Development Committee

Subject: Improvements to Pond at Meadow Vista Park

The Issue

The island in the Meadow Vista pond is eroding. The existing weeping willow tree is not in good health and there are concerns about its continuing viability. The island is continuing to lose size and functionality as habitat for wildlife that use the pond. Staff has been researching the most appropriate treatment of the pond to make this amenity of the park more aesthetically pleasing and functional for wildlife. Should the island be re-built and at what cost? What is the best option for the dollars spent to improve the visual and habitat qualities of the pond?

Background

The Meadow Vista Park pond island renovation is currently listed as a potential project for the FY 16/17 Project List. The island in the pond is eroding and the only existing vegetation is the remnant of a willow tree. In the past the island was a nice visual amenity to the pond and surrounding park area but the island has eroded to the point where it needs to be re-built if it is to remain viable as a visual and/or habitat asset to the park. ARD staff met with the biologist from Dudek in January of 2016 to discuss the potential for rehabilitating the island and subsequent regulatory issues that would coincide with doing work in a waterway that is regulated by Army Corps of Engineers (ACOE) and California Department of Fish and Wildlife (CDFW). Senior wildlife biologist Kevin Derby from Dudek conducted an analysis of the pond and regulatory framework should ARD elect to move forward with a pond renovation project. Please refer to the attached Memorandum dated February 23, 2016 in which Mr. Derby outlines both regulatory procedures and potential initial fees. In summary, conducting a renovation of the pond for both habitat and aesthetic values would require the following:

- Conduct a Biological Resources Survey and report by a wildlife biologist
- Conduct a wetland delineation and report
- Assessment of the project under the Federal Endangered Species Act
- Assessment of the project under the Federal Clean Water Act
- Assessment of the project under the Federal Migratory Bird Treaty Act
- Assessment of the project under the California Endangered Species Act
- Assessment of the project under the California Fish and Game Code
- Assessment of the project in relation to the requirements of the State Water Resources Control Board (RWQCB)
- The project should qualify for an Class 33 Categorical Exemption from CEQA

These can be significant obstacles to conducting a renovation project of the pond island. Costs identified to this point include the following:

- Combined letter report and jurisdictional delineation estimated at \$5,000 to \$10,000;
- Categorical Exception from CEQA estimated at \$2000;

- Permits from ACOE, RWQCB and CDFW estimated at approximately \$10,000 to \$15,000.

In addition to the above identified costs, ARD would also need to hire a biologist to prepare design documents for construction of the work. The scope of work would include bioengineering specifications and construction drawings. The cost of this work will depend upon the extent and complexity of the design approach and project goals. The ARD Board of Directors will need to have a clear goal of what they want to accomplish with this project in terms of aesthetic quality and habitat viability.

Recommendation

It is clear from the information gathered from Dudek that this project has some significant regulatory hurdles and associated costs that at this time are estimated to be \$25,000 to \$30,000 just to get through the permitting process. In addition, there are the unknown costs of consultants to prepare the bio-specifications, design and construction documents. As this can vary substantially, staff anticipates the entire project could reach \$100,000 or more. Due to this high cost, staff recommends that the A & D Committee provide direction as to whether saving the pond and renovating it justifies the expense.

Alternatives Available to the A & D

1. Recommend to the Board of Directors to move forward with the project or:
2. Recommend to the Board of Directors to make no improvements to the island, and remove the project from the FY 16/17 Project List.

Fiscal Impact

It is anticipated the fiscal impact of this project could reach or exceed \$100,000.

Attachments

Dudek Memorandum dated February 23, 2016

MEMORANDUM

To: Pamela Vann and Kahl Muscott, Auburn Recreation District
From: Kevin Derby, Senior Biologist, Dudek
Subject: Meadow Vista Park Pond: Island Restoration
Date: February 23, 2016
cc: Markus Lang, Dudek

This memorandum is intended to provide restoration concepts and the resulting regulatory clearance considerations for island restoration at the Meadow Vista Park pond. Restoration concepts and regulatory clearance considerations are preliminary for guidance purposes only, and are not intended as design documents with the level of detail necessary for environmental clearance.

Background and Existing Conditions

The approximately one-acre Meadow Vista Park pond is surrounded by manicured turf or a paved pedestrian path and is home to both domestic and wild waterfowl and numerous other birds and aquatic wildlife species.

The current extent of the island in the Meadow Vista Park pond is limited to the area of the roots of a nonnative weeping willow, or approximately 200-300 square feet. According to Auburn Recreation District (ARD) staff, the island has been steadily decreasing in size. The island is undercut and is eroding into the pond, and the willow roots are keeping the island from disappearing. The public has communicated concern about the possible eventual loss of the island and its aesthetic and aquatic habitat values to the community and local wildlife. ARD responded to concerns by requesting this memorandum.



Island in Meadow Vista Pond

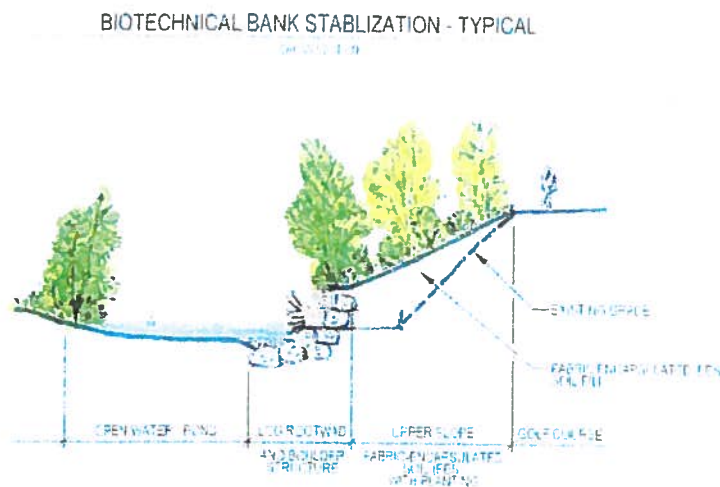
Currently the island is a roosting/resting location for birds and provides marginal basking habitat for turtles. Based on reports from ARD staff,

western pond turtles (*Actinemys marmorata marmorata*) and non-native turtles (e.g. red-eared sliders) have been documented in the pond by California Department of Fish and Wildlife (CDFW) staff during the annual fishing derby. The current condition of the pond and island are not ideal for western pond turtle basking, as the shoreline has a pedestrian path that receives heavy use, and the island is shaded in the summer by the large willow.

Restoration Concepts

Restoration of the island would be executed with four primary goals: 1) to increase the size and stability of the island; 2) to restore the aesthetic value of the island; 3) to provide habitat for native aquatic species (e.g., western pond turtles), and 4) to accomplish goals 1-3 in the most cost-effective manner possible.

To increase the size of the island with minimal impact on the aquatic environment, we recommend leaving the existing willow tree root structure in place and surrounding it with bioengineered bank treatments. Bioengineered bank treatments include the use of a combination of rocks/boulders, logs/stumps, and live native plantings to provide a stable island of natural habitat. The final size of the island would be variable (i.e., dependent on multiple factors to be determined by ARD), but it is reasonable to design the island to double or triple in size from its current surface area. The typical bank treatment drawing below could be modified to include longer log structures secured with an anchor to provide additional basking habitat. The large existing willow tree would be cut to ground level and the island could then be planted with native grasses and wetland plants to provide low cover without completely shading the island. The existing willow root structure will most likely survive and re-sprout, but could be trimmed periodically to prevent it from shading the entire island, thus allowing ample sunlight for basking turtles. The resulting island shoreline would have a lower gradient and a more secure base, eventually establishing more root structure to stabilize the soil. The photos below of bioengineered soil treatments on a tributary to Lake Tahoe are an excellent example of what can be accomplished after one growing season.



Subject: Meadow Vista Park Pond: Island Restoration



Bioengineered streambank – Note log revetment structures and boulders in combination with native plantings



Typical Bioengineered Shoreline Treatment

Environmental Clearances/Permits

Restoration of the island in the Meadow Vista Park Pond would require environmental analysis and clearance prior to commencement of the work. The pond is adjacent to a tributary to Wooley Creek, which drains to Lake Combie/Bear River, which is tributary to the Sacramento River. The pond connects to the creek during high flows; therefore, the pond is likely under the regulatory jurisdiction of the U.S. Army Corps of Engineers (ACOE) and the state Regional Water Quality Control Board (RWQCB) and placement of fill in the pond would require permits from each of these agencies, as discussed further below. The first step in obtaining permitting clearance for a restoration project would be to complete a biological resources survey and report and a wetland delineation and report (these can be combined for a relatively small project like this) to assess potential impacts from the project and to support the permitting and clearance by regulatory agencies. Once the biological resources are inventoried and jurisdictional waters boundaries are identified by these documents, the following federal and state regulations will need to be addressed.

Federal Regulations

Federal Endangered Species Act

Projects that would result in impacts to federally-listed threatened or endangered species are required to comply with the federal Endangered Species Act, which is administered by the U.S. Fish and Wildlife Service (USFWS). A biological resources report will assess the potential for federally listed species to occur on the project site and will evaluate potential impacts from the proposed project.

Clean Water Act

The objective of the Clean Water Act (CWA) is to restore and maintain the chemical, physical, and biological integrity of waters of the United States. Section 404 of the CWA requires a permit from ACOE authorizing discharges of dredged or fill materials into waters of the United States (as defined in the Code of Federal Regulations (33 CFR 328.3 [a]; 40 CFR 230.3 [s]). Section 404 of the CWA is administered by ACOE.

Section 401 of the CWA requires that an applicant for a Section 404 permit first obtain a water quality certification, or a waiver thereof, that the project will not violate applicable state water quality standards. In California, the authority to either grant certification or waive the requirement for certification has been delegated by the State Water Resources Control Board (SWRCB) to the nine Regional Water Quality Control Boards. The project site is under the jurisdiction of the Central Valley Regional Water Quality Control Board (RWQCB). A request for certification or waiver is typically provided, but not required to be submitted to the regional

board at the same time that the Section 404 application is filed with ACOE. The regional board has 60 days from receipt of a complete application to review and take action on the application. Because no ACOE permit is valid under the CWA unless "certified" by the state, the regional boards may effectively prevent an ACOE permit from becoming operational. A water quality certification will be required for the proposed island restoration project and there is likely to be negligible agency resistance to a project of this type and size.

Additionally, any construction project that disturbs one acre or more of land is required to obtain coverage under an NPDES General Permit for Storm Water Discharges Associated with Construction and Land Disturbance Activities ("General Permit"). In order to obtain coverage under the General Permit, the discharger must undertake a risk assessment, develop a Storm Water Pollution Prevention Plan (SWPPP), implement Best Management Practices (BMPs) in accordance with the SWPPP, and comply with monitoring and reporting requirements and other management practices to prevent or reduce pollution.

The CWA is applicable to placement of material in the Meadow Vista Pond and the proposed island restoration project would require a CWA Section 404 Nationwide Permit and a Section 401 Water Quality Certification. The proposed restoration project will likely disturb less than one acre of land and would therefore not require an NPDES permit or a SWPPP. However, application of BMP's to reduce impacts to water quality and aquatic habitat will be an important component of the project and will be required as terms and conditions of agency permits.

Migratory Bird Treaty Act

The federal Migratory Bird Treaty Act (MBTA; 16 U.S.C. 703 et seq.) regulates and prohibits taking, killing, possession of, or harm to migratory bird species listed in 50 CFR 10.13. This international treaty for the conservation and management of bird species that migrate through more than one country is enforced in the United States by USFWS. Additionally, as discussed under the heading Nesting Birds, Raptors, and Migratory Birds, Section 3513 of the California Fish and Game Code states that it is unlawful to take or possess any migratory non-game bird as designated in the MBTA. This state statute provides CDFW with enforcement authority for project-related impacts that would result in the 'take' of bird species protected under the MBTA. The MBTA was amended in 1972 to include protection for migratory birds-of-prey (raptors). The Meadow Vista pond island and the adjacent tributary to Wooley Creek are potential nesting habitat for migratory birds. The typical conservation measure to avoid impacts to nesting migratory birds includes pre-construction surveys within 24-48 hours of the start of construction (if constructed during the nesting season). If an active nest or nests are found, a buffer is established (size dependent on species and location) to avoid disturbance until the young have fledged and/or the birds have abandoned the nest, as determined by qualified biologist.

State Regulations

California Endangered Species Act

The California Endangered Species Act (CESA), established under California Fish and Game Code Section 2050 et seq., identifies measures to ensure that endangered species and their habitats are conserved, protected, restored, and enhanced. The CESA restricts the “take” of plant and wildlife species listed by the state as endangered or threatened, as well as candidates for listing. Section 86 of the Fish and Game Code defines “take” as “hunt, pursue, catch, capture, or kill, or attempt to hunt, pursue, catch, capture, or kill.” Under Section 2081(b) of the Fish and Game Code, CDFW has the authority to issue permits for incidental take for otherwise lawful activities. Under this section, CDFW may authorize incidental take, but the impacts of the take must be minimized and fully mitigated. CDFW cannot issue permits for projects that would jeopardize the continued existence of state-listed species. CDFW maintains lists for Candidate-Endangered Species and Candidate-Threatened Species. Candidate species and listed species are given equal protection under the law. If CESA listed species are identified in or adjacent to the pond, avoidance and minimization measures would be specified during the CEQA process. A biological resources report will identify special-status species listed under the CESA that have the potential to occur in the project area along with avoidance and minimization measures, if applicable. It is considered unlikely that the proposed restoration project would require an incidental take permit.

California Fish and Game Code

Nesting Birds, Raptors, and Migratory Birds - California Fish and Game Code Section 3503 states that it is unlawful to take, possess, or needlessly destroy the nests or eggs of any bird, except as otherwise provided by this code or any regulation made pursuant thereto. Fish and Game Code Section 3503.5 protects all birds-of-prey (raptors) and their eggs and nests, while Section 3513 states that it is unlawful to take or possess any migratory non-game bird as designated in the Migratory Bird Treaty Act. These regulations are typically addressed by having a qualified biologist conduct a survey prior to construction to identify any active nests that could be disturbed by construction activities. Survey results are typically submitted to CDFW and/or USFWS. Construction can proceed if no nests are discovered during surveys. If surveys identify nests CDFW and/or USFWS are consulted to determine appropriate mitigation measures to avoid nest disturbance.

Fully Protected Species - California Fish and Game Code Sections 3511 (birds), 4700 (mammals), 5050 (reptiles and amphibians), and 5515 (fish) designate certain species as “fully protected.” Fully protected species, or parts thereof, may not be taken or possessed at any time except as part of an approved Natural Community Conservation Plan that treats such species as

Subject: Meadow Vista Park Pond: Island Restoration

“covered species” or in connection with statutory-specified actions pursuant to the “Quantification Settlement Agreement” involving water transfer from the Imperial Irrigation District to the Metropolitan Water District of Southern California. A biological resources report will identify any species that are fully protected that have the potential to occur in the project area along with avoidance and minimization measures, as necessary.

Sections 1600–1607 of the Fish and Game Code - Under Section 1600–1607 of the California Fish and Game Code, CDFW regulates activities that would substantially alter the flow, bed, channel, or bank of streams and lakes. The lateral limits of CDFW’s jurisdiction are defined in the statute as the bed, channel, or bank of any river, stream, or lake designated by CDFW in which there is at any time an existing fish or wildlife resource or from which these resources derive benefit. In practice, CDFW usually determines its lateral limit of jurisdiction to be the top of bank or the outer edge of the riparian vegetation, whichever is farther from the middle of the water body in question.

A Lake and Streambed Alteration Agreement pursuant to Sections 1600-1607 of the Fish and Game Code would be required for the island restoration project, as work in the pond would require fill and temporary presence of heavy equipment.

State Water Resources Control Board

Refer to the discussion under *Clean Water Act* above.

California Environmental Quality Act

Reconstruction and stabilization of the existing island in Meadow Vista pond would enhance and restore habitat and would therefore qualify for an exemption from the provisions of CEQA. We recommend relying upon a Class 33 Categorical Exemption for small habitat restoration projects. A Notice of Exemption can be filed with the County Clerk’s Office which has the effect of limiting the statute of limitations on any CEQA challenge to 35 days following project approval. Regulatory agencies including the Regional Board and CDFW will require CEQA compliance prior to approving permits or agreements required to carry out the project. These agencies could have a different opinion regarding the appropriate level of CEQA compliance, however we believe it is likely that they will accept an exemption as appropriate for the proposed restoration project.

Summary and Range of Costs

Restoration of the Meadow Vista Park Pond island is feasible and would require some



environmental studies and clearances/permits and design prior to implementation. The project would first need a biological letter report and jurisdictional delineation to establish an environmental baseline. For a project of this size, the field work and a combined letter report could be produced for approximately \$5,000 to \$10,000. A Categorical Exemption is recommended for CEQA compliance and this can be prepared for less than \$2,000 or ARD can prepare the exemption in-house. The project would then need permits from ACOE, RWQCB, and CDFW. The trio of permits for a small project generally costs \$10,000-\$15,000. Design of the bioengineering specifications and construction techniques required for the island restoration are variable depending on the selected restoration concept approach and the complexity of the design. Dudek can provide those costs after receiving feedback on the restoration concept proposed in this document and discussing options with ARD.



July 2011





October 2014

Cover sheet – Meadow Vista Restroom Improvements

March 21, 2016 Acquisition and Development

Subject: Restroom ADA Improvement Options

The Issue

Meadow Vista does not have an ADA compliant restroom facility. The existing restroom can be remodeled to become ADA compliant and the exterior landscaping renovated to provide required ADA parking and Path of Travel (POT). A potential option to renovating the existing restroom would be to provide a “satellite” unisex prefabricated restroom in another location in the park where existing parking could be revised and ADA POT installed to connect parking to the unit. Both options would use the existing septic tank and drain-field.

Background

In 2011 staff conducted research and solicited quotes for the installation of one stand-alone unisex restroom to be located near the parking lot that serves the shade shelter and playground. This research was conducted to examine alternatives to remodeling the existing restroom and construct ADA parking. During this time, ARD also hired Giuliani and Kull to complete site survey work of the existing restroom and surround area as a basis for investigating potential site remodel.

In 2011 ARD had not completed any restroom remodels in other parks that would be similar to the Meadow Vista building. Since 2011, ARD has completed three restroom remodels of similar facilities at Ashford Park, Recreation Park and Railhead Park. Interior remodels have cost around \$25,000 after design plans were created. This provides the District with a frame of reference that provides a basis for anticipating costs to conduct similar interior remodel with alike scope of work at Meadow Vista. The Meadow Vista existing restroom remodel would require renovating the exterior landscaping to include ADA parking and POT. Staff utilized the survey work done in 2011 and created a conceptual plan to illustrate how the existing site may be renovated to provide the exterior ADA parking and POT of travel needed. A very rough estimate of approximately \$150,000 was identified to complete the interior and exterior work. However this figure is not based on complete knowledge of issues that are yet to be identified.

The satellite option is being considered and evaluated to ascertain if such a facility could be installed at a more affordable cost. The quote obtained in 2011 for the one prefabricated unit only was \$60,000. This is the beginning of costs needed to complete a satellite unit that would connect to the existing septic and drain-field. Some outstanding questions that need to be addressed include the following:

1. A “delivery” slab must be installed;
2. Sewer, water and electrical availability and connect costs;
3. Permitting costs;
4. Analyze capacity of adding additional fixture to the existing septic and drain-field;
5. Ability and cost to pump to the septic and drain-field;

6. Cost to trench a line from the unit to the septic tank;
7. Cost to renovate existing parking to ADA standard and provide a paved POT to the unit.

Without actual hard costs available at this time, staff anticipates the costs to accomplish the above satellite facility, ADA parking renovation and POT could result in a similar cost to renovate the existing restroom and exterior landscaping.

Recommendation:

Staff recommends the A&D Committee discuss the two options and provide direction to staff. Staff needs additional time to research issues and provide a more complete cost estimation.

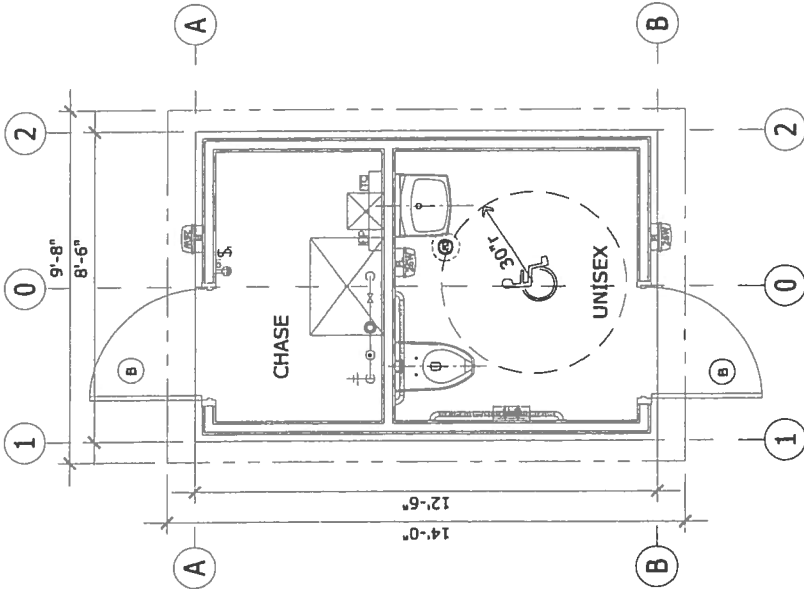
Alternatives Available to the A&D Committee:

Do not move forward with the project at this time.

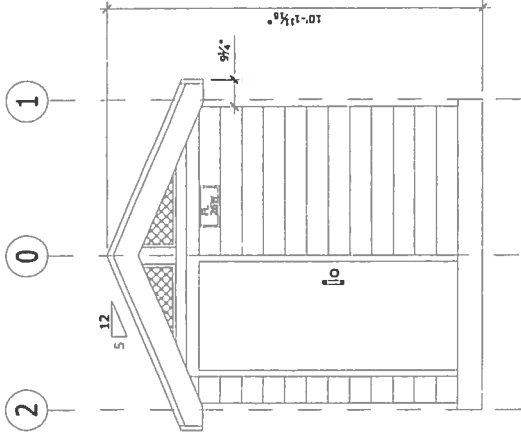
Fiscal Impact: Anticipated project cost for either option is approximately \$150,000.

Attachments

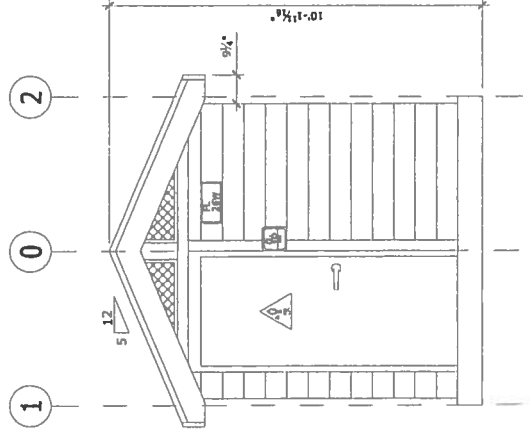
Concept plan for existing restroom
Copies of unit quote from 2011 for satellite unit



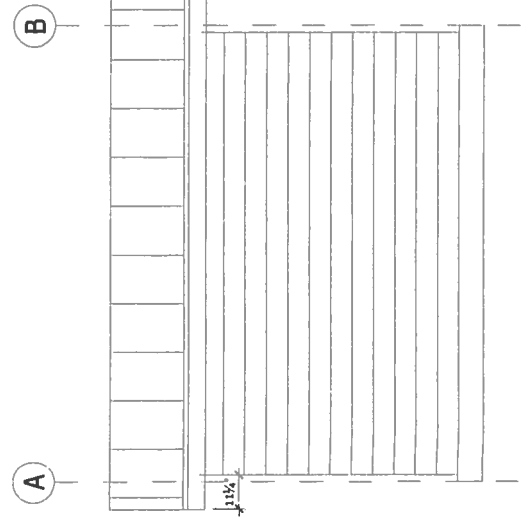
FLOOR PLAN
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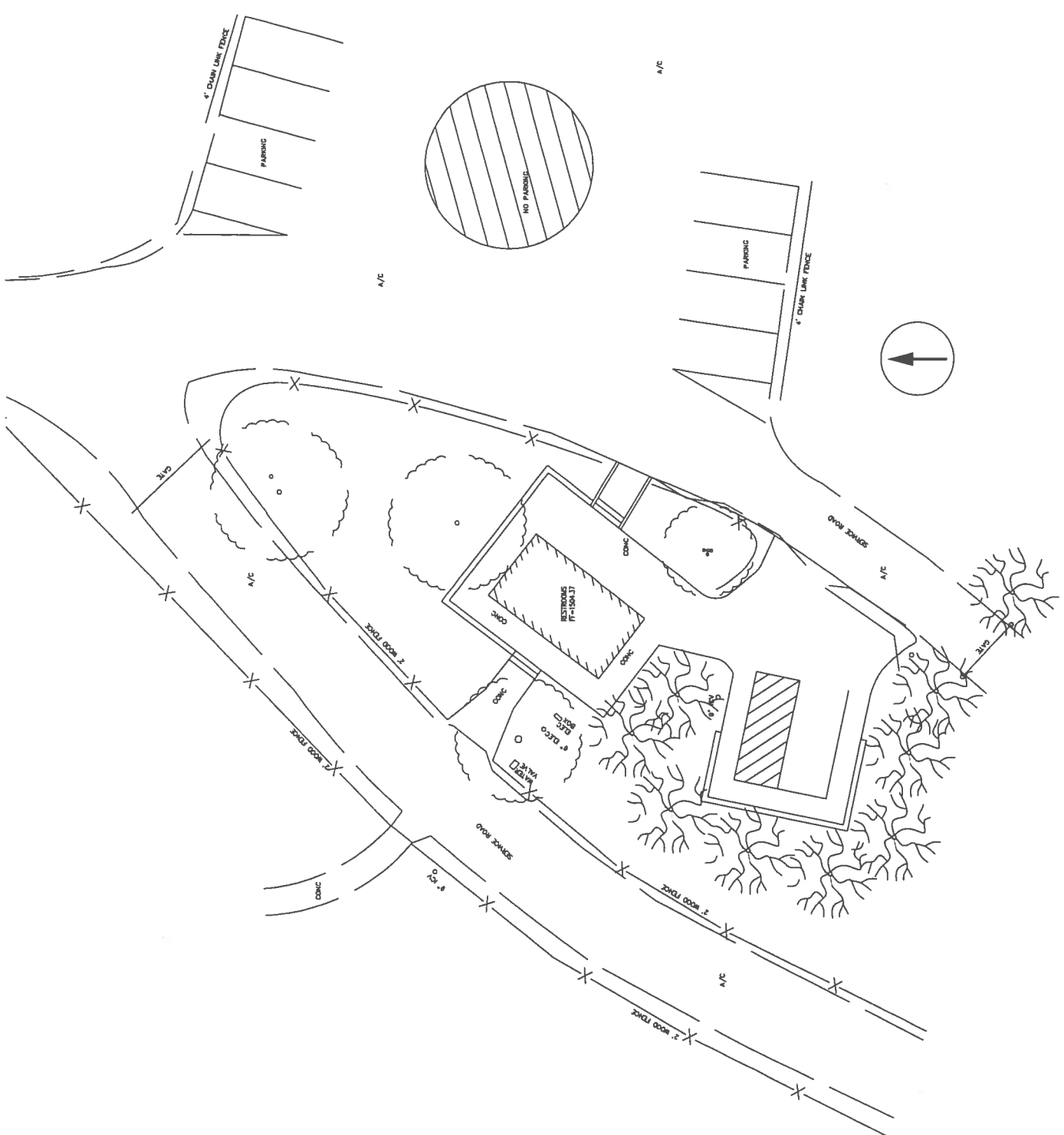
REAR EXTERIOR ELEVATION
SCALE: 1/4"=1'-0"



FRONT EXTERIOR ELEVATION
SCALE: 1/4"=1'-0"



LEFT EXTERIOR ELEVATION
SCALE: 1/4"=1'-0"



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