

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

6:00 PM

**THURSDAY, OCTOBER 25, 2018
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. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (530) 537-2187. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

1.0 CALL TO ORDER

(PLEDGE TO THE FLAG)

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

Roll Call

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

None.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

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 Minutes of the Meeting of the Board of Directors from September 27, 2018**

Review and approval of Minutes of the Meeting of the Board of Directors from September 27, 2018.

_____ **5.2 Review of Cash Requirements for September, 2018 (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and approval.

_____ **5.3 Review of Financials for September, 2018 (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and approval.

_____ **5.4 Resolution Number 2018-25: Transfer of Capital Construction Reserves (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and adoption.

_____ **5.5 Resolution Number 2018-26: Transfer of ADA Reserves (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Consent Calendar for review and adoption.

_____ **5.6 Increase in Pay Scale for Facilities and Grounds Supervisor Position (Program, Personnel, Policy, Fee & Legal Committee)**

This item was reviewed and approved by the Program, Personnel, Policy, Fee & Legal Committee and forwarded to the Consent Calendar for review and adoption.

_____ **5.7 Increase in Minimum Wage (Program, Personnel, Policy, Fee & Legal Committee)**

This item was reviewed and approved by the Program, Personnel, Policy, Fee & Legal Committee and forwarded to the Consent Calendar for review and adoption.

_____ **5.8 Dustin Page Claim – Ankle Injury**

Shall the Auburn Area Recreation and Park District (ARD) approve or deny a claim against ARD for an ankle injury suffered on the diving board at Sierra Pool?

Motion by _____ second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

Roll Call Vote

_____ **6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS**

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

_____ **7.0 UNFINISHED BUSINESS**

_____ **7.1 Final Budget Revision for Fiscal Year 2018/2019 (Standing Finance Committee)**

Shall the Auburn Area Recreation and Park District approve the Mid-Year 2018/2019 revised budget and adopt Resolution Number 2018-24?

Motion by _____ Second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

Roll Call Vote

_____ **8.0 NEW BUSINESS**

_____ **8.1 Review and Acceptance of Railhead A and B Renovations, Beggs Field Renovation, Regional Park Pathway Repairs, Meadow Vista ADA Restroom Renovation and Marsha-Skinner Sierra Pool Bleacher Shade Structure (Acquisition & Development Committee)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors review and give final acceptance to the recently completed Railhead A and B Renovations, Beggs Field Renovation, Regional Park Pathway Repairs, Meadow Vista ADA Restroom Renovation and Marsha-Skinner Sierra Pool Bleacher Shade Structure?

Motion by _____ Second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

Roll Call Vote

_____ **8.2 Vegetation Management Plan Contract Amendment with Dudek (Acquisition & Development Committee)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors authorize an amendment to the Vegetation Management Plan contract with Dudek to account for \$6,150.00 in extra costs and out of scope work?

Motion by _____ Second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

Roll Call Vote

_____ **8.3 California Association for Park & Recreation Indemnity (CAPRI) Election Ballot for 2018**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors vote for its choice of individuals willing to serve on the CAPRI Board of Directors?

Motion by _____ Second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

Roll Call Vote

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

1. Vegetation Management Plan Is/MND Review – see attachment.
2. Board and Committee Meeting schedule for November and December, 2018.
3. County Mitigation Fund, current balance \$487,738.

_____ **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:

10-22-18
Date

11:00 Am
Time

P. Larson
Clerk to the Board

SECTION: 5.0

ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS FROM SEPTEMBER 27, 2018

INFORMATION: SEE ATTACHED MINUTES

STAFF RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE MINUTES

FISCAL IMPACT: NONE

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, September 27, 2018, 6:00 p.m., Canyon View Community Center
471 Maidu Drive, Auburn, CA**

Board Members

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

Board Members

Absent: Director Mike Lynch

Staff Present:

Kahl Muscott, District Administrator
Veona Galbraith, Administrative Services Manager
Jesse Williams, Facilities & Grounds Manager
Manouch Shirvanioun, Customer Service/Marketing Manager
Sheryl Petersen, Recreation Services Manager
Debbie Thomas, Youth Services Manager
Mike Scheele, Landscape Architect/Project Manager
Patricia Larson, Recording Secretary

1.0 CALL TO ORDER

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

(PLEDGE TO THE FLAG)

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 Ainsleigh to approve the agenda as written.

Roll Call Vote

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

3 – 0 – 0 Motion carries.

4.0 PUBLIC COMMENT

Kevin Hanley of the Greater Auburn Area Fire Safe Council gave public comment that the Greater Auburn Area Fire Safety Council would like to help ARD with expenses for fire reduction. Through the Placer County Wild Fire Protection Plan, ARD can be eligible for future grants. The Fire Safe Council has approved this and when they see grants become available, they will see if the Maidu Drive and Shockley properties qualify.

Director Ferris arrived at 6:05 p.m.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of Minutes of the Board of Directors from August 30, 2018**
- 5.2 Review of Cash Requirements for August, 2018 (Standing Finance Committee)**
- 5.3 Review of Financials for August, 2018 (Standing Finance Committee)**
- 5.4 Resolution Number 2018-22: Transfer of ADA Fund Reserves and Capital Construction Reserves (Standing Finance Committee)**

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

Roll Call Vote

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

4 – 0 Motion carries.

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

District Administrator Kahl Muscott gave a slide presentation of the Great Auburn Obstacle Race to the Board of Directors.

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

7.0 NEW BUSINESS

7.1 Support Letter for Grant Request to the Sierra Nevada Conservancy: Auburn Shaded Fuel Break (Acquisition & Development Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the support letter for a grant request to the Sierra Nevada Conservancy.

Roll Call Vote

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

4 – 0 Motion carries.

7.2 Amending 2018/2019 Project List (Acquisition & Development Committee)

A motion was made by Director Holbrook and seconded by Director Ferris to amend the 2018/2019 Project List.

Roll Call Vote

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

4 – 0 Motion carries.

7.3 Preliminary Budget for Fiscal Year 2018/2019 (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the revision to the preliminary budget for Fiscal Year 2018/2019.

Roll Call Vote

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

4 – 0 Motion carries.

7.4 California Association for Park & Recreation Indemnity (CAPRI) Election Notice

A motion was made by Director Gray and seconded by Director Ainsleigh to nominate Director Scott Holbrook for the CAPRI Board of Directors.

Roll Call Vote

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

3 – 0 - 1 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Review of Project Contingency Fees Paid (Acquisition & Development Committee)
The Board of Directors reviewed the information provided.
2. County Mitigation Fund, current balance \$487,738.

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

Copies of correspondence to the ARD Board from Stand Up Placer and a thank you card from Lachlan Ryan were in the board packet.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – Closed Session began at 6:45 p.m.

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

14.0 OPEN SESSION – Open Session began at 7:50 p.m., there was no reportable action.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 6:49 p.m. by Chairman Gray.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
SEPTEMBER, 2018**

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: \$134,284.30

Ranges: From:
 Check Number First
 Vendor ID First
 Vendor Name First

To:
 Last
 Last
 Last

From: 9/1/2018
 To: 9/30/2018
 Check Date
 Checkbook ID COMM 1ST
 COMM 1ST

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
17427	P0021	Petty Cash	9/7/2018	COMM 1ST	PMCHK00002500	\$298.86
17428	S1007	Stationary Engineers, Local 39	9/7/2018	COMM 1ST	PMCHK00002500	\$421.90
17429	TEMPS	Stewardship Council	9/7/2018	COMM 1ST	PMCHK00002500	\$848.75
17430	U0019	US Bank	9/14/2018	COMM 1ST	PMCHK00002501	\$15,477.98
17431	1099-104	Thomas Seibel	9/14/2018	COMM 1ST	PMCHK00002502	\$97.50
17432	1099-218	Auburn Gymnastics Center	9/14/2018	COMM 1ST	PMCHK00002502	\$344.50
17433	1099-254	Ralph Kendrick	9/14/2018	COMM 1ST	PMCHK00002502	\$396.00
17434	1099-269	Deborah Lynn	9/14/2018	COMM 1ST	PMCHK00002502	\$253.50
17435	1099-271	Kelpro Security	9/14/2018	COMM 1ST	PMCHK00002502	\$1,134.00
17436	1099-277	Foothill Karate Do	9/14/2018	COMM 1ST	PMCHK00002502	\$770.25
17437	1099-291	Isaac Humber	9/14/2018	COMM 1ST	PMCHK00002502	\$468.00
17438	1099-295	Juli Land-Marx, dba Image Net	9/14/2018	COMM 1ST	PMCHK00002502	\$1,713.64
17439	1099-313	Alison Lloyd	9/14/2018	COMM 1ST	PMCHK00002502	\$819.60
17440	1099-341	Twardis, Bryan	9/14/2018	COMM 1ST	PMCHK00002502	\$72.00
17441	1099-358	Natalia Roberti	9/14/2018	COMM 1ST	PMCHK00002502	\$180.00
17442	1099-359	Tai Batov	9/14/2018	COMM 1ST	PMCHK00002502	\$120.00
17443	A0001	Recology Auburn Placer	9/14/2018	COMM 1ST	PMCHK00002502	\$818.92
17444	A0027	Recology Auburn Placer	9/14/2018	COMM 1ST	PMCHK00002502	\$1,244.63
17445	A0051	Anderson's Sierra Pipe Co.	9/14/2018	COMM 1ST	PMCHK00002502	\$225.23
17446	A0111	AllGood Driving School, Inc	9/14/2018	COMM 1ST	PMCHK00002502	\$60.00
17447	A0134	Advanced Intregrated Pest Mana	9/14/2018	COMM 1ST	PMCHK00002502	\$514.00
17448	A0139	Auburn Ford	9/14/2018	COMM 1ST	PMCHK00002502	\$497.35
17449	A0165	Atlantis Diving & Salvage Co	9/14/2018	COMM 1ST	PMCHK00002502	\$2,767.50
17450	A1010	Advantage Martketing and Print	9/14/2018	COMM 1ST	PMCHK00002502	\$18.23
17451	C0061	California Computer Services	9/14/2018	COMM 1ST	PMCHK00002502	\$197.50
52	C0111	Cal.net	9/14/2018	COMM 1ST	PMCHK00002502	\$66.90
53	C0125	Michael D. Crawford	9/14/2018	COMM 1ST	PMCHK00002502	\$700.00
17454	C0126	Donna-Renee Carlos	9/14/2018	COMM 1ST	PMCHK00002502	\$49.60
17455	D0010	Diamond Pacific	9/14/2018	COMM 1ST	PMCHK00002502	\$1,277.01
17456	D0025	Dawson Oil Company	9/14/2018	COMM 1ST	PMCHK00002502	\$2,967.35
17457	D0062	Durham School Services	9/14/2018	COMM 1ST	PMCHK00002502	\$305.46
17458	D0066	De Lage Landen Financial Servi	9/14/2018	COMM 1ST	PMCHK00002502	\$332.48
17459	E0008	Ewing Irrigation Products, Inc	9/14/2018	COMM 1ST	PMCHK00002502	\$843.35
17460	G0006	Gold Country Media Publication	9/14/2018	COMM 1ST	PMCHK00002502	\$156.00
17461	I0010	Inland Business Systems	9/14/2018	COMM 1ST	PMCHK00002502	\$84.49
17462	J0010	JeffCo Plumbing, Inc.	9/14/2018	COMM 1ST	PMCHK00002502	\$522.50
17463	K0010	Knorr Systems, Inc.	9/14/2018	COMM 1ST	PMCHK00002502	\$680.00
17464	K0011	Kaiser Foundation Health Plan,	9/14/2018	COMM 1ST	PMCHK00002502	\$14,862.99
17465	L0027	Pat Larson	9/14/2018	COMM 1ST	PMCHK00002502	\$35.97
17466	M0013	Meadow Vista Hardware	9/14/2018	COMM 1ST	PMCHK00002502	\$324.42
17467	M0019	Kahl Muscott	9/14/2018	COMM 1ST	PMCHK00002502	\$384.78
17468	M0098	Meadow Vista County Water Dist	9/14/2018	COMM 1ST	PMCHK00002502	\$1,118.98
17469	N0003	Norris Electric, Inc.	9/14/2018	COMM 1ST	PMCHK00002502	\$95.00
17470	P0007	Pacific Gas & Electric Company	9/14/2018	COMM 1ST	PMCHK00002502	\$661.49
17471	P0021	Petty Cash	9/14/2018	COMM 1ST	PMCHK00002502	\$200.00
17472	R0027	Ross Recreation Equipment, Inc	9/14/2018	COMM 1ST	PMCHK00002502	\$1,879.23
17473	R0035	Reliable Auto Glass	9/14/2018	COMM 1ST	PMCHK00002502	\$201.89
17474	R0065	River City Rentals	9/14/2018	COMM 1ST	PMCHK00002502	\$25.27
17475	R0073	Riebes Auto Parts	9/14/2018	COMM 1ST	PMCHK00002502	\$138.04
17476	S0009	Sierra Saw Sales And Service	9/14/2018	COMM 1ST	PMCHK00002502	\$121.74
17477	S0025	Sierra Pacific Turf Supply, In	9/14/2018	COMM 1ST	PMCHK00002502	\$2,558.07
17478	S0034	Thatcher Company	9/14/2018	COMM 1ST	PMCHK00002502	\$1,265.73
17479	S0086	Sac-Val Janitorial Supply, Inc	9/14/2018	COMM 1ST	PMCHK00002502	\$887.78
17480	S0094	Manouch Shirvanioun	9/14/2018	COMM 1ST	PMCHK00002502	\$76.30
17481	S0131	Kasey Casl	9/14/2018	COMM 1ST	PMCHK00002502	\$76.87
17482	S0154	Mike Scheele	9/14/2018	COMM 1ST	PMCHK00002502	\$120.45
17483	S1003	Sutter Medical Foundation	9/14/2018	COMM 1ST	PMCHK00002502	\$396.00
17484	T0009	Stanley Convergent Security So	9/14/2018	COMM 1ST	PMCHK00002502	\$372.57
17485	T0031	Turf Star, Inc.	9/14/2018	COMM 1ST	PMCHK00002502	\$1,470.32
86	T0055	TimeClock Plus by Data Managem	9/14/2018	COMM 1ST	PMCHK00002502	\$1,608.75
17487	T1000	Transamerica Life Insurance	9/14/2018	COMM 1ST	PMCHK00002502	\$400.00
17488	TEMPL	Robert Lao	9/14/2018	COMM 1ST	PMCHK00002502	\$40.00
17489	TEMPW	Michelle Wiederhold	9/14/2018	COMM 1ST	PMCHK00002502	\$352.00
17490	U0016	Uptown Signs & Graphics, Inc.	9/14/2018	COMM 1ST	PMCHK00002502	\$169.88
17491	W0001	Walker's Office Supplies, Inc.	9/14/2018	COMM 1ST	PMCHK00002502	\$252.18
17492	W0003	Warehouse Paint Incorporated	9/14/2018	COMM 1ST	PMCHK00002502	\$479.86
17493	W0044	Wave	9/14/2018	COMM 1ST	PMCHK00002502	\$1,496.35

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
17494	1099-343	Faith Petersen	9/21/2018	COMM 1ST	PMCHK00002503	\$330.00
17495	S1007	Stationary Engineers, Local 39	9/21/2018	COMM 1ST	PMCHK00002503	\$419.81
17496	1099-103	Terry Masten	9/28/2018	COMM 1ST	PMCHK00002504	\$45.50
17497	1099-243	Phillip Dallas	9/28/2018	COMM 1ST	PMCHK00002504	\$227.50
17498	1099-295	Juli Land-Marx, dba Image Net	9/28/2018	COMM 1ST	PMCHK00002504	\$1,363.64
17499	A0014	AT&T	9/28/2018	COMM 1ST	PMCHK00002504	\$298.43
17500	A0134	Advanced Intregrated Pest Mana	9/28/2018	COMM 1ST	PMCHK00002504	\$677.00
17501	B0064	Blue Moon Designs	9/28/2018	COMM 1ST	PMCHK00002504	\$1,801.80
17502	C0044	CSDA	9/28/2018	COMM 1ST	PMCHK00002504	\$110.00
17503	C0058	City Of Auburn	9/28/2018	COMM 1ST	PMCHK00002504	\$20,442.84
17504	C0072	CIT Technology Fin. Serv., Inc	9/28/2018	COMM 1ST	PMCHK00002504	\$553.57
17505	C0113	Cooks Portable Toilets & Septi	9/28/2018	COMM 1ST	PMCHK00002504	\$1,504.37
17506	D0015	Department of Social Services	9/28/2018	COMM 1ST	PMCHK00002504	\$242.00
17507	E0008	Ewing Irrigation Products, Inc	9/28/2018	COMM 1ST	PMCHK00002504	\$56.48
17508	G0006	Gold Country Media Publication	9/28/2018	COMM 1ST	PMCHK00002504	\$390.00
17509	G0022	Gold Country Printing	9/28/2018	COMM 1ST	PMCHK00002504	\$6,968.37
17510	G0045	GSSA	9/28/2018	COMM 1ST	PMCHK00002504	\$1,705.00
17511	G0092	Green Valley Security, Inc.	9/28/2018	COMM 1ST	PMCHK00002504	\$1,080.00
17512	H0056	Humana Dental Ins. Co	9/28/2018	COMM 1ST	PMCHK00002504	\$1,984.84
17513	H0060	HercRentals Inc.	9/28/2018	COMM 1ST	PMCHK00002504	\$1,056.72
17514	I0010	Inland Business Systems	9/28/2018	COMM 1ST	PMCHK00002504	\$246.36
17515	J0010	JeffCo Plumbing, Inc.	9/28/2018	COMM 1ST	PMCHK00002504	\$405.00
17516	M0071	Mission Protection Systems Inc	9/28/2018	COMM 1ST	PMCHK00002504	\$189.00
17517	N0003	Norris Electric, Inc.	9/28/2018	COMM 1ST	PMCHK00002504	\$95.00
17518	N0008	Sunbelt Rentals, Inc.	9/28/2018	COMM 1ST	PMCHK00002504	\$508.85
17519	N0028	Newcastle Elementary School Di	9/28/2018	COMM 1ST	PMCHK00002504	\$775.40
17520	N0045	Near U CO2	9/28/2018	COMM 1ST	PMCHK00002504	\$396.61
17521	P0005	Placer County Water Agency	9/28/2018	COMM 1ST	PMCHK00002504	\$269.48
17522	P0007	Pacific Gas & Electric Company	9/28/2018	COMM 1ST	PMCHK00002504	\$12,199.93
17523	P0023	PG&E	9/28/2018	COMM 1ST	PMCHK00002504	\$110.43
17524	P0029	Placer County Environmental He	9/28/2018	COMM 1ST	PMCHK00002504	\$182.00
17525	P0058	Pitney Bowes Credit Corporatio	9/28/2018	COMM 1ST	PMCHK00002504	\$106.18
17526	S0009	Sierra Saw Sales And Service	9/28/2018	COMM 1ST	PMCHK00002504	\$188.24
17527	S0052	Sierra Custom Awards & More	9/28/2018	COMM 1ST	PMCHK00002504	\$11.26
17528	S0086	Sac-Val Janitorial Supply, Inc	9/28/2018	COMM 1ST	PMCHK00002504	\$316.39
17529	S0145	SCP Pool Distributors LLC	9/28/2018	COMM 1ST	PMCHK00002504	\$853.56
17530	S0163	Steffen's HVAC Services	9/28/2018	COMM 1ST	PMCHK00002504	\$5,601.00
17531	S1000	State Of California/DOJ	9/28/2018	COMM 1ST	PMCHK00002504	\$106.00
17532	T1000	Transamerica Life Insurance	9/28/2018	COMM 1ST	PMCHK00002504	\$420.00
17533	W0044	Wave	9/28/2018	COMM 1ST	PMCHK00002504	\$209.85

Total Checks: 107

Total Amount of Checks: \$134,284.30

SECTION: 5.0

**ITEM: 5.3 REVIEW OF FINANCIALS FOR
SEPTEMBER, 2018**

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS**

PROFIT & LOSS

18/19 Approved Budget

	Approved Budget FY 18-19	% Of Total	Mid-Yr Revision FY 18-19	% Of Total	2018 Sept ACTUALS	Last Yr Sept Actuals	2018 YTD ACTUALS	2018 YTD BUDGET	Last Yr YTD ACTUALS
Operating Revenues									
Program Revenue	1,114,565	20%	-	42%	107,069	101,914	741,774	691,640	682,429
Facility Revenue	153,385	3%	-	3%	8,581	7,611	123,284	118,292	109,552
Misc. Revenue	41,331	1%	-	1%	3,288	1,474	34,905	20,504	19,631
Grants & Donations	33,755	1%	-	2%	5,901	15	6,468	13,385	14,011
Interest Income	64,375	1%	-	2%	5,600	10,320	28,673	35,285	32,845
Projects Revenue	331,800	6%	-	45%	113,200	-	63,200	(50,000)	-
Tax Revenue	3,121,712	55%	-	0%	-	56,652	1,414,085	1,433,311	1,391,822
In Kind/Atwood	22,381	0%	-	0%	-	-	-	-	-
City Trust Apportionment	743,500	13%	-	3%	8,800	-	58,800	50,000	-
Total Operating Revenue	5,626,804	100.00	-	100.0	252,439	177,986	2,471,189	2,312,417	2,250,290
Expenditures									
Program Expense									
Operating & Supplies	233,650	4%	-	5%	18,246	35,432	157,140	148,950	157,079
Utilities Expense	370,580	7%	-	10%	33,730	36,385	174,233	193,786	177,544
Professional Services	190,660	4%	-	10%	33,914	33,874	122,342	106,395	73,959
Building & Grounds Maintenance	44,780	1%	-	1%	1,806	3,203	24,070	24,170	11,983
Property Tax Admin.	373,695	7%	-	9%	30,880	34,783	179,491	177,420	177,416
Wages	89,900	2%	-	0%	-	-	2,295	2,500	2,378
Benefits & Payroll Costs	2,240,948	41%	-	46%	153,975	143,382	1,112,885	1,127,056	985,289
Fixed Asset Expense	790,332	15%	-	17%	55,426	52,697	424,477	417,331	391,602
Capital Improvement Projects	134,800	2%	-	1%	1,879	244	133,366	118,300	14,416
Debt Services	968,300	18%	-	1%	2,536	50,570	232,552	218,400	145,439
	2,000	0%	-	0%	-	383	-	-	1,914
Total Expenditures	5,439,645	100.00	-	100%	332,392	390,953	2,562,651	2,534,308	2,139,019
Net Revenue Over Expenditures	\$ 187,159	3.33	\$ -		\$ (79,953)	(212,967)	(\$91,662)	(\$221,891)	\$111,271
Annual Contingency Reserve (1-2%)									\$ 450,000
Annual Equip Replacement Reserve									\$ 920,531
Future Capital Construction Reserve									\$ 897,069
ADA Reserve									\$ 40,032
CalPERS unfunded liability reserve									\$ 137,400
TOTAL RESERVE BALANCES									\$ 2,379,263

**Auburn Recreation and Park District
Balance Sheet
As of 9/30/2018**

ASSETS

Current Assets

Petty Cash	575.00
First Foundation Bank	166,162.57
Placer County Treasurer – General Fund	3,467,802.42
Placer County Treasurer – City Trust	486,494.19
Accounts Receivable – ARD	6,908.10
Accounts Receivable – Friends of ARD (501c3)	5,000.00
Prepaid Liability Expense	18,034.50
Prepaid Workers Comp Insurance	378.08
PCOE Youth Services Receivable	<u>16,656.00</u>

Total Current Assets **\$4,168,010.86**

Fixed Assets

Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	12,169,792.33
Fixed Assets: Equipment	978,353.28
Fixed Assets: Computer Equipment & Software	132,521.02
Fixed Assets: Vehicles	247,332.21
Fixed Assets: Office Furniture & Rec Equipment	91,281.72
Construction In Progress	642,109.95
Less: Accumulated Depreciation	<u>(9,493,406.19)</u>

Total Fixed Assets **\$6,738,530.44**

TOTAL ASSETS **\$10,906,541.30**

**Auburn Recreation and Park District
Balance Sheet (Continued)
As of 9/30/2018**

LIABILITIES AND NET POSITON

Current Liabilities

Prepaid Revenue	39.00
Liability Ins Payable	0.00
Gift Certificates	253.00
Compensated Absences	141,804.51
Sales Tax Payable	935.43
State Disability Payable	1.08
Misc Deductions	(36.23)
Worker's Comp Payable	<u>2,410.28</u>

Total Current Liabilities **\$145,407.07**

Fund Balances

Investments in Fixed Assets	6,738,530.44
GFB: Youth Assistance Fund	6,517.05
GFB: General Fund Balance	1,098,027.39
GFB: Cell Tower Reserves	122,459.24
RFB: Reserved (City Mitigation)	486,494.19
RFB: Equip Replacement Reserve	854,761.72
RFB: Contingency Reserve	450,000.00
RFB: Future Capital Construction	897,069.25
DFB: Arboretum Grant Fund	13,275.73
DFB: Designated – Atwood Fund	(2,476.85)
DFB: Atwood – Equipment Repl Fund	1,003.66
DFB: Calpers – Unfunded Liability Fund	137,400.00
DFB: ADA Reserves	40,031.75
DFB: Shockley Maint Fund	<u>3,069.76</u>

Net Position **(\$91,661.29)**

Total Assets	6,738,530.44
Total Unrestricted Funds GFB	1,192,003.68
Total Reserved Funds	2,694,957.35
Total Designated Funds	227,304.05

TOTAL LIABILITIES AND NET POSITION **\$10,906,541.30**

Auburn Area Recreation & Park District

Profit & Loss

ALL DEPARTMENTS

Auburn Rec & Par
 Profit & Loss - Summary
 For 4/1/2018 To 9/30/2018
 For Administration
 For All Segment2s
 For All Segment3s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	107,069.25	741,774.32	691,640.00	50,134.32	107.25
Rents & Concessions	8,581.46	123,284.12	118,292.00	4,992.12	104.22
Miscellaneous Revenue	3,287.75	34,905.19	20,504.00	14,401.19	170.24
Grants & Donations	5,900.89	6,468.39	13,385.00	(6,916.61)	48.33
Interest Income	5,600.00	28,672.65	35,285.00	(6,612.35)	81.26
Project Revenue - Government	113,200.00	63,200.00	(50,000.00)	113,200.00	(126.40)
Taxes Revenue	0.00	1,414,084.71	1,433,311.00	(19,226.29)	98.66
TOTAL OPERATING REVENUE	\$243,639.35	\$2,412,389.38	\$2,262,417.00	\$149,972.38	106.63%
OTHER FINANCING SOURCES					
Transfer Funds from other sources	8,800.00	58,800.00	50,000.00	8,800.00	117.60
TOTAL OTHER FINANCING SOURCES	\$8,800.00	\$58,800.00	\$50,000.00	\$8,800.00	117.60%
TOTAL REVENUES	252,439.35	2,471,189.38	2,312,417.00	158,772.38	106.87
EXPENDITURES					
Program Expenses	18,245.59	157,139.52	148,950.00	8,189.52	105.50
Operations & Supplies Expense	33,729.94	174,232.65	193,786.00	(19,553.35)	89.91
Utilities Expense	33,913.94	122,341.99	106,395.00	15,946.99	114.99
Legal Expenses	0.00	1,960.58	6,000.00	(4,039.42)	32.68
Professional Services	1,806.25	22,109.86	18,170.00	3,939.86	121.68
Bldg & Grounds Maintenance	30,880.45	179,490.88	177,420.00	2,070.88	101.17
Property Tax Administration/LAFCO	0.00	2,295.34	2,500.00	(204.66)	91.81
Salaries Expense	153,974.73	1,112,884.83	1,127,056.00	(14,171.17)	98.74
Benefits & Payroll Costs	55,425.71	424,476.82	417,331.00	7,145.82	101.71
Fixed Asset Expense	1,879.23	133,365.84	118,300.00	15,065.84	112.74

Auburn Rec & Park
 Profit & Loss - Summary
 For 4/1/2018 To 9/30/2018

For Administration
 For All Segment2s
 For All Segment3s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Capital Improvement Projects	2,536.42	232,552.36	218,400.00	14,152.36	106.48
TOTAL EXPENDITURES	\$332,392.26	\$2,562,850.67	\$2,534,308.00	\$28,542.67	101.13%
NET REVENUE OVER EXPENDITURES	(\$79,952.91)	(\$91,661.29)	(\$221,891.00)	\$130,229.71	41.31%
ADJ. NET REVENUE OVER EXPENDITURES	(\$79,952.91)	(\$91,661.29)	(\$221,891.00)	\$130,229.71	41.31%

Item 5.4 Cover Sheet: Resolution #2018-25: Transfer of Capital Construction Reserves

Auburn Area Recreation and Park District Standing Finance committee meeting and Board of Directors meeting October, 2018.

The Issue: Shall the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2018-25, a resolution authorizing the transfer of funds from the Capital Construction Reserves in the amount of \$9,710 to reimburse the general fund for the purchase and installation of the Security Cameras at Regional Park at Lakeside Room and Gymnasium area.

Background: At the March 30, 2017 Board meeting, the Board of Directors authorized the Regional Park's installation of Security Cameras at the Lakeside Room and Gymnasium area. At that time the Board of Directors authorized \$25,000 to be funded by the Capital Construction Reserve Fund.

At the November 30, 2017 Board meeting, the Board of Directors authorized an updated Project list for the Fiscal Year 2017-2018. At that time the Board of Directors authorized a funding change, moving \$15,000 of the \$25,000 to be funded by County Mitigation Funds, leaving \$10,000 to be funded by the Capital Construction Reserve Fund.

Capture Technologies was awarded the contract for the purchase and installation of the security system.

The District spent a total of \$24,910 to handle all of the necessary requirements to complete the project. All expenses were paid out of the general fund.

Recommendation:

The Finance Committee reviewed and recommended approval of Resolution #2018-25, a resolution approving the transfer of the Capital Construction Reserves in the amount of \$9,710 to the General Fund as this is an appropriate use of these reserves and forwarded this item to the Board of Directors for review and adoption.

Attachment: Resolution Number 2018-25

RESOLUTION NUMBER 2018 - 25

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE
TRANSFER OF FUNDS IN THE AMOUNT OF \$9,710 FROM THE CAPITAL
CONSTRUCTION RESERVES FUND TO THE GENERAL FUND

WHEREAS, in March of 2017, the Auburn Area Recreation & Park District Board of Directors approved the project list for Fiscal Year 2017/2018, and;

WHEREAS, one of the approved projects, the Regional Park Security Cameras at the Lakeside Room and Gymnasium Area have been completed and reserve funds need to be transferred, and;

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

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$9,710 from the Capital Construction Reserve Fund Account for completion of the Regional Park Security Cameras at the Lakeside Room and Gymnasium Area to the General Fund.

APPROVED, PASSED, AND ADOPTED ON October 25, 2018 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

James A Gray
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Item 5.5 Cover Sheet: Resolution #2018-26: Transfer of ADA Reserves

Auburn Area Recreation and Park District Standing Finance committee meeting and Board of Directors Meeting
October, 2018.

The Issue: Shall the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2018-26, a resolution authorizing the transfer of funds from the ADA Reserves in the amount of \$20,000 to reimburse the general fund for the improvement to, and the repairs of the Dry Creek ADA Picnic Area.

Background: At the March 31, 2016 Board meeting, the Board of Directors authorized the Regional Park's Dry Creek ADA Picnic Area (ADA pathway). At that time the Board of Directors authorized \$15,000 to be funded by the ADA Reserve Fund. This was a carry over project that didn't get completed from 2015-2016.

2017-2018, this project was removed from the project list.

At the November 30, 2017 Board meeting, the Board of Directors authorized an updated Project list for the Fiscal Year 2017-2018. At that time the Board of Directors authorized the Dry Creek ADA Picnic Area to be added to the project list at a cost of \$15,000. The Board of Directors approved \$10,000 to be funded by County Mitigation Funds and the remaining \$5,000 to be funded by the ADA reserve funds.

At the September 27, 2018 Board meeting, the Board of Directors authorized an updated Project list for the Fiscal Year 2018-2019. At that time the Board of Directors authorized an increase for the Dry Creek ADA Picnic Area improvements to \$24,388 and a reallocation of the funding avenue; \$20,000 to be funded by the ADA reserves, and the remainder to be paid from general funds.

After receiving three bids, a contract was awarded to Central Valley Engineering and Asphalt, Inc. as the lowest bid option.

The District spent a total of \$24,388 to handle all of the necessary requirements to complete the project. All expenses were paid out of the general fund.

Recommendation:

The Finance Committee reviewed and recommended approval of Resolution #2018-26 a resolution approving the transfer of the ADA Reserves in the amount of \$20,000 to the General Fund as this is an appropriate use of these reserves and forwarded this item to the Board of Directors for review and adoption.

Attachment: Resolution Number 2018-26

RESOLUTION NUMBER 2018 -26

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE
TRANSFER OF FUNDS IN THE AMOUNT OF \$20,000 FROM THE ADA
RESERVES FUND TO THE GENERAL FUND

WHEREAS, in November of 2017, the Auburn Area Recreation & Park District Board of Directors approved the project list for Fiscal Year 2017/2018, and;

WHEREAS, one of the approved projects, the Regional Dry Creek Picnic Area (ADA Pathway) have been completed and reserve funds need to be transferred, and;

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

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$20,000 from the ADA Reserve Fund Account for completion of the Regional Dry Creek Picnic Area (ADA Pathway) Project to the General Fund.

APPROVED, PASSED, AND ADOPTED ON October 25, 2018 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

James A Gray
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Item 5.6 Cover Sheet for Increase in Pay Scale for Facilities & Grounds Supervisor Position

Auburn Area Recreation and Park District Policy Committee and Board of Directors meeting October, 2018

The Issue: Shall the Auburn Recreation District (ARD) changes the pay scale for the Facility & Grounds Supervisor Position?

Background: The pay scale for the Facilities Coordinator Position was increased on June 28th, 2018 to reflect the changes made per the job audit conducted by ARD. Currently the Facility and Grounds Supervisor position scale tops out below the staff that is being supervised, including the Facilities Coordinator as well as the Senior Park Worker/Pool Operator positions.

Facility and Grounds Supervisor

In reviewing this position's pay scale, it was determined that the wage range should be increased beginning at 5% above the Facilities Coordinator Position.

2.20. Salary Schedule Ranges

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors.

COMPENSATION: Full-time union position

Wage rate range

\$22.71 - \$30.44 Current

\$27.10 - \$34.59 Proposed

Recommendation: The Policy Committee reviewed and approved this item and forwarded it to the Board of Directors with a positive recommendation.

Fiscal Impact: \$0.00 affect to current budget (staff will be under original top end of range for at least 3 years).

FACILITIES AND GROUNDS SUPERVISOR

DEFINITION AND PURPOSE: Under the general direction of the Facilities and Grounds Manager, the Facilities and Grounds Supervisor supervises the day to day operations and maintenance of District Facilities. The Supervisor is responsible for training and supervision of a staff of Park Workers, and others to assist with these duties. The Supervisor meets with the Manager to establish clear program direction, evaluate performance of staff and provide/receive feedback to the Manager and staff. The Supervisor is also responsible for implementing and monitoring District policies and procedures.

ESSENTIAL JOB FUNCTIONS:

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

- Supervises full and part-time, seasonal and volunteer staff including training, assigning, planning, reviewing work, maintaining standards, acting on employee problems, and recommending salary increase, discipline and termination
- Coordinates the work of all personnel under their supervision, and assigns routine and special projects in the repair and maintenance of District buildings, grounds, athletic fields, recreation and play areas, and swimming pools
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Assists in the supervision and performance of minor construction on all District facilities, such as carpentry, masonry-interior and exterior
- Assists in the supervision of and performs the maintenance on irrigation systems and plumbing
- Assists with maintenance and repairs of District swimming pools
- Personally performs and assists in the supervision of the planting, cultivating, pruning, and spraying of trees, shrubs, plants, and landscape areas
- Assists other Departmental staff in preparing facilities, fields and other grounds for District use
- Operates and supervises the use a variety of motor vehicles and equipment such as trucks, mowers, tractors, etc.
- Supervise the maintenance of department vehicles and equipment and performs routine safety inspections. Keeps accurate records and complete reports
- Assist department employees with daily timekeeping to ensure all entries are correct
- Assist Department Manager in reviewing and approving all credit card transactions
- Supervise the use and care of power driven and hand tools
- Conduct periodic inventory of tools and supplies and keeps accurate records of such
- Purchase supplies, materials, and equipment needed for proper maintenance following the Districts purchasing policy
- Responds quickly to all safety related issues
- May be "on call" in an emergency situation evenings and weekends
- Responsible for monitoring and maintaining budgets

NON-ESSENTIAL JOB FUNCTIONS:

- Inspects plants, bushes, and trees for diseases and insect pests, and determines appropriate control measures
- Reads blueprints, plans and estimates material needs
- Assists in the preparation of bid specifications for construction and/or remodeling of District facilities
- Performs minor repairs and maintenance work on electrical, heating and cooling systems
- Ability to perform with an oxygen acetylene and arc electrode welder
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Must have strong organizational skills; ability to multi-task; budget management as pertaining to Facilities and Grounds operations; knowledge of common methods, equipment and tools used in park, building, garden, tree and turf maintenance; possess knowledge and skills in small engine repairs as well as vehicle maintenance; basic understanding of electrical systems and components; work independently maintain records and prepare reports; communicate effectively both orally and in writing; have knowledge of the following: swimming pool maintenance, filtration, and circulation; theories, principles and practices common to Parks and Recreation maintenance management and services; analyze and resolve unusual situations through application of District policy; basic understanding of employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, and the general public; must have ability to work in a team environment.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High School diploma or equivalent.

Graduation from an accredited college or university with specialization in park management or related field desired.

Three years in a full time park management/supervisory position.

LICENSES AND CERTIFICATES

License for pesticide/herbicide spraying recommended.

First Aid, CPR, Certified Pool Operator/Aquatic Facility Operator certifications are strongly recommended.

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

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

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, inspecting plans and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 100 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust, pollen, cleaning and pool chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction and maintenance equipment, and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

COMPENSATION: Full-time union position.

Wage rate range

~~\$22.71 - \$30.44~~

\$27.10 - \$34.59 Proposed

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

Item 5.7 Cover Sheet for Increase in Minimum Wage

Auburn Area Recreation and Park District Policy Committee and Board of Directors Meeting
October, 2018

The Issue: Shall the Auburn Area Recreation and Parks District change pay scales for certain job descriptions, based on upcoming mandated minimum wage increases as well as increases for staff who supervise?

Background: The minimum wage in California is set to increase to \$12.00 on January 1, 2019. The spreadsheet below shows the new minimum wage ranges along with adjustments to wages of staff who supervise or lead those that are the subject of minimum wage increases. The fiscal impact to the District is estimated to be \$29,200 for the 2019/2020 fiscal year.

2.20. Salary Schedule Ranges

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors. Salary schedules and hourly wage schedules shall be reviewed periodically. Should the Board of Directors approve an increase in a salary or hourly wage schedule for a job description, all employees in the job description will receive a commensurate salary or wage increase.

Assistant Coach – Competitive Swimming

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Assistant Coach – Synchronized Swimming

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Head Coach – Competitive Swimming

Current \$15.39 - \$20.62

Proposed \$16.30 - \$21.36

Head Coach – Synchronized Swimming

Current \$13.24 - \$17.74

Proposed \$14.02 - \$18.38

Swim Aide

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Lifeguard

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Cashier – Pool

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Customer Service Associate

Current \$11.68 - \$15.64

Current \$11.14 - \$14.92 (non Calpers)

Proposed \$12.00 - \$15.73

Customer Service Representative

Current \$14.02 - \$18.81

Current \$13.43 - \$17.99 (non Calpers)

Proposed \$14.40 - \$18.87

Facilities and Grounds Park worker

(Seasonal/temporary non-union position)

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Aquatics Coordinator

Current \$16.76 - 22.46 (non-Calp)

Proposed \$17.75 - 23.79 (non-Calp)

Youth Services Program Leader I

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Head Lifeguard

Current \$12.04 - \$16.11

Proposed \$13.13 - \$17.21

Recreation Aide 1

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Recreation Aide II

Current \$11.98 - \$16.05

Proposed \$12.69 - \$16.63

Recreation Aide III

Current \$14.58 - \$19.55

Current \$14.27 - \$19.12 (non-Calp)

Proposed \$15.11 - \$20.25

Scorekeeper

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

(Single Scorekeeper)

Current \$15.70 - \$21.04

Proposed \$16.63 - \$21.79

Lic Exempt Preschool Teacher – 2

Current \$11.55 - \$15.45

Proposed \$12.60 - \$16.52

Lic Exempt Preschool Teacher – 3

Current \$13.28 - \$17.77

Proposed \$14.49 - \$18.99

Youth Services Program Leader II

Current \$11.90 - \$15.94

Proposed \$12.60 - \$16.52

Youth Services Program Leader III

Current \$13.68 - \$18.33

Proposed \$14.49 - \$18.99

Youth Services Program Site Director

Current \$15.34 - \$20.55 (P/T/Seas/Temp/non union)

Current \$15.93 - \$21.32 (F/T Union)

Proposed \$16.25 - \$21.29 (P/T/Seas/Temp/nonunion)

Proposed \$16.25 - \$21.29 (F/T Union)

Youth Services Program Coordinator

Current \$17.39 - \$23.30 (non-Calpers)

Current \$17.97 - \$24.10

Proposed \$18.42 - \$24.68

Swim Lesson Instructor

Current \$12.15 - \$16.29

Proposed \$12.87 - \$16.87

Lic Exempt Preschool Teacher - 1

Current \$11.00 - \$14.71

Proposed \$12.00 - \$15.73

Lic Exempt Preschool Site Director

Current \$15.93 - \$21.32 (F/T Union)

Current \$15.34 - \$20.55 (P/T/Seas/Temp/non union)

Proposed \$16.25 - \$21.29 (F/T Union)

Proposed \$16.25 - \$21.29 (P/T/Seas/Temp/non union)

Recommendation:

The Policy Committee reviewed and approved this item and forwarded it to the Board of Directors with a positive recommendation.

Fiscal Impact:

\$29,200

Item 5.8 Cover sheet – Dustin Page Claim – Ankle Injury

Auburn Area Recreation and Park District October, 2018 Board of Directors meeting

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve or deny a claim against ARD for an ankle injury suffered on the diving board at Sierra Pool?

Background

Dustin Page was using the diving board at Sierra Pool on July 8th, 2018. During one dive, Dustin hit a slick spot on the board, slipped off and injured his ankle. This was an older diving board that has since been replaced with a new diving board.

ARD policy on accidents and claims states the following (from the District Policy Manual):

- B. **District Policy for Handling Claims Against the District.** All claims will be directed to the District Administrator to handle pursuant to California Association for Park and Recreation Indemnity (CAPRI) guidelines. Any claim under \$5,000 will be handled by the District Administrator and sent to the Consent Calendar at the next available Board meeting. Claims without a dollar amount will be handled per CAPRI guidelines.

The California Association for Park and Recreation Indemnity (CAPRI) “Summary of Accident Handling Procedures” states the following:

CLAIMS

If the claim is sufficient, it should be placed on the Board agenda for **action on its merits**. Notify the Claimant in writing of action taken by the Board.

A copy of the claim, estimate and investigation notes is attached.

Recommendation for the Board of Directors

Approve the claim from Mr. Page. Charles Torretta with George Hills Company, our third party claims administrator, reviewed the claim and spoke with Mr. Page. After the review and speaking with Mr. Page, Charles felt that the overall demand of \$2,000 was reasonable to settle the claim.

Staff agrees with Charles Torretta.

Fiscal Impact

\$2,000, to be paid by CAPRI

Attachments

Investigation information, documents and pictures

ORIGINAL

KE PL

ACCIDENT REPORT

Auburn Area Recreation & Park District
471 Maidu Drive
Auburn, CA 95603
(530) 885-0611

DO NOT USE THIS FORM FOR EMPLOYEE INJURIES. HANDLE EMPLOYEE INJURIES ACCORDING TO WORKERS' COMPENSATION GUIDELINES. District staff (not the injured person) should complete this form. After completing it, forward to the District Investigator, who should mail a copy to CAPRI and keep a copy for district files. All accidents should be reported, since there is always the potential for a claim. If an accident involves serious bodily injury or death, call CAPRI immediately, then follow up with a written report.

Name of Injured: Dustin Page ^{INJURED} Age: 37 Sex: M
Address: [REDACTED]
City, State, Zip: Grass Valley, 95949
Home Phone: (530) [REDACTED] Work Phone: ()
Date of Accident: 7/8/18 Time: 14:14 Location: Diving board
Part(s) of body injured: Rt foot/Ankle
Describe how the accident happened. Include persons, equipment and objects involved:
Jumped off Diving board - No grip - caught foot and Ankle Bruised & ripped open
Did the Injured cause or contribute to the injury or accident? (Y/N) Describe: Slipped on Diving Board
Who was notified? Mary Hammer Relationship: Wife
Where was the Injured taken? Home Hospital Doctor Other
If "Other," where? Not sure what they are going to do
Was 911 called? (Y/N) N Was first aid provided? (Y/N) yes
Name of person giving first aid: Kyann Waskowiak
Address of person giving first aid: [REDACTED], MVCA 95722 Phone (530) [REDACTED]
Was the Injured participating in a district activity? (Y/N) N
If "Yes," had the Injured (or parent) signed a Waiver and Release? (Y/N) NA
Name of person in charge: Kyann Waskowiak Phone (530) [REDACTED]
Was any property damaged? (Y/N) N If "yes," describe NA

Jesse Wardle

~~40 [redacted] the [redacted]~~
Auburn CA

WIPED

WITNESSES

Name: Mary Hammer Home Phone: 530, [redacted]
Address: [redacted] Work Phone: ()
City, State, Zip: Grass Valley CA 95949 District Employee? (Y/N) N

Name: Jesse Jordan Home Phone: 916 [redacted]
Address: [redacted] Work Phone: ()
City, State, Zip: Newcastle CA 95058 District Employee? (Y/N) yes

Name: Karen Koehler Home Phone: 916 [redacted]
Address: [redacted] Work Phone: ()
City, State, Zip: Auburn 95603 CA District Employee? (Y/N)

Saw him
Slip
if Diving
Board

Was a police or fire report filed? (Y/N) N Was a citation issued? (Y/N) N
Name of police department or fire department: N/A

COMPLETED BY:

Print Name: Karen Nasrowick Title: Head Award
Signature: [Signature] Date: 7/8/18

REVIEWED BY:

Print Name: _____ Title: _____
Signature: _____ Date: _____



September 16, 2018

Kahl Muscott,

On Sunday July 8, 2018 my family and I came to ARD Park swimming pool at or around 1:45pm. I have used and enjoyed this pool many times since I was a child. I went to use the diving board and when I came down on the board my right ankle slipped on the board. As soon as I hit the water I knew my ankle was injured. There was an immense pain from my toes all the way up to mid shin. I could barely get out of the pool. My tow was ripped open and my foot was immediately bruised and swollen at the ankle. I honestly thought it was broken. Kyann Waskowiak was the life guard on duty. She filled out an accident report and administered first aid. I asked and received a copy of the report. I have my fiancé go look at the board near the end to see how I might have slipped. On the end of the diving board where you last step the grip was completely worn off. It literally is smooth metal, smooth wet metal. I believe this is the reason why my footing failed. Proper maintenance was not kept up on this piece of equipment. I have my fiancé take photos of the diving board. I still have them showing no grip at the end of the board. I missed 4 days of work and paid for a Dr. appointment and X-rays. My ankle had a third-degree sprain. I could not walk for a week. It still aches two months later and causes me to limp when walking after sitting for extended amounts of time. I waited to write this letter to make sure no more medical bills came from my Dr. visit. I was shocked that no one from the pool staff or park called to follow up on my injury. I feel 2,000 dollars is what I need to move on from this. In that 2,000 dollars is a little for pain and suffering that I have endured. I don't feel I am asking for too much considering the condition of the board. It is my understanding the diving board was taken down with in a week of my injury. I have included pictures of my ankle. I would like to resolve all of this quickly and quietly and I feel I am being very reasonable. Please call me if you have any questions.

Respectfully,
Dustin Page

[REDACTED]

[REDACTED]

Grass Valley CA 95949



& AUTO SERVICE

October 4, 2018

To whom it may concern,

This letter is in regard to the injury suffered by Dustin Page on July 8, 2018, which caused him to miss four scheduled days of work beginning July 9, through July 12. Dustin was scheduled to work those four days from 8:00 A.M. to 6:00 P.M. Dustin missed 32 hours of regular time and approximately 5 hours of overtime. Additionally, the shop bonus that week was an extra \$1.65 per hour above his \$17.50 per hour base wage. Dustin also would have earned approximately \$25.00 each day in commissions, which is a conservative estimate.

By my estimation, Dustin would have earned \$852.30 in gross wages for those four days, which is a conservative estimate once again. If more documentation is needed or would be helpful, please do not hesitate to contact me.

Thank you,

A handwritten signature in black ink, appearing to read "Aaron Alexander", is written over a white background.

Aaron Alexander

President

Auburn Oil Change & Auto Service, Inc.

530-823-0102

12021 Summer Ridge Drive, Auburn, CA 95603 : T (530) 823-0102 : www.speedeeoil.com

A Franchise of SpeedDee Worldwide Corporation



DUSTIN K PAGE
GRASS VALLEY, CA 95949

BILLING DETAIL

Itemized charge and associated payment activity

Guarantor Account #: [REDACTED]

Bill Date: 08/09/2018
Amount You Owe: \$31.00
Due Date: 09/08/2018

Service Date	Post Date	Location	Provider	Description	Charges	Paid by Insurance / Adjustments / Discount	Paid by You	Amount You Owe
07/10/18	07/10/18	SCOTT'S VALLEY MEDIC*	RAHEJA, A	73610 - X-RAY OF ANKLE PAGE, DUSTIN K 1003 - PATIENT PAYMENT (AT CHECK-IN) [CASH]	\$38.00	-\$11.00	-\$27.00	\$0.00
07/10/18	07/10/18	LINCOLN MEDICAL OFFI*	RAHEJA, A	73610 - X-RAY OF ANKLE 1003 - PATIENT PAYMENT (AT CHECK-IN) [CASH]	\$99.00	-\$20.00	-\$48.00	\$31.00
07/10/18	07/10/18	LINCOLN MEDICAL OFFI*	CHAN, K	99201 - OFFICE VISIT FOR MINOR PROBLEM 1003 - PATIENT PAYMENT (AT CHECK-IN) [CASH]	\$105.00	-\$30.00	-\$75.00	\$0.00
07/10/18	07/10/18	LINCOLN MEDICAL OFFI*	GROZAV, M	90715 - TDAP VACCINE	\$72.00	-\$72.00		\$0.00
07/10/18	07/10/18	LINCOLN MEDICAL OFFI*	GROZAV, M	90471 - VACCINE ADMINISTRATION	\$72.00	-\$72.00		\$0.00
				PROFESSIONAL BILL TOTAL FOR PAGE, DUSTIN K	\$392.00	-\$211.00	-\$150.00	\$31.00
				TOTAL	\$392.00	-\$211.00	-\$150.00	\$31.00









SECTION: 6.0

**BOARD REPORTS, FEE WAIVER LOG,
VANDALISM REPORTS & PROJECT
ACTIVITY REPORT**

INFORMATION:

SEE ATTACHMENTS

Kahl Muscott
District Administrator
Report to the Board of Directors
October, 2018

- The Kids Fishing Day at Regional Park was a nice success. Several large catfish were caught, and CADF&W loaned out dozens of rods and reels. The next Kids Fishing Day is scheduled for December 15th (trout stocking).
- The Regional Park pond will have the final 1/3 treated for weeds on 10/19. We are working with the Placer County Ag Dept.
- All ARD ponds have had periods of time when they are at low water levels. This is due to our parks being put on “winter water” and our need to still occasionally irrigate due to a lack of rain.
- The bathrooms at MV Park were closed due to a break in the main line. This break was caused by an accident while the MV Water Agency was changing out the backflow preventer.
- Both of the people who were offered the FT Park Worker positions have accepted. One will be starting the week of 10/22, the other shortly thereafter.
- We have made an offer to one of the PT Facility Attendant positions that are open. We still have one more to fill.
- Work on the Shockley Property fuel reduction keeps rolling along, and the crew will soon be starting on the lower, steeper section of the property. A few “eyebrow” areas are being left uncut, allowing spaces for wildlife to take refuge.
- Central Valley Asphalt, the company that was awarded the Regional Park pathway repair project, came out and took a look at Maidu Dr. They came up with a spec and a cost of \$1.90. The section of road that needs repair is 1545 LF long x 38 LF wide x \$1.90 = \$111,549.00. This number is considerably less than the \$250,000 budget we had been using (that number was established in a less informal way with Placer County Public Works Manager).

Meetings and events attended or scheduled to attend

10/2: Rotary

10/3: Senior Health Fair

10/3: Festival of Lights Parade Committee

10/5: Gold Country Rotary Oktoberfest

10/9: Rotary

10/10: ARD Safety Committee

10/11: Auburn Community Harvest Festival Committee

10/12: Patrice Taylor at Arboretum re: PG&E plans for vegetation management, possible fence

10/13: Kids Fishing Day at Regional Park

10/14: Geno Linearez Memorial Ms. October Softball Tournament

10/16: Amy Clark – Skate park sound wall mural

10/16: Rotary

10/17: Policy Committee

10/17: A&D Committee

10/17: Finance Committee

10/17: Festival of Lights Parade Committee

10/18: Director Gray re: project inspections

10/19: Auburn Community Harvest Festival set-up

10/20: Auburn Community Harvest Festival

10/23: Rotary

10/30: Rotary

Staff has approved a mural for the skate park sound wall. The artwork will be done by local artist Arebellynn Artista (aka Amy Clark). A copy of her artwork and associated documentation is attached. District Policy on Public Art is as follows:

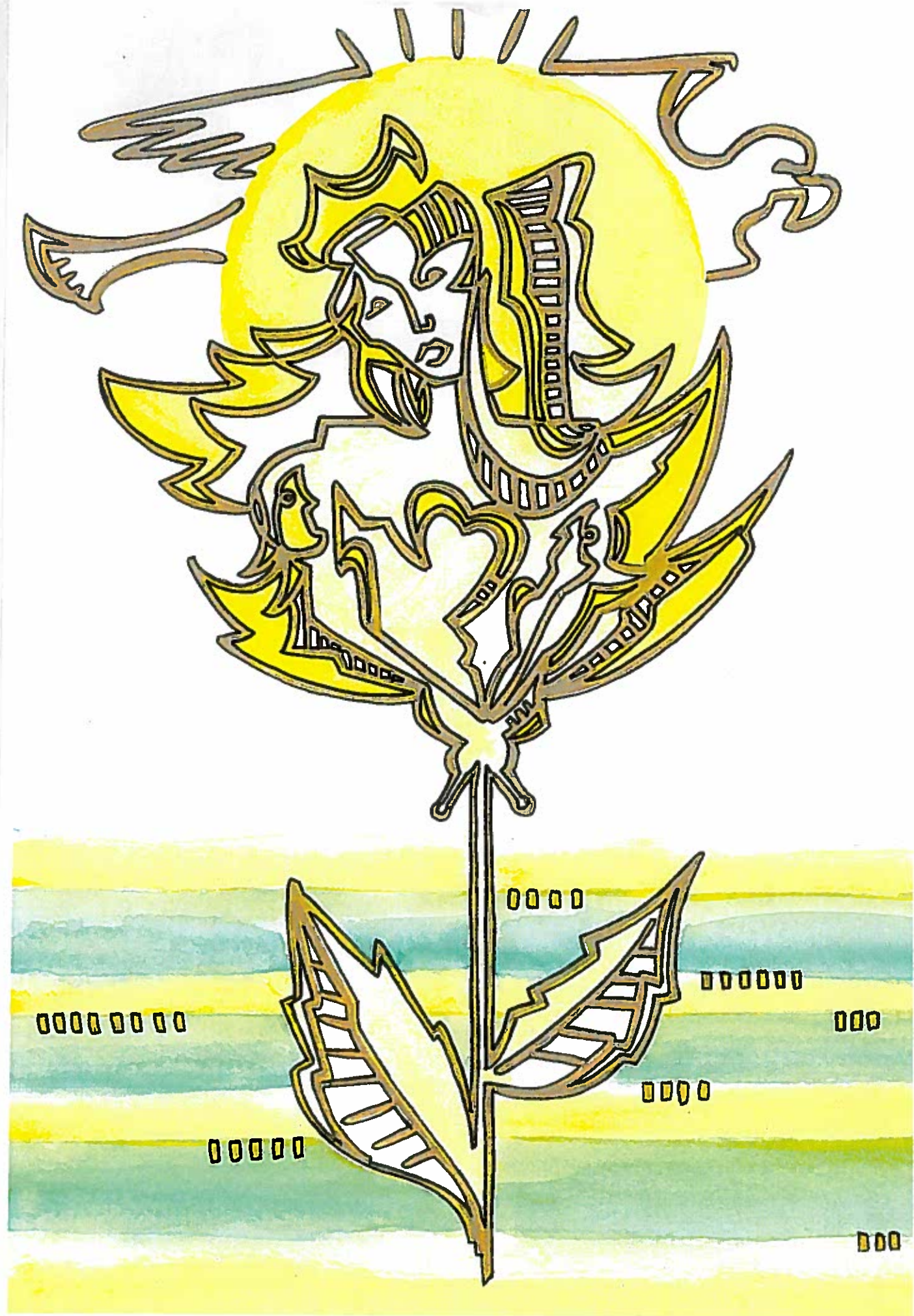
XXX. Public Art Policy

All proposals for art at ARD parks and facilities will be presented to the District Administrator via the Art at ARD proposal form. The District Administrator and staff will review the proposed artwork and approve the proposal, deny the proposal or request further information. Denied proposals can be appealed to the ARD Board of Directors for review and consideration. Appeals will be made at the next available Board of Director's meeting.

All reviews of proposed artwork should include a review by law enforcement.

A copy or photos of the approved artwork will be included in the staff report section of the ARD Board of Directors agenda packet. This information should be made available at the next available Board of Director's meeting.

For the purposes of this policy, art or artwork refers to permanent art (given/donated or loaned) intended to enrich ARD park and facility environments for residents and visitors. Permanent as described in the policy refers to art or artwork that is meant to remain in place for a period of at least 6 months.



September 1, 2018
ARC Department of Recreation

Artist Project

I'm a local artist that has resided here in Auburn California. My Grandma has been a significant member of the Auburn community. I would like to participate in an art program and am asking for your acceptance. I am looking to provide the community with a special project that will provide quality to this environment. My interest is to paint a mural at the Auburn skate park located at 855 Pacific Ave Auburn, Ca 95603 behind Placer High School. It is my understanding that to be approved I must not have any offensive content and provide my own paint. I have included a picture of what I want to paint. It includes an image of a mother which I value as mother earth holding two babies which contributes to her nurturing character. This picture includes my own artistic creative style and I wanted to share with Auburn a unique quality of art that I work hard to portray. The content of my art is meant to provide a sense of family and a reminder of how mothers are so very important in children's lives. I believe this type of style could be a good addition to what is already at the park. I hope that you can appreciate what I have created and help me include a substantiation contribution to this community. Please let me know if my image is accepted and when I can start painting. If there is an issue with the content please help me understand what I can improve. I can always change the piece if you have a problem with its content to make is something you feel is more acceptable I just need to know why and what your looking for so I can follow your standards. I look forward to hearing from you soon. Thank you for your time and effort in getting back to me so that I can understand when I can start working on this project. I am very excited to contribute my art work in a positive way. My goal is to help the community enjoy art and hope to get a fair chance at displaying my work so that everyone can enjoy it. I also want to keep my idea simple so it resonates with the core of this community as a good positive thing that we can all relate to.

Thank you,

Amy Clark
916-975-4747



Auburn Area Recreation and Park District ART at ARD PROPOSAL

Please complete this application as fully as possible

Date 9/16/18

Art/Project name Archebellynn Artists

Is this Art/Project being given/donated or loaned to ARD? If it is being loaned, what the proposed length of time before the Art/Project will be returned to the artist? _____

Art/Project location (please include a sketch of the location)
Skate park

Proposed by: Archebellynn Artists
Phone: 916 975 4747 E-Mail: archebellynn@gmail.com
Address: 2280 Grass Valley Hwy #509 Auburn, CA

Please provide a description of the artwork, including conceptual drawings and/or photographs
I've already submitted art work
motion art w/ sun and eye

Please provide a statement of reason or purpose of the artwork
I want to leave Auburn with a part of me
knowing I want to stand for as an artist/person

Are you aware of any reasons that this artwork may be controversial? If so, please explain
NO

Please describe the materials to be used in the creation of the artwork
screen print acrylic print chalk

Please describe the installation procedures for the artwork
printing a wall / handpainted

Please describe any special maintenance requirements for the artwork
none

Please provide some information on your/the artist's background

I am an artist born and raised around art and I just want to donate my talents to make beauty.

Approximate Art/Project value \$ 1000

Review policies

- All proposed art will be reviewed by ARD staff and local law enforcement. Please allow up to 60 days for review.
- Proposals will be approved, denied or sent back for further information.
- Denied proposals can be appealed to the ARD Board of Directors at the next available Board of Director's meeting.

If approved, the artist is responsible for and agrees to the following items and tasks:

- All financial considerations involved with the artwork, including installation, labor and materials. ARD is not prohibited from contributing financially to the artwork or installation thereof.
- Arranging for the development and installation of the artwork as per the approved proposal.
- Signing a donation agreement (if the art is a donation) unconditionally transferring ownership of the artwork, after installation, to the Auburn Area Recreation and Park District.
- Signing a loan agreement (if the art is on loan).
- Providing all required insurance coverage. The determination of whether insurance coverage is needed will be made by ARD staff.
- Understanding that all artwork is subject to removal should the artwork present a safety hazard, if there have been significant changes in the use, character or design of the site, if the artwork requires extensive maintenance, has a faulty design or workmanship or the artwork has been damaged and the repair is impractical or unfeasible. Significant, adverse public reaction to the artwork may also constitute removal.

I, the undersigned, have read and understand this document. I further understand that the Auburn Area Recreation District Board of Directors, staff and contractors are not responsible for the safety, security and condition of the artwork before, during or after installation at an ARD owned or managed facility.

Amy Clark
Name (Printed)

9/16/18
Date

Amy
Signature

Signature of parent or legal guardian if artist is under 18 years of age

Veona Galbraith
Administrative Services Manager
Report to the Board of Directors
October, 2018

Revenues:

- Youth Services continue to be up by \$40,000. (the move of transitional kindergarten from Auburn Elementary to Skyridge have altered the revenues for these sites this year)
- Interest Income is down, only because the County Treasury reports didn't arrive in time to include those revenues in the September Financials. We entered an estimate for July & Aug. They are behind 3 months now.
- Room Rentals are up, offsetting the low Field Rentals. The field rentals were budgeted high due to zealous reservations received, then later they were cancelled. The field rentals are actually comparable to last year.
- Grants and Donations saw some revenues this month, but still under by \$6,000, however Miscellaneous revenues are up by \$14,000, offsetting the Donations.
- City Mitigation Revenue of \$122,900 was received unexpectedly.
- Tax Revenues came in above our conservative estimate.

Expenses:

- Program Expenses are \$8,000 over budget, but that is to be expected since Program Revenues are above budget by \$50,000.
- Operations Expenses are coming in \$19,000 under budget. Some cuts to marketing saved \$4,000 and the Liability Insurance didn't increase as much as we anticipated saving another \$4,000 are some of the highlights. These savings nicely covered rising gasoline prices that we incurred.
- Utilities are running \$16,000 over budget. Sierra Pool & Meadow Vista Park make up some of this overage, however most of this offset was because we paid expenses in April for March utilities that missed the cutoff of the fiscal year pay outs.
- Professional Services are over by \$4,000, due to prepaid Atwood Services that will level out eventually.
- Maintenance has taken larger hits at Recreation Field, Sierra Pool and repairs of equipment is higher than anticipated. We have scaled back other areas in acknowledgment of the previous needs.
- Wages continue to be under budget by \$14,000 due to staff changes and slight overbudgeting for the beginning of 2018/2019.
- Admin Benefits are overstated, an error in the amount of \$12,900 was posted to Admin instead of Facilities and Grounds, which is understated. The error will be corrected in October.
- Fixed Assets & Capital Improvements are \$15,000 over budget. This will be resolved with mid-year budget revision for necessary projects.

Notations from this month:

- **A proposed transfer from the ADA Reserves is ready for your approval for the completed Improvements of the Dry Creek Picnic Area, ADA access pathway.**
- **A proposed transfer from the Capital Improvement Reserves is ready for your approval for the completed Improvements of the new Security Cameras at Regional Park Lakeside and Gymnasium area.**

- **The Final Mid-Year Budget Revision is submitted for approval, (no revisions from last month).**
- **A package has been submitted to SDRMA for a proposal for Liability and Worker's Compensation Insurance. Follow up communications indicate the quotation will not be ready until the beginning of November.**
- **Veona attended the following:**
 - **CalPERS Health Policy Discussion in Sacramento. Our insurance policies with CalPERS decreased slightly on our Kaiser Plans, which most of the employees on this plan have contracted for. The United Healthcare increased.**
 - **Fire Council Meeting regarding a partnership with the City for a Cal Fire Grant. The Council agreed to include ARD in the Grant proposal.**
 - **Peggy and Ian Long regarding our Medical Insurance plans and 2018-2019 premiums, which increased by 6.1% overall.**
- **Many interview panels have been taking place to replace Full time positions in Facilities and Grounds as well as Part time positions for Facility Attendant/Custodians.**
- **4 New computers have been installed. (2 at Customer Service, 1 at Facilities and Grounds, and 1 at the Aquatics' office)**
- **Accounting is continuing to finish up the P & L Reports for the July and August Summertime Events. These are the events we have final results on:**
 - **Ain't Necessarily Dead Fest produced a profit of \$573.95 (*benefit for Youth Assistance*)**
 - **Food Truck Fiesta produced a profit of \$8,682.15 (*benefit for Bike Park*)**

Jesse Williams
Facilities & Grounds Manager
Report to the Board of Directors
June, 2018

Canyon View Community Center:

- **Steffen's HVAC Services replaced the circuit board and condenser for the air conditioner on the 1st floor.**

Mt. Vernon:

- **Created a 100' defensible space around all structures and a 50' defensible space around the perimeter of the property.**

Meadow Vista Park:

- **Repaired the break on the piping to the backflow which had caused all fresh water to the Park to be turned off for five days.**
- **The bollards along the parking lot near the upper soccer field were straightened and painted yellow.**

Recreation Park:

- Jeffco Plumbing repaired a urinal in the Men’s locker room and two toilets in the stand-alone restroom’s that were not flushing properly.
- Norris Electric trained staff on how to adjust the sensors on the back-playground lights.
- Steffen’s HVAC Services replaced the compressor on the air conditioner for the lobby/conference room.
- Prepped/tore down for Miss October.
- Prepped/Cleanup after the All-American Rib and Chili Cookoff.

Regional Park:

- Prepped for the Kids Fishing Day.
- Advanced Integrated Pest Management sprayed for bees near Disc Golf hole #1.
- Re-plumbed the venting system for the hot water heater for the locker room bathrooms due to being out of compliance.
- Sierra Foothills Electric replaced the GFCI receptacles on the soccer field because they did not have a ground.
- Replaced the scoreboard trim boards on the score both for Field A.
- Norris Electric replaced the broken GFCI receptacles at Dry Creek Picnic area because one of the receptacles had been torn off leaving bare wires exposed.
- Prepped/cleaned up after the Auburn Senior Health Fair.

Manouch Shirvanioun
Marketing & Customer Service
Report to the Board of Directors
October, 2018

9/18/18-10/18/18 9/19/17-10/17/17

Activity Registrations	\$24,000	\$31,000
Day Care/Discovery payments	\$48,000	\$35,000
Facility payments/reservations	\$ 7,000	\$11,000

- Auburn Little League- Received Fall ball schedule
- 49er United and 49er FC- working on their field reservations for the remaining of this year
- Reviewed and approved Fee Waiver requests
- Finance meeting
- Leadership Auburn
- Canyon Keepers
- Chamber Ambassador visits
- Assisted with the annual Auburn Out of Darkness Walk from Railhead Park

Sheryl Petersen
Recreation Services Manager
Report to the Board of Directors
October, 2018

- Meetings attended: ASR (4), SCB, UKE, AARC, SHF(2), ACHF(2), VFCAL
- Hosted Obstacle Race
- Attended Manager meeting
- Hosted All American Rib Cookoff
- Met with Swim coach on 2019 season
- Hosted Senior Health Fair
- Met with Instructors for 2019 Winter classes
- Hosted Bocce Tournament for Rotary
- Met with new VFCAL Representative from Woodland
- Met several times with Interns.
- De-brief meeting for Obstacle Race
- Helped with Facilities and Grounds interviews
- Hosted Ms October Tournament
- Meeting for 2019 Auburn Community Service Day
- Met with Juli and Senior Center on Winter Guide and Resource Center

AARC – All American Rib Cookoff, ACHF-Auburn Community Harvest Festival, ASR-Auburn Sunset Rotary, PIP-Party in the Park, SCB- Senior Center Board, SF String Fling, SHF-Auburn Senior Health Fair, UKE- Ukulele Festival, VFCAL-Valley Foothills Competitive Aquatics League,

Coming up this Month

November

4	Daylight Savings Time Ends	
12	Veterans Day Observed	Offices Closed
22-23	Thanksgiving	Offices Closed
29	ARD Board Meeting	CVCC

Debbie Thomas
Youth Services Manager
Report to the Board of Directors
October, 2018

- Several Discovery Clubs are preparing scarecrow entries for the Community Festival. Halloween craft project prepped for 110 children to offer at the ARD booth.
- Kinder Ready Kids' Fall Fiesta is this month – hot chocolate bar, popcorn and a movie with family and students. Trick-or-treating in the Rec Park offices on October 30 & 31
- Planning and purchasing for November day camps, Nov. 9, 19, 20 & 21
- Covering for staff absences & gaps in the weekly schedule at the sites. Losing two staff to maternity leave this month and one for a full-time position elsewhere. Have a hiring prospect that looks promising.
- Sam's snack purchasing and supplies for sites
- In planning with the Bookmobile to arrange visits to the Discovery Clubs twice per month on Mondays during the school year

- Working with Manouch to transition the Discovery Club and day camp registration and payment systems completely online
- Possibly partnering with the Skyridge PTC to pave the short walkway between the school and the modulares. There is currently an uneven gravel walkway which could pose a hazard.

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-18	Jean Hixon	Western States Trail Foundation-Foothills Room	\$180.00	\$60.00	\$180.00			
Apr-18	Cheryl Essex	CA State Park and Bureau of Reclamation	\$200.00	\$0.00	\$200.00	Multi Agencies Meeting		
							\$380.00	\$380.00
May-18	Paula Nannizzi	Placer County HHS- Recovery Happens Picnic Sites at Recreation Park	\$250.00	\$90.00	\$165.00	No		
May-18	Sesi Catalano	Western States Trail Foundation-Foothills Room	\$157.50	\$0.00	\$157.50	No		
May-18	Laura Dierssen	Placer Hills Education Foundation Meadow Vista Picnic sites	\$225.00	\$120.00	\$112.50	No		
							\$435.00	\$815.00
Jun-18	Jean Hixon	Western States Trail Foundation-Sierra Room	\$202.50	\$0.00	\$202.50	No		
Jun-18	Herb Grounds	Feed The Hungry of Auburn-Picnic areas Recreation Park	\$100.00	\$60.00	\$50.00	No		
Jun-18	Chris Peilert	Freedom Church- Picnic 1 & 2 Regional Park	\$100.00	\$60.00	\$50.00	No		
							\$402.50	\$1,217.50
Jul-18	Frida Diaz	Child Advocates of Placer County-Recreation Park Picnic site #1	\$50.00	\$30.00	\$25.00	No		
Jul-18	Jim Moore	Auburn Host Lions Club- Recreation Park picnic sites 1 and 2	\$100.00	\$60.00	\$50.00	No		
Jul-18	Bree Renz	Auburn Eck Center/CA Satsang Society- Lakeside Room	\$200.00	\$30.00	\$180.00	No		
							\$350.00	\$1,567.50
Aug-18	Courtney Portlock	American Foundation for Suicide Prevention- Railroad Park fields A and B	\$219.60	\$60.00	\$197.64	No		
Aug-18	Keith Nesbitt	Auburn Chamber-Leadership Auburn Alumni Event Splash Pool Area	\$300.00	\$60.00	\$270.00	No		
							\$467.64	\$2,035.14

2018/2019 PROJECT ACTIVITY REPORT		UPDATED 10/11/18	
PROJECT	EST. COST	NOTES	EST. COMPLETED
RECREATION PARK			
Sierra Pool Re-Plastering (2017/2018)	185,000.00	Plaster and tile work have been completed and the pool has been filled again. Work remaining includes expansion joints in deck area, repairing the pool auto-fill, brushing the walls & floor of pool for two weeks, balancing the chemicals and replacing the bulkhead.	OCTOBER 2018
Bleacher Shade Structure (2017/2018)	150,000.00	Project, including the surrounding fence work and some additional fencing safety modifications, is completed.	MAY 2018
PLACER HILLS POOL			
ADA Path of Travel (2016/2017)	10,000.00	Minor sidewalk repair to be done in-house in the off season	NOVEMBER 2018
REGIONAL PARK			
Regional Park South Play Structure and ADA ramp (2017/2018)	170,000.00	Delivery of the new equipment, installation of the construction fence and beginning of old structure demolition is scheduled for Monday, October 15th. Staff also preparing construction documents for a concrete ramp to be installed from parking lot to play structure for ADA compliance. The new play structure will be built first.	OCTOBER/NOVEMBER 2018
AC Pathway Repairs Project (2017/2018)	55,000.00	Project completed.	AUGUST 2018
Dry Creek Picnic ADA parking and path improvements (2015/2016)	15,000.00	Project completed.	AUGUST 2018
ADA Path of Travel Tennis Courts (2018/2019)	41,500.00	Staff to design ADA access improvements in Spring 2019 with bidding and construction to follow in Summer.	JUNE 2019
Irrigation Pump Improvements (1. Inlet Flume Gate Valve 2. Pump 3. Filter) (2017/2018)	90,000.00	Attempting to fix this old pump has caused or revealed problem after problem. Staff and irrigation consultants are now recommending abandoning the old pump and installing a new system. Staff was directed by the Board to and is obtaining quotes and system comparisons for a new system and hope to have it in place before next spring.	WINTER 2018

Security Cameras at Gym/Lakeside (2018/2019)	25,000.00	Project has been completed.	JUNE 2018
OVERLOOK PARK			
Restroom ADA Upgrades (2018/2019)	25,000.00	Staff planning on hiring consultant to prepare construction documents in the Fall with Spring 2019 bidding and construction.	APRIL 2019
Planning and CEQA (2016/2017)	90,000.00	Project to be pushed back due to review delays at USBR	TBD
CVCC			
Bike Park - Design, CEQA, NEPA etc. (2014/2015)	100,000.00	The signed FONSI (Finding Of No Significant Impact) from the USBOR was finally received July 2nd.	JULY 2018
Bike Park - Construction (2015/2016)	175,000.00	Draft cost estimate was received 10/9/18 and staff is reviewing it, commenting and adding missed items. At the 90% stage, project plans will be submitted to USBOR for their review & comment. After this all final comments will be incorporated into the bid docs and the project will be taken to the 100% stage, any required permits will be obtained and then put out to bid.	BID NOVEMBER/DECEMBER, CONSTRUCT SPRING 2018
Maidu Drive Repair (2018/2019)	50,000.00	Staff has obtained a scope of work and budget cost estimate to re-pave the "ARD Section" of Maidu Drive. Estimate came in at approximately 115K which is lower than previously thought. Hopefully this will help spur the project ahead with BOR and State Parks chipping in with the ARD 50K pledge and allowing the project to be put out to bid and constructed. ARD has pledged to put forward 50K towards the project.	TBD
MEADOW VISTA PARK			
ADA Restroom Interior Renovation (2017/2018)	60,000.00	Project has been completed and restrooms have been opened back up to the public.	MARCH/APRIL 2018
Parking Lot Re-seal/Re-Stripe (2018/2019)	10,000.00	Parking lot maintenance project is planned for Spring 2019.	MARCH 2019
OPERATION AND DEV. PLAN			
CEQA/NEPA (2014/2015)	25,000.00	USBR Approved the document in June and District Board approved in July.	JULY 2018
ARMED FORCES PAVILLION/GARDEN			

Site Improvements (2017/2018)	10,000.00	Funding for this project is on hold pending information from associated non-profit.	TBD
MULTI-PARK ITEMS			
Streambed Alteration Agreement (2016/2017)	44,000.00	The Draft Vegetative Management Plan (S/MND (Initial Study/Mitigated Negative Declaration) has been received from the environmental consultant and is being sent to the A&D and Board meetings this month for review.	TBD
Carry over projects from 2017/2018 list in YELLOW			
Fiscal Year Projects Total:	1,330,500.00		

10/19/2018

VANDALISM REPORT

DATE
9/28/2018

LOCATION
Regional Portable Toilets

VANDALISM
Portable Toilets lit on fire

LAROR COSTS MATERIAL COSTS

Total Labor Costs Zero - Cooks Port. Total Material costs \$150

fixed toilets

Total for Year \$1,587.00 Total for Year \$1,737

9/27/18

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
14-Sep-18	Overlook	Vandalized signs	\$274.00	\$169.88
			Total labor costs \$274	Total material costs \$169.88
			Total for year \$1,587.00	Total for year \$1,593.04

8/30/18

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
10-Aug-18	Regional	Broken toilet seat	\$24.00	\$77.16

Total labor costs \$24 Total material costs \$77.16

Total for year \$1,313.00 Total for year \$1,423.16

7/19/18

Vandalism Report

DATE 9-Jul-18 LOCATION Regional VANDALISM Graffiti Removal LABOR COSTS \$60.00 MATERIAL COSTS \$35.00

Total labor costs \$60.00 Total \$35.00
material costs
Total for year \$1,289 Total for \$1,346
year

6/28/18

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS	
19-Jun-18	Recreation	Fence to Maintenance Compound Cut	\$289.00	\$189.00	
6/6/2018	Overlook	Graffiti	\$60	\$14.99	
11-Jun-18	Regional	Trash cans dumped near Gym	\$60	\$10.00	
		Total labor costs	\$409	Total material costs	\$213.99
		Total for year	\$1,229.00	Total for year	\$1,310.99

5/24/18

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
7-May-18	Regional	Water fountains Vandalized	\$110.00	\$200.00
			Total labor costs	Total material costs
			\$110.00	\$200.00
			Total for year	Total for year
			\$820.00	\$1,097.00

4/19/18

Vandalism Report

NTE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
2-Apr-18	Regional	Graffiti Removal	\$80.00	\$35.00
3/28/2018	Overlook	Graffiti Removal	\$40	\$12.00

Total labor costs	\$120.00	Total	\$47.00
		material costs	
Total for year	\$710.00	Total for year	\$897.00

3/20/18

DATE

5-Mar-18
3/20/2018

LOCATION
Regional
Recreation

VANDALISM
Graffiti Removal-Restrooms
Old Tires Dumped

Vandalism Report

LABOR COSTS \$200.00
\$20
MATERIAL COSTS \$180.00
\$0.00

Total labor costs \$220.00
Total for year \$590.00
Total material costs \$180.00
Total for year \$850.00

2/15/18

ITE

5-Feb-18
2/6/2018

LOCATION
Regional
Regional

VANDALISM
Graffiti Removal
Drinking Fountain

Vandalism Report

LABOR COSTS	MATERIAL COSTS
\$60.00	\$35.00
\$250	\$600.00

Total labor costs	\$310.00	Total	\$635.00
		material costs	
Total for year	\$370.00	Total for	year
			\$670.00

1/18/18

Vandalism Report

DATE 15-Jan-18 **LOCATION** Regional **VANDALISM** Graffiti Removal **LABOR COSTS** \$60.00 **MATERIAL COSTS** \$35.00

Total labor costs \$60.00 Total material costs \$35.00
Total for year \$60.00 Total for year \$35.00

Item 7.1 Cover Sheet for the Final Budget Revision for Fiscal Year 2018/2019

Auburn Area Recreation and Park District Standing Finance Committee and Board of Directors meeting October, 2018.

The Issue: Shall the Auburn Area Recreation and Park District approve the Mid-Year 2018/2019 revised budget and adopt the Resolution 2018-24?

Background: On an annual basis, the District is required to prepare and submit for approval a mid-year adjusting budget for the balance of the fiscal year. Such adjustments are made when circumstances change between the time the Board of Directors approves the final budget in March of each year, and the ensuing six months of actual revenues and expenditures.

The attached budget summary sheet contains the final approved budget, by department, and the proposed mid-year adjustments recommended by staff.

Some of the highlights of the revision:

Administration:

Placer County projects a slight increase in property tax revenue over our initial projections, approximately \$32,000. This is based on the data obtained from Placer County in September, therefore there is an increase in budgeted tax revenue.

Aquatics

1. Sierra Pool Re-plastering is to be done in September/October 2018. Estimated cost is \$205,000 to be funded through reserves, a \$50,000 increase from the original budget, approved in August.
2. Sierra Pool required extra maintenance on the pumps, sensors, probes and the Splash Pool required concrete and suction repairs requiring an increase of \$15,000 to the 2018/2019 budget.

Customer Service

No major changes

Facilities and Grounds

1. Shockley Park is getting a major fuel reduction. It is expected to impact the District's budget in an additional expense of approximately 23,000.
2. Health Insurance Premium Rates increased more than originally budgeted, offsetting the Facilities and Grounds budget with a \$10,000 increase.
3. An Increase of \$40,000 in Fixed Assets include a replacement of a Pump and Filter for Meadow Vista Park, Skid Sprayer, Sprayer Shield and an additional Gopher Getter to be funded through the reserves.
4. A decrease of \$105,000 from project expenses have been adjusted. It has been determined that these projects will not be started until next fiscal year 2019/2020. This also reduces the funds transferred from Capital Construction Reserves.

Recreation

Program Expenses increased by \$15,000. Youth Basketball had increases in gym usage fees of \$4,000 and Youth Camp Instructor fees had increases of \$8,000 this Summer resulting in a need for a budget increase.

Youth Services

Youth Services' revenue has been increased by \$40,000 to include the additional revenues earned in excess of budgeted revenues. Comparably, expenses have also been increased by \$23,000 to reflect the added costs to generate the additional revenue.

Overall, 2018/2019 is anticipated to be a steady year with modest increases in revenues and with expenses under control. RDA pass throughs that the District has received continued, with over \$59,000 received so far in fiscal 2018/2019. The pass throughs have been received since 2009 and will eventually end since the RDA diverted funds from ARD for about ten years, and once they are all "paid back" the District will cease to receive any further funds. We have budgeted for \$66,000 for 2018/2019.

The net result of the mid-year adjustments is a projected surplus of \$15,800 after required reserves and the proposal to fund the Future Capital Construction Reserve in the amount of \$10,000 and the Equipment Reserve, in additional funds of \$30,000.

Recommendation:

The Finance Committee reviewed and approved the final budget revision for 2018/2019 and forwarded it to the Board of Directors for review and adoption.

Attachments:

Summary 2018/2019 budget
Departmental Budgets
Resolution 2018-24

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

2018/2019 Budget

Operating Revenues	% of total			
	Revised Budget		Original Budget	
Program Revenue	\$ 1,150,375	20.0	1,114,565	19.8
Facility Revenue	\$ 155,985	2.7	153,385	2.7
Misc. Revenue	\$ 54,451	0.9	41,321	0.7
Donations, Grant Revenue and In Kind	\$ 18,330	0.3	33,765	0.6
Interest Income	\$ 65,415	1.1	64,375	1.1
Transfer in from City & Co. Mitigation	\$ 453,100	7.9	331,800	5.9
Tax Revenue	\$ 3,154,645	54.8	3,121,712	55.5
Transfer in from Cap Const & Equip Res	\$ 685,073	11.9	743,500	13.2
Misc (atwood etc)	\$ 22,381	0.4	22,381	0.4
Total Operating Revenue	\$ 5,759,755	100.00	5,626,804	100.00
Expenditures				
Program Expense	\$ 254,253	4.5%	233,650	4.2%
Operating & Supplies	\$ 363,485	6.4%	370,580	6.7%
Utilities Expense	\$ 211,486	3.7%	190,660	3.4%
Professional Services	\$ 53,100	0.9%	44,780	0.8%
Building & Grounds Maintenance	\$ 414,860	7.3%	373,695	6.7%
Property Tax Admin.	\$ 89,700	1.6%	89,900	1.6%
Wages	\$ 2,231,474	39.1%	2,240,948	40.4%
Benefits & Payroll Costs	\$ 807,560	14.2%	790,332	14.3%
Fixed Asset Expense	\$ 186,886	3.3%	134,800	2.4%
Capital Improvement Projects Mitigation & Funds	\$ 988,319	17.3%	968,300	17.5%
Capital Improvement Projects General Fund	\$ -	0.0%	-	0.0%
Debt Services	\$ 2,000	0.0%	2,000	0.0%
Reserve Deposits (ADA, Conting, GASB)	\$ 100,800	1.8%	100,800	1.8%
		0.0%		0.0%
Total Expenditures	\$ 5,703,923	100	5,540,445	100
Net Revenue Over Expenditures	55,832		86,359	
Transfer to Future Capital Construction Reserve	\$ 10,000		\$ 10,000	
Transfer to Equipment Reserves	\$ 30,000		\$ 30,000	
Net Revenue	15,832		46,359	
Annual Equip Replacement Fund	920,531		920,531	
Future Capital Construction Fund	955,971		955,971	
Contingency Reserve	450,000		450,000	
ADA reserve	70,032		70,032	
TOTAL RESERVES	\$ 2,396,534		\$ 2,396,534	

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

2018/2019 Budget Revision

	Program revenue	Facility revenue	Misc. revenue	Grants	Interest revenue	Project revenue city/city mitigation	Tax revenue	In Kind	Transfer in from Future Cap & ADA Rev	Atwood III taxes	RDA passthru	Transfer in from Shockly Fund	Transfer in from Equip Reserves	TOTAL	% of Total
Administration					60,815		3,088,385				66,260			3,245,156	56%
F&G		144,195	18,845	9,900	4,600	453,100		161,312		22,381		7,000	304,232	1,125,565	20%
Cust Service	14,265													14,265	0%
Recreation	331,620		2,300	8,430										342,350	6%
Youth Services	685,470		3,610											689,080	12%
Aquatics	119,020	11,790						205,000					7,529	343,339	6%
TOTAL	1,150,375	155,985	54,451	18,330	65,415	453,100	3,088,385	-	366,312	22,381	66,260	7,000	311,761	5,759,755	100%

7.9

	Program expense & supplies	Operations	Utilities expense	Prof. expense	Building & grounds	Wages	Benefits & expenses	Fixed assets	Capital Improve.	Debt service	Contingency Reserve	TOTAL	% of Total
Administration						89,700	110,684	2,500				192,884	0%
F&G	106,894		36,320		358,725	978,998	440,744	155,432	783,319	2,000	45,800	2,721,172	13%
Cust. Service	132,345	180,511	11,430	2,010		141,140	51,721	3,200			55,000	3,098,504	54%
Recreation	53,310			3,340		165,954	59,341					250,881	4%
Youth Services	206,833	53,850			6,550	463,345	123,965	8,064				489,318	9%
Aquatics	38,590	15,630	30,975		49,585	133,468	21,605	17,690	205,000			655,944	11%
	9,030	1,456										468,809	8%
TOTAL	254,253	363,485	211,486	53,100	414,860	89,700	807,560	186,886	988,319	2,000	100,800	5,703,923	100%

Transfer to Future Capital Construction Reserve
Transfer to Equipment Reserves

10,000
30,000

Net Revenue

15,832 0.27%

Administration 18-19			
Revenues	FY 18-19 Actual	FY 18-19 Budget	Mid Year
Miscellaneous Revenues	Actual to Date	Budget	Budget Revision
Misc. Income -w/c div and other	152	600	150
Verizon cell lease	29,046	29,046	29,046
501c3 receivable	500	500	500
TOTAL	29,698	30,146	29,696
Interest Income			
Interest Revenue other	485	440	480
Interest Revenue - County	52,805	60,335	60,335
TOTAL	53,290	60,775	60,815
Taxes & Gov't Revenues			
Current Sec Prop Tax General	2,804,764	2,810,032	2,832,160
Homeowner's Prop. Tax Reductio	22,612	21,188	22,608
Current Unsec Prop Tax General	58,720	61,966	58,716
Suppl. Prop Tax Current	79,300	59,948	59,948
Unitary & Op Non-unitary Tax	110,384	110,384	112,370
Redemptions Gen Taxes	-	485	(5)
Prior Unsec Prop Tax	329	399	329
Timber Tax Guarantee	5	5	5
Prior Supplemental Tax Rev	139	131	131
Prior Secured Prop Taxes	(22)	(85)	(25)
Railroad Unitary Prop Taxes	2,154	2,259	2,138
RDA Pass - Throughs	66,261	55,000	66,260
TOTAL	3,144,646	3,121,712	3,154,635
Total Revenues	3,227,634	3,212,633	3,245,146
Expenditures	FY 18-19 Actual	FY 18-19 Budget	Mid Year
Operations & Supplies	Actual to Date	Budget	Budget Revision
Discounts Taken	-	-	-
Finance Charges	(50)	-	(50)
CalCard Incentive	(708)	(200)	(700)
Penalties	-	-	-
Donations Expense	500	750	500
Telephone (CVCC) - Admin	6,540	6,360	6,540
Postage - Admin	2,079	2,060	2,080
Bank Service Charges	-	-	-
Office Supplies	6,083	5,675	6,085

Duplication Costs- Admin	870	880	870
Office Equip. Rental- Admin	5,329	5,160	5,330
Office Equip Maint - Admin	-	-	-
Dining Expense	883	955	885
Gas/Mileage Expense	1,537	1,640	1,640
General Admin Exp	526	360	530
Liability Insurance	75,069	78,774	71,284
Board Expense	2,098	3,630	2,100
misc Expense	31	-	30
Dues & Subscriptions	9,248	10,000	9,250
Staff Appreciation	-	-	-
Staff Development	415	500	420
Safety Supplies - Administration	100	100	100
Small Office Equipment	-	100	-
TOTAL	110,550	116,744	106,894
		-	
Legal Fees	7,461	10,000	7,470
	FY 18-19 Actual	FY 18-19 Budget	Mid Year
Professional Services	Actual to Date	Budget	Budget Revision
Professional Services	19,847	20,150	19,850
Accounting/Auditor Fees	8,160	9,000	9,000
Environmental Services	-	-	-
TOTAL	28,007	29,150	28,850
Property Tax/Election Expense			
Property Tax Administration	55,400	55,400	55,400
Election Expense	32,000	32,000	32,000
LAFCO Fees	2,295	2,500	2,300
TOTAL	89,695	89,900	89,700
	FY 18-19 Actual	FY 18-19 Budget	Mid Year
Salaries/Wages Expenses	Actual to Date	Budget	Budget Revision
Wages - Admin - Full Time	90,341	100,137	90,687
Wages - Admin - Part Time	105,993	104,529	106,049
Wages- Admin - Board Pay	29,500	30,000	29,500
Wages - District Administrator	121,977	123,653	122,333

TOTAL	347,811	358,319	348,569
Benefits & Payroll Costs			
ER -Taxes - Admin (7.65%)	27,524	28,189	27,919
Employment Expense - Admin	83	-	83
Fingerprinting	54	-	54
Benefits Expense - Admin	46,958	47,385	45,235
Employer Retirement Exp	34,139	34,711	34,171
Worker's Compensation	3,206	3,972	3,222
TOTAL	111,964	114,257	110,684
Fixed Assets- Equipment			
Fixed Assets	-	-	-
Computer Purchases - Admin.	2,500	2,500	2,500
TOTAL	2,500	2,500	2,500
PG&E Lighting Loan	-	-	-
Total Expenditures	697,988	720,870	694,667
Total Revenues	3,227,634	3,212,633	3,245,146
Total Expenditures	697,988	720,870	694,667
GASB 68 Reserve	45,800	45,800	45,800
Net Gain (Loss)	2,483,846	2,445,963	2,504,679

Customer Service 18-19 Budget Revenues

	FY 18-19 Actual	FY 18-19 Budget	Revised Mid Year Budget
Revenue			
Out of Dist Fees	15,077	16,000	12,930
Out of Dist Fees - Bureau	1,177	785	1,105
Return Check Fees	260	170	230
Total	16,514	16,955	14,265
Rents & Concessions			
	0	0	0
Total	0	0	0
Miscellaneous Revenue			
	0	0	0
Total	0	0	0
Grant Revenue			
	0	0	0
Total	0	0	0
Total Revenues	16,514	16,955	14,265

Expenditures

Expenditures			
Cash short/over	-356	0	-150
Merchant fees	10,009	11,200	11,700
Bad Debt	1,557	1,460	1,560
Telephone expense	8,516	8,415	8,515
Gift certificates Given Out	1,383	2,810	1,390
Postage	500	500	500
Office Supplies	2,816	2,630	2,810
Duplication costs	699	835	705
Office Equipment rental	6,209	6,080	6,670
Office equipment Maintenance	4,972	4,615	4,965
Gas/Mileage Expense	801	875	805
Public Relations/Marketing	12,376	16,750	13,780
Dues and Subscriptions	0	0	0
Safety Supplies	60	60	60

Staff Appreciation	0	0	0
Staff Development	0	0	0
Theft Expense	0	0	0
Small Office equipment	0	0	0
Total Expenditures	49,542	56,230	53,310

Prof Services	2,015	1,700	2,010
	2,015	1,700	2,010

	FY 17-18 Actual	FY 17-18 Budget	Revised Mid Year Budget
Wages (F/T)	123,787	125,625	124,195
Wages (P/T)	16,946	15,945	16,945
Wages (Uniform allowance)	0	0	0
Total	140,733	141,570	141,140

ER -Taxes - Admin (7.65%)(10.85%)	11,298	11,355	11,305
Employment Expense	0	0	0
Fingerprinting Expense	0	0	0
Benefits Expense	23,846	24,322	23,922
Employer Retirement Exp. (16.622%)	15,455	14,762	15,452
Worker's Compensation (.68% x 148%)	540	542	542
Total	51,139	50,981	51,221

Total Salaries & Benefits 191,872 192,551 192,361

	FY 17-18 Actual	FY 17-18 Budget	Revised Mid Year Budget
Fixed Assets- Equipment			
Fixed Asset Purchases	0	0	0
Fixed Asset Purchases (computer)	3,200	3,200	3,200
	3,200	3,200	3,200

<i>Total Expenditures</i>	246,629	253,681	250,881
Total Revenues	16,514	16,955	14,265
Total Expenditures	246,629	253,681	250,881
Contingency Reserve (2% of expens	2,466	2,537	2,509
Net Gain (Loss)	-232,581	-239,263	-239,125

Recreation 2018-2019 Budget Revenues			
	FY 18-19 Actual	FY 18-19 Budget	Mid-Year Budget Revised
Program Revenue			
Adult Softball	28,508	28,210	28,510
Adult Basketball	7,595	7,630	7,590
Sr. Sports	4,130	4,110	4,130
Adult Volleyball	1,662	1,860	1,660
Pickle Ball	10,970	7,940	10,970
Adult Classes	36,768	38,380	36,760
Adult Classes - Bureau	16,237	15,640	16,230
Bocce Ball	920	530	920
Youth Basketball	76,745	76,750	76,750
Pee Wee/Short Shots	790	790	790
Youth Classes	34,327	32,970	34,320
Youth Classes - Bureau	365	0	360
Pre School	0	0	0
Youth Camps	22,225	25,360	22,220
Youth Camps - Bureau	14,751	17,900	14,750
Youth Sports Camp	12,451	12,500	12,450
Youth Sports Camp - Bureau	5,000	9,900	9,900
Special Events	3,909	1,200	4,100
Party in the Park	7,814	11,590	7,810
Ukulele Festival	17,035	13,390	17,030
Food Truck Fiesta	225	0	0
Great Obstacle Scramble	10,918	10,770	10,770
Dead Festival	0	0	0
Guitar Festival	4,535	3,650	4,530
Auburn Community Festival	10,316	9,070	9,070
Total Program Revenues	328,196	330,140	331,620
Misc. Revenue			
Activity Guide-Advertising Rev.	1,250	400	1,250
Corporate Sponsorship	1,055	880	1,050
TOTAL MISC REVENUE	2,305	1,280	2,300
Grants & Donations			
Youth Assistance Fund - In Dist	11,032	14,570	8,430
Donations - Recreation	0	1,685	0
TOTAL GRANTS & DONATIONS	11,032	16,255	8,430
Total Revenues	341,533	347,675	342,350
Expenditures			Mid-Year

Program Expenditures	FY 18-19 Actual	FY 18-19 Budget	Budget Revised
Instructors - Adult Classes	17,816	18,350	17,820
Inst - A Classes - Bureau	6,259	5,670	6,260
Instructors - Youth Classes	15,694	14,210	15,700
Inst - Y Classes - Bureau	0	0	0
Instructors pre school	0	0	0
Officials - Adult Softball	7,152	6,750	7,160
Officials - Adult Basketball	7,677	3,600	7,680
Officials - Adult Volleyball	0	0	0
Officials - Youth Basketball	17,685	16,860	17,690
Instructors- Youth Camp	31,619	23,120	31,620
Inst - Y Camp - Bureau	8,288	15,470	8,290
Instructors- Youth Sports Camp	3,900	7,600	3,900
Inst - Y Sports Camp - Bureau	0	3,600	3,600
Adult Softball Expense	3,796	4,250	3,890
Adult Basketball Expense	940	940	940
Adult Volleyball Expense	4,078	1,210	3,990
Pickle Ball/Tennis	2,493	1,750	2,493
Adult Class Expense	283	480	290
Bocce Ball Prog Expense	200	200	200
Youth Basketball Expense	25,763	21,470	25,670
Pee Wee/Short Shots	530	530	530
T-Ball	0	0	0
Youth Class Expense	627	640	630
Youth Camp Expense	0	20	0
Youth Sports Camps	20	20	20
Special Events	2,546	2,610	2,550
Party in the Park	8,638	8,660	8,640
Bike Park fundraising expense	0	0	0
Lifestyle Expo	105	145	105
Envision Expo Expense	0	0	0
Ukulele Festival Expense	13,532	11,160	14,190
Food Truck Fiesta	0	0	0
Great Obstacle Scramble	9,474	9,320	9,320
Dead Festival	0	0	0
Guitar Festival	4,337	3,540	4,340
Auburn Community Festival Exp	9,270	9,315	9,315
TOTAL PROGRAM EXP.	202,722	191,490	206,833
Operating Expenditures			
Telephone	526	625	535
Activity Guide	30,043	29,925	31,445
Youth Assistance Expense	17,012	16,235	17,015
Office Supplies	1,467	1,265	1,465
Gas/Mileage	511	720	520
Dues & Subscriptions	454	360	360
Staff Appreciation	0	0	0
Company Celebrations	1,680	1,680	1,680
Staff Development	270	360	270
Small Rec Equipment	387	580	390
Safety Supplies	166	0	170

TOTAL OPERATING EXP	52,516	51,750	53,850
			Mid-Year
	FY 18-19	FY 18-19	Budget
	Actual	Budget	Revised
Professional Services			
Professional Services	3,340	3,340	3,340
Total Professional Services	3,340	3,340	3,340
Salaries/Wages Expenditures			
Wages - Full Time	151,229	153,904	151,234
Wages - Part Time	(95)	897	(93)
Wages - Seasonal	2,577	2,764	2,584
Wages - Adult Softball	4,782	4,930	4,790
Wages - Uniform	0	0	0
Wages - Adult Basketball	2,386	2,259	2,389
Wages - Adult Volleyball	0	0	0
Wages - Special Events	5,049	6,350	5,050
Totals	165,928	171,104	165,954
Benefits & Payroll Expenditures			
ER - Taxes - (13.65%)	13,409	13,711	13,411
Employment Expense	60	60	60
Fingerprinting Expense	112	240	120
Benefits Expense	24,031	24,241	24,241
Calpers Exp.	18,062	17,317	18,057
Worker's Comp	3,443	3,552	3,452
Totals	59,117	59,121	59,341
Equipment & Fixed Assets			
Fixed Assets - Recreation	0	0	0
Computer Purchases - Rec	0	0	0
Totals	0	0	0
Total Expenditures	483,623	476,805	489,318
Total Revenues	341,533	347,675	342,350
Total Expenditures	483,623	476,805	489,318
Contingency (1% of expenses)	4,836	4,768	4,893
Net Gain (Loss)	(146,926)	(133,898)	(151,861)

Aquatics 18-19 Budget Revenues

	FY 18-19 Actual	FY 18-19 Budget	Mid-Year Budget Revised
Park & Services Revenue			
Adult Aquatic Activities	8,816	8,100	8,810
Adult Aquatic Activities Placer Hills	1,428	1,570	1,420
Master Swim	3,840	4,630	3,830
Public Swim	32,815	34,550	32,680
Public Swim - Placer Hills Pool	3,585	3,000	3,580
Swim Lessons	27,457	28,500	27,450
Swim Lessons - Placer Hills Pool	8,407	9,200	8,400
Swim Team	23,315	23,210	23,310
Synchro Team	9,340	9,750	9,340
Misc Income PH pool	0	0	0
Misc Income	225	200	200
Totals	119,228	122,710	119,020
Rents & Concessions			
Sierra/Splash Pool Rental	9,968	9,300	9,960
Placer Hills Pool rental	1,833	2,750	1,830
Totals	11,801	12,050	11,790
Other Financing Sources			
Transfers from Future Capital Constr.	155,000	155,000	205,000
Transfers from Equipment Reserv	9,000	9,000	7,529
Transfers from ADA Reserv	0	0	0
City Mitigation Apportionment	0	0	0
Totals	162,529	164,000	212,529
Total Revenues	293,558	298,760	343,339

Expenditures

	FY 18-19 Actual	FY 18-19 Budget	Mid-Year Budget Revised
Program Expenditures			
Instructors - Aquatics	1,985	2,380	1,990
Adult Aquatic Activities Exp.	620	1,710	740
Public Swim Expenses	2,156	2,500	2,160
Public Swim Expenses PH	426	500	430
Swim Lessons Expenses	325	0	330
Swim Team Expenses	2,778	1,400	2,780
Synchro Team Expenses	600	600	600
Totals	8,890	9,090	9,030

Operations & Supplies

Telephone - Placer Hills Pool	927	880	930
Telephone - Aquatics	251	326	256
Office Supplies	0	0	0
Gas Mileage - Aquatics	0	70	0
Professional Services	0	0	0
Staff Appreciation- Aquatics	0	0	0
Staff Development- Aquatics	100	350	100
Safety Supplies - Aquatics	166	0	170
Small Equipment	0	1,130	0
Small Equipment - PH Pool	0	0	0
Uniform Exp	0	0	0
Totals	1,444	2,756	1,456

Utilities

Gas/Electric - Sierra Pool	30,643	26,000	30,650
Gas/Electric - Placer Hills	8,206	6,915	8,215
Reimbursement - Gas/Electric	-11,229	-14,000	-11,220
Water - Sierra Pool	4,246	3,350	4,250
Water - Placer Hills	233	280	240
Reimbursement - Water	-1,169	-1,000	-1,160
Totals	30,930	21,545	30,975

Maintenance

Maintenance - Sierra Pool	41,814	33,700	41,820
Reimbursement - Maintenance	-3,753	-7,500	-3,750
Maintenance - Placer Hills pool	11,508	8,225	11,515
Totals	49,569	34,425	49,585

Salaries/Wages Expenses

	FY 18-19 Actual	FY 18-19 Budget	Mid-Year Budget Revised
Wages - Aquatics Coordinator	24,737	26,208	24,658
Wages - Aqua Coord - Placer Hills	0	0	0
Wages - Adult aquatics	3,947	6,370	3,950
Wages - Public Swim	56,320	54,600	56,320
Wages - Public Swim - PH Pool	6,048	6,740	6,050
Wages - Swim Lessons	10,186	8,920	10,190
Wages - Swim Lessons - PH Pool	2,634	3,450	2,640
Wages - Master Swim	3,778	3,500	3,780
Wages - Coaches (Swim Team)	9,745	11,890	9,750
Wages - Coaches (Synchro)	16,124	15,530	16,130
Totals	133,519	137,208	133,468

Benefits & Payroll Costs

ER -Taxes -(12.65%)	12,704	13,027	12,707
Employment Exp- Aquatics	2,508	2,060	2,510
Fingerprinting Exp- Aquatics	771	750	780
Calpers Exp. 16.444%	2,720	3,021	2,721
Worker's Comp (2.15% x 1.09%)	2,882	2,727	2,887
Totals	21,585	21,585	21,605

Equipment & Fixed Assets

Fixed Assets - Aquatics	17,685	11,100	17,690
Totals	17,685	11,100	17,690

Sierra Pool Renovation Project

	154,962	155,000	205,000
	154,962	155,000	205,000

Total Expenditures

418,584	392,709	468,809
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Total Revenues

293,558	298,760	343,339
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Total Expenditures

418,584	392,709	468,809
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Contingency 2% of expenses

4,186	3,927	4,688
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Net Gain (Loss)

-129,212	-97,876	-130,158
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Youth Services 18-19 Budget Revenues			
	FY 18-19 Actual	FY 18-19 Budget	Revised Mid Year
Alta Vista DSC Revenue	40,241	31,720	40,240
Auburn Elem DSC Revenue	153,501	148,000	153,500
Skyridge DSC Revenue	105,105	100,040	105,100
Rec Day Camp Rev (School & Summer)	229,467	202,100	229,460
Preschool	57,470	60,000	57,470
Newcastle DSC Revenue	99,692	102,900	99,700
TOTAL	685,476	644,760	685,470
Rents & Concessions			
Rock Creek Modular Rent	3,600	3,600	3,600
Miscellaneous Revenue			
	10	10	10
Total Revenues	689,086	648,370	689,080
Expenses			
	FY 18-19 Actual	FY 18-19 Budget	Revised Mid Year
Program Expenditures			
Alta Vista Program expense	2,745	2,300	2,750
Auburn Elem - Program Expense	2,547	2,270	2,550
Skyridge - Program Expense	2,990	2,730	2,990
Rec Day Camp - Program Exp (Sch. & Sum)	20,122	18,280	20,130
Preschool	5,290	2,530	5,290
Newcastle - Program Expense	4,679	4,960	4,680
	38,373	33,070	38,390
Operations & Supplies			
Telephone - Youth Services (Cell phones)	74	120	80
Telephone - Preschool	0	0	10
Telephone - Rec Day Camp Modular	2,660	2,460	2,660
Telephone - Newcastle	103	130	110
Telephone- Auburn Elem	1,697	1,590	1,700
Telephone - Alta Vista	80	110	90

Telephone- Skyridge	1,156	1,110	1,160
Office Supplies - Youth Services	547	860	550
Gas/Mileage Reimbursement Expense	121	160	130
Staff Appreciation - Youth Services	305	250	310
Staff Development - Youth Services	303	200	310
Small Equipment	0	100	0
Electric - Day Camp	2,226	2,520	2,230
Professional Services	286	420	6,290
TOTAL	9,558	10,030	15,630
	FY 18-19 Actual	FY 18-19 Budget	Revised Mid Year
Rep/Maint - Auburn Elem	1,580	2,125	2,125
Rep/Maint - Rock Creek	400	500	400
Rep/Maint - Rec Day Camp	446	850	450
Rep/Maint - Skyridge	1,736	1,050	1,050
Rep/Maint - Newcastle	250	2,250	2,250
Rep/Maint - Newcastle	275	275	275
	4,687	7,050	6,550
	FY 18-19 Actual	FY 18-19 Budget	Revised Mid Year
Salaries/Wages Expenses			
Wages - (Y.Serv) - Manager - Salary	68,251	70,623	68,253
Wages - (Y.Serv) - Alta Vista - PT	35,090	35,955	35,095
Wages - (Y.Serv) - Alta Vista Maint	11	0	20
Wages - (Y.Serv) - Aub Elem - PT	74,064	72,652	74,072
Wages - (Y.Serv) - Aub Elem Maint	5,292	1,940	5,300
Wages - (Y.Serv) - Rock Creek Maint	163	20	170
Wages - (Y.Serv) - Skyridge - PT	55,696	56,110	55,700
Wages - (Y.Serv) - Skyridge Maint	750	2,850	760
Wages - (Y.Serv) - Rec Day Camp - PT	117,241	107,510	117,250
Wages - (Y.Serv) - Day Camp Maintenanc	789	1,434	794
Wages- (Y.Serv) - Newcastle - PT	61,583	61,700	61,590
Wages - (Y.Serv) - Newcastle Maint	510	180	420
Wages - (Y.Serv) - Preschool	43,918	42,111	43,921
TOTAL WAGES	463,358	453,085	463,345
Benefits & Payroll Costs			
ER Taxes (SS/MC/SUTA/ETT)	41,410	39,020	41,410
Employment Exp- Y.S.	1,323	1,220	1,330
Fingerprinting Exp - Y.S.	1,154	1,340	1,160

Benefits Expense - Y.S.	33,922	34,990	33,930
Employer Retirement Exp. YS	38,245	31,250	38,510
Worker's Compensation - Y.S.	7,618	9,365	7,625
TOTAL BENEFITS	123,672	117,185	123,965
<i>Total Salaries & Benefits</i>	<i>587,030</i>	<i>570,270</i>	<i>587,310</i>
Fixed Assets- Equipment	FY 18-19 Actual	FY 18-19 Budget	Revised Mid Year
Fixed Asset Purchases	7,390	12,500	7,391
Fixed Asset Purchases (computer)	673	0	673
	8,063	12,500	8,064
			0
Capital Improvement			
	0	0	0
<i>Total Expenditures</i>	<i>647,711</i>	<i>632,920</i>	<i>655,944</i>
Total Revenues	689,086	648,370	689,080
Total Expenditures	647,711	632,920	655,944
Contingency Reserve (1% of expense)	0	0	0
Net Gain (Loss)	41,375	15,450	33,136

Facilities & Grounds 18-19 Budget

Revenues

	FY 18-19 Actual	Orig Budget 18/19	Revised Budget 18-19
Rents and Concessions			
<i>Fee Waivers- Public</i>	(14,279)	(11,190)	(14,280)
<i>Fee Waivers-CVCC Public</i>	(2,068)	(1,910)	(2,070)
<i>Fee Waiver Offset</i>	16,346	13,100	16,350
Blue Bird Room - CVCC	2,400	1,800	2,400
Stella Irving - Rec	119	100	110
Lakeside - Reg	9,147	5,670	9,140
<i>Sierra Room Rental- CVCC</i>	9,323	8,910	9,320
<i>Sunset Room Rental- CVCC</i>	3,037	1,810	2,930
<i>Canyon View Room Rental-CVCC</i>	3,415	755	3,195
<i>Foothills Room Rental- CVCC</i>	7,788	4,250	7,780
<i>Oak Room Rental-CVCC</i>	0	0	0
American River Room	3,810	3,400	3,460
Conference Room Rentals	219	0	210
Board Room Rental - CVCC	230	150	230
Conference Modular - Overlook	9,471	7,900	9,470
Gazebo - Rec	100	60	100
Gym - Rec	104	600	100
Gym - Reg	3,719	1,960	3,710
Tutor Totter Lease Agreement	5,929	4,797	5,927
Kitchen - Rec	48	0	40
Kitchen - Reg	0	0	0
Kitchen-CVCC	460	790	460
Picnic Area - Rec	9,143	6,705	9,135
Picnic Area - Reg	1,750	1,860	1,570
Picnic Area - Ashford	1,545	1,710	1,480
Picnic Area - Meadow Vista	4,058	3,185	3,965
Field - Recreation	3,744	8,155	3,735
Field A - Reg	1,473	550	1,470
Field - Softball MV	1,267	600	1,260
Field - Christian Valley	1,701	3,600	1,700
Field Soccer/Baseball-Winchester	1,945	4,315	1,945
Field "Beggs" - Rec	6,908	12,740	6,900
Field B - Reg	2,545	2,325	2,535
Field "James" - Rec	7,518	10,410	7,510
Field "Chana" - Reg	5,677	7,970	5,670

Bocce Ball Field Rental	40	0	40
Field Soccer - Reg	2,997	2,808	2,988
Field Soccer A- MV	0	0	0
Field Soccer A- Railhead	7,253	6,600	7,250
Field Placer Hills	0	0	0
Field Soccer B- MV	0	0	0
Field Soccer B- Railhead	6,429	5,900	6,420
Field "Pee Wee Soccer" Rental - MV	0	0	0
Field Lining Revenue - Rec	0	0	0
Field Lining Revenue - Reg	80	150	80
Misc Rents & Concessions	2,639	2,720	2,630
Misc Rents & Concessions - Bureau	810	1,550	810
Custodial Fees	14,410	13,490	14,230
MV cust fee	430	0	0
Set up and Take Down Fees	2,290	1,040	2,290
MV alcohol fee	30	0	0
TOTAL RENTS & CONCESSIONS	146,000	141,335	144,195

Miscellaneous Revenues

Recycling Revenue	0	0	0
MV comm ctr rental	765	130	140
Sales of an Asset	9,500	0	9,500
Alcohol permit	3,625	3,015	3,595
Misc Income - F & G	5,610	3,150	5,610
Total Misc Revenue	19,500	6,295	18,845

	FY 18-19 Actual	Orig Budget 18/19	Revised Budget 18-19
Grants & Donations			
In-Kind Donations	0	0	0
Donations F&G	1,900	9,500	1,900
Pump trac donations	8,006	8,000	8,000
Stewardship council	0	0	0
TOTAL GRANTS & DONATIONS	9,906	17,500	9,900

Interest Revenue - City Trust	4,057	3,600	4,600
TOTAL Interest Income	4,057	3,600	4,600

Project Revenue - Government

County Mitigation	281,800	281,800	288,800
City Mitigation Revenue	(23,800)	(100,000)	(23,800)
Total Project Revenue - Gov	258,000	281,800	288,800

Other Financing Sources

Transfers from Future Capital Constr.	341,702	409,500	106,312
Transfers from Equipment Reserv	216,628	209,099	304,232
Transfers from Shockley Maint Fund	7,000	7,000	7,000
Transfers from ADA Reserv	39,100	39,100	55,000
City Mitigation Apportionment	127,800	100,000	127,800
Total Other Financing Sources	732,230	764,699	600,344

Taxes & Government Revenue

Atwood III Tax Revenue	22,381	22,381	22,381
Total Taxes & Gov't Revenue	22,381	22,381	22,381

TOTAL REVENUES	587,644	1,237,610	1,089,065
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Expenditures

	FY 18-19 Actual	Orig Budget 18/19	Revised Budget 18-19
Operations & Supplies			
Telephone - F & G	13,543	12,425	13,545
Office Supplies - F & G	3,751	3,770	3,760
Duplication Cost - F & G	0	0	0
Gas/Mileage Expense - Fac & Gr..	25,867	23,500	25,870
Membership & Dues - F & G	390	300	390
Staff Appreciation - F & G	672	700	680
Staff Development - F & G	1,717	2,260	1,720
Uniform Exp	(82)	600	(80)
Small Tools and Equipment-Rec Park	4,570	4,160	4,570
Small Tools and Equipment-Reg Park	6,872	3,920	6,880
Small Tools and Equipment-MV Park	1,272	1,250	1,280
Small Tools and Equipment-CVCC Fac	2,773	1,060	2,780
Field Marking Expense	1,460	1,350	1,460
Safety Supplies - F & G	6,304	7,270	6,310
Restroom Supplies - Rec Park	1,707	2,125	1,715
Restroom Supplies - Reg. Park	1,795	2,030	1,800
Restroom Supplies - Ashford	1,525	1,650	1,530
Restroom Supplies - M.V. Park	1,460	1,870	1,470
Restroom Supplies - Railhead Park	1,460	1,625	1,465
Restroom Supplies - Overlook Park	1,600	1,745	1,605
Restroom Supplies - Placer Hills Park	426	560	430
Restroom Supplies - Winchester Park	170	295	170

Restroom Supplies - Rec. Comm Ctr	2,459	3,890	2,460
Restroom Supplies - Reg. Comm. Ctr	2,117	2,250	2,120
Restroom Supplies - CVCC	2,052	2,960	2,060
Sanitation - Rec Toilet	0	0	0
Sanitation- Regional Park- Port. Toilet	5,430	5,510	5,430
Sanitation- CV - Port. Toilet	0	0	0
Sanitation- Winchester Park- Port. Toilet	5,570	5,650	5,570
Sanitation- Rec Park ADA Portab	3,586	3,980	3,590
Sanitation - Reg ADA Toilets	3,696	4,390	3,700
Rec Park - Debris Box	14,424	16,130	14,430
Sanitation- Regional Park - Debris	6,901	7,100	6,910
Sanitation- MV Park- Debris	4,093	4,080	4,100
Sanitation- CVCC - Debris	2,625	2,665	2,625
TOTAL OPERATIONS & SUPPLIES	132,205	133,070	132,345
		Orig Budget	Revised Budget

	FY 18-19 Actual	18/19	18-19
Lights- Rec Pk Beggs Field (LL)	3,121	3,445	3,125
Lighting Reimbursements - Beggs Fld.	(3,105)	(2,315)	(3,095)
Lights- Rec Park James Field (LL)	3,845	4,955	3,845
Lighting Reimbursements - James Fld.	(6,008)	(7,410)	(6,000)
Lights- Recreation Field (LL)	1,295	1,330	1,300
Lighting Reimbursements - Rec Fld.	(1,251)	(1,570)	(1,250)
Gas/Electric - Rec Comm Ctr	5,115	4,250	5,120
Gas/Electric - Reg Comm Ctr	10,732	8,830	10,740
Gas/Elec. - Chr Vly Comm Ctr	1,210	1,325	1,215
Electric Reimbursements - Chr Vly CC	(769)	(970)	(760)
Gas/Electric - CVCC	21,294	21,160	21,300
Gas/Electric - Recreation Park	10,172	9,750	10,180
Lighting Reimb - Rec Park	0	(20)	0
Gas/Electric - Reg Park	18,247	19,775	18,255
Lighting Reimbursements - Reg Park	(6,286)	(5,885)	(6,285)
Gas/Electric - Ashford Park	2,552	2,580	2,560
Gas/Elec. - MV Park	4,838	5,260	4,840
Electric - Railhead	3,454	3,445	3,455
Lighting Reimbursements - Railhead	(1,836)	(970)	(1,830)
Gas/Electric - Overlook Park	0	0	0
Gas/Electric- Winchester Park	1,419	1,480	1,420
Water - Rec Comm Ctr	3,296	2,590	3,300
Water - Reg Comm Ctr	1,679	1,700	1,680

Water - Chr Vly Comm Ctr	1,718	1,535	1,725
Water - CVCC	3,122	2,350	3,130
Water - Recreation Park	5,982	5,090	5,990
Water - Regional Park	3,143	2,480	3,150
Water - Ashford Park	4,991	3,180	5,000
Water - MV Park	17,163	10,630	17,170
Water - Chr Vly Park	4,022	2,280	2,980
Water - Railhead Park	5,966	5,500	5,970
Water - CVCC (Park)	4,108	3,490	4,110
Water - Overlook	6,515	6,270	6,520
Water - Placer Hills Park	4,529	5,185	4,535
Water - Winchester Park	0	0	0
Water - Atwood	4,600	5,360	4,610
Water - Chana Field	6,010	6,180	6,010
Sanitation - Rec Park (Sewer)	9,050	9,050	9,050
Sanitation - Railhead (Sewer)	300	300	300
Sanitation - Regional Park - (Sewer)	15,103	15,200	15,103
Sanitation - Ashford Park (Sewer)	1,642	1,800	1,643
Sanitation - Overlook (Sewer)	800	800	800
Sanitation - CVCC (Sewer)	9,600	9,600	9,600
TOTAL UTILITIES	181,378	169,015	180,511

Revised
Budget

Orig Budget

	FY 18-19 Actual	18/19	18-19
Professional Services			
Professional Services	2,988	1,310	2,150
Professional Services - Atwood III	13,355	9,280	9,280
Atwood - County Admin Coll Fee	0	0	0
Total Professional Services	16,343	10,590	11,430

Building & Grounds Maintenance

Equipment Rental - F & G	2,340	3,110	2,340
District Vehicles Maint - F & G	16,876	12,130	15,130
Maint - Recreation Field	8,193	1,835	8,195
Maint - CV Baseball Field	54	0	60
Maint - James Field	11,660	12,850	11,670
Maint - Beggs Field	6,386	6,620	6,390
Maint & Repairs - Equipment	22,701	14,840	25,210
Maint- Rec Park - Irrigation Pump	0	0	0
Maint- Reg Park - Irrigation Pump	0	0	0
Maint- Ashford Park - Irrigation Pump	0	0	0
Maint- MV Park - Irrigation Pump	0	2,000	0

Maint - M.V. Soccer Field	1,050	1,050	1,050
Maint- Winchester Field	852	260	860
Maint - M.V. Tennis Courts	530	530	530
Maint - Recreation Park	18,683	25,260	18,690
Maint - Regional Park	41,509	48,440	41,510
Maint - Ashford Park	8,517	9,110	8,520
Maint - Meadow Vista Park	13,073	16,160	13,080
Maint - Christian Valley Park	6,827	6,970	6,830
Maint - Railhead Park	5,506	8,990	5,510
Maint- CVCC Park	4,506	3,600	4,510
Maint - Overlook Park	8,938	9,510	8,940
Maint - Placer Hills Park	1,369	740	1,370
Maint - Pocket Parks	2,112	1,600	2,120
Maint - Mt. Vernon Park	728	980	730
Maint - Winchester Park	0	480	3,700
Maint - Atwood III	3,290	4,035	3,295
Maint-Shockley	10,813	10,000	33,820
Maint-Ashley dog park	4,133	3,935	4,135
Maint - Recreation Comm Ctr	11,815	14,590	11,820
Maint - Regional Comm Ctr	13,560	11,160	13,560
Maint - Christian Valley Comm Ctr	644	380	410
Maint - CVCC	3,899	6,485	4,135
Maint - Overlook Modular	597	430	600
Maint - Regional Tennis Courts	990	690	990
Maint - MV Soccer A Field	0	0	0
Maint - RH Soccer A Field	94	0	100
Maint - PH Soccer Field	0	0	0
Maint - Regional Field Soccer	4,185	970	3,490
Maint - MV PeeWee Soccer	0	0	0
Maint - RH Soccer B Field	0	0	0
Maint - Regional Field A	15,827	14,852	15,832
Maint - MV Softball Field	54	0	60
Maint - Regional Field B	14,266	14,223	14,273
Maint - Regional Field C	2,337	4,990	2,340
Tree Maint Rec Park	15,008	27,650	27,650
Tree Maint Reg	20,250	20,250	5,250
Tree Maint Ashford	75	1,050	16,050
Tree Maint MV park	2,650	7,650	7,650
Tree Maint PH Park	2,880	0	2,880
Tree Maint Railhead Park	0	0	0
Tree Maint Pocket Parks	0	0	0
Vandalism Repairs Exp.	3,437	2,540	3,440

TOTAL MAINTENANCE	313,214	332,945	358,725
		Orig Budget	Revised Budget
Salaries/Wages Expenses	FY 18-19 Actual	18/19	18-19
Wages - Fac Attend - Rec Park	52,209	52,380	52,210
Wages - Fac Attend - CVCC	30,563	31,255	30,565
Wages - Fac Attend - Reg Park	27,603	28,089	27,609
Wages - Management	152,142	150,823	140,753
Wages - Rec Park	324,331	313,441	323,341
Wages - Reg Park	186,969	182,300	187,970
Wages - Ashford Park	27,214	28,800	27,220
Wages - Meadow Vista Park	40,585	40,550	40,580
Wages - CV Comm Ctr	12,518	12,970	11,720
Wages - Railhead Park	20,507	25,255	24,515
Wages - CVCC	14,467	14,840	14,470
Wages - Overlook Park	21,541	22,400	21,550
Wages - Placer Hills Park	19,734	20,130	19,740
Wages - Pocket Parks	10,361	10,405	9,365
Wages- Mt. Vernon Park	365	1,000	2,200
Wages - Winchester Park	7,595	8,270	7,600
Wages - Atwood	7,504	16,960	12,460
Wages - Shockley	2,061	2,430	3,070
Wages - Other Projects	0	0	0
Wages - Special Events	8,228	8,460	8,230
Wages - Uniform Allowance	11,433	15,000	13,830
	977,930	985,758	978,998

	FY 18-19 Actual	Orig Budget 18/19	Revised Budget 18-19
ER -Taxes - F & G (7.65%)	78,278	78,977	77,237
Employment Expense - F & G	2,192	2,850	2,200
Fingerprinting Exp. - F & G	319	240	520
Benefits Expense - F & G	179,259	179,531	189,421
Employer Retirement Exp.	95,653	87,845	94,665
Worker's Comp.	77,919	78,681	76,701
TOTAL BENEFITS & PAYROLL COSTS	433,620	428,124	440,744
TOTAL SALARIES, BENEFITS	1,411,550	1,413,882	1,419,742

Fixed Assets

Fixed Asset Purchases - F&G	127,838	108,000	154,232
Fixed Asset Purchases - Bureau	0	0	0
Computer Purchases	2,000	6,500	1,200
TOTAL FIXED ASSETS	129,838	114,500	155,432

Lease Purchase Princ/Interest

Principal/COP - Regional Gym	0	0	0
Interest - COP Regional Gym	0	0	0
TOTAL LEASE COSTS	0	0	0

Rent

Bureau of Reclamation Lease	0	0	0
Rec Park Lease UPPR	2,000	2,000	2,000
TOTAL RENT	2,000	2,000	2,000

	FY 18-19 Actual	Orig Budget 18/19	Revised Budget 18-19
Sierra Pool - Bleachers & Shade Structure	61,903	69,800	71,552
Bike Park Construction	173,339	175,500	225,500
CVCC Road Improvements	50,000	50,000	0
Overlook Area Planning/CEQA	110,000	110,000	0
Reg - POT to Tennis Courts	41,500	41,500	0
Herschel Young Park	8,800	0	8,800
MV Bathroom ADA renovation	48,351	48,000	48,351
Ashford - Drainage Pipe Repair	6,000	0	6,000
Reg - Dry Creek ADA Improvements	23,188	13,800	23,188
Reg - Pathway Repairs	51,441	52,300	52,300
Operation/Development Plan	668	0	668
Reg - New Playground South end	168,051	168,000	128,000
Reg - Sec Cameras Gym/Lakeside	24,710	25,000	24,710
Reg - Pond Pump	87,204	90,000	150,000
Overlook ADA upgrades	25,000	25,000	0
MV Parking Lot Reseal/Stripe	10,000	10,000	0
Veteran's Park Improvements	10,000	10,000	0
Rec - New Security Cameras	0	0	37,000
Rec - Bocce Fencing	0	0	7,750
REC - James Field Renovation			
REG - 24 Acres Planning/CEQA			
MV - Tennis Courts Resurfaced			

MV - Pickle Ball Courts Resurfaced			
OP - Area Development	0	0	0
Total Capital Improvements (Funded)	900,155	888,900	783,819
TOTAL CAP IMPROVEMENT	900,155	888,900	783,819
TOTAL EXPENDITURES	3,086,683	3,064,902	3,044,004
Total Revenues	587,644	1,237,610	1,089,065
Total Expenditures	3,086,683	3,064,902	3,044,004
Contingency Fund 1% of total ex	0	0	0
Restricted reserve for equip repl	0	0	0
Net Gain (Loss)	(2,499,039)	(1,827,292)	(1,954,939)

Resolution No. 2018 - 24

**Before the Governing Board of the
Auburn Area Recreation and Park District
County of Placer, State of California**

Final Budget Revision for Fiscal Year 2018-2019, GENERAL FUND

WHEREAS, hearings have been terminated, during which time all additions and deletions of the proposed mid-year revised budget for the Fiscal Year 2018-2019 were made and,

THEREFORE, IT IS HEREBY RESOLVED in accordance with Section 29089 of the Government Code, the Mid-Year revised Budget for the Fiscal Year 2018-2019 is hereby adopted in accordance with the following:

REVENUES

Park & Recreation Services Revenue	
Program Revenue	1,150,375.00
Facility Rentals	155,985.00
	<hr/>
Total Park & Rec. Services Revenue	1,306,360.00
Government Revenues	
Taxes, Governmental Revenue	3,177,026.00
	<hr/>
Total Governmental Revenue	3,177,026.00
Other Revenue	
Interest Revenue	65,415.00
Misc. Revenue	54,451.00
	<hr/>
Total Other Revenue	119,866.00
Donations	
Donations, Grant, In kind	18,330.00
	<hr/>
Total Donation Revenue	18,330.00
TOTAL OPERATING REVENUES	<hr/>
	4,621,582.00
Project and Equipment Revenue	
Misc. Project Revenue	-
Grant Proceeds	-
Contributions/In kind Services Revenue	-
Transfer in from Equipment Reserves	311,761.00
Transfer in from Future Capital Construction, ADA and Other Reserves	373,312.00
	<hr/>
Total Project and Equipment Revenue	685,073.00
Park Dedication Revenue	
City Park Dedication Revenue	127,800.00
County Park Dedication Revenue	325,300.00
	<hr/>
Total Park Dedication Revenue	453,100.00
TOTAL PROJECT AND EQUIPMENT REVENUES	<hr/>
	1,138,173.00
TOTAL REVENUES	<hr/>
	5,759,755.00

EXPENDITURES

Program, Administrative and General Expenditures	
Program Expenditures	254,253.00
Operations & Supplies	351,485.00
Utilities Expense	211,486.00
Professional Expenses	53,100.00
Building & Grounds expense	414,860.00
Property Tax Admin. Fees	57,700.00
Election Cost	32,000.00
Wages & Benefits	3,039,034.00
Equipment and Land Lease	14,000.00
Equipment Reserve Expenditures	336,886.00
	<hr/>
Total Operating Expenditures	4,764,804.00
Capital Improvement Projects	
General Fund Capital Improvement Projects	27,907.00
ADA reserve projects	55,000.00
Future Cap Projects	311,312.00
In-Kind & Other Contribution Projects	8,000.00
Total Project Expenditures	402,219.00
	<hr/>
Park Dedication Capital Improvement Projects	
City Park Dedication Project Expenditures	127,800.00
County Park Dedication Project Expenditures	308,300.00
Total Park Ded. Project Expenditures	436,100.00
	<hr/>
TOTAL EXPENDITURES	5,603,123.00
	<hr/>
TOTAL REVENUE SURPLUS (DEFICIT)	156,632.00
TO EQUIPMENT RESERVE	80,000.00
TO ADA RESERVE	5,000.00
TO CONTINGENCY (acct 2453)	-
TO CALPERS UNFUNDED LIAB. RESERVE	45,800.00
TO FUTURE CAP CONSTRUCTION RESV.	10,000.00
	<hr/>
OPERATING BUDGET BALANCE	15,832.00

BE IT FURTHER RESOLVED, that the Final Budget Revision is hereby adopted on this 25th day of October 2018, 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 A. Gray
Board of Directors

Kahl Muscott
District Administrator

Item 8.1 Cover Sheet – Review and acceptance of Railhead A and B renovations, Beggs Field renovation, Regional Pathway Repairs, Meadow Vista ADA Restroom Renovation and Marsha-Skinner Sierra Pool Bleacher Shade Structure

Auburn Area Recreation and Park District Acquisition and Development Committee October, 2018.

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors give final acceptance to the recently completed Railhead A and B renovations, Beggs Field renovation, Regional Pathway Repairs Project, Meadow Vista ADA Restroom renovation and Marsha-Skinner Sierra Pool Bleacher Shade Structure?

Background

The ARD Board Procedures and Responsibilities manual states the following:

Section II – Responsibilities and Duties of the Board

Board Responsibilities

7. Review, evaluate and approve the following:

K. Inspect Capital Improvement Facilities over \$25,000 prior to final acceptance.

The Railhead A and B renovations, Beggs Field renovation, Regional Pathway Repairs, Meadow Vista ADA Restroom Renovation and Marsha-Skinner Sierra Pool Bleacher Shade Structure have all been completed.

Recommendation

Director Gray and District Administrator Kahl Muscott reviewed and inspected the Railhead A and B renovations, Beggs Field renovation, Regional Pathway Repairs, Meadow Vista ADA Restroom Renovation and Marsha-Skinner Sierra Pool Bleacher Shade Structure and forwarded this item to the Board of Directors meeting agenda with a positive recommendation.

Fiscal Impact

The total cost of the Railhead A renovations was \$62,435. The total cost of the Railhead B renovations was \$35,580. The total cost of the Beggs Field renovation was \$31,247. The total cost of the Regional Pathway Repairs was \$54,441. The total cost of the Meadow Vista ADA Restroom Renovation and Path of Travel was \$125,955. The total cost of Marsha-Skinner Sierra Pool Bleacher Shade Structure was \$61,902.

Attachments

None

Item 8.2 Cover sheet – Vegetation Management Plan Contract Amendment with Dudek

Auburn Area Recreation and Park District Acquisition and Development Committee, October 2018; Board of Director's meeting, October, 2018

The Issue

Shall the Auburn Area Recreation and Park District (ARD) authorize an amendment to the Vegetation Management Plan contract with Dudek to account for \$6,150 in extra costs and out of scope work?

Background

In June, 2016, the ARD Board of Directors approved a contract with Dudek to create a Vegetation Management Plan. The amount of the contract was \$37,845.00.

The Vegetation Management Plan would set procedures for maintenance and management of riparian vegetation and control of invasive plant species within five public spaces (parks) maintained by the Auburn Area Recreation and Parks District (ARD). Those parks are as follows:

- Regional Park
- Meadow Vista Park
- Ashford Park
- Atwood Park
- Placer Hills Park

Since that time, Dudek has been working on the plan with various agencies, including ARD, UAIC and CA Dept. of Fish and Wildlife. Extra time and charges have occurred in the creation of this Plan. Dudek is requesting an extra \$6,150 for these extra costs and the costs going forward to complete the Plan. A proposed amendment with more details is attached.

Recommendation for the Board of Directors

The A&D Committee sent this item to the Board with a positive recommendation to amend the contract in the amount of \$6,150.

Staff agrees with the recommendation.

Fiscal Impact

The original contract was \$37,485. This \$6,150 amendment will bring the total to \$43,635.

Attachments

Dudek Vegetation Management Plan - Amendment No. 1

DUDEK

853 LINCOLN WAY SUITE #208
AUBURN CALIFORNIA 95603
T 530 887 8500 F 530 855 8372

October 12, 2018

Kahl Muscott
District Administrator
Auburn Recreation District
123 Recreation Drive
Auburn, CA 95603

Subject: Vegetation Management Plan Project - Amendment No. 1

Dear Kahl:

Attached is an amended scope-of-work and cost estimate that provides a description of out of scope work that has been completed to date as well as additional work that must be completed to finish the work program for the vegetation management plan project. Dudek moved forward on some out of scope work to accommodate tribal consultation needs and in hopes that all work could be completed under the original budget. As we've come close to finalizing the project we've identified need for additional budget due to out of scope work completed previously. Dudek currently has approximately \$4,500 in outstanding charges accrued outside the original project budget. Dudek proposes to write off \$1,800 of the existing overage charges. This is in addition to \$655 already written down earlier over the course of our work. Out of scope work completed includes the following tasks and costs (described in greater detail in scope of work attached):

Revise Project Description, Initial Study, Draft VMP to Integrate Streambed Alteration Agreement - \$1,800

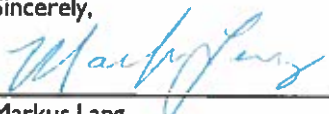
Field visit and memo for foothill yellow-legged frog - \$1,500

Tribal Consultation and Coordination and Field Visit - \$1,500

We have absorbed some of these costs into our original project budget, but will need this augment to complete the work program, including CEQA noticing and circulation, Final IS/MND (response to comments, filing and hearing), and notifying the Corps about work on the Atwood Ranch Open Space site. Cost estimates for completing this work are provided below, as are descriptions of the out of scope work completed to date. The Cost Estimate table provided includes costs for each task, adjustment for write offs and costs accommodated by the original budget, and a proposed total amendment amount. Please let me know if you have questions.

As always we will work efficiently on your project and will bill only for time expended.

Sincerely,



Markus Lang
Project Manager

ATT: Scope of Work and Cost Estimate

PROPOSED SCOPE OF WORK

The following Task Outline describes each specific task the Dudek team will complete under this amended scope of work. Some of the tasks described below have already been completed and were performed as out of scope work in hopes that all could be accommodated under the original project cost estimate.

TASK AI-1: REVISE PROJECT DESCRIPTION AND DRAFT INITIAL STUDY TO INTEGRATE STREAMBED ALTERATION AGREEMENT FROM CDFW

This task has been completed and provides for updating the draft Project Description and draft Initial Study to incorporate new information from CDFW's draft permit and review of the draft vegetation management plan. This task also includes minor revisions to the draft vegetation management plan to incorporate the draft permit and coordination with CDFW regarding the permit. Changes to the documents are primarily to incorporate conditions identified in CDFW's draft permit.

The revised draft project description, Initial Study, and VMP have been submitted to the District for review and comment. The budget for this task assumes that minor non-substantive revisions may be required following Board review of the document and will be completed in one round and will take no more than 6 hours.

TASK AI-2: FOOTHILL YELLOW-LEGGED FROG FIELD VISIT AND HABITAT MEMO

Preliminary screening determined that the Regional Park project treatment area provides appropriate habitat for foothill yellow-legged frog (CA-Species of Special Concern). Dudek's aquatic ecologist visited the site and prepared a memorandum specific to this species. The result is that limitations on treatments and mitigation measures would be limited to only portions of the Regional Park treatment site and further study would not be required, which represents a savings to ARD in the future.

TASK AI-3: TRIBAL CONSULTATION COORDINATION AND FIELD VISITS

This task has been completed and was outside the scope of the original work program. A Dudek project manager and archaeologist participated in coordination and attended one site visit (Dudek did not charge for archaeologist's time). A Dudek biologist participated in a site visit with Tribal Representatives and conducted followed up communications with the District and Tribal Representatives.

TASK AI-4: NOTICE, CIRCULATION AND FILING PUBLIC DRAFT INITIAL STUDY

Dudek will revise the Administrative Draft IS/EA to incorporate ARD's input and will prepare the public draft IS/MND and the Notice of Intent to adopt an MND. The public draft IS/MND will be circulated for 30 days. Dudek will prepare the following:

- Electronic copy for posting on ARD's website and electronic distribution
- 15 CD copies and printed summary for delivery to the State Clearinghouse
- Notice of Intent for posting by the County Clerk and/or by publication in a newspaper of general circulation.
- Notice of Completion/Transmittal for delivery to State Clearinghouse

Dudek will deliver the necessary copies and notices to the State Clearinghouse, and assist ARD in local distribution of the Notice of Intent. (Note: our cost estimate does not include posting, publication, or postage costs).

This work program assumes that ARD will be responsible for fees associated with filing the document with the County Clerk-Recorder's office (\$50).

TASK A1-5: FINAL INITIAL STUDY/MITIGATED NEGATIVE DECLARATION

This is identified as Task 1.6 in the original scope and is included in this amendment, as additional budget is required to complete this task due to out of scope work performed, as identified above. Following the public review period, Dudek will prepare a memorandum responding to any substantive environmental comments received. The cost estimate assumes that responses will be prepared for up to 10 individual comments, none requiring additional analysis or research as part of the response. Necessary minor edits, in response to comments received, will be made to the proposed IS/MND.

Dudek will prepare a Mitigation Monitoring Plan (MMP) for implementing the mitigation measures identified in the IS. The MMP will identify:

- The party(ies) responsible for implementation of mitigation measures
- The party(ies) responsible for monitoring of mitigation measures
- Time frames for implementation and monitoring of mitigation measures
- Performance criteria to be used in the monitoring actions
- Funding sources for each mitigation measure, where available.

The proposed Final MND and MMRP will be submitted to ARD for review. Following review and revision Dudek will prepare the Final MND and MMRP.

TASK A1-6: HEARING AND NOD

This is identified as Task 1.7 in the original scope and is included in this amendment, as additional budget is required to complete this task due to out of scope work performed, as identified above. The Dudek project manager will attend one (1) Board of Directors hearing for consideration / adoption of the MND. Following approval of the project, Dudek will prepare a Notice of Determination and file it with the County Clerk-Recorder's office and the State Office of Planning and Research within five working days. The filing of this notice begins a 30-day statute of limitations on challenges to the approved CEQA document. The CDFW CEQA filing fee will be due upon the filing of this notice.

**TASK A1-7: U.S. ARMY CORPS OF ENGINEERS
NOTIFICATION – ATWOOD RANCH OPEN SPACE
PRESERVE**

This is identified as Task 3 in the original scope and is included in this amendment, as additional budget is required to complete this task due to out of scope work performed, as identified above. Dudek will provide notification to the Corps as specified in Section 4.3 of the Atwood Open Space Preserve Operations and Management Plan. The notification will be provided in a letter that will include a description of the proposed activities including timing and methods, as well as figures depicting the proposed treatment area within the preserve. It is anticipated that no site visit or meeting will be required as a result of the notification and that correspondence with the Corps will be limited to confirming receipt of the notification.

Cost Estimate

Dudek has prepared the following cost estimate. Our cost estimate is based on the assumptions given in this proposal.

CEQA Work Program		
Task		Cost Estimate
Task A1-1:	Revised PD and IS, VMP, SAA	\$1,800.00
Task A1-2	Foothill yellow-legged Frog Memo	\$1,500.00
Task A1-3:	Tribal Consultation and Field Visits	\$1,500.00
Task A1-4:	Notice, Circulation and Filing Draft IS/MND	\$900.00
Task A1-5:	Final IS/MND	\$2,700.00
Task A1-6:	Hearing and NOD	\$1,500.00
Task A1-7:	USACOE Notification - AROSP	\$800.00
	Amendment 1 Total Out of Scope and Remaining	\$10,700.00
	Proposed Write Off (-)	\$1,800.00
	Accommodated within Original Project Budget (-)	\$2,750.00
	Proposed Amendment Total	\$6,150.00

Should additional technical analyses be required beyond that identified in this scope of work, Dudek would discuss the additional needs with the District to determine if changes to the scope or budget are required. Other factors that could affect the budget include analysis of additional issues above those discussed in this scope of work or a more detailed level of analysis than described in this scope of work, additional meetings, and comments/request for additional analysis on the IS that exceed the assumptions in the budget. Dudek will notify ARD immediately if any of these conditions appear likely.

SECTION 8.0

ITEM: 8.3 CALIFORNIA ASSOCIATION FOR PARK & RECREATION INDEMNITY (CAPRI) ELECTION BALLOT FOR 2018

DESCRIPTION:

INFORMATION: REVIEW ATTACHED INFORMATION

STAFF RECOMMENDATION: SHALL THE AUBURN AREA RECREATION AND PARK DISTRICT (ARD) BOARD OF DIRECTORS VOTE FOR ITS CHOICE OF INDIVIDUALS WILLING TO SERVE ON THE CAPRI BOARD OF DIRECTORS?



DATE: October 19, 2018

TO: Members, CAPRI

FROM: Matthew Duarte, Executive Director

RE: CAPRI Election Ballot for 2018

As you know, this is an election year for the CAPRI Board of Directors. Nominations for the open seats closed on October 12, 2018 and we received five (5) nominations for the Upper 1/3 Tier and two (2) nominations for the Middle 1/3 Tier. No nominations were received for the Lower 1/3 Tier.

Enclosed please find the CAPRI Election Ballot for 2018 for terms of office commencing in 2019. Per the CAPRI Bylaws, each participating member district shall have one vote for each category to be elected, and shall vote for its choice of individuals willing to serve on the Board of Directors. The individual receiving the highest number of votes in each category shall be elected to serve on the Board of Directors.

The date of the election is November 16, 2018. Your district may choose to return its ballot by mail, fax, or email, but the ballot must be received at the CAPRI office prior to the close of business, 5:00 P.M., on November 16, 2018 to be considered valid and be counted. **You must return an executed/signed ballot.** Ballots can be sent to:

Via Mail: CAPRI
6341 Auburn Boulevard, Suite A
Citrus Heights, CA 95621

Via Fax: (916) 722-5715

Via Email: mduarte@capri-jpa.org

Your vote is important, so please return your ballot by the November 16, 2018 deadline. Also, for your reference, enclosed please find each candidate's letter of interest/qualifications for your consideration.

Thank you for your participation and cooperation in the continued success of CAPRI. If you have any questions about the ballot or election process, please do not hesitate to contact our office at (916) 722-5550.

Sincerely,

A handwritten signature in blue ink that reads "Matthew Duarte". The signature is written in a cursive style with a large initial "M".

Matthew Duarte
Executive Director

Enclosures



CAPRI Board of Directors Election

2018

Election Ballot

Upper 1/3 (vote for one)

Brian Danzl.....
Board Member, Cordova Recreation and Park District

Jim Friedl.....
General Manager, Conejo Recreation and Park District
(Incumbent)

Mathew Fuzie.....
General Manager, Livermore Area Recreation and Park District

Scott Holbrook.....
Board Member, Auburn Area Recreation and Park District

Michelle Lacy.....
General Manager, Pleasant Hill Recreation and Park District

Please Return by November 16, 2018. Thank you.

X _____
District Name

X _____
Signature



CAPRI Board of Directors Election

2018

Election Ballot

Middle 1/3 (vote for one)

Stephen Fraher.....
General Manager, Arcade Creek Recreation and Park District
(Incumbent)

Colin Miller.....
General Manager, Arden Park Recreation and Park District
(Incumbent)

Please Return by November 16, 2018. Thank you.

X _____
District Name

X _____
Signature



2729 Prospect Park Drive, Suite 230
Rancho Cordova, CA 95670
(916) 842-3300

October 17, 2018

CAPRI
ATTN: BOARD OF DIRECTORS
6341 Auburn Blvd., Suite A
Citrus Heights, CA 95621-5203

Greetings,

My name is Brian Danzl. On Wednesday, October 10, 2018, the Cordova Recreation and Park District (CRPD) Board nominated me to run for election as a Director on the California Association for Park and Recreation Indemnity Board.

Please accept this letter as my letter of intent. I have enclosed a resume that provides you with my education and experience. I have a variety of experiences in serving on non-profit social service boards, professional associations, and local government advisory boards.

I have been on the CRPD Board for the last 8 years and have served as Chair two times. We are celebrating our 60th Anniversary. Currently we serve 115,000 residents with 37 parks and 6 recreational facilities. The CRPD boundaries encompass several residential areas in development. As a consequence, we project building and developing over 80 different parks in the next 10-15 years and increasing the population we will be serving to 130,000.

Thank you for considering my letter of intent to serve.

Respectfully,

A handwritten signature in blue ink, appearing to read "Brian M Danzl", is written over a large, stylized blue circular mark.

Brian M Danzl, Secretary
Cordova Recreation and Park District
bdanzl@crpd.com

BRIAN DANZL

2661 Los Amigos Dr, Rancho Cordova, CA 95670 • Home: 916-363-3166 • Cell: 916-826-1470 • paraX97@sbcglobal.net

Professional Summary

Self-directed Board member and innovative thinker with a knack for developing creative solutions to complex problems. Seeking a position with the opportunity for new challenges and professional development and advancement.

Skills

- Budgeting and finance
- Negotiations
- Effective public speaker
- Flexible schedule
- Team player
- Organized
- Goal-oriented
- Reliable
- Extensive sports knowledge
- Youth sports coach
- Motivational techniques
- Team building
- Sound judgment
- Youth mentor
- Strong customer focus
- Works well in a team environment
- Strong collaborator
- Creative questioning
- Critical thinking
- Outstanding social skills

Work History

Board Member, 12/2010 to Current

Cordova Recreation and Park District – 2729 Prospect Park Drive, Suite 230, Rancho Cordova, CA 95670

- Represented the park district at community and professional organizational meetings.
- Addressed and resolved neighborhood problems and complaints in a tactful and timely manner.
- Coordinated project activities with other agency partners.

Campus Security, 03/2016 to Current

Folsom Cordova Unified School District – Rancho Cordova, CA

- To help maintain a safe and orderly environment by monitoring the school campus and other adjacent areas
- To report unauthorized activities to appropriate supervisory personnel
- Circulated among students, patrons and employees to preserve order and protect property.

Coach, 09/2008 to Current

Folsom Cordova Unified School District – 1965 Birkmont Drive Rancho Cordova, CA 95742-6407

- Served as the Head Coach for the Girls Tennis team for 6 years.
- Served as the Assistant Coach for the Girls Soccer for 7 years.
- Managed time effectively while traveling for games, attending practice and going to classes.
- Effectively communicated with a diverse group of athletes, coaches and game officials.
- Exhibited excellent teamwork and a strong work ethic by promoting camaraderie.
- Trained for 10 hours per week for upcoming competitions.
- Developed and maintained key relationships with local vendors.
- Attended all practices, meetings and workouts on time.
- Assisted as position team leader for defensive and offensive teams.
- Provided Tennis and Soccer coaching at Cordova High School while developing and mentoring elite athletes.

Teacher, 03/2007 to Current

Home School Teacher – 2661 Los Amigos Dr Rancho Cordova CA 95670

- Developed and taught lessons on relevant children's books, poems, movies and themes to promote student interest.
- Improved student test scores on state math test by 20% in one year period by implementing new curriculum.
- Improved average scores on State Science exam by 12 points.
- Consistently received positive teacher evaluations from students.
- Increased student's English test scores by 14% through private tutoring and special attention.

Electrician, 03/2002 to 03/2007

Rex Moore – 6001 Outfall Circle Sacramento, CA 95828

- Selected the correct products or assist customers in making product selections, based on customers' needs, product specifications, and applicable regulations.
- Worked collaboratively with clients, team members, implementation consultants, and resources across the company to achieve desired results.
- Installed, repaired and tested electrical and electronic systems.
- Installed electrical conduit and wiring for power, controls and lighting.
- Installed electrical and mechanical equipment in accordance with the National Electric Code.
- Disconnected and removed motors and pumps.

- Interpreted blueprints, schematics, drawings and layouts to complete repairs.
- Determined proper methods, equipment and materials to complete cost repairs within budget.
- Tested, troubleshot and calibrated equipment in the shop and in the field.
- Documented all maintenance and repairs performed on equipment.
- Cleaned work sites, including hauling debris and trash, cleaning tools and storing equipment.
- Notified supervisor immediately about equipment problems and breakdowns.
- Completed daily inspections of all electronic equipment.
- Reported all unsafe activities, situations and potential hazards to supervisor.
- Updated and modified components and systems to improve operation.

Education

High School Diploma: 1993

Cordova High School - 2239 Chase Drive Rancho Cordova, CA 95670

- Student government representative

Certificate: Electrical Construction, 2006

Western Electrical Contractors Association - 3695 Bleckely Street, Rancho Cordova, CA 95655

- Coursework in Electron Theory, Ohm's Law and Magnetism
- Conduit Bending Program



2729 Prospect Park Drive, Suite 230
Rancho Cordova, CA 95670

RESOLUTION NUMBER 18/19-23

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CORDOVA RECREATION AND PARK DISTRICT
APPROVING THE NOMINATION OF DIRECTOR BRIAN DANZL FOR ELECTION
TO THE CAPRI BOARD OF DIRECTORS AND APPROVING HIM
AS THE DISTRICT'S REPRESENTATIVE IF ELECTED**

WHEREAS, the Bylaws of the California Association for Parks and Recreation Indemnity (CAPRI) state that the Board of Directors shall consist of two (2) appointed positions and five (5) positions elected by participating member districts; and

WHEREAS, elections are held in each even-numbered year; and

WHEREAS, there are three (3) positions available during the 2018 election cycle: Upper 1/3, Middle 1/3 and Lower 1/3; and

WHEREAS, it is in the best interest of this District to have a representative in the Upper 1/3 Category on the Board of Directors of CAPRI; and

WHEREAS, Brian Danzl is a duly elected Board Member of the Cordova Recreation and Park District, which qualifies him for this Nomination.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby approves the nomination of Brian Danzl to run for election to the CAPRI Board of Directors; and

BE IT FURTHER RESOLVED, that Brian Danzl, if elected, is approved as a representative of the Cordova Recreation and Park District to the Board of Directors of CAPRI and to serve as such as part of his capacity as an employee of the District and within the scope of required duties.

PASSED AND ADOPTED, this 10th day of October 2018 by the following vote:

- AYES: Reyes, Yearwood, Danzl, Sloan, Leimbach
- NOES:
- ABSTAIN:
- ABSENT:


Inez L. Reyes, Chairperson of the Board

ATTEST:

Brian Danzl, Secretary of the Board

I hereby certify that the above Resolution No. 18/19-23 was duly introduced, read and adopted by the District at a Special meeting held on October 10, 2018.


Danielle Jones
Clerk of the Board / Executive Assistant

Jim Friedl
403 W. Hillcrest Drive
Thousand Oaks, CA 91301
jfriedl@crpd.org - 805-381-1239

October 5, 2018

Matt Duarte, Executive Director
California Association for Park and Recreation Indemnity
6341 Auburn Boulevard, Suite A
Citrus Heights, CA 95621

VIA EMAIL ONLY: mduarte@capri-jpa.org

SUBJECT: Letter of Interest for Continued Service on the CAPRI Board of Directors

Dear Matt,

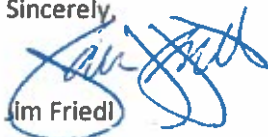
I am writing to express my interest in continuing to serve on the CAPRI Board of Directors in the "Upper 1/3" category. I was appointed to the CAPRI Board in mid-2016 by the CAPRI Board to fill the remaining term of Bob Berggren, GM of Pleasant Hill Recreation and Park upon his retirement.

Over the past 2.5 years, I have enjoyed serving as a CAPRI Board Member and have learned much about CAPRI itself and issues related to risk management and insurance. I believe in the efficiency and cost effectiveness of Districts pooling their resources and sharing risk. As General Manager of the Conejo Recreation and Park District and former practicing municipal attorney, I appreciate risk management issues, liability concerns and the value of insurance in the public sector - - - especially the recreation and park profession.

I believe over the past 2.5 years, Pat Cabulagan, CAPRI staff, Chair Lindsay Woods and the rest of the CAPRI Board of Directors have been committed to continuous improvement the CAPRI organization and its service to the member Districts. I am excited to see where you, Matt, – our new Executive Director – are able to take CAPRI in the years ahead, and I'd like to remain a part of the CAPRI Board to help recreation and park districts throughout California with their risk management and insurance needs.

I am including a link as well as a copy of my bio from Conejo Recreation & Park District's website:
http://www.crpdp.org/administration/about_the_general_manager.asp

Sincerely,


Jim Friedl

c: Pat Cabulagan and Bebe Pearson (via email)
Conejo Recreation and Park District Board of Directors

Jim Friedl

Jim grew up in Agoura Hills attending public schools and graduated from Agoura High School. He holds a Bachelors Degree in Urban Planning from UC San Diego and a Juris Doctorate degree from Pepperdine University School of Law. While in law school, Jim also received a certificate in dispute resolution from the Strauss Institute.

Jim was hired as an attorney for the City of Thousand Oaks in 1994. After five years of legal practice, he moved into public administration as a Deputy City Manager for the City of Thousand Oaks.

In 2003, Jim was selected to be an Assistant General Manager for the Conejo Recreation and Park District. Upon the retirement of Tex Ward in 2006, Jim became the Park District's third General Manager in its 56-year history.

In addition to his work as GM, he participates in various other organizations, professional associations and nonprofits.

- California Association of Park and Recreation Indemnity (CAPRI), Board member (CAPRI is a statewide liability, property and workers compensation insurance pool of more than 60 recreation and park districts)
- Play Conejo, Board member
- Mountains Recreation and Conservation Authority (MRCA), Finance Officer
- Conejo Open Space Conservation Authority (COSCA), Joint Chief Administrative Officer
- California Association of Recreation and Park Districts (CAPRD), Legislative Committee member (served 10 years as Chair)
- Davenport Institute for Public Engagement and Civic Leadership at Pepperdine University's School of Public Policy, Advisory Board member
- Rotary Club of Thousand Oaks, Board member
- California Special District's Association (CSDA), Certified Special District Administrator

Jim has written no books, though he has Tweeted quite a few times. He is married to Tracy – an attorney, mom and volunteer. When their four kids were young he spent many years coaching youth sports. Now that the kids are young adults, they are getting more independent and more tattoos with each passing year. So Jim is now pursuing his passion of hiking and biking in the local mountains and soaking in the wonders of our natural world.

From: Mathew Fuzie
To: [Matthew Duarte](#)
Subject: RE: REMINDER: Call for Nominations Due on October 12
Date: Thursday, October 4, 2018 11:43:47 AM

Good Morning Matthew,

I am the new General Manager at Livermore Area Recreation and Park District. I came to this job after 33 years with California State Parks. I retired from my position as Deputy Director at the age of 54 and came to LARPD. I am interested in the time commitment that would be necessary to fulfill the duties of a Board of Directors Member. I am thinking that Livermore is a pretty large contributor and it might be beneficial to submit a nomination.

Mat Fuzie
General Manager

From: Scott H
To: plarson@auburnrec.com; ttapan@capri-foa.org; bpearson@capri.foa.org; Matthew.Quarte@auburnrec.com
Cc: kmuscott@auburnrec.com
Subject: Scott Holbrook Letter of Interest Re: Election Notice/Call for Nominations
Date: Thursday, October 4, 2018 2:14:11 PM

Hello -

Scott Holbrook here - please consider this my Letter of Interest

I look fwd to hopefully gaining a seat on the CAPRI Board of Directors, over my past 18+ Years of involvement with the Auburn Area Recreation & Park District (ARD) I have come to learn a great deal about CAPRI and the benefits it offers to it's members. I have personally served as an elected representative on the ARD Board since 2000 & looking forward to my next term.

In addition to my experience on the board, I have a long and successful career running a variety of small businesses as well as working with larger corporations. My expertise lays primarily in the sales/marketing and customer service area, but I also have extensive experience in purchasing and other areas. Many will recognize me, as I am a regular attendee at a multitude of conventions & educational gatherings, be it with CSDA, CARPD or otherwise. I constantly strive to stay current with new laws and trends in all areas of district management, be it budgeting, planning, human resources and more.

I currently am running a large Auto Repair and Maintenance facility in Citrus Heights, which obviously makes attending meetings comparibly convenient. I am now in a position in life that affords me more flexibility & ability to expand my participation in endeavors such as serving CAPRI. I feel my skills and experience will be a nice addition.

I am here if anyone needs additional information, references or otherwise - my cell is 530-906-7441

Keep Smilin' - Scott

www.scottsautorepairshop.com
www.keepsmilinpromotions.com
www.auburnrec.com
www.partyinthepark.net
www.aintdeadfest.com

Parks & Live Music Make Life Better! 

(as does family, friends, pets & good running vehicles!)



**Pleasant Hill Recreation
& Park District**

ADMINISTRATION
147 Gregory Lane
Pleasant Hill, CA 94523
(925) 682-0896
(925) 682-1633 fax

October 12, 2018

**CAPRI Board of Directors
6341 Auburn Boulevard, Suite A
Citrus Heights, CA 95621**

Dear Board of Directors:

Please accept this letter as acknowledgment of my interest to serve on the California Association of Park and Recreation Indemnity (CAPRI) Board of Directors. As the General Manager for the Pleasant Hill Recreation and Park District I would like to express my interest in serving as a representative of the Upper 1/3 of the membership. I believe that my experience in working with multiple risk-sharing pools over the past 15 years provides me with a strong knowledge base for reducing risk for recreation and park agencies.

Working with the District and CAPRI for just over two years, I believe that my fresh perspective will be of benefit to our members. Continuing to evolve to respond to increasing demands by Recreation and Park Districts, new technologies, and trends is extremely important to maintain a financially sound risk-sharing pool. This can be challenging with a broad-based membership, but I feel my skills in finding practical solutions and training in best practices would be an asset to the CAPRI Board of Directors and our membership.

I look forward to the opportunity to serve our members on the CAPRI Board.

Sincerely,

Michelle Lacy
General Manager
Pleasant Hill Recreation and Park District



**CANDIDATE STATEMENT
STEPHEN F. FRAHER, CPRP; GENERAL MANAGER
ARCADE CREEK RECREATION AND PARK DISTRICT**

I am requesting your vote and support to be re-elected to the CAPRI Board of Directors. I have served on the Board since 2011, and I am the longest serving member of the Board. My entire tenure, I have served as Board Secretary. I have been in California for eight (8) years and stepped into this role for my District unknowingly upon accepting the job offer. I have learned a lot over my tenure on the Board and understand the challenges that all Districts face regarding Property, Liability and Workers Compensation claims and losses. Being on the CAPRI Board does not shield me nor my District from experiencing these things and going through the processes involved.

The focus for my District is to keep costs at a minimum and reduce potential hazards. Working for a small sized District (5 sq. miles) with a limited budget, I constantly am seeking new and innovative ways to lower costs to the Districts. One of my goals in the coming time is to create a program, that Districts can receive a premium discount by acting on an item to prevent or correct it before it is recommended by the CAPRI Risk Manager. Credit should be given for proactivity.

In the upcoming election I ask for your vote to be elected to the Middle-Sized seat on the Board of Directors.

BE PROACTIVE, vote for STEPHEN FRAHER for CAPRI Board of Directors and allow for the smooth transition of the new Executive Director



My name is Colin Miller and I am running for the Middle Tier position on the CAPRI Board.

I graduated from Texas Tech University with a degree in Park Administration and have enjoyed my nearly 30-year career in the Park and Recreation field. My stops have included positions in Texas and California. I have progressed through a wide range of positions beginning with a landscape trim crew right out college to my current position as the District Administrator for the Arden Park Recreation and Park District in Sacramento. I have worked for municipal as well as special district agencies, both large and small and I prefer the smaller special district because it feels like I'm more attached to the community. That is what has kept me in my current position for nearly ten years.

I have served on the CAPRI Board since January of 2013 as the Lower Tier representative. CAPRI has since added some more smaller districts to the roster which has moved my district into the Middle Tier. As a result, I cannot serve as the Lower Tier representative and am asking for your vote for the Middle Tier position.

During my time on the board, CAPRI has introduced several value-added benefits to pool members such as free Human Resources legal advice (A HUGE benefit for smaller agencies that don't have in house counsel), additional training opportunities through Target Solutions and implementation of a Medical Provider Network (MPN) that has significantly reduced ongoing medical claims. The board is committed to finding more resources to increase the value of your membership in CAPRI. My focus has been in making sure that smaller districts have a voice in the room. For the last two years, I have served on the Personnel Subcommittee which recently completed the search for a new Executive Director for CAPRI.

I know that serving on the CAPRI Board for the last five years has made me a better risk manager. Much of that comes from seeing how the insurance industry works and how what we do affects what we end up paying for our coverage. My goal is to find a way to communicate more of those ideas to the general membership, not just the Board.

I have thoroughly enjoyed the experience of serving on the CAPRI board so far and hope that you will give me the opportunity to continue to serve your organization in the future.

Discussion Item #1. Cover sheet – Vegetation Management Plan IS/MND Review

Auburn Area Recreation and Park District (ARD) Acquisition and Development Committee meeting October, 2018; ARD Board of Director's meeting October, 2018

The Issue

A review of the preliminary DRAFT Vegetation Management Plan Initial Study/Mitigated Negative Declaration (IS/MND). This is a preliminary progress DRAFT of the document and it is not yet being formally circulated for public review.

Background

The ARD Board of Directors approved adding the creation of a Vegetation Management Plan to the Project List. This Vegetation Management Plan and associated IS/MND (to satisfy CEQA requirements) will allow ARD to receive a Lake and Streambed Alteration Agreement for Routine Maintenance Activities from the California Department of Fish and Wildlife (CDFW). The agreement is initially for five years and can be extended for another five years. This will replace the previous agreement with CDFW which has expired.

The proposed project aims to reduce challenges to park visitor safety that have resulted from the densely vegetated riparian areas present on the project site being used for unauthorized camping and other unauthorized activities that result in litter and law enforcement issues. Along with increased visitor safety, the plan seeks to reduce accumulation of litter and other debris and address invasive exotic weed species, water quality, and access in these areas. The primary objectives of the proposed project include:

- Thin vegetation to reduce vegetative screening and improve security and access,
- Deter the spread of invasive weedy plant species, and
- Discourage unauthorized camping and other activities occurring within dense vegetation.

Due to the large size of the DRAFT Vegetation Management Plan IS/MND, a copy has been emailed to each Board member. A copy will also be available at the ARD Administration Offices (471 Maidu Dr., Auburn) and can be emailed to any interested party. Those wishing to get a copy of the DRAFT IS/MND should contact Pat Larson at plarson@auburnrec.com or (530) 537-2187. **It should be noted that it is a preliminary progress DRAFT of the document, being made available to the ARD Board for review and comment before it is formally circulated for public review. Pending this review, the document will be sent out for a formal 30 day public review period as is required by CEQA.**

Recommendation

Review and provide feedback to staff.

This document will go out for formal 30-day public review after the October 25th ARD Board Meeting. The public, including Board members may review and submit further comments during the formal circulation period.

Fiscal Impact

The cost to prepare the IS/MND and prepare permitting applications is approximately \$25,000.

The cost to do the actual vegetation management is dependent on the availability of staff and "volunteer" help.

Attachments None

Discussion Item #2. Board and Committee Meeting Schedule for November and December, 2018

The Board and Committee Meeting schedule for November and December, 2018 will be as follows:

November 2018

Program, Personnel, Policy, Fee & Legal Review 12:00 p.m.	Wednesday, November 14, 2018 at
Acquisition & Development	Wednesday, November 14, 2018 at 1:00 p.m.
Standing Finance	Wednesday, November 14, 2018 at 2:00 p.m.
Board of Directors Meeting	Thursday, November 29, 2018 at 6:00 p.m.

December 2018

Program, Personnel, Policy, Fee & Legal Review	Wednesday, December 12, 2018 at 12:00 p.m.
Acquisition & Development	Wednesday, December 12, 2018 at 1:00 p.m.
Standing Finance	Wednesday, December 12, 2018 at 2:00 p.m.
Board of Directors Meeting	Thursday, December 20, 2018 at 6:00 p.m.

Muddy buddies

Great Auburn Obstacle Race tests agility while getting dirty

BY MICHAEL KIRBY
FOR THE AUBURN JOURNAL

Close to 400 athletes turned out take on the 2018 Great Auburn Obstacle Race at Regional Park on Sunday morning.

Starting in flights to avoid log jams on the course, participants ran over, crawled through, rowed across, waded through and climbed over 20-plus obstacles. A mud pit, trail runs, rope ladders, pond crossing, rat maze, creek crossing and a pumpkin tube crawl were just a few of the challenges facing the participants on the obstacle course.

Athletes of all ages, some as young as 8 years old had a great time testing their abilities on the obstacles that were built by Auburn Recreation District staff members.

The district sponsored the sixth annual event.

"The Great Auburn Obstacle Race is one of our most popular sporting events that we do for all ages," said Manouch Shirvanioun, Auburn Recreation District marketing and customer service manager. "It's a good family event."

Staff members began building the course during the week before the event.

Covered with mud at the finish line everyone looked to of had a great time.



PHOTOS BY MICHAEL KIRBY • AUBURN JOURNAL

Above, Jacqueline Neubert Reynolds crawls through the mud pit on Sunday. Below, obstacle course participants crawled through 20 feet of mud and under two-by-fours.



Arash Ghorbani takes on the rope ladder Sunday. Ghorbani was one of the 400 participants in the Great Auburn Obstacle Race.



Auburn Journal
Sept. 27, 2018

Obstacle course athletes started in staggered starts to minimize getting jammed up on the course. The race began a 9 a.m. on Sunday.

