

**AUBURN AREA RECREATION AND PARK DISTRICT
MEETING OF THE STANDING FINANCE COMMITTEE AGENDA
WEDNESDAY, APRIL 21, 2021, 2:00 PM**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://zoom.us/j/91404276928> The public can use this link and/or call 1 669 900 6833 Webinar ID: 914 0427 6928 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

1.0 CALL TO ORDER

Ainsleigh ____ Lynch ____

2.0 AGENDA REVIEW, CHANGES, AND APPROVAL

3.0 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 Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

4.1 Approval of Minutes from March 17, 2021 Standing Finance Meeting

Recommendation: Review and approve minutes.

4.2 Review of Cash Requirements for March, 2021

Recommendation: Review and approve cash requirements for March, 2021, forward to the consent calendar for review and approval.

Discussion Item:

1. County Mitigation Fund, current balance \$792,000.

5.0 ITEMS TO BE CONSIDERED AT FUTURE STANDING FINANCE MEETINGS

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

ADJOURNMENT

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

4-16-21
Date

10:40 AM
Time


Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
Meeting of the Standing Finance Committee
Wednesday, March 17, 2021 at 5:00 PM
Canyon View Community Center, Board Room
471 Maidu Drive
Auburn, California 95603**

1.0 CALL TO ORDER

The meeting of the Standing Finance Committee was called to order at 5:03 p.m.

ROLL CALL

Director Lynch was present, Director Ainsleigh was absent.

2.0 AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director Lynch.

3.0 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 Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

None.

4.0 BUSINESS

4.1 Approval of Minutes from the February 17, 2021 Standing Finance Meeting

Director Lynch reviewed and approved the Minutes from the February 17, 2021 Standing Finance Meeting.

4.2 Review of Cash Requirements for February, 2021

Director Lynch reviewed and approved the cash requirements for January 2021 and forwarded them to the consent calendar for review and approval.

4.3 Review of Financials for February, 2021

Director Lynch reviewed and approved the financials for February, 2021 and forwarded them to the consent calendar for review and approval.

4.4 Resolution Number 2021-05: Transfer of \$40,000 from the Capital Construction Reserves for 24-Acre Planning and CEQA

Director Lynch reviewed and approved Resolution Number 2021-05: Transfer of \$40,000 from the Capital Construction Reserves for 24-Acre Planning and CEQA and forwarded it to the consent calendar for review and adoption.

4.5 Final Budget for Fiscal Year 2021-2022

Director Lynch reviewed and approved the Final Budget for Fiscal Year 2021-2022 and forwarded it to the Board of Directors for review and adoption.

4.6 Approval of Agreement with Local 39 Operating Engineers

Director Lynch reviewed and approved the Agreement with Local 39 Operating Engineers and forwarded it to the Board of Directors for review and approval.

4.7 District Administrator Contract Amendment – COLA

Director Lynch reviewed and approved the District Administrator Contract Amendment – COLA and forwarded it to the Board of Directors for review and approval.

4.8 Discussion Item:

1. County Mitigation Fund, current balance \$792,000.

5.0 ITEMS TO BE CONSIDERED AT FUTURE STANDING FINANCE MEETINGS

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 5:40 p.m.

Board Secretary

Date

SECTION: 4.0

**ITEM: 4.1 APPROVAL OF MINUTES FROM MARCH 17,
2021 STANDING FINANCE MEETING**

DESCRIPTION: SEE ATTACHED MINUTES

INFORMATION:

**STAFF
RECOMMENDATION: REVIEW AND APPROVE**

FISCAL IMPACT:

SECTION: 4.0

**ITEM: 4.2 REVIEW OF CASH REQUIREMENTS FOR
MARCH, 2021**

DESCRIPTION: SEE ATTACHMENT

INFORMATION:

**STAFF
RECOMMENDATION: REVIEW AND APPROVE, FORWARD TO THE
BOARD OF DIRECTORS FOR REVIEW AND
APPROVAL**

**SEE ATTACHED LISTING
OF EXPENSES: \$333,224.03**

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

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

Sorted By: Check Number

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
21292	S1007	Stationary Engineers, Local 39	3/5/2021	COMM 1ST	PMCHK00002719	\$352.76
21293	1099-256	Healing Pastures, Inc.	3/12/2021	COMM 1ST	PMCHK00002720	\$225.00
21294	1099-271	Kelpro Security	3/12/2021	COMM 1ST	PMCHK00002720	\$2,818.20
21295	1099-295	Juli Land-Marx	3/12/2021	COMM 1ST	PMCHK00002720	\$3,000.00
21296	A0001	Recology Auburn Placer	3/12/2021	COMM 1ST	PMCHK00002720	\$426.33
21297	A0013	AT&T	3/12/2021	COMM 1ST	PMCHK00002720	\$128.40
21298	A0027	Recology Auburn Placer	3/12/2021	COMM 1ST	PMCHK00002720	\$1,145.23
21299	A0051	Anderson's Sierra Pipe Co.	3/12/2021	COMM 1ST	PMCHK00002720	\$133.88
21300	A0091	Altara	3/12/2021	COMM 1ST	PMCHK00002720	\$962.50
21301	A0170	AT&T Acct 088-034-5818-655	3/12/2021	COMM 1ST	PMCHK00002720	\$90.95
21302	B0070	BWD General Engineering Contra	3/12/2021	COMM 1ST	PMCHK00002720	\$500.00
21303	C0072	CIT Technology Fin. Serv., Inc	3/12/2021	COMM 1ST	PMCHK00002720	\$470.75
21304	C0120	Capture Technologies	3/12/2021	COMM 1ST	PMCHK00002720	\$1,803.99
21305	D0008	The Davey Tree Expert	3/12/2021	COMM 1ST	PMCHK00002720	\$9,500.00
21306	D0010	Diamond Pacific	3/12/2021	COMM 1ST	PMCHK00002720	\$344.06
21307	D0025	Dawson Oil Company	3/12/2021	COMM 1ST	PMCHK00002720	\$2,692.98
21308	D0096	DC Solar Electric, Inc.	3/12/2021	COMM 1ST	PMCHK00002720	\$2,900.00
21309	G0078	GameTime	3/12/2021	COMM 1ST	PMCHK00002720	\$2,183.41
21310	L0027	Pat Larson	3/12/2021	COMM 1ST	PMCHK00002720	\$30.46
21311	L0033	Les Schwab	3/12/2021	COMM 1ST	PMCHK00002720	\$69.08
21312	L0100	Lifeguard First Aid & Safety,	3/12/2021	COMM 1ST	PMCHK00002720	\$552.18
21313	M0098	Meadow Vista County Water Dist	3/12/2021	COMM 1ST	PMCHK00002720	\$693.48
21314	O0021	Amy Oddo	3/12/2021	COMM 1ST	PMCHK00002720	\$53.97
21315	P0005	Placer County Water Agency	3/12/2021	COMM 1ST	PMCHK00002720	\$547.71
21316	P0007	Pacific Gas & Electric Company	3/12/2021	COMM 1ST	PMCHK00002720	\$218.24
21317	P0023	PG&E	3/12/2021	COMM 1ST	PMCHK00002720	\$178.98
21318	Q0003	Quality Automotive	3/12/2021	COMM 1ST	PMCHK00002720	\$3,253.20
21319	R0073	Riebes Auto Parts	3/12/2021	COMM 1ST	PMCHK00002720	\$345.04
21320	S0136	Spoor's Heating & Air Conditio	3/12/2021	COMM 1ST	PMCHK00002720	\$87.00
21321	S0145	SCP Pool Distributors LLC	3/12/2021	COMM 1ST	PMCHK00002720	\$307.63
21322	S1000	State Of California/DOJ	3/12/2021	COMM 1ST	PMCHK00002720	\$74.00
21323	T0009	Stanley Convergent Security So	3/12/2021	COMM 1ST	PMCHK00002720	\$418.53
21324	T0031	Turf Star, Inc.	3/12/2021	COMM 1ST	PMCHK00002720	\$1,370.47
21325	T1000	Transamerica Life Insurance	3/12/2021	COMM 1ST	PMCHK00002720	\$460.00
21326	TEMPD	Nicole Deguara	3/12/2021	COMM 1ST	PMCHK00002720	\$159.00
21327	TEMPI	Michael Georgianna	3/12/2021	COMM 1ST	PMCHK00002720	\$252.00
21328	TEMPI	Christina Harmon	3/12/2021	COMM 1ST	PMCHK00002720	\$149.00
21329	TEMPI	Lisa Rutherford	3/12/2021	COMM 1ST	PMCHK00002720	\$149.00
21330	V0007	Verizon Wireless	3/12/2021	COMM 1ST	PMCHK00002720	\$811.30
21331	W0001	Walker's Office Supplies, Inc.	3/12/2021	COMM 1ST	PMCHK00002720	\$364.45
21332	W0010	Waxie Sanitary Supply	3/12/2021	COMM 1ST	PMCHK00002720	\$72.33
21333	W0044	Wave	3/12/2021	COMM 1ST	PMCHK00002720	\$1,340.70
21334	U0019	US Bank	3/15/2021	COMM 1ST	PMCHK00002721	\$14,763.39
21335	R0057	Reserve Account	3/19/2021	COMM 1ST	PMCHK00002722	\$1,000.00
21336	S1007	Stationary Engineers, Local 39	3/19/2021	COMM 1ST	PMCHK00002722	\$372.36
21337	A0051	Anderson's Sierra Pipe Co.	3/26/2021	COMM 1ST	PMCHK00002723	\$65.11
21338	A0134	Advanced Intregrated Pest Mana	3/26/2021	COMM 1ST	PMCHK00002723	\$150.00
21339	B0075	B & D Donor Recognition	3/26/2021	COMM 1ST	PMCHK00002723	\$3,060.20
21340	C0113	Cooks Portable Toilets & Septi	3/26/2021	COMM 1ST	PMCHK00002723	\$1,522.63
21341	C0121	Cole Huber LLP	3/26/2021	COMM 1ST	PMCHK00002723	\$45.30
21342	C0133	California Smog	3/26/2021	COMM 1ST	PMCHK00002723	\$35.00
21343	C0137	Centrica Business Solutions	3/26/2021	COMM 1ST	PMCHK00002723	\$224,000.33
21344	D0096	DC Solar Electric, Inc.	3/26/2021	COMM 1ST	PMCHK00002723	\$2,250.00
21345	E0008	Ewing Irrigation Products, Inc	3/26/2021	COMM 1ST	PMCHK00002723	\$1,760.78
21346	G0006	Gold Country Media Publication	3/26/2021	COMM 1ST	PMCHK00002723	\$1,697.86
21347	M0013	Meadow Vista Hardware	3/26/2021	COMM 1ST	PMCHK00002723	\$111.90
21348	M0099	George Eric Menig	3/26/2021	COMM 1ST	PMCHK00002723	\$5,375.00
21349	N0012	Nevada Irrigation District	3/26/2021	COMM 1ST	PMCHK00002723	\$409.95
21350	N0048	Normac, Inc.	3/26/2021	COMM 1ST	PMCHK00002723	\$214.00
21351	P0007	Pacific Gas & Electric Company	3/26/2021	COMM 1ST	PMCHK00002723	\$9,447.96
21352	P0058	Pitney Bowes Credit Corporatio	3/26/2021	COMM 1ST	PMCHK00002723	\$115.51
21353	Q0003	Quality Automotive	3/26/2021	COMM 1ST	PMCHK00002723	\$182.72
21354	S0009	Sierra Saw Sales And Service	3/26/2021	COMM 1ST	PMCHK00002723	\$90.31
21355	S0025	Sierra Pacific Turf Supply, In	3/26/2021	COMM 1ST	PMCHK00002723	\$562.43
21356	S0063	Simpson & Simpson, Inc.	3/26/2021	COMM 1ST	PMCHK00002723	\$9,577.00
21357	S0067	Superfast Copy	3/26/2021	COMM 1ST	PMCHK00002723	\$22.15
21358	S0136	Spoor's Heating & Air Conditio	3/26/2021	COMM 1ST	PMCHK00002723	\$87.00

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
21361	S0154	Mike Scheele	3/26/2021	COMM 1ST	PMCHK00002723	\$72.24
21362	T0071	TIAA Commercial Finance, Inc.	3/26/2021	COMM 1ST	PMCHK00002723	\$107.34
21363	U0016	Uptown Signs & Graphics, Inc.	3/26/2021	COMM 1ST	PMCHK00002723	\$37.54
21364	V0004	Valley Truck & Tractor Co.	3/26/2021	COMM 1ST	PMCHK00002723	\$467.78
21365	W0001	Walker's Office Supplies, Inc.	3/26/2021	COMM 1ST	PMCHK00002723	\$392.94
21366	W0010	Waxie Sanitary Supply	3/26/2021	COMM 1ST	PMCHK00002723	\$115.21
21367	W0045	Williams, Jesse	3/26/2021	COMM 1ST	PMCHK00002723	\$44.24
21368	A0013	AT&T	3/26/2021	COMM 1ST	PMCHK00002724	\$42.80
21369	H0056	Humana Dental Ins. Co	3/26/2021	COMM 1ST	PMCHK00002724	\$2,219.73
21370	N0012	Nevada Irrigation District	3/26/2021	COMM 1ST	PMCHK00002724	\$7,300.59
21371	S0171	Scape Goats	3/26/2021	COMM 1ST	PMCHK00002724	\$500.00
21375	1099-216	Gerald Harris	3/30/2021	COMM 1ST	PMCHK00002727	\$208.00
21376	1099-256	Healing Pastures, Inc.	3/30/2021	COMM 1ST	PMCHK00002727	\$112.50
21377	1099-269	Deborah Lynn	3/30/2021	COMM 1ST	PMCHK00002727	\$58.50
21378	1099-343	Faith Petersen	3/30/2021	COMM 1ST	PMCHK00002727	\$288.00
21379	P0021	Petty Cash	3/30/2021	COMM 1ST	PMCHK00002727	\$262.71
21380	TEMPF	Joshua Flynt	3/31/2021	COMM 1ST	PMCHK00002728	\$65.00
31372	P0005	Placer County Water Agency	3/26/2021	COMM 1ST	PMCHK00002725	\$82.62
31373	P0007	Pacific Gas & Electric Company	3/26/2021	COMM 1ST	PMCHK00002725	\$2,291.21

Total Checks: 86

Total Amount of Checks: \$333,224.03