

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

6:00 PM

**THURSDAY, AUGUST 31, 2017
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE
AUBURN, CA**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the District's Office at 471 Maidu Drive, Auburn, CA 95603 during normal business hours.

1.0 CALL TO ORDER

FLAG SALUTE (PLEDGE TO THE FLAG)

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

Roll Call

Lynch _____ Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____

1.5 Selection of Temporary Chairperson

Per District Policy: In the absence of the Chairperson and the Vice-Chairperson, the Secretary of the Board shall call the Board of order, whereupon a Temporary Chairperson shall be selected by the Board Members present.

Motion by _____ Second by _____ to _____

Lynch _____ Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____

Roll Call Vote

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

None.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Lynch _____ Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____

Roll Call Vote

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

5.0 CONSENT ITEMS – (roll call vote). All matters listed under the Consent Calendar are to be considered routine by the Board of Directors and will be enacted by one motion in the form listed. There will be no separate discussion of these items unless, before the Board votes on the motion to adopt, a member or members of the Board, staff or the public requests a specific item to be removed from the Consent Calendar for separate discussion and action.

_____ **5.1 Review and Approval of the July 27, 2017 Minutes of the Special Meeting of the Board of Directors and July 27, 2017 Minutes of the Meeting of the Board of Directors**

Review and approval of minutes.

_____ **5.2 Review of Cash Requirements for July, 2017 (Standing Finance Committee)**

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

_____ **5.3 Review of Financials for July, 2017 (Standing Finance Committee)**

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

_____ **5.4 ARD Exempt Employee PTO Policies (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District (ARD) review and amend its policies and procedures as they relate to exempt employee Personal Time Off (PTO)?

Motion by _____ second by _____ to _____

Lynch _____ Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____

Roll Call Vote

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

None.

8.0 NEW BUSINESS

_____ 8.1 Naming Rotary Plaza (Acquisition & Development Committee)

Shall the Auburn Area Recreation and Park District (ARD) name the new Recreation Park plaza area the “Rotary Plaza”?

Motion by _____ second by _____ to _____

Lynch _____ Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____

Roll Call Vote

_____ 8.2 ARD Reserve Policy Review (Program, Personnel, Policy, Fee & Legal Review Committee)

Shall the Auburn Area Recreation & Park District (ARD) review and amend its Reserve Policies?

Motion by _____ second by _____ to _____

Lynch _____ Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____

Roll Call Vote

_____ 8.3 Board Member Training at CSDA’s Annual Conference in Monterey, California

Shall the Auburn Area Recreation and Park District (ARD) approve attendance for one or more ARD Directors to attend CSDA’s Annual Conference in Monterey September 25 – 28, 2017?

Motion by _____ second by _____ to _____

Lynch _____ Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____

Roll Call Vote

_____ **8.4 Claim Against ARD – Fall at Regional Park During ARD Concert Event**

Shall the Auburn Area Recreation and Park District (ARD) approve or deny a claim against ARD for a fall that occurred at ARD’s “Ain’t Necessarily Dead Festival” on July 15, 2017?

Motion by _____ second by _____ to _____

Lynch _____ Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____

Roll Call Vote

_____ **8.5 Addressing the Board; Amendments to Public Comment Policies and Procedures**

Shall the Auburn Area Recreation and Park District (ARD) amend its policy on addressing the Board by allowing the Board to place limits on the time allowed for Public Comment?

Motion by _____ second by _____ to _____

Lynch _____ Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____

Roll Call Vote

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

1. Board Member compliance – status of Board Member training.
2. County Mitigation Fund, current balance \$276,624.

_____ **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**

Thank you letter from Auburn Mermaids Synchronized Swimming.

_____ **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:

8-28-17

Date

3:20 pm.

Time

P. Larson

Clerk to the Board

SECTION: 5.0

ITEM: 5.1 REVIEW AND APPROVAL OF THE JULY 27, 2017 MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS AND JULY 27, 2017 MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS

DESCRIPTION:

INFORMATION: SEE ATTACHED MINUTES

STAFF RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE MINUTES

FISCAL IMPACT:

**Auburn Area Recreation and Park District
Minutes
of the Special Meeting of the Board of Directors
Thursday, July 27, 2017, 5:30 p.m.
Canyon View Community Center
471 Maidu Drive
Auburn, CA**

Board Members

Present: Chairman Mike Lynch
Director Jim Gray
Director Scott Holbrook
Director Gordon Ainsleigh

Board Members

Absent: Director Jim Ferris

Staff Present:

Kahl Muscott, District Administrator
Joe Fecko, Administrative Services Manager
Patricia Larson, Recording Secretary

1.0 CALL TO ORDER

The Special Meeting of the Board of Directors was called to order at 5:33 p.m. by Chairman Lynch.

2.0 Resolution Number 2017-12: Contract Approval for Recreation Park Sierra Pool Shade Structure Purchase & Installation

A motion was made by Director Holbrook and seconded by Director Ainsleigh to adopt Resolution Number 2017-12, Contract Approval for Recreation Park Sierra Pool Shade Structure Purchase & Installation with the appropriate and acceptable warranty provided to staff.

Roll Call Vote

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

4 – 0 Motion carries.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 5:39 p.m. by Chairman Lynch.

Board Secretary

Date

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, July 27, 2017, 6:00 p.m., Canyon View Community Center
471 Maidu Drive, Auburn, CA**

Board Members

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

Board Members

Absent: None.

Staff Present:

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

FLAG SALUTE – (PLEDGE TO THE FLAG)

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:04 p.m. by Chairman Lynch.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation was made from Recreation Services Manager Sheryl Petersen to Tim Arndt, Assistant Coach for the Mermaids as volunteer of the month for July, 2017.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

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

Roll Call Vote

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

5 – 0 Motion carries.

4.0 PUBLIC COMMENT

An LaBarre, 407 Maidu Drive, Auburn, California gave public comment regarding her concerns about safety issues at the bike park. She believes none of the safety issues have been addressed.

An LeBarre read a letter from Auburn resident Judy Sutter who could not attend the board meeting. Ms. Sutter believes that ARD must be concerned about the safety of the entire community and needs to take into consideration how this recreational facility might affect all trail users.

Peggy Eggli, 313 Riverview Drive, Auburn, California gave public comment that a lot of people have objected to the bike park. She has concerns about noise, increase in traffic, the condition of Maidu Drive and of property value loss.

A resident named Carol who lives on Riverview Drive, Auburn, California gave public comment that this project is a huge exposure for liability claims.

Carolyn Yeoman, Vista Del Monte, Auburn, California gave public comment that horses and bikes do not get along. The bike park should be located somewhere else.

Janet Petersen, an Auburn, California resident gave public comment that an asbestos geologist reviewed the asbestos study, there is no state clearing house number on the study, that means it is invalid. The study should have included research on all of the sites that were looked at. Expand the study.

Donna Williams gave public comment that she worked on the trail, it is a foot and horseback fifty-mile trail. The bike park location disenfranchises other users. She asked the board to re-consider the location.

Peggy Eggli read a letter from Auburn, California resident Janet Whitlock who commented on asbestos. Monthly monitoring would be needed on asbestos which would be an expense for ARD. Children are more susceptible to asbestos than adults. Do not grade the site and risk exposing asbestos.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of the June 29, 2017 Minutes of the Meeting of the Board of Directors**
- 5.2 Review of Cash Requirements for June, 2017 (Standing Finance Committee)**
- 5.3 Review of Financials for June, 2017 (Standing Finance Meeting)**

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

Roll Call Vote

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

4 – 0 Motion carries.

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS –

7.1 Resolution Number 2017-08, A Resolution Opposing Potential Use of Mitigation Fees at Hidden Falls Regional Park (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Holbrook to adopt Resolution Number 2017-08, there was no second to the motion, motion failed.

8.0 NEW BUSINESS

8.1 Annual Audit for Fiscal Year 2016/2017 (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the Annual Audit for Fiscal Year 2016/2017.

Roll Call Vote

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

5 – 0 Motion carries.

8.2 Amending ARD's Refund Policy for Youth Services

A motion was made by Director Holbrook and seconded by Director Gray to amend ARD's Refund Policy for Youth Services.

Roll Call Vote

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

Director Ainsleigh – No

4 – 1 Motion carries.

8.3 Resolution Number 2017-11, Contract Approval for Meadow Vista Parking Lot & Path of Travel Project (Acquisition & Development Committee)

A motion was made by Director Holbrook and seconded by Director Gray to adopt Resolution Number 2017-11 approving the Contract for the Meadow Vista Parking Lot & Path of Travel Project.

Roll Call Vote

Director Lynch – Yes

Director Gray – Yes

Director Holbrook – Yes

Director Ferris – Yes

Director Ainsleigh – No

4 – 1 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

9.1 County Mitigation Fund, current balance \$276,624 - Director Ainsleigh believes this amount should be close to zero.

Director Holbrook requested staff to put in a specific request for County Mitigation Funds to send to the County and Recreation Commission. This item will be sent to the August 2017 A&D Committee meeting.

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

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

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – Closed Session was cancelled.

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

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:34 p.m. by Chairman Lynch.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
JULY, 2017**

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: \$223,854.30

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 7/1/2017 7/31/2017
 Vendor ID First Last Checkbook ID COMM 1ST COMM 1ST
 Vendor Name First Last

Sorted By: Check Date

* Voided Checks

| Check Number | Vendor ID | Vendor Check Name | Check Date | Checkbook ID | Audit Trail Code | Amount |
|--------------|-----------|--------------------------------|------------|--------------|------------------|-------------|
| 0015405 | 1099-147 | Tom Isaac | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$1,345.50 |
| 0015406 | 1099-218 | Auburn Gymnastics Center | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$698.75 |
| 0015407 | 1099-264 | Philip Green | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$100.00 |
| 0015408 | 1099-304 | Christina Taylor | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$108.00 |
| 0015409 | 1099-313 | Alison Lloyd | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$1,200.00 |
| 0015410 | 1099-324 | Mariann R. Smith | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$120.00 |
| 0015411 | 1099-328 | Douglas Christensen dba Mad Sc | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$6,945.45 |
| 0015412 | 1099-339 | Michelle Hollis | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$216.00 |
| 0015413 | 1099-341 | Twardis, Bryan | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$96.00 |
| 0015414 | 1099-342 | Susie Bell | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$600.00 |
| 0015415 | 1099-352 | Funfinity | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$532.00 |
| 0015416 | A0014 | AT&T | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$352.26 |
| 0015417 | A0051 | Anderson's Sierra Pipe Co. | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$479.93 |
| 0015418 | A0091 | Altara | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$75.00 |
| 0015419 | B0020 | BSN Sports, Inc. | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$1,526.43 |
| 0015420 | C0002 | CARPD | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$1,500.00 |
| 0015421 | C0072 | CIT Technology Fin. Serv., Inc | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$513.89 |
| 0015422 | C0104 | Campora Propane Service | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$189.84 |
| 0015423 | C0117 | SupplyWorks | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$714.29 |
| 0015424 | C0121 | Cota Cole LLP | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$3,530.27 |
| 0015425 | D0008 | The Davey Tree Expert | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$7,470.00 |
| 0015426 | D0010 | Diamond Pacific | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$39.79 |
| 0015427 | D0025 | Dawson Oil Company | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$2,186.58 |
| 0015428 | D0077 | Dudek | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$4,409.79 |
| 0015429 | E0008 | Ewing Irrigation Products, Inc | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$711.14 |
| 0015430 | F0038 | Fastenal Company | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$267.52 |
| 0015431 | F0047 | Fuentes Pond Maintenance | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$380.00 |
| 0015432 | G0006 | Gold Country Media Publication | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$1,257.80 |
| 0015433 | G0026 | Victor Galbraith | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$61.77 |
| 0015434 | G0077 | Gold Country Water | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$202.35 |
| 0015435 | G0092 | Green Valley Security, Inc. | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$1,080.00 |
| 0015436 | K0010 | Knorr Systems, Inc. | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$268.53 |
| 0015437 | K0011 | Kaiser Foundation Health Plan, | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$13,102.47 |
| 0015438 | L0027 | Pat Larson | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$36.24 |
| 0015439 | L0033 | Les Schwab | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$294.95 |
| 0015440 | M0014 | Moules' Foothill Glass | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$1,278.47 |
| 0015441 | M0028 | Maki Heating & A/C, Inc. | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$684.00 |
| 0015442 | M0048 | Joanna McNutt | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$76.15 |
| 0015443 | M0098 | Meadow Vista County Water Dist | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$2,033.23 |
| 0015444 | M1006 | McGuire Pacific Constructors | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$46,535.00 |
| 0015445 | N0003 | Norris Electric, Inc. | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$912.06 |
| 0015446 | N0008 | Sunbelt Rentals, Inc. | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$772.75 |
| 0015447 | P0001 | Placer Farm Supply | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$19.79 |
| 0015448 | P0005 | Placer County Water Agency | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$2,154.76 |
| 0015449 | P0007 | Pacific Gas & Electric Company | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$526.58 |
| 0015450 | P0021 | Petty Cash | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$375.32 |
| 0015451 | R0025 | Rotary Club of Auburn | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$190.00 |
| 0015452 | R0073 | Riebes Auto Parts | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$393.82 |
| 0015453 | S0009 | Sierra Saw Sales And Service | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$178.26 |
| 0015454 | S0034 | Sierra Chemical Co. | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$2,496.25 |
| 0015455 | S0086 | Sac-Val Janitorial Supply, Inc | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$331.92 |
| 0015456 | S0094 | Manouch Shirvanioun | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$92.93 |
| 0015457 | S0145 | SCP Pool Distributors LLC | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$424.06 |
| 0015458 | S0152 | SiteOne Landscape Supply, LLC | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$900.46 |
| 0015459 | S0154 | Mike Scheele | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$201.55 |
| 0015460 | T1000 | Transamerica Life Insurance | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$480. |

* Voided Checks

| Check Number | Vendor ID | Vendor Check Name | Check Date | Checkbook ID | Audit Trail Code | Amount |
|--------------|-----------|---------------------------------|------------|--------------|------------------|-------------|
| 0015461 | TEMPC | Linda Coupler | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$55.00 |
| 0015462 | TEMPC | Kellie Gray | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$29.00 |
| 0015463 | TEMPK | Lisa Kearfott | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$15.00 |
| 0015464 | TEMPM | Sarah Murphy | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$300.00 |
| 0015465 | TEMPP | Krista Paulus | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$135.00 |
| 0015466 | TEMPR | Joel Risbara | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$70.00 |
| 0015467 | TEMPT | Karen Thomas | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$90.00 |
| 0015468 | TEMPU | Taryn Uyeda | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$80.00 |
| 0015469 | V0007 | Verizon Wireless | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$598.35 |
| 0015470 | V0019 | Valley Rock Landscape Material | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$3,826.68 |
| 0015471 | W0003 | Warehouse Paint Incorporated | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$968.37 |
| 0015472 | W0042 | Live Oak Waldorf School | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$2,359.00 |
| 0015473 | W0044 | Wave | 7/7/2017 | COMM 1ST | PMCHK00002404 | \$1,615.94 |
| 15474 | U0019 | US Bank | 7/11/2017 | COMM 1ST | PMCHK00002406 | \$21,524.88 |
| 15475 | S1007 | Stationary Engineers, Local 39 | 7/14/2017 | COMM 1ST | PMCHK00002407 | \$402.13 |
| 15476 | S1010 | State Disbursement Unit | 7/14/2017 | COMM 1ST | PMCHK00002407 | \$87.50 |
| 15477 | 1099-104 | Thomas Seibel | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$162.50 |
| 15478 | 1099-117 | Juan Aceituno | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$617.50 |
| 15479 | 1099-122 | Paula Ainsleigh | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$141.24 |
| 15480 | 1099-147 | Tom Isaac | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$39.00 |
| 15481 | 1099-16 | Skyhawks Sports Academy, Inc. | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$1,485.00 |
| 15482 | 1099-193 | Celena Polena | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$286.00 |
| 15483 | 1099-203 | Susan Thomas | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$156.00 |
| 15484 | 1099-218 | Auburn Gymnastics Center | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$724.75 |
| 15485 | 1099-243 | Phillip Dallas | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$487.50 |
| 15486 | 1099-254 | Ralph Kendrick | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$429.00 |
| 15487 | 1099-256 | Healing Pastures, Inc. | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$893.75 |
| 15488 | 1099-264 | Philip Green | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$536.25 |
| 15489 | 1099-269 | Deborah Lynn | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$351.00 |
| 15490 | 1099-271 | Kelpro Security | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$195.00 |
| 15491 | 1099-277 | Foothill Karate Do | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$45.50 |
| 15492 | 1099-291 | Isaac Humber | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$175.50 |
| 15493 | 1099-295 | Juli Land-Marx, dba Image Net | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$812.50 |
| 15494 | 1099-313 | Alison Lloyd | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$625.20 |
| 15495 | 1099-341 | Twardis, Bryan | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$90.00 |
| 15496 | 1099-342 | Susie Bell | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$468.00 |
| 15497 | 1099-351 | Blue Feather, Inc.dba IntelliB | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$1,122.00 |
| 15498 | 1099-353 | Jamie Ross | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$184.80 |
| 15499 | 1099-5 | Daniel Crandall DBA:Current A | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$387.80 |
| 15500 | A0001 | Recology Auburn Placer | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$1,959.20 |
| 15501 | A0027 | Recology Auburn Placer | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$1,375.58 |
| 15502 | B0051 | Arlene Borzman | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$19.98 |
| 15503 | C0004 | CAPRI | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$19,457.25 |
| 15504 | C0061 | California Computer Services | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$1,701.50 |
| 15505 | C0075 | Cintas Corporation | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$314.08 |
| 15506 | C0111 | Cal.net | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$59.95 |
| 15507 | C0113 | Cooks Portable Toilets & Septi | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$1,598.00 |
| 15508 | D0015 | Department of Social Services | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$484.00 |
| 15509 | D0066 | De Lage Landen Financial Servi | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$145.87 |
| 15510 | F0023 | Jerry Fisher | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$31.03 |
| 15511 | G0045 | Greater Sacreamnto Softball As | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$990.00 |
| 15512 | G0074 | G & H Glass Company | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$508.59 |
| 15513 | H0056 | Humana Dental Ins. Co | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$2,060.26 |
| 15514 | K0010 | Knorr Systems, Inc. | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$2,567.21 |
| 15515 | M0028 | Maki Heating & A/C, Inc. | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$2,970.00 |
| 15516 | N0003 | Norris Electric, Inc. | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$467.50 |
| 15517 | N0047 | Kenneth Nicolay | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$25.00 |
| 15518 | P0007 | Pacific Gas & Electric Company | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$13,883.35 |
| 15519 | P0101 | Local Agency Formation Commissi | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$2,378.46 |
| 15520 | R0073 | Riebes Auto Parts | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$105.20 |
| 15521 | S0050 | Sierra Safety | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$21.72 |
| 15522 | S0067 | Superfast Copy | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$105.02 |
| 15523 | S0143 | SMOA | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$440. |

* Voided Checks

| Check Number | Vendor ID | Vendor Check Name | Check Date | Checkbook ID | Audit Trail Code | Amount |
|--------------|-----------|--------------------------------|------------|--------------|------------------|------------|
| 15524 | S0145 | SCP Pool Distributors LLC | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$477.67 |
| 15525 | S1000 | State Of California/DOJ | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$47.00 |
| 15526 | S1003 | Sutter Medical Foundation | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$383.00 |
| 15527 | T0067 | TurfPro | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$725.00 |
| 15528 | TEMPB | Alex Brine | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$85.00 |
| 15529 | TEMPD | Sayra Dieb | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$40.00 |
| 15530 | TEMPG | Kimberlee Gross | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$95.00 |
| 15531 | TEMPH | Kevin Huth | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$420.00 |
| 15532 | TEMPL | Tatyana Lucas | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$190.00 |
| 15533 | TEMPR | Kim Rivera | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$320.00 |
| 15534 | TEMPS | Sheri Sims | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$65.00 |
| 15535 | TEMPT | Ron Thibault | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$200.00 |
| 15536 | TEMPW | Holly Welch | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$110.00 |
| 15537 | TEMPZ | Jessica Zobel | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$60.00 |
| 15538 | U0023 | Universal Specialties Inc | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$212.44 |
| 15539 | V0019 | Valley Rock Landscape Material | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$3,826.68 |
| 15540 | W0042 | Live Oak Waldorf School | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$2,954.00 |
| 15541 | Y0002 | Yuba Safe & Lock, Inc. | 7/21/2017 | COMM 1ST | PMCHK00002408 | \$99.00 |
| 15542 | A0161 | Auburn Plumbing | 7/28/2017 | COMM 1ST | PMCHK00002409 | \$870.00 |
| 15543 | M0035 | Meadow Vista Community Center | 7/28/2017 | COMM 1ST | PMCHK00002409 | \$1,805.00 |
| 15544 | P0029 | Placer County Environmental He | 7/28/2017 | COMM 1ST | PMCHK00002409 | \$363.00 |
| 15545 | S1007 | Stationary Engineers, Local 39 | 7/28/2017 | COMM 1ST | PMCHK00002409 | \$407.72 |
| 15546 | S1010 | State Disbursement Unit | 7/28/2017 | COMM 1ST | PMCHK00002409 | \$87.50 |
| 15547 | TEMPS | Dan Sutkaitis | 7/28/2017 | COMM 1ST | PMCHK00002409 | \$100.00 |

Total Checks: 143

Total Amount of Checks: \$223,854.30

SECTION: 5.0

ITEM: 5.3 REVIEW OF FINANCIALS FOR JULY, 2017

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS**

| PROFIT & LOSS | | | | | | | | | | | | |
|---------------------------------------|--------------------------|---------------|--------------------------|------------|---------------------|----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 17/18 Approved Budget | | | | | | | | | | | | |
| | Approved Budget FY 17-18 | % Of Total | Mid-Yr Revision FY 17-18 | % Of Total | 2017 July ACTUALS | Last Yr July Actuals | 2017 YTD ACTUALS | 2017 YTD BUDGET | Last Yr YTD ACTUALS | 2017 YTD ACTUALS | 2017 YTD BUDGET | Last Yr YTD ACTUALS |
| Operating Revenues | | | | | | | | | | | | |
| Program Revenue | 1,045,700 | 20% | - | #DIV/0! | 83,947 | 115,512 | 491,743 | 477,775 | 492,912 | 491,743 | 477,775 | 492,912 |
| Facility Revenue | 148,155 | 3% | - | #DIV/0! | 10,045 | 13,953 | 93,882 | 91,475 | 102,273 | 93,882 | 91,475 | 102,273 |
| Misc. Revenue | 59,225 | 1% | - | #DIV/0! | 1,404 | 3,239 | 12,256 | 17,100 | 15,544 | 12,256 | 17,100 | 15,544 |
| Grants & Donations | 50,146 | 1% | - | #DIV/0! | 134 | 791,235 | 13,761 | 500 | 791,595 | 13,761 | 500 | 791,595 |
| Interest Income | 45,400 | 1% | - | #DIV/0! | (271) | 289 | 11,360 | 11,450 | 9,271 | 11,360 | 11,450 | 9,271 |
| Projects Revenue | 387,300 | 7% | - | #DIV/0! | - | - | - | - | - | - | - | - |
| Tax Revenue | 2,973,655 | 56% | - | #DIV/0! | 185,574 | 165,311 | 1,334,696 | 1,320,878 | 1,282,120 | 1,334,696 | 1,320,878 | 1,282,120 |
| In Kind/Atwood | 25,500 | 0% | - | #DIV/0! | - | - | - | - | - | - | - | - |
| Trans from Cap Const/City Trus/Eq Res | 616,204 | 0% | - | #DIV/0! | - | - | - | - | - | - | - | - |
| Total Operating Revenue | 5,351,285 | 100.00 | - | | 280,833 | 1,089,539 | 1,957,698 | 1,919,178 | 2,693,715 | 1,957,698 | 1,919,178 | 2,693,715 |
| Expenditures | | | | | | | | | | | | |
| Program Expense | 274,374 | 5% | - | #DIV/0! | 38,301 | 34,091 | 85,613 | 95,050 | 84,071 | 85,613 | 95,050 | 84,071 |
| Operating & Supplies | 336,100 | 6% | - | #DIV/0! | 26,041 | 22,080 | 113,512 | 107,430 | 93,351 | 113,512 | 107,430 | 93,351 |
| Utilities Expense | 199,800 | 4% | - | #DIV/0! | 16,181 | 14,572 | 20,994 | 35,650 | 39,743 | 20,994 | 35,650 | 39,743 |
| Professional Services | 38,800 | 1% | - | #DIV/0! | 3,855 | 1,335 | 6,384 | 7,250 | 16,015 | 6,384 | 7,250 | 16,015 |
| Building & Grounds Maintenance | 353,098 | 7% | - | #DIV/0! | 41,908 | 16,116 | 103,550 | 168,500 | 68,099 | 103,550 | 168,500 | 68,099 |
| Property Tax Admin. | 63,200 | 1% | - | #DIV/0! | 2,378 | 2,648 | 2,378 | 2,700 | 2,648 | 2,378 | 2,700 | 2,648 |
| Wages | 2,085,305 | 39% | - | #DIV/0! | 197,179 | 258,894 | 671,004 | 671,293 | 607,477 | 671,004 | 671,293 | 607,477 |
| Benefits & Payroll Costs | 713,282 | 13% | - | #DIV/0! | 91,663 | 94,887 | 287,003 | 279,877 | 249,216 | 287,003 | 279,877 | 249,216 |
| Fixed Asset Expense | 62,178 | 1% | - | #DIV/0! | 9,591 | 799,893 | 14,172 | 30,500 | 822,052 | 14,172 | 30,500 | 822,052 |
| Capital Improvement Projects | 969,000 | 18% | - | #DIV/0! | 52,996 | 35,353 | 78,874 | 78,967 | 128,049 | 78,874 | 78,967 | 128,049 |
| Debt Services | 6,000 | 0% | - | #DIV/0! | 383 | 383 | 1,148 | 1,200 | 1,498 | 1,148 | 1,200 | 1,498 |
| Special Dept Expenses (equip res.) | - | 0% | - | #DIV/0! | - | - | - | - | - | - | - | - |
| Project Expenditures | 25,000 | 0% | - | #DIV/0! | - | - | - | - | - | - | - | - |
| Misc Expense (CalPERS unfunded liab) | 180,200 | 3% | - | #DIV/0! | - | - | - | - | - | - | - | - |
| Total Expenditures | 5,306,337 | 100.00 | - | | 480,476 | 1,280,252 | 1,384,632 | 1,478,417 | 2,112,219 | 1,384,632 | 1,478,417 | 2,112,219 |
| Net Revenue Over Expenditures | \$ 44,948 | 0.84 | \$ - | | \$ (199,643) | (190,713) | \$573,066 | \$440,761 | \$581,496 | \$573,066 | \$440,761 | \$581,496 |
| Annual Contingency Reserve (1-2%) | \$ 450,000 | | \$ 450,000 | | \$ 450,000 | | \$ 450,000 | \$ 450,000 | \$ 450,000 | \$ 450,000 | \$ 450,000 | \$ 450,000 |
| Annual Equip Replacement Reserve | \$ 658,531 | | \$ 658,531 | | \$ 920,531 | | \$ 920,531 | \$ 758,531 | \$ 658,531 | \$ 920,531 | \$ 758,531 | \$ 658,531 |
| Future Capital Construction Reserve | \$ 744,971 | | \$ 839,971 | | \$ 955,971 | | \$ 955,971 | \$ 705,971 | \$ 744,971 | \$ 955,971 | \$ 705,971 | \$ 744,971 |
| ADA Reserve | \$ 55,032 | | \$ 60,032 | | \$ 70,032 | | \$ 70,032 | \$ 60,032 | \$ 55,032 | \$ 70,032 | \$ 60,032 | \$ 55,032 |
| CalPERS unfunded liability reserve | | | | | \$ 45,800 | | \$ 45,800 | \$ 45,800 | | \$ 45,800 | \$ 45,800 | |
| TOTAL RESERVE BALANCES | \$ 1,908,534 | | \$ 2,008,534 | | \$ 2,442,334 | | \$ 2,442,334 | \$ 2,020,334 | \$ 1,908,534 | \$ 2,442,334 | \$ 2,020,334 | \$ 1,908,534 |

Auburn Recreation and Park District

Balance Sheet

As of 7/31/2017

ASSETS

Current Assets

| | |
|--|------------------|
| Petty Cash | \$ 580.00 |
| Community 1 st Bank | 139,343.95 |
| Placer County Treasurer – General Fund | 4,180,904.38 |
| Placer County Treasurer – City Trust | 269,812.77 |
| Accounts Receivable | 7,529.85 |
| Prepaid Worker's Comp | 3,055.75 |
| A/R – Friends 501C3 | 7,000.00 |
| PCOE Youth Services Receivable | <u>29,545.00</u> |

Total Current Assets \$ 4,636,771.70

Fixed Assets

| | |
|--|-----------------------|
| Fixed Assets: Land | \$ 1,970,546.12 |
| Fixed Assets: Structures | 12,066,241.33 |
| Fixed Assets: Equipment | 858,424.32 |
| Fixed Assets: Computer Equipment & Software | 146,363.70 |
| Fixed Assets: Vehicles | 247,332.21 |
| Fixed Assets: Office Furniture & Rec Equipment | 83,168.05 |
| Construction In Progress | 400,991.65 |
| Less: Accumulated Depreciation | <u>(9,179,522.88)</u> |

Total Fixed Assets \$ 6,593,544.50

TOTAL ASSETS \$ 11,231,316.20

Auburn Recreation and Park District

Balance Sheet

As of 7/31/2017

LIABILITIES AND NET POSITON

Current Liabilities

| | |
|-----------------------------|--------------|
| Prepaid Revenue | \$ 40.00 |
| Gift Certificates | 145.00 |
| Compensated Absences | 121,782.72 |
| Sales Tax Payable | 595.07 |
| Federal Withholding Payable | (100.00) |
| Accrued Liabilities | 6,060.00 |
| Miscellaneous Deductions | <u>(.03)</u> |

Total Current Liabilities \$ 128,522.76

Long Term Liabilities

PG & E Loan Payable \$ 2,678.86

Total Long Term Liabilities \$ 2,678.86

Total Liabilities \$ 131,201.62

Fund Balances

| | |
|--|-----------------|
| Investments in Fixed Assets | \$ 7,404,223.03 |
| Less: Net of Related Debt | (2,678.86) |
| GFB: Youth Assistance Fund | 6,568.80 |
| GFB: General Fund Balance | 258,274.64 |
| GFB: Cell Tower Reserves | 122,459.24 |
| RFB: Reserved (City Mitigation) | 269,812.77 |
| RFB: Equip Replacement Reserve | 920,530.72 |
| RFB: Contingency Reserve | 450,000.00 |
| RFB: Future Capital Construction | 955,971.28 |
| DFB: Arboretum Grant Fund | 13,275.73 |
| DFB: Designated – Atwood Fund | (10,818.54) |
| DFB: Atwood – Equipment Repl Fund | 15,603.66 |
| DFB: Calpers – Unfunded Liability Fund | 45,800.00 |
| DFB: ADA Reserves | 70,031.75 |
| DFB: Shockley Maint Fund | 7,997.07 |

Net Position 573,063.29

| | |
|--------------------------|-------------------|
| Total Assets | \$ 7,401,544.17 |
| Total Unrestricted Funds | 387,302.68 |
| Total Reserved Funds | 2,596,314.77 |
| Total Designated Funds | <u>141,889.67</u> |

TOTAL LIABILITIES AND NET POSITION \$ 11,231,316.20

Profit & Loss

For 4/1/2017 To 7/31/2017

For Segment1 Recreation Services To Administration

For Segment2 000 To 999

For Segment3 1000 To 9900

For Segment4 General To 900

| | Month 1 April | Month 2 May | Month 3 June | Current Month | Actual YTD | Budget YTD |
|--------------------------------------|---------------------|-----------------------|---------------------|---------------------|-----------------------|-----------------------|
| OPERATING REVENUE | | | | | | |
| Park & Recreation Services | 82,458.00 | 163,656.35 | 161,681.81 | 83,946.50 | 491,742.66 | 477,775.00 |
| Rents & Concessions | 56,836.03 | 14,605.38 | 12,394.87 | 10,044.74 | 93,881.02 | 91,475.00 |
| Miscellaneous Revenue | 3,113.98 | 4,666.88 | 3,070.73 | 1,403.98 | 12,255.57 | 17,100.00 |
| Grants & Donations | 165.00 | 213.00 | 13,249.01 | 134.00 | 13,761.01 | 500.00 |
| Interest Income | 50.99 | 11,491.27 | 89.62 | (271.45) | 11,360.43 | 11,450.00 |
| Taxes Revenue | 0.00 | 1,149,122.01 | 0.00 | 185,574.26 | 1,334,696.27 | 1,320,878.00 |
| TOTAL OPERATING REVENUE | \$142,624.00 | \$1,343,754.89 | \$190,486.04 | \$280,832.03 | \$1,957,696.96 | \$1,919,178.00 |
| OTHER FINANCING SOURCES | | | | | | |
| TOTAL OTHER FINANCING SOURCES | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| TOTAL REVENUES | 142,624.00 | 1,343,754.89 | 190,486.04 | 280,832.03 | 1,957,696.96 | 1,919,178.00 |
| EXPENDITURES | | | | | | |
| Program Expenses | 14,372.40 | 13,254.16 | 19,685.15 | 38,300.81 | 85,612.52 | 95,050.00 |
| Operations & Supplies Expense | 18,049.69 | 36,929.83 | 32,491.22 | 26,041.22 | 113,511.96 | 107,430.00 |
| Utilities Expense | (3,130.30) | 8,408.12 | (464.42) | 16,180.89 | 20,994.29 | 35,650.00 |
| Legal Expenses | 120.00 | 0.00 | 0.00 | 3,530.27 | 3,650.27 | 2,000.00 |
| Professional Services | 0.00 | 1,002.72 | 1,406.09 | 325.00 | 2,733.81 | 5,250.00 |
| Bldg & Grounds Maintenance | 6,424.53 | 31,889.61 | 23,328.56 | 41,907.63 | 103,550.33 | 168,500.00 |
| Property Tax Administration/LAI | 0.00 | 0.00 | 0.00 | 2,378.46 | 2,378.46 | 2,700.00 |
| Salaries Expense | 53,104.51 | 154,017.17 | 266,703.09 | 197,179.35 | 671,004.12 | 671,293.00 |
| Benefits & Payroll Costs | 57,566.48 | 56,270.57 | 81,503.69 | 91,662.65 | 287,003.39 | 279,877.00 |
| Fixed Asset Expense | 0.00 | 0.00 | 4,581.77 | 9,590.62 | 14,172.39 | 30,500.00 |
| Capital Improvement Projects | 1,219.26 | 13,963.54 | 10,694.80 | 52,996.43 | 78,874.03 | 78,967.00 |
| Debt Service | 0.00 | 382.70 | 382.70 | 382.70 | 1,148.10 | 1,200.00 |

Auburn Rec & Park
Profit & Loss

For 4/1/2017 To 7/31/2017
For Segment1 Recreation Services To Administration
For Segment2 000 To 999
For Segment3 1000 To 9900
For Segment4 General To 900

| | Month 1 April | Month 2 May | Month 3 June | Current Month | Actual YTD | Budget YTD |
|-----------------------|------------------|----------------|-----------------|------------------|----------------|----------------|
| TOTAL EXPENDITURES | \$147,726.57 | \$316,118.42 | \$440,312.65 | \$480,476.03 | \$1,384,633.67 | \$1,478,417.00 |
| NET REVENUE OVER EXP | (\$5,102.57) | \$1,027,636.47 | (\$249,826.61) | (\$199,644.00) | \$573,063.29 | \$440,761.00 |
| ADJ. NET REV OVER EXP | (\$5,102.57) | \$1,027,636.47 | (\$249,826.61) | (\$199,644.00) | \$573,063.29 | \$440,761.00 |

Item 5.4 Cover sheet – ARD Exempt Employee PTO Policies

**Auburn Area Recreation and Park District (ARD) Program, Policy, Fee and Legal Review Committee
August, 2017; Board of Director's Meeting August, 2017**

The Issue

Shall the Auburn Area Recreation and Park District (ARD) review and amend its policies and procedures as they relate to exempt employee Personal Time Off (PTO)? Director Holbrook requested that this item be considered.

Background

ARD currently has 6 exempt positions (in alphabetical order):

- Administrative Services Manager
- Customer Service/Marketing Manager
- District Administrator
- Facilities and Grounds Manager
- Recreation Services Manager
- Youth Services Manager

ARD's existing policies related to exempt employees and PTO are as follows:

2.16 Work Schedules

The District's normal business hours range between 6:00 a.m. and 11:00 p.m., Sunday through Saturday. Supervisors are responsible for assigning individual employee work schedules. Work hours will vary among departments and shifts due to various District needs. All employees are expected to be at their desks or workstations ready to work at the start of their scheduled shifts.

For purposes of calculating overtime, the workweek begins at 12:01 a.m. Wednesday and ends at midnight on Tuesday.

2.19 Timekeeping Requirements

The District utilizes a computer driven software package called TimeClock© to record all timekeeping. All employees, exempt and non-exempt are required to use TimeClock© to record their time worked for payroll purposes. Employees must record their own time at the start and at the end of each work period, including at the start and end of each lunch break. Employees must also record their time whenever they leave the premises for any reason other than District business. Recording time in on another employee's TimeClock©, allowing another employee to log time on a TimeClock© that is not their own, or altering TimeClock© is not permissible and is subject to disciplinary action, with the exception of changes and corrections made by management and/or the payroll department.

2.27. Exempt v. Non-Exempt Employees

A non-exempt employee is eligible for overtime pay. An exempt employee is not eligible for overtime pay. Employees should discuss their status as exempt or non-exempt with their supervisor.

Appendix A from the ARD Personnel Policy Manual is attached.

Staff reached out to other Special Districts to see how they handle PTO/vacation time for exempt employees. Their responses are attached.

Staff also had a more lengthy email exchange with Patti Eyres, an attorney contracted by CAPRI/CARPD to provide complimentary legal advice to Recreation and Park Districts. Those exchanges are also attached.

Recommendation for the Board of Directors

Staff recommends reviewing and providing a positive recommendation for the Board to amend the PTO policy as is noted in attachment labeled "Proposed Changes to Personal Time Leave Policy". Briefly, those changes are as follows:

- 1) Changing the period that new employees may not use PTO from 6 months to 90 days, per State Law. ARD is currently allowing employees to take sick time after 90 days, however it will make it easier and cleaner to change the policy.
- 2) Amending how PTO is accrued for exempt employees. The PTO accrual rate has NOT changed. This proposed change is only how it is being accrued.
- 3) Changing how PTO is used by exempt employees. Based off of the recommendation from Patti Eyres, staff is proposing that PTO for exempt employees only be used when that employee is absent for more than 4 hours in a day.

The Policy Committee sent this item with a positive recommendation to be put on the August 31, 2017 Board Meeting Consent Calendar.

Fiscal Impact

N/A

Attachments

Proposed Changes to Personal Time Leave Policy

Exempt employee PTO use – email responses from other Special Districts

Exempt employee PTO use – email exchanges with attorney Patti Eyres

Proposed changes to the Personal Time Leave Policy

APPENDIX A

A. Personal Time Leave

Personal Time Leave is leave which may be used for either illness or vacation and shall be calculated as follows:

1. **0-60 - 90 days of employment:** no Personal Time Leave may be taken.
2. **Date of Hire to end of Second (2nd) year:**
Non-Exempt Employee - .0635/hr. or 132 hours/year, with a cap of 452 hours.
~~Exempt Employee - .08654/hr. or 180 hours/year, with a cap of 452 hours.~~
Exempt Employee - 6.92 hours/pay period or 180 hours/year, with a cap of 452 hours.
3. **Beginning of third (3rd) year to end of fifth (5th) year:**
Non-Exempt Employee - .0846/hr. or 176 hours/year, with a cap of 496 hours.
~~Exempt Employee - .10769/hr. or 224 hours/year, with a cap of 496 hours.~~
Exempt Employee - 8.62 hours/pay period or 224 hours/year, with a cap of 496 hours.
4. **Beginning of sixth (6th) year to end of tenth (10th) year:**
Non-Exempt Employee - .1038/hr. or 216 hours/year, with a cap of 536 hours.
~~Exempt Employee - .12692/hr. or 264 hours/year, with a cap of 536 hours.~~
Exempt Employee - 10.15 hours/pay period or 264 hours/year, with a cap of 536 hours.
5. **Beginning of eleventh (11th) year and forward:**
Non-Exempt Employee - .1231/hr. or 256 hours/year, with a cap of 576 hours.
~~Exempt Employee - .14618/hr. or 304 hours/year, with a cap of 576 hours.~~
Exempt Employee - 11.69 hours/pay period or 304 hours/year, with a cap of 576 hours.
6. **Beginning of the Sixteenth (16th) year and forward:**
Non-Exempt Employee - .1423/hr. or (296) hours/year with a cap of 616 hours.
~~Exempt Employee - .1654/hr. or 344 hours/year with a cap of 616 hours.~~
Exempt Employee - 13.23 hours/pay period or 344 hours/year with a cap of 616 hours.

Employees hired after June 30, 2014

1. **0-60 – 90 days of employment:** no Personal Time Leave may be taken.
2. **Date of Hire to end of Second (2nd) year:**
Non-Exempt Employee - .04763/hr. or 99 hours/year, with a cap of 339 hours.
~~Exempt Employee – .065/hr. or 135 hours/year, with a cap of 339 hours.~~
Exempt Employee – 5.2 hours/pay period. or 135 hours/year, with a cap of 339 hours.
3. **Beginning of third (3rd) year to end of fifth (5th) year:**
Non-Exempt Employee - .0635/hr. or 132 hours/year, with a cap of 372 hours.
~~Exempt Employee – .0808/hr. or 168 hours/year, with a cap of 372 hours.~~
Exempt Employee – 6.46 hours/pay period or 168 hours/year, with a cap of 372 hours.
4. **Beginning of sixth (6th) year to end of tenth (10th) year:**
Non-Exempt Employee - .0779/hr. or 162 hours/year, with a cap of 402 hours.
~~Exempt Employee – .0952/hr. or 198 hours/year, with a cap of 402 hours.~~
Exempt Employee – 7.62 hours/pay period or 198 hours/year, with a cap of 402 hours.
5. **Beginning of eleventh (11th) year and forward:**
Non-Exempt Employee - .09233/hr. or 192 hours/year, with a cap of 432 hours.
~~Exempt Employee – .1096/hr. or 228 hours/year, with a cap of 432 hours.~~
Exempt Employee – 8.77 hours/pay period or 228 hours/year, with a cap of 432 hours.
6. **Beginning of the Sixteenth (16th) year and forward:**
Non-Exempt Employee - .1067/hr. or (222) hours/year with a cap of 462 hours.
~~Exempt Employee – .1241/hr. or 258 hours/year with a cap of 462 hours.~~
Exempt Employee – 9.93 hours/pay period or 258 hours/year with a cap of 462 hours.

Accrual depends upon employment status and years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Part-time employees accrue Personal Time Leave on a pro rata basis. Employees on unpaid leave and seasonal or temporary employees do not accrue Personal Time Leave. An employee may not use paid time off before its accrual.

Personal Time Leave accrual is capped. When an employee accrues Personal Time Leave in excess of 320 hours (240 hours if hired after June 30, 2014) beyond the number of hours which that employee can earn during one year, the employee shall cease accruing Personal Time Leave until he or she has used sufficient time to reduce it

to the cap. For example, if a seventh (7th) year employee ends the year with 536 hours, he/she will not accrue any additional Personal Time Leave until he/she has used some hours. If during the first month the employee uses 80 hours, he/she shall then begin accruing hours until he/she is once again at 536 hours. The District does not grant retroactive compensation for any period of time during which employee was unable to accrue Personal Time Leave because his or her Personal Time Leave had reached capacity.

Accrual depends upon employment status and years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Part-time employees accrue Personal Time Leave on a pro rata basis. Employees on unpaid leave and seasonal or temporary employees do not accrue Personal Time Leave. An employee may not use paid time off before its accrual.

Personal Time Off Buy-Out: The District will allow employees to buy out PTO time on the following conditions:

1. Employee may only buy PTO time down to eighty (80) hours.
2. Employees will be allowed to buy down PTO twice per year, June 1st and December 1st of each year.
3. The buy down rate will be one day of PTO time for each day bought out. PTO time may only be bought out in 8 hour increments.

Upon leaving employment with the District, Personal Time Leave will be paid out based on the amount accrued as of the date of termination of employment. It shall be paid at the employee's then-current hourly rate."

Personal Time Leave may be taken any time after ~~six (6)~~ 90 days of employment, whenever work schedules permit. An employee wishing to use Personal Time Leave should request such time at least two (2) weeks in advance from his or her department manager. Exempt employee Personal Time Leave shall only be used when an exempt employee is absent from work for more than 4 hours per day. All Personal Time Leave must be approved by the department manager and/or the District Administrator. Due to the seasonal operational requirements of the District, Personal Time Leave may not be used by more than one departmental employee at a time unless approved by the department manager. Unless agreed and voted upon by a department, the following will apply: when two or more employees on the same shift request the same personal leave time and approval cannot be given to all employees requesting it, employees shall be granted their preferred Personal Time Leave on a first-come, first serve basis. In order to give all employees the opportunity to take Personal Time Leave in preferred seasons, seniority "bumping" is allowed one time per year, per employee. The District Administrator or designee shall make final determinations and must approve employee Personal Time Leave schedules in advance.

Personal Time Leave used as sick time is subject to the following rules:

1. The District, through the District Administrator, reserves the right to require medical evidence of illness and/or medical certification of fitness for duty to return to work whenever an employee misses work due to an illness, injury or disability. The District may withhold Personal Time Leave if it suspects that Personal Time Leave has been misused.
2. Personal Time Leave used for illness, injury, or disability that results in an absence of more than three (3) consecutive days may require that the employee bring a doctor's note to excuse such absence as well as release the employee for full duty.
3. The District will not tolerate abuse or misuse of the Personal Time Leave privilege.

Responses from other Special Districts regarding exempt employee use of PTO/Vacation time

Question posed to CSDA List Serve group:

Hello all -

How does your agency handle PTO/Vacation time when it comes to exempt managers?

What is your policy when an exempt manager needs to take a couple of hours for a doctor's appointment? What if an exempt manager needs to take 5 hours for a doctor's appointment or child's sporting event?

Thank you in advance for your responses.

Kahl

Maybe a little clarification (or maybe more muddiness hmm) regarding a Court decision on this issue from a Society of Human Resource blog post:

Employers may require salaried exempt employees to use accrued vacation or paid time off (PTO) for partial day absences in any increment, including increments of less than four hours, without violating the salary basis requirements for exempt status under California wage and hour law, the California Court of Appeal ruled in *Rhea v. General Atomics*. This puts to rest a lengthy dispute on this issue and is welcome news for many employers in California that previously adopted policies requiring employees to use vacation/PTO time for any partial day absences of any length.

California's white collar exemptions (executive, administrative, and professional) all require employees to be paid on a salary basis. Generally this means, subject to certain exceptions, if a salaried exempt employee performs any work during a workweek, the employee must be paid his/her entire salary for that week. One exception allows deductions from the weekly salary for certain full day absences occasioned by the employee, but no deductions may be made to the salary for a partial day absence. Reasoning that an employer is obligated to pay a salaried exempt employee his/her full salary for any day in which at least some work is performed, California's Division of Labor Standards Enforcement (DLSE) previously took the position that an employer could not offset this payment obligation by requiring salaried exempt employees to use their accrued vacation or PTO time to cover the partial day absence.

In 2005, the California Court of Appeal refused to accept this reasoning in *Conley v. Pacific Gas & Electric Co.*, 131 Cal.App.4th 260 (2005). The Conley court upheld an employer's policy requiring exempt employees to use their accrued vacation time to offset partial day absences of at least four hours in duration. However, the court refused to address whether a policy providing for the use of vacation time in an amount less than four hours was lawful.

A number of years after Conley, the DLSE issued an opinion letter on Nov.

23, 2009, approving the practice of allocating any amount of an exempt employee's partial day absence to vacation, PTO, or sick time. Based on Conley and the DLSE's opinion letter, many employers implemented policies requiring employees to use vacation/PTO time in increments of an hour or less, but the courts had yet to address whether such policies were lawful under California law.

The Rhea decision has finally addressed this issue. The plaintiff was a salaried exempt employee who brought a putative class action challenging her employer's policy of requiring exempt employees to use vacation for partial day absences of any length. The plaintiff claimed the company violated the salary basis test under California law by requiring exempt employees to use vacation for partial day absences. The court of appeal upheld the trial court's grant of summary judgment, finding exempt employees met the salary basis test under California law even though the company required them to use vacation for partial day absences of any duration. The court reasoned Conley was correctly decided and there was nothing in Conley to suggest that a policy requiring exempt employees to use vacation for partial day absences of less than four hours should be struck down.

Kristin Lamkin
Accountant
Tehama County RCD
2 Sutter St, Suite D
Red Bluff, CA 96080
kris@tehamacountyrcd.org

-----Original Message-----

From: csda-listserv@mail-list.com [<mailto:csda-listserv@mail-list.com>]
Monday, August 07, 2017 12:07 PM
Subject: RE: [CSDA-listserv] Exempt Managers and PTO

I have an old saying that I use with my direct reports (very corny): "Being exempt is a blessing and a curse. Usually a curse (because we are expected to work as long as it takes to get the job done) but occasionally a blessing (in that if we need to leave early for personal reasons, we can without using leave)." That said, it does require monitoring so that people don't abuse it.

Taking 5 hours should happen very rarely and only with my approval.

If I am not mistaken, don't labor laws require you to pay an exempt employee for a full day regardless of hours actually worked (assuming they work at least some hours)? If this is true, how could you require an exempt employee to use "time off" for part of the day? We require exempt employees to use "time off" in eight hour increments.

Scot Moody SDA
General Manager
Stockton East Water District

Our exempt personnel have four types of PTO -vacation accruals and caps based on years of service, limited sell back.

-sick time accruals, no cap, can only be applied to years of service for retirement, no sell back.

-executive time off accruals and caps to cover the after-hours activities; example board meetings.

Limited sell back.

-holidays.

Any type of PTO taken of consequence (example: 2 hours +) is deducted from their balance.

Give an email back if you would like more info.

Jeff Van Groningen, Finance Manager

Nevada County Consolidated Fire District

Dear Kahl,

Attached is the policy we have on this topic. It's in Word format for your convenience. Please let me know if you have further questions.

Thanks,

Lesha Luu

Director of Admin. & I.S.

West Valley Sanitation District

WEST VALLEY SANITATION DISTRICT ADMINISTRATIVE POLICIES AND PROCEDURES

POLICY #: 200.1005
SUBJECT: EXEMPT EMPLOYEES LEAVE
EFFECTIVE DATE: APRIL 26, 2013
REVISION DATES: none
RESPONSIBILITY: ADMINISTRATION DEPARTMENT

1. PURPOSE

The purpose of this policy is to specify the details and relevant to work schedule and timekeeping requirements for regular exempt employees of the West Valley Sanitation District.

2. POLICY

The classification exempt/non-exempt status is determined by West Valley Sanitation District in accordance with criteria established by the Fair Labor Standards Act. The following classifications at West Valley Sanitation District are identified as "exempt:"

District Manager/Engineer
Director of Administration and Information Services
Director of Engineering and Operations
Information Services Coordinator
Operations Supervisor
Senior Civil Engineer
Senior Accountant
Associate Civil Engineer

Exempt employees are not eligible for overtime pay. Salary levels of exempt staff reflect the total compensation for all services provided. The nature of exempt positions may require exempt employees to work more than the regularly scheduled hours or days in a given workweek.

For purposes of record-keeping and labor cost tracking, exempt employees of West Valley Sanitation District are required to log hours worked/not worked in any given work week, subject to the following guidelines:

Vacation time, administrative leave (AL), PTO, compensatory (comp) time, and sick: The use of vacation, AL, PTO, comp time, and sick is required when the exempt

employee is absent for four (4) hours or more in a workday. There is no deduction for vacation, AL, PTO, comp time, or sick for absences less than four (4) hours in a workday. Absences with less than four (4) hours should be charged on the timesheet as regular time. Absences with four (4) hours or more should be charged on the timesheet appropriately as vacation, AL, PTO, comp time, or sick leave.

All leave time must be pre-approved by the division head or district manager.

APPROVED:

Jon Newby, District Manager and Engineer

DATE: _____

Hi Patti –

A question has been asked by one of our Board members regarding the exempt managers that work for the Auburn Recreation District (ARD). ARD does not currently have a policy on this, and per a recent CSDA training, it has been suggested that we look into this.

Some examples:

Currently, our exempt managers all accrue PTO (a combination of sick and vacation) on an hourly basis. Here is an example for a new hire exempt manager:

Exempt Employee - .065/hr. or 135 hours/year, with a cap of 339 hours.

When an exempt manager needs to take time off, he/she will use PTO. This is the case whether the manager needs 2 hours for a doctor's appointment or a week for a vacation.

Our Board member said that it has been suggested that an exempt manager should just be given X weeks of PTO, per year. They should only use it when a full day is taken. So, if an exempt manager needs a couple of hours for a doctor's appointment, they should just take it.

I am familiar with the description of an exempt manager getting paid his/her salary regardless of the hours worked. If they work 35 hours one week, fine. If they work 50 hours another week, also fine. However, for ARD, we have always tracked the PTO as described above. This is an unwritten rule/guideline.

Any help or words of wisdom are appreciated.

Thank you,

Kahl Muscott, District Administrator

From: Patricia Eyres [<mailto:peyres@eyreslaw.com>]

Sent: Monday, August 7, 2017 11:18 AM

Hello Kahl,

I'm in agreement with your board member, but I would recommend applying PTO in half day increments rather than whole days. I will provide you with a full explanation later today.

Best regards,
Patti

Patricia S. Eyres
Managing Partner
Eyres Law Group LLP

From: Kahl Muscott [<mailto:KMuscott@auburnrec.com>]
Sent: Wednesday, August 9, 2017 9:33 AM

Hi Patti –

In doing some research, and reaching out to other CSDA administrators, I was made aware of the Rhea case. It appears to state that an employer can deduct any amount of PTO/vacation, in any increment. Here is a brief synopsis: <https://www.orangecounty-employment-lawyer.com/rhea-v-general-atomics-vacation-pto-deduction-for-partial-day-ab.html>

Does this hold true for public agencies?

Thank you,
Kahl

From: Patricia Eyres [<mailto:PEyres@EyresLaw.com>]
Sent: Wednesday, August 9, 2017 12:34 PM

Hello Kahl,

Yes, I'm familiar with both the Conley and the Rhea cases. The Rhea case was decided under the California wage and hour laws, not the FLSA. Public agencies, including special districts, are covered by the FLSA, so the case isn't direct precedent. However, the definitions of exempt employees are similar under both the FLSA and California law and generally the FLSA isn't as "generous" to employees as California standards. Thus, the Rhea case is of some value as persuasive authority for employers governed by FLSA.

A. *Basic Standard and Importance of Not Jeopardizing Exempt Status*

As a basic rule, an exempt employee must be paid his or her entire salary for any week in which the employee performs any work. An employee's salary may not be reduced in any workweek because of variations in the number of hours worked or the quality or quantity of the work performed. As you know, the reason for this is that exempt employees are paid for the work they produce, not for the specific hours, minutes or days they work. There is ample federal and CA. precedent establishing that "docking" an exempt employee for partial days absences during the work week is a strong indication that the employer is electing to treat them as non-exempt because (1) it is tracking hours actually worked and absent; and (2) it requires the employee to account for limited absences during the day or work week, rather than accounting for work completed.

The theory is that when an exempt employee needs to work extra hours in a day or week just to get the job done, he or she does so and those hours are not paid as OT. IF an exempt employee is required to identify the precise time used for partial day absences, and is therefore treated as non-exempt, you would also need to count those additional hours as OT rates. If an employee classified as exempt loses exempt status, the district may be required to pay back-pay for any overtime worked by the employee for up to three years, plus applicable penalties. There is the additional risk that the loss of such status for

any employee may result in loss of exempt status for all employees in the same or similar jobs, with the same potential liabilities for back pay and penalties. Thus, loss of exempt status can result in very significant financial liability to the employer.

An exempt employee's compensation may be reduced for absences on an hour-by-hour basis for authorized absences under the federal FMLA and the California CFRA. If an exempt employee does not meet the qualifying criteria for FMLA leave, deduction of salary for a partial day cannot be made without compromising the employee's exempt status. In addition, an exempt employee's compensation may be reduced when an employee is suspended for violation of written work rules of general applicability and for initial and final partial weeks of work. An exempt employee cannot be docked for absences of a partial week, whether for a full day or not, for military, jury and witness duty, or for a lack of work.

B. *Question of Applying PTO to Partial Day Absences under FLSA*

1. Deductions from salary in defined circumstances for "one or more full days"

The FLSA regulations do allow for partial day deductions of salary for exempt employees in specifically defined circumstances and the regulations refer specifically to "one or more full days" during a pay period.

29 CFR 541.602(b)(2):

(2) Deductions from pay may be made for absences of one or more full days occasioned by sickness or disability (including work-related accidents) if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for loss of salary occasioned by such sickness or disability. The employer is not required to pay any portion of the employee's salary for full-day absences for which the employee receives compensation under the plan, policy or practice. Deductions for such full-day absences also may be made before the employee has qualified under the plan, policy or practice, and after the employee has exhausted the leave allowance thereunder. Thus, for example, if an employer maintains a short-term disability insurance plan providing salary replacement for 12 weeks starting on the fourth day of absence, the employer may make deductions from pay for the three days of absence before the employee qualifies for benefits under the plan; for the twelve weeks in which the employee receives salary replacement benefits under the plan; and for absences after the employee has exhausted the 12 weeks of salary replacement benefits. Similarly, an employer may make deductions from pay for absences of one or more full days if salary replacement benefits are provided under a State disability insurance law or under a State workers' compensation law.

2. Applying PTO for partial day absences not falling within 29 CFRA section 541.602

A more directly relevant legal analysis than Rhea is from a U.S Department of Labor (DOL) Opinion Letter issued in 2005 confirming that employers may deduct less than a full day from a salaried, overtime-exempt employee's PTO bank for absences due to personal reasons, accident, or illness, without causing the loss of the exempt status of the employee.

The Opinion Letter states that an employer may reduce an exempt employee's accrued PTO hours for either partial, or full day, absences. Such reduction may be made, provided that the employer has an established benefit plan (vacation, sick leave, or PTO plan). Also, the reduction in the accrued PTO

hours must not result in a reduction of the employee's guaranteed salary for the week in which the hours are reduced. Payment of the employee's salary must be made for a partial-day absence for personal reasons or sickness or accident even if the employee has no more vacation, sick leave or PTO hours remaining, and even if there is a negative balance in the employee's PTO account.

The DOL generally has considered applying PTO to partial day absences permissible under FLSA. The comments to the current DOL regulations restates this position acknowledging that employers may make deductions from exempt employee leave accounts without jeopardizing the employee's exempt status. Several courts have adopted this position. The case law, "although not unanimous, supports the view that the partial day absences of exempt employees may be charged to paid leave accounts." Caperci v. Rite Aid Corp. (D.C. Mass. 1998)

Some courts disagree, concluding that the practice of applying PTO, even without an actual loss of pay, treats the exempt employee like an hourly, nonexempt employee and, therefore, triggers loss of the exempt status.

** NOTE: I haven't done an exhaustive legal research effort, but there doesn't appear to be a Ninth Circuit case under the FLSA on this issue (which would be binding precedent for employers covered by FLSA in CA.). The last case that I can recall may have addressed the half day standard that was the focus in the Conley case.

C. *Should your district deduct PTO for less than half or full days?*

Based on the DOL opinion letter and the case law consistent with that approach, and your district can have a well-crafted policy requiring exempt employees to apply PTO for partial day absences. However, consider this:

1. when you apply PTO for partial day absences, you are asking exempt employees to keep track of every hour they work – or are absent – during every work day or work week. While it may not expressly endanger their exempt status, it is indicia of intent to track their hours rather than their productivity.
2. Requiring partial-day deductions from PTO is generally inconsistent with the level of responsibility and authority of exempt employees.

It was for these reasons that I suggested administering your PTO policy for partial day absences when the time increments are half-day or more. This is administratively effective and supports the key standard that exempt employees are accountable to complete their duties and when necessary to work extra hours without OT compensation to assure complete, timely and quality work product. They are paid for their overall contributions to the district, not for the increments of time they are "at work."

Bottom line: PTO policies allowing for partial-day deductions should be carefully drafted and if an exempt employee does not have sufficient accumulated time available to cover any part of the full time the employee will be absent for less than a full day, the district must still pay for the full day in all circumstances.

Please let me know if you have any questions.

Best regards,

Patti Eyres

From: Kahl Muscott [<mailto:KMuscott@auburnrec.com>]

Sent: Wednesday, August 9, 2017 2:50 PM

Wow Patti, this is awesome. Thank you!

One more quick question: what is the correct way to accrue PTO/Vacation time? The same Board member suggested that an exempt manager should just be given X amount of PTO time each year – not accrued on an hourly basis.

Kahl

On Aug 10, 2017 6:49 AM, Patricia Eyres <PEyres@EyresLaw.com> wrote:

Hi Kahl,

Is your PTO grant to exempt employees “undifferentiated” so that it includes both sick leave and vacation?

Best regards,

Patti Eyres

From: Kahl Muscott [<mailto:KMuscott@auburnrec.com>]

Sent: Thursday, August 10, 2017 6:53 AM

Yes, it includes both.

Kahl

On Aug 15, 2017 7:00 AM, Patricia Eyres <PEyres@EyresLaw.com> wrote:

A. Vacation or PTO not Mandated by Law

Neither the FLSA nor California Labor Code require that employers provide paid vacation. That is a benefit that is purely optional on the part of employers. Thus, the law doesn't "prescribe" how vacation should be accrued. The same is true for undifferentiated PTO, which is usually a combination of vacation, paid sick days. It leaves it up to the employer to establish a method of accrual on optional PTO programs, as well as policy options for carry over, caps on accrual, etc.

B. CA. exceptions for Paid Sick Leave and Vacation Carry Over and Pay out

There are two exceptions to the principle that the law doesn't control accrual, carry over:

1. In 2015, California established a minimum paid sick leave of 24 hours or 3 days

- a. This applies to public agencies, even though you are governed by the FLSA for OT, breaks and meal periods.
- b. It doesn't distinguish between exempt and non-exempt employees: any employee who works 30 days in CA. in a year AND 90 days for the employer qualifies.
- c. Employees may accrue 1 hour for every 30 hours worked up to 3 days or 24 hours. With the accrual method, employees may "carry over" sick leave into the following year, up to a CAP of 6 days or 48 hours, but may be limited to using only 3 days or 24 hours in any one year. Alternatively, employers may do an "annual grant" of the whole sick leave on the first eligibility day of the year and then employees don't carry over unused sick leave into the next year.
- d. The paid sick leave law specifies that it is a minimum – and employers may by policy or union contract establish a sick leave and/or PTO policy that exceeds this minimum. **As long as the PTO policy complies with the other aspects of the paid sick leave law** (time may be taken for employee or close family member illness or preventive care (close family is broadly defined as spouse, domestic partner, child, parent, parent in law, grandparent, grandchild, sibling), **then the employer's PTO policy will control for all purposes – including accrual and carry over provisions.**

2. Under CA. law – although vacation is not mandated – when employers DO provide vacation, it cannot be a "use it or lose it" policy. Unused vacation may be

carried over and paid out at the employee's separation from employment. It is deemed earned wages in California.

C. Accrual options for exempt employees

Under your PTO policy, your district may elect an accrual program that meets your business needs, provided that:

1. Consistency and uniformity

- a. The accrual method is objectively described so that everyone knows exactly how they accrue, use, carry over, etc.
- b. It must be uniformly applied to all similarly situated exempt employees.
- c. It should not be used as a method to "reward" some employees and not others. Performance programs with merit raises, discretionary bonuses, etc. should be used for that purpose.

2. Basic principles for exempt employees – paid for results achieved, not hours worked

- a. Although the law doesn't mandate or limit methods for accrual of undifferentiated PTO, there are some conceptual issues for the method of accrual involving exempt employees.
- b. Exempt employees are NOT paid for the hours they work; but rather, for the results they produce. An exempt employee is anticipated to work a regular 5-day/40-hour week, and that is the basis for their weekly, monthly, or yearly salary.
- c. An exempt employee may, in fact, work significantly more than 40 hours per week, but earns no overtime.
- d. Alternatively, an exempt employee may work significantly less than 40 hours and still achieve the same results and legally cannot have his/her pay reduced or docked.
 - (i) [NOTE: if an exempt employee is consistently working much less time than a 1FTE (40 hours), then either there isn't enough work for that employee OR the work isn't getting done within quality, quantity, timeliness standards, etc.

- (ii) The best practice to address this type of issue is performance-based. **Manage performance of an exempt employee and NOT the “time spent working”**
 - (iii) Establish objective performance objectives and accountabilities to measure whether they are met. Look at objective performance measures like meeting deadlines, quality and quantity of work within performance objectives. Then, look at factors like dependability, initiative, accessibility to staff and the public, responsiveness to staff and public, responsiveness to management and Board, quality and efficiency of programs developed, enforcement of district policies, etc. An exempt employee who isn't meeting objectives may not be spending enough time or may be inaccessible during the day, but the issue is performance not simply “not working enough hours.”
- e. Requiring the application of PTO for exempt employees who miss time during work days or work weeks is lawful under FLSA in specified circumstances, as outlined in my earlier email; however, if the employee has no available PTO to apply, the district cannot “dock” that exempt employee's pay for that work week or payroll period.
- f. Result: exempt employees really should not be required to record or keep track of all their hours worked – both regular hours and when PTO is applied to periodic absences. Yes, PTO can be applied to those absences (best practice is only for absences of ½ or full days), but there are at least some authorities suggesting that when an employer requires exempt employees to record every hour (or increment) they work, it is at least some evidence that they were treated like non-exempt employees, which could theoretically result in a lot of unpaid OT.

3. Conceptual Problems with PTO accrued by hours worked

- a. Your district's exempt employees accrue PTO as follows: **065/hr. or 135 hours/year, with a cap of 339 hours.**
- b. Thus, PTO is accrued as a fraction of every hour worked, and the exempt employee's hours are being tracked in some way.
- c. It isn't clear whether they are accruing for all hours worked, or only up to 40 in a week. If it is all hours worked, then theoretically some exempt managers are accruing more than others, based on hours worked. The better way to reward the managers who work long hours – and produce significant results as a result of that effort, rather than inefficiencies – is merit increases or performance bonuses, where appropriate.

4. Alternative methods to accrue PTO

a. Many organizations use a flat years of service standard for the vacation portion of PTO: e.g.,

- (i) 1 week (40 hours) after 1 year of service,
- (ii) 2 weeks (80 hours) after 2 years,
- (iii) 3 weeks (120 hours) after 5 years,
- (iv) 4 weeks (160 hours) after 10 years, etc.

** of course, you can be more generous or accrue the number of hours you think are appropriate for both sick leave and vacation components of PTO, as well as for personal days, etc.

b. Accruals should be on a defined benefit year: calendar year, fiscal year, or anniversary year. Many public agencies use the FY, as that is the 12-month period that other types of benefits are allocated, as well as the selected year for FMLA-CFRA purposes. However, it should be what best serves your business needs.

c. Vacation accrual on a service-based approaches can be either:

- (i) An annual grant on your defined benefit year (calendar, fiscal, anniversary), so that the exempt employee receives it all at once and if they use it early in the year, they don't have any more available until the next year (NOTE: undesirable when you can't apply PTO to partial day absences)
- (ii) Exempt employees can accrue by pay period; however, rather than recording all "hours worked" in that period, the district would use the baseline of a 5 day/40-hour workweek (or more if you have regular alternative schedules). The formula is then based on a 40-hour work week, with a fraction of the yearly total of days/hours/weeks of vacation earned each pay period (some pay periods are one week, some are bi-monthly or even monthly. It would be a fraction of the yearly accrual for whatever the payroll period may be – so that by the end of the 12-month year, the employee has accrued 100% of his/her annual service-based PTO credit

d. For sick leave aspects of PTO, organizations generally use a flat number of days per benefit year – e.g., 5 days or 10 days. As long as your PTO is at least as much as the 3 days/24 hours (it clearly exceeds that), then it doesn't matter whether or not you differentiate between sick and vacation and you can establish the formula based on total grant of PTO per 12-month year.

- e. Your district can combine these approaches on a basis that fits your business needs and options for recruiting and retaining high quality exempt managers.

Please let me know if you have any questions.

Best regards,
Patricia S. Eyres
Managing Partner
Eyres Law Group LLP

SECTION: 6.0

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

INFORMATION:

SEE ATTACHMENTS

Kahl Muscott
District Administrator
Report to the Board of Directors
August, 2017

- Dominik Hofheinze, a local Eagle Scout candidate, began his project of installing 3 benches at Recreation Park. Two will be placed near the outdoor basketball court and one will be placed near the bocce courts. His project also included a fund-raising element, and he was able to come up with \$500 toward the purchase of one of the benches.
- We signed a contract with Delta Bluegrass for the Beggs Field infield renovation project. A start date has not yet been set, but it will start in the next week or two.
- The Ashford Park pond, which had turned pea-green due to a major algae bloom, is starting to clear up. It has been treated once by Fuentes Pond management, with a second treatment on the way. The Regional Park pond also will be treated for the same condition.
- Staff were able to get out on to Railhead A for the first mowing since we closed it for renovations. This mowing is the first step of several that will need to be done before it reopens for use. Other steps include fertilizing, several more mowings, rolling the entire field and top dressing. There are lots of weeds on the field, an issue that will be addressed this upcoming off-season and spring.
- Meadow Vista resident Linda Mercurio and a group of kids from the Placer Hills 4-H Club have started work on the tile mural at PH Pool.
- Rich Poplin with the Chain Zombies has replied to me and is thrilled with their designation as the "Friends of Recreation" award winners for 2017.
- ARD staff met with representatives from the City of Auburn to coordinate a heavy workday at the Auburn Ravine Trail. The goal of this workday is to remove vegetation from the sides of the trail, vegetation that is acting as hiding places.
- The Food Truck Fiesta went off very well, and another nice crowd was in attendance. We do not have a P&L yet as some expenses are still coming in.

Meetings and events attended or scheduled to attend:

8/8: Rotary

8/9: Food Truck Fiesta Committee

8/15: Rotary

8/16: Auburn Chamber Board

8/17: Ken Grehm, Andy Fisher re: Placer County Area #5 Mitigation Fees

8/18: Food Truck Fiesta

8/21: Finance Committee

8/21: A&D Committee

8/22: Rotary

8/23: Auburn Ravine Trail with Richardson, Ruffcorn, Schroder re: vegetation clean up

8/23: Policy Committee

8/24: Obstacle Committee

8/29: Rotary

8/31: Obstacle Course Walk

Joe Fecko
Administrative Services Manager
Report to the Board of Directors
August, 2017

Staff met with Placer County Parks to discuss future of funding for ARD projects.

Although the annual audit has been completed and presented to the Board, there was one item left to finalize and that is a letter to those charged with governance of the District. Staff needed to respond to the recommendation of the auditor to comply with GASB 34 accounting standards on the reporting of the balance sheet. Staff has made changes to the format of the balance sheet so that it complies, but will also provide the board with the historical reporting of balance sheet items.

Staff is also beginning the process of the mid-year budget revision that will be due in October/November.

Brian Simpson
Facilities & Grounds Manager
Report to the Board of Directors
August, 2017

Meadow Vista

Ongoing gopher/mole mitigation being done by "Bill" from IT's a Gas.

Playground wood chips refreshed and topped off to meet regulatory compliance.

Attended pre-construction meeting with contractor to discuss planning and execution of the ADA modification construction.

Regional Park

Field A, B, and C have been aerated and fertilized.

Ongoing system checks and maintenance has been occurring to ensure adequate and correct irrigation is taking place over the dry summer months.

Playground wood chips refreshed and topped off to meet regulatory compliance.

Recreation Park

Set up for the Food Truck Fiesta.

Ongoing ballfield maintenance at James Field which included aeration of both the infield and the outfield, irrigation system checks, and infield dirt/turf area repairs and improvements (mainly as they pertain to improving ball roll and tripping hazards).

Soil amendments added to all ballfields.

Railhead

Field A continues to grow. Initial mowing of Field A took place on 08/24. Further maintenance in the coming weeks will include first fertilization, rolling of the high spots, and top dressing to develop a smooth field.

Field B irrigation checks occurred week of 08/14.

Ashford Park

Irrigation checks and adjustments on going.

Playground wood chips refreshed and topped off to meet regulatory compliant.

Atwood

Playground wood chips refreshed and topped off to meet regulatory compliant.

Bark mulch added to landscaped areas.

Mike Scheele

Landscape Architect/Project Manager

Report to the Board of Directors

August, 2017

- **Meadow Vista Restroom and ADA Path of Travel Project:** Outside path of travel project is under construction. The restroom ADA ramp and stairs have been completed and the asphalt work in the parking lot will begin the week after Labor Day. Quotes being sought for the restroom interior enhancements again as hopefully contractors are not as busy this time of year.
- **Regional Park Asphalt Path Repair Project:** No new action. Site walk with UAIC has been completed and they would like to post a tribal monitor at certain repair areas during construction repair work. Drawing and bid package being finalized for bidding. Anticipate construction in September/October.
- **Dry Creek Picnic and Play Area at Regional Park:** Parking lot ADA access and asphalt paths in area in need of renovation & re-paving. Design August/September. Bid September/October. Site walk with UAIC completed and "consultation closed" on this project (no apparent tribal items of concern).
- **Railhead Park Field "A" Turf Renovation:** No new action. Project has been installed and is now in District control to grow and maintain.

- **Recreation Park Gym Plaza Project with Rotary:** No new action. Picnic tables have been installed on plaza and staff is waiting for umbrella holding parts that were mistakenly not shipped with the units.
- **Atwood Park:** No new action. Bark mulch top-dress has been installed. Replanting of dead or dying materials to be re-initiated in the fall when temperatures are more conducive to planting.
- **Sierra Pool at Recreation Park-Pool Re-plastering and Shade Structure Replacement:** Re-plastering construction documents have been reviewed by the County Health Department and are being revised by consultant so that the permit can be obtained. The City of Auburn is requiring a permit as well. New shade structure engineering drawings are being prepared for permit submittal. Low bid received on shade structure demolition (\$5,400.00 Holloway Construction Inc.) Both projects to occur after 9/4 when pool closes.
- **Bike Park/Pump Track Project:** Project was out for public comment until 7/3, numerous comments received both pro and con. Comment period has been extended and ARD Board meeting on the item is being pushed to the 8/31/17 or 9/28/17 meeting.
- **Eagle Scout Project Recreation Park:** Staff taking on coordination of Eagle Scout project which will install two benches at basketball court and one at bocce ball court. Work is underway with scout doing work on weekends.
- **Bell Road Site & PGE Land Trust Donation Application:** No new action. New Grant cycle deadline information just received from the Stewardship Council suggesting refreshing and renewing ARD application by September 15th 2017 if District is interested in pursuing.
- **O&D Plan:** No new action. Monitoring e-correspondence between USBOR, Dudek and District.
- **24 Acre Project:** No new action. Two concept plans have been merged into one after public/A&D input and drawing close to final master plan (Foothill Assocs.). Dog park and parking were enlarged, bocce courts added, preliminary cost estimate received.
- **Riparian Management Plan:** No new action. Read management plan, got up to speed with environmental review and AB52 notices. Tribal council may want to walk sites again.
- **Miscellaneous Items:** Monitoring of newly installed landscapes, construction administration on projects under construction, updates of project lists, monthly Board report and Project List report. Meeting with various staff to discuss projects and processes.
- **Beggs Baseball Field Renovation:** Drawing and specifications were produced in July/August, low bid has been received (informal bid, Delta Bluegrass Inc. low bid), work to commence ASAP to be ready for tournament mid-October.
- **Regional Park Irrigation Pump:** Staff is getting analyses and proposals from pump vendors to come up with a scope of work for bidding. A filtered suction and new pipe from pond to pump house plus new gate valve and other piping will be included in the work.

Manouch Shirvanioun
Marketing & Customer Service
Report to the Board of Directors
August, 2017

7/19/17-8/24/17 7/21/16-8/17/16

| | | |
|--------------------------------|----------|----------|
| Activity Registrations | \$6,300 | \$5,000 |
| Day Care/Discovery payments | \$49,000 | \$50,000 |
| Facility payments/reservations | \$14,000 | \$11,000 |

Continue to promote programs, events, activities and facilities through networking, social media, and advertising. Customer Service Dept. assisted with editing upcoming Fall Activity Guide and prepared activities in the system to become available for online registration on 8/27.

Reviewed and approved fee waivers.

Met with Placer High's baseball coach regarding fall schedule

Met with ALL's President regarding fall practice schedule.

Food Truck Fiesta-event and meetings.

Obstacle Race meetings.

Leadership Auburn.

Canyon Keepers.

Chamber Ambassador Visits.

Sheryl Petersen
Recreation Services Manager
Report to the Board of Directors
August, 2017

- Meetings attended: ASR (4), SCB, SF, SHF, ACHF, AARC(2), UKE
- Held a meeting for the String Fling. Dates, performers 2018.
- Hosted Ukulele Concert at the State Theater.
- Hosted Ukulele Festival workshops the next day at Recreation Park.
- Continue to prepare activity guide for printer.
- Debrief with Head Swim coaches and Aquatics Coordinator.
- Hired a new Zumba teacher.
- Hosted Food Truck Fiesta.
- Secured marketing materials for the All American Rib Cookoff benefitting ARD Youth Assistance, Crime Victims United, and Placer HS Football.
- Met with Spencer to discuss a new partnership to show the new Star Wars movie.
- Created new marketing materials for the mini-Triathlon in September.

AARC – All American Rib Cookoff, ACHF-Auburn Community Harvest Festival,
ASR- Auburn Sunset Rotary, PIP-Party in the Park, RNB- Ribs n' Brews, 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

September

| | | |
|--------------|---|------------------------|
| 1 | Registration Begins YDL Basketball | Recreation Park |
| 4 | Labor Day | Offices Closed |
| | Last Day of Public Swim | Sierra Pool |
| 8-10 | Gold Country Fair | Fairgrounds |
| 9-10 | Pickleball Tournament | Regional Park |
| 24 | Great Obstacle Race | Regional Park |
| 25-29 | Discovery Camp | Recreation Park |
| 28 | Board Meeting | CVCC |

Debbie Thomas

Youth Services Manager

Report to the Board of Directors

August, 2017

- Day camp's daily attendance averaged 115 per day, 12 campers over last year's attendance. This does not include campers who paid for days but did not attend. The directors and program leaders did a great job keeping everything running smoothly and enjoyable for the campers this summer.
- We extended day camp approximately two weeks past the official end date of August 4th to accommodate parents from Bowman and other schools which didn't open until later in the month.
- The move to new classrooms at Newcastle was approved by licensing. We appreciate all the help from Brian's staff who were involved in this major move during construction at the school.
- All Discovery Clubs are open and two currently have wait lists. Alta Vista's enrollment is growing over last year and continues to get interest from new parents.
- Two new staff are being hired for Discovery Club and a third is pending. I have been substituting at Auburn El. in the meantime.

8/24/17

Vandalism Report

DATE 6-Aug-17
LOCATION Overlook
VANDALISM Graffiti Removal

LABOR COSTS \$20.00
MATERIAL COSTS \$8.00

| | | | |
|-------------------|------------|----------------------|------------|
| Total labor costs | \$20.00 | Total material costs | \$8.00 |
| Total for year | \$1,290.00 | Total for year | \$1,848.07 |

7/20/17

Vandalism Report

| DATE | LOCATION | VANDALISM | LABOR COSTS | MATERIAL COSTS |
|-----------|----------|-----------------------------|-------------|----------------|
| 26-Jun-17 | Overlook | Modular Window Broken | \$0.00 | \$675.00 |
| 7/17/2017 | Ashford | Playground Equipment Broken | \$60 | \$128.00 |
| | | Total labor costs | \$60 | \$803.00 |
| | | Total for year | \$1,270.00 | \$1,840.07 |

6/21/17

Vandalism Report

| DATE | LOCATION | VANDALISM | LABOR COSTS | MATERIAL COSTS |
|-----------|------------|----------------------------------|-------------|---|
| 12-Jun-17 | Recreation | Mens ADA Shower Head Broken | \$60.00 | \$23.50 |
| 6/6/2017 | Overlook | Modular @ Overlook Window Broken | TBD | TBD |
| 20-Jun-17 | Regional | Graffiti Removal | \$40.00 | G&H Glass will be making repairs \$15.00 |

| | | | |
|-------------------|---------|----------------------|------------|
| Total labor costs | \$100 | Total material costs | \$38.50 |
| Total for year | \$1,210 | Total for year | \$1,037.07 |

5/18/17

Vandalism Report

| DATE | LOCATION | VANDALISM | LABOR COSTS | MATERIAL COSTS |
|-----------|---------------------|-----------------------|-------------|---|
| 2-May-17 | Regional Recreation | Water Fountain Broken | \$60.00 | \$67.00 |
| 5/3/2017 | Recreation | Graffiti Removal | \$60 | \$34.86 |
| 16-May-17 | Recreation | Broken Soap Dispenser | \$40 | \$30.00 |
| | | Total labor costs | \$160.00 | Total \$131.86 |
| | | Total for year | \$1,010 | material costs Total for year \$998.57 |

4/20/17

Vandalism Report

| DATE | LOCATION | VANDALISM | LABOR COSTS | MATERIAL COSTS |
|-----------|------------|------------------------------|-------------|----------------|
| 10-Apr-17 | Regional | Three water fountains broken | \$350.00 | \$212.00 |
| 4/19/2017 | Recreation | Graffiti Removal | \$60 | \$34.86 |

| | | | |
|-------------------|----------|----------------|----------|
| Total labor costs | \$410 | Total | \$246.86 |
| | | material costs | |
| Total for year | \$850.00 | Total for year | \$866.71 |

3/23/17

Vandalism Report

| FE | LOCATION | VANDALISM | LABOR COSTS | MATERIAL COSTS |
|----------|----------|---------------------------------------|-------------|----------------|
| 5-Mar-17 | Overlook | Paper towel dispenser ripped off wall | \$60.00 | \$34.99 |
| /14/2017 | Atwood | Graffiti Removal | \$60 | \$34.86 |

| | | | |
|-------------------|----------|----------------|----------|
| Total labor costs | \$120 | Total | \$69.85 |
| | | material costs | |
| Total for year | \$440.00 | Total for year | \$619.85 |

2/1/17

Vandalism Report

| DATE | LOCATION | VANDALISM | LABOR COSTS | MATERIAL COSTS |
|-------------------|-----------------|--|-------------|-------------------------------------|
| 22-Jan-17 | Regional | Graffiti on walkway and bridge on Dry Creek side of park | \$60.00 | \$50.00 |
| 2/5/2017 | Overlook Park | Graffiti | \$80 | \$50 |
| 2/9/2017 | Recreation Park | Graffiti, on picnic tables | \$60 | \$25 |
| Total labor costs | | | \$200 | Total \$125 |
| Total for year | | | \$320 | Total material costs for year \$550 |

1/1/17

Vandalism Report

| DATE | LOCATION | VANDALISM | LABOR COSTS | MATERIAL COSTS |
|----------|------------|----------------------------|-------------|----------------|
| 3-Jan-17 | Overlook | Toilet paper dispenser | \$60.00 | \$38.00 |
| 1/9/2017 | Recreation | Graffiti to signs/replaced | \$60 | \$387 |

Total labor costs \$120 Total \$425.00
material costs

| 2017/2018 PROJECT LIST | | UPDATED 06/12/17 | |
|--------------------------------------|------------------|---|-----------------------|
| PROJECT | EST. COST | NOTES | EST. COMPLETED |
| RECREATION PARK | | | |
| Sierra Pool Re-Plastering | 100,000.00 | Pool drawings being revised per County Health plan review comments. City permit needed, bidding asap. | OCT/NOV 2017 |
| Bleacher Shade Structure | 150,000.00 | Demo contractor chosen, awaiting revised pricing to include fence fabric demo. Engineering drawings being prepared for shade structure permit submittal. | OCTOBER 2017 |
| RAILHEAD PARK | | | |
| Field "A" Turf Renovation Project | 60,000.00 | Planting work and contractor finished, now in grow-in and maintenance period under District control. | OCTOBER 2017 |
| BELL ROAD SITE | | | |
| Planning/CEQA/Construction Documents | 517,000.00 | Submitted Project Description update and site plan to Stewardship Council. Waiting for response on grant application. Council estimates response in 2017. | TBD |
| PLACER HILLS POOL | | | |
| ADA Path of Travel | 10,000.00 | Minor sidewalk repair to be done in-house in the off season | NOVEMBER 2017 |
| REGIONAL PARK | | | |
| Regional Park Playground | 140,000.00 | Rough estimates being obtained from vendors. Site needs structure replacement and ADA compliance upgrades. | 2018 |
| AC Pathway Repairs Project | 60,000.00 | Priority areas identified, bid package being finalized, AB52 site visit/consultation completed. Form letter received from UAIC. UAIC would like a monitor present at a few AC repair locations. | OCTOBER 2017 |
| Dry Creek Picnic ADA improvements | 15,000.00 | Design being revised, bid package being formed in house, AB52 consultation completed. UAIC determined no further inquiry needed on this project. | OCTOBER 2017 |
| OVERLOOK PARK | | | |
| Planning and CEQA | 90,000.00 | Project to be pushed back due to review delays at USBR | TBD |
| CVCC | | | |
| Bike Park - incl Design and CEQA | 100,000.00 | Comments being categorized for efficient response formulation, Board Hearing on whether to adopt the Mitigated Negative Declaration and proceed with bike park plans set for August 31st. | TBD 2017 |
| Bike Park - Construction | 175,000.00 | | TBD |

| MEADOW VISTA PARK | | | |
|---|---------------------|--|----------------|
| ADA Parking & Path of Travel | 60,000.00 | Project awarded to PBM construction, pre-construction meeting set for 8/15, work to begin on 8/16. 30 days allowed for work. | SEPTEMBER 2017 |
| ADA Restroom Interior Renovation | 30,000.00 | 3 Bids being sought, none coming in, all contractors busy, hopefully award August, construct September. Possibly add this work to path of travel project via change order. | OCTOBER 2017 |
| OPERATION AND DEV. PLAN | | | |
| CEQA/NEPA costs | 25,000.00 | USBR review delayed due to budget issues. | TBD |
| MULTI-PARK ITEMS | | | |
| Streambed Alteration Agreement (no labor) | 44,000.00 | Bio and cultural reviews taking place; walk with local tribe per AB52 completed. Request to re-walk was received early 2017, no further communication from UAIC. | TBD |
| Carry over projects from 2016 2017 list in YELLOW | | | |
| Fiscal Year Projects Total: | 1,576,000.00 | | |

Item 8.1 Cover sheet – Naming Rotary Plaza

Auburn Area Recreation and Park District Acquisition and Development Committee meeting August, 2017; Board of Director's Meeting August, 2017

The Issue

Shall the Auburn Area Recreation and Park District (ARD) name the new Recreation Park plaza area the "Rotary Plaza"?

Background

ARD policy regarding the naming of public facilities is as follows:

XVII. Naming Public Facilities

During the master-planning phase and/or prior to Board approving final plans and specifications on any park or public building, an open period of approximately two weeks will be announced giving individuals, staff and the Board an opportunity to suggest names for the facility.

A press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the District Administrator.

Staff, along with an established committee or selection committee, will review all names and prioritize and recommend a name for finalization by the Board of Directors. The Board would receive all names submitted along with the staff/committee evaluation.

Land or gifts with deed restrictions may not follow these guidelines.

Names must be in accordance to District policy as noted.

A. Parks:

1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features.
2. Named after a significant individual(s).

B. Buildings:

1. Name to reflect the services provided in facility.
2. Name to reflect geographical location.
3. Named after significant individual(s).

C. Criteria for naming a facility after an individual:

1. Individual must have made a significant contribution to the facility by:
 - a. Donation of land or large financial contribution to the facility.

- b. Contributed substantially and improved the quality of life in the Auburn Area Recreation and Park District (Area 5). This could relate to involvement with parks and recreation or other public agency.
2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings could be named after selected individuals in their honor as desired and appropriate.

In 2017, the Auburn Rotary Club took on the challenge of transforming a non-used section of Recreation Park into a useable patio area. Through Auburn Rotary Club funds, Rotary District 5190 grants, donations from Osborn Rock Walls, Diamond Pacific and Basalite Concrete Products, ARD funding and a large Rotary volunteer work day on April 29th, a new patio area was created.

Several other improvements were made that day, including staining, painting and mulch spreading. Here is a P&L synopsis:

Expenses: \$12,359

Reimbursed by Rotary: \$7,686 (note: this does not include the 650 sq.ft. of paver bricks that were donated for the project, the earth work donated by Osborn and the volunteer labor)

For \$4,673, the following improvements were made to ARD facilities:

- New patio area (in a former weed patch) featuring a paver stone surface and two new concrete picnic tables with umbrellas, all commercial grade
- New planters, with plants and irrigation, at each end of the new patio area
- 70 yards of new bark mulch, enough to re-mulch much of the park, including all of the front building area
- Freshly painted large wall in the Sierra Pool/Locker Room area
- Freshly stained shade structure by the front playground
- Freshly stained shade structures at the bocce courts

Pictures of before, during and after work on the patio area are attached.

Staff has also attached a proposed sign to be displayed in the patio area.

Recommendation for the Board of Directors

The A&D Committee forwarded this item to the Board with a positive recommendation to approve naming the new patio area the "Rotary Plaza".

Staff recommends the same.

Fiscal Impact

The cost for the new sign is less than \$100.

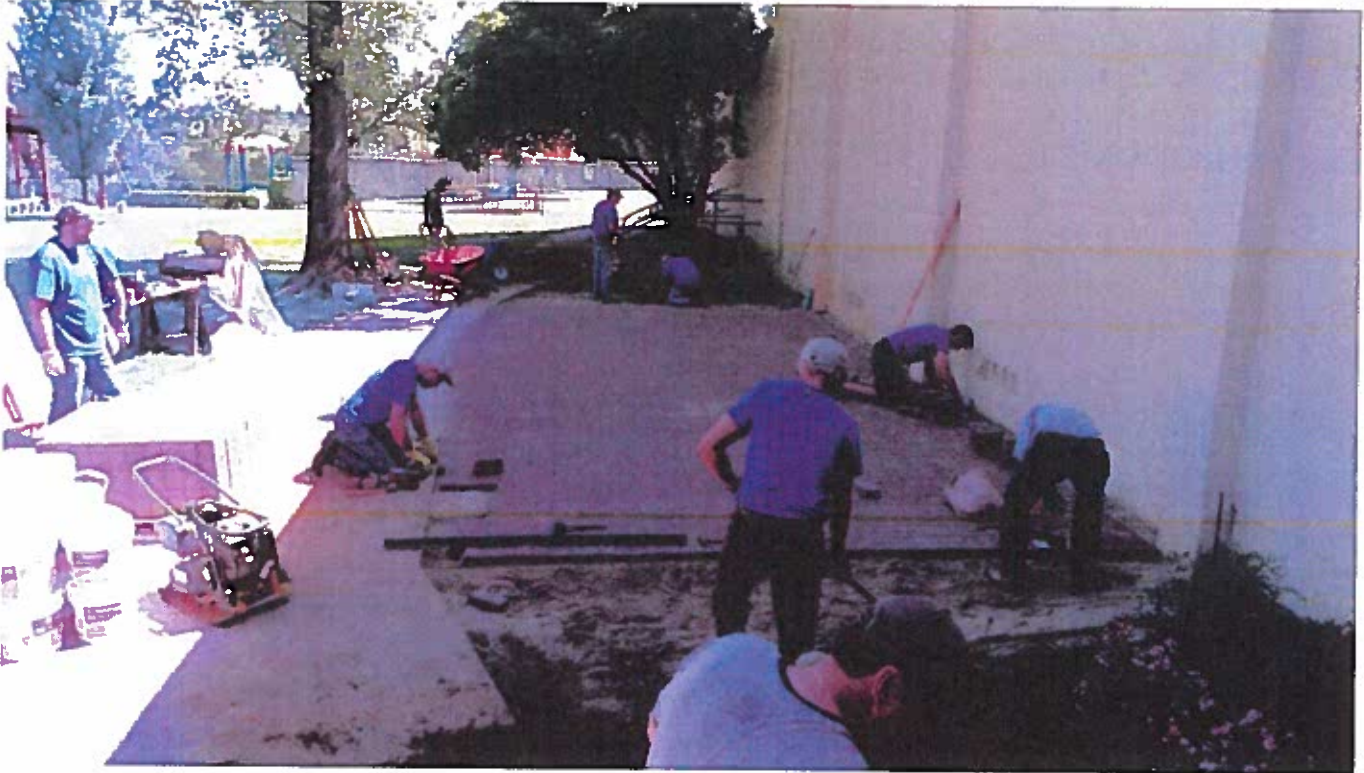
Attachments

Before, during and after pictures of the plaza area
Proposed sign for the new plaza area

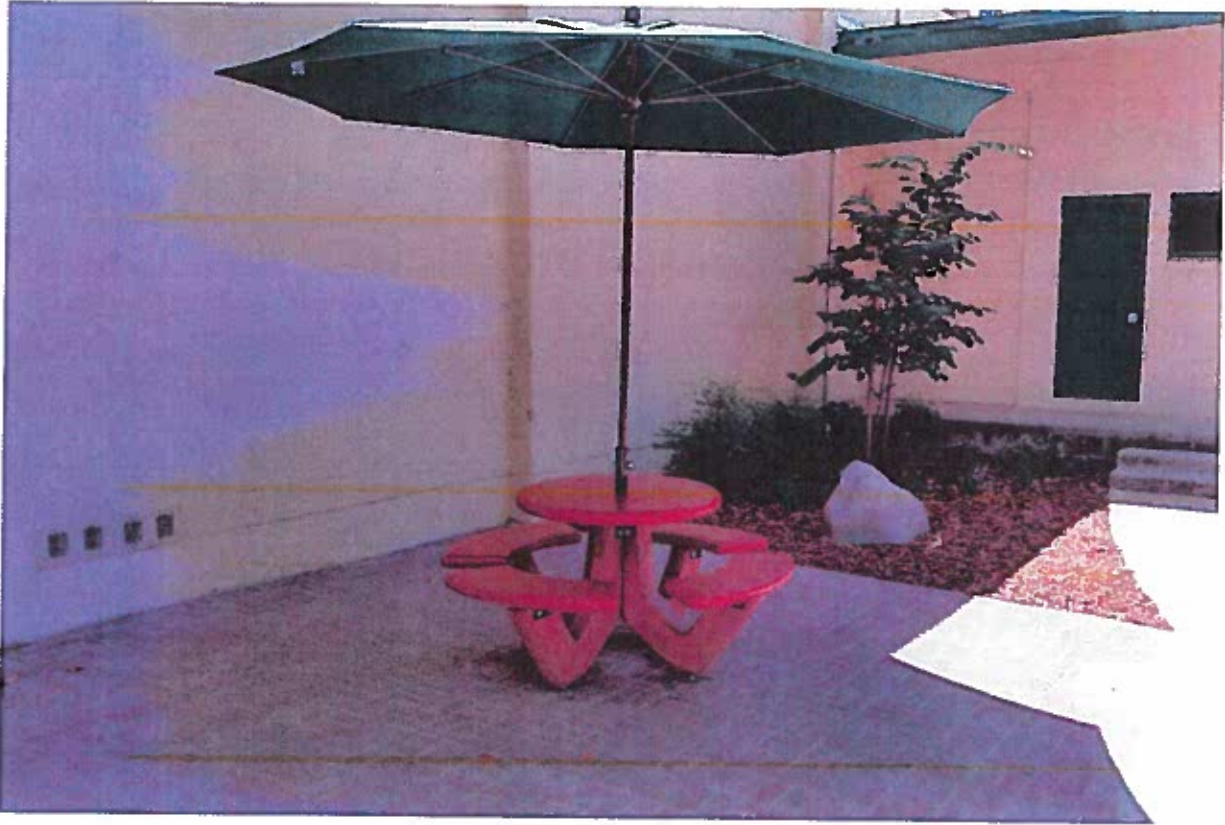
Rotary Plaza area BEFORE



Rotary Plaza area DURING



Rotary Plaza area AFTER



ROTARY PLAZA

The Auburn Area Recreation and Park District would like to thank the following organizations and businesses for making this plaza area a reality:

THE AUBURN ROTARY CLUB

OSBORN ROCKWALLS

BASALITE CONCRETE PRODUCTS

DIAMOND PACIFIC

Item 8.2 Cover sheet – ARD Reserve Policy Review

Auburn Area Recreation and Park District (ARD) Program, Policy, Fee and Legal Review Committee
August, 2017; Board of Directors Meeting August, 2017

The Issue

Shall the Auburn Area Recreation and Park District (ARD) review and amend its Reserve Policies? Director Holbrook requested that this item be considered.

Background

ARD's existing Reserve Policies read as follows (from the District Policy Manual):

- E. ARD Restricted Reserve Funds. In accordance with Public Resource Code, Section 5788.9, the Board of Directors of the Auburn Area Recreation & Park District establishes the following funds:
1. Contingency: Contributions to this fund may occur at any time but will be maintained at \$450,000. Any monies from this fund that are spent for Board approved expenditures shall be replenished prior to any other reserve being funded.
 2. Equipment: Contributions to this fund may occur at any time but an amount of \$50,000* will be added to the fund at the beginning of each new fiscal year. This fund can only be spent at the Board's discretion. These funds are to be used for additions to the current District inventory or to replace equipment that has expended its useful life and/or has broken down and is beyond economical repair and must be replaced.

* The \$50,000 amount is a figure based on staff's projections to accumulate sufficient funds to pay for the District's requirements through Fiscal Year 2017. As such this amount is changeable based on the Board's desires.
 3. Capital Construction: Contributions to this fund may occur at any time but will be included in the budget each fiscal year on an "as available" basis. This yearly amount, if any, is part of the expenditure budget and can only be spent at the Board's discretion.
 4. ADA Compliance: Contributions to this fund may occur at any time but will be included in the budget each fiscal year at a minimum amount of \$5,000 per year. The money in this reserve account will be used to fund costs and improvements related to the Americans with Disabilities Act at parks and facilities in the District.

The Board shall establish a policy of contributing 1-5% of the annual expenditure figure to reserves. During each budget cycle, Staff will provide recommendations to the Board for these contributions as appropriate based on the plans and goals of the District.
 5. Unfunded CalPERS Pension Reserve Funding GASB 68: Contributions to this fund may occur at any time but will be included in the budget each fiscal year at an amount that represents at least 10% of the known unfunded liability per the current GASB68 report and shall be funded at a minimum of 50% of the entire known liability.

ARD has the following amounts in each reserve account (as of 6/30/17):

Contingency Reserve: \$450,000
Equipment Reserve: \$920,531
Capital Construction: \$955,971
ADA Compliance: \$70,032
CalPERS Pension Reserve: \$45,800

The California Special District Association (CSDA) publishes a document entitled "Special District Reserve Guidelines". A copy of that document is attached.

Copies of Reserve Policies from other Special Districts are also attached. Note that the Reserve Policy from the Indian Wells Valley Water District is used in CSDA's Sample Document Library.

Recommendation for the Board of Directors

Staff has made several suggested amendments to the Reserve Policy. A copy of those suggested changes is attached. Staff recommends approving these changes.

The Policy Committee sent this to the Board with a positive recommendation.

Fiscal Impact

See reserve amounts listed above

Attachments

Proposed changes to ARD Reserve Policies

Special District Reserve Guidelines from CSDA

Sample Reserve Policies from the Indian Wells Valley Water District and the South Tahoe Public Utility District

Proposed changes to ARD's Reserve Policies

E. ARD Restricted-Committed Reserve Funds. In accordance with Public Resource Code, Section 5788.9, the Board of Directors of the Auburn Area Recreation & Park District has established the following Committed Reserve funds. These reserves have been established to adequately provide for funding infrastructure, equipment replacement, economic uncertainty, loss of significant revenue sources, local disasters or catastrophic events and unfunded mandates including costly regulatory requirements.

Per Public Resources Code, §5788.9 (c), if the board of directors finds that the funds in a restricted reserve are no longer required for the purpose for which the restricted reserve was established, the board of directors may, by a four-fifths vote of the total membership of the board of directors, discontinue the restricted reserve or transfer any funds that are no longer required from the restricted reserve to the district's general fund.

The Board shall establish a policy of contributing 1-5% of the annual expenditure figure to reserves. During each budget cycle, staff will provide recommendations to the Board for these contributions as appropriate based on the plans and goals of the District.

1. **Contingency:** This Reserve account is established to protect against economic uncertainty or local disasters or catastrophic events not covered by insurance. Contributions to this fund may occur at any time but will be maintained at \$450,000. Any monies from this fund that are spent for Board approved expenditures shall be replenished prior to any other reserve being funded.
2. **Equipment:** These funds are to be used for additions to the current District inventory or to replace equipment that has expended its useful life and/or has broken down and is beyond economical repair and must be replaced. Contributions to this fund may occur at any time but an amount of \$50,000* will be added to the fund at the beginning of each new fiscal year, with the goal of having the Equipment Reserve funded for the following 10 years of equipment listed on the Equipment Obsolescence List. This fund can only be spent at the Board's discretion.

~~*The \$50,000 amount is a figure based on staff's projections to accumulate sufficient funds to pay for the District's requirements through Fiscal Year 2017. As such this amount is changeable based on the Board's desires.~~

3. **Capital Construction:** These funds will be used to make improvements to current or new ARD facilities and infrastructure. Contributions to this fund may occur at any time but will be included in the budget each fiscal year on an "as available" basis. This yearly amount, if any, is part of the expenditure budget and can only be spent at the Board's discretion.
4. **ADA Compliance:** The money in this reserve account will be used to fund costs and improvements related to the Americans with Disabilities Act at parks and facilities in the District. Contributions to this fund may occur at any time but will be included in the budget each fiscal year at a minimum amount of \$5,000 per year. The maximum amount that will be funded in this account is the total of the following 10 years of projects on the ARD ADA Transition Plan.
5. **Unfunded CalPERS Pension Reserve Funding GASB 68:** Contributions to this fund may occur at any time but will be included in the budget each fiscal year at an amount that represents at least 10% of the known unfunded liability per the current GASB68 report and shall be funded at a minimum of 50% of the entire known liability.

RESOLUTION NO. 13-08

RESOLUTION OF THE INDIAN WELLS VALLEY WATER DISTRICT, KERN AND SAN BERNARDINO COUNTIES, CALIFORNIA, ESTABLISHING FINANCIAL RESERVE POLICIES.

WHEREAS, it is intent of the Indian Wells Valley Water District ("District") to establish and adopt a Financial Reserve Policy for emergency, vehicle, computer replacement, capital improvement/replacement, and future sources of supply reserves; and

WHEREAS, the purpose of these reserves are to ensure cash funding is available to make qualifying purchases in an emergency situation and in which the item(s) has not been included in the current year's budget; and

NOW, THEREFORE, BE IT RESOLVED by the District Board of Directors as to establish and adopt the following:

Emergency Reserve: Qualifying purchases with the funds in this reserve include unplanned purchases needed as a result of an emergency situation. This reserve shall not exceed a balance equaling six (6) months of operating expenses excluding depreciation and debt service.

Capital Improvement/Replacement Reserve: Qualifying purchases with the funds in this reserve include the acquisition, replacement or construction of capital equipment or improvements that have met or exceeded their estimated useful lives. This reserve has no set maximum balance.

Vehicle Reserve: Qualifying purchases with the funds in this reserve include new and replacement vehicles and heavy equipment. The reserve shall not exceed a balance of \$350,000.

Computer Replacement Reserve: Qualifying purchases with the funds in this reserve include new and replacement computer technology. The balance of this reserve shall not exceed \$100,000.

Future Sources of Supply Reserve: Qualifying purchases with the funds in this reserve include the acquisition, investigation, development or construction of future sources of water supply. The reserve has no set maximum balance.

This Resolution shall take effect immediately upon its adoption.

All the foregoing being on the motion of Vice-President McKernan and seconded by Director Cortichiato, and authorized by the following vote, namely:

AYES: Director Cordell
 Director Corlett
 Director Cortichiato
 Vice-President McKernan
 President Brown

NOES: None.

ABSENT: None.

ABSTAIN: None.

I **HEREBY CERTIFY** that the foregoing resolution is the resolution of Indian Wells Valley Water District as duly passed and adopted by said Board of Directors at a legally convened meeting held on the 9th day of September, 2013.

WITNESS my hand and the official seal of said Board of Directors this 9th day of September, 2013.

ADOPTED AND APPROVED this 9th day of September, 2013.

Peter Brown
President, Board of Directors
INDIAN WELLS VALLEY WATER DISTRICT

ATTEST:

Donald M. Zdeba
Secretary, Board of Directors

South Tahoe Public Utility District Reserve Policy

PURPOSE

South Tahoe Public Utility District (the District) shall maintain reserve funds in the Sewer and Water Enterprise Funds. This policy establishes the level of reserves necessary for maintaining the District's credit worthiness and for adequately providing for:

- Funding infrastructure replacement.
- Economic uncertainties and other financial hardships.
- Loss of significant revenue sources such as property tax receipts or connection fees.
- Local disasters or catastrophic events.
- Future debt or capital obligations.
- Cash flow requirements.
- Unfunded mandates including costly regulatory requirements.

POLICY

Operating Reserves

The minimum amount of operating reserves will equal two months of operating expenses. The maximum amount of operating reserves will equal three months of operating expenses.

Capital Reserves

Capital reserves will be accumulated to fund infrastructure projects and will be an integral part of the District's capital plan documented in its Ten-Year Forecast. A key objective for accumulating capital reserves is to minimize external borrowing and interest expense. The minimum amount of capital reserves will equal one year's capital spending. The maximum amount of capital reserves will equal two times the accumulated depreciation balance.

Self-Insurance Reserves

The minimum self-insurance reserve will equal \$300,000. The maximum self-insurance reserve will equal the current annual health insurance expense budget.

Rate Stabilization Fund

The Sewer Enterprise Fund will maintain a minimum rate stabilization fund equal to one year's property tax receipts and a maximum rate stabilization fund equal to one and one-half year's property tax receipts. Both the minimum and maximum amounts will be net of related County of El Dorado's administration cost and shifts to the City of South Lake Tahoe's redevelopment agency.

The Water Enterprise Fund will not maintain a rate stabilization fund while the funds restricted from the MTBE settlements and judgments exceed \$2 million. At such time as the MTBE settlement funds fall below \$2 million, the District will establish a rate stabilization fund with a minimum amount equaling one year's

water consumption revenue and a maximum amount equaling one and one-half year's water consumption revenue.

PROCEDURE FOR USING RESERVE FUNDS

Operating and Self-Insurance Reserves

Operating and self-insurance reserves can be used at any time to meet cash flow requirements of District operations. Authority to use the funds will be consistent with the District's Purchasing Policy.

Capital Reserves

The Board of Directors will authorize use of capital reserves during the budget process. Capital reserves are also available for unplanned (unbudgeted) capital replacement. Authorization for the use of capital reserves for unplanned capital replacement will be consistent with the District's Purchasing Policy.

Rate Stabilization Fund

The Chief Financial Officer is authorized to use rate stabilization funds to supplement operating revenue when:

- Total revenue in either the Sewer Enterprise Fund or the Water Enterprise Fund is projected to be five percent or more below the annual budgeted revenue.
- Developing the budget to limit customer rate increases to no more than two and one-half times the consumer price index for small west coast cities.

PROCEDURE FOR MONITORING RESERVE LEVELS

The Chief Financial Officer shall perform a reserve analysis to be submitted to the Board of Directors upon the occurrence of the following events:

- Board of Directors' deliberation of the annual budget;
- Board of Directors' deliberation of a service charge rate increase;
- Upon renewal of the self-insurance excess insurance coverage; or,
- When a major change in conditions threatens the reserve levels established within this policy.

If the analysis indicates projected or actual reserve levels falling 10% below or above the levels outlined in this policy, at least one of the following actions shall be included with the analysis:

- An explanation of why the reserve levels are not at the targeted level, and/
or
- An identified course of action to bring reserve levels within the minimum and maximum levels prescribed.