

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

6:00 PM

**THURSDAY, DECEMBER 12, 2019, 6:00 P.M.
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE
AUBURN, CA**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the District's Office at 471 Maidu Drive, Auburn, CA 95603 during normal business hours. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (530) 537-2187. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

1.0 CALL TO ORDER

(PLEDGE TO THE FLAG)

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

Roll Call

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation of employee of the month by Facilities and Grounds Manager Jesse Williams to Facilities and Grounds Park Worker Megan Frost.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

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

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

_____ **5.1 Review and Approval of Minutes of the Board of Directors Meeting from November 21, 2019**

Review and Approval of Minutes of the Board of Directors Meeting from November 21, 2019

_____ **5.2 Review of Cash Requirements for November, 2019 (Standing Finance Committee)**

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

_____ **5.3 Job Description Update for Account Clerk II (Program, Personnel, Policy, Fee & Legal Review Committee)**

This item was reviewed and approved by the Program, Personnel, Policy, Fee & Legal Review Committee and forwarded to the Board of Directors for review and approval.

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

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

_____ **7.0 UNFINISHED BUSINESS**

None.

_____ 8.0 NEW BUSINESS

8.1 Election of Officers and Consider Committee Meeting Assignments

Recommendation: Elect officers and consider committee meeting assignments. Each member has the right to nominate another member. No second is required for a nomination. Begin with the office of Chairperson. Please see attachment for correct procedural information.

Chairman

Director _____ nominated Director _____ for Chairman of the ARD Board of Directors.

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Director _____ nominated Director _____ for Chairman of the ARD Board of Directors.

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Director _____ nominated Director _____ for Chairman of the ARD Board of Directors.

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Vice Chairman

Director _____ nominated Director _____ for Vice Chairman of the ARD Board of Directors.

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Director _____ nominated Director _____ for Vice Chairman of the ARD Board of Directors.

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Director _____ nominated Director _____ for Vice Chairman of the ARD Board of Directors.

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

8.2 Minimum Wage Increase

Shall the Auburn Area Recreation and Park District change pay scales for certain job descriptions, based on upcoming mandated minimum wage increases as well as increases for job descriptions that succeed those needed to be raised by law?

Motion by _____ second by _____ to _____

Ferris _____ Ainsleigh _____ Gray _____ Holbrook _____ Lynch _____

Roll Call Vote

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

1. County Mitigation Fund, current balance \$487,738.

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

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

_____ **11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

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

_____ **13.0 CLOSED SESSION**

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

Title: District Administrator

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

ADJOURNMENT

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

12-6-19
Date

10:15 Am.
Time

P. Loran
Clerk to the Board

SECTION: 5.0

ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING FROM NOVEMBER 21, 2019

INFORMATION: SEE ATTACHED MINUTES

STAFF RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE MINUTES

FISCAL IMPACT: NONE

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, November 21, 2019, 6:00 p.m., Canyon View Community Center
471 Maidu Drive, Auburn, CA**

Board Members

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

Board Members

Absent: Director Mike Lynch

Staff Present:

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

1.0 CALL TO ORDER

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

(PLEDGE TO THE FLAG)

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation of employee of the month was given to Facilities & Grounds Supervisor Dave Madruga by Facilities & Grounds Manager Jesse Williams.

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

4 – 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of Minutes of the Board of Directors Meeting from October 30, 2019**
- 5.2 Review of Cash Requirements for October, 2019 (Standing Finance Committee)**
- 5.3 Review and Approval of Financials for October, 2019 (Standing Finance Committee)**
- 5.4 Resolution Number 2019-29: Transfer of Equipment Reserve Funds (Standing Finance Committee)**

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

Roll Call Vote

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

4 – 0 Motion carries.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

7.1 Appointment for New Auditor (Standing Finance Committee)

A motion was made by Director Ainsleigh and seconded by Director Ferris to hire Richardson & Company LLP as the auditor for the Auburn Area Recreation and Park District for the fiscal years ending March 31, 2020, 2021 and 2022.

Roll Call Vote

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

3 – 0 – 1 Motion carries.

8.0 NEW BUSINESS

8.1 Energy Savings Performance Contract (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Gray to proceed with staff's recommendation to send out Requests for Proposals for an energy savings performance contract.

Roll Call Vote

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

4 - 0 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. County Mitigation Fund, current balance \$487,738.

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

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

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

1. Correspondence to District Administrator Kahl Muscott from Lachlan Ryan.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – There were no topics for closed session.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:30 p.m. by Chairman Ferris.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
NOVEMBER, 2019**

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: \$284,044.92

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

To:
 Last
 Last
 Last

From: 11/1/2019 To: 11/30/2019
 Check Date 11/1/2019
 Checkbook ID COMM 1ST COMM 1ST

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19370	M0015	Miller's Heating & Air	11/1/2019	COMM 1ST	PMCHK00002601	\$250.00
19371	S0016	Sam's Club	11/1/2019	COMM 1ST	PMCHK00002601	\$1,196.48
19372	S1007	Stationary Engineers, Local 39	11/1/2019	COMM 1ST	PMCHK00002601	\$384.52
19373	TEMPB	Jovian Bernhard	11/1/2019	COMM 1ST	PMCHK00002601	\$145.00
19374	TEMPF	Erica Fahner	11/1/2019	COMM 1ST	PMCHK00002601	\$145.00
19375	TEMPH	Vickie Haynie	11/1/2019	COMM 1ST	PMCHK00002601	\$40.00
19376	TEMPL	Andrew Lukkonen	11/1/2019	COMM 1ST	PMCHK00002601	\$120.00
19377	TEMPM	Nicole McClain	11/1/2019	COMM 1ST	PMCHK00002601	\$50.00
19378	TEMPP	Erin Proosow	11/1/2019	COMM 1ST	PMCHK00002601	\$50.00
19379	TEMPV	Kyle Vogt	11/1/2019	COMM 1ST	PMCHK00002601	\$25.00
19380	TEMPW	Sylvia Waddell	11/1/2019	COMM 1ST	PMCHK00002601	\$46.00
19381	U0033	United States Treasury	11/1/2019	COMM 1ST	PMCHK00002601	\$75.00
19382	1099-193	Celena Polena	11/8/2019	COMM 1ST	PMCHK00002603	\$338.00
19383	1099-271	Kelpro Security	11/8/2019	COMM 1ST	PMCHK00002603	\$1,948.90
19384	1099-313	Alison Lloyd	11/8/2019	COMM 1ST	PMCHK00002603	\$399.00
19385	1099-363	Cheyenne Little	11/8/2019	COMM 1ST	PMCHK00002603	\$616.20
19386	A0013	AT&T	11/8/2019	COMM 1ST	PMCHK00002603	\$68.40
19387	A0014	AT&T	11/8/2019	COMM 1ST	PMCHK00002603	\$302.04
19388	A0029	Auburn Trophies	11/8/2019	COMM 1ST	PMCHK00002603	\$128.01
19389	A0051	Anderson's Sierra Pipe Co.	11/8/2019	COMM 1ST	PMCHK00002603	\$1,516.75
19390	A0139	Auburn Ford	11/8/2019	COMM 1ST	PMCHK00002603	\$3,070.72
19391	B0020	BSN Sports, Inc.	11/8/2019	COMM 1ST	PMCHK00002603	\$254.50
19392	B0062	BareBones WorkWear	11/8/2019	COMM 1ST	PMCHK00002603	\$119.20
19393	B0069	Bidwell Water	11/8/2019	COMM 1ST	PMCHK00002603	\$223.50
19394	C0044	CSDA Member Services	11/8/2019	COMM 1ST	PMCHK00002603	\$7,077.00
19395	C0111	Cal.net	11/8/2019	COMM 1ST	PMCHK00002603	\$66.90
19396	C0127	Crime Victims United	11/8/2019	COMM 1ST	PMCHK00002603	\$1,060.00
19397	D0010	Diamond Pacific	11/8/2019	COMM 1ST	PMCHK00002603	\$561.69
19398	D0025	Dawson Oil Company	11/8/2019	COMM 1ST	PMCHK00002603	\$3,701.30
19399	E0008	Ewing Irrigation Products, Inc	11/8/2019	COMM 1ST	PMCHK00002603	\$938.32
19400	F0047	Fuentes Pond Maintenance	11/8/2019	COMM 1ST	PMCHK00002603	\$343.20
19401	G0073	General Plumbing Supply, Inc.	11/8/2019	COMM 1ST	PMCHK00002603	\$23.50
19402	H0002	Harris Industrial Gases	11/8/2019	COMM 1ST	PMCHK00002603	\$90.00
19403	I0010	Inland Business Systems	11/8/2019	COMM 1ST	PMCHK00002603	\$13.10
19404	K0011	Kaiser Foundation Health Plan,	11/8/2019	COMM 1ST	PMCHK00002603	\$14,221.20
19405	L0027	Pat Larson	11/8/2019	COMM 1ST	PMCHK00002603	\$39.33
19406	L0100	Lifeguard First Aid & Safety,	11/8/2019	COMM 1ST	PMCHK00002603	\$92.61
19407	M0013	Meadow Vista Hardware	11/8/2019	COMM 1ST	PMCHK00002603	\$125.81
19408	M0098	Meadow Vista County Water Dist	11/8/2019	COMM 1ST	PMCHK00002603	\$2,541.38
19409	N0003	Norris Electric, Inc.	11/8/2019	COMM 1ST	PMCHK00002603	\$15,808.81
19410	N0045	Near U CO2	11/8/2019	COMM 1ST	PMCHK00002603	\$270.85
19411	N0048	Normac, Inc.	11/8/2019	COMM 1ST	PMCHK00002603	\$152.79
19412	N0051	National Aquatic Services, Inc	11/8/2019	COMM 1ST	PMCHK00002603	\$2,501.44
19413	P0001	Placer Farm Supply	11/8/2019	COMM 1ST	PMCHK00002603	\$144.77
19414	P0005	Placer County Water Agency	11/8/2019	COMM 1ST	PMCHK00002603	\$1,226.47
19415	P0007	Pacific Gas & Electric Company	11/8/2019	COMM 1ST	PMCHK00002603	\$320.22
19416	P0023	PG&E	11/8/2019	COMM 1ST	PMCHK00002603	\$88.49
19417	R0065	River City Rentals	11/8/2019	COMM 1ST	PMCHK00002603	\$32.60
19418	R0073	Riebes Auto Parts	11/8/2019	COMM 1ST	PMCHK00002603	\$83.62
19419	S0094	Manouch Shirvanioun	11/8/2019	COMM 1ST	PMCHK00002603	\$63.25
19420	S0145	SCP Pool Distributors LLC	11/8/2019	COMM 1ST	PMCHK00002603	\$544.26
19421	S0154	Mike Scheele	11/8/2019	COMM 1ST	PMCHK00002603	\$147.20
19422	S0163	Steffen's HVAC Services	11/8/2019	COMM 1ST	PMCHK00002603	\$1,728.00
19423	S1003	Sutter Medical Foundation	11/8/2019	COMM 1ST	PMCHK00002603	\$216.00
19424	T0031	Turf Star, Inc.	11/8/2019	COMM 1ST	PMCHK00002603	\$406.11
19425	T0071	TIAA Commercial Finance, Inc.	11/8/2019	COMM 1ST	PMCHK00002603	\$107.34
19426	T1000	Transamerica Life Insurance	11/8/2019	COMM 1ST	PMCHK00002603	\$420.00
19427	TEMPB	Al Best	11/8/2019	COMM 1ST	PMCHK00002603	\$40.00
19428	TEMPC	Tara Cavrikas	11/8/2019	COMM 1ST	PMCHK00002603	\$65.00
19429	TEMPE	Serena Davidson	11/8/2019	COMM 1ST	PMCHK00002603	\$100.00
19430	TEMPF	Heather Latimer	11/8/2019	COMM 1ST	PMCHK00002603	\$69.00
19431	TEMPP	Kelly Pavlica	11/8/2019	COMM 1ST	PMCHK00002603	\$25.00
19432	TEMPW	Michelle Whitsett	11/8/2019	COMM 1ST	PMCHK00002603	\$125.00
19433	V0007	Verizon Wireless	11/8/2019	COMM 1ST	PMCHK00002603	\$1,033.35
19434	W0001	Walker's Office Supplies, Inc.	11/8/2019	COMM 1ST	PMCHK00002603	\$1,371.37
19435	W0003	Warehouse Paint Incorporated	11/8/2019	COMM 1ST	PMCHK00002603	\$683.94
19436	W0010	Waxie Sanitary Supply	11/8/2019	COMM 1ST	PMCHK00002603	\$68.83

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
19437	W0044	Wave	11/8/2019	COMM 1ST	PMCHK00002603	\$1,594.34
19438	W0045	Williams, Jesse	11/8/2019	COMM 1ST	PMCHK00002603	\$71.30
19439	U0019	US Bank	11/13/2019	COMM 1ST	PMCHK00002604	\$6,947.33
19440	S1007	Stationary Engineers, Local 39	11/15/2019	COMM 1ST	PMCHK00002605	\$403.84
19441	TEMPB	Darren Belles	11/15/2019	COMM 1ST	PMCHK00002605	\$115.00
19442	TEMPD	Amy Decker	11/15/2019	COMM 1ST	PMCHK00002605	\$25.00
19443	TEMPL	Jennifer Lerma	11/15/2019	COMM 1ST	PMCHK00002605	\$25.00
19444	U0033	United States Treasury	11/15/2019	COMM 1ST	PMCHK00002605	\$75.00
U0032ACH	U0032	UnityFisolutions	11/15/2019	COMM 1ST	PMCHK00002606	\$64.70
19446	1099-104	Thomas Seibel	11/22/2019	COMM 1ST	PMCHK00002607	\$97.50
19447	1099-117	Juan Aceituno	11/22/2019	COMM 1ST	PMCHK00002607	\$162.50
19448	1099-216	Gerald Harris	11/22/2019	COMM 1ST	PMCHK00002607	\$156.00
19449	1099-218	Auburn Gymnastics Center	11/22/2019	COMM 1ST	PMCHK00002607	\$523.25
19450	1099-269	Deborah Lynn	11/22/2019	COMM 1ST	PMCHK00002607	\$312.00
19451	1099-277	Foothill Karate Do	11/22/2019	COMM 1ST	PMCHK00002607	\$45.50
19452	1099-291	Isaac Humber	11/22/2019	COMM 1ST	PMCHK00002607	\$97.50
19453	1099-295	Juli Land-Marx	11/22/2019	COMM 1ST	PMCHK00002607	\$1,500.00
19454	1099-313	Alison Lloyd	11/22/2019	COMM 1ST	PMCHK00002607	\$344.40
19455	1099-363	Cheyenne Little	11/22/2019	COMM 1ST	PMCHK00002607	\$1,320.00
19456	1099-364	Davidson, Chris	11/22/2019	COMM 1ST	PMCHK00002607	\$30.00
19457	1099-370	Pam Akina	11/22/2019	COMM 1ST	PMCHK00002607	\$72.00
19458	1099-371	Hoffecker Burgess Consulting	11/22/2019	COMM 1ST	PMCHK00002607	\$120.00
19459	A0001	Recology Auburn Placer	11/22/2019	COMM 1ST	PMCHK00002607	\$1,262.12
19460	A0027	Recology Auburn Placer	11/22/2019	COMM 1ST	PMCHK00002607	\$1,278.74
19461	A0111	AllGood Driving School, Inc	11/22/2019	COMM 1ST	PMCHK00002607	\$30.00
19462	A0134	Advanced Intregrated Pest Mana	11/22/2019	COMM 1ST	PMCHK00002607	\$1,055.00
19463	A1010	Advantage Martketing and Print	11/22/2019	COMM 1ST	PMCHK00002607	\$152.30
19464	B0062	BareBones WorkWear	11/22/2019	COMM 1ST	PMCHK00002607	\$247.69
19465	C0061	California Computer Services	11/22/2019	COMM 1ST	PMCHK00002607	\$4,656.00
19466	C0113	Cooks Portable Toilets & Septi	11/22/2019	COMM 1ST	PMCHK00002607	\$1,834.08
19467	C0124	Central Valley Engineering & A	11/22/2019	COMM 1ST	PMCHK00002607	\$9,500.00
19468	D0010	Diamond Pacific	11/22/2019	COMM 1ST	PMCHK00002607	\$671.96
59	D0015	Department of Social Services	11/22/2019	COMM 1ST	PMCHK00002607	\$968.00
70	D0066	De Lage Landen Financial Servi	11/22/2019	COMM 1ST	PMCHK00002607	\$332.48
19471	E0008	Ewing Irrigation Products, Inc	11/22/2019	COMM 1ST	PMCHK00002607	\$1,907.08
19472	F0038	Fastenal Company	11/22/2019	COMM 1ST	PMCHK00002607	\$1.62
19473	G0045	GSSA	11/22/2019	COMM 1ST	PMCHK00002607	\$852.50
19474	H0025	Hillyard/Sacramento	11/22/2019	COMM 1ST	PMCHK00002607	\$103.30
19475	H0056	Humana Dental Ins. Co	11/22/2019	COMM 1ST	PMCHK00002607	\$2,074.94
19476	H0013	Meadow Vista Hardware	11/22/2019	COMM 1ST	PMCHK00002607	\$89.08
19477	N0012	Nevada Irrigation District	11/22/2019	COMM 1ST	PMCHK00002607	\$222.74
19478	P0005	Placer County Water Agency	11/22/2019	COMM 1ST	PMCHK00002607	\$88.18
19479	P0007	Pacific Gas & Electric Company	11/22/2019	COMM 1ST	PMCHK00002607	\$4,392.26
19480	R0073	Riebes Auto Parts	11/22/2019	COMM 1ST	PMCHK00002607	\$338.83
19481	R0074	Rainout Line	11/22/2019	COMM 1ST	PMCHK00002607	\$399.00
19482	S0025	Sierra Pacific Turf Supply, In	11/22/2019	COMM 1ST	PMCHK00002607	\$529.44
19483	S0067	Superfast Copy	11/22/2019	COMM 1ST	PMCHK00002607	\$84.94
19484	S0143	SMOA	11/22/2019	COMM 1ST	PMCHK00002607	\$332.25
19485	S0154	Mike Scheele	11/22/2019	COMM 1ST	PMCHK00002607	\$146.63
19486	S0167	Special District Risk Manageme	11/22/2019	COMM 1ST	PMCHK00002607	\$66,442.26
19487	T0031	Turf Star, Inc.	11/22/2019	COMM 1ST	PMCHK00002607	\$90,148.03
19488	TEMPB	Smith Briggs	11/22/2019	COMM 1ST	PMCHK00002607	\$40.00
19489	TEMPD	Sonia Dean	11/22/2019	COMM 1ST	PMCHK00002607	\$27.00
19490	TEMPH	Katie Huston	11/22/2019	COMM 1ST	PMCHK00002607	\$95.00
19491	TEMPT	Tillison Training	11/22/2019	COMM 1ST	PMCHK00002607	\$595.00
19492	U0016	Uptown Signs & Graphics, Inc.	11/22/2019	COMM 1ST	PMCHK00002607	\$225.23
19493	V0004	Valley Truck & Tractor Co.	11/22/2019	COMM 1ST	PMCHK00002607	\$4,668.85
19494	W0001	Walker's Office Supplies, Inc.	11/22/2019	COMM 1ST	PMCHK00002607	\$1,679.05
19495	W0010	Waxie Sanitary Supply	11/22/2019	COMM 1ST	PMCHK00002607	\$400.36
19496	W0043	West Coast Fire Protection Sys	11/22/2019	COMM 1ST	PMCHK00002607	\$150.00
19497	W0044	Wave	11/22/2019	COMM 1ST	PMCHK00002607	\$539.85
19498	TEMPB	Bowman School	11/29/2019	COMM 1ST	PMCHK00002608	\$46.70
19499	TEMPG	Theanne Gruhlke	11/29/2019	COMM 1ST	PMCHK00002608	\$125.00
19500	TEMPJ	Sue Jessup	11/29/2019	COMM 1ST	PMCHK00002608	\$100.00
19501	TEMPH	Roger McQuade	11/29/2019	COMM 1ST	PMCHK00002608	\$65.00
19502	TEMPS	Katie Schiavone	11/29/2019	COMM 1ST	PMCHK00002608	\$115.00
33	TEMPV	Maria Vogt	11/29/2019	COMM 1ST	PMCHK00002608	\$65.00
19504	U0033	United States Treasury	11/29/2019	COMM 1ST	PMCHK00002608	\$75.00
19505	V0006	VFCAL	11/29/2019	COMM 1ST	PMCHK00002608	\$538.00

Total Checks: 136

Total Amount of Checks: \$284,044.92

Item 5.3 Cover Sheet for Job Description Update for Account Clerk II Position

Auburn Area Recreation and Park District Policy Committee meeting December, 2019; Board of Directors' meeting December, 2019.

The Issue: Shall the Auburn Area Recreation and Park District (ARD) Board of Directors change the job description for the Account Clerk II Position?

Background: The Account Clerk II job description's language was last updated March, 2011.

Account Clerk II

Certain responsibilities of the job have been added and some have been removed due to redundancy or new practices.

2.12 Job Descriptions

The Board of Directors approves job descriptions and they are maintained on file in the District. Each job description describes the job, typical duties, and the education, experience and abilities required for it.

Recommendation: The Policy Committee had a positive recommendation for the adoption by the Board of Directors.

Fiscal Impact: \$0.00 effect to current and future budgets.

Attachment: Revised Account Clerk II Job Description.

ACCOUNT CLERK II

DEFINITION AND PURPOSE: Under the general direction of the Administrative Services Manager, the Account Clerk II performs various accounting and clerical skills. The position requires extensive skills in accounting, requiring initiative and a minimum amount of direction and supervision.

ESSENTIAL JOB FUNCTIONS:

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

- Performs monthly closing and compiles profit & loss, balance sheets, and records changes to assets, expenses, depreciation schedules, projects, 501c3 accounts and any other related accounts
- Distributes financial statements to management and board members. Attends finance meetings
- Maintain the general ledger, reconcile the bank statement and county ARMS reports to the general ledger monthly, including any journal entries as required
- Make bank deposits and collect county checks weekly
- Prepare invoices and process accounts receivables activity. Report aging and process collection activity.
- Review and process payroll
- Review accounts payable and verify supporting documentation for same
- Prepare the District's fixed asset accounting and coordinate the preparation of a fixed asset reserve report which reflects the annual funding necessary for the maintenance of the fixed assets of the District
- Assist with budget preparation by compiling information on revenue, expenses, fixed assets and other data; reconcile fixed assets quarterly
- Assist auditor(s) in annual audit as needed
- Prepare and review State and Federal Quarterly and Yearly reports including W-2's and 1099's, workers compensation audit reports, CalPERS depositing requirements, employment verifications, and prepares reports as necessary
- Process new hires, employee exits, calculate payroll and process payroll/benefit/deduction adjustments as needed
- Maintain and distribute calendar of performance evaluation forms and information for all district employees to District Managers
- ~~Oversee the back-up system for the District's computers. Removes data storage tape daily and places it in a secure off-site location~~
- Perform a variety of office assignments including filing, typing data entry, document preparation, updating records and creating spreadsheets using computer software and online WWW accounts (Word, Excel, Great Plains, Time Clock, RecTrac, Dayworks, Banking, and Credit Card Merchant Services)
- Operation of various office equipment
- ~~Maintain District bookkeeping filing system~~
- Maintain chart of accounts assigning appropriate account codes to new accounts
- Cross train in a variety of essential job functions of the Account Clerk I responsibilities
- Responsible for training accounting personnel

NON-ESSENTIAL JOB FUNCTIONS:

- May assist with office and customer service duties including phones, typing, data entry, registration, filing and any related office duties as needed
- ~~Answering office phones as needed~~
- May attend committee meetings when necessary
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity, strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; computer applications including Word processing and Excel spreadsheets, preferably on PC based systems; maintain cooperative working relationships

with District employees, vendors, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES

Two years of college or business school with degree in accounting or equivalent.

Minimum of two (2) years full charge bookkeeping experience, or any combination of education and accounting experience to meet qualification.

LICENSES AND CERTIFICATES

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

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

WORK ENVIRONMENT

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

Position may be full or part-time. When part-time, hours and days worked may be flexible, but must conform with District needs.

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

Wage rate range

\$18.96 - \$28.87

\$17.71 - \$23.72 (non-CalPERS)

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

SECTION: 6.0

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

INFORMATION:

SEE ATTACHMENTS

Kahl Muscott
District Administrator
Report to the Board of Directors
December, 2019

- Rain has slowed the final steps of the Bike Park, the main items being finishing the pump track and building the trails. Volunteer Randy Spangler is eager to finish the pump and stride tracks, and volunteers led by Diana Boyer and FATRAC should be able to knock out the trails in a couple of days.
- Markus Lang sent me an email letting me know that Dudek is going to write off the costs of the bird and bat surveys that were necessary for the start of Bike Park construction (probably around a \$1,000 – \$1,500 write off).
- Lt. Troy Minton-Sanders with the PCSO reiterated that PCSO is in full support of the Auburn Bike Park and let me know that they will increase patrols through the area once it is opened.
- Staff over-seeded and top dressed Beggs and Christian Valley ballfields last month.
- The City approved the MOU as we modified it. A digital copy of the signed copy has been received. A hard-copy is in the mail.
- Lots of discussions still surrounding AB5 and its potential impacts on the Parks and Recreation industry. I will be attending an Administrator's meeting (after the writing of this report) that features a round-table discussion on this topic and a presentation from CAPRI.
- Volunteers from the Gathering Inn (Placer County shelter) cleaned and scrubbed graffiti off of 20+ garbage cans at Regional Park on December 5th.
- I met with Walter Clevenger (Placer County Resource Conservation District) and Beth Dyer (Reclamation) about the fuel load reduction that is scheduled for the Maidu area. They are fairly confident that they will be able to get to that no-man's land that is part of the property we manage for Reclamation. This is the very-overgrown property to the NE of CVCC, along the canal trail.
- The Kids Fishing Day, part of the CDFW Fishing in the City program, takes place Saturday, December 14th at the Regional Park pond (8am – noon). We received grants/donations from the Placer County Fish and Game Commission (\$250) and the Gold Country Fly Fishers (\$250). These grants will pay for the food at the event and new event banners.

Meetings and events attended or scheduled to attend

12/2: A&D Committee
12/3: Rotary
12/4: Policy Committee
12/4: Finance Committee
12/4: Festival of Lights Committee
12/6: CARPD Administrator's meeting
12/7: Festival of Lights Parade
12/10: Rotary
12/12: ARD employee holiday party
12/12: Children's Christmas Faire at Fairgrounds
12/14: Kids Fishing Day
12/16: Safety Committee
12/17: Rotary

Veona Galbraith
Administrative Services Manager
Report to the Board of Directors
December, 2019

Appointments to Note for Oct-Nov:

- Conference Call with Eco-Green; their proposition for lighting
- Budget meeting with Recreation Manager, Mark Brunner
- Communications Speaker Presentation
- Correspondence, contract and initiations with new Auditor, Richardson & Co.

Jesse Williams
Facilities & Grounds Manager
Report to the Board of Directors
December, 2019

American River Canyon Overlook Park:

- Placed Rubbermaid Commercial Brute Round 20-gallon containers in the restrooms.
- Advanced IPM performed their bimonthly maintenance service around the buildings.
- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Ashford Park:

- Placed Rubbermaid Commercial Brute Round 20-gallon containers in the restrooms.
- Advanced IPM performed their bimonthly maintenance service around the buildings.
- Installed new "Dogs Must Be on a Leash" signs.

Atwood Park:

- Applied Sierra Pacific Turf Supply K-Mag 0-0-22 fertilizer to the turf. K-Mag 0-0-22 provides balanced nutrition of potassium, magnesium and sulfur in a form readily absorbed by the turf.

Auburn Elementary:

- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Canyon View Community Center

- Advanced IPM performed their bimonthly maintenance service around the building.
- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Christian Valley Park:

- Advanced IPM performed their bimonthly maintenance service around the building.
- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Meadow Vista Park

- Placed Rubbermaid Commercial Brute Round 20-gallon containers in the restrooms.
- Serviced the #05 truck.
- Serviced the John Deere TX 4x2 Traditional Utility Vehicle.
- Fuentes Lake and Pond Management serviced the pond aerators.
- Advanced IPM performed their bimonthly maintenance service around the buildings.

Placer Hills Park

- Placed Rubbermaid Commercial Brute Round 20-gallon containers in the restrooms.
- National Aquatic Services provided a recommendation that based on the age of the heater they did not recommend going further with repair costs and instead recommended we replace the unit.
- Advanced IPM performed their bimonthly maintenance service around the building.

Railhead Park:

- Placed Rubbermaid Commercial Brute Round 20-gallon containers in the restrooms.

Recreation Park:

- Placed Rubbermaid Commercial Brute Round 20-gallon containers in the restrooms.
- Serviced the #22 and #28 truck.
- Built Begg's Field pitcher's mound to Little League's governing body specifications.
- Performed repairs on the Splash! Extended Reach Semi-Portable Aquatic Lift System.
- Serviced the Toro Procore Aerator.
- Serviced the SDI Sprayer.
- Serviced the Kioti Tractor.
- Serviced the GearMoore Seeder/Spreader.
- Serviced the 2013 John Deere TX 4x2 Traditional Utility Vehicle.
- Continued working on repairing the ramps outside the Day Camp Modulars.
- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.
- Norris Electric removed melted receptacles from picnic unit #2 and installed a temporary receptacle on the light pole.
- Worked with Placer County Water Agency to fix a mainline leak.
- Advanced IPM performed their bimonthly maintenance service around the buildings.
- Continued working on rebuilding the shade structure on the back patio of the craft room so it becomes a continuation of the covering going into the Teen Center.

Regional Park:

- Placed Rubbermaid Commercial Brute Round 20-gallon containers in the restrooms.
- Serviced the John Deere 1600 Wide Area Mower.
- Serviced the John Deere TX 4x2 Traditional Utility Vehicle.
- Serviced the 2014 John Deere HPX 4x4 Traditional Utility Vehicle.

- Norris Electric installed conduit and new wiring for a section of the pathway lights that had stopped working due to underground damage to the old wires on/near the Soccer Field.
- Advanced IPM treated a yellow jacket nest in the ground on the Disc Golf Course.
- Advanced IPM treated a yellow jacket nest in the ground on B field.
- Advanced IPM performed their bimonthly maintenance service around the buildings.
- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.
- Quarterly fire inspections performed by West Coast Fire Inspection.

Rock Creek Elementary:

- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Skyridge Elementary:

- Proactive heating maintenance and filter change performed by Steffen's HVAC Services.

Manouch Shirvanioun
Marketing & Customer Service
Report to the Board of Directors
December, 2019

Staff is working on getting new Winter/Spring 2020 activities in the system

Staff annual review

Assisted with interviews-maintenance dept.

Renewed UAIC's gym reservation

In the process of renewing annual rental agreements for CVCC

Registered ARD for the Festival of Lights Float

Met with Toy Run organizer and arranged for them to use our facilities for the Annual Toy Run in Auburn

Met with the Race Director for the Santa Run and the Resolution Run to use Overlook Park for his events

Finance meetings

Leadership Auburn

Attended training Seminar-Handling Hassles, Headaches and Highjackers

Chamber Ambassador weekly visits

Mark Brunner
Recreation Services Manager
Report to the Board of Directors
December, 2019

Youth Development Basketball League: Recreation staff were able to recruit over 80 volunteer coaches this season for all of the 70 teams that ARD has created. Practices began on December 2. Teams will begin their eight-game season on January 11.

Rec Guide Update: The 2020 Winter/Spring recreation guide is now in the final rough draft process. The guide will be mailed out to the customers within our District on December 31.

Robalos Swim Team: Catherine Coutts has been hired as the Robalos Swim Team Assistant Coach for the 2020 swim season. Catherine brings a lot of experience to the team as she grew up

swimming. Catherine has two kids, ages 9 & 11, who swam the past few seasons with the Grass Valley Orcas. In the last two years, she has volunteered her time on deck with the Orcas and has a strong grasp on swimming fundamentals. Her confident but calm approach to coaching will improve team.

Paula Leahy: Paula has been a key volunteer for the Recreation Services Department for the last nine years. In order to pursue other volunteer opportunities with working with local animal groups, Paula volunteered her final day with ARD at the end of November. Paula was a key contributor to our special events. We thank her for her time and contributions to the District. In her place, Ellie Lippold will step into Paula's role as the Recreation Services primary volunteer.

Coming up this Month

January

11	Youth Basketball Games Begin	Recreation/Regional Park
20	MLK Day	Offices Closed
30	Board Meeting	CVCC

Debbie Thomas

Youth Services Manager

Report to the Board of Directors

December, 2019

- Planning, purchasing, scheduling and prep for winter break day camp from December 23-January 6
- Skyridge and Alta Vista are now on the United Way food program. Some purchases for morning snack and cleaning supplies, etc. will still be made at Sam's (and for Newcastle) but overall it will save on our food expenses. United Way has offered to purchase a larger microwave for Alta Vista since they will be offering some hot meals. The refrigerator was purchased by United Way for Skyridge and installed in modular 2.
- Alta Vista Discovery had to relocate for several days due to a sewage backup. The school called in Serv-Pro to sanitize the room. This pushed back the food program deliveries by a week. We are also having a water dispenser put in to ensure our drinking water is safe. Parents were very appreciative as it was a main concern for them.
- At Skyridge, we are in the process of either lowering our internet costs with AT&T or changing over to WAVE. Auburn El is also waiting to have an upgraded modem installed through AT&T.
- The preschool is manning the Christmas Faire booth at the fairgrounds this year. Their students will be able to have pictures taken with Santa there instead of sponsoring the event at ARD.
- Purchasing at Sam's for sites and their holiday celebrations
- Finance meeting December 4, Safety meeting Dec. 16.

Mike Scheele
Landscape Architect/Project Manager
Report to the Board of Directors
December, 2019

- **James Field Renovation Project:** Outfield hydro-seeding and the infield over-seed is growing in. Contractor has been adjusting the irrigation timing to be in concert with the growth and the weather and was planning on taking on the remaining punch-list items first week of December but will be delayed by the rains. Staff will be working with the baseball coaches on coordinating installation of a new scoreboard at some point in the near future. Staff also getting estimates for retrofitting in a 22' wide double drive gate into the SW corner of James Field outfield fence. A new gate such as this would facilitate maintenance of the field especially when it comes to things like scoreboard installation/repair and field light bulb replacements which require crane access.
- **ARD Bike Park Project:** Work continues on the project with contractor performing rough pump track earthwork and final welding of handrails/guardrails prior to Thanksgiving holiday. Bike Park Designer Randy Spangler has become available and the bike park advocacy group and District are able to bring him into the project to refine the design and perform the final earthwork for the pump and strider tracks. Bypass trail clearing work with fence opening, bollards and crosswalk along with solar lights, handrail galvanizing and irrigation heads are work items that remain. District will be preparing and installing all the rules and directional signage. District graphic designer is coming up with rules sign design options and a temporary rules sign will be used first (see exhibit of draft sign design attached). The non-bypass trails portions of the project will be built by volunteers, most likely in stages. Trail volunteer coordination meetings have already taken place but actual timeframe remains TBD. Civil engineer consultant has the trail routes surveyed and can set stakes to guide the volunteers if needed.
- **Placer Hills Pool Parking Area Renovations:** Staff has begun getting quotes for renovating the parking area and taking care of the drainage problem (large puddle). Staff may need a topographic survey to design the renovation work as the lot is so flat. It may not be possible to drain the lot with a concrete swale in which case it will need to be a drain box and pipe. Pipe will need to outflow to a constructed gravel sump if the District is not allowed to drain right into the adjacent creek. Staff will contact Placer County to see if drain to creek is permissible. Work is scheduled to take place next fiscal year.
- **Overlook Park Restroom ADA Upgrades:** Winter 2019/2020 staff will prepare and issue a RFQ to architects for consultant services to prepare report of existing non-ADA compliant restroom items and produce construction documents for their correction. Permit, bidding and construction to follow in the spring of 2020.
- **24 Acre Project-Statewide Park Dev and Community Revitalization Grant Application:** NO NEW ACTION. Staff will be pursuing the next round of grant funding for the property next spring and all 5 required public meetings have taken place with staff obtaining input on the current master plan drawing. Prior to this staff will be putting together and releasing a RFQ requesting a design firm that can not only take the project through CEQA, but that can also assist with any design refinements and produce construction documents for whatever the first phase of the 24 Acre development turns out to be post CEQA.

- **Miscellaneous Items:** New memorial bench for Meadow Vista Park-planning just begun, Re-planting work at Railhead and Atwood Parks with Staff (completed), ADA improvements and asphalt patching at CVCC and Atwood Park-(completed), new memorial bench at Ashford Park-(completed), new sponsored bench at Regional Park South play area for the Placer County Association of Realtors-(completed), updates of monthly Board reports and A&D Project Activity Reports etc.

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-19	Jean Hixon	Western States Trail- Sierra Room	\$225.00	\$30.00	\$255.00	No		
Apr-19	Thomas Eckert	Bureau of Reclamation-Sunset Room	\$540.00	\$60.00	\$600.00	No		
Apr-19	Allison Harvey	Placer Hills Education Foundation-MV Picnic sites	\$225.00	\$90 csid \$30 alcohol	\$112.50	No		
Apr-19	Diana Boyer	FATRAC- Conference Room at Rec. Park	\$75.00	\$30.00	\$105.00	No		
Apr-19	Mike Mason	Kids First- Regional Picnic Sites	\$198.00	\$30.00	\$99.00	No		
Apr-19	Linda LoBue	Sight Word Busters- Lakeside Room Celebrating K, 1st & 2nd students from Rock Creek School	\$176.00	\$30.00	\$158.40	No		
							\$1,329.90	\$1,329.90
May-19	Jim Moore	Auburn Host Lions-Recreation Picnic sites	\$100.00	\$80.00	\$50.00	No		
							\$50.00	\$1,379.90
Jun-18	Jean Hixon	Western States Trail Foundation-Sierra Room	\$202.50	\$0.00	\$202.50	No		
Jun-18	Herb Grounds	Feed The Hungry of Auburn-Picnic areas Recreation Park	\$100.00	\$60.00	\$50.00	No		
Jun-18	Chris Pelkert	Freedom Church- Picnic 1 & 2 Regional Park	\$100.00	\$60.00	\$50.00	No		
							\$302.50	\$1,682.40
Jul-18	Frida Diaz	Child Advocates of Placer County-Recreation Park Picnic site #1	\$50.00	\$30.00	\$25.00	No		
Jul-18	Jim Moore	Auburn Host Lions Club- Recreation Park picnic sites 1 and 2	\$100.00	\$60.00	\$50.00	No		
Jul-18	Bree Renz	Auburn Eck Center/CA Salsang Society- Lakeside Room	\$200.00	\$30.00	\$180.00	No		
							\$255.00	\$1,937.40

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Aug-18	Courtney Portlock	American Foundation for Suicide Prevention- Railhead Park fields A and B	\$219.80	\$80.00	\$197.64	No		
Aug-18	Keith Nesbitt	Auburn Chamber-Leadership Auburn Alumni Event Splash Pool Area	\$300.00	\$80.00	\$270.00	No		
Aug-19	Karen Montgomery	Bowman Charter School-PTO Railhead Park-Field B	\$116.75	\$80.00	\$93.40	Yes		
							\$561.04	\$2,498.44
Sep-19	Kelly Davis	CJD Foundation-Picnic site at Regional Park	\$60.00	\$40.00	\$48.00	No		
Sep-19	Chivas Mays	Stand Up Placer- Foothills Room & Sunset Room	\$858.00	\$140.00	\$772.20	No	\$820.20	\$3,318.64
Oct-18	Kathy Van Dam	Girl Scouts- Foothills Room and Canyon View Room	\$330.00	\$80.00	\$264.20	No	\$264.20	\$3,582.84
Nov-19	Craig Thornley	Western States Endurance Run-Foothills Room	\$220.00	\$80.00	\$220.00	No	\$220.00	\$3,802.84
Dec-19	Emma Lujan	Gold Country Toy Run-Regional Gym and Recreation Park Picnic sites	\$401.00	\$80.00	\$360.90	No		
Dec-19	Lezlie Young	American Foundation for Suicide Prevention- Railhead Park	\$170.80	\$80.00	\$153.72	Yes		
Dec-19	Patty Neifer	Sweep Riders of the Sierra- Canyon View Room for 5 monthly meetings	\$386.00	\$200.00	\$356.40	No		
							\$871.02	\$4,673.86

11/14/2019

VANDALISM REPORT

There was no activity for vandalism for the month of November, 2019.

10/21/2019

VANDALISM REPORT

LOCATION

VANDALISM

LABOR COSTS MATERIAL COSTS

9/13/2019 Overlook Park

Graffiti at the Skate Park
Sound Wall

\$21.00 \$8.77

Total Labor	\$468.80	Total	\$1,003.78
		Material	
Total for year	\$1,497.60	Total for Year	\$5,173.97

9/17/2019

VANDALISM REPORT

LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
8/9/2019 Recreation Park	Bathroom sink ripped off wall & smashed	\$55.80	\$946.85
8/16/2019 Meadow Vista Park	Footing for slide replaced	\$410.00	\$48.16

Total Labor	\$465.80	Total	\$995.01
Total for year	\$1,028.80	Total for Year	\$5,165.20

8/20/2019

VANDALISM REPORT

LOCATION

VANDALISM

7/19/2019 Regional Park

Car drove into fence post.

LABOR COSTS	\$410.00	MATERIAL COSTS	\$32.96
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Total Labor	\$410.00	Total	\$32.96
		Material	
Total for year	\$563.00	Total for	\$4,170.19
		Year	

7/15/2019

VANDALISM REPORT

There was no activity for vandalism for the month of July, 2019.

6/20/2019

LOCATION

Date

VANDALISM REPORT
VANDALISM

LABOR COSTS

MATERIAL COSTS

5/8/2019 Vandalism trash run Regional Park

Homeless trash

\$26.00
ARD staff labor

\$23.00 for Recology
to pick up trash

5/24/2019 Slide Retro fit Meadow Vista

Someone jumped
on or hit a crack
the slide's seam

\$52.00
\$2,951

Total Labor	\$78	Total	\$2,974
Total for Year	\$153.00	Total for Year	\$4,137.23
		Material	

5/20/2019

VANDALISM REPORT

There was no activity for vandalism for the month of April, 2019.

VANDALISM REPORT				
DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
4/5/2019	Rep. Plk. Lakeside room	Vandal's broke into men's bathroom	Yuba Safe & Lock no ARO labor costs	\$274.26
3/29/2019	Regional Park	Regional Park homeless camp clean up	\$65.00	\$126.50
3/29/2019	Tutor Tutor Prechool	Locke broken by vandalism	\$10.00	\$119.07
Total labor			\$75.00	\$1,163.23
Total material				

3/20/2019	VANDALISM REPORT			
DATE	VANDALISM	LABOR COSTS	MATERIAL COSTS	
3/20/2019	NONE	NONE	NONE	

2/20/2019

DATE

2/20/2019

VANDALISM REPORT

LOCATION

VANDALISM

LABOR COSTS

MATERIAL COSTS

NONE

NONE

NONE

NONE

1/23/2019

VANDALISM REPORT

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
12/14/2018	Ashford Park	(2) Broken toilet seats	\$0.00	\$643.40
1/8/2019	Regional Park	Off roaders caused big ruts at Regional where the ARD events take place. Not fixed yet because of rain, needs to drain because it flooded. Topsoil and overseed will be put in after it has drained and dried.	\$0.00	(vandalism proof toilet seats) \$0.00
Total labor costs			\$0	Total material costs \$643.40

2019/2020 PROJECT ACTIVITY		UPDATED 11/25/19		
REPORT	PROJECT	EST. GOST	NOTES	
RECREATION PARK			EST. COMPLETED	
	James Ballfield Renovation Project (2019)	277,086.00	Outfield hydros seeding and the infield over-seed is growing in. Contractor has been adjusting the irrigation timing to be in concert with the growth and the weather and will be taking on the remaining punch-list items first week of December right after the Thanksgiving holiday. Staff will be working with the baseball coaches on coordinating installation of a new scoreboard at some point in the near future. Staff also getting estimates for retrofitting in a 22' wide double drive gate in the SW corner of James Field outfield fence. This will facilitate maintenance of the field especially when it comes to things like scoreboard installation/repair and field light replacements.	DECEMBER 2019
	Recreation Park South Parking Lot Accessible Parking Stall Project (2019)	15,000.00	Project Completed. Simpson & Simpson Inc. did a nice job.	JULY 2019
PLACER HILLS POOL				
	ADA Path of Travel (2016/2017)	10,000.00	Sidewalk path of travel has been found to be in acceptable ADA shape but the parking lot asphalt and ADA striping could use renovation. Additionally there is a significant drainage problem trapping a large puddle of water that needs to be studied.	NOVEMBER 2019
REGIONAL PARK				
	New Playground (130K-completed) and new ADA path of travel from parking lot project (40K) (2017/2018)	170,000.00	ADA Parking and path of travel project has been completed.	AUGUST 2019
	Irrigation Pump Replacement (2017/2018)	160,000.00	New pump is installed and working well. Project is finally completed!	JULY 2019
OVERLOOK PARK				
	Restroom ADA Upgrades (2018/2019)	35,000.00	Staff is planning on hiring consultant to prepare construction documents in the Winter of 2019 with bidding and construction in the Spring of 2020.	MARCH 2020

<p>24 ACRE PROPERTY</p> <p>Statewide Park Development and Community Revitalization Program Grant (2018/2019)</p>	<p>0.00</p>	<p>Staff will be pursuing the next round of grant funding for the property next spring and all 5 required public meetings have taken place with staff obtaining input on the current master plan drawing. Prior to this staff will be putting together and releasing a RFQ requesting a design firm that can not only take the project through CEQA, but that can also assist with any design refinements and produce construction documents for whatever the first phase of the 24 Acre development turns out to be post CEQA.</p>	<p>AUGUST 2019 THROUGH SPRING 2020</p>
<p>CVCC</p>			
<p>Bike Park - Design, CEQA, NEPA etc. (2014/2015)</p>	<p>100,000.00</p>	<p>The signed FONSI (Finding Of No Significant Impact) from the USBOR was finally received July 2nd 2018.</p>	<p>JULY 2018</p>
<p>Bike Park - Construction (2015/2016)</p>	<p>320,000.00</p>	<p>Work continues on the project with contractor performing rough pump track earthwork and final welding of handrails/guardrails at time of report. Bike Park Designer Randy Spangler has become available and the bike park advocacy group and District are able to bring him into the project to refine the design and perform the final earthwork for the pump and strider tracks. Bypass trail clearing work with fence opening, bollards and crosswalk also still in progress. District will be preparing and installing all the rules and directional signage. District graphic designer is coming up with nice rules sign design options and a temporary rules sign will be used first. The non-bypass trails portions of the project will be built by volunteers, most likely in stages and coordination meetings have already taken place. Civil engineer consultant has the trail routes surveyed and can set stakes to guide the volunteers if needed.</p>	<p>DECEMBER 2019</p>
<p>Maidu Drive Repair (2018/2019)</p>	<p>25,000.00</p>	<p>The Bureau asked both ARD and PCWA to get additional budget cost estimates for the entire stretch of their portion of Maidu Drive (South of CVCC towards Auburn Folsom Road ending at the edge of the housing development) This is in addition to the estimates already received for the more damaged portion by CVCC. At some point the project(s) will need to be put out to formal bid. ARD is offering \$25K towards the re-paving of the bad section by CVCC/Bike Park. Staff obtained the additional cost estimates from the paving contractor and forwarded them off to the Bureau. Next steps by the Bureau are currently unknown.</p>	<p>TBD</p>
<p>MEADOW VISTA PARK</p>			
<p>Parking Lot Re-seal/Re-Stripe (2018/2019)</p>	<p>10,000.00</p>	<p>Parking lot maintenance project is proposed to be pushed out to next fiscal year.</p>	<p>MARCH 2020</p>
<p>MULTI-PARK ITEMS</p>			

Streambed Alteration Agreement (2016/2017)	44,000.00	The Draft Vegetative Management Plan IS/MND (Initial Study/Mitigated Negative Declaration) was accepted by the Board in December 2018 and the Agreement is now in place.	Agreement in place, project on-going
Carry over projects from 2018/2019 list in YELLOW			
Fiscal Year Projects Total:	874,000.00		

SECTION 8.0

ITEM: 8.1

**ELECTION OF OFFICERS AND CONSIDER
COMMITTEE MEETING ASSIGNMENTS**

DESCRIPTION:

INFORMATION:

REVIEW ATTACHED INFORMATION

STAFF

RECOMMENDATION:

**ELECT OFFICERS AND CONSIDER COMMITTEE
MEETING ASSIGNMENTS. EACH MEMBER HAS
THE RIGHT TO NOMINATE ANOTHER MEMBER.
NO SECOND IS REEQUIRED FOR A
NOMINATION. BEGIN WITH THE OFFICE OF
CHAIRPERSON. PLEASE SEE ATTACHMENT
FOR CORRECT PROCEDURAL INFORMATION.**

Elections

The nominating and election process covered below is just one process of many. I think this best fits your board. It is taken from a book entitled "Parliamentary Procedure in Local Government."

From our conversation you indicated that there are no rules or laws pertaining to this board's election process. The members of the board are of equal status and there is no requirement to have been a board member a certain amount of time prior to election.

Procedure:

Each member has the right to nominate another member. No second is required for a nomination. Begin with the office of the chair, or president.

Elections proceed by voting on candidates in the order in which they were nominated. Members first vote on the election of the first nominee. If that person does not receive a majority vote, then a vote is taken on the second member nominated, and so on, until a member receives a majority vote. A vote is not taken on the remaining nominees, since the position is filled.

Example: Mr. A: "I nominate Mr. D for the office of chairman". The current presiding officer asks, "Are there further nominations for the office of chairman?" If there are none then the presiding officer calls for the vote, "All those in favor of Mr. D serving as chairman of this board say aye, those opposed say no." "Mr. D has received a majority vote and is elected as chairman of the board".

If there is more than one nominee for this office then the following is done:
Mr. A "I nominate Mr. D for the office of chairman". Mr. B, "I nominate Ms. E for the office of chairman". The presiding officer asks, "Are there further nominations for the office of chairman?" If none, the presiding officer proceeds, "Ms. D and Ms. E are nominated for the office of Chairman." "All those in favor of Mr. D raise your hands (count)." If Mr. D gets a majority vote then the election is over. If Mr. D does not receive a majority vote then the presiding officer calls for the vote for Ms. E, "All those in favor of Ms. E raise your hands (count)." " If she receives a majority vote then she is elected as chairman. If there is a tie vote then the voting continues until one or the other gets a majority vote or one of the nominees withdraws.

This procedure continues with each office. In some groups, once the chairman is elected he becomes the presiding officer and conducts the remaining election.

Jacque Brown, Registered Parliamentarian

Item 8.2 Cover Sheet for Increase in Minimum Wage

Auburn Area Recreation and Park District Board of Directors Meeting Dec, 2019

The Issue: Shall the Auburn Area Recreation and Park District change pay scales for certain job descriptions, based on upcoming mandated minimum wage increases as well as increases for job descriptions that succeed those needed to be raise by law?

Background: The minimum wage in California is set to increase to \$13.00 on January 1, 2020. The adjustments to ARD positions include job descriptions below minimum wage as well as job descriptions succeeding those job descriptions. An example of succeeding job descriptions are the Youth Services' Program Leader I, II, III, and Site Director.

ARD Policy on salary schedules:

2.20 Salary Schedule Ranges

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

Recommendation: Staff recommends the Board of Directors review and approve this item.

Fiscal Impact: \$6,600 current fiscal year
\$30,000 for a full year

Attachment: Spreadsheet of proposed Job Description changes.

Job Description Changes 2020-2021
Proposed Minimum Wage Increases - January 1, 2020

Aquatics

Assistant Coach - Competitive Swimming

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

Assistant Coach - Synchronized Swimming

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

Cashier - Pool

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

Head Coach - Competitive Swimming

Wage Scale	22.50
Current	16.79 to 22.50
Suggested	17.00 to 22.78 1.25%

Head Coach - Synchronized Swimming

Wage Scale	19.35
Current	14.44 to 19.35
Suggested	15.00 to 20.10 3.88%

Lifeguard

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

Head Lifeguard

Wage Scale	18.12
Current	13.52 to 18.12
Suggested	14.00 to 18.75 3.55%

Swim-Aide

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

Swim Lesson Instructor (WIS)

Wage Scale	17.76
Current	13.26 to 17.76
New	13.92 to 18.65

Aquatics Coordinator

Wage Scale	24.68
Current	18.42 to 24.68
New	19.34 to 25.72 (Eliminating Non-CajPERS rate)

Youth Services

Youth Services Program Leader I

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

Youth Services Program Leader II

Wage Scale	17.39
Current	12.98 to 17.39
New	13.63 to 18.27

Youth Services Program Leader III

Wage Scale	20.00
Current	14.92 to 20.00
New	15.67 to 21.00

Youth Services Program Site Director

Wage Scale	22.43
Current	16.74 to 22.43
New	17.58 to 23.56

Youth Services Program Coordinator

Wage Scale	25.43
Current	18.97 to 25.43
New	19.92 to 26.69

YS Lic Exempt Preschool Teacher 1

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

YS Lic Exempt Preschool Teacher 2

Wage Scale	17.39
Current	12.98 to 17.39
New	13.63 to 18.27

YS Lic Exempt Preschool Teacher 3

Wage Scale	20.00
Current	14.92 to 20.00
New	15.67 to 21.00

YS Lic Exempt Preschool Site Director

Wage Scale	22.43
Current	16.74 to 22.43
New	17.58 to 23.56

Facilities & Grounds

Facility and Grounds Custodian

Wage Scale	20.24
Current	15.12 to 20.24
No Chg	15.12 to 20.24

Seasonal/temporary non-union position

Wage Scale	16.40
Current	12.24 to 16.40
New	13.00 to 17.42

Facilities and Grounds Park Worker

Wage Scale	21.82
Current	16.28 to 21.82
No Chg	16.28 to 21.82

Part-Time Position

Wage Scale	18.85
Current	14.07 to 18.85
No Chg	14.07 to 18.85

Seasonal/temporary non-union position

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

Recreation

Recreation Aide I

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

Recreation Aide II

Wage Scale	17.52
Current	13.07 to 17.52
Suggested	13.50 to 18.09 3.29%

Recreation Aide III (No Change)

Wage Scale	20.85
Current	15.56 to 20.85
Suggested	15.56 to 20.85

Scorekeeper

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

5 x 5 Basketball, works by themselves

Wage Scale	22.95
Current	17.13 to 22.95
Suggested	17.50 to 23.45 2.16%

Customer Service

Customer Service Associate

Wage Scale	16.56
Current	12.36 to 16.56
New	13.00 to 17.42

Customer Representative

Wage Scale	19.88
Current	14.83 to 19.88
Suggested	15.00 to 20.10 1.70%

SECTION

**9.0 ITEMS FOR DISCUSSION AND
INFORMATIONAL ITEMS**

ITEM 9.0

DESCRIPTION: 1. County Mitigation Fund, current balance \$276,624.