

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

**6:00 PM**

**THURSDAY, DECEMBER 14, 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**

**(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 \_\_\_\_

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Presentation of a plaque to outgoing Chairman Mike Lynch.

**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 Minutes of the Meeting of the Board of Directors from November 30, 2017**

Review and approval of the Minutes from the Meeting of the Board of Directors from November 30, 2017.

\_\_\_\_\_ **5.2 Cash Requirements for November, 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.

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 NEW BUSINESS**

\_\_\_\_\_ **7.1 Election of Officers & 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.

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_ Holbrook \_\_\_\_\_

\_\_\_\_\_ **7.2 Resolution Number 2017-16, Contract Approval for Meadow Vista Park Restroom ADA Upgrade Project (Acquisition & Development Committee)**

Shall the Auburn Recreation District (ARD) authorize and approve Resolution Number 2017-16, a resolution approving a contract with PBM Construction, Inc. for \$48,000.00 to install the Meadow Vista Park Restroom ADA Upgrade Project?

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

**8.0 UNFINISHED BUSINESS**

\_\_\_\_\_ **8.1 ARD Large Projects and Future Project Lists; Abandoning the Bell Road Project (Acquisition & Development Committee)**

Shall the Auburn Area Recreation and Park District (ARD) make adjustments to the 5-Year Capital Improvement Project List, specifically the removal of the Bell Road Project from the list?

Motion by \_\_\_\_\_ second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Lynch \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_ Holbrook \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ **9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. 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**

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:

12-8-17  
Date

9:10 AM  
Time

P. Larson  
Clerk to the Board

**SECTION: 5.0**

**ITEM: 5.1 REVIEW AND APPROVAL OF THE MINUTES  
FROM THE NOVEMBER 30, 2017 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 Meeting of the Board of Directors  
Thursday, November 30, 2017, 6:00 p.m., Canyon View Community Center  
471 Maidu Drive, Auburn, CA**

**Board Members**

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

**Board Members**

**Absent:** Director Jim Gray

**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

**1.0 CALL TO ORDER**

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

**FLAG SALUTE – (PLEDGE TO THE FLAG)** – A flag presentation was given by BSA Troop 19.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Members from the Auburn Moose Lodge presented a check to ARD's Youth Assistance Fund in the amount of \$1,400.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

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

**Roll Call Vote**

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

4 – 0 Motion carries.

#### **4.0 PUBLIC COMMENT**

Warren Tellefson of Boy Scout Troop 19 thanked Director Holbrook and District Administrator Kahl Muscott for their time in talking to the Boy Scouts regarding Board meeting procedures.

Peggy Eggli, a resident of Riverview Drive in Auburn, California gave public comment regarding her concerns of safety at the proposed bike park.

An LaBarre, 407 Maidu Drive, Auburn, California gave public comment regarding the bike park. She disagrees with the Board's vote on the bike park and many issues relating to the bike park need to be addressed.

A resident gave public comment that she just found out about the bike park being built and asked what other locations were considered.

Diana Boyer gave public comment thanking the Board for support of the bike park.

#### **5.0 CONSENT ITEMS**

- 5.1 Review and Approval of the October 23, 2017 Minutes of the Meeting of the Board of Directors**
- 5.2 Review of Cash Requirements for September, 2017 (Standing Finance Committee)**
- 5.3 Review of Financials for September, 2017 (Standing Finance Meeting)**
- 5.4 Review of Cash Requirements for October, 2017 (Standing Finance Meeting)**
- 5.5 Review of Financials for October, 2017 (Standing Finance Meeting)**
- 5.6 Policy for Balanced Budget Requirement (Program, Personnel, Policy, Fee & Legal Review Meeting)**
- 5.7 Increase in Minimum Wage (Program, Personnel, Policy, Fee & Legal Review Meeting)**
- 5.8 ARD Personnel Policy Proposed Amendment – Volunteers (Program, Personnel, Policy, Fee & Legal Review Meeting)**

A motion was made by Director Holbrook and seconded by Director Ferris to approve the consent calendar with item 5.8 being pulled for further discussion.

**Roll Call Vote**

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

4 – 0 Motion carries.

**5.8 ARD Personnel Policy Proposed Amendment – Volunteers (Program, Personnel, Policy, Fee & Legal Review Meeting)**

A motion was made by Director Ainsleigh and seconded by Director Lynch to approve the ARD Personnel Policy Proposed Amendment – Volunteers, and change 200 hours on the policy to 100 hours.

**Roll Call Vote**

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

3 – 1 – 0 Motion carries.

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the ARD Personnel Policy Proposed Amendment – Volunteers, and change 200 hours on the policy to 40 hours.

**Roll Call Vote**

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

2 – 2 – 0 Motion does not carry.

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve the ARD Personnel Policy Proposed Amendment – Volunteers, and change 200 hours on the policy to 100 hours.

**Roll Call Vote**

Director Lynch – Yes  
Director Gray – Absent  
Director Holbrook – Yes  
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**

None.

**8.0 NEW BUSINESS**

**8.1 Amending 2017/2018 Project List (Acquisition & Development Committee)**

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve amending the 2017/2018 project list.

**Roll Call Vote**

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

4 – 0 Motion carries.

**8.2 Mid-Year 2017/2018 Budget Revision and Resolution Number 2017-14  
(Standing Finance Meeting)**

A motion was made by Director Lynch and seconded by Director Holbrook to approve the Mid-Year Budget Revision and adopt Resolution Number 2017-14.

**Roll Call Vote**

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

4 – 0 Motion carries.

**8.3 ARD Large Projects and Future Project Lists; Abandoning the Bell Road Project (Acquisition & Development Committee)**

A motion was made by Director Lynch and seconded by Director Ferris to defer this item to the December 2017 Board meeting.

**Roll Call Vote**

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

3 – 1 – 0 Motion carries.

**8.4 Travel, Training, Education and Government Per Diem Reimbursement Policy Amendments (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Ferris and seconded by Director Holbrook to approve the Travel, Training, Education and Government Per Diem Reimbursement Policy Amendments.

**Roll Call Vote**

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

4 – 0 Motion carries.

**8.5 Public Records Act Request Policy (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Holbrook and seconded by Director Ferris to approve the Public Records Act Request Policy.

**Roll Call Vote**

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

4 – 0 Motion carries.

**8.6 Purchase of Swimming Pool Heater (Standing Finance Committee)**

A motion was made by Director Ainsleigh and seconded by Director Holbrook to approve and adopt Resolution Number 2017-15 authorizing the District Administrator to enter into a contract to replace the pool heater at Marsha Skinner/Sierra Pool.

**Roll Call Vote**

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

3 – 0 Motion carries.

**8.7 Bike Park Site CEQA/NEPA Consultant Expanded Scope of Work and Fee – November, 2017 (Acquisition & Development Committee)**

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve the Bike Park Site CEQA/NEPA Consultant Expanded Scope of Work and Fee – November, 2017.

**Roll Call Vote**

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

3 – 1 – 0 Motion carries.

**8.8 ARD's Employee Merit Increases, Review Policies and Forms**

A motion was made by Director Holbrook and seconded by Director Lynch to approve amendments to ARD's Employee Merit Increases Policy.

**Roll Call Vote**

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

3 – 1 – 0 Motion carries.

**8.9 Claim Against ARD – Broken Windshield**

A motion was made by Director Holbrook to deny the claim against ARD. There was no second to the motion, motion died.

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve the claim against ARD.

**Roll Call Vote**

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

3 – 1 – 0 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Operation & Development Plan Update. (Acquisition & Development Committee)
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 Stand Up Placer.

**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 7:40 p.m. by Vice Chairman Gray.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

**SECTION: 5.0**

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR  
NOVEMBER, 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: \$128,080.35**

System: 11/30/2017 1:42:17 PM  
 User Date: 11/30/2017

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Page: 1  
 User ID: Veona

Ranges: From: To: From: To:  
 Check Number First Last Check Date 11/1/2017 11/30/2017  
 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
16020	S0016	Sam's Club	11/3/2017	COMM 1ST	PMCHK00002432	\$836.32
16021	S1007	Stationary Engineers, Local 39	11/3/2017	COMM 1ST	PMCHK00002432	\$422.86
16022	U0019	US Bank	11/7/2017	COMM 1ST	PMCHK00002433	\$8,826.22
16023	1099-104	Thomas Seibel	11/9/2017	COMM 1ST	PMCHK00002434	\$65.00
16024	1099-193	Celena Polena	11/9/2017	COMM 1ST	PMCHK00002434	\$234.00
16025	1099-218	Auburn Gymnastics Center	11/9/2017	COMM 1ST	PMCHK00002434	\$526.50
16026	1099-239	Macintosh-Oddo	11/9/2017	COMM 1ST	PMCHK00002434	\$3,500.70
16027	1099-256	Healing Pastures, Inc.	11/9/2017	COMM 1ST	PMCHK00002434	\$97.50
16028	1099-291	Isaac Humber	11/9/2017	COMM 1ST	PMCHK00002434	\$253.50
16029	1099-295	Juli Land-Marx, dba Image Net	11/9/2017	COMM 1ST	PMCHK00002434	\$833.31
16030	1099-304	Christina Taylor	11/9/2017	COMM 1ST	PMCHK00002434	\$54.00
16031	1099-313	Alison Lloyd	11/9/2017	COMM 1ST	PMCHK00002434	\$582.00
16032	1099-343	Faith Petersen	11/9/2017	COMM 1ST	PMCHK00002434	\$594.00
16033	A0001	Recology Auburn Placer	11/9/2017	COMM 1ST	PMCHK00002434	\$1,591.44
16034	A0013	AT&T	11/9/2017	COMM 1ST	PMCHK00002434	\$120.00
16035	A0014	AT&T	11/9/2017	COMM 1ST	PMCHK00002434	\$247.41
16036	A0027	Recology Auburn Placer	11/9/2017	COMM 1ST	PMCHK00002434	\$1,231.71
16037	A0051	Anderson's Sierra Pipe Co.	11/9/2017	COMM 1ST	PMCHK00002434	\$1,679.11
16038	A1012	AAUW- Auburn Branch	11/9/2017	COMM 1ST	PMCHK00002434	\$640.60
16039	B0062	BareBones WorkWear	11/9/2017	COMM 1ST	PMCHK00002434	\$366.89
16040	B0067	Bill Ballow	11/9/2017	COMM 1ST	PMCHK00002434	\$89.88
16041	C0051	CPRS District 2	11/9/2017	COMM 1ST	PMCHK00002434	\$170.00
16042	C0061	California Computer Services	11/9/2017	COMM 1ST	PMCHK00002434	\$145.00
16043	C0075	Cintas Corporation	11/9/2017	COMM 1ST	PMCHK00002434	\$154.10
16044	C0111	Cal.net	11/9/2017	COMM 1ST	PMCHK00002434	\$66.90
16045	D0008	The Davey Tree Expert	11/9/2017	COMM 1ST	PMCHK00002434	\$2,880.00
16046	D0010	Diamond Pacific	11/9/2017	COMM 1ST	PMCHK00002434	\$136.94
16047	D0025	Dawson Oil Company	11/9/2017	COMM 1ST	PMCHK00002434	\$2,035.22
16048	D0077	Dudek	11/9/2017	COMM 1ST	PMCHK00002434	\$242.50
16049	D0094	Don Cole & Company	11/9/2017	COMM 1ST	PMCHK00002434	\$8,160.00
16050	E0008	Ewing Irrigation Products, Inc	11/9/2017	COMM 1ST	PMCHK00002434	\$1,261.96
16051	G0045	Greater Sacreamnto Softball As	11/9/2017	COMM 1ST	PMCHK00002434	\$726.00
16052	G0077	Gold Country Water	11/9/2017	COMM 1ST	PMCHK00002434	\$48.60
16053	G0093	Gold Country Garage Doors	11/9/2017	COMM 1ST	PMCHK00002434	\$95.00
16054	K0010	Knorr Systems, Inc.	11/9/2017	COMM 1ST	PMCHK00002434	\$1,222.13
16055	K0011	Kaiser Foundation Health Plan,	11/9/2017	COMM 1ST	PMCHK00002434	\$15,059.33
16056	L0027	Pat Larson	11/9/2017	COMM 1ST	PMCHK00002434	\$94.80
16057	M0011	Mallard Creek	11/9/2017	COMM 1ST	PMCHK00002434	\$1,754.57
16058	M0028	Maki Heating & A/C, Inc.	11/9/2017	COMM 1ST	PMCHK00002434	\$1,150.00
16059	M0048	Joanna McNutt	11/9/2017	COMM 1ST	PMCHK00002434	\$14.98
16060	M0065	Wendy Murdoch	11/9/2017	COMM 1ST	PMCHK00002434	\$34.78
16061	M0098	Meadow Vista County Water Dist	11/9/2017	COMM 1ST	PMCHK00002434	\$1,520.08
16062	M0099	George Eric Menig DBA Menig We	11/9/2017	COMM 1ST	PMCHK00002434	\$5,375.00
16063	N0003	Norris Electric, Inc.	11/9/2017	COMM 1ST	PMCHK00002434	\$278.84
16064	N0046	Norman's Nursery	11/9/2017	COMM 1ST	PMCHK00002434	\$681.37
16065	P0007	Pacific Gas & Electric Company	11/9/2017	COMM 1ST	PMCHK00002434	\$7,321.57
16066	P0058	Pitney Bowes Credit Corporatio	11/9/2017	COMM 1ST	PMCHK00002434	\$611.33
16067	P0111	Vanessa Pohley	11/9/2017	COMM 1ST	PMCHK00002434	\$33.98
16068	R0073	Riebes Auto Parts	11/9/2017	COMM 1ST	PMCHK00002434	\$137.29
16069	S0009	Sierra Saw Sales And Service	11/9/2017	COMM 1ST	PMCHK00002434	\$417.56
16070	S0086	Sac-Val Janitorial Supply, Inc	11/9/2017	COMM 1ST	PMCHK00002434	\$441.49
16071	S0094	Manouch Shirvanioun	11/9/2017	COMM 1ST	PMCHK00002434	\$62.45
16072	S0131	Kasey Casl	11/9/2017	COMM 1ST	PMCHK00002434	\$25.84
16073	S0145	SCP Pool Distributors LLC	11/9/2017	COMM 1ST	PMCHK00002434	\$2,919
16074	S0152	SiteOne Landscape Supply, LLC	11/9/2017	COMM 1ST	PMCHK00002434	\$500
16075	S0154	Mike Scholz	11/9/2017	COMM 1ST	PMCHK00002434	\$100

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
16076	S0156	Sunstate Equipment Co.	11/9/2017	COMM 1ST	PMCHK00002434	\$714.15
16077	S0158	Sterling P Holloway III, Inc	11/9/2017	COMM 1ST	PMCHK00002434	\$5,400.00
16078	S1003	Sutter Medical Foundation	11/9/2017	COMM 1ST	PMCHK00002434	\$708.00
16079	T1000	Transamerica Life Insurance	11/9/2017	COMM 1ST	PMCHK00002434	\$500.00
16080	TEMPC	Amy Clark	11/9/2017	COMM 1ST	PMCHK00002434	\$30.00
16081	TEMPG	Kimberlee Gross	11/9/2017	COMM 1ST	PMCHK00002434	\$30.00
16082	TEMPH	Jack Hertel	11/9/2017	COMM 1ST	PMCHK00002434	\$85.00
16083	TEMPL	Katelyn Lopez	11/9/2017	COMM 1ST	PMCHK00002434	\$35.00
16084	TEMPP	Alison Poroshin	11/9/2017	COMM 1ST	PMCHK00002434	\$70.00
16085	V0007	Verizon Wireless	11/9/2017	COMM 1ST	PMCHK00002434	\$796.68
16086	V0010	Vermont Systems, Inc.	11/9/2017	COMM 1ST	PMCHK00002434	\$4,706.10
16087	V0019	Valley Rock Landscape Material	11/9/2017	COMM 1ST	PMCHK00002434	\$246.07
16088	W0001	Walker's Office Supplies, Inc.	11/9/2017	COMM 1ST	PMCHK00002434	\$808.86
16089	W0003	Warehouse Paint Incorporated	11/9/2017	COMM 1ST	PMCHK00002434	\$162.56
16090	W0044	Wave	11/9/2017	COMM 1ST	PMCHK00002434	\$1,829.03
16091	W0045	Williams, Jesse	11/9/2017	COMM 1ST	PMCHK00002434	\$21.40
16092	W0046	West Coast Sand & Gravel, Inc.	11/9/2017	COMM 1ST	PMCHK00002434	\$2,621.55
016095	S1007	Stationary Engineers, Local 39	11/17/2017	COMM 1ST	PMCHK00002435	\$422.86
16095	1099-117	Juan Aceituno	11/22/2017	COMM 1ST	PMCHK00002436	\$195.00
16096	1099-16	Skyhawks Sports Academy, Inc.	11/22/2017	COMM 1ST	PMCHK00002436	\$663.60
16097	1099-243	Phillip Dallas	11/22/2017	COMM 1ST	PMCHK00002436	\$422.50
16098	1099-264	Philip Green	11/22/2017	COMM 1ST	PMCHK00002436	\$32.50
16099	1099-269	Deborah Lynn	11/22/2017	COMM 1ST	PMCHK00002436	\$234.00
16100	1099-277	Foothill Karate Do	11/22/2017	COMM 1ST	PMCHK00002436	\$45.50
16101	1099-313	Alison Lloyd	11/22/2017	COMM 1ST	PMCHK00002436	\$420.00
16102	1099-341	Twardis, Bryan	11/22/2017	COMM 1ST	PMCHK00002436	\$72.00
16103	1099-353	Jamie Ross	11/22/2017	COMM 1ST	PMCHK00002436	\$79.20
16104	A0051	Anderson's Sierra Pipe Co.	11/22/2017	COMM 1ST	PMCHK00002436	\$649.11
16105	A0163	All Seasons Pools & Spas	11/22/2017	COMM 1ST	PMCHK00002436	\$14.99
16106	A1010	Advantage Martketing and Print	11/22/2017	COMM 1ST	PMCHK00002436	\$149.08
16107	B0020	BSN Sports, Inc.	11/22/2017	COMM 1ST	PMCHK00002436	\$1,880.30
16108	B0028	Beeler Tractor Co	11/22/2017	COMM 1ST	PMCHK00002436	\$54.10
16109	B0067	Bill Ballow	11/22/2017	COMM 1ST	PMCHK00002436	\$59.92
16110	C0113	Cooks Portable Toilets & Septi	11/22/2017	COMM 1ST	PMCHK00002436	\$2,196.53
16111	C0120	Capture Technologies	11/22/2017	COMM 1ST	PMCHK00002436	\$1,022.99
16112	C0121	Cota Cole LLP	11/22/2017	COMM 1ST	PMCHK00002436	\$624.00
16113	D0010	Diamond Pacific	11/22/2017	COMM 1ST	PMCHK00002436	\$284.29
16114	D0066	De Lage Landen Financial Servi	11/22/2017	COMM 1ST	PMCHK00002436	\$332.48
16115	E0008	Ewing Irrigation Products, Inc	11/22/2017	COMM 1ST	PMCHK00002436	\$837.02
16116	E0011	ECOPP Consulting, Inc.	11/22/2017	COMM 1ST	PMCHK00002436	\$1,042.50
16117	F0038	Fastenal Company	11/22/2017	COMM 1ST	PMCHK00002436	\$465.80
16118	G0006	Gold Country Media Publication	11/22/2017	COMM 1ST	PMCHK00002436	\$130.00
16119	G0026	Victor Galbraith	11/22/2017	COMM 1ST	PMCHK00002436	\$83.12
16120	G0045	Greater Sacreamnto Softball As	11/22/2017	COMM 1ST	PMCHK00002436	\$488.40
16121	H0002	Harris Industrial Gases	11/22/2017	COMM 1ST	PMCHK00002436	\$4,000.00
16122	I0020	Industrial Plumbing Supply, LL	11/22/2017	COMM 1ST	PMCHK00002436	\$598.33
16123	K0027	Tyler, Kindice	11/22/2017	COMM 1ST	PMCHK00002436	\$79.18
16124	M0028	Maki Heating & A/C, Inc.	11/22/2017	COMM 1ST	PMCHK00002436	\$480.00
16125	M0035	Meadow Vista Community Center	11/22/2017	COMM 1ST	PMCHK00002436	\$500.00
16126	M0036	Chris McCaughna	11/22/2017	COMM 1ST	PMCHK00002436	\$44.94
16127	M0048	Joanna McNutt	11/22/2017	COMM 1ST	PMCHK00002436	\$74.90
16128	N0003	Norris Electric, Inc.	11/22/2017	COMM 1ST	PMCHK00002436	\$85.00
16129	N0048	Normac, Inc.	11/22/2017	COMM 1ST	PMCHK00002436	\$60.00
16130	P0007	Pacific Gas & Electric Company	11/22/2017	COMM 1ST	PMCHK00002436	\$2,435.36
16131	P0023	PG&E	11/22/2017	COMM 1ST	PMCHK00002436	\$115.92
16132	P0072	Sheryl Petersen	11/22/2017	COMM 1ST	PMCHK00002436	\$56.18
16133	R0073	Riebes Auto Parts	11/22/2017	COMM 1ST	PMCHK00002436	\$347.11
16134	S0009	Sierra Saw Sales And Service	11/22/2017	COMM 1ST	PMCHK00002436	\$142.86
16135	S0067	Superfast Copy	11/22/2017	COMM 1ST	PMCHK00002436	\$230.08
16136	S0086	Sac-Val Janitorial Supply, Inc	11/22/2017	COMM 1ST	PMCHK00002436	\$1,176.80
16137	S0143	SMOA	11/22/2017	COMM 1ST	PMCHK00002436	\$440.00
16138	S0145	SCP Pool Distributors LLC	11/22/2017	COMM 1ST	PMCHK00002436	\$1,168.15
16139	T0046	Linda Donnellv DRA: 24 Seven F	11/22/2017	COMM 1ST	PMCHK00002436	\$220.00

System: 11/30/2017 1:42:17 PM  
User Date: 11/30/2017

Auburn Pec & Park  
VENDOR CHECK REGISTER REPORT  
Payables Management

Page: 3  
User ID: Veona

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
16140	T0068	Gene B. Redmon	11/22/2017	COMM 1ST	PMCHK00002436	\$254.40
16141	TEMPC	Kourtney Crandell	11/22/2017	COMM 1ST	PMCHK00002436	\$110.00
16142	TEMPH	Abbie Hohlbein	11/22/2017	COMM 1ST	PMCHK00002436	\$105.00
16143	TEMPM	Tami Matz	11/22/2017	COMM 1ST	PMCHK00002436	\$110.00
16144	TEMPR	Lisa Reintjes	11/22/2017	COMM 1ST	PMCHK00002436	\$105.00
16145	U0016	Uptown Signs & Graphics, Inc.	11/22/2017	COMM 1ST	PMCHK00002436	\$49.34
16146	V0004	Valley Truck & Tractor Co.	11/22/2017	COMM 1ST	PMCHK00002436	\$2,968.11
16147	V0019	Valley Rock Landscape Material	11/22/2017	COMM 1ST	PMCHK00002436	\$105.46
16148	W0001	Walker's Office Supplies, Inc.	11/22/2017	COMM 1ST	PMCHK00002436	\$1,316.27
16149	W0003	Warehouse Paint Incorporated	11/22/2017	COMM 1ST	PMCHK00002436	\$162.56
16150	W0043	West Coast Fire Protection Sys	11/22/2017	COMM 1ST	PMCHK00002436	\$150.00
Total Checks: 130						Total Amount of Checks: \$128,080.35



**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, 2017**

- Joe, Veona, Pat and I took part in a webinar from CAPRI about claims – processes, trends, changes, etc. The webinar led off with a discussion about the surge in weather-related claims. Most of these weather-related claims had to do with trees falling down – either damage to property or from the clean-up needed from many trees going down. ARD has spent the last couple of years working through the tree inventory we had done a couple of years ago. There are many trees that need attention – we have been removing the most hazardous ones first. After the webinar, we took a look at 9 different trees at Recreation Park that are scheduled for removal (3 grey pines and 6 oaks). We are getting bids on the removal costs at this time.
- The small dog park grass is installed. That area is currently closed while the new sod gets stitched in.
- Kelpro had their first security shifts at Regional Park. Tony (Kelpro owner) reports no major issues so far, but noted that it has been cold (possibly resulting in more people being inside).
- Vandals broke in to the “C” field score booth at Regional Park. Nothing was stolen however the door had to be repaired. A report was filed with PCSO.
- Staff found a small “warming fire” at the far south end of Recreation Park (behind Beggs Field) early one morning. APD was called. They transferred the call to the Fire Dept. who came out and extinguished it. Staff has since cleaned up that area and removed an “attractive nuisances”.
- A new cell-phone has been set-up at the CVCC Facility Attendant desk. This cell phone is for neighbors to call when a rental is being too loud.
- Staff has started on routine maintenance behind CVCC. This will include the removal of annual grasses, downed trees and limbs and some low level pruning.
- The ARD float in the Festival of Lights Parade was well received. Thank to Matt Anderson and the Auburn Little League for volunteering to ride the float and walk beside it as monitors.

**Meetings and events attended or scheduled to attend**

12/2: Festival of Lights Parade  
12/4: A&D Committee  
12/5: Rotary  
12/6: Reclamation staff re: status of projects  
12/6: Finance Committee  
12/6: Policy Committee  
12/8: ARD employee holiday celebration  
12/12: Rotary  
12/13: Chamber Board meeting (last one: I am termed out)  
12/14: Reclamation staff re: status of projects

12/14: Children's Christmas Faire

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

As this is a short month for reporting, there is not much information to share. We have not closed the month of November yet, so financials are not available to review.

Staff has been actively working with our attorney and Local 39 to try to resolve an impasse over the wording and meaning of AB119 (personal information of employees being made available to the union). Some employees have chosen to opt out of providing this info and there is some confusion as to whether they have that right.

This month we will be receiving the next installment of property tax revenue. Since we already know what the amount is, it is reflected in our budget revision.

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

On going leaf mitigation and drain clearing being done at all locations.

Interviews in progress for Park Workers.

**Recreation Park**

Vegetation management has been done at the back of the park, near the maintenance buildings to prevent fire hazards.

**Ashford Park**

Small dog park sod replaced.

**Railhead**

Overgrown vegetation removed from planters.

**Mike Scheele**  
**Landscape Architect/Project Manager**  
**Report to the Board of Directors**  
**December, 2017**

- **Meadow Vista Restroom ADA Upgrade Project:** Two bids received on 11/22 with apparent low bid belonging to PBM Construction Inc. \$48,000.00. Recommendation to award going to 12/14/17 Board meeting.
- **Ashford Park Culvert Sinkhole Repair Project:** No New Action. Two out of three required bids have been received to perform this work. Anticipate award in the coming weeks with work to follow weather dependent.
- **Atwood Park:** No New Action. Plant material replacement project has been completed.
- **Sierra Pool at Recreation Park-Pool Re-plastering and Shade Structure Replacement:**  
No New Action. New steel cantilever shade structure fabrication has begun on the vendor end. As soon as fabricated the Joint Purchasing Agreement contractor will install. Pool re-plaster project pushed out to bid in summer 2018.
- **Bike Park/Pump Track Project:** No legal challenges were received during 30 day CEQA challenge window. Legal challenges to the NEPA process have a six-year window. Staff has received listings of desired consultations/modifications to the project from concerned members of the public and is compiling them into a list to in order to evaluate which items may be feasible to implement.
- **Bell Road Site & PGE Land Trust Donation Application:** Staff has recommended to the Board that this project be taken out of consideration. Further discussion requested at 12/4 A&D meeting and will come back before the board.
- **Regional Park Irrigation Pump System Improvements:** After thorough research staff has decided to keep existing equipment and only install a filter between the pump and the irrigation mainline. This should improve the clogging irrigation head problem by itself. When pump needs replacement in the future, additional work can be done then if needed.
- **Railhead Park Field "A" Turf Renovation:** No new action Project construction fence has been taken down and fields have been opened for public use. Fields will be shut down periodically during the winter rain season as usual.
- **Regional Park Asphalt Path Repair Project:** Starting bidding process for spring construction when temperatures have risen appropriately for asphalt paving.
- **Dry Creek Picnic and Play Area at Regional Park:** No new action. Bid December for early spring construction. Site walk with UAIC completed and "consultation closed" on this project (no apparent tribal items of concern).
- **Beggs Baseball Field Renovation:** No new action. Work is completed, sod growing in. New infield mix will require regular watering and dragging to stay in proper condition.

- **O&D Plan:** Staff working with USBOR to get draft reviewed and begin process of enhancing with a 5-year projection.
- **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:** CA Dept. of Fish and Game reviewing plan with their comments expected mid to late December. DUDEK working on CEQA documents but needs Fish and Game comments to complete.
- **Miscellaneous Items:** Shrub removal plans at Railhead park, guardrail fence installations where needed in Recreation park, 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.

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

	11/15/17-12/05/17	11/09/16-12/06/16
Activity Registrations	\$10,000	\$12,000
Day Care/Discovery payments	\$13,000	\$28,000
5Facility payments/reservations	\$ 5,000	\$ 6,000

Staff is working on getting new Winter/Spring 2017 activities in the system.  
 Submitted an ad for Shelly's Smart Shopper.  
 Finance and Policy meetings.  
 Assisted State Recreation Area with staffing the Auburn Interface station at the December 7, public workshop/General Planning Meeting.  
 Leadership Auburn.  
 Chamber Ambassador weekly visits.

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

- Meetings attended: ASR, SCB, SF, SHF, UKE.
- Finishing editing winter activity guide.
- Helped with F & G interviews.
- Finishing text and editing on 2018 Calendar.
- Wrote sponsor Christmas cards and began delivery of tokens of appreciation.

- Met with the Journal Advertising Representative.
- Wrote two grant applications with Placer Arts Council for String Fling and Ukulele Festival.
- Met with another potential student intern for winter from Sierra College.
- Set up Movies in the Park 2018.
- Finished up teams for Youth Basketball.
- Attended ARD Luncheon.
- Attended AAUW Luncheon

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**

#### **January**

1	New Year’s Day	Offices Closed
2	Discovery Camp	Modules
13	Youth Basketball Games Begin	Recreation/Regional Gyms
15	MLK Jr Birthday	Offices Closed
20	CPR/First Aid Class	Teen Center
25	ARD Board Meeting	CVCC

#### **Debbie Thomas**

#### **Youth Services Manager**

#### **Report to the Board of Directors**

#### **December, 2017**

- Sam’s purchases for site and day camp snacks, and for minimum day holiday parties at the sites on December 15
- Day camp preparation & purchasing for December 18 – Jan. 2<sup>nd</sup>. Closed Dec. 25 & 26, Jan. 1<sup>st</sup>.
- Christmas fair at the fairgrounds December 14
- Filled in most days for staff needs at Newcastle Discovery Club. Sierra College and Sac State will be out and I will have staff available beginning Dec. 12<sup>th</sup> until school opens again in mid-January
- Finance meeting Wednesday, December 6<sup>th</sup>
- Arranging for staff to complete the new Mandated Reporter training through state licensing before the new year

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Aug-17	Kathy Van Dam	Sierra Passport Rotary	\$50.00	\$60.00	\$75.00	No		
Aug-17	Bree Renz	Auburn Eckankar Centes	\$160.00	\$30.00	\$160.00	No		
							\$185.00	\$3,555.60
Sep-17	Jean Hexon	Western States Trail Foundation-Foothills Room	\$180.00	\$60.00	\$180.00	No		
Sep-17	Cheyl Essex	CA State Parks- Sierra Room- Multi Agency Coordination Meeting	\$120.00	\$30.00	\$150.00	Yes		
Sep-17	Wade Wolff	Colfax High-MV Picnic sites-Night Rally	\$150.00	\$90.00	\$75.00	No		
Sep-17	Courtney Portlock	American Foundation for Suicide Prevention- Railroad B	\$140.10	\$60.00	\$140.10	Yes		
							\$545.10	\$4,505.60
Oct-17	Emilia Lyjan	Gold Country Food & Toy Run	\$373.00	\$60.00	\$335.70	No		
Oct-17	James Moore	Auburn Host Lions	\$140.00	\$30.00	\$126.00	No		
							\$461.70	\$4,967.30
Nov-17	Kathy Van Dam	Girl Scouts 49er Service Unit	\$300.00	\$60.00	\$270.00	No		
Nov-17	Bree Renz	Auburn Eck Center/CA Salsang Society- Lakeside Room	\$200.00	\$30.00	\$180.00	No		
							\$450.00	\$5,417.30

12/6/17

**Vandalism Report**

<b>DATE</b>	<b>LOCATION</b>	<b>VANDALISM</b>	<b>LABOR COSTS</b>	<b>MATERIAL COSTS</b>
4-Dec-17	Overlook	Graffiti Removal	\$60.00	\$15.00
12/4/2017	Meadow Vista	Restroom Vandalized	\$120	\$90.00
			<b>Total</b>	<b>\$105.00</b>
			<b>Total labor costs</b>	<b>material costs</b>
			<b>\$1,471.20</b>	<b>Total for</b>
			<b>\$1,471.20</b>	<b>year</b>
				<b>\$2,033.07</b>



11/16/17

**Vandalism Report**

**DATE** 15-Nov-17      **LOCATION** Meadow Vista      **VANDALISM** Restrooms Vandalized-paint      **LABOR COSTS** \$120.00      **MATERIAL COSTS** \$80.00

Total labor costs      \$120.00      Total material costs      \$80.00  
Total for year      \$1,410.00      Total for year      \$1,928.07

10/18/17

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
None to report for the month.				

9/21/17

Vandalism Report

**DATE** 2-Sep-17      **LOCATION** CVCC      **VANDALISM** Ashtray broken from anchor bolts      **LABOR COSTS** \$60.00      **MATERIAL COSTS** \$0.00

**Total labor costs** \$60.00      **Total** \$0.00  
**Total for year** \$1,350.00      **material costs**  
**Total for year** \$1,848.07

8/24/17

Vandalism Report

<b>DATE</b> 6-Aug-17	<b>LOCATION</b> Overlook	<b>VANDALISM</b> Graffiti Removal	<b>LABOR COSTS</b> \$20.00	<b>MATERIAL COSTS</b> \$8.00
<b>Total labor costs</b>			\$20.00	Total material costs \$8.00
<b>Total for year</b>			\$1,290.00	Total for year \$1,848.07

7/20/17

Vandalism Report

	<b>VANDALISM</b>	<b>LABOR COSTS</b>	<b>MATERIAL COSTS</b>
<b>LOCATION</b>	Modular Window Broken		
6-Jun-17	Playground Equipment Broken	\$0.00	\$675.00
17/2017		\$60	\$128.00
	<b>Total labor costs</b>	<b>\$60 Total</b>	<b>\$803.00</b>
		<b>material costs</b>	
	<b>Total for year</b>	<b>\$1,270.00 year</b>	<b>\$1,840.07</b>

Vandalism Report

TE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
12-Jun-17	Recreation	Mens ADA Shower Head Broken	\$60.00	\$23.50
5/6/2017	Overlook	Modular @ Overlook Window Broken	TRD	TRD
10 Jun 17	Regional	Graffiti Removal	\$40.00	G&H Glass will be making repairs \$15.00
<b>Total labor costs</b>			<b>\$100</b>	<b>Total \$38.50</b>
<b>Total for year</b>			<b>\$1,210</b>	<b>Total for year \$1,037.07</b>

5/18/17

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
-May-17	Regional	Water Fountain Broken	\$60.00	\$67.00
6/1/2017	Recreation	Graffiti Removal	\$60	\$14,86
-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

Vandalism Report

E	1-Apr 17	19/2017	<b>LOCATION</b> Regional Recreation	<b>VANDALISM</b> Three water fountains broken Graffiti Removal	<b>LABOR COSTS</b> \$350.00 \$60	<b>MATERIAL COSTS</b> \$212.00 \$34.86
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Total labor costs	\$410	Total	\$246.86
		material costs	
Total for year	\$850.00	Total for year	\$866.71



3/23/17

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
6-Mar-17	Overlook	Paper towel dispenser ripped off wall	\$60.00	\$34.99
3/14/2017	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

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

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

7/2018 PROJECT ACTIVITY		UPDATED 11/28/17	
REPORT	EST. COST	NOTES	EST. COMPLETED
<b>CREATION PARK</b>			
erra Pool Re-Plastering	100,000.00	Both City and County Permits/Approvals have been obtained but not enough time to bid and perform the work prior to pool opening Feb. 1st. Will bid July 2018 and construct Sept-Dec 2018 instead.	DECEMBER 2018
acher Shade Structure	150,000.00	Shade structure engineering drawings have been approved by the City and sent back to vendor. Fabrication of the new shade structure has begun- timeline has been requested from vendor.	FEBRUARY 2018
<b>HILHEAD PARK</b>			
ld "A" Turf Renovation Project	60,000.00	Planting work and contractor finished, now in grow-in and maintenance period under District control. Current work includes mowing, sand top dressing, fertilizing and weed control. Temporary construction fencing has been removed, soccer teams and others are using the field, grass is going dormant (turning brown) for winter.	OCTOBER 2017
<b>ILL ROAD SITE</b>			
nning/CEQA/Construction Documents	517,000.00	Stewardship Council now only able to provide 50% match on any ARD funds for this possible project and with other existing constraints staff has made Board recommendation to remove this project from consideration.	NOVEMBER 2017
<b>ACER HILLS POOL</b>			
A Path of Travel	10,000.00	Minor sidewalk repair to be done in-house in the off season	DECEMBER 2017
<b>SIONAL PARK</b>			
gional Park South Play Structure	140,000.00	Estimates and design options being obtained from 3-4 vendors. Staff will narrow down choices to one style per vendor and take to the Board in combination with inviting neighbors from the area to vote on their favorite. Staff received and approved quote for topographic survey of the play area and surrounds. Once topo cadd files are received, staff will prepare construction documents for a concrete ramp to be installed from parking lot to play structure for ADA compliance.	2018
Pathway Repairs Project	60,000.00	Priority areas have been 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.	JANUARY 2018
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.	FEBRUARY 2018
<b>ERLOOK PARK</b>			

Planning and CEQA /CC	90,000.00	Project to be pushed back due to review delays at USBR	TBD
ie Park - incl Design and CEQA	100,000.00	Board adopted the Mitigated Negative Declaration at 10/23 special meeting and the NOD Notice of Determination was sent. This started the 30 day appeal period where legal challenges to the project could be made. "Next Steps" meeting with Bike Park design team took place on 11/17. Absent any legal challenges, the CD's need to be refined/finalized, possible permits needed with bidding and construction to follow.	TBD
ie Park - Construction	175,000.00		TBD
<b>EADOW VISTA PARK</b>			
IA Parking & Path of Travel	60,000.00	Project completed.	OCTOBER 2017
IA Restroom Interior Renovation	60,000.00	Project was budgeted for approximately 60K, engineers estimate was 55K. Two bids were received on 1/22, one in the amount of \$52,744.00 and low bid of \$48,000.00 (PBM Construction). Request for Award will be put to the Board at the 12/14/17 early meeting with construction to follow.	JANUARY 2018
<b>OPERATION AND DEV. PLAN</b>			
QA/NEPA costs	25,000.00	USBR review delayed due to budget issues.	TBD
<b>ULTI-PARK ITEMS</b>			
reambed Alteration Agreement (no labor) over projects from 2016 2017 list in LLOW	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
<b>iscal Year Projects Total:</b>	<b>1,606,000.00</b>		

**SECTION: 7.0**

**ITEM: 7.1 ELECTION OF OFFICERS AND CONSIDER COMMITTEE MEETING ASSIGNMENTS**

**DESCRIPTION:**

**INFORMATION: SEE ATTACHMENT**

**STAFF**

**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.**



## 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 7.3 Cover sheet – Resolution #2017-16: Contract Approval for Meadow Vista Park Restroom ADA Upgrade Project**

**Auburn Area Recreation and Park District Acquisition and Development Committee  
December, 2017; Board of Directors Meeting December, 2017**

### **The Issue**

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2017-16, a resolution approving a contract with PBM Construction Inc. for \$48,000.00 to install the Meadow Vista Park Restroom ADA Upgrade Project?

### **Background**

The ARD Board of Directors approved the Meadow Vista Park Restroom ADA Upgrade Project as part of the 2017/2018 Project List. The basic work scope is as follows:

- Remove and replace restroom partitions, sinks, urinals and toilets with ADA compliant models and configurations plus related plumbing work.
- Install required ADA signage per code.
- Re-route floor drains into sanitary sewer.
- Extend sanitary vent through roof per code.

Two bids were received for this work. PBM Construction was the apparent low bid in the amount of \$48,000.00. Second bid (PNP Construction) was for \$52,744.00.

### **Recommendation for the Board of Directors**

The Acquisition & Development committee and staff recommends that the Board of Directors authorize and approve Resolution #2017-16 for the base bid contract with PBM Construction in the amount of \$48,000.00.

### **Fiscal Impact**

Fiscal impact of the approval of the contract with PBM Construction is \$48,000.00 plus a 5% District controlled contingency of \$2,400.00.

The budget for this project and the exterior parking lot/path of travel project was \$140,000.00 on 2017/2018 Project List. The exterior ADA project construction cost, design fees for both projects and miscellaneous costs for printing and portable restrooms etc. totaled \$78,435.30. Adding in this new restroom ADA interior price of \$48,000.00, the project total is \$126,435.30 which is \$13,564.30 under budget.

### **Attachments**

Resolution #2017-16  
Bid Summary  
Proposal from PBM Construction



RESOLUTION NUMBER 2017- 16

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT AWARDDING A  
CONTRACT FOR THE MEADOW VISTA PARK RESTROOM ADA UPGRADE  
PROJECT

WHEREAS, the Auburn Area Recreation & Park District Board of Directors authorized the Meadow Vista Park Restroom ADA Upgrade project on the 2017/2018 Project List and

WHEREAS, the Auburn Area Recreation & Park District solicited formal public bids for the construction of the Meadow Vista Park Restroom ADA Upgrade project and

WHEREAS, the Auburn Area Recreation & Park District received sealed bids on November 22<sup>nd</sup>, 2017 and determined the low bidder,

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

That the Auburn Area Recreation & Park District awards the Meadow Vista Park Restroom ADA Upgrade Project to PBM Construction Inc. based on the lowest base bid sum of \$48,000.00. The District Administrator is authorized to enter into a contract for the Meadow Vista Park Restroom ADA Upgrade Project with PBM Construction Inc. for the base bid of \$48,000.00 and approves a District controlled contingency of 5% or \$2,400.00 for a total of \$50,400.00.

APPROVED, PASSED, AND ADOPTED ON December 14, 2017 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

---

Chairman of the Governing Board

ATTEST:

---

Clerk to the Governing Board

PROJECT TITLE: *MV PARK RESTROOM ADA IMPROVEMENTS*  
 BID OPENING DATE/TIME: *4/22/17 3:00 PM*  
 LOCATION: ARD DISTRICT OFFICE BOARD ROOM, 471 MAIDU DR. AUBURN CA 95603

BIDDING COMPANY NAME:	<i>PMP CONST.</i>	<i>PMP CONST.</i>					
BID BOND ATTACHED?:	<i>YES</i>	<i>YES</i>					
BID BOND AMOUNT:	<i>10%</i>	<i>10%</i>					
RECEIVED ADDENDA?:	<i>YES / #2</i>	<i>YES / #2</i>					
BID SIGNED?:	<i>YES</i>	<i>YES</i>					
BASE BID TOTAL:	<i>\$ 52,744.00</i>	<i>\$ 48,000.00</i>					
ALT. #1	<i>\$ 32,625.00</i>	<i>\$ 24,063.00</i>					
ALT #2:	<i>Ⓟ</i>	<i>Ⓟ</i>					

PBM ①

AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA

**PROPOSAL**

For the construction of the

**MEADOW VISTA PARK ADA RESTROOM UPDATES**

To the Auburn Area Recreation and Park District:

The undersigned declares that they have examined the locations of the proposed work, that they have examined the specifications, and all the contract documents, and hereby proposes to furnish all materials, labor, equipment, and perform all the work in strict accordance with said specifications, and contract documents in consideration of the attached Bid Schedule.

The undersigned further agrees that, upon written acceptance of this bid, they will within **Fifteen (15) Calendar** days of receipt of such notice execute a formal contract agreement with the District, with necessary bonds and certificate and standard form endorsement of insurance. They also agree that, in the case of default in executing the contract, the proceeds of the check or bond accompanying his bid shall become the property of the District. The Contractor acknowledges this is a prevailing wage job subject to California Labor Code 1770 – 1780.

The undersigned agrees that, if awarded the contract, they will commence the work upon written Notice to Proceed and shall diligently prosecute the same to completion before the expiration of **25 WORKING DAYS** from the date of said written notice to proceed.

Bids shall be submitted for the entire work.

**The Auburn Park and Recreation District will award the contract, if at all, to the lowest responsible bidder with the lowest Base Bid OR lowest Grand Total (per the sole discretion of the District) as may be shown on the Bid Schedule.**

The bidder shall set forth a total for each item, and for each lump sum work a total for the item, all in clearly legible Arabic figures on the attached Bid Schedule in the respective spaces provided for this purpose.

The award of the contract, if it is awarded, will be to the lowest responsible responsive bidder whose bid complies with the requirements set forth herein. The determination of the lowest bid will be evaluated based upon each bidder's Grand Total amount, which is the total sum of the project.

Quantities, if shown on the Bid Schedule are approximate only, being given as a basis for the comparison of bids, and the District does not expressly or by implication agree that the actual

amounts of work will correspond therewith and reserves the right to increase or decrease the amount of any portion of the work or to omit portions of the work as may be deemed necessary or advisable. Additions to or subtractions from any quantities shown in the Bid Schedule will be compensated for in the manner specified relating to changes in the work.

Bidder acknowledges receipt of the following addenda:

#1 11/12/17

#2 11/16/17

11/20/17  
Date

PBM CONSTRUCTION INC.  
Name of Firm

Contractor's License:

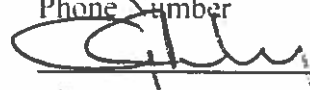
4500 YANKEE HILL CT. SUITE A  
Business Address ROCKLIN, CA 95677

a. Class: A, B

b. Number: 703660

c. Expiration Date: 3.31.2019

916.316.2114  
Phone Number

  
Signature of Responsible Official

## MEADOW VISTA PARK ADA RESTROOM UPDATES

### BID SCHEDULE

No.	Item of Work	Quantity	Unit	Unit Price	Item Total
1.	Bonds, Insurance, Mobilization	1	Lump Sum	2,400	2,400 <sup>-</sup>
2.	Restroom PARTITIONS. Removal & disposal of old, furnish and install new. SEE ADDENDUM #1 for revised model/type.	1	Lump Sum	7,800	7,800 <sup>-</sup>
3.	Restroom FIXTURES. Removal & disposal of old, furnish (re-use where noted) and install new (urinals, lavatories, sinks, wall penetrations & related items). SEE ADDENDUM #1 for revised PORCELAIN models/types.	1	Lump Sum	30,250	30,250 <sup>-</sup>
4.	New water lines, floor drain connection to waste, connection fittings, pipe insulation in plumbing chase room.	1	Lump Sum	4,375	4,375 <sup>-</sup>
5.	Extend pipe vent up through standing seam roof.	1	Lump Sum	1,500	1,500 <sup>-</sup>
6.	Door & wall signage.	1	Lump Sum	625	625 <sup>-</sup>
7.	Miscellaneous items not covered above. (provide brief written description here)	1	Lump Sum	1,050	1,050 <sup>-</sup>
				BASE BID TOTAL:	48,000 <sup>-</sup>
1.	ADD ALTERNATE #1: Restroom FIXTURES. Removal & disposal of old, furnish (re-use where noted) and install new (urinals, lavatories, sinks, wall penetrations & related items) with STAINLESS STEEL models shown on original drawing.	1	Lump Sum	24,063 <sup>-</sup>	24,063 <sup>-</sup>

Quantities, if shown on the Bid Schedule are approximate only, being given as a basis for the comparison of bids, and the District does not expressly or by implication agree that the actual amounts of work will correspond therewith and reserves the right to increase or decrease the amount of any portion of the work or to omit portions of the work as may be deemed necessary or advisable. Additions to or subtractions from any quantities shown in the Bid Schedule will be compensated for in the manner specified relating to changes in the work.

AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA

DESIGNATION OF SUBCONTRACTORS

The following list of subcontractors is submitted with the proposal and made a part thereof.

If the Contractor fails to specify a subcontractor for any portion of the work to be performed under the contract, they shall be deemed to have agreed to perform such portion of work themselves and shall not be permitted to subcontract that portion of the work except under the conditions hereinafter set forth.

Subletting or subcontracting of any portion of the work for which no subcontractor was designated in the original bids shall only be permitted in cases of public emergency or necessity, and then only after receiving written approval from the District.

The name and location of the shop or office of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the project and that portion of the work to be performed by the subcontractor is as follows:

1. NAME: CALIDAD PLUMBING INC.  
ADDRESS: 9477 GREENBACK LN SUITE 513  
CONTRACT ITEMS: PLUMBING AMOUNT: \$ 25 K
2. NAME: WHELAN BUILDING SPECIALTIES  
ADDRESS: PO BOX 1219, FOLSOM CA 95763  
CONTRACT ITEMS: TOILET PARTITIONS AMOUNT: \$ 6 K
3. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_
4. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_
5. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_


AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA

**NONCOLLUSION AFFIDAVIT TO ACCOMPANY PROPOSAL**

GREG TORNBERG, being first duly sworn, deposes and says that he or she is V.P. of PBM CONSTRUCTION INC. the party making the foregoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and further, that the bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

11.20.2017  
(Date)

  
(Signature)

PBM CONSTRUCTION INC.  
Name of Firm

4500 YANKEE HILL CT #A

ROCKLIN, CA 95677  
Business Address

Contractor's License:

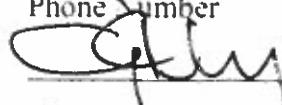
a. Class: A, B

b. Number: 703660

c. Expiration Date: 3.31.17

916.314.2114

Phone Number

  
Signature of Responsible Official

AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA

**BIDDER'S BOND TO ACCOMPANY PROPOSAL**

KNOW ALL MEN BY THESE PRESENTS,

That we, PBM Construction, Inc., as  
Principal, and Western Surety Company, a corporation authorized to  
transact a general surety business in the State of California, as Surety, are held and firmly bound  
unto AUBURN AREA RECREATION AND PARK DISTRICT (hereinafter called the Obligee)  
in the full and just sum of (10% of bid amount)  
Ten Percent of the Total Amount Bid dollars, (\$ 10%) for  
the payment whereof in lawful money of the United States, we bind ourselves, our heirs,  
administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the said PRINCIPAL has submitted the accompanying bid for:

Meadow Vista Park ADA Restroom Updates


NOW, THEREFORE, if the said contract be timely awarded to the Principal and the Principal  
shall, within such time as may be specified, enter into the contract in writing, and give bond, with  
surety acceptable to the Obligee for the faithful performance of the said contract, then this  
obligation shall be void; otherwise to remain in full force and effect.

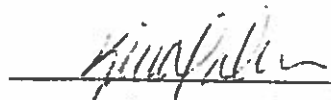
Signed and Sealed this 20th day of November 2017.

Date Month Year

PBM Construction, Inc.

Western Surety Company

  
GREG TORNBERG  
Principal

  
Karina Palmer  
Attorney-in-Fact Karina Palmer



**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

**CIVIL CODE § 1189**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document

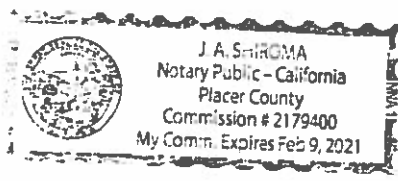
State of California }  
County of Placer }

On November 20, 2017 before me J. A. Shiroma, Notary Public personally appeared  
*Date Here Insert Name and Title of the officer*

Karina Palmer  
*Name(s) of Signer(s)*

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted executed the instrument

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct



WITNESS my hand and official seal  
Signature: [Handwritten Signature]  
*Signature of Notary Public*

*Place Notary Seal Above*

**OPTIONAL**

*Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document*

**Description of Attached Document**

Title or Type of Document Billboard Document Date \_\_\_\_\_

Number of Pages \_\_\_\_\_ Signer(s) Other Than Named Above \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name \_\_\_\_\_

- Corporate Officer--Title(s) \_\_\_\_\_
- Partner-  Limited  General
- Individual  Attorney in fact
- Trustee  Guardian or Conservator
- Other \_\_\_\_\_

Signer is Representing \_\_\_\_\_

Signer's Name \_\_\_\_\_

- Corporate Officer--Title(s) \_\_\_\_\_
- Partner-  Limited  General
- Individual  Attorney in fact
- Trustee  Guardian or Conservator
- Other \_\_\_\_\_

Signer is Representing \_\_\_\_\_

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Jana B Pilgard, Kathy Rangel, Stephen D Bender, Robert D Laux, Dona Lisa Buschmann, Edward D Johnson, Julie A Shiroma, Karina Palmer, Individually**

of Roseville, CA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 12th day of July, 2017.



WESTERN SURETY COMPANY

Paul T. Bruflat  
Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } 55

On this 12th day of July, 2017, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument, that he knows the seal of said corporation, that the seal affixed to the said instrument is such corporate seal, that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation

My commission expires

June 23, 2021



J. Mohr  
J. Mohr, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 20th day of November, 2017.



WESTERN SURETY COMPANY

L. Nelson  
L. Nelson, Assistant Secretary

## **Item 7.2 Cover sheet – Resolution #2017-16: Contract Approval for Meadow Vista Park Restroom ADA Upgrade Project**

**Auburn Area Recreation and Park District Acquisition and Development Committee  
December, 2017; Board of Directors Meeting December, 2017**

### **The Issue**

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2017-16, a resolution approving a contract with PBM Construction Inc. for \$48,000.00 to install the Meadow Vista Park Restroom ADA Upgrade Project?

### **Background**

The ARD Board of Directors approved the Meadow Vista Park Restroom ADA Upgrade Project as part of the 2017/2018 Project List. The basic work scope is as follows:

- Remove and replace restroom partitions, sinks, urinals and toilets with ADA compliant models and configurations plus related plumbing work.
- Install required ADA signage per code.
- Re-route floor drains into sanitary sewer.
- Extend sanitary vent through roof per code.

Two bids were received for this work. PBM Construction was the apparent low bid in the amount of \$48,000.00. Second bid (PNP Construction) was for \$52,744.00.

### **Recommendation for the Board of Directors**

The Acquisition & Development Committee and Staff recommends that the Board of Directors authorize and approve Resolution #2017-16 for the base bid contract with PBM Construction in the amount of \$48,000.00.

### **Fiscal Impact**

Fiscal impact of the approval of the contract with PBM Construction is \$48,000.00 plus a 5% District controlled contingency of \$2,400.00.

The budget for this project and the exterior parking lot/path of travel project was \$140,000.00 on 2017/2018 Project List. The exterior ADA project construction cost, design fees for both projects and miscellaneous costs for printing and portable restrooms etc. totaled \$78,435.30. Adding in this new restroom ADA interior price of \$48,000.00, the project total is \$126,435.30 which is \$13,564.30 under budget.

### **Attachments**

Resolution #2017-16  
Bid Summary  
Proposal from PBM Construction

## **Item 8.1 Cover sheet – ARD Large Projects and Future Project Lists; Abandoning the Bell Rd. Project**

**Auburn Area Recreation and Park District Acquisition and Development Committee September, 2017; October 2017; Board of Director’s meeting November, 2017; Acquisition and Development Committee December, 2017; Board of Directors Meeting December, 2017**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) make adjustments to the 5 year Capital Improvement Project List, specifically the removal of the Bell Rd. project from the list?

### **Background**

ARD creates a Project List each year and updates its 5 – 10 year Capital Improvement Project List (CIP) at that time.

ARD has had discussions about three large scale, million dollar-plus projects:

- Improvements to the 24 acres
- Acquiring and improving the Bell Rd. property
- Working with Bowman School to develop the property next to the school for ballfields

The only one of these projects on the current CIP is the Bell Rd. property. Recent discussions with the Stewardship Council (the organization tasked with transferring title of these lands to agencies like ARD), revealed that the Stewardship Council has less money available for improvements than it previously projected, and that, at best, would only be able to provide matching funds for any improvements. This matching fund criteria was first shared with ARD in 2016, however it is now a reality.

The ARD Board of Directors considered this item at the November 30, 2017 Board of Director’s meeting. The Board decided at that time to defer the item to the December Board meeting.

One question that was posed during the discussion at the 11/30/17 Board meeting regarded the status of the property should ARD abandon its actions to acquire it. Jessica Daugherty, Director of Land Conservation with the Stewardship Council, stated that *“It would remain in PGE ownership, but the good news is it would be permanently protected with a conservation easement held by PLT (Placer Land Trust).”*

### **Recommendation for the Board of Directors**

The A&D Committee and staff recommend removing the Bell Rd. project from the CIP list and begin to focus its energy and attention on developing the 24 acres. This will be a multi-year and possibly multi-phased project, dependent heavily on grants and donations.

Staff also recommends sending a letter to the Stewardship Council, informing them of ARD’s decision to not move forward.

**Fiscal Impact**

The estimated cost for each project is included in the attachment labeled ARD Possible Property Improvements Comparison.

**Attachments**

ARD Possible Property Improvements Comparison  
Proposed letter to the Stewardship Council re: not moving forward on Bell Rd.

## ARD Possible Property Improvements Comparison

### **Regional Park "24 Acres"**

**Acreage added:** +/- 20 acres

**Possible amenities:** Walking trails, playground, picnic shelter, dog park, open-turf play area, bathrooms, parking lot

**Estimated cost to ARD to develop:** \$2.425 million

**Pros:**

- ARD owns the property and does not have another agency/organization to work with
- Close to Regional Park maintenance shop
- General support from the public
- Not on anyone else's timeline for development
- Possible money from Timberline
- Grants possible

**Cons:**

- All money for development from ARD

### **Bell Rd. Property**

**Acreage added:** 26 acres

**Possible amenities:** Walking trails, playground, picnic shelter, open-turf play area, bathrooms, parking lot

**Estimated cost to ARD to develop:** \$1.325 million +

**Pros:**

- Moderate support from the public
- Possible ability to leverage up to 50% match from Stewardship Council
- Land donation
- Grants possible

**Cons:**

- Must work with several different agencies to develop the property
- On possible timeline for development
- Must work and abide by PLT Conservation Easement
- Stewardship Council reports less money available than previously thought

### **Bowman School Property**

**Acreage added:** 6 acres

**Possible amenities:** Multipurpose sports field, bathrooms

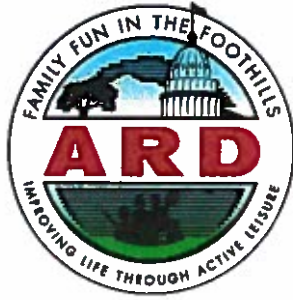
**Estimated cost to ARD to develop:** \$2.6 million

**Pros:**

- Possible ability to add a sports field
- Land donation to ARD
- Possible donation from user groups

**Cons:**

- Must work with Bowman school on timeline
- Must work around Bowman School for scheduling times
- Less of a chance for grants



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## AUBURN AREA RECREATION AND PARK DISTRICT

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December 14, 2017

Pacific Forest and Watershed Lands Stewardship Council  
Attn: Heidi Krolick, Executive Director  
3300 Douglas Blvd. Suite 250  
Roseville, CA 95661

Dear Heidi,

The Auburn Area Recreation and Park District (ARD) has regretfully decided to forego any further interest in acquiring or developing the +/- 26-acre property commonly referred to as the "Bell Road" property (Placer County Assessor's Parcel Number 052-050-014). This decision was not made lightly, however we feel that it is in the best interest of ARD and the community.

We appreciate the support and guidance that the Stewardship Council has provided during this process, both with the Bell Rd. property and the Christian Valley Park property.

Please feel free to contact me with any questions. I can be reached at (530) 537-2186 or at [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com)

Sincerely,

Kahl Muscott  
District Administrator

# Auburn Journal

Monday Dec 04 2017 | 0 comments

0

## ARD receives early Christmas present from the Auburn Family Moose Lodge



For the past eight years the Auburn Family Moose Lodge has held a golf tournament where all proceeds go to the youth assistance fund of the Auburn Recreation District. The youth assistance fund gives students a chance to go to camp and take classes who would otherwise not be able to afford the opportunity. This year the Auburn Moose Lodge presented ARD with a check for \$1,400, which is the equivalent of 14 kids playing on a basketball team or 28 kids receiving swim lessons. All youth assistance is on a donation basis.

"We are so grateful," recreation service manager Sheryl Peterson said.

"We place a special emphasis on giving back to our communities through a wide range of service programs. Whatever the need, we are there, giving our time and effort to make our communities better places in which to live," Auburn Family Moose Lodge Governor Jim Pierce said.

**Keywords:**

Auburn Recreation District Auburn Family Moose Lodge



**CONTRIBUTE  
TO THIS STORY**



**SEND LETTER  
TO THE EDITOR**



**SEND  
STORY IDEAS**



**SEND  
CORRECTIONS**



**SIGN UP FOR  
OUR EMAIL  
NEWSLETTER**

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