

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

6:00 PM

**THURSDAY, MAY 31, 2018
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE
AUBURN, CA**

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

1.0 CALL TO ORDER

(PLEDGE TO THE FLAG)

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

Roll Call

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Announcement of Joe Fecko's retirement.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

Roll Call Vote

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

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

_____ **5.1 Review and approval of Amended Minutes of the Meeting of the Board of Directors from March 29, 2018, Minutes of the Meeting of the Board of Directors from April 26, 2018, and Minutes of the Special Meeting of the Board of Directors from May 10, 2018**

Review and approval of Amended Minutes of the Meeting of the Board of Directors from March 29, 2018, Minutes of the Meeting of the Board of Directors from April 26, 2018, and Minutes of the Special Meeting of the Board of Directors from May 10, 2018

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

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

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

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

_____ **5.4 Review of Financials for April, 2018 (Standing Finance Committee)**

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

_____ **5.5 Claim Against ARD – Dented Automobile**

Shall the Auburn Area Recreation and Park District (ARD) approve or deny a claim against ARD for a scratched and dented vehicle?

Motion by _____ second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

Roll Call Vote

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

7.1 Resolution Number 2018-11: Atwood III Fiscal Year 2018-2019 Intention to Levy Assessments; Engineer's Report; Notice of Hearing (Acquisition & Development Committee)

Shall the Auburn Area Recreation and Park District (ARD) Board adopt Resolution Number 2018-11 that would declare the Board's intention to levy the continued assessments for fiscal year 2018-19, preliminary approval of the Engineer's Report for the Atwood Ranch III Landscaping and Lighting Assessment District, and providing for the notice of a public hearing on June 28, 2018 regarding levying the continued annual assessments for fiscal year 2018-19?

Motion by _____ Second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

Roll Call Vote

8.0 NEW BUSINESS

_____ 8.1 Surplus and Disposal of Assets (Program, Personnel, Policy, Fee & Legal Review Committee)

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors amend its policies in regards to surplus and the disposal of assets?

Motion by _____ Second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

Roll Call Vote

_____ 8.2 Resolution Number 2018-12, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District to Remove Former Administrative Services Manager Joseph V. Fecko as a Signer from the First Foundation Bank Accounts and Add Current Administrative Services Manager Veona L. Galbraith as a Signer to the First Foundation Bank Accounts

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors adopt Resolution Number 2018-12, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District to Remove Former Administrative Services Manager Joseph V. Fecko as a Signer from the First Foundation Bank Accounts and Add Current Administrative Services Manager Veona L. Galbraith as a Signer to the First Foundation Bank Accounts?

Motion by _____ Second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ Holbrook _____ Lynch _____

Roll Call Vote

_____ 8.3 Resolution Number 2018-10, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Making Nomination of Scott R. Holbrook to the Position of Special District Member of the Countywide Redevelopment Agency Oversight Board for Placer County

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors adopt Resolution Number 2018-10, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Making Nomination of Scott R. Holbrook to the Position of Special District Member of the Countywide Redevelopment Agency Oversight Board for Placer County?

Motion by _____ Second by _____ to _____

Gray _____ Ainsleigh _____ Ferris _____ 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**

Thank you letter to Jim Gray from Placer Grad Night Alive.

- _____ 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:

5-25-18
Date

10:35 AM
Time

P. Larson
Clerk to the Board

SECTION: 5.0

ITEM: 5.1 REVIEW AND APPROVAL OF AMENDED MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS FROM MARCH 29, 2018, MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS FROM APRIL 26, 2018, AND MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS FROM MAY 10, 2018

INFORMATION: SEE ATTACHED MINUTES

STAFF RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE MINUTES

FISCAL IMPACT: NONE

Auburn Area Recreation and Park District
Amended Minutes of the Meeting of the Board of Directors
Thursday, March 29, 2018, 6:00 p.m., Canyon View Community Center
471 Maidu Drive, Auburn, CA

Board Members

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

Board Members

Absent: None

Staff Present:

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

1.0 CALL TO ORDER

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

(PLEDGE TO THE FLAG)

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

None.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Lynch and seconded by Director Ferris to move items 7.1, 7.2, and 8.1 to in front of item 6.0, Staff Reports.

Roll Call Vote

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

4 noes – 1 absent - motion did not carry.

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

Roll Call Vote

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

4 – 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of the Minutes of the Board of Directors from February 22, 2018**
- 5.2 Review of Cash Requirements for February, 2018 (Standing Finance Committee)**
- 5.3 Review of Financials for February, 2018 (Standing Finance Committee)**
- 5.4 Youth Services License Exempt Preschool Job Descriptions (Program, Personnel, Policy, Fee & Legal Review Committee)**
- 5.5 Resolution Number 2018-03: Contract Approval for Regional Park Asphalt Path Repairs Project (Acquisition & Development Committee)**

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve the consent calendar.

Roll Call Vote

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

4 – 0 Motion carries.

Director Holbrook arrived at 6:05 p.m.

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

7.1 Excess Land Declaration – Mt. Vernon Park (Acquisition & Development Committee)

Public Comment:

Leslie Warren, an Auburn resident gave public comment that she attended the ARD Acquisition & Development meeting and the issues of the excess land were not brought to resolution before sending this item to the ARD Board of Directors meeting. There has not been adequate public input on declaring this property excess land.

William Wauters, a Placer County resident and former ARD board member gave public comment that he knew nothing about this (property). If this goes forward without any public bid, it will be a corruption of public trust and he will take this issue to the Placer County Grand Jury.

Herb Whittaker a Placer County resident and managing attorney of Legal Services of Northern California gave public comment that he is in favor of this project. There is a need for affordable senior housing and open space in Auburn.

Jamie Horning, a board member of Seniors First gave public comment that over the last two years, affordable senior housing is the number one issue. As a board chairman of Seniors First, she wholeheartedly supports this and will do anything she can to help increase the affordable housing for seniors in our area.

A motion was made by Director Holbrook and seconded by Director Lynch to adopt Resolution Number 2018-04, A Resolution of the Auburn Area Recreation & Park District Board of Directors Finding That Certain District Property (Mt. Vernon Park) is in Excess of the District's Forseeable Needs.

Director Ainsleigh made an amendment that the proceeds of this sale would be devoted to purchasing an adjacent piece of parkland. There was no second to Director Ainsleigh's amendment, amendment did not pass.

Roll Call Vote

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

4 – 1 Motion carries.

7.2 Resolution Number 2018-05: Mt. Vernon Park Purchase and Sale Agreement (Acquisition & Development Committee)

PUBLIC HEARING

OPEN PUBLIC HEARING

STAFF PRESENTATION - District Administrator Kahl Muscott presented background information regarding the Mt. Vernon Park Property.

PUBLIC COMMENT

William Wauters, a resident gave public comment that everything is predicated on this one developer. ARD is not doing its fiduciary trust on this land.

Leslie Warren gave public comment that ARD should have a sufficient option payment to maintain the property.

BOARD DISCUSSION/ACTION - The Board discussed their views regarding the Mt. Vernon Park Property.

CLOSE PUBLIC HEARING

A motion was made by Director Lynch and seconded by Director Ferris to adopt Resolution Number 2018-05, Resolution of the Auburn Area Recreation & Park District Board of Directors Approving a Purchase and Sale Agreement of Surplus Property Located at Nevada Street ("Mt. Vernon Park") and CEQA Determination.

Director Lynch made an amendment to the motion that was seconded by Director Gray to request a \$15,000 payment for ARD maintaining the property for three years, and also that language be added requiring Western Community Housing, Inc. to maintain the remaining parklands as defined (with staff to approve and negotiate the defined language in the Purchase and Sale Agreement). Staff is to negotiate the \$15,000 terms of payment with Western Community Housing, Inc.

Director Ainsleigh made a motion to make a second amendment to the motion for a \$50,000 down payment from Western Community Housing, Inc. for the property. There was no second to Director Ainsleigh's amendment, amendment did not pass.

Roll Call Vote

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

4 – 1 Motion carries.

8.0 NEW BUSINESS

8.1 Fee Waiver Request from Foothill Quilters Guild (Standing Finance Committee)

A motion was made by Director Gray to waive the fee waiver request of \$752.00. There was no second to the motion, motion did not pass.

A motion was made by Director Holbrook seconded by Director Ainsleigh to waive 80% of the \$3,760.00 rental fee.

Director Gray made a modification seconded by Director Ferris to waive an additional 20% of the rental fee.

Roll Call Vote

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

2 – 3 Motion did not carry.

A motion was made by Director Lynch and seconded by Director Gray to waive 90% of the rental fees.

Roll Call Vote

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

3 – 2 Motion carries.

Director Holbrook left the meeting at 8:24 p.m.

8.2 Fiscal Year 2018/2019 Project List and Five-Year Plan Update (Acquisition & Development Committee)

A motion was made by Director Lynch and seconded by Director Gray to approve the Fiscal Year 2018/2019 Project List and Five-Year Plan Update to direct staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed Fiscal Year 2018/2019 Project List and approve the Five-Year Plan Update.

Roll Call Vote

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

3 – 1 – 0 Motion carries.

8.3 Preliminary Budget for 2018/2019 (Standing Finance Committee)

A motion was made by Director Lynch and seconded by Director Gray to approve the Preliminary Budget for 2018/2019.

Roll Call Vote

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

3 – 1 – 0 Motion carries.

8.4 Resolution Number 2018-02, Transfer of Equipment Reserve Funds and Transfer of City Trust Fund Reserves (Standing Finance Committee)

A motion was made by Director Ainsleigh and seconded by Director Lynch to adopt Resolution Number 2018-02, a Resolution Authorizing the Transfer of Funds from the Equipment Reserve to Reimburse the General Fund for the Purchase of, and Improvement to, the Marsha-Skinner Memorial Sierra Pool's Heater and Transfer Funds from the City Trust Fund to Reimburse the General Fund for the Purchase of, and Improvement to, Railhead Park, Field A and the Herschel Young Park Gateway.

Roll Call Vote

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

4 – 0 Motion carries.

8.5 Letter Supporting SB-929: Website Requirements (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Ferris and seconded by Director Lynch to approve the letter supporting SB-929: Website Requirements.

Roll Call Vote

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

4 – 0 Motion carries.

8.6 Claim Against ARD – Broken Windshield

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve the claim against ARD for a chipped windshield at Overlook Park.

Roll Call Vote

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

4 – 0 Motion carries.

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.

None.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – Closed Session was cancelled.

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

ADJOURNMENT - As there was no further business, the meeting was adjourned at 8:34 p.m. by Chairman Gray.

Board Secretary

Date

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, April 26, 2018, 6:00 p.m., Canyon View Community Center
471 Maidu Drive, Auburn, CA**

Board Members

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

Board Members

Absent: None

Staff Present:

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

1.0 CALL TO ORDER

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

(PLEDGE TO THE FLAG)

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

None.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

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

Roll Call Vote

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

5 – 0 Motion carries.

4.0 PUBLIC COMMENT

Cheryl Maki, speaking as a citizen of Auburn, California and disclosing to be the Vice Mayor of the City of Auburn gave public comment in favor of the bike park and voiced the concerns that she and her constitutions still have with the bike park.

5.0 CONSENT ITEMS

5.1 Review and Approval of the Minutes of the Board of Directors from March 29, 2018

5.2 Review of Cash Requirements for March, 2018 (Standing Finance Committee)

A motion was made by Director Ainsleigh and seconded by Director Holbrook to pull item 5.1 from the consent calendar for discussion and to approve item 5.2 of the consent calendar.

Roll Call Vote

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

5 – 0 Motion carries.

Item 5.1 Review and Approval of the Minutes of the Board of Directors from March 29, 2018.

A motion was made by Director Holbrook and seconded by Director Ferris to table the minutes from the March 29, 2018 Board of Directors meeting. The minutes will be amended and placed on the May 31, 2018 Board Meeting Agenda for approval.

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

5 – 0 Motion carries.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

7.1 Final Budget for Fiscal Year 2018/2019, Resolution Number 2018-06, Final Budget for Fiscal Year 2018/2019 (Standing Finance Committee)

A motion was made by Director Lynch and seconded by Director Ainsleigh to adopt Resolution Number 2018-06, Final Budget for Fiscal Year 2018/2019.

Roll Call Vote

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

3 – 2 Motion carries.

8.0 NEW BUSINESS

8.1 Review and Approval of Obsolescence List (Standing Finance Committee)

A motion was made by Director Lynch and seconded by Director Ferris to approve the obsolescence list.

Roll Call Vote

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

5 – 0 Motion carries.

8.2 CARPD Board of Directors Election

A motion was made by Director Gray and seconded by Director Lynch to nominate Director Holbrook as a candidate for the CARPD Board and adopt Resolution Number 2018-08, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Endorsing Nominee Scott R. Holbrook as a Candidate for the California Association of Recreation and Park Districts (CARPD) 2018 Board of Directors.

Roll Call Vote

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

5 – 0 Motion carries.

8.3 Notice of Governing Board Member Election and/or Notice to Submit Measure(s) to a Vote of the Voters, Resolution Number 2018-07, Resolution of the Governing Body of the Auburn Area Recreation and Park District Declaring an Election Be Held in Its Jurisdiction; Requesting the Board of Supervisors to Consolidate This Election with Any Other Election Conducted on Said Date; and Requesting Election Services by the County Clerk

A motion was made by Director Holbrook and seconded by Director Ainsleigh to adopt Resolution Number 2018-07, Resolution of the Governing Body of the Auburn Area Recreation and Park District Declaring an Election Be Held in Its Jurisdiction; Requesting the Board of Supervisors to Consolidate This Election with Any Other Election Conducted on Said Date; and Requesting Election Services by the County Clerk.

Roll Call Vote

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

5 – 0 Motion carries.

8.4 District Administrator's Contract Amendment - COLA (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the District Administrator's Contract Amendment – COLA.

Roll Call Vote

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

5 – 0 Motion carries.

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.

None.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – Closed Session began at 7:18 p.m.

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

14.0 OPEN SESSION – Open Session began at 7:25 p.m. There was no reportable action.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:26 p.m. by Chairman Gray.

Board Secretary

Date

**Auburn Area Recreation and Park District
Minutes
of the Special Meeting of the Board of Directors
Thursday, May 10, 2018, 6:00 p.m.
Canyon View Community Center
471 Maidu Drive
Auburn, CA**

Board Members

Present: Chairman Jim Gray
Director Jim Ferris
Director Mike Lynch

Board Members

Absent: Director Gordon Ainsleigh
Director Scott Holbrook

Staff Present:

Kahl Muscott, District Administrator
Joe Fecko, Administrative Services Manager
Veona Galbraith, Accounting
Brian Simpson, Facilities and Grounds Manager
Patricia Larson, Recording Secretary

1.0 CALL TO ORDER

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

2.0 Decommissioning Surplus Equipment

A motion was made by Director Gray and seconded by Director Ferris to approve the decommissioning of surplus equipment.

Roll Call Vote

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

3 – 0 Motion carries.

3.0 Resolution Number 2018-09: Purchase of New Kioti Tractor and a New Toro TriDeck Mower

A motion was made by Director Lynch and seconded by Director Ferris to adopt Resolution Number 2018-09, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Approving the Purchase a New Kioti Tractor and a Toro Lawn Mower.

Roll Call Vote

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

3 – 0 Motion carries.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 6:13 p.m.by Chairman Gray.

Board Secretary

Date

SECTION: 5.0

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

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE BOARD OF DIRECTORS FOR REVIEW AND
APPROVAL**

FISCAL IMPACT: \$204,007.42

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To:
 Check Number First Last
 Vendor ID First Last
 Vendor Name First Last
 Check Date 4/1/2018 4/30/2018
 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
16624	H0056	Humana Dental Ins. Co	4/3/2018	COMM 1ST	PMCHK00002465	\$2,407.21
16625	K0011	Kaiser Foundation Health Plan,	4/3/2018	COMM 1ST	PMCHK00002465	\$15,196.34
16626	M0071	Mission Protection Systems Inc	4/3/2018	COMM 1ST	PMCHK00002465	\$189.00
16627	P0029	Placer County Environmental He	4/3/2018	COMM 1ST	PMCHK00002465	\$2,317.00
16628	T1000	Transamerica Life Insurance	4/3/2018	COMM 1ST	PMCHK00002465	\$500.00
16629	W0044	Wave	4/3/2018	COMM 1ST	PMCHK00002465	\$1,909.76
16632	F0004	Court-Ordered Debt Collections	4/5/2018	COMM 1ST	PMCHK00002467	\$110.00
16633	S1007	Stationary Engineers, Local 39	4/5/2018	COMM 1ST	PMCHK00002468	\$430.87
16634	N0049	NSP3	4/9/2018	COMM 1ST	PMCHK00002469	\$32,537.37
16635	1099-239	Macintosh-Oddo	4/10/2018	COMM 1ST	PMCHK00002470	\$2,800.00
16636	A0051	Anderson's Sierra Pipe Co.	4/10/2018	COMM 1ST	PMCHK00002470	\$7.22
16637	A1010	Advantage Marketing and Print	4/10/2018	COMM 1ST	PMCHK00002470	\$171.60
16638	C0104	Campora Propane Service	4/10/2018	COMM 1ST	PMCHK00002470	\$46.00
16639	C0111	Cal.net	4/10/2018	COMM 1ST	PMCHK00002470	\$66.90
16640	D0066	De Lage Landen Financial Servi	4/10/2018	COMM 1ST	PMCHK00002470	\$332.48
16641	H0002	Harris Industrial Gases	4/10/2018	COMM 1ST	PMCHK00002470	\$180.00
16642	K0011	Kaiser Foundation Health Plan,	4/10/2018	COMM 1ST	PMCHK00002470	\$17,932.91
16643	M0104	Renatta Macintosh	4/10/2018	COMM 1ST	PMCHK00002470	\$56.50
16644	O0021	Amy Oddo	4/10/2018	COMM 1ST	PMCHK00002470	\$56.50
16645	S0009	Sierra Saw Sales And Service	4/10/2018	COMM 1ST	PMCHK00002470	\$26.23
16646	S0145	SCP Pool Distributors LLC	4/10/2018	COMM 1ST	PMCHK00002470	\$107.40
16647	S0154	Mike Scheele	4/10/2018	COMM 1ST	PMCHK00002470	\$145.52
16648	S0160	Nicole Sands	4/10/2018	COMM 1ST	PMCHK00002470	\$56.50
16649	TEMPO	Ellia O'Donnell	4/10/2018	COMM 1ST	PMCHK00002470	\$138.00
16650	W0003	Warehouse Paint Incorporated	4/10/2018	COMM 1ST	PMCHK00002470	\$69.80
16705	1099-322	Kathryn Barwick	4/20/2018	COMM 1ST	PMCHK00002473	\$200.00
16706	1099-324	Mariann R. Smith	4/20/2018	COMM 1ST	PMCHK00002473	\$150.00
16707	1099-325	Forest Bailey	4/20/2018	COMM 1ST	PMCHK00002473	\$100.00
16708	1099-344	John Massey	4/20/2018	COMM 1ST	PMCHK00002473	\$100.00
16709	1099-361	Mark Kroos	4/20/2018	COMM 1ST	PMCHK00002473	\$1,200.00
16710	F0004	Court-Ordered Debt Collections	4/20/2018	COMM 1ST	PMCHK00002473	\$133.45
16711	S1007	Stationary Engineers, Local 39	4/20/2018	COMM 1ST	PMCHK00002473	\$430.87
16712	TEMP R	Bill Raney	4/20/2018	COMM 1ST	PMCHK00002473	\$100.00
16713	TEMPB	Bethlehem Lutheran Church	4/20/2018	COMM 1ST	PMCHK00002473	\$200.00
16714	TEMPE	Eric Enberg	4/20/2018	COMM 1ST	PMCHK00002473	\$150.00
16715	TEMPK	Hannah Jane Kile	4/20/2018	COMM 1ST	PMCHK00002473	\$200.00
16716	TEMPP	Kevin Paddock	4/20/2018	COMM 1ST	PMCHK00002473	\$50.00
16717	TEMPR	Daniel Roest	4/20/2018	COMM 1ST	PMCHK00002473	\$100.00
16718	1099-117	Juan Aceituno	4/27/2018	COMM 1ST	PMCHK00002474	\$390.00
16719	1099-256	Healing Pastures, Inc.	4/27/2018	COMM 1ST	PMCHK00002474	\$52.00
16720	1099-264	Philip Green	4/27/2018	COMM 1ST	PMCHK00002474	\$32.50
16721	1099-324	Mariann R. Smith	4/27/2018	COMM 1ST	PMCHK00002474	\$84.00
16722	1099-325	Forest Bailey	4/27/2018	COMM 1ST	PMCHK00002474	\$100.00
16723	1099-343	Faith Petersen	4/27/2018	COMM 1ST	PMCHK00002474	\$198.00
16724	A0013	AT&T	4/27/2018	COMM 1ST	PMCHK00002474	\$60.00
16725	A0091	Altara	4/27/2018	COMM 1ST	PMCHK00002474	\$2,800.00
16726	A0148	All Pro Backflow	4/27/2018	COMM 1ST	PMCHK00002474	\$291.80
16727	A0149	APPAC	4/27/2018	COMM 1ST	PMCHK00002474	\$605.00
16728	A1010	Advantage Marketing and Print	4/27/2018	COMM 1ST	PMCHK00002474	\$53.09
16729	B0020	BSN Sports, Inc.	4/27/2018	COMM 1ST	PMCHK00002474	\$4,410.39
16730	B0062	BareBones WorkWear	4/27/2018	COMM 1ST	PMCHK00002474	\$1,131.23
16731	C0004	CAPRI	4/27/2018	COMM 1ST	PMCHK00002474	\$19,457.25
16732	C0061	California Computer Services	4/27/2018	COMM 1ST	PMCHK00002474	\$1,584.27
16733	C0113	Cooks Portable Toilets & Septi	4/27/2018	COMM 1ST	PMCHK00002474	\$1,623.00
16734	C0120	Capture Technologies	4/27/2018	COMM 1ST	PMCHK00002474	\$1,116.99
16735	E0008	Ewing Irrigation Products, Inc	4/27/2018	COMM 1ST	PMCHK00002474	\$1,544.44

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
16736	F0038	Fastenal Company	4/27/2018	COMM 1ST	PMCHK00002474	\$214.54
16737	F0041	Friends of ARD	4/27/2018	COMM 1ST	PMCHK00002474	\$500.00
16738	G0006	Gold Country Media Publication	4/27/2018	COMM 1ST	PMCHK00002474	\$139.38
16739	G0045	Greater Sacreamnto Softball As	4/27/2018	COMM 1ST	PMCHK00002474	\$1,405.80
16740	G0074	G & H Glass Company	4/27/2018	COMM 1ST	PMCHK00002474	\$235.00
16741	G0077	Gold Country Water	4/27/2018	COMM 1ST	PMCHK00002474	\$96.10
16742	G0079	Gabe Mendez Inc	4/27/2018	COMM 1ST	PMCHK00002474	\$6,000.00
16743	G0092	Green Valley Security, Inc.	4/27/2018	COMM 1ST	PMCHK00002474	\$1,080.00
16744	H0056	Humana Dental Ins. Co	4/27/2018	COMM 1ST	PMCHK00002474	\$2,280.16
16745	J0010	JeffCo Plumbing, Inc.	4/27/2018	COMM 1ST	PMCHK00002474	\$409.83
16746	H0035	Meadow Vista Community Center	4/27/2018	COMM 1ST	PMCHK00002474	\$1,110.00
16747	N0048	Normac, Inc.	4/27/2018	COMM 1ST	PMCHK00002474	\$233.98
16748	P0005	Placer County Water Agency	4/27/2018	COMM 1ST	PMCHK00002474	\$3,703.50
16749	P0007	Pacific Gas & Electric Company	4/27/2018	COMM 1ST	PMCHK00002474	\$10,944.40
16750	P0031	Placer Hills USD	4/27/2018	COMM 1ST	PMCHK00002474	\$4,010.00
16751	P0088	PBM Construction Inc	4/27/2018	COMM 1ST	PMCHK00002474	\$48,000.00
16752	R0073	Riebes Auto Parts	4/27/2018	COMM 1ST	PMCHK00002474	\$50.37
16753	S0025	Sierra Pacific Turf Supply, In	4/27/2018	COMM 1ST	PMCHK00002474	\$84.73
16754	S0052	Sierra Custom Awards & More	4/27/2018	COMM 1ST	PMCHK00002474	\$40.76
16755	S0067	Superfast Copy	4/27/2018	COMM 1ST	PMCHK00002474	\$34.71
16756	S0086	Sac-Val Janitorial Supply, Inc	4/27/2018	COMM 1ST	PMCHK00002474	\$886.75
16757	S0131	Kasey Casl	4/27/2018	COMM 1ST	PMCHK00002474	\$70.59
16758	S0143	SMOA	4/27/2018	COMM 1ST	PMCHK00002474	\$3,900.00
16759	S1000	State Of California/DOJ	4/27/2018	COMM 1ST	PMCHK00002474	\$106.00
16760	T1000	Transamerica Life Insurance	4/27/2018	COMM 1ST	PMCHK00002474	\$480.00
16761	TEMPB	Katelyn Banham	4/27/2018	COMM 1ST	PMCHK00002474	\$90.00
16762	TEMPJ	Katie Joh	4/27/2018	COMM 1ST	PMCHK00002474	\$69.00
16763	TEMPW	Brittany Wood	4/27/2018	COMM 1ST	PMCHK00002474	\$60.00
16764	VO014	VFCAL-Friends of FEC	4/27/2018	COMM 1ST	PMCHK00002474	\$500.00
16765	W0001	Walker's Office Supplies, Inc.	4/27/2018	COMM 1ST	PMCHK00002474	\$694.73
16766	YO002	Yuba Safe & Lock, Inc.	4/27/2018	COMM 1ST	PMCHK00002474	\$137.70
Total Checks:	87				Total Amount of Checks:	\$204,007.42

SECTION: 5.0

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

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS**

PROFIT & LOSS
17/18 Approved Budget

	Approved Budget FY 17-18	% Of Total	Mid-Yr Revision FY 17-18	% Of Total	2018 March ACTUALS	Last Yr March Actuals	2018 YTD ACTUALS	2018 YTD BUDGET	Last Yr YTD ACTUALS
Operating Revenues									
Program Revenue	1,045,700	20%	1,054,269	20%	89,263	68,862	1,166,056	1,054,269	1,072,705
Facility Revenue	148,155	3%	152,473	3%	(7,679)	10,571	141,135	156,073	191,228
Misc. Revenue	59,225	1%	54,615	1%	10,509	2,405	46,931	51,015	61,377
Grants & Donations	50,146	1%	22,566	0%	(498)	7,457	37,314	22,566	810,484
Interest Income	45,400	1%	45,400	1%	12,586	10,031	66,452	45,400	54,172
Projects Revenue	387,300	7%	382,300	7%	(24,000)	(44,000)	146,625	287,300	-
Tax Revenue	2,973,655	56%	3,068,784	57%	1,656	1,442	3,117,858	3,091,765	2,999,467
In Kind/Atwood	25,500	0%	22,981	0%	-	-	24,000	95,000	-
Trans from Cap Const/City Trus/Eq Res	616,204		557,261		24,000	-	24,000	95,000	-
Total Operating Revenue	5,351,285	100.00	5,360,649		105,837	56,768	4,746,371	4,803,388	5,189,433
Expenditures									
Program Expense	274,374	5%	257,195	5%	32,193	33,608	258,967	257,195	261,786
Operating & Supplies	336,100	6%	346,784	7%	45,218	34,482	360,855	344,040	319,368
Utilities Expense	199,800	4%	194,580	4%	49,204	36,690	183,864	197,080	195,626
Professional Services	38,800	1%	31,800	1%	5,190	1,207	42,104	32,044	33,727
Building & Grounds Maintenance	353,098	7%	364,450	7%	110,363	82,414	451,332	364,450	302,001
Property Tax Admin.	63,200	1%	62,878	1%	-	750	51,092	62,878	61,056
Wages	2,085,305	39%	2,115,962	40%	261,216	248,906	2,074,051	2,115,962	1,874,724
Benefits & Payroll Costs	713,282	13%	739,491	14%	47,915	44,888	732,333	739,491	647,548
Fixed Asset Expense	62,178	1%	215,300	4%	69,569	456,243	140,501	215,300	1,364,459
Capital Improvement Projects	969,000	18%	813,261	15%	4,997	(18,107)	267,587	866,380	169,860
Debt Services	6,000	0%	5,890	0%	-	765	5,890	5,890	6,787
Special Dept Expenses (equip res.)	-	0%	-	0%	-	-	-	-	-
Project Expenditures	25,000	0%	53,119	1%	-	-	-	-	-
Misc Expense (CalPERS unfunded liab)	180,200	3%	100,800	2%	-	-	-	-	-
Total Expenditures	5,306,337	100.00	5,301,510		625,865	921,846	4,568,576	5,200,710	5,236,942
Net Revenue Over Expenditures	\$ 44,948	0.84	\$ 59,139		\$ (520,028)	(865,078)	\$177,795	(\$397,322)	(\$47,509)
Annual Contingency Reserve (1-2%)	\$ 450,000		\$ 450,000				\$ 450,000	\$ 450,000	\$ 450,000
Annual Equip Replacement Reserve	\$ 920,531		\$ 920,531				\$ 920,531	\$ 920,531	\$ 758,531
Future Capital Construction Reserve	\$ 955,971		\$ 955,971				\$ 955,971	\$ 955,971	\$ 705,971
ADA Reserve	\$ 70,032		\$ 70,032				\$ 70,032	\$ 70,032	\$ 60,032
CalPERS unfunded liability reserve	\$ 45,800		\$ 45,800				\$ 45,800	\$ 45,800	\$ 45,800
TOTAL RESERVE BALANCES	\$ 2,442,334		\$ 2,442,334				\$ 2,442,334	\$ 2,442,334	\$ 2,020,334

Auburn Area Recreation and Park District
Balance Sheet
3/31/2018

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	\$580.00
First Foundation Bank	180,254.47
Placer County Treasure-General	3,774,287.37
Placer County Treasurer - City Trust	419,808.84
Accounts Receivable	5,603.55
A/R - 501C3 Group	5,000.00
PCOE Receivables	18,275.00
Prepaid Expenses	1,943.91
Prepaid Liability Expense	16,699.99

TOTAL ASSETS	\$4,422,453.13
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LIABILITIES AND NET PROFIT

<u>Current Liabilities</u>	
Prepaid Revenue	\$34,657.25
Gift Certificates	145.00
Compensated Absenses	153,606.93
Sales Tax Payable	284.29
Accrued Payroll	118,631.85
Worker's Comp Payable	1,085.54
Miscellaneous Deductions	(100.00)

Total Current Liabilities	\$308,310.86
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Net Position

General Fund Balance	\$3,936,185.65
Net Profit (Loss)	177,956.62

Total Net Postion	\$4,114,142.27
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TOTAL LIABILITY AND NET POSITION	\$4,422,453.13
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Auburn Recreation and Park District

Balance Sheet

As of 3/31/2018

ASSETS

Current Assets

Petty Cash	\$ 580.00
Community 1 st Bank	180,254.47
Placer County Treasurer – General Fund	3,774,287.37
Placer County Treasurer – City Trust	419,808.84
Accounts Receivable	5,603.55
A/R – Friends 501C3	5,000.00
Prepaid Liability Expense	16,699.99
PCOE Youth Services Receivable	<u>18,275.00</u>

Total Current Assets \$ 4,422,453.13

Fixed Assets

Fixed Assets: Land	\$ 1,970,546.12
Fixed Assets: Structures	12,168,108.97
Fixed Assets: Equipment	925,989.21
Fixed Assets: Computer Equipment & Software	156,260.75
Fixed Assets: Vehicles	247,332.21
Fixed Assets: Office Furniture & Rec Equipment	79,149.60
Construction In Progress	409,557.59
Less: Accumulated Depreciation	<u>(9,138,265.30)</u>

Total Fixed Assets \$ 6,818,679.15

TOTAL ASSETS \$ 11,241,132.28

Auburn Recreation and Park District

Balance Sheet (Continued)

As of 3/31/2018

LIABILITIES AND NET POSITON

Current Liabilities

Prepaid Revenue	\$34,657.25
Gift Certificates	145.00
Compensated Absences	153,606.93
Sales Tax Payable	284.29
Accrued Payroll	118,631.85
Workers Comp Payable	1,085.54
Misc. Deductions	<u>(100.00)</u>

Total Current Liabilities \$ 308,310.86

Fund Balances

Investments in Fixed Assets	\$ 6,818,679.15
GFB: Youth Assistance Fund	9,980.59
GFB: General Fund Balance	969,574.09
GFB: Cell Tower Reserves	122,459.24
RFB: Reserved (City Mitigation)	419,808.84
RFB: Equip Replacement Reserve	868,885.72
RFB: Contingency Reserve	450,000.00
RFB: Future Capital Construction	915,971.25
DFB: Arboretum Grant Fund	13,275.73
DFB: Designated – Atwood Fund	(17,786.39)
DFB: Atwood – Equipment Repl Fund	15,603.66
DFB: Calpers – Unfunded Liability Fund	91,600.00
DFB: ADA Reserves	70,031.75
DFB: Shockley Maint Fund	6,781.17

Net Position 177,956.62

Total Assets	\$ 6,818,679.15
Total Unrestricted Funds GFB	1,102,013.92
Total Reserved Funds	2,654,665.81
Total Designated Funds	<u>179,505.92</u>

TOTAL LIABILITIES AND NET POSITION \$ 11,241,132.28

SECTION: 5.0

**ITEM: 5.4 REVIEW OF FINANCIALS FOR
APRIL, 2018**

DESCRIPTION:

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: REVIEW AND APPROVE FINANCIALS**

PROFIT & LOSS
18/19 Approved Budget

	Approved Budget FY 18-19	% Of Total	Mid-Yr Revision FY 18-19	% Of Total	2018 April ACTUALS	Last Yr April Actuals	2018 YTD ACTUALS	2018 YTD BUDGET	Last yr YTD ACTUALS
Operating Revenues									
Program Revenue	1,114,565	20%	-	#DIV/0!	110,857	82,458	110,857	90,610	82,458
Facility Revenue	153,385	3%	-	#DIV/0!	56,226	56,836	56,226	44,835	56,836
Misc. Revenue	41,331	1%	-	#DIV/0!	4,553	3,114	4,553	3,164	3,114
Grants & Donations	33,755	1%	-	#DIV/0!	-	165	-	165	165
Interest Income	64,375	1%	-	#DIV/0!	7,246	51	7,246	6,300	51
Projects Revenue	331,800	6%	-	#DIV/0!	-	-	-	1,190,863	-
Tax Revenue	3,121,712	55%	-	#DIV/0!	1,195,813	-	1,195,813	-	-
In Kind/Atwood	22,381	0%	-	#DIV/0!	-	-	-	-	-
Trans from Cap Const/City Trust/Eq Res	743,500		-		-	-	-	-	-
Total Operating Revenue	5,626,804	100.00			1,374,695	142,624	1,374,695	1,335,937	142,624
Expenditures									
Program Expense	233,650	4%	-	#DIV/0!	24,733	14,372	24,733	13,570	14,372
Operating & Supplies	370,580	7%	-	#DIV/0!	14,672	18,050	14,672	17,348	18,050
Utilities Expense	190,660	3%	-	#DIV/0!	13,043	(3,130)	13,043	5,730	(3,130)
Professional Services	44,780	1%	-	#DIV/0!	4,437	120	4,437	3,500	120
Building & Grounds Maintenance	373,695	7%	-	#DIV/0!	6,178	6,425	6,178	6,870	6,425
Property Tax Admin.	89,900	2%	-	#DIV/0!	-	-	-	-	-
Wages	2,240,948	40%	-	#DIV/0!	64,621	53,105	64,621	64,483	53,105
Benefits & Payroll Costs	790,332	14%	-	#DIV/0!	58,616	57,566	58,616	61,970	57,566
Fixed Asset Expense	134,800	2%	-	#DIV/0!	673	-	673	5,100	-
Capital Improvement Projects	968,300	17%	-	#DIV/0!	86,597	1,219	86,597	81,000	1,219
Debt Services	2,000	0%	-	#DIV/0!	-	-	-	-	-
Special Dept Expenses (equip res.)	-	0%	-	#DIV/0!	-	-	-	-	-
Project Expenditures	-	0%	-	#DIV/0!	-	-	-	-	-
Misc Expense (CalPERS unfunded liab)	100,800	2%	-	#DIV/0!	-	-	-	-	-
Total Expenditures	5,540,445	100.00			273,570	147,727	273,570	259,571	147,727
Net Revenue Over Expenditures	\$ 86,359	1.53			\$ 1,101,125	(5,103)	\$ 1,101,125	\$ 1,076,366	(\$5,103)
Annual Contingency Reserve (1-2%)	\$ 450,000		\$ 450,000		\$ 450,000	\$	\$ 450,000	\$ 450,000	\$ 450,000
Annual Equip Replacement Reserve	\$ 920,531		\$ 920,531		\$ 920,531	\$	\$ 920,531	\$ 920,531	\$ 758,531
Future Capital Construction Reserve	\$ 955,971		\$ 955,971		\$ 955,971	\$	\$ 955,971	\$ 955,971	\$ 705,971
ADA Reserve	\$ 70,032		\$ 70,032		\$ 70,032	\$	\$ 70,032	\$ 70,032	\$ 60,032
CalPERS unfunded liability reserve	\$ 45,800		\$ 45,800		\$ 45,800	\$	\$ 45,800	\$ 45,800	\$ 45,800
TOTAL RESERVE BALANCES	\$ 2,442,334		\$ 2,442,334		\$ 2,442,334	\$ 2,442,334	\$ 2,442,334	\$ 2,442,334	\$ 2,020,334

Auburn Area Recreation and Park District
Balance Sheet
4/30/2018

	Current YTD
ASSETS	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	\$580.00
First Foundation Bank	136,223.40
Placer County Treasure-General	4,750,112.33
Placer County Treasurer - City Trust	420,433.11
Accounts Receivable	15,599.51
A/R - 501C3 Group	5,000.00
PCOE Receivables	18,577.00
Prepaid Liability Expense	11,133.33
Prepaid Workers Comp Insurance	11,807.77
TOTAL ASSETS	\$5,369,466.45
LIABILITIES AND NET PROFIT	
<u>Current Liabilities</u>	
Prepaid Revenue	\$40.00
Gift Certificates	145.00
Compensated Absenses	153,606.93
Sales Tax Payable	284.29
Total Current Liabilities	\$154,076.22
<u>Net Position</u>	
General Fund Balance	\$4,114,265.08
Net Profit (Loss)	1,101,125.15
Total Net Postion	\$5,215,390.23
TOTAL LIABILITY AND NET POSITION	\$5,369,466.45

Auburn Recreation and Park District

Balance Sheet

As of 4/30/2018

ASSETS

Current Assets

Petty Cash	\$ 580.00
First Foundation Bank	136,223.40
Placer County Treasurer – General Fund	4,750,112.33
Placer County Treasurer – City Trust	420,433.11
Accounts Receivable	15,599.51
A/R – Friends 501C3	5,000.00
Prepaid Liability Expense	11,133.33
Prepaid Workers Comp Insurance	11,807.77
PCOE Youth Services Receivable	<u>18,577.00</u>

Total Current Assets \$ 5,369,466.45

Fixed Assets

Fixed Assets: Land	\$ 1,970,546.12
Fixed Assets: Structures	12,168,108.97
Fixed Assets: Equipment	925,989.21
Fixed Assets: Computer Equipment & Software	156,260.75
Fixed Assets: Vehicles	247,332.21
Fixed Assets: Office Furniture & Rec Equipment	79,149.60
Construction In Progress	496,154.67
Less: Accumulated Depreciation	<u>(9,490,475.82)</u>

Total Fixed Assets \$ 6,553,065.71

TOTAL ASSETS \$ 11,922,532.16

Auburn Recreation and Park District

Balance Sheet (Continued)

As of 4/30/2018

LIABILITIES AND NET POSITON

Current Liabilities

Prepaid Revenue	\$ 40.00
Gift Certificates	145.00
Compensated Absences	153,606.93
Sales Tax Payable	<u>284.29</u>

Total Current Liabilities \$ 154,076.22

Fund Balances

Investments in Fixed Assets	\$ 6,905,276.23
GFB: Youth Assistance Fund	9,335.59
GFB: General Fund Balance	685,946.28
GFB: Cell Tower Reserves	122,459.24
RFB: Reserved (City Mitigation)	419,808.84
RFB: Equip Replacement Reserve	868,885.72
RFB: Contingency Reserve	450,000.00
RFB: Future Capital Construction	965,971.25
DFB: Arboretum Grant Fund	13,275.73
DFB: Designated – Atwood Fund	(8,921.27)
DFB: Atwood – Equipment Repl Fund	15,603.66
DFB: Calpers – Unfunded Liability Fund	137,400.00
DFB: ADA Reserves	75,031.75
DFB: Shockley Maint Fund	6,633.50

Net Position 1,101,125.15

Total Assets	\$ 6,905,276.23
Total Unrestricted Funds GFB	817,741.11
Total Reserved Funds	2,705,290.08
Total Designated Funds	<u>239,023.37</u>

TOTAL LIABILITIES AND NET POSITION \$ 11,922,532.16

Item 5.5 Cover sheet – Claim Against ARD – Dented Automobile

Auburn Area Recreation and Park District Board of Directors Meeting, May 31, 2018

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve or deny a claim against ARD for a scratched and dented vehicle?

Background

ARD Park Worker Matt Larimer backed an ARD vehicle out of a parking stall and scraped the passenger rear quarter panel of another car parked next to the ARD vehicle. The parked vehicle was driven by Jocelyn Gorecki and is owned by her mother-in-law, Frankie Renee Todd.

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

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

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

CLAIMS

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

A copy of the letter, claim and estimates are attached.

Recommendation for the Board of Directors

Charles Torretta with George Hills Company, our third party claims administrator stated that he would recommend settling with Ms. Todd if she agreed to use the lower of the two estimates and signed a release.

Fiscal Impact

\$2,451.76 plus some possible costs for loss of use (<\$200).

Attachments

Vehicle Accident Investigation
Response Letter to Frankie Renee Todd
Reply letter from Frankie Renee Todd

VEHICLE ACCIDENT INVESTIGATION

Auburn Area Recreation and Park District

123 Recreation Drive, Auburn, CA 95603-5427
(530) 885-8461

The District Investigator should complete this form after interviewing the district driver. After completing it, mail a copy to CAPRI and keep a copy for your files. All accidents should be reported, since there is always the potential for a claim. If an accident involves serious bodily injury or death, call CAPRI immediately, then follow up with a written report. **EMPLOYEE INJURIES SHOULD BE HANDLED ACCORDING TO WORKERS' COMPENSATION GUIDELINES.**

Date of Accident: 4/3/2010 Time: 7:50AM Accident Location: Arco @ Highway 49/Dry Creek (11911 Dry Creek Rd)
Injury(ies) Involved? (Y/N) N Property Damage to District or other Party? (Y/N) Yes

DISTRICT VEHICLE, DRIVER AND PASSENGERS

Driver Name: Matt Larimer Injured? (Y/N) N
Driver's License Number: [REDACTED] Age: _____ Sex: Male
Driving district vehicle? (Y/N) Yes Driving Personally-owned vehicle? (Y/N) No
Vehicle license no.: CA 1435484 Year: 2014 Make: Ford Model: F-250
Passenger Name: N/A Injured? (Y/N) N/A
Passenger Address: N/A City, State, Zip: N/A
Home Phone: (530) [REDACTED] Work Phone: (530) [REDACTED] District Employee? (Y/N) Yes

OTHER VEHICLE, DRIVER AND PASSENGERS

Driver Name: Jocelyn Gorecki Injured? (Y/N) N
Driver's License Number: unknown Age: unknown Sex: Female
Driver Address: unknown City, State, Zip: unknown
Home Phone: (530) [REDACTED] Work Phone: () Employer? _____
Vehicle license no.: CA 6MSX460 Year: _____ Make: Infiniti Model: G35
Insurance Company: _____ Phone: () Policy No.: _____
Passenger Name: None Injured? (Y/N) N/A
Passenger Address: _____ City, State, Zip: _____
Home Phone: () Work Phone: () Employer: _____

OWNER OF OTHER VEHICLE (Complete only if different from Driver)

Owner Name: Mother In-Law of Driver Home Phone: ()
Address unknown City, State, Zip _____ Work Phone ()

WITNESSES

Name: None Home Phone: () _____
Address: _____ Work Phone: () _____
City, State, Zip: _____ District Employee? (Y/N) _____

Name: None Home Phone: () _____
Address: _____ Work Phone: () _____
City, State, Zip: _____ District Employee? (Y/N) _____

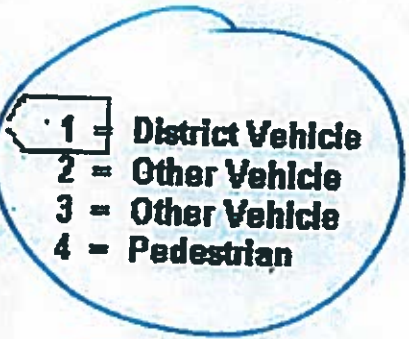
ACCIDENT DESCRIPTION (Continue on Page 3 if additional space is needed.)

Where did the accident happen? Arco Gas Station Parking Lot
Direction of travel of district vehicle: backwards Estimated speed of district vehicle: 2 mph
Direction of travel of other vehicle: parked Estimated speed of other vehicle: 0
Weather conditions: Clear, Sunny
Traffic conditions: Gas station parking lot.
Describe what happened: ARD employee was backing up out of parking space and turned too soon, side-swiping adjacent parked vehicle
Was a police report made? (Y/N) _____ Police Department: _____

Draw the positions of the vehicles



○ Indicate North



VEHICLE ACCIDENT INVESTIGATION — PART B

DAMAGE TO DISTRICT VEHICLE

If damage to the district vehicle is expected to exceed \$2,000, also complete a *CAPRI Property Loss Notice*.

Describe damage: Bumper Paint Scratches

Is the vehicle driveable? (Y/N) Yes Was the vehicle towed? (Y/N) No

Were pictures taken? (Y/N) Yes If "yes," please include copies.

Estimate of repair costs: \$ _____ Where is the vehicle?

ARD Parking Lot

PROPERTY DAMAGE TO OTHER VEHICLE

Describe damage: Crushed/paint scraped passenger rear quarter panel/fender

Is the vehicle driveable? (Y/N) Yes Was the vehicle towed? (Y/N) No

Were pictures taken? (Y/N) Yes If "yes," please include copies.

Estimate of repair costs: \$ _____ Where is the vehicle? Unknown

PROPERTY DAMAGE TO OTHER (Non-vehicle) PROPERTY

Describe damage: N/A

Owner Name: _____ Home Phone: (____) _____

Address _____ City, State, Zip _____ Work Phone: (____) _____

Additional Comments or Information: _____

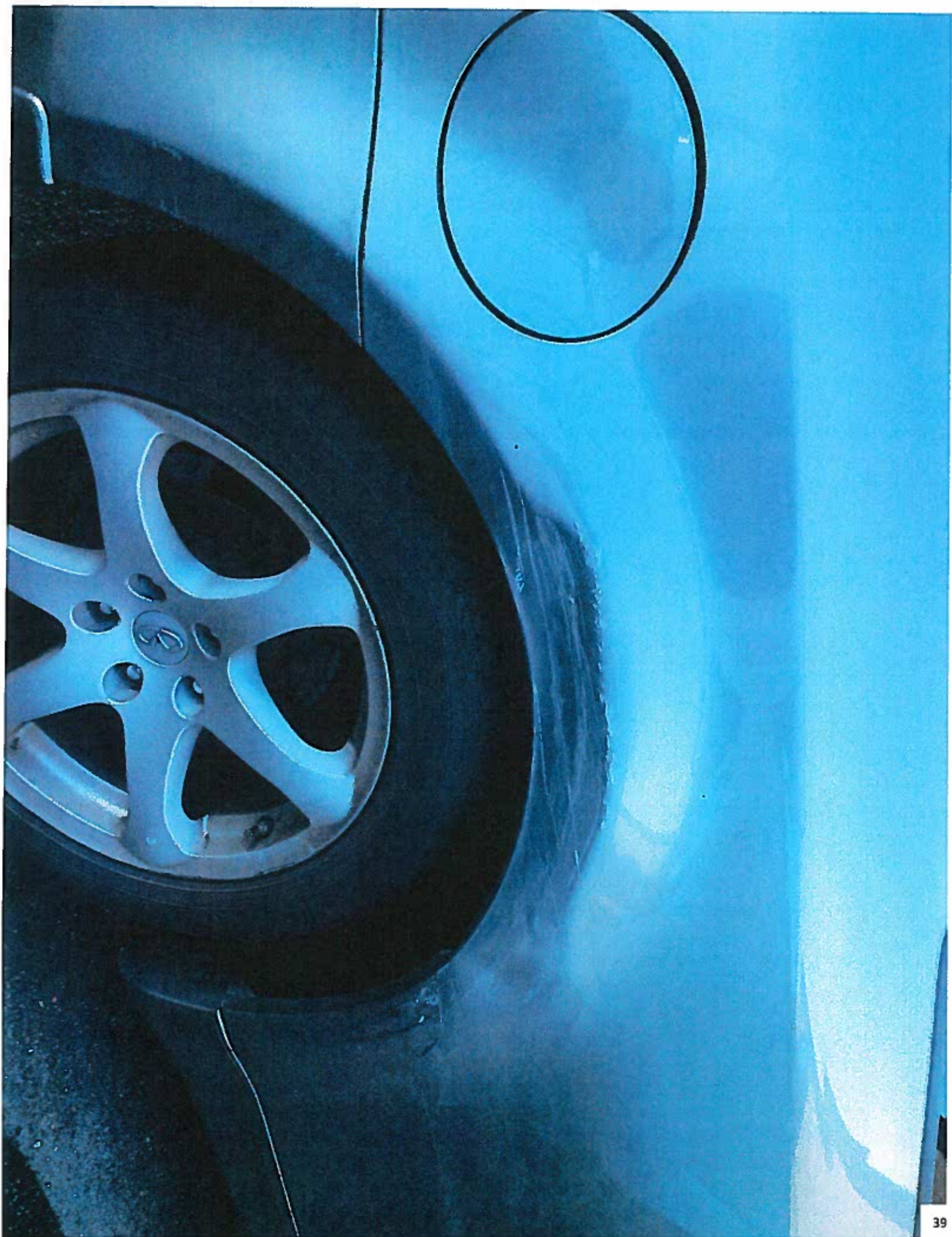
COMPLETED BY:

Print Name: Brian Simpson

Title: Manager, Facilities and Grounds

Signature: Brian Simpson

Date: 4/3/2018





AUBURN AREA RECREATION AND PARK DISTRICT

April 6, 2018

Frankie Todd
11050 Oak View Terrace
Auburn, CA 95603

Response Letter

Dear Frankie:

Your notice of sustaining certain damages or injury has been received. However before we can act, a formal claim must be submitted as required by the Government Code. If you wish to file a claim against the district, your claim can simply be in the form of a letter to the Board of Directors of the Auburn Area Recreation and Park District and must include:

Your name and address.

Address (if different) where any notice is to sent.

The date, place and circumstances of the occurrence or transaction which gave rise to the claim.

A general description of the indebtedness, obligation, injury, damage, or loss incurred, so far as it may be known at the time of the presentation of your claim.

The name(s) of the employee (s) causing the injury, damage or loss, if known.

The amount claimed as of the date of the presentation of your claim, including an estimate of any future amount. Also state the basis of computation of the amount claimed.

The letter must be signed and dated by you or some other person on your behalf.

This letter is not intended to imply acceptance, lateness, insufficiency or denial of a claim.

Should you have further reason to contact the district concerning this matter, please telephone me at (530) 885-8461 ext. 102.

Sincerely,

Kahl Muscott
District Administrator



May 4, 2018

Auburn Area Recreation and Park District
Board of Directors
471 Maidu Dr., Ste. 200
Auburn, CA 95603-5774

Dear Board of Directors:

This is to notify you of an Automobile Accident claim.

Date: April 3, 2018

Time: 7:30 am

Place: In the main parking lot of the Auburn Recreation Park
123 Recreation Dr.
Auburn, CA 95603-5427

Involved: ARD Worker

Truck: ARD Truck #30

My Daughter In Law: Jocelyn Rainn Goreck

Automobile: 2004 Infinity G35

Accident Report:

Jocelyn Gorecki arrived at the main parking lot at 7:30 am. She was there for a Coco meeting she had her three children in the car. She proceeded through the parking lot to the parking place to the right of ARD Truck #30. ARD Truck #30 worker had his truck running but he was not moving. Jocelyn pulled in next to ARD Truck #30. She then turned the car off but cautioned her children to stay in the car until the truck was done pulling out. At this point she felt the truck hit my car in the rear right quarter panel.

The ARD Worker was very apologetic for his hitting my car. They both agreed on his providing a contact number in which she could call later to resolve the issue.

I am the registered owner of the vehicle.

Owner: Frankie Renee Todd

Address: 11050 Oak View Terrace
Auburn, CA 95603

Mailing Address:

P, O, Box 4820

Auburn, CA 95604

Phone: 530-██████████

Email- reneetodd82@gmail.com

Please be advised I had contacted Pat Larson with Auburn Recreation and she has then given me directions and information in which to file this claim.

Enclosed with this letter is a photo of the damage to my car and two estimated for the repair.

Please call me if you require any more information.
Please send any mail to the PO Box I have listed above.
You may email me anytime.

Kindest Regards,

Frankie
Frankie Renee Todd

Genie Todd

5/4/14

AUBURN COLLISION CENTER
 560 NEVADA ST, P.O.BOX 5400, AUBURN, CA
 95603

Workfile ID: 05a9de41
 Federal ID: 81-0725736
 State EPA: CAL000413601
 BAR: ARD00263203

Phone: (530) 885-1160
 FAX: (530) 823-1022

TODD, FRANKIE

Preliminary Estimate

Customer: DARE, ROBERT

Written By: JEFF COLLINS

Insured: DARE, ROBERT

Policy #:

Claim #:

Type of Loss:

Date of Loss:

Days to Repair: 7

Point of Impact:

Owner:

DARE, ROBERT
 3675 SAJORE DR #2
 AUBURN, CA 95602
 (530) 210-6927 Day

Inspection Location:

AUBURN COLLISION CENTER
 560 NEVADA ST
 P.O.BOX 5400
 AUBURN, CA 95603
 Repair Facility
 (530) 885-1160 Business

Insurance Company:

VEHICLE

2004 INFI G35 Coupe Automatic 2D CPE 6-3.5L Gasoline SMPI SILVER

VIN: JNKC54E34M807921
 License: 6MSX460
 State: CA

Interior Color:
 Exterior Color: SILVER
 Production Date:

Mileage In:
 Mileage Out:
 Condition:

Vehicle Out:
 Job #:

TRANSMISSION

Automatic Transmission
 Overdrive

POWER

Power Steering
 Power Brakes
 Power Windows
 Power Locks
 Power Mirrors
 Heated Mirrors
 Power Driver Seat

DECOR

Dual Mirrors

Tinted Glass

Console/Storage

CONVENIENCE

Air Conditioning
 Intermittent Wipers
 Tilt Wheel
 Cruise Control
 Rear Defogger
 Keyless Entry
 Alarm
 Climate Control

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

Cassette

Auxiliary Audio Connection

CD Changer/Stacker

SAFETY

Drivers Side Air Bag
 Passenger Air Bag
 Anti-Lock Brakes (4)
 4 Wheel Disc Brakes
 Front Side Impact Air Bags
 Head/Curtain Air Bags

SEATS

Cloth Seats
 Bucket Seats

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Traction Control
 Stability Control
 Xenon Headlamps
 Power Trunk/Gate Release

Preliminary Estimate

Customer: DARE, ROBERT

2004 INFI G35 Coupe Automatic 2D CPE 6-3.5L Gasoline SMPI SILVER

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		WHEELS					
2	Repl	RT/Rear Wheel, alloy 17" w/5 spoke	40300AL026	1	562.75 m	0.3	
3		ROOF					
4	R&I	RT Drip molding				0.3	
5		PILLARS, ROCKER & FLOOR					
6	* R&I	RT Rocker molding				0.7	
7		DOOR					
8	Blnd	RT Outer panel					1.1
9	R&I	RT Belt w'strip				0.3	
10	* R&I	RT Handle, outside				0.4	
11	* R&I	RT Mirror assy				0.4	
12	R&I	RT R&I trim panel				0.5	
13		BACK GLASS					
14	* Rpr	Mask back glass				0.3	
15		QUARTER PANEL					
16	* Rpr	RT Quarter panel				2.5	2.2
17		Add for Clear Coat					0.9
18	Repl	RT Stone guard	78816AM800	1	33.98	0.2	
19	* Subl	R&I Glass		1	110.00 X		
20	# Repl	Urethane kit		1	25.00		
21	* Rpr	RT Outer wheelhouse				1.5	0.8
22		Overlap Minor Panel					-0.2
23		Add for Clear Coat					0.1
24		REAR BODY & FLOOR					
25	R&I	RT Lower trim panel				0.3	
26	R&I	Rear panel				0.3	
27		REAR LAMPS					
28	R&I	RT Tail lamp assy				0.3	
29		REAR BUMPER					
30	R&I	R&I bumper cover				1.6	
31	**	A/M BAG VEHICLE		1	5.00	0.2	
32	# Subl	HAZARDOUS WASTE		1	3.00 X		
33	# Rpr	CORROSION PROTECTION				0.5	
34	# Rpr	RACK SET UP				1.0	
35	# Rpr	PULL R QTR/ WHEELHOUSE				1.0	
SUBTOTALS					739.73	17.6	4.9

Preliminary Estimate

Customer: DARE, ROBERT

2004 INFI G35 Coupe Automatic 2D CPE 6-3.5L Gasoline SMPI SILVER

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			736.73
Body Labor	17.6 hrs @	\$ 82.00 /hr	1,443.20
Paint Labor	4.9 hrs @	\$ 82.00 /hr	401.80
Paint Supplies	4.9 hrs @	\$ 41.00 /hr	200.90
Miscellaneous			3.00
Subtotal			2,785.63
Sales Tax	\$ 827.63 @	7.2500 %	60.00
Grand Total			2,845.63

Motor vehicles contain chemicals known to the State of California to cause cancer and birth defects and other reproductive harm. These chemicals are contained in many vehicle components and replacement parts, vehicle fluids, and paints and materials used to maintain vehicles, including, but not limited to: fuel, oil, batteries, brakes, and wheel balancing weights. When you service, clean or maintain your car, you will be exposed to listed chemicals contained in used oil, waste and replacement fluids, fumes, grease, grime, touch-up paint, certain replacement parts, and particulates from component wear. When we service your car, we will return used components to you upon request.

To minimize your exposure when servicing, maintaining or cleaning your vehicle: 1) work in a well ventilated area; 2) do not smoke, drink or eat while working; 3) wash your hands when finished or when taking a break; 4) follow all manufacturer instructions pertaining to proper use and maintenance of motor vehicles and vehicle components.

(Posted in accordance with Proposition 65 in Cal. Health & Safety Code 25249.5 et seq.)

FOR YOUR PROTECTION CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM: ANY PERSON WHO KNOWINGLY PRESENTS FALSE OR FRAUDULENT CLAIM FOR THE PAYMENT OF A LOSS IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN STATE PRISON.

THE FOLLOWING IS A LIST OF ABBREVIATIONS OR SYMBOLS THAT MAY BE USED TO DESCRIBE WORK TO BE DONE OR PARTS TO BE REPAIRED OR REPLACED:

MOTOR ABBREVIATIONS/SYMBOLS: D=DISCONTINUED PART, A=APPROXIMATE PRICE. LABOR TYPES: B=BODY LABOR, D=DIAGNOSTIC, E=ELECTRICAL, F=FRAME, G=GLASS, M=MECHANICAL, P=PAINT LABOR, S=STRUCTURAL, T=TAXED MISCELLANEOUS, X=NON TAXED MISCELLANEOUS. CCC ONE: ADJ=ADJACENT, ALGN=ALIGN, A/M=AFTERMARKET, BLND=BLEND, CAPA=CERTIFIED AUTOMOTIVE PARTS ASSOCIATION, D&R=DISCONNECT AND RECONNECT, EST=ESTIMATE, EXT. PRICE=UNIT PRICE MULTIPLIED BY THE QUANTITY, INCL=INCLUDED, MISC=MISCELLANEOUS, NAGS=NATIONAL AUTO GLASS SPECIFICATIONS, NON-ADJ=NON ADJACENT, O/H=OVERHAUL, OP=OPERATION, NO=LINE NUMBER, QTY=QUANTITY, RECOND=RECONDITION, REFN=REFINISH, REPL=REPLACE, R&I=REMOVE AND INSTALL, R&R=REMOVE AND REPLACE, RPR=REPAIR, RT=RIGHT, SECT=SECTION, SUBL=SUBLET, LT=LEFT, W/O=WITHOUT, W/_=WITH/_ SYMBOLS: #=MANUAL LINE ENTRY, *=OTHER [IE..MOTORS DATABASE INFORMATION WAS CHANGED], **=DATABASE LINE WITH AFTERMARKET, N=NOTES ATTACHED TO LINE. OPT OEM=ORIGINAL EQUIPMENT MANUFACTURER PARTS EITHER OPTIONALLY SOURCED OR OTHERWISE PROVIDED WITH SOME UNIQUE PRICING OR DISCOUNT.

"CURE TIME" MEANS THE LENGTH OF TIME THAT, PER THE ADHESIVE MANUFACTURER, THE WINDSHIELD ADHESIVE NEEDS TO CURE UNTIL THE WINDSHIELD CAN PROPERLY FUNCTION AS A SAFETY DEVICE PURSUANT

Preliminary Estimate

Customer: DARE, ROBERT

2004 INFI G35 Coupe Automatic 2D CPE 6-3.5L Gasoline SMPI SILVER

TO THE FEDERAL MOTOR VEHICLE SAFETY STANDARDS AND THE VEHICLE MANUFACTURER'S SPECIFICATIONS.

THIS ESTIMATE HAS BEEN PREPARED BASED ON THE USE OF CRASH PARTS SUPPLIED BY A SOURCE OTHER THAN THE MANUFACTURER OF YOUR MOTOR VEHICLE. ANY WARRANTIES APPLICABLE TO THESE REPLACEMENT PARTS ARE PROVIDED BY THE MANUFACTURER OR DISTRIBUTOR OF THE PARTS, RATHER THAN BY THE ORIGINAL MANUFACTURER OF YOUR VEHICLE.

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide AEA3845, CCC Data Date 4/16/2018, and potentially other third party sources of data; and (b) the parts presented are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2017 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blnd=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

HOLT'S COLLISION
 420 Lincoln Way, AUBURN, CA 95603
 Phone: (530) 885-7398
 FAX: (530) 885-2768

Workfile ID: 2802f9cd
 License Number: 23697
 BAR: ARD00264814

TODD, FRANKIE

Preliminary Estimate

Customer: Darek, Robert

Job Number:

Written By: Carl Derego

Insured: Darek, Robert
 Type of Loss:
 Point of Impact:

Policy #:
 Date of Loss:

Claim #:
 Days to Repair: 0

Owner:
 Darek, Robert
 (530) 210-6927 Cell

Inspection Location:
 HOLT'S COLLISION
 420 Lincoln Way
 AUBURN, CA 95603
 Repair Facility
 (530) 885-7398 Business

Insurance Company:

VEHICLE

2004 INFI G35 Coupe Automatic w/Leather 2D CPE 6-3.5L Gasoline SMPI

VIN: JNKCV54E34M807921	Interior Color:	Mileage In: 147,299	Vehicle Out:
License: 6MSX460	Exterior Color:	Mileage Out:	
State: CA	Production Date:	Condition:	Job #:

TRANSMISSION

Automatic Transmission
 Overdrive

POWER

Power Steering
 Power Brakes
 Power Windows
 Power Locks
 Power Mirrors
 Heated Mirrors
 Power Driver Seat

DECOR

Dual Mirrors

Tinted Glass

Console/Storage

CONVENIENCE

Air Conditioning
 Intermittent Wipers
 Tilt Wheel
 Cruise Control
 Rear Defogger
 Keyless Entry
 Alarm
 Climate Control

RADIO

AM Radio

FM Radio

Stereo

Search/Seek

Cassette

Auxiliary Audio Connection

CD Changer/Stacker

SAFETY

Drivers Side Air Bag
 Passenger Air Bag
 Anti-Lock Brakes (4)
 4 Wheel Disc Brakes
 Front Side Impact Air Bags
 Head/Curtain Air Bags

SEATS

Bucket Seats
 Leather Seats
 Heated Seats

WHEELS

Aluminum/Alloy Wheels

PAINT

Clear Coat Paint

OTHER

Traction Control
 Stability Control
 Xenon Headlamps
 Power Trunk/Gate Release

Preliminary Estimate

Customer: Darek, Robert

Job Number:

2004 INFI G35 Coupe Automatic w/Leather 2D CPE 6-3.5L Gasoline SMPI

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1		QUARTER PANEL					
2	*	Rpr RT Quarter panel				8.0	2.2
3		Add for Clear Coat					0.9
4		Repl RT Stone guard	78816AM800	1	33.98	0.2	
5		REAR BUMPER					
6		R&I R&I bumper cover				1.6	
7	*	Rpr Bumper cover				1.0	3.0
8		Add for Clear Coat					1.2
9		REAR LAMPS					
10		R&I RT Tail lamp assy				0.3	
11		PILLARS, ROCKER & FLOOR					
12		R&I RT Rocker molding w/o Sport or Premium pkg. silver				0.7	
13		DOOR					
14	*	Rpr LT Door shell				2.0	2.1
15		Overlap Major Non-Adj. Panel					-0.2
16		Add for Clear Coat					0.4
17		R&I RT Handle, outside w/o Sport or Premium pkg. silver				0.4	
18		R&I RT Lower seal silver				0.2	
19		R&I RT Mirror assy w/heated				0.4	
SUBTOTALS					33.98	14.8	9.6

ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			33.98
Body Labor	14.8 hrs @	\$ 80.00 /hr	1,184.00
Paint Labor	9.6 hrs @	\$ 80.00 /hr	768.00
Paint Supplies	9.6 hrs @	\$ 45.00 /hr	432.00
Subtotal			2,417.98
Sales Tax	\$ 465.98 @	7.2500 %	33.78
Grand Total			2,451.76
Deductible			0.00
CUSTOMER PAY			0.00
INSURANCE PAY			2,451.76

Preliminary Estimate

Customer: Darek, Robert

Job Number:

2004 INFI G35 Coupe Automatic w/Leather 2D CPE 6-3.5L Gasoline SMPI

I authorize Holt's Collision to perform the needed repairs to my vehicle. Repairs include parts, labor, and diagnostics. The above estimate is based on our inspection and does not cover additional parts and labor which may be required after the work has started. Worn or damaged parts, not evident on first inspection, may be discovered and you will be contacted for authorization for additional work. Parts prices are subject to change without notice. I understand that Holt's Collision will impose storage charges if my vehicle is not reclaimed within 72 hours of completion notification or after declining repairs.

DIRECTION TO PAY

I authorize any/all supplements as payable directly to Holt's Collision.

I do hereby appoint Holt's Collision to act as Power of Attorney in fact to accept, on my behalf, any and all checks, drafts, or bills of exchange, and to endorse all such checks, drafts, bills of exchange for deposit to Holt's Collision's account for credit on my account for repairs to my vehicle which has been release and accepted.

ACKNOWLEDGEMENT:

I have read and understand the above estimate and authorize repair service to be performed, including sublet work and acknowledge receipt of this estimate. An express mechanics lien is hereby acknowledged on the above vehicle to ensure the amount of repairs completed.

Repair Authorized By:

Signed: _____ Date: _____

Work Accepted By:

Signed: _____ Date: _____

Acknowledgement of Notice and Consent "I acknowledge notice and verbal approval of an increase in the original estimate price."

Signed: _____ Date: _____

For your protection California law requires the following to appear on this form: Any person who knowingly presents FALSE or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Preliminary Estimate

Customer: Darek, Robert

Job Number:

2004 INFI G35 Coupe Automatic w/Leather 2D CPE 6-3.5L Gasoline SMPI

FOR YOUR PROTECTION CALIFORNIA LAW REQUIRES THE FOLLOWING TO APPEAR ON THIS FORM: ANY PERSON WHO KNOWINGLY PRESENTS FALSE OR FRAUDULENT CLAIM FOR THE PAYMENT OF A LOSS IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN STATE PRISON.

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"CURE TIME" MEANS THE LENGTH OF TIME THAT, PER THE ADHESIVE MANUFACTURER, THE WINDSHIELD ADHESIVE NEEDS TO CURE UNTIL THE WINDSHIELD CAN PROPERLY FUNCTION AS A SAFETY DEVICE PURSUANT TO THE FEDERAL MOTOR VEHICLE SAFETY STANDARDS AND THE VEHICLE MANUFACTURER'S SPECIFICATIONS.

Preliminary Estimate

Customer: Darek, Robert

Job Number:

2004 INFI G35 Coupe Automatic w/Leather 2D CPE 6-3.5L Gasoline SMPI

Estimate based on MOTOR CRASH ESTIMATING GUIDE and potentially other third party sources of data. Unless otherwise noted, (a) all items are derived from the Guide AEA3845, CCC Data Date 4/16/2018, and potentially other third party sources of data; and (b) the parts presented are OEM-parts manufactured by the vehicles Original Equipment Manufacturer. OEM parts are available at OE/Vehicle dealerships. OPT OEM (Optional OEM) or ALT OEM (Alternative OEM) parts are OEM parts that may be provided by or through alternate sources other than the OEM vehicle dealerships. OPT OEM or ALT OEM parts may reflect some specific, special, or unique pricing or discount. OPT OEM or ALT OEM parts may include "Blemished" parts provided by OEM's through OEM vehicle dealerships. Asterisk (*) or Double Asterisk (**) indicates that the parts and/or labor data provided by third party sources of data may have been modified or may have come from an alternate data source. Tilde sign (~) items indicate MOTOR Not-Included Labor operations. The symbol (<>) indicates the refinish operation WILL NOT be performed as a separate procedure from the other panels in the estimate. Non-Original Equipment Manufacturer aftermarket parts are described as Non OEM, A/M or NAGS. Used parts are described as LKQ, RCY, or USED. Reconditioned parts are described as Recond. Recored parts are described as Recore. NAGS Part Numbers and Benchmark Prices are provided by National Auto Glass Specifications. Labor operation times listed on the line with the NAGS information are MOTOR suggested labor operation times. NAGS labor operation times are not included. Pound sign (#) items indicate manual entries.

Some 2017 vehicles contain minor changes from the previous year. For those vehicles, prior to receiving updated data from the vehicle manufacturer, labor and parts data from the previous year may be used. The CCC ONE estimator has a list of applicable vehicles. Parts numbers and prices should be confirmed with the local dealership.

The following is a list of additional abbreviations or symbols that may be used to describe work to be done or parts to be repaired or replaced:

SYMBOLS FOLLOWING PART PRICE:

m=MOTOR Mechanical component. s=MOTOR Structural component. T=Miscellaneous Taxed charge category. X=Miscellaneous Non-Taxed charge category.

SYMBOLS FOLLOWING LABOR:

D=Diagnostic labor category. E=Electrical labor category. F=Frame labor category. G=Glass labor category. M=Mechanical labor category. S=Structural labor category. (numbers) 1 through 4=User Defined Labor Categories.

OTHER SYMBOLS AND ABBREVIATIONS:

Adj.=Adjacent. Algn.=Align. ALU=Aluminum. A/M=Aftermarket part. Blend=Blend. BOR=Boron steel. CAPA=Certified Automotive Parts Association. D&R=Disconnect and Reconnect. HSS=High Strength Steel. HYD=Hydroformed Steel. Incl.=Included. LKQ=Like Kind and Quality. LT=Left. MAG=Magnesium. Non-Adj.=Non Adjacent. NSF=NSF International Certified Part. O/H=Overhaul. Qty=Quantity. Refn=Refinish. Repl=Replace. R&I=Remove and Install. R&R=Remove and Replace. Rpr=Repair. RT=Right. SAS=Sandwiched Steel. Sect=Section. Subl=Sublet. UHS=Ultra High Strength Steel. N=Note(s) associated with the estimate line.

CCC ONE Estimating - A product of CCC Information Services Inc.

The following is a list of abbreviations that may be used in CCC ONE Estimating that are not part of the MOTOR CRASH ESTIMATING GUIDE:

BAR=Bureau of Automotive Repair. EPA=Environmental Protection Agency. NHTSA= National Highway Transportation and Safety Administration. PDR=Paintless Dent Repair. VIN=Vehicle Identification Number.

Preliminary Estimate

Customer: DARE, ROBERT

2004 INFI G35 Coupe Automatic 2D CPE 6-3.5L Gasoline SMPI SILVER

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Preliminary Estimate

Customer: DARE, ROBERT

2004 INFI G35 Coupe Automatic 2D CPE 6-3.5L Gasoline SMPI SILVER

ALTERNATE PARTS USAGE

2004 INFI G35 Coupe Automatic 2D CPE 6-3.5L Gasoline SMPI SILVER

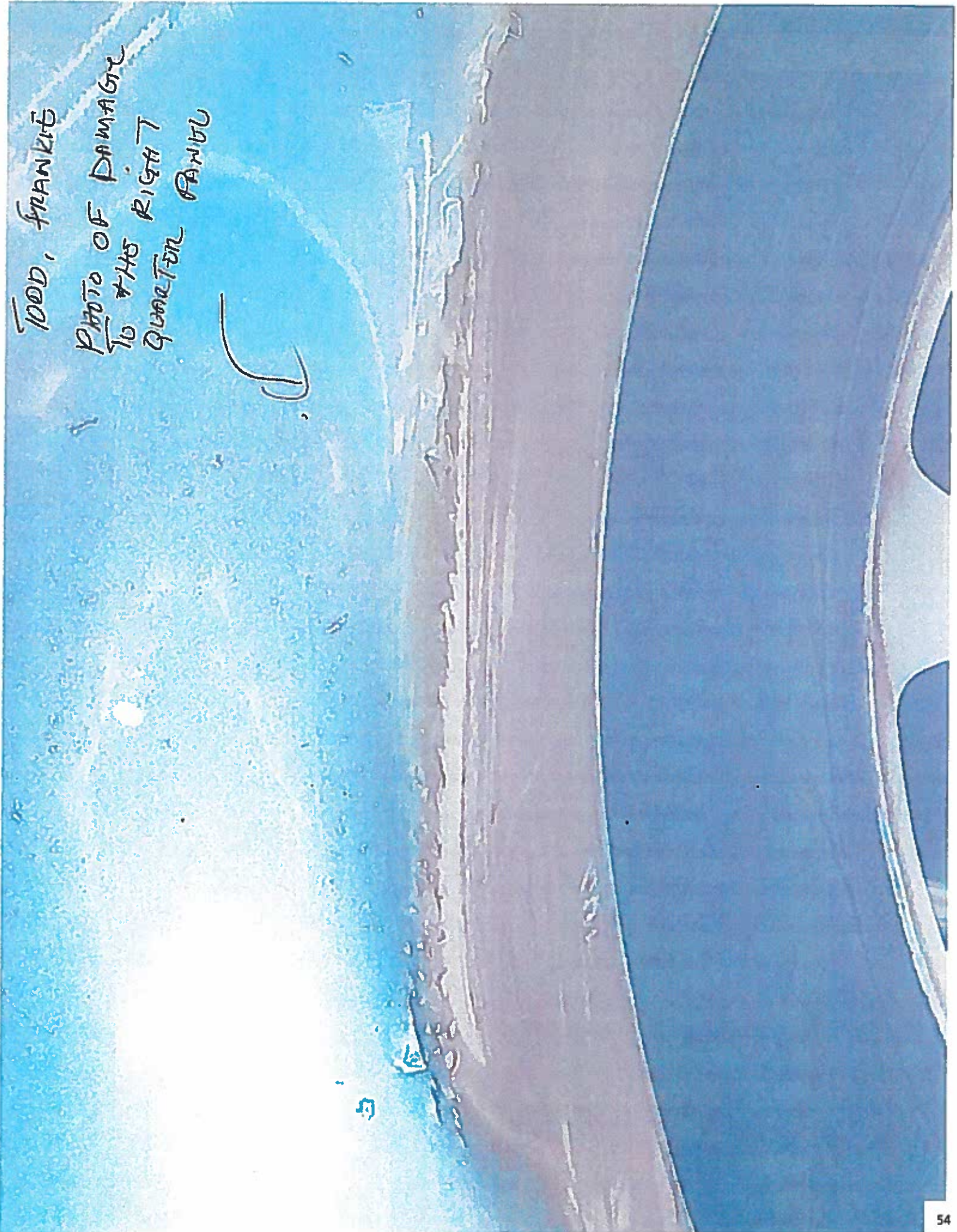
VIN: JNKCV54E34M807921 Interior Color: Mileage In: Vehicle Out:
License: 6MSX460 Exterior Color: SILVER Mileage Out:
State: CA Production Date: Condition: Job #:

Alternate Part Type	Selection Method	# Of Times Notified Of Available Parts	# Of Parts Selected
Aftermarket	Manually List	0	1
Optional OEM	Manually List	0	0
Reconditioned	Manually List	0	0
Recycled	N/A	0	0

TODD, FRANKIE

PHOTO OF DAMAGE
TO THE RIGHT
QUARTER PANEL

1



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
May, 2018

- Construction of the shade structure is almost done (99%; just some minor fence work as of the writing of this report). Many thanks to Mike Scheele, Brian Simpson and several ARD F&G staff in seeing this too-long project to fruition.
- We had a major water line that needed replacing in the splash pool. Our pool contractor wanted \$8,000 to make the repair. We had Larry Goodnough take a look and he got it done in 1.5 days, with only an opportunity cost of continuing to work on the mound of work orders we currently have.
- We skimmed off the floating algae at MV Park pond, followed by 2 algaecide treatments (half at a time, with a week in between). As we have been doing the past few years, we are working through the Placer County Ag Dept. for the permission to do the treatment.
- An inmate crew from Placer County was out for half day to weed eat around CVCC. They will be back out for more work in the Maidu area.
- Lots of other weed eating has taken place recently (Atwood, Auburn Ravine Trail), with more to come.
- The closure due to the over seeding/top dressing at the Dog Park is over, and the turf looks nice.
- The Meadow Vista MAC, North Auburn MAC and Placer County Parks Commission gave unanimous support for our Area #5 funding request for the new playground and cameras at Regional Park.
- The Purchase and Sale Agreement for the Mt. Vernon Park property will be signed the week of 5/28.

Meeting and events attended or scheduled to attend

5/1: Rotary
5/2: ASRA General Plan agency meeting
5/2: MV MAC meeting
5/5: Foothills Brewfest
5/8: Rotary
5/8: North Auburn MAC meeting
5/9: Sgt. Noriega, PCSO re: working with inmates
5/10: Ed Guilliani, re: Bike Park construction documents
5/10: Special ARD Board meeting
5/14: Keith Diedrich, CEO of the Gathering Inn
5/15: Rotary
5/17: Juli Land-Marx re: playground voting on ARD website
5/22: Obstacle Race committee
5/22: Rotary
5/22: Placer County Parks Commission
5/23: Policy Committee
5/23: A&D Committee

5/23: Finance Committee
5/24: Joe Fecko retirement celebration
5/29: Rotary
5/30: Patrick Dopplemeyer at The Ridge re: thanks for sponsorship

Joe Fecko
Administrative Services Manager
Report to the Board of Directors
May, 2018

As this is my last Board meeting, I'd like to thank the Board for working so cohesively (for the most part) with staff over all these years. I'd like to think that we all made a difference for our community to make it a better and nicer place to live. I have good memories of ARD and its great, professional staff, and have enjoyed working here immensely.

Brian Simpson
Facilities & Grounds Manager
Report to the Board of Directors
May, 2018

Meadow Vista

Irrigation pump failed on 05/22. Getting bids for repair/replacement.

On going weed whacking around Meadow Vista Community Center.

Regional Park

Initial use of coyote urine is showing promise in the deterrent of geese and ducks from public areas.

Repaired and painted the wood fence behind Field A. Also added new rock to pathways leading down to the ballfield.

Repaired chain link fence near soccer field.

Aerated all playing fields and applied spring turf amendments.

Ongoing spring weed whacking of fire breaks.

Recreation Park

Sierra Pool and Splash pool readied for summer program.

Major repair made to butterfly valve on splash pool. 4" pipe broke near concrete wall and required exterior dig out on the other side of the concrete wall to remove and replace broken section.

Splash pool was resurfaced week of 05/07.

Shade structure over pool bleachers installed.

Baseball fields aerated.

Shade fabric installed over Recreation Field bleachers.

Ashford

Large dog park was top dressed and re-seeded.

Repairs made to gate by restroom. It had rusted out and fallen off the bracket that held it in place. Fabricated new bracket and reinstalled.

Atwood

Weed whacked behind homes in the nature preserve. Upper section completed. Working on completing the lower section.

CVCC

Placer County Inmate Crew weed whacked area behind CVCC building. They will be back to work on the Maidu property week of 05/28.

Mike Scheele

Landscape Architect/Project Manager

Report to the Board of Directors

May, 2018

- **Recreation Park Sierra Pool Bleacher Shade Structure Replacement:** Shade structure has been completed and bleachers put back underneath. As of 5/24 the fencing contractor is 90% complete on re-installing the new no-climb vinyl coated chain link fencing and gates around the bleachers as well as making some additional safety improvements to the existing fencing around pool and splash pad area.
- **Bike Park/Pump Track Project:** Proposal has been received from the Civil Engineer to prepare the full bike park construction documents (CD's plans, specs, cost estimate), provide survey staking and perform limited construction administration/observation in the amount of \$13,500. Staff will be directing the engineer to proceed with the CD's to a 50% stage (approximately \$3800 in cost) and then hold-off until the signed FONSI is in

hand. This will allow the District to get a fresh cost estimate to help confirm budget and show/obtain diligent progress on the project. USBOR still needs to sign the FONSI. At the 90% CD stage a review by USBOR needs to take place, all required permits need to be obtained with final plans completion, bidding and construction to follow.

- Regional Park Irrigation Pump System Improvements: All this work will now take place in the fall so that irrigation operations are not interrupted during the growing season. Staff was able to get three quotes from professional scuba contractors and is entering into contract with the low bidder to perform the pump inlet plugging work that needs to be done in order for the gate valve or any of the other work to take place. A new gate valve needs to be installed between the pond intake and the pump room before any work is done (new filter etc.). Staff is in process of obtaining one more quote for the gate valve work so that once the inlet is plugged by the diver in the fall, the gate valve work can start as soon as possible.
- Regional Park South Play Structure Replacement: Website voting page for the new play structure is planned to be completed and live by the end of May. Voting will be open for one month. Staff is also preparing construction documents for a concrete ramp to be installed from the adjacent parking lot to play structure for ADA compliance and planning on having the new play structure built first.
- Dry Creek Picnic Area Parking & Path ADA improvements at Regional Park: Staff has completed construction documents for this work and will be putting the project out to bid in June.
- Regional Park Asphalt Path Repair Project: No New Action. Bids were opened March 8th with Central Valley Engineering & Asphalt Inc. providing the low bid right at the Engineers estimate (50K). This work will be awarded now but scheduled for the summertime when conditions are optimum for asphalt paving. Performing this work when the ground is soft will likely result in damaging additional asphalt path areas and require different and more expensive paving methods. Work involves pathway repairs at approximately 23 locations throughout park with additional minor drainage improvements. UAIC has been kept notified of this schedule as they have expressed interest in having a monitor present for 2-3 locations of path repair.
- Riparian Management Plan/Streambed Alteration Agreement: No New Action. USFWS has finally gotten back to the District giving authorization to proceed and outlining the various forms and reports that will need to be filled out as the work is done and what fees will be required.
- Recreation Park Sierra Pool Re-plastering: No New Action. Pool re-plaster project pushed out to bid in July/August 2018.
- O&D Plan: No new action. Staff working with USBR to get draft reviewed and begin process of enhancing the Plan with a 5 year projection or similar. USBR has said they will try to speed this up and get it done soon.
- 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

Assoc.). Dog park and parking lot were enlarged, bocce courts added, preliminary cost estimate received.

- **Miscellaneous Items:** Coordinating a previously-promised memorial bench at Sierra Pool, shrub removal/trimming plans at CVCC, guardrail fence installation at Recreation Park completed, monitoring of newly installed landscapes, construction administration on projects under construction, updates of monthly Board reports and A&D Project Activity Reports etc.

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

4/19/18 - 5/24/18 4/19/17 - 5/18/17

Activity Registrations	\$37,000	\$40,000
Day Care/Discovery payments	\$106,000	\$48,000
Facility payments/reservations	\$16,000	\$17,000

Working with different user groups to coordinate field usage on James field: Placer High, Auburn Little League, Sierra Foothills Little League, and Placer Junior Hillmen, and adult softball teams. Reviewed and approved Fee Waivers. Office is busier than usual with Discovery Summer Camp registration and summer activities.

- Placer High Grad Night volunteers for Grad Night.
- Leadership Auburn session, Recreation, Water, and Power held on 4/25
- Weekly Chamber Ambassador visit
- Canyon Keepers
- Leadership Auburn

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

- Meetings attended: ASR (4), SCB, SF, UKE (2), AARC, PIP, VFCAL
- Finished Sponsor acquisition season; making sure they are all getting what we offered.
- Printed and got Uke 4 ups to the Reno Uke Festival.
- Continued bringing seasonal employees in for aquatics start up.
- Hosted VFCAL meeting
- Conducted Lifeguard interviews.

- Created Swim Team flyer.
- Posted Uke Fest on Facebook (and shared) and KVMR
- Met with Robalos Parent President and new coach (2)
- Attended Robalos Parent Board meeting.
- Met with Dean Wood regarding Auburn 4th of July.
- Met with Auburn Community Service Day Committee.
- Pick up and distributed 4 up PIP and Dead; got PIP posters out.
- Attended Rotary Board retreat.
- Hosted Auburn Community Service Day.
- Met with Senior Center Director: Partnering/Printing/Activity Guide
- Met with Jeremy Burke re: printing pricing and social media marketing.
- Met Juli May marketing needs leading up to PIP.
- Met Janis (State Theater) dates for 2019 and Uke concert contract.
- Set up meetings for SHF, ACHF, Intern
- Attended Robalos Time Trials

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

Coming up this Month

June

2	Public Swim Begins	Sierra Pool
4	Summer Day Camps and Swim Lessons Begin	
13	Family Swim Night	Sierra Pool
	Movie in the Park: Jumanji	Recreation Park
15	Party in the Park	Regional Park
28	Board Meeting	CVCC

Debbie Thomas

Youth Services Manager

Report to the Board of Directors

May, 2018

- Purchasing and prep for summer day camp, purchasing t-shirts, sending flyers to schools, hiring staff, purchasing snack and art supplies
- Preparation for staff trainings and met with directors regarding updates for summer
- Met with Lila McAllister regarding the free summer lunch program through the high school district that will be available for our campers and other children in the area through July. Campers may choose to bring their own lunches.

- Met with the principal at Newcastle regarding our room for the new year. We will be moving out with the help of our maintenance crew on the last day and will move back in after the remodel in August.
- Substituted for staff absences
- Interviewed Counselors-in-Training for summer; continued in staff hiring for summer
- Presented information at Auburn Elementary's Kinder night regarding our program
- KinderReady held a graduation and swim party on Friday, May 25th at Recreation Park
- Coordinated several summer projects with Brian and his crew. Auburn El's program will have the carpet replaced with laminate flooring and the bathroom floor replaced in one modular. Skyridge's program will have the tile in the kitchen area and bathroom refinished.
- Celebrated Arlene Borman Levitt's retirement from our program at Auburn El. She has been on staff with us since August 2006.
- Finance meeting May 23, Board meeting May 31

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-18	Jean Hixon	Western States Trail Foundation-Foothills Room	\$180.00	\$60.00	\$180.00			
Apr-18	Cheryl Essex	CA State Park and Bureau of Reclamation	\$200.00	\$0.00	\$200.00	Multi Agencies Meeting		
							\$380.00	\$380.00
May-18	Paula Namizzi	Placer County HHS- Recovery Happens Picnic Sites at Recreation Park	\$250.00	\$90.00	\$165.00	No		
May-18	Sosi Catalano	Western States Trail Foundation-Foothills Room	\$157.50	\$0.00	\$157.50	No		
May-18	Laura Dierssen	Placer Hills Education Foundation Meadow Vista Picnic sites	\$225.00	\$120.00	\$112.50	No		
							\$435.00	\$815.00

5/24/18

Vandalism Report

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

4/19/18

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
2-Apr-18	Regional	Graffiti Removal	\$80.00	\$35.00
3/28/2018	Overlook	Graffiti Removal	\$40	\$12.00
			Total labor costs	Total material costs
			\$120.00	\$47.00
			Total for year	Total for year
			\$710.00	\$897.00

3/20/18

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
5-Mar-18	Regional	Graffiti Removal-Restrooms	\$200.00	\$180.00
3/20/2018	Recreation	Old Tires Dumped	\$20	\$0.00

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

2/15/18

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
5-Feb-18	Regional	Graffiti Removal	\$60.00	\$35.00
2/6/2018	Regional	Drinking Fountain	\$250	\$600.00
			Total labor costs	Total
			\$310.00	\$635.00
				material costs
			Total for year	Total for year
			\$370.00	\$670.00

1/18/18

Vandalism Report

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

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

17/2018 PROJECT ACTIVITY		UPDATED 05/18/18	
PORT	EST. COST	NOTES	EST. COMPLETED
CREATION PARK			
ra 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
cher Shade Structure	150,000.00	Project is nearly complete and is expected to finish Friday May 18th. New "no-climb" style pvc coated fence fabric installation to surround the bleacher/shade structure area will be following the shade structure completion in the week or two after.	MAY 2018
LHEAD PARK			
id "A" Turf Renovation Project	60,000.00	Project completed.	OCTOBER 2017
L ROAD SITE			
ning/CEQA/Construction Documents	517,000.00	Project site has been removed from ARD consideration.	DECEMBER 2017
ICER HILLS POOL			
. Path of Travel	10,000.00	Minor sidewalk repair to be done in-house in the off season	MAY/JUNE 2018
SIONAL PARK			
onal Park South Play Structure	140,000.00	Staff has met with the ARD web page designer to create a website link on the ARD home page that the public can use to vote on which of the five play structures they like the most. The site & voting is expected to be up in the next two weeks and will be open for voting for one month. Staff is also preparing construction documents for a concrete ramp to be installed from parking lot to play structure for ADA compliance and planning on having the new play structure built first.	JUNE/JULY 2018

Pathway Repairs Project	50,000.00	Project bids were opened March 8th and recommendation of award to low bidder Central Valley Engineering & Asphalt is being sent to this committee and to the board. During bidding it was determined that significant savings could be realized and project "unknowns" reduced if the work was done in the summer when the ground was firm and dry. As such, the project will be awarded now but work will be scheduled for after July 16th park music festival. United Auburn Indian Community is requesting notification on this project and they have been made aware of the new construction schedule.	CONSTRUCT LATE JULY 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.	DESIGN MARCH/APRIL BID & INSTALL JUNE/JULY 2018
ERLOOK PARK ning and CEQA	90,000.00	Project to be pushed back due to review delays at USBR	TBD
OC			
Park - Design, CEQA, NEPA etc.	100,000.00	USBR still needs to sign the FONSI. Staff has been working on and presenting design modifications to address neighbor concerns at A&D meetings. After a signed FONSI is received, the CD's need to be refined, review by USBOR needs to take place, all required permits need to be obtained with bidding and construction to follow. Recent modifications include a "Bikes Only" access/egress pathway being added to the design to help reduce potential bike traffic on the canal trail and per neighborhood request.	TBD
Park - Construction	175,000.00		TBD
ADOW VISTA PARK			
Parking & Path of Travel	60,000.00	Project completed.	OCTOBER 2017
Restroom Interior Renovation	60,000.00	Project has been completed and restrooms have been opened back up to the public:	MARCH/APRIL 2018
RATION AND DEV. PLAN			
A/NEPA costs	25,000.00	USBR review delayed due to budget issues.	TBD

LTI-PARK ITEMS			
Ambed Alteration Agreement (no labor)		44,000.00	USFWS has finally gotten back to the District giving authorization to proceed and outlining the various forms and reports that will need to be filled out as the work is done and what fees will be required.
Total		1,596,000.00	TBD
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**Item 7.1 Cover sheet – Resolution #2018-11: Atwood III FY 18/19
Intention to Levy Assessments; Engineer’s Report; Notice of
Hearing**

Auburn Area Recreation and Park District Acquisition and Development Meeting May 2018; Board of Directors meeting May 31, 2018

THE ISSUE

Shall the Auburn Area Recreation and Park District Board approve Resolution 2018-11 that would declare the Board’s intention to levy the continued assessments for fiscal year 2018-19, preliminary approval of the Engineer’s Report for the Atwood Ranch III Landscaping and Lighting Assessment District, and providing for the notice of a public hearing on June 28, 2018 regarding levying the continued annual assessments for fiscal year 2018-19?

BACKGROUND

In 2004, after gaining property owner ballot support, the benefit assessments were first established to provide funding the installation, maintenance and servicing of landscaping, park and recreation facilities in the Auburn Area Recreation and Park District (Atwood Ranch III).

- **Balloting Conducted:** November-December 2004
- **Ballot Results:** 100.0 % of the weighted returned ballots were in support of the proposed assessment
- **Board Approval of 1st Year Assessment Levies:** Dec. 16, 2004
- **Fiscal Year 2005-06 Approved Rate:** \$148.62 per single family equivalent benefit unit (SFE)
- **Annual CPI:** In each subsequent year, the maximum assessment rate increases by the annual change in the Consumer Price Index, not to exceed 5% per year.
- **Fiscal Year 2017-18 Approved Rate:** \$155.10 per single family equivalent benefit unit (SFE)
- **Fiscal Year 2018-19 Proposed Rate:** \$168.28 per single family equivalent benefit unit (SFE)

The Engineer’s Report establishes the important foundation and justification for the continued collection of the assessments for fiscal year 2018-19. The Engineer’s Report has been reviewed in context with recent court decisions and legal requirements for benefit assessments. SCI has reviewed the Assessment District’s compliance with the recent court decisions such as Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority, Dahms v. Downtown Pomona Property, Bonander v. Town of Tiburon, and Golden Hill Neighborhood Association v. City of San Diego. Some enhancements and revisions to the Engineer’s Report have been made to ensure the District’s assessments are fully compliant with these decisions and the requirements of Proposition 218. These revisions do not modify the underlying assessment methodology or basis for the assessments.

On June 8, 2009, the 4th Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona (Dahms v. Downtown Pomona Property). On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments, including landscaping maintenance, were directly provided to property in the assessment district. Dahms establishes legal validation for zero or minimal general benefits from assessments that fund services directly provided within the assessment district and implies greater flexibility for assessments than Silicon Valley Taxpayers Association v. Santa Clara County Open Space Authority (2008). As an integral part of the scope of work, SCI will work with District to review the implications of Dahms and other recent or pending court decisions.

PROPOSED FY 2018-19 BUDGET, SERVICES & IMPROVEMENTS

2 Year Profit/loss history

Summary of revenue and total cost	FY 2018-19	FY 2017-18
Revenue	\$24,064	\$22,179
Costs:		
Services	\$17,900	\$19,829
Repayment to General Fund	\$4,000	\$0
Incidentals	\$3,431	\$4,229

- **Parks maintained:**
 - a. Maintenance of a neighborhood park and tot lot and adjacent former “natural turf” area within the development area known as Atwood Ranch III
- **Other Services:**
 - a. Maintenance of trails in the wetlands preserve area
 - b. Monitoring of 10.69 acres of wetlands preserve area with associated riparian scrub land, seeps, floodplains and drainage areas to a stormwater detention area
 - c. Reporting once yearly to the Army Corps of Engineers, including biology reports and project management reports. (Additional special visits were required during previous fiscal years.)

PROPOSED RATE AND CPI HISTORY

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the San Francisco Bay Area as of December of each succeeding year (the “CPI”), with a maximum

annual adjustment not to exceed 5%. Any change in the CPI in excess of 5% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 5%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 5% or 2) the change in the CPI plus any Unused CPI as described above.

Based on the preceding annual adjustments, the maximum possible assessment rate for Fiscal Year 2017-18 was \$200.64 per single family equivalent benefit unit. The annual change in the CPI from December 2016 to December 2017 was 2.94%. Therefore, the maximum authorized assessment rate for Fiscal Year 2018-19 has been increased from \$200.64 to \$206.54 per single family equivalent benefit unit. However, the estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2018-19 at the rate of \$168.28 per single family equivalent benefit unit, which is less than the maximum authorized assessment rate. The total amount of revenues that would be generated by the assessments in fiscal year 2018-19 at the proposed rate of \$168.28 is approximately \$24,064.

Explanation for increased assessment in 2013/2014 and 2014/2015

As evidenced in the profit/loss history for the Auburn Area RPD, costs to provide maintenance within the Assessment District increased significantly in Fiscal Year 2013-14. This escalation in costs was directly related to the increase in labor costs necessary to maintain the park and preserve, and necessitated increases to the assessment rates for Fiscal Years 2013-14 and 2014-15. Specifically, the Auburn Area RPD experienced higher labor costs due to:

- Increased time eliminating weeds in an effort to keep a fire break along the houses that border the preserve.
- Increased costs in removing invasive Himalayan blackberry bushes in the preserve.
- Increased costs eliminating weeds in the preserve. These weeds have increased in size and quantity due to better fuel load reduction management.
- Increased time removing weeds from the landscape areas.
- Increased maintenance time in new landscaped area, mowing turf areas.
- Weed control in new bark areas.
- Removal of invasive tree species.

Explanation for decreased assessment in 2016/17

In Fiscal Year 2015-16 the maintenance costs for the Assessment District were reduced significantly due to the following factors:

- Reduction in maintenance in the nature preserve: per the Management Plan for the nature preserve, the Auburn Area RPD is permitted to mow the property once every five years. The RPD had previously been mowing and string trimming the preserve on an annual basis. Beginning in Fiscal Year 2015-16, the RPD modified that activity to comply with the Plan and began only mowing/trimming a 25' wide strip against all houses. This 25' strip was negotiated with the Placer County Resources Conservation District, the agency that holds the conservation easement on the property. This reduction in mowing/trimming led to reduced maintenance costs.

- Reduction in water use based on California's drought: the RPD irrigates the lawn and adjacent landscaping with potable water. The state mandated reduction has resulted in less water usage.

In addition, because maintenance needs and requirements may fluctuate over time, in accordance with Proposition 218 the assessments may increase in any given fiscal year up to the maximum allowable rate, even following a year in which a lower rate was assessed.

Explanation for fund transfers in 2018/19

In Fiscal Year 2017-18, the Auburn Area RPD undertook a large, unanticipated landscaping project that depleted the District's General Fund. In Fiscal Year 2018-19, the RPD will transfer approximately \$14,600 from the Equipment Replacement Fund into the General Fund to reduce the resulting negative balance. Also in Fiscal Year 2018-19, the RPD will include \$4,000 in the Assessment District budget that will also be transferred into the General Fund to further reduce the negative balance. In future years, the assessments will continue to rebuild the Equipment Replacement Reserve to levels that will be sufficient for its intended purpose by the time the facilities are expected to be in need of replacement. The necessity to repay the funds borrowed from the General Fund is a major factor requiring the assessment rate increase in Fiscal Year 2018-19.

In 2015 the Auburn Area RPD entered into another agreement with the Homeowners' Association to make a one-time contribution of \$2,500 towards further maintenance of the wetlands preserve area, particularly to eliminate issues of stagnant water.

Notification for the hearing on June 28th is done through a public notice in the Auburn Journal.

The following table summarizes the maximum authorized assessment rates and CPI history:

Fiscal Year	Max CPI Allowed	Max Rate allowed
FY 05-06		\$148.62
FY 06-07	1.95%	\$151.51
FY 07-08	3.44%	\$156.73
FY 08-09	3.84%	\$162.74
FY 09-10	0.01%	\$162.76
FY 10-11	2.61%	\$167.01
FY 11-12	1.52%	\$169.55
FY 12-13	2.92%	\$174.50
FY 13-14	2.22%	\$178.37
FY 14-15	2.57%	\$182.96
FY 15-16	2.67%	\$187.84
FY 16-17	3.17%	\$193.80
FY 17-18	3.53%	\$200.64
FY 18-19	2.94%	\$206.54

The following list details the revenues and rates since the first year the assessments were levied.

Fiscal Year	Rate / SFE	Annual Revenues
FY 05-06	\$148.62	\$21,252
FY 06-07	\$148.62	\$21,252
FY 07-08	\$148.62	\$21,252
FY 08-09	\$148.62	\$21,252
FY 09-10	\$148.62	\$21,252
FY 10-11	\$148.62	\$21,252
FY 11-12	\$148.62	\$21,252
FY 12-13	\$148.62	\$21,252
FY 13-14	\$162.72	\$23,269
FY 14-15	\$182.12	\$26,043
FY 15-16	\$182.12	\$26,043
FY 16-17	\$155.10	\$22,179
FY 17-18	\$155.10	\$22,179
FY 18-19	\$168.28	\$24,064

RECOMMENDATION

It is the recommendation of ARD staff that the Board approve the Resolution #2018-11, a Resolution of Intention to Continue Assessments for Fiscal Year 2018-19, Preliminarily Approving Engineer's Report with the staff recommended budget, and Providing for Notice of Hearing on June 28, 2018 for the Atwood Ranch III Landscaping and Lighting Assessment District.

The ARD Acquisition and Development Committee recommended same, with an amendment to the Engineer's Report that states that ARD will continue to replenish the Equipment Replacement Reserve by approximately \$4,000 per year. That language was added to the Engineer's Report (top of page 8).

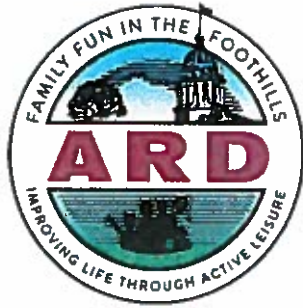
FISCAL IMPACT

The fiscal impacts of the projected budget are spelled out in budget on pages seven through nine of the Engineer's Report.

ATTACHMENTS

Atwood III Landscape and Lighting Engineer's Report for FY 18/19

Resolution 2018-11; Resolution of intention to levy assessments for FY 18/19, preliminarily approving engineers report and providing for notice of hearing for the Atwood Ranch III Landscape and Lighting Assessment District.



AUBURN AREA RECREATION & PARK DISTRICT

ATWOOD RANCH III LANDSCAPING AND
LIGHTING ASSESSMENT DISTRICT

ENGINEER'S REPORT

MAY, 2018

PURSUANT TO THE LANDSCAPING AND LIGHTING ACT OF 1972 AND
ARTICLE XIID OF THE CALIFORNIA CONSTITUTION

ENGINEER OF WORK:
SCIConsultingGroup
4745 MANGELS BLVD.
FAIRFIELD, CALIFORNIA 94534
PHONE 707.430-4300
FAX 707.430-4319
WWW.SCI-CG.COM