

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

**6:00 P.M.**

**THURSDAY, NOVEMBER 20, 2014  
CANYON VIEW COMMUNITY CENTER, BOARD ROOM  
471 MAIDU DRIVE  
AUBURN, CA**

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

**1.0 CALL TO ORDER**

**FLAG SALUTE (Pledge to the Flag)**

The Board of Directors of the Auburn Area Recreation and Park District welcomes you to its meetings. Regular meetings are scheduled at 6 p.m. the last Thursday of each month. 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**

Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

None.

**3.0 AGENDA REVIEW, CHANGES, AND APPROVAL**

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

\_\_\_\_\_  
Gray \_\_\_\_\_ Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

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

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

\_\_\_\_\_ **5.1 Review and Approval of the October 30, 2014 Auburn Area Recreation & Park District Minutes of the Board of Directors**

Review and approval of minutes.

\_\_\_\_\_ **5.2 Review of Cash Requirements for October, 2014 (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 October, 2014 (Standing Finance Committee)**

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

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

\_\_\_\_\_  
Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**Roll Call Vote**

**6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS**

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

**7.0 UNFINISHED BUSINESS**

**7.1 Recreation Park Solar Project (Acquisition & Development Committee)**

Shall the Auburn Area Recreation and Park District Board of Directors approve Resolution Number 2014-14 and accept a bid of \$212,250.00 from SunTerra Solar for the construction of solar panels at Recreation Park?

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

\_\_\_\_\_  
Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**Roll Call Vote**

**8.0 NEW BUSINESS**

\_\_\_\_\_ **8.1 Bocce Ball Courts Update (Acquisition & Development Committee)**

Shall the Auburn Area Recreation and Park District Board of Directors accept the bocce ball court advocates offer of hosting a series of tournaments as the investment necessary to move the project forward?

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

\_\_\_\_\_  
Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ **8.2 Amending ARD Letter Policy (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District amend its policy on letters that come into District Offices?

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

\_\_\_\_\_  
Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

\_\_\_\_\_ **8.3 Special Wage Subsidy (Standing Finance Committee)**

Shall the Auburn Area Recreation and Park District Board of Directors approve a special wage subsidy for all Auburn Area Recreation & Park District employees?

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

\_\_\_\_\_  
Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**Roll Call Vote**

\_\_\_\_\_ **8.4 Special Wage Subsidy for the District Administrator (Standing Finance Committee)**

Shall the Auburn Area Recreation & Park District Board of Directors recommend approval of a special wage subsidy for the District Administrator of 2%, the same amount proposed for current ARD employees?

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

\_\_\_\_\_  
Smith \_\_\_\_\_ Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_

**Roll Call Vote**

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

None.

\_\_\_\_\_ **10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

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

\_\_\_\_\_ **11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

1. Correspondence from Placer Hills Education Foundation.
2. Correspondence from Skyridge PTC.
3. Correspondence from Erin Mitchell and Kids in Nature science club of Sierra Hills School.

\_\_\_\_\_ **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:

11-14-14  
Date

2:45pm  
Time

P. Larson  
Clerk to the Board

**SECTION: 5.0**

**ITEM: 5.1 REVIEW AND APPROVAL OF THE OCTOBER 30, 2014 MINUTES OF THE BOARD OF DIRECTORS MEETING**

**DESCRIPTION:**

**INFORMATION: SEE ATTACHED MINUTES**

**STAFF  
RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE  
MINUTES**

**FISCAL IMPACT:**

**Auburn Area Recreation and Park District  
Minutes  
of the Meeting of the Board of Directors  
Thursday, October 30, 2014, 6:00 p.m.  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA**

**Board Members**

**Present:** Acting Chairman Scott Holbrook  
Director Jim Gray  
Director Jim Ferris

**Board Members**

**Absent:** Director Curt Smith  
Director Gordon Ainsleigh

**Staff Present:**

Kahl Muscott, District Administrator  
Joe Fecko, Administrative Services Manager  
Larry Gray, 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 6:02 p.m. by Vice Chairman Holbrook.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

None.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Ferris and seconded by Director Gray to approve the agenda.

3 – 0 Motion carries.

**4.0 PUBLIC COMMENT**

None.

## **5.0 CONSENT ITEMS**

- 5.1 Review and Approval of the September 25, 2014 Auburn Area Recreation & Park District Minutes of the Board of Directors and Minutes of the September 25, 2014 Friends of the Auburn Area Recreation & Parks, Inc. 501 c (3) Meeting**
- 5.2 Review of Cash Requirements for September, 2014 (Standing Finance Committee)**
- 5.3 Review of Financials for September, 2014 (Standing Finance Committee)**
- 5.4 Youth Sports Gender Equity Policy (Program, Personnel, Policy, Fee & Legal Review Committee)**
- 5.5 Proposed Legal Rate Increase (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Gray and seconded by Director Ferris to approve the consent calendar with items 5.4 and 5.5 being moved for discussion.

### **Roll Call Vote**

3 – 0 Motion carries.

- 5.4 Youth Sports Gender Equity Policy (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Ferris and seconded by Director Gray to approve item 5.4.

3 – 0 Motion carries.

- 5.5 Proposed Legal Rate Increase (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Holbrook and seconded by Director Ferris to approve item 5.5.

3 – 0 Motion carries.

## **6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS**

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

## **7.0 UNFINISHED BUSINESS**

**None.**



**8.0 NEW BUSINESS**

**8.1 Resolution Number 2014-23, Before the Governing Board of the Auburn Area Recreation and Park District County of Placer, State of California Adoption of Mid-Year Revised Budget, General Fund (Standing Finance Meeting)**

A motion was made by Director Gray and seconded by Director Ferris to adopt Resolution Number 2014-23, Before the Governing Board of the Auburn Area Recreation and Park District County of Placer, State of California Adoption of Mid-Year Revised Budget, General Fund.

**Roll Call Vote**

3 – 0 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

None.

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

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

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT**

None.

**13.0 CLOSED SESSION – Closed Session was cancelled.**

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

**Title: District Administrator**

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at 6:27 p.m. by Vice Chairman Holbrook.

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

\_\_\_\_\_  
Date

**SECTION: 5.0**

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR  
OCTOBER, 2014**

**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: \$207,687.89**

Ranges:	From:	To:	From:	To:
Check Number	First	Last	Check Date	10/1/2014
Vendor ID	First	Last	Checkbook ID	UMPQ
Vendor Name	First	Last		UMPQ

Sorted By: Check Date

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
11240	1099-178	VDR Inc DBA K9 101	10/3/2014	UMPQ	PMCHK00002173	\$735.00
11241	1099-203	Susan Thomas	10/3/2014	UMPQ	PMCHK00002173	\$286.00
11242	1099-243	Phillip Dallas	10/3/2014	UMPQ	PMCHK00002173	\$130.00
11243	1099-252	Donna Lisa Otto	10/3/2014	UMPQ	PMCHK00002173	\$487.50
11244	1099-271	Kelpro Security	10/3/2014	UMPQ	PMCHK00002173	\$352.00
11245	1099-42	Guadalupe Cook	10/3/2014	UMPQ	PMCHK00002173	\$29.25
11246	1099-49	Paula Duffy	10/3/2014	UMPQ	PMCHK00002173	\$1,192.75
11247	1099-5	Daniel Crandall DBA:Current A	10/3/2014	UMPQ	PMCHK00002173	\$144.90
11248	A0017	Airgas National Carbonation	10/3/2014	UMPQ	PMCHK00002173	\$424.20
11249	C0111	CENTRAL VALLEY BROADBAND	10/3/2014	UMPQ	PMCHK00002173	\$189.90
11250	C0113	Cooks Portable Toilets & Septi	10/3/2014	UMPQ	PMCHK00002173	\$698.38
11251	D0077	Dudek	10/3/2014	UMPQ	PMCHK00002173	\$7,494.90
11252	E0007	Echo Valley Ranch	10/3/2014	UMPQ	PMCHK00002173	\$135.00
11253	G0006	Gold Country Media Publication	10/3/2014	UMPQ	PMCHK00002173	\$818.60
11254	G0022	Gold Country Printing	10/3/2014	UMPQ	PMCHK00002173	\$6,668.07
11255	J0012	Deere Credit, Inc.	10/3/2014	UMPQ	PMCHK00002173	\$990.63
11256	K0010	Knorr Systems, Inc.	10/3/2014	UMPQ	PMCHK00002173	\$200.00
11257	K0019	Kronick, Moskovitz, Tiedemann	10/3/2014	UMPQ	PMCHK00002173	\$2,723.40
11258	L0027	Pat Larson	10/3/2014	UMPQ	PMCHK00002173	\$34.45
11259	M0071	Mission Protection Systems Inc	10/3/2014	UMPQ	PMCHK00002173	\$189.00
11260	P0007	Pacific Gas & Electric Company	10/3/2014	UMPQ	PMCHK00002173	\$3,964.77
11261	P0023	PG&E	10/3/2014	UMPQ	PMCHK00002173	\$117.34
11262	P0029	Placer County Environmental He	10/3/2014	UMPQ	PMCHK00002173	\$344.00
11263	P0035	Placer County Tax Collector	10/3/2014	UMPQ	PMCHK00002173	\$305.64
11264	P0058	Pitney Bowes Credit Corporatio	10/3/2014	UMPQ	PMCHK00002173	\$125.78
11265	P0082	Pickle-Ball, Inc.	10/3/2014	UMPQ	PMCHK00002173	\$34.61
11266	P0109	Caleb Porter	10/3/2014	UMPQ	PMCHK00002173	\$37.50
11267	P1001	Principal Life Insurance Co-Gr	10/3/2014	UMPQ	PMCHK00002173	\$2,277.03
11268	R0017	Ridge Golf Course, Inc.	10/3/2014	UMPQ	PMCHK00002173	\$210.00
11269	R0057	Reserve Account	10/3/2014	UMPQ	PMCHK00002173	\$500.00
11270	S0016	Sam's Club	10/3/2014	UMPQ	PMCHK00002173	\$1,042.84
11271	T0058	TELEPACIFIC COMMUNICATIONS	10/3/2014	UMPQ	PMCHK00002173	\$681.00
11272	T1000	Transamerica Life Insurance	10/3/2014	UMPQ	PMCHK00002173	\$380.00
11273	TEMPG	Susan Grimes	10/3/2014	UMPQ	PMCHK00002173	\$5.00
11274	TEMPO	Eric Oddo	10/3/2014	UMPQ	PMCHK00002173	\$15.00
11275	TEMPS	Aimee Scott	10/3/2014	UMPQ	PMCHK00002173	\$25.00
11276	1099-303	Robert Spencer, P.E.	10/10/2014	UMPQ	PMCHK00002174	\$500.00
11277	K0019	Kronick, Moskovitz, Tiedemann	10/10/2014	UMPQ	PMCHK00002174	\$3,075.00
11278	N0041	Jim Northey	10/10/2014	UMPQ	PMCHK00002174	\$390.00
11279	P0021	Petty Cash	10/10/2014	UMPQ	PMCHK00002174	\$8,500.00
11280	TEMPB	Max Baldwin	10/10/2014	UMPQ	PMCHK00002174	\$60.00
11281	TEMPG	Melinda Groth	10/10/2014	UMPQ	PMCHK00002174	\$25.00
11282	U0019	US Bank	10/10/2014	UMPQ	PMCHK00002174	\$19,853.90
11284	S1014	State of California Franchise	10/10/2014	UMPQ	PMCHK00002175	\$257.92
11286	S1007	Stationary Engineers, Local 39	10/10/2014	UMPQ	PMCHK00002176	\$248.80
11287	S1010	State Disbursement Unit	10/10/2014	UMPQ	PMCHK00002176	\$87.50
11289	1099-147	Tom Isaac	10/17/2014	UMPQ	PMCHK00002178	\$169.00
11290	1099-193	Celena Polena	10/17/2014	UMPQ	PMCHK00002178	\$390.00
11291	1099-203	Susan Thomas	10/17/2014	UMPQ	PMCHK00002178	\$39.00
11292	1099-218	Auburn Gymnastics Center	10/17/2014	UMPQ	PMCHK00002178	\$526.50
11293	1099-256	Annette Cowan	10/17/2014	UMPQ	PMCHK00002178	\$97.50
11294	1099-264	Philip Green	10/17/2014	UMPQ	PMCHK00002178	\$78.00
11295	1099-269	Deborah Lynn	10/17/2014	UMPQ	PMCHK00002178	\$175.50
11296	1099-277	Foothill Karake Do	10/17/2014	UMPQ	PMCHK00002178	\$175.50
11298	1099-291	Isaac Humber	10/17/2014	UMPQ	PMCHK00002178	\$39.00
11299	1099-302	Michael Gregory	10/17/2014	UMPQ	PMCHK00002178	\$400.00
11300	1099-5	Daniel Crandall DBA:Current A	10/17/2014	UMPQ	PMCHK00002178	\$193.20
11301	A0001	Recology Auburn Placer	10/17/2014	UMPQ	PMCHK00002178	\$379.78
11302	A0014	AT&T	10/17/2014	UMPQ	PMCHK00002178	\$777.82
11303	A0027	Recology Auburn Placer	10/17/2014	UMPQ	PMCHK00002178	\$1,269.05
11304	A0051	Anderson's Sierra Pipe Co.	10/17/2014	UMPQ	PMCHK00002178	\$235.52
11305	A0134	Advanced Intregrated Pest Mana	10/17/2014	UMPQ	PMCHK00002178	\$673.50
11306	A0145	Auburn Printers Inc	10/17/2014	UMPQ	PMCHK00002178	\$397.70
11307	C0004	CAPRI	10/17/2014	UMPQ	PMCHK00002178	\$24,588.00
11308	C0061	California Computer Services	10/17/2014	UMPQ	PMCHK00002178	\$195.00
11309	C0094	Curt's Auto Body	10/17/2014	UMPQ	PMCHK00002178	\$300.00
11310	C0111	CENTRAL VALLEY BROADBAND	10/17/2014	UMPQ	PMCHK00002178	\$129.95

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
11311	D0025	Dawson Oil Company	10/17/2014	UMPQ	PMCHK00002178	\$2,319.13
11312	D0066	De Lage Landen	10/17/2014	UMPQ	PMCHK00002178	\$562.12
11313	D0079	Nicolette Del Sarto	10/17/2014	UMPQ	PMCHK00002178	\$37.50
11314	G0006	Gold Country Media Publication	10/17/2014	UMPQ	PMCHK00002178	\$19.95
11315	G0077	Gold Country Water	10/17/2014	UMPQ	PMCHK00002178	\$69.00
11316	H0002	Harris Industrial Gases	10/17/2014	UMPQ	PMCHK00002178	\$70.00
11317	K0011	Kaiser Foundation Health Plan,	10/17/2014	UMPQ	PMCHK00002178	\$19,978.00
11318	L0033	Les Schwab	10/17/2014	UMPQ	PMCHK00002178	\$13.50
11319	M0019	Kahl Muscott	10/17/2014	UMPQ	PMCHK00002178	\$102.70
11320	M0098	Meadow Vista County Water Dist	10/17/2014	UMPQ	PMCHK00002178	\$1,389.63
11321	M0099	George Eric Menig DBA Menig We	10/17/2014	UMPQ	PMCHK00002178	\$4,800.00
11322	N0012	Nevada Irrigation District	10/17/2014	UMPQ	PMCHK00002178	\$1,356.73
11323	P0005	Placer County Water Agency	10/17/2014	UMPQ	PMCHK00002178	\$181.56
11324	P0007	Pacific Gas & Electric Company	10/17/2014	UMPQ	PMCHK00002178	\$10,671.64
11325	R0017	Ridge Golf Course, Inc.	10/17/2014	UMPQ	PMCHK00002178	\$60.00
11326	S0022	Stonesifer's Auburn Safe and L	10/17/2014	UMPQ	PMCHK00002178	\$319.66
11327	S0094	Manouch Shirvanioun	10/17/2014	UMPQ	PMCHK00002178	\$115.52
11328	S0110	Sierra Sports Service	10/17/2014	UMPQ	PMCHK00002178	\$702.00
11329	S1000	State Of California/DOJ	10/17/2014	UMPQ	PMCHK00002178	\$64.00
11330	S1011	Sutter Auburn Faith Hospital	10/17/2014	UMPQ	PMCHK00002178	\$57.00
11331	TEMPF	Tammy Fishman	10/17/2014	UMPQ	PMCHK00002178	\$70.00
11332	TEMPK	Joey Kissler	10/17/2014	UMPQ	PMCHK00002178	\$18.75
11333	TEMPM	Suzanne Michaud	10/17/2014	UMPQ	PMCHK00002178	\$30.00
11334	TEMPW	Shana Westfall	10/17/2014	UMPQ	PMCHK00002178	\$30.00
11335	U0028	U.S. Bank Equipment Finance	10/17/2014	UMPQ	PMCHK00002178	\$383.82
11336	V0007	Verizon Wireless	10/17/2014	UMPQ	PMCHK00002178	\$263.45
11337	V0013	Pam Vann	10/17/2014	UMPQ	PMCHK00002178	\$38.30
11342	1099-288	Al Trimarchi	10/21/2014	UMPQ	PMCHK00002180	\$20.00
11343	1099-239	Macintosh-Oddo	10/22/2014	UMPQ	PMCHK00002181	\$2,681.25
11239	P0096	Placer County	10/23/2014	UMPQ	PMCHK00002183	\$319.49
11339	S1007	Stationary Engineers, Local 39	10/24/2014	UMPQ	PMCHK00002179	\$250.59
11340	S1010	State Disbursement Unit	10/24/2014	UMPQ	PMCHK00002179	\$87.50
11344	G0081	Larry Goodnough	10/24/2014	UMPQ	PMCHK00002182	\$257.00
11345	1099-178	VDR Inc DBA K9 101	10/31/2014	UMPQ	PMCHK00002184	\$441.00
11346	1099-247	Clifford Johnson	10/31/2014	UMPQ	PMCHK00002184	\$39.00
11347	1099-264	Philip Green	10/31/2014	UMPQ	PMCHK00002184	\$514.80
11348	1099-49	Paula Duffy	10/31/2014	UMPQ	PMCHK00002184	\$1,173.25
11349	1099-5	Daniel Crandall DBA:Current A	10/31/2014	UMPQ	PMCHK00002184	\$68.60
11350	A0018	Auburn Chamber of Commerce	10/31/2014	UMPQ	PMCHK00002184	\$155.00
11351	B0062	BareBones WorkWear	10/31/2014	UMPQ	PMCHK00002184	\$1,459.15
11352	C0072	CIT Technology Fin. Serv., Inc	10/31/2014	UMPQ	PMCHK00002184	\$531.06
11353	C0113	Cooks Portable Toilets & Septi	10/31/2014	UMPQ	PMCHK00002184	\$1,373.38
11354	D0077	Dudek	10/31/2014	UMPQ	PMCHK00002184	\$14,379.60
11355	F0047	Fuentes Pond Maintenance	10/31/2014	UMPQ	PMCHK00002184	\$3,615.58
11356	G0077	Gold Country Water	10/31/2014	UMPQ	PMCHK00002184	\$119.50
11357	I0018	William Joseph La Flaur dba IT	10/31/2014	UMPQ	PMCHK00002184	\$1,250.00
11358	K0019	Kronick, Moskovitz, Tiedemann	10/31/2014	UMPQ	PMCHK00002184	\$223.14
11359	L0023	Vincent Garcia Lopez	10/31/2014	UMPQ	PMCHK00002184	\$23.50
11360	M0048	Joanna McNutt	10/31/2014	UMPQ	PMCHK00002184	\$50.00
11361	P0005	Placer County Water Agency	10/31/2014	UMPQ	PMCHK00002184	\$6,368.65
11362	P0007	Pacific Gas & Electric Company	10/31/2014	UMPQ	PMCHK00002184	\$1,529.67
11363	P0023	PG&E	10/31/2014	UMPQ	PMCHK00002184	\$118.09
11364	P0058	Pitney Bowes Credit Corporatio	10/31/2014	UMPQ	PMCHK00002184	\$85.30
11365	P0084	Placer County Facility Service	10/31/2014	UMPQ	PMCHK00002184	\$16,745.02
11366	P1001	Principal Life Insurance Co-Gr	10/31/2014	UMPQ	PMCHK00002184	\$2,277.03
11367	S0016	Sam's Club	10/31/2014	UMPQ	PMCHK00002184	\$4,401.03
11368	S0110	Sierra Sports Service	10/31/2014	UMPQ	PMCHK00002184	\$1,300.00
11369	S0134	Sierra FoodWineArt	10/31/2014	UMPQ	PMCHK00002184	\$700.00
11370	S0139	Special T's & Sports	10/31/2014	UMPQ	PMCHK00002184	\$1,319.63
11371	T0058	TELEPACIFIC COMMUNICATIONS	10/31/2014	UMPQ	PMCHK00002184	\$682.04
11372	T1000	Transamerica Life Insurance	10/31/2014	UMPQ	PMCHK00002184	\$760.00
11373	TEMPA	Krissa Anderson	10/31/2014	UMPQ	PMCHK00002184	\$40.00
11374	TEMPE	Brittain Euwema	10/31/2014	UMPQ	PMCHK00002184	\$32.00
11375	TEMPY	Rani Youngman	10/31/2014	UMPQ	PMCHK00002184	\$45.00
11376	X0002	P&G	10/31/2014	UMPQ	PMCHK00002184	\$311.00

Total Checks: 132

Total Amount of Checks: \$207,687.89

**SECTION: 5.0**

**ITEM: 5.3 REVIEW OF FINANCIALS FOR OCTOBER 2014**

**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**

<b>PROFIT &amp; LOSS</b>						
<i>14/15 Approved Budget</i>						
	<b>Approved</b>	<b>%</b>	<b>October</b>		<b>YTD</b>	<b>YTD</b>
	<b>Budget</b>	<b>Of Total</b>	<b>ACTUALS</b>		<b>ACTUALS</b>	<b>BUDGET</b>
<b>Operating Revenues</b>	<b>FY 14-15</b>					
Program Revenue	759,000	18%	94,685	51%	630,038	611,166
Facility Revenue	140,859	3%	13,214	7%	154,675	143,091
Misc. Revenue	44,200	1%	751	0%	14,670	8,230
Grants & Donations	50,750	1%	1,795	1%	62,022	38,040
Interest Income	35,800	1%	4,303	2%	20,696	20,138
Projects Revenue	330,900	8%	17,500	9%	2,994	2,994
Tax Revenue	2,495,095	60%	53,657	29%	1,138,133	1,108,110
In Kind	-	0%	-	0%		
Transf in from Cap Const & City Trust	314,446		-	0%	14,506	14,506
<b>Total Operating Revenue</b>	<b>4,171,050</b>	<b>100.00</b>	<b>185,905</b>	<b>100.0</b>	<b>2,037,734</b>	<b>1,946,275</b>
<b>Expenditures</b>						
Program Expense	202,000	5%	30,680	9%	164,239	158,539
Operating & Supplies	313,835	8%	29,978	9%	170,494	182,185
Utilities Expense	219,567	5%	41,179	13%	122,830	124,878
Professional Services	24,850	1%	6,217	2%	32,820	27,045
Building & Grounds Maintenance	234,150	6%	28,257	9%	105,343	106,782
Property Tax Admin.	85,000	2%	306	0%	2,532	2,610
Wages	1,564,135	38%	109,187	34%	843,667	845,779
Benefits & Payroll Costs	718,212	17%	53,055	16%	395,786	393,853
Fixed Asset Expense	48,900	1%	-	0%	15,873	18,988
Capital Improvement Projects	685,346	16%	23,607	7%	108,849	93,636
Debt Services	15,430	0%	991	0%	10,234	10,236
Special Dept Expenses (equip res.)	55,000	1%	-	0%		
Project Expenditures	-	0%	-	0%		
Misc Expense		0%		0%		
<b>Total Expenditures</b>	<b>4,166,425</b>	<b>100.00</b>	<b>323,457</b>	<b>100%</b>	<b>1,972,667</b>	<b>1,964,531</b>
<b>Net Revenue Over Expenditures</b>	<b>\$ 4,625</b>	<b>0.11</b>	<b>(\$137,552)</b>		<b>\$65,067</b>	<b>(\$18,256)</b>
Annual Contingency Reserve (1-2%)	\$ 444,950		\$ 444,950		\$ 444,950	\$ 444,950
Annual Equip Replacement Reserve	\$ 608,531		\$ 608,531		\$ 608,531	\$ 608,531
Future Capital Construction Reserve	\$ 602,643		\$ 602,643		\$ 602,643	\$ 602,643
ADA Reserve	\$ 50,032		\$ 50,032		\$ 50,032	\$ 50,032
<b>TOTAL RESERVES</b>	<b>\$ 1,706,156</b>		<b>\$ 1,706,156</b>		<b>\$ 1,706,156</b>	<b>\$ 1,706,156</b>

As Of 10/31/2014  
For All Segment1s  
For All Segment2s  
For Segment3 0000 To 9999  
For All Segment4s

	Current YTD
ASSETS	
Current Assets	
Imprest Fund (Petty Cash)	\$580.00
Umpqua Bank	154,621.74
Placer County Treasure-General	2,302,926.93
ADA Reserve Account	50,031.75
Cell Tower Reserves	348,657.50
Placer County Treasurer - City Trust	233,895.83
Youth Asst. Fund	11,103.23
Atwood Fund	(668.43)
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,474.41
Bike Park Fund	22,848.79
Shockley Maint Fund	11,294.38
Accounts Receivable	47,524.19
A/R - 501C3 Group	7,520.00
Daycamp Receivables	13,013.00
Prepaid Liability Expense	11,537.68
Prepaid Workers Compensation Insurance	16,055.84
	<hr/>
Total Current Assets	\$3,260,020.50
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,310,375.22
Fixed Assets: Equipment	662,886.48
Fixed Assets: Computer Equipment & Software	115,831.70
Fixed Assets: Vehicles	211,563.58
Fixed Assets: Office Furniture & Rec Equipment	48,123.75
Construction In Progress	150,407.97
Less: Accumulated Depreciation	(7,874,369.73)
	<hr/>
Total Fixed Assets	\$5,781,422.09
Total Assets	<u><u>\$9,041,442.59</u></u>

Auburn Rec & Park  
Balance Sheet  
As Of 10/31/2014  
For All Segment1s  
For All Segment2s  
For Segment3 0000 To 9999  
For All Segment4s

Current  
YTD

LIABILITIES and EQUITY

Current Liabilities

Prepaid Revenue	\$143.00
Gift Certificates	208.00
Sales Tax Payable	266.54
Miscellaneous Deductions	(70.47)
Compensated Absenses	104,180.45

Total Current Liabilities	\$104,727.52
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Long Term Liabilities

John Deere Financial Payable	\$40,223.59
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Total Long Term Liabilities	\$40,223.59
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Total Liabilities	\$144,951.11
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Fund Balances

GFB: Youth Assistance Fund	\$11,103.23
GFB: General Fund Balance	778,960.94
Investments in Fixed Assets	5,785,843.10
Less: Net of Related Debt	(40,223.59)
RFB: Reserved (City Mitigation)	233,895.83
RFB: Annual Equip Replacement Reserv.	608,530.72
RFB: Annual Contingency Reserve	444,950.00
RFB: Reserved for Future Capital Construction	569,971.28
RFB: Arboretum Grant Fund	13,474.41
RFB: Reserved (Atwood)	(668.43)
RFB: Atwood III-Equip Repl Fund	15,603.66
GFB- Cell Tower Reserves	348,657.50
RFB: General Fund (ADA Reserve)	50,031.75
RFB: Shockley Maint Fund	11,294.38

Net Profit/(Loss)	65,066.70
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Total Assets	\$5,785,843.10
Total Reserved Funds	\$2,255,517.51
Total Designated Funds	\$0.00
Total Unrestricted Funds	\$855,130.87



Date: 11/7/2014

Auburn Rec & Park  
Balance Sheet  
As Of 10/31/2014  
For All Segment1s  
For All Segment2s  
For Segment3 0000 To 9999  
For All Segment4s

Page: 3

	Current YTD
Total Liabilities and Equity	<u>\$9,041,442.59</u>

## Profit &amp; Loss

For 4/1/2014 To 10/31/2014

## For Segment1 Recreation Services To Administration

For All Segment2s

For All Segment3s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>OPERATING REVENUE</b>					
Park & Recreation Services	94,684.71	630,037.71	611,166.00	18,871.71	103.09
Rents & Concessions	13,214.03	154,675.00	143,091.00	11,584.00	108.10
Miscellaneous Revenue	751.26	14,669.75	8,230.00	6,439.75	178.25
Grants & Donations	1,795.00	62,021.58	38,040.00	23,981.58	163.04
Interest Income	4,303.35	20,696.46	20,138.00	558.46	102.77
Project Revenue - Government	17,500.00	2,993.61	2,994.00	(0.39)	99.99
Taxes Revenue	53,657.49	1,138,133.37	1,108,110.00	30,023.37	102.71
<b>TOTAL OPERATING REVENUE</b>	<b>\$185,905.84</b>	<b>\$2,023,227.48</b>	<b>\$1,931,769.00</b>	<b>\$91,458.48</b>	<b>104.73%</b>
<b>OTHER FINANCING SOURCES</b>					
Transfer Funds from other sources	0.00	14,506.39	14,506.00	0.39	100.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0.00</b>	<b>\$14,506.39</b>	<b>\$14,506.00</b>	<b>\$0.39</b>	<b>100.00%</b>
<b>TOTAL REVENUES</b>	<b>185,905.84</b>	<b>2,037,733.87</b>	<b>1,946,275.00</b>	<b>91,458.87</b>	<b>104.70</b>
<b>EXPENDITURES</b>					
Program Expenses	30,679.73	164,239.28	158,539.00	5,700.28	103.60
Operations & Supplies Expense	29,977.63	170,494.37	182,185.00	(11,690.63)	93.58
Utilities Expense	41,179.12	122,829.65	124,878.00	(2,048.35)	98.36
Legal Expenses	6,021.54	14,113.64	7,650.00	6,463.64	184.49
Professional Services	195.00	18,706.37	19,395.00	(688.63)	96.45
Bldg & Grounds Maintenance	28,257.35	105,343.06	106,782.00	(1,438.94)	98.65
Property Tax Administration/LAFCO	305.64	2,532.30	2,610.00	(77.70)	97.02
Salaries Expense	109,186.87	843,666.57	845,779.00	(2,112.43)	99.75
Benefits & Payroll Costs	53,054.51	395,785.54	393,853.00	1,932.54	100.49

## Profit &amp; Loss

For 4/1/2014 To 10/31/2014

For Segment1 Recreation Services To Administration

For All Segment2s

For All Segment3s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Fixed Asset Expense	0.00	15,873.41	18,988.00	(3,114.59)	83.60
Capital Improvement Projects	23,607.08	108,848.57	93,636.00	15,212.57	116.25
Debt Service	990.63	10,234.41	10,236.00	(1.59)	99.98
<b>TOTAL EXPENDITURES</b>	<b>\$323,455.10</b>	<b>\$1,972,667.17</b>	<b>\$1,964,531.00</b>	<b>\$8,136.17</b>	<b>100.41%</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>(\$137,549.26)</b>	<b>\$65,066.70</b>	<b>(\$18,256.00)</b>	<b>\$83,322.70</b>	<b>(356.41)%</b>
<b>ADJ. NET REVENUE OVER EXPENDITURES</b>	<b>(\$137,549.26)</b>	<b>\$65,066.70</b>	<b>(\$18,256.00)</b>	<b>\$83,322.70</b>	<b>(356.41)%</b>

**SECTION: 6.0**

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

**INFORMATION:**

**SEE ATTACHMENTS**

**District Administrator**  
**Report to the Board of Directors**  
**November, 2014**

- The MV Park entrance landscape project is finally moving forward. A big THANK YOU to Kathie Harris for helping to get us the best possible price on the metal straps needed for the shade structure. These straps have been set into the concrete slab. Once the concrete is set, Eagle Scout candidate Max Schultz (and his contractor father) will start work on erecting the shade structure.
- Diana Boyer secured a \$1,000 grant from IMBA and a \$250 grant from Wal Mart, both for the Bike Park.
- The City of Auburn Code Enforcement officer and the Auburn Police Department posted notices on a homeless camp located just south of Recreation Park, toward the Baltimore Ravine area.
- 500 daffodil bulbs were planted as part of a grant from the Auburn Garden Club.
- Eagle Fence began installation of a new gate at Sierra Pool. This is a second gate, not to be confused with the decorative front gate. This work is being done due to code requirements.
- The Sierra Hills Elementary Science Club will be installing a turtle basking log in the Meadow Vista Park pond. Their request and letters from the students (2<sup>nd</sup> graders) are included in the correspondence section of this agenda.
- ARD will once again have a float in the Festival of Lights Parade (December 6<sup>th</sup>).
- ARD will have a booth at the annual Children's Christmas Faire, held at the Gold Country Fairgrounds on December 11<sup>th</sup>. Approximately 500+ kids will visit this event. Chipper will be on hand.

**Meetings and events attended**

11/3: Community debrief/Q&A meeting  
11/4: Rotary  
11/5: Mark Miller – Sierra Pool solar  
11/6: Marketing and Program Plan committee  
11/10: Finance Committee  
11/10: A&D Committee  
11/12: Policy Committee  
11/12: Festival of Lights Parade Committee

**Meetings and event scheduled to attend**

11/18: Rotary  
11/19: Festival of Lights Committee  
11/24: Auburn Garden Club meeting  
11/25: Rotary  
11/26: Auburn Chamber Board meeting

**Administrative Services Manager**  
**Report to the Board of Directors**  
**November, 2014**

As part of our continuing efforts to reduce the cost of our benefits package, the District is changing dental providers on December 1, 2014. The premium cost will be roughly 40% lower, but will actually increase the amount of the benefit to each employee from a maximum of \$1500 under the old plan to \$2000 with the new one.

Also, as a result of the union negotiations earlier in the year, our medical coverage was changed from an HMO 20 to an HMO 30 resulting in significant cost savings. This also becomes effective December 1, 2014.

The combined annual cost savings of these changes equal approximately \$35,000.

Staff is currently working with the District's auditor on implementing new accounting rules under GASB 38. These relate to reporting of unfunded liabilities for CalPERS. There is still much uncertainty as to how the reporting is to be done, with even CalPERS not being able to answer many questions. We are confident however, that the new reporting guidelines will not have a material effect on our financial status or on our financial statements.

**Facilities & Grounds Manager**  
**Report to the Board of Directors**  
**November, 2014**

Install 1900sf of sod in the Ashley Memorial Dog Park.  
Ball field preparation all parks (bolt rip, screen, and line).  
Repair, reattach, or replace park signage in all parks.  
Irrigation repair Railhead Park (drip system to trees).  
Rebuild irrigation water box in front of Ashford Park (collects water for pond).  
Repair chain link fencing around Recreation Park (replace needed bolts and wire ties).  
Build new storage shed at the Day Camp Modulares in Recreation Park.  
Leaf cleanup in all District park areas.  
Reestablish infield to outfield lines on B & C fields at Regional Park.  
Scheduled daily trash removal and bathroom cleaning all parks.  
Replace grease trap at Regional Park Lakeside room kitchen (bottom rusted out)  
Scheduled mowing of all District turf areas.  
Repair fresh water leak at the Meadow Vista Community Center.  
Scheduled cleaning of all District buildings.  
Daily raking of District playgrounds and volley ball courts.

**Landscape Architect**  
**Report to the Board of Directors**  
**November, 2014**

- Miscellaneous Items: Miscellaneous project research, update of project lists, monthly Board report. Miscellaneous project coordination with Larry Gray. Meeting with various staff to discuss projects and processes. Update monthly project list and Board report.

- PGE Land Trust Donation Application: Continued communication with PG&E and Stewardship Council. Staff meetings and ongoing communication with Placer Land Trust and Stewardship Council. Review of current draft of Conservation Easement. Project coordination between PG&E, ARD and Holdrege and Kull for Level One EAS work. Manage consultant contract and Invasive License Agreement with PG & E for soil sampling. Review Placer Land Trust Management Plan for Bell Road property.
- Bike Park/Pump Track Project: Continued work on Project Description narrative for CEQA/NEPA document. Coordination with Dudek on miscellaneous studies and project narrative. Meeting with design team including ARD staff, bike committee, Dudek, IMBA and Ed Giuliani. Staff meetings and research for CEQA document as requested by consultant.
- Railhead Park Improvements: Miscellaneous staff meetings.
- Bureau of Reclamation Operation and Development Plan: Ongoing work on documents. Multiple staff meetings, review of emails from Bureau, work on outline and draft document Prepare narrative to go with maps. Coordination with Dudek on document and preliminary studies.
- Bell Road Enhancement Project: Miscellaneous emails and phone calls with Stewardship Council.
- Recreation Park Restroom Remodel: Review drawings and coordinate with contractor for estimate.
- Railhead Restroom: Review drawing and coordinate with contractor for estimate.
- Bocce Ball: Meetings and emails.
- Recreation Park Solar Panel Project: Prepare contract documents, cover sheets and attachments.
- Pickleball Courts: Research and meetings. Prepare conceptual plans for various park sites.
- Meadow Vista Entry Landscape: Coordination with Max Schultz who is the Eagle Scout volunteering to build the structure. Work with metal fabricator for custom post base supports. Coordination with concrete contractor. Coordination with maintenance staff. Oversee construction of concrete work.
- Operation and Development Plan: Continued work on draft. Phone calls and emails with Bureau and consultant.

**Customer Service/Marketing Manager**  
**Report to the Board of Directors**  
**November, 2014**

10/23/14-11/13/14      10/23/13-11/13/13

Activity Registrations	\$15,000	\$29,000
Day Care/Discovery payments	\$23,000	\$18,000
Facility payments/reservations	\$17,000	\$4,000

Continue to market our programs and facilities through advertising and social media.  
 Attended weekly Chamber Ambassador Visits.  
 Community Walk-American Foundation for Suicide Prevention at Overlook Park.

**Recreation Services Manager**  
**Report to the Board of Directors**  
**November, 2014**

- Meetings attended: AAUW, SHF.
- Met with Student Interns-Independent Contractors.
- Planning Craft and Gift Faire December 7, Recreation Park.
- Met Juli on Winter/Spring Activity Guide –received first draft back.
- Planning for Lifestyle Expo January 3, Regional Park.
- Met with Auburn Community Service Day.
- Met with a potential Lifeguard/swim instructor for 2015.
- Worked on calendar of events for 2015.
- Crafted sponsor letters and pledge forms for 2015 events.

**AAUW-American Association of University Women, SHF-Auburn Senior Health Fair, PIP-Party in the Park, VFCAL-Valley Foothills Competitive Aquatics League , ACF-Auburn Community Festival, WIN- Women in Network**

**Coming up this Month**

November 27-28	Thanksgiving	Offices Closed
December 1	YDL Basketball Practice Begins	Gyms
December 12	Employee Holiday Lunch	Foothills Room
December 23-24	Discovery Day Camp	Modules
December 24-25	Christmas Eve/Day	Offices Closed
December 26	Discovery Day Camp	Modules
December 29-31	Winter Day Camps	Various Locations

**Youth Services Manager**  
**Report to the Board of Directors**  
**November, 2014**

- November day camp dates: 10, 17, 24, 25, 26. Enrollment is increased slightly over last year so far. The theme for Thanksgiving week is Around the World. We will ‘visit’ China, Germany and Madagascar. Flyers were sent to the schools for their newsletters or for distribution of hard copies, and lawn signs were set out.
- Investigating the possibility of expansion at Newcastle Discovery Club. We have a waiting list and I had a discussion with the principal and a member of the parent board. It would involve getting another space approved by licensing, which can take time.
- The day camp modular carpets were cleaned and the rooms were given a general facelift. Thank you to Larry’s staff who helped with moving furniture and some minor projects.
- Also, thank you to Larry’s staff who replaced the shed in the day camp courtyard for us. The old one was leaky and some items had to be replaced every summer because of it.
- We received a large donation of jewelry beads for the program from a former Discovery Club employee who passed away a year ago. A thank you note was sent to her friend who delivered them.



FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-14	Craig Thornley	Western States Endurance Run-Sierra Room	\$135.00	\$60.00 Staffing fee \$30.00 Alcohol permit	\$135.00	No		
Apr-14	Krista Greenlee	Auburn Marmalade Synchronized Swim Team-Sierra Room	Internal Resv.	\$100.00 Staffing fee \$30.00 Alcohol permit		Yes		
Apr-14	Jessica Sanchez	Mountain Mom's & Little Folks-Recreation Picnic site	\$90.00	\$30.00	\$90.00	No		
Apr-14	Patrick King	Auburn Moose Lodge-Recreation Picnic sites	\$100.00	\$30.00	\$100.00	No		
Apr-14	Jim Northey	Fundraising for a cancer patient-Recreation Gym	\$290.00	\$120.00	\$290.00	No		
Apr-14	Karen Neal	Cub Scouts-Pack 6 Meadow Vista-Regional Picnic sites & Amphitheater	\$190.00	\$10.00	\$190.00	No		
							\$805.00	\$805.00
May-14	Chris Pekert	Freedom Church-Regional Picnic 1	\$50.00	\$30.00	\$50.00	No		
May-14	Robin Griffiths	Placer Hills Union School-Meadow Vista picnic 1,2 &3	\$150.00	\$90.00	\$150.00	No		
May-14	Judy Suler	Western States Trail Foundation-Board Room	\$120.00	\$0.00	\$120.00	No		
May-14	Norm Kendall	Gold Country Amutee Support Group-Regional Picnic 1	\$75.00	\$30.00	\$75.00	No		
May-14	Sunny Hayner	Sierra Foothills VA Clinic-Using the Regional Park walk path	\$0.00	\$30.00	\$0.00	No		
							\$395.00	\$1,200.00
Jun-14	Laura Moore	Girl Scout Troop 684-Kitchen at Recreation Park Building	\$100.00	\$30.00	\$100.00	No		
Jun-14	Cindy Cuffe	Placer ARC-Adult Achievement Center	\$150.00	\$30.00	\$180.00	No		
							\$280.00	\$1,480.00
Jul-14	Barb Webb	Placer Hills Education Foundation Fundraiser Picnic sites at MV Park	\$225.00	Alcohol Fee \$30.00 Custodial Fee \$100.00	\$225.00	Yes		
Jul-14	Joe Hernandez	Sierra Foothills Cycling Club- Picnic sites at MV Park	\$50.00	\$30.00	\$50.00	No		

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Jul-14	Lindsey Billings	Auburn Outlaws Roller Derby-Front parking lot and Recreation Kitchen	\$248.00	\$30.00	\$248.00	Yes		
							\$529.00	\$2,003.00
Aug-14	Susan Rushton	Auburn Branch AAUW-Susan Rushton Regional Gym and Lakeside Room	\$2,160.00	\$90.00	\$2,160.00	Yes		
							\$2,160.00	\$4,163.00
Sep-14	Dennis Koehn	Auburn Elks Lodge-Picnic area at Recreation Park	\$50.00	\$30.00	\$50.00	No		
Sep-14	Amanda Elzy	Mountain Morns & Little Folks-Gazebo at Recreation Park	\$100.00	\$30.00	\$100.00	No		
Sep-14	Douglas Marquand	ARD Shotokan Karate-Picnic site at Regional Park	\$50.00	\$30 custodial and \$30 alcohol permit	\$80.00	Yes		
Sep-14	Barb Webb	Collfax High Leadership-Meadow Vista Picnic sites	\$225.00	\$90.00	\$225.00	No		
Sep-14	Bob Snyder	Leadership Auburn Alumni-Splash Pool area	\$200.00	\$50.00 staffing	\$200.00	Yes		
							\$625.00	\$4,788.00
Oct-14	Courtney Portlock	Out of the Darkness Walk-Suicide Prevention-Railhead Field A	\$109.80	\$30.00	\$109.80	Yes		
Oct-14	Barbara Crowell	Senior Health Fair- Regional Gym and Lakesider Room	\$1,790.00	\$360.00	\$1,470.00	Yes		
Oct-14	Brandee Ambrosia	AAUW-Foothills Room	\$160.00	\$70.00	\$160.00	No		
							\$1,739.80	\$6,527.80
Nov-14	Will Taylor	Placer County Health & Human Services-Recreation Picnic & Gazebo-Recovery Happens	\$270.00	\$50.00	\$270.00	Yes		
Nov-14	Diana Boyer	FATRAC-Lakeside Room-	\$220.00	\$30.00	\$250.00	No		
Nov-14	Patrick Little	Special Olympics-Recreation Gym	\$760.50	\$195.00	\$760.50	Yes		



2014/2015 Project List

PROJECT	Est. Cost	Notes	Est. completion date
<b>Ashford Park</b>			
Restroom Remodel	35,000	Project Completed	Jul-14
<b>Recreation Park</b>			
Lower RR replacement	45,000	Drawings Completed. Soliciting bids.	Apr-15
Bocce Ball Courts	130,000	Bocce community soliciting donations.	TBD
Solar at community center building	225,000	Bid vetted and forwarded to A&D and Board for review and approval of contract	Apr-15
<b>Regional Park</b>			
24 Acres Walking Path - In Kind	235,000	DG pathway by Western Care; continued environmental approval issues	TBD
MP Field Improvements	12,500	Project completed.	July, 2014
Field C Lights	12,000	Project completed	Sep-14
Pickle Ball court (convert tennis court)	25,000	Project pending selection of approved option by A&D and Board	Apr-15
Lakeside Room roof replacement	24,000	Project completed	May-14
<b>Canyon View Community Center</b>			
Bike Park - incl Design and CEQA	80,000	Design in progress by engineer and review by committee. CEQA in progress.	Jun-15
<b>Railhead Park</b>			
Shade Structure and Hardscape	125,000	Project going to bid in December	Jul-15
Playground Replacement	61,000	Project to be completed in Spring of 2015 with remainder of landscape renovation	Jul-15
<b>Meadow Vista Park</b>			
Entrance landscape/shade structure	20,000	Received permits. Soliciting bids for custom post straps fabrication.	Apr-15
<b>Operation and Development Plan</b>			
CEQA/NEPA costs	25,000	Staff working on project description. Dudek working on various studies for the CEQA/NEPA.	Mar-15
Total Projects Fiscal Year	1,054,500		
Updated November 4, 2014			

Nov-14

**Vandalism Report**

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
27-Oct-14	Overlook	Chain barrier & posts taken out and broken	\$155.00	\$0.00
11/5/2014	CVCC/REC/Railhead/ Overlook	Signs that have been damaged beyond repair, graffiti, etc	\$240	\$320, new signs required
11/6/2014	Dry Creek Picnic Area	Toilet Paper dispensers ripped out of portable toilets	\$20	\$15, new dispensers
11/6/2014	Railhead	Graffiti in men's restroom	\$25	\$0, paint
11/9/2014	Regional Park	Broke in to two sheds	\$40	\$200, two weed eaters that were decommissioned but kept for parts

Total	Total
Labor	\$480.00
Total for	Material
Year	\$3,215.00
	Total for
	Year
	\$6,513.42

Oct-14

## Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
9/26/2014	Recreation Park	Attempted breakin to 310E Building	\$20	\$15, new lock
9/26/2014	Recreation Park	Little League storage shed attached to 310E Building break in	\$0	\$0
10/3/2014	Recreation Park	Break in to James Field locker room and snack bar	\$40	\$15, new lock
10/3/2014	Beggs Field	Snack Bar broken into	\$0	\$15, new lock
10/10/2014	Overlook	Took locks and chain	\$40	\$125, chain and three locks
10/19/2014	Skate Park	Graffiti on wall	\$40	\$35, paint

Total	Total
Labor	\$140.00
Total for	Material
Year	Total for
	Year
	\$2,735.00
	\$5,978.42

Sep-14

## Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
9/3/2014	Regional	Broke all toilet paper and toilet seat fixtures in womens restroom behind shop	\$40	\$80, new receptacles for toilet paper and toilet seat covers
9/8/2014	Recreation Park	Graffiti on park tables	\$30	\$25, paint to cover over graffiti
9/12/2014	Recreation Park	Damaged metal park signs, bent/twisted them/some ripped off posts	\$25	\$5, bolts & nuts, no signs replaced
9/13/2014	Regional Park	Graffiti in portable toilets at Dry Creek	\$20	\$25, graffiti remover
9/16/2014	Regional Park	Broke water spiket off at A- Field	\$30	\$29, parts for repair
9/16/2014	Railhead Park	Graffiti/Blood in restrooms	\$50	\$25, graffiti remover

Total	Total
Labor	\$195.00
Total for	Material
Year	\$2,595.00
	Total for
	Year
	\$5,773.42

8/1/2014

### Vandalism Report

<b>DATE</b>	<b>LOCATION</b>	<b>VANDALISM</b>	<b>LABOR COSTS</b>	<b>MATERIAL COSTS</b>
7/29/2014	Railhead Park	Graffiti in men's restroom	\$20	\$15, paint
7/31/2014	Overlook	Graffiti in men's restroom and on skate park wall	\$40	\$30, paint
8/3/2014	Placer Hills Pool	Broke mosaic, one mosaic taken, broke into storage unit and threw contents on top of pool cover	\$40	Unknown value of stolen mosaic and repair of damage \$100, replace storage container
8/6/2014	Overlook	cut two chains across road, destroyed 36' of protective insulation for cable & 20' of pvc	\$40	\$230, replacement items that were damaged or taken, chain & insulation
8/7/2014	Dog Park	Broke a memorial concrete bench	\$40	\$200
8/8/2014	Dog Park	Broke a memorial concrete bench and a table	\$40	\$500
8/8/2014	Rec Building, in front of Stella Rm	Remains of a drinking event broke off electrical covers	\$20	\$30, replace electrical covers
8/11/2014	Dog Park	Broke in to donation box, cut a small section of fence, re-located concrete bench	\$20	\$300



8/11/2014	Regional	Motor cycle crashed into chain link fence on soccer field	\$0	Eagle Fence providing estimate
8/12/2014	Railhead	Graffiti in restrooms	\$40	\$30, paint over graffiti
8/12/2014	Skate Park	Graffiti on wall	\$20	\$20, paint over graffiti
		Total		
		Labor	\$320.00	\$1,455.00
		Total for		
		Year	\$2,400.00	\$5,584.42

Jul-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
6/20/2014	Regional Park	Two 50' electrical cords taken after PIP	\$0	\$400
6/22/2014	Overlook	Graffiti in restrooms	\$20	\$20, graffiti remover
6/26/2014	Regional Park	Door to janitor closet at Regional Comm Ctr	\$0	\$142 additional cost for door replacement due to vandalism
6/26/2014	Regional Park	Electrical outlet covers broken by homeless	\$40	\$58.38, replacement covers
7/2/2014	Reg Comm Ctr	Doors damaged to attempted breakin, locksmith required		\$185.47, replacement parts for locking mechanisms
7/10/2014	Recreation Park	Men's stall door in back park bathroom torn off hinges	\$40	\$35, replacement part
7/11/2014	Recreation Park	Mens' stall door in Community Center torn off hinges	\$30	\$10, replacement parts
7/11/2014	Railhead Park	Graffiti in restrooms	\$20	\$25 paint to cover graffiti

Total	Total
Labor	Material
Total for	Total for
Year	Year
\$2,080.00	\$875.85
\$2,080.00	\$4,129.42

Jun-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS																				
5/22/2014	Regional Gym Janitors Closet	Broke through door to gain access to closet	\$40	\$350, new door, protective plate, dead bolt, and re-key dead bolt																				
05/28/14	Sierra Pool	Screen to window cut	\$20	\$26 re-screen																				
5/28/2014	C Field @ Regional	Cut electrical wires in christy boxes	\$400																					
6/9/2014	Rec Park Men's gym bathroom	Window screen torn	\$0	\$7.21 re-screen																				
6/11/2011	Regional Park	Shop bathrooms, men's	\$40	\$35, graffiti remover & \$20 pant																				
6/15/2014	Regional Park	Shop bathrooms, men & women	\$40	\$60, destroyed "all" toilet seat liner holders																				
<table border="1"> <thead> <tr> <th>Total</th> <th>Total</th> <th>Total</th> <th>Total</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Labor</td> <td>\$880.00</td> <td>Material</td> <td>\$478.21</td> <td></td> </tr> <tr> <td>Total for</td> <td></td> <td>Total for</td> <td></td> <td></td> </tr> <tr> <td>Year</td> <td>\$1,930.00</td> <td>Year</td> <td>\$3,253.57</td> <td></td> </tr> </tbody> </table>					Total	Total	Total	Total	Total	Labor	\$880.00	Material	\$478.21		Total for		Total for			Year	\$1,930.00	Year	\$3,253.57	
Total	Total	Total	Total	Total																				
Labor	\$880.00	Material	\$478.21																					
Total for		Total for																						
Year	\$1,930.00	Year	\$3,253.57																					

May-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
4/25/2014	Skate Park	Graffiti on inside and outside wall to skate park	\$40.00	\$30, paint to cover graffiti
4/30/2014	Regional	Broke drinking fountain on B Field	\$120.00	Repair fountain/pump field
5/14/2014	Regional	Car crashed through landscape	\$20 clean up \$120 to replant	\$150 for new plants if district chooses to replant
5/15/2014	Ashford	Graffiti on restrooms	\$40	\$30 for graffiti remover

Total Labor	\$340	Total Material	\$210.00
Total for Year	\$1,050	Total for Year	\$2,775.36

Apr-14

Vandalism Report

ATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
4/1/2014	Regional Park	Tried to take wire out of light poles on basketball court	\$20.00	Resource cover plates, materials on hand
4/1/2014	Bi-Centennial	Graffiti on bridge	\$40.00	\$25, paint to cover graffiti
4/10/2014	Skate Park	Graffiti on wall	\$40.00	\$15, paint to cover graffiti
		Total	Total	
		Labor	\$100.00	Material \$40.00
		Total for	Total for	
		Year	\$710.00	Year \$2,565.36

Mar-14

**Vandalism Report**

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
3/1/2014	Regional C-Field	Broke exterior light on score booth	\$20.00	\$16.90, new light fixture
3/1/2014	Regional	Picnic table stolen	\$0.00	\$600 to \$1,000
3/2/2014	Regional C Field	Attempt to break into C Field score booth, failed	\$20.00	\$0.00, touch up paint
3/2/2014	Regional C Field	Snapped off spiket next to 3rd base dugout, water running	\$30	\$28.00 Replaced spiket and broken water pipe to spiket
3/4/2014	Ashford Park	Graffiti in men's bathrooms	\$10	\$5.00, graffiti remover
3/9/2014	Regional	Toilet Paper Fixtures taken from shop bathrooms	\$30	\$45, new dispensers
3/11/2014	Centennial Park	Graffiti	\$40	\$25, paint
3/14/2014	Regional Park	Tree Vandalism, one tree cut to ground another tree damaged	\$30	did not replace tree, just dug cut tree out.
		<b>Total</b>	<b>\$610.00</b>	<b>\$2,525.36</b>
		<b>Labor</b>	<b>\$180.00</b>	<b>\$1,119.90</b>
		<b>Total for Year</b>	<b>\$610.00</b>	<b>\$2,525.36</b>

Feb-14

## Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
2/2/2014	Regional Park	Toilet paper dispenser broken, grafitti	\$30.00	\$55.00, acetone to remove grafitti and two new toilet paper dispensers
2/3/2014	Overlook	Car drove through two grass areas, pieces of car picked up	\$10.00	Possible tree loss, will have to wait and see if it survives
2/13/2014	Meadow Vista	Coyote taken	\$0.00	\$50 to replace
2/14/2014	Regional C-Field	Score Booth, broken in, turbine ripped off roof	\$60	\$125, new turbine for roof, new hasp for door

Total Labor	\$200	Total Material	\$230
Total for Year	\$430	Total for Year	\$1,405.46

Jan-14

## Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
12/11/2014	Overlook Park	Graffiti, men's bathroom wall	\$20	\$10, paint to cover graffiti
12/11/2014	Regional Park	Broken bubble on play set	\$40	\$800, replacement bubble
12/21/2013	Regional Park	Broke into A & C Field Score Booth	\$20	\$15, replacement hasps
12/25/2013	Regional Park	Broke into C Field score Booth	\$20	\$35.46, new lock set
12/30/2013	Regional Park	Toilet paper dispensers taken	\$20	\$34, two new dispensers
1/2/2014	Winchester	Broke into Soccer Storage Unit		\$13, new lock replacement
1/5/2014	Regional Park	Broke in B Field Score Booth	\$30	\$23, new hinges
1/8/2014	Skate Park	Graffiti, table	\$20	\$15, paint
1/15/2014	Regional Park	Cayote taken from A Field	\$0	\$55, to replace cayote
1/22/2014	Recreation Park	Broke into gated storage area stole gas, cut gas lines on equipment, cut chain link fence for entry	\$160	\$175, chain link fence, gas, gas lines
		<b>Total</b>	<b>\$330.00</b>	<b>\$1,175.46</b>



## **Item 7.1 Cover sheet – Recreation Park Solar Project**

**November 10, 2014 Acquisition and Development Meeting; November 20, 2014 Board of Director's Meeting**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve Resolution #2014-24 and accept a bid of \$212,250.00 from SunTerra for the construction of solar panels at Recreation Park?

### **Background**

The Auburn Recreation District staff has explored the cost benefit of installing solar panels on the roof of the Recreation Park community building. The project was introduced to the Acquisition and Development Committee in May 2014. The A&D Committee forwarded the project to the Board of Directors May 2014 Board meeting. It was determined by the Board that staff should pursue engaging a solar engineer to create a schematic design and bid specifications for the project. A budget of \$225,000 was identified and is included on the 2014/2015 approved project list.

ARD staff engaged Line Side Solar to complete schematic construction drawings and specifications to enable the District to bid the project. The project was advertised for bid on two separate occasions and published on local builder's boards. On Tuesday, September 23, 2014 ARD held a mandatory pre-bid meeting which was attended by four companies. On Wednesday October 15, 2014, through a public competitive bid process, the bid opening was held and one contractor, Sun Terra, submitted a bid that met all submittal requirements. The SunTerra bid is for \$212,250 and is the lowest responsible and responsive bid for this project. Staff vetted the SunTerra proposal/bid, and their submittal was also reviewed and approved by the District's project engineer, Line Side Solar.

### **Recommendation**

Staff recommends that the ARD Board of Directors approve Resolution #2014-24 and accept the bid of \$212,250 from SunTerra. Staff further recommends the Board approve a 5% District controlled contingency for this project of \$10,612.00.

The ARD Acquisition and Development Committee recommends approval of Resolution #2014-24 the bid from SunTerra.

### **Alternatives Available**

- 1) Reject the bid and do not approve a Resolution authorizing the District Administrator to execute a contract for the solar panels at Recreation Park.

**Fiscal Impact**

Fiscal impact of awarding a contract for the solar project is \$212,250.00

**Attachments**

Bid Summary

Resolution to Award Contract

Articles Of Agreement

Notice of Award

Proposal from Sun Terra

Line Side Solar Drawings and Specification

Auburn Area Recreation & Park District

Recreation Park Solar Project

Bid Results

October 15, 2014 Bid Opening

SunTerra Solar

\$212,250.00

RESOLUTION NUMBER 2014- 24

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT AWARDING A  
CONTRACT FOR THE RECREATION PARK SOLAR PROJECT

WHEREAS, the Auburn Area Recreation and Park District (“District”) Board of Directors approved the Fiscal Year 2014/2015 Project List, and;

WHEREAS, the Fiscal Year 2014/2015 Project List included a project to install photovoltaic solar panels on the Recreation Park community center building, and;

WHEREAS, the District publically bid the project according to State laws and District Policy.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Board of the Auburn Area Recreation and Park District as follows:

That the Auburn Area Recreation & Park District awards the project based on the lowest grand total sum of \$212,250.00. The District Administrator is authorized to enter into a contract for the Recreation Park Solar Project with Sun Terra Solar for the base bid of \$212,250.00 and approves a District controlled contingency of 5% or \$10,612.50.

APPROVED, PASSED, AND ADOPTED ON November 20, 2014 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

---

Scott Holbrook  
Vice Chairman of the Governing Board

ATTEST:

---

Clerk to the Governing Board

**AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA**

**ARTICLES OF AGREEMENT**

THIS AGREEMENT, made on \_\_\_\_\_ day of \_\_\_\_\_ 2014 by and between AUBURN AREA RECREATION AND PARK DISTRICT, party of the first part, hereinafter called the District, and SUNTERRA SOLAR INC. party of the second part, hereinafter called the CONTRACTOR.

WITNESSETH, that the CONTRACTOR and the AUBURN AREA RECREATION AND PARK DISTRICT, for the consideration hereinafter named, agree as follows:

I. SCOPE OF WORK

The CONTRACTOR hereby agrees to furnish all of the materials and all of the equipment and labor necessary and to perform all of the work shown on the plans and in the specifications for the project entitled

:

**Recreation Park Solar Project**

all in accordance with the requirements and provisions of the following Documents which are hereby made a part of this Agreement:

- a. **Specifications and drawings by: Line Side Solar**
- b. Advertisement for Bids.
- c. The Accepted Bid, dated 10-14-2014
- d. Instructions to Bidders.
- e. Specifications consisting of:
  - 1) Special Provisions.
  - 2) General Provisions.

- f. Performance Bond, dated \_\_\_\_\_, 2014.
- g. Labor and Material Bond, dated \_\_\_\_\_.
- h. Insurance Certificate, dated \_\_\_\_\_.
- i. Auburn Area Recreation and Park District Standard Form Endorsement.

All of said documents are intended to cooperate so that any work called for in one and not mentioned in another, or vice versa, is to be executed and performed the same as if mentioned in all of said documents. Said documents, comprising the complete Contract, are sometimes hereinafter referred to as the Contract Documents. Should there be any conflict between the terms of this instrument and the bid or proposal of CONTRACTOR or any of the other Contract Documents, this instrument shall control.

## II. TIME OF COMPLETION

- a. The work to be completed under this Contract shall be commenced upon written notice to proceed.
- b. The work shall be completed within **90 calendar days** after the date of written notice to proceed.
- c. Failure to complete the work within the number of days stated in this Article, including extension granted thereto as determined by the District, shall entitle the Auburn Area Recreation and Park District to deduct from the monies due to the CONTRACTOR as "Liquidated Damages" an amount equal to Five Hundred Dollars (\$500) for each day of delay in the completion of work.

## III. CONTRACT SUM

- a. The AUBURN AREA RECREATION AND PARK DISTRICT shall pay to the CONTRACTOR for the performance of the Contract an amount equal to the Grant Total as specified on the Bid Schedule. This is a Lump Sum Contract.
- b. Extra work not included in Article I see Special Provisions.

**AUBURN AREA RECREATION AND PARK DISTRICT BID SCHEDULE  
RECREATION PARK SOLAR PROJECT**

THE BID IS BASED UPON THE SPECIFIED DESIGN AND MATERIALS LISTED IN THE PLANS AND SPECS

No.	Item of Work	Quantity		Total
1	PHOTOVOLTAIC MODULES	204		\$86,650.00
2	UTILITY INTERACTIVE INVERTERS.	4		\$18,416.00
3	PV MOUNTING SYSTEM QUICKMOUNT / EVEREST OR EQUAL	1		\$12,680.00
4	COMPLETE BALANCE OF SYSTEM PARTS ALL OTHER COMPONENTS REQUIRED BY BID DOCS FOR A COMPLETE AND OPERATING SYSTEM	1		\$12,881.00
5	ONLINE MONITORING SYSTEM PER REP INCLUDING: BUILDING DEMAND METER REVENUE GRADE PV METER ONLINE WEB PORTAL 5 YEARS HOSTING	1		\$6,090.00
6	MAIN SWITCHBOARD PV CONNECTION REPLACE 400A MSB WITH 600A MSB + 200A PV BREAKER	1		\$11,564.00
7	COMPLETE INSTALLATION LABOR	1		\$39,317.00
8	DESIGN, ENGINEERING AND SUBMITTALS INCLUDING ALL REQUIRED ADMIN	1		\$9,925.00
9	20 YEAR EXTENDED INVERTER WARRANTY (EXTENDS FROM 10 TO 20 YEARS)	4		\$6,817.00
10	BUILDING PERMIT FEES (1.65%)	1		\$3,128.00
11	PROJECT BOND COST	1		\$5,782.00
			<b>GRAND TOTAL:</b>	<b>\$212,250.00</b>

\* PRICE BREAKDOWN ESTIMATES ABOVE ARE SHOWN FOR COMPLETENESS ONLY, NOT AS SELECTIVE OPTIONS, AND DO NOT EXCLUDE ANY MATERIALS OR SERVICES NOT SHOWN THAT ARE SPECIFICALLY REQUIRED IN THE PLANS AND SPECS FOR A COMPLETE SYSTEM.

\*\* THE PROPOSAL IS FOR A LUMP SUM PRICE SHOWN IN THE GRAND TOTAL. THE GRAND TOTAL SUPERCEDES ANY CONFLICTS BETWEEN THE GRAND TOTAL AND SUBTOTALS.

\*\*\* ALL OF THE ABOVE PRICES INCLUDE APPLICABLE TAXES

\*\*\*\* LINE ITEM #6 IS SPECIFIED BY CONTRACT DOCUMENTS BUT NOT REQUIRED TECHNICALLY BY CODE.

~~**WARRANTY AND MAINTENANCE ADD-ALTERNATE  
10 YEAR BASIC MAINTENANCE CONTRACT  
INCLUDES 10 (1 PER YEAR) ANNUAL CLEANINGS, SYSTEM  
INSPECTION, TESTING AND PV SYSTEM RECOMMISSIONING----- ADD: \$24,122.00**~~

NOT INCLUDED IN CONTRACT  
File 10-23-14

No employee of the Auburn Area Recreation and Park District shall have any direct financial interest in this contract. This contract shall be voidable at the option of the Auburn Area Recreation and Park District if this provision is violated.

V. WORKERS' COMPENSATION

Contractor hereby certifies that Contractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and that Contractor will comply with such provisions before commencing the performance of the work of this contract.

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

VI. PREVAILING WAGES

To the extent applicable under California Labor Code §1771, this Project is subject to the general prevailing wage rates for each craft, classification, or type of workers, including apprentices, and as such shall be as determined by the Directors of Industrial Relations and prevailing wage tables are on file in the District office.

WITNESS:  
PARK

\_\_\_\_\_

WITNESS:

\_\_\_\_\_

AUBURN AREA RECREATION AND  
DISTRICT

By: \_\_\_\_\_  
Kahl Muscott, District Administrator

\_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_

Title

**AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA**



**PERFORMANCE BOND**

Know All Persons by These Presents:

THAT WHEREAS, the Auburn Area Recreation and Park District (the "District")  
\_\_\_\_\_ awarded to \_\_\_\_\_, as principal, hereinafter designated as  
the "Contractor," a contract for the work described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

AND WHEREAS, the Contractor is required to furnish a bond in connection with said contract guaranteeing the faithful performance thereof;

NOW, THEREFORE, We the undersigned Contractor and Surety, are held and firmly bound unto the District \_\_\_\_\_, in the sum of \_\_\_\_\_ dollars (\$ \_\_\_\_\_), to be paid to the said District, its successors and assigns; for which payment, well and truly to be made, we bind ourselves, our heirs, executors and administrators, successors or assigns, jointly and severally, firmly by these presents.

The CONDITION of this obligation is such,

That if the above Contractor, its heirs, executors, administrators, successors or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the foregoing Contract and any alteration thereof made as therein provided, on its part to be kept and performed at the time and in the manner therein specified, and in all respects according to their true intent and meaning, and shall indemnify and save harmless the District, its officers and agents, as therein stipulated, then this obligation shall become and be null and void; otherwise it shall be and remain in full force and virtue. In case suit is brought upon this bond the said surety or sureties shall pay all court costs, expenses and the reasonable attorney's fees fixed by the court in the event the District is deemed to be the prevailing party.

And the said surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be

performed thereunder or the specifications accompanying the same shall in any wise affect is obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the specifications.

IN WITNESS WHEREOF, We have hereunto set our hands and seals on this \_\_\_\_\_ day  
of \_\_\_\_\_, 2014.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor

\_\_\_\_\_  
\_\_\_\_\_ (Seal)

By: \_\_\_\_\_

Attorney-in-fact

CERTIFICATE OF ACKNOWLEDGMENT - Attorney-in-Fact

STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_ )ss.

On this \_\_\_ day of \_\_\_\_\_, in the year 2014, before me, the undersigned Notary  
Public in and for said state, personally appeared \_\_\_\_\_ personally known to me (or  
proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to

the within instrument, as the Attorney-in-Fact of \_\_\_\_\_ acknowledged to me that he/she subscribed the name of \_\_\_\_\_ thereto as principal and his/her own name as Attorney-in-Fact.

\_\_\_\_\_  
Notary Public in and for the

County of \_\_\_\_\_  
State of California

**PAYMENT BOND**

Know All Persons by These Presents:

THAT WHEREAS, The Auburn Area Recreation and Park District (the "District") has awarded to \_\_\_\_\_, as principal, hereinafter designated as the "Contractor," a Contract for the work described as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

AND WHEREAS, said Contractor is required to furnish a bond in connection with said contract;

NOW, THEREFORE, We the undersigned Contractor and surety are held and firmly bound unto the District of \_\_\_\_\_ in the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_), said sum being determined consistent with the provisions of section 3248 of the Civil Code, for which payment well and truly to be made we bind ourselves, our heirs, executors and administrators, successors and assigns, jointly and severally, firmly by these presents.

**THE CONDITION OF THIS OBLIGATION IS SUCH,**

That if said Contractor, its heirs, executors, administrators, successors or assigns, or subcontractors, shall fail to pay any materials, provisions, provender, or other supplies or teams, implements or machinery used in, upon, for, or about the performance of the work contracted to be done, or for any work or labor thereon of any kind, or for amounts due under the Unemployment Insurance Act with respect to such work or labor, as required by the provisions of Chapter 7, Title 15, Part 4, Division 3, section 3247 et seq. of the Civil Code, and provided that the District shall have complied with the provisions of said Code, the surety or sureties hereon will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void. In case suit is brought upon this bond the said surety or sureties will pay all court costs, expenses and the reasonable attorney's fees fixed by the court in the event the District is deemed to be the prevailing party.

This bond shall inure to the benefit of any and all persons, companies or corporations entitled to file claims under section 3181 of the Civil Code, so as to give a right of action to them or their assigns in any suit brought upon this bond.

And the said surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed there under or the specifications accompanying the same shall in any wise affect is

obligations on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the specifications.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Contractor

\_\_\_\_\_  
\_\_\_\_\_(Seal)  
By: \_\_\_\_\_  
Attorney-in-fact

CERTIFICATE OF ACKNOWLEDGMENT - Attorney-in-Fact

STATE OF CALIFORNIA )  
COUNTY OF \_\_\_\_\_ ) ss.

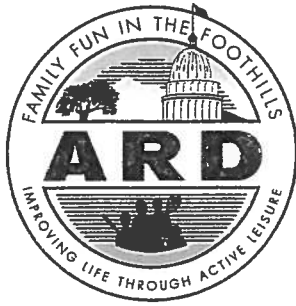
On this \_\_\_ day of \_\_\_\_\_, in the year 2014, before me, the undersigned Notary Public in and for said state, personally appeared \_\_\_\_\_ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to the within instrument, as the Attorney-in-Fact of \_\_\_\_\_ acknowledged to me that he/she subscribed the name of \_\_\_\_\_ thereto as principal and his/her own name as Attorney-in-Fact.

\_\_\_\_\_  
Notary Public in and for the

County of \_\_\_\_\_  
State of California

(SEAL)

My Commission Expires \_\_\_\_\_



---

## AUBURN AREA RECREATION AND PARK DISTRICT

---

November 21, 2014

Chris Bunas  
SunTerra Inc.  
35 Pamaron Way, Suite A  
Novato, CA 94949

**RE: Recreation Park Solar Project – Notice of Award**

Dear Mr. Bunas,

Auburn Area Park and Recreation District (ARD) is pleased to inform you that the District Board of Directors has awarded your company the construction contract for the Recreation Park Solar Project for \$212,250.00.

Enclosed please find (2) copies of the Articles of Agreement as attached in the Contract Documents for this subject project. Please sign all (2) copies of the Articles of Agreement and return them as soon as possible. Please provide ARD, concurrent with the execution of the Articles of Agreement, the following documents as outlined in the Contract Documents.

- Performance Bond for 100% of the contract;
- Payment Bond for 50% of the contract;
- Standard Form of Endorsement Insurance.

In addition, please submit the required insurance certificates for this project. The signed contracts along with the bonds and insurance certificates must be returned to our office within fifteen (15) days from the date of this notification, not including Sundays or Holidays, or no later than Monday, December 10, 2014. Once the contract is completed by both parties, you can begin the necessary permit drawings and specifications needed. ARD will submit these to our engineer for review and comment. Once ARD and our engineer are satisfied that final drawings meet specifications, a notice to proceed will be issued. As per the Bid Documents published by ARD, the project has a 90 day construction period.

As is customary, we are requesting a construction schedule and emergency phone contact list be submitted before construction begins. I will be representing the District as the project manager. You may contact me at (530) 885-0611 x107 to coordinate a preconstruction conference.

We are looking forward to working with you and if there any questions please do not hesitate to contact me.

Sincerely,

Pamela Vann  
Landscape Architect #4674

Cc: ARD Board of Directors  
Kahl Muscott, District Administrator  
John Bachoua, Line Side Solar

**AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA**

**PROPOSAL**

For the construction of the  
**Recreation Park Solar Project**

To the District Administrator of the Auburn Area Recreation and Park District

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

The undersigned further agrees that, upon written acceptance of this bid, he will within **FIFTEEN** days of receipt of such notice execute a formal contract agreement with the Auburn Area Recreation and Park District, with necessary bonds and certificate and standard form endorsement of insurance. He also agrees that, in the case of default in executing the contract, the proceeds of the check or bond accompanying his bid shall become the property of the Auburn Area Recreation and Park District. The Contractor acknowledges **this is a prevailing wage** job subject to California Labor Code 1770 – 1780. Certified payroll is required.

The undersigned agrees that, if awarded the contract, he will commence the work upon written notice to proceed and shall diligently prosecute the same to completion before the expiration of **90 calendar days** from the date of said written notice to proceed.

Bids are to be submitted for the entire work.

**The Auburn Park and Recreation District will award the contract, if at all, to the lowest responsible bidder with the lowest Grand Total as shown on the Bid Schedule.**

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

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

The following quantities are approximate only, being given as a basis for the comparison of bids, and the Auburn Area Recreation and Park District does not expressly or by implication agree that the actual amount of work will correspond therewith and reserves the right to increase or

decrease the amount of any portion of the work or to omit portions of the work as may be deemed necessary or advisable.

Bidder acknowledges receipt of the following addenda:

No official addendas issued but bidder acknowledges receipt of emailed RFI response dated Weds, October 8th, 2014

10/14/2014  
Date

Contractor's License:

a. Class: B General, C46 Solar

b. Number: 940158

c. Expiration Date: 11/30/2015

Sunterra Solar Inc  
Name of Firm  
35 Pamaron Way, Suite A  
Novato, CA 94949  
Business Address

(415) 883-6800

Phone Number

  
Signature of Responsible Official

Chris Bunas

President / Secretary / Treasurer

California Corporation

35 Pamaron Way, Suite A

Novato, CA 94949



**AUBURN AREA RECREATION AND PARK DISTRICT BID SCHEDULE  
RECREATION PARK SOLAR PROJECT**

THE BID IS BASED UPON THE SPECIFIED DESIGN AND MATERIALS LISTED IN THE PLANS AND SPECS

No.	Item of Work	Quantity		Total
1	PHOTOVOLTAIC MODULES	204		\$86,650.00
2	UTILITY INTERACTIVE INVERTERS.	4		\$18,416.00
3	PV MOUNTING SYSTEM QUICKMOUNT / EVEREST OR EQUAL	1		\$12,680.00
4	COMPLETE BALANCE OF SYSTEM PARTS ALL OTHER COMPONENTS REQUIRED BY BID DOCS FOR A COMPLETE AND OPERATING SYSTEM	1		\$12,881.00
5	ONLINE MONITORING SYSTEM PER REP INCLUDING: BUILDING DEMAND METER REVENUE GRADE PV METER ONLINE WEB PORTAL 5 YEARS HOSTING	1		\$6,090.00
6	MAIN SWITCHBOARD PV CONNECTION REPLACE 400A MSB WITH 600A MSB + 200A PV BREAKER	1		\$11,564.00
7	COMPLETE INSTALLATION LABOR	1		\$39,317.00
8	DESIGN, ENGINEERING AND SUBMITTALS INCLUDING ALL REQUIRED ADMIN	1		\$9,925.00
9	20 YEAR EXTENDED INVERTER WARRANTY (EXTENDS FROM 10 TO 20 YEARS)	4		\$6,817.00
10	BUILDING PERMIT FEES (1.65%)	1		\$3,128.00
11	PROJECT BOND COST	1		\$5,782.00
			<b>GRAND TOTAL:</b>	<b>\$212,250.00</b>

\* PRICE BREAKDOWN ESTIMATES ABOVE ARE SHOWN FOR COMPLETENESS ONLY, NOT AS SELECTIVE OPTIONS, AND DO NOT EXCLUDE ANY MATERIALS OR SERVICES NOT SHOWN THAT ARE SPECIFICALLY REQUIRED IN THE PLANS AND SPECS FOR A COMPLETE SYSTEM.

\*\* THE PROPOSAL IS FOR A LUMP SUM PRICE SHOWN IN THE GRAND TOTAL. THE GRAND TOTAL SUPERCEDES ANY CONFLICTS BETWEEN THE GRAND TOTAL AND SUBTOTALS.

\*\*\* ALL OF THE ABOVE PRICES INCLUDE APPLICABLE TAXES

\*\*\*\* LINE ITEM #6 IS SPECIFIED BY CONTRACT DOCUMENTS BUT NOT REQUIRED TECHNICALLY BY CODE.

**WARRANTY AND MAINTENANCE ADD-ALTERNATE  
10 YEAR BASIC MAINTENANCE CONTRACT  
INCLUDES 10 (1 PER YEAR) ANNUAL CLEANINGS, SYSTEM  
INSPECTION, TESTING AND PV SYSTEM RECOMMISSIONING----- ADD: \$24,122.00**

*Not included per 11-4-14*

**AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA**


**DESIGNATION OF SUBCONTRACTORS**

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

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

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

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

1. NAME: No subcontractors are designated   
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_
2. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_
3. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_
4. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_
5. NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTRACT ITEMS: \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA

**NONCOLLUSION AFFIDAVIT TO ACCOMPANY PROPOSAL**

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

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

10/14/2014

(Date)

Chris Bunas  
President / Secretary / Treasurer  
Sunterra Solar Inc  
California Corporation  
35 Pamaron Way, Suite A  
Novato, CA 94949



(Signature)

Sunterra Solar Inc  
Name of Firm

CA Corp  
35 Pamaron Way, Suite A  
Novato, CA 94949

Business Address

Contractor's License:

a. Class: B General, C46 Solar

b. Number: 940158

c. Expiration Date: 11/30/2015

(415) 883-6800

Phone Number



Signature of Responsible Official

**AUBURN AREA RECREATION AND PARK DISTRICT  
STATE OF CALIFORNIA**

**BIDDER'S BOND TO ACCOMPANY PROPOSAL**

KNOW ALL MEN BY THESE PRESENTS,

That we, SUNTERRA SOLAR INC., as Principal, and OLD REPUBLIC SURETY COMPANY, a corporation authorized to transact a general surety business in the State of California, as Surety, are held and firmly bound unto AUBURN AREA RECREATION AND PARK DISTRICT (hereinafter called the Oblige) in the full and just sum of TEN PERCENT OF BID AMOUNT dollars, (\$ 10%) for the payment whereof in lawful money of the United States, we bind ourselves, our heirs, administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

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

AUBURN AREA RECREATION AND PARK DISTRICT

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

Signed and Sealed this 29th day of SEPTEMBER 2014.

SUNTERRA SOLAR INC.



Principal

**CHRIS BUNAS / PRESIDENT  
SUNTERRA SOLAR INC.**

OLD REPUBLIC SURETY COMPANY



Attorney-in-Fact YUNG T. MULLICK

# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA

County of ORANGE }

On SEPTEMBER 29, 2014  
Date

before me, JENNIFER C. ANAYA, NOTARY PUBLIC  
Here Insert Name and Title of the Officer

personally appeared YUNG T. MULLICK

Name(s) of Signer(s)

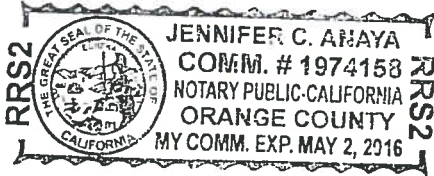
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s),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

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

Witness my hand and official seal.

Signature

Signature of Notary Public



Place Notary Seal Above

## OPTIONAL

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

### Description of Attached Document

Title or Type of Document: \_\_\_\_\_

Document Date: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

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

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

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

Signer Is Representing: \_\_\_\_\_

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

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

Signer Is Representing: \_\_\_\_\_

RIGHT THUMBPRINT  
OF SIGNER

Top of thumb here

RIGHT THUMBPRINT  
OF SIGNER

Top of thumb here



# OLD REPUBLIC SURETY COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

JAMES W. MOILANEN, YUNG T. MULICK, JENNIFER C. ANAYA, OF MISSION VIEJO, CA

its true and lawful Attorney(s)-in-Fact, with full power and authority, not exceeding \$50,000,000, for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED AN AGGREGATE OF TEN MILLION DOLLARS (\$10,000,000) ----- FOR ANY SINGLE OBLIGATION, REGARDLESS OF THE NUMBER OF INSTRUMENTS ISSUED FOR THE OBLIGATION.

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This document is not valid unless printed on colored background and is multi-colored. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president, or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER, that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 4TH day of SEPTEMBER, 2014.

OLD REPUBLIC SURETY COMPANY

*Phyllis M. Johnson*  
Assistant Secretary



*Alan Pavlic*  
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA-SS

On this 4TH day of SEPTEMBER, 2014, personally came before me, Alan Pavlic and Phyllis M. Johnson, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



*Kathryn R. Pearson*  
Notary Public  
My commission expires: 9/28/2018

### CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

(Expiration of notary commission does not invalidate this instrument)

70-7092

Signed and sealed at the City of Brookfield, WI this 29th day of September, 2014.



*James E. Chermey*  
Assistant Secretary

MULLICK & MOILANEN BONDING &

THIS DOCUMENT HAS A COLORED BACKGROUND AND IS MULTI-COLORED ON THE FACE. THE COMPANY LOGO APPEARS ON THE BACK OF THIS DOCUMENT AS A WATERMARK. IF THESE FEATURES ARE ABSENT, THIS DOCUMENT IS VOID.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
5/19/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> ISU Insurance Services eBusiness Agency 5775 E Los Angeles Ave Ste 127 Simi Valley CA 93063-5214	<b>CONTACT NAME:</b> Iris Rodriguez <b>PHONE (A/C No. Ext):</b> (805) 527-1833 <b>E-MAIL ADDRESS:</b> irodriguez@ebipinsurance.com	<b>FAX (A/C No.):</b> (805) 527-3776
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Sunterra Solar Inc. 35 Pamaron Way Ste A Novato CA 94949	<b>INSURER A:</b> Colony Insurance Co	
	<b>INSURER B:</b> Integon Preferred Ins	
	<b>INSURER C:</b> National Union Fire Insurance	
	<b>INSURER D:</b> State Fund	
	<b>INSURER E:</b> Great American Insurance	
<b>INSURER F:</b>		

COVERAGES CERTIFICATE NUMBER: CL145105123 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b>						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		MP4117351	4/22/2014	4/22/2015	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			2001965571	4/12/2014	4/12/2015	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Underinsured motorist \$ 25,000
C	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$ 5,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			EBU 029131841	4/22/2014	4/22/2015	AGGREGATE \$ 5,000,000
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	<input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		1946961-14	4/13/2014	4/13/2015	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	<b>INLAND MARINE PROPERTY</b>						BOBCAT TRACK LOADER \$ 75,836
	DEDUCTIBLE: \$1,000			IMP0520925	6/19/2013	6/19/2014	SERIAL NUMBER ATF612139

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b>   	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  Mohsen Khan/CARLA 

# Contractor's License Detail for License # 940158

**DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.**

CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure, a link for complaint disclosure will appear below. Click on the link or button to obtain complaint and/or legal action information.

Per B&P 7071.17, only construction related civil judgments reported to the CSLB are disclosed.

Arbitrations are not listed unless the contractor fails to comply with the terms of the arbitration.

Due to workload, there may be relevant information that has not yet been entered onto the Board's license database.

## Business Information

SUNTERRA SOLAR INC  
35 PAMARON WAY STE A  
NOVATO, CA 94949  
Business Phone Number: (415) 883-6800

Entity Corporation  
Issue Date 11/17/2009  
Expire Date **11/30/2015**

## License Status

**This license is current and active.**

**All information below should be reviewed.**

## Classifications

B - GENERAL BUILDING CONTRACTOR  
C46 - SOLAR

## Bonding Information

### Contractor's Bond

This license filed a Contractor's Bond with SURETEC INDEMNITY COMPANY.

**Bond Number:** 209365

**Bond Amount:** \$12,500

**Effective Date:** 11/09/2013

Contractor's Bond History

### Bond of Qualifying Individual

The Responsible Managing Officer (RMO) BUNAS CHRIS JAMES certified that he/she owns 10 percent or more of the voting stock/equity of the corporation. A bond of qualifying individual is **not** required.

**Effective Date:** 08/26/2010

BQI's Bond History

## Workers' Compensation

This license has workers compensation insurance with the STATE COMPENSATION INSURANCE FUND

**Policy Number:** 1946961

**Effective Date:** 04/13/2011

**Expire Date:** 04/13/2015

Workers' Compensation History



**Sunterra Solar Project Reference List**

<b>Project Name:</b>	<b>Contract Price</b>	<b>Owner</b>	<b>Location</b>	<b>System Size</b>	<b>Contact</b>	<b>Title</b>	<b>Contact Org</b>	<b>Phone</b>
Folsom Sports Complex	\$465,000	City of Folsom	Folsom, CA	86.9KW	James Simpson	Parks Manager	City of Folsom	(916) 355-7249
Santa Monica Parking Structure #6	\$363,945	City of Santa Monica	Santa Monica, CA	91.5KW	Kelly Shay	Vice President	Apollo Electric	(714) 256-8414
SoCal Edison Gateway Parking	\$296,740	SoCal Edison	Irwindale, CA	77.6KW	Kelly Shay	Vice President	Apollo Electric	(714) 256-8414
Baldwin Park Transit Center	\$309,927	City of Baldwin Park	Baldwin Park, CA	56.6KW	Kelly Shay	Vice President	Apollo Electric	(714) 256-8414
CDOT Caltrans Richmond Bridge Maintenance Facility	\$47,296	CA Department of Transportation	Richmond, CA	10.4KW	Emily Bowersox	Project Manager	Westbay Builders Inc	(415) 203-1487
Bavarian Lion Vineyard	\$193,200	Bavarian Lion Company of CA	Calistoga, CA	50KW	Pierre Ehret	Owner	Company of CA	(707) 942-4033
Berkeley West Branch Library	\$255,398	City of Berkeley, CA	Berkeley, CA	50KW	Billi Romain	Sustainability Manager	City of Berkeley	(510) 981-7432

# Statement of Qualifications

## Solar Photovoltaic Systems Construction and Operations and Maintenance Services



COMMERCIAL SOLAR POWER SYSTEMS AND SERVICES

### **Sunterra Solar Inc.**

Commercial Solar Power Experts

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Novato, CA 94949  
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[www.sunterasolar.com](http://www.sunterasolar.com)

## Corporate Profile

### Mission Statement

Sunterra's highly focused mission is to provide top quality turn-key solar photovoltaic systems that include full concept, design, engineering, construction and operations to corporate, institutional and government customers. Our primary geographical coverage is the state of California for corporate and local government, and the entire USA for federal projects. Our core turn-key project types are grid-connected roof and ground mounted systems of approximately 50KW to 2MW in size and component-only installations for utility scale project larger than 2MW.

### Vision

To make a positive impact in the US renewable energy industry as a whole by continuing to bring system cost down to grid-parity, all while increasing Sunterra's brand awareness.

### Values

Simply put, Sunterra values customer loyalty above all. Customer loyalty is far more cherished than just customer satisfaction. That is our core value and we will go to great lengths to achieve and maintain it. To do so, we need to elevate our performance and results all of the time.

### Strategy

Utilize our industry leading PV industry experience, along with our DVBE and SDVOSB status to gain a leading position for local, state and federal PV projects. Continue to capture the renewed interest and growth in the private sector corporate PV market. Provide an elevated level of competence to current customers to capture new business through good references and word of mouth. Recognize and take advantage of advanced skillsets of current and future staff. Continue the goals of hiring military veterans while taking advantage of their advanced skillsets.

### Company History

Born by PV industry veteran Chris Bunas in January of 2009, Sunterra's business model was designed from the beginning to be a turn-key commercial PV design build construction company. They have maintained a focus on providing large scale commercial buildings, agricultural facilities and government entities with high quality grid-connected solar photovoltaic systems and structures.

They are very experienced in engineering and constructing solar photovoltaic systems and structures for many different types of facilities including beer distributors, wineries, banks, grocery stores, auto-body garages, almond and pistachio farms and production buildings, strip malls, office buildings, water treatment facilities, and many others.

Sunterra is a registered Disabled Veteran Business Enterprise (DVBE) as well as a Service Disabled Veteran Owned Small Business (SD-VOSB). Sunterra is one of only a few experienced registered DVBE solar contractors in CA.

Sunterra's employee hiring practice utilizes "Veterans First" in our goal to help support, retrain and hire our returning military veterans.

### Key Executives

#### Chris Bunas – President / CEO

Mr. Bunas began Sunterra in 2009 after 8+ years in executive and construction management at other solar power integrators where he made unprecedented positive impacts to those companies growth of services and revenues.



Mr. Bunas holds a NABCEP PV Systems Installer Certification and has

personally designed, sold and managed construction of many megawatts of well-known California solar plants such as Paramount Farms 1.1MW solar plant, Cline Cellars Winery 412KW solar power plant, Merryvale Vineyards – Starmont 277KW solar power plant, and many other great solar installations throughout the state.

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## **Statement of Health and Safety**

Jobsite safety and the health and welfare of employees, clients and visitors are of utmost importance over and above all other factors of business.

Sunterra’s H&S Statement sets out the health & safety policy of Sunterra Solar Inc. and the means through which that policy is to be implemented. Our objective is to provide a safe and healthy place of work for all staff members, clients and visitors, while meeting all our duties and obligations to our clients. The entire Health and Safety Plan is available upon request.

It is Sunterra’s intention to protect our employees from accident or ill health at work. The company will seek to ensure that all our equipment and systems do not constitute a risk to the Health & Safety of our employees and we will consult with employees on risk improvements. Our approach to Health & Safety as far as is reasonably practicable is:

- To Provide a Safe Place of Work.
- To continue to identify and control hazards.
- To prevent as far as is reasonably possible, any improper conduct or behavior likely to put the Safety, Health & Welfare of employees at risk.
- To consult with staff on all Health & Safety matters.
- To provide protective clothing and equipment where necessary.
- To provide a safe means of entering and leaving the building.
- To provide a safe system of work practices.
- To provide appropriate information and training to staff members on a continuous basis.
- To make Health & Safety a key issue.

## **Scope of Services**

PV Systems Project Development  
PV Systems Design and Engineering  
PV Systems Turn-Key Construction  
PV Systems O&M (Operations and Maintenance)  
Solar Canopy Structure Design, Engineering and Construction

## **Quality Assurance**

### *Sunterra Solar Quality Assurance Program*

Sunterra Solar Inc. has defined quality as conformance to project standards and specifications. The standards used are those recognized by the PV industry for the type of work performed. The specifications are jointly developed by our professional staff and agreed upon by our clients and project stakeholders. The Sunterra quality system recognizes that quality is the result of quality people working in a quality organization executing quality plans with quality performance.

#### **I. Quality People**

##### **A. Hiring Qualified Staff**

Our quality system begins with a concerted effort to hire the best qualified to staff our projects. Our hiring process

begins with a job description for each position in the company. The job description clearly describes the education, experience and skills required for the position. We only hire staff with verified educational credentials and verified experience.

#### B. Government and Industry Certification

Sunterra believes industry and government certifications and licenses are essential assets in our industry. Certification and licensure assures minimum levels of knowledge and competence. Our policy is to encourage our professional staff to become licensed in their respective field. All engineering staff members and consultants are state registered professional engineers.

#### C. Continuing Education and Professional Association Membership

All professional staff must engage in annual continuing education within their field. This is a requirement of continual employment at Sunterra. Sunterra will allocate sufficient funds annually to maintain the technical competency of our staff. We encourage active membership in professional organizations. Our staff is encouraged to attend professional conferences and write journal articles. Sunterra will allocate funds to support our goal of active membership in professional organizations. All supervisors and senior level staff must become licensed or certified by a recognized industry organization such as NABCEP (North American Board of Certified Energy Practitioners).

#### D. Open Exchange within Professional Workgroups

We value an open exchange of ideas and professional opinions within the organization. We realize that there are many roads to a solution and no one person ever has all the ideas. We encourage our staff to investigate all possible options for our clients and select the most economical, ethical and practical solution.

### II. Quality Organization

#### A. Management Structure

The Sunterra quality system is under the command and control of the Chief Executive Officer who also is the Quality Manager for the company. The Quality Manager is responsible for updating and maintaining the Quality Assurance Manual and enforcing the quality system throughout the company. The Quality Manager is the final arbiter of quality issues within the company. All department managers shall assure compliance with the quality program as directed by the Quality Manager.

The Quality Manager chairs a companywide Quality Council composed of every department head. The Quality Council meets quarterly to improve the Sunterra Quality System.

#### B. Industry-Accepted Standards of Practice

Sunterra uses innovative technology coupled with industry-recognized standards. We endeavor to provide our clients with the best service available in the industry. The use of industry standards as our minimum level of service provides a measuring stick by which we can evaluate our performance. Sunterra Solar Inc. uses the NABCEP Job Task Analysis (JTA) and the Construction Management Association of America (CMAA) Standards of Practice as our model for the construction management and construction administration practice area. Sunterra uses the project management standards of the Project Management Institute as a model for our project management practice.

#### C. Use of Peer Reviews

Every project is reviewed by a licensed or registered engineering/architectural professional who is not involved with the project. We want an independent review of our work product to determine if it was performed at Sunterra and industry standards.

#### D. Standards of Quality

Sunterra defines quality as conformance to specifications. In lieu of a project standard specification mandated by our client, the following standard specifications shall be considered Sunterra standards:

Civil Engineering – Standard Specification for Public Works Construction (Green Book)

Architecture – To be determined based on type of structure

Electrical Design and Installation Execution – Standards based upon the NABCEP JTA and the National Electric Code (NEC)

#### E. Document Control System

The company quality system includes our document control system. Every company document is given a Doc

Number and approval date. The Doc Number is entered into a Doc Control Log where revisions are dated and tracked. The Director of Administration has control over the issuance of Doc Numbers and is responsible for notifying company staff when doc revisions are made. The latest document is maintained on the company intranet and can be downloaded as needed. Staff is required to check the Doc Control Log to ascertain the latest version of a document.

**F. Policy Statements**

The company issues Policy Statements to clarify our position on a specific issue. The policy statements serve to assure a uniform company-wide position on key issues related to our practice. The policy statements are reviewed annually and updated after consideration by the senior management team. Policy Statements are numbered, dated and are approved under the signature of the president. The statement number, topic and approval date are entered into the Company Doc Control Log, which is available on the company intranet. Staff is required to check the Doc Control Log to ascertain the latest version of any document.

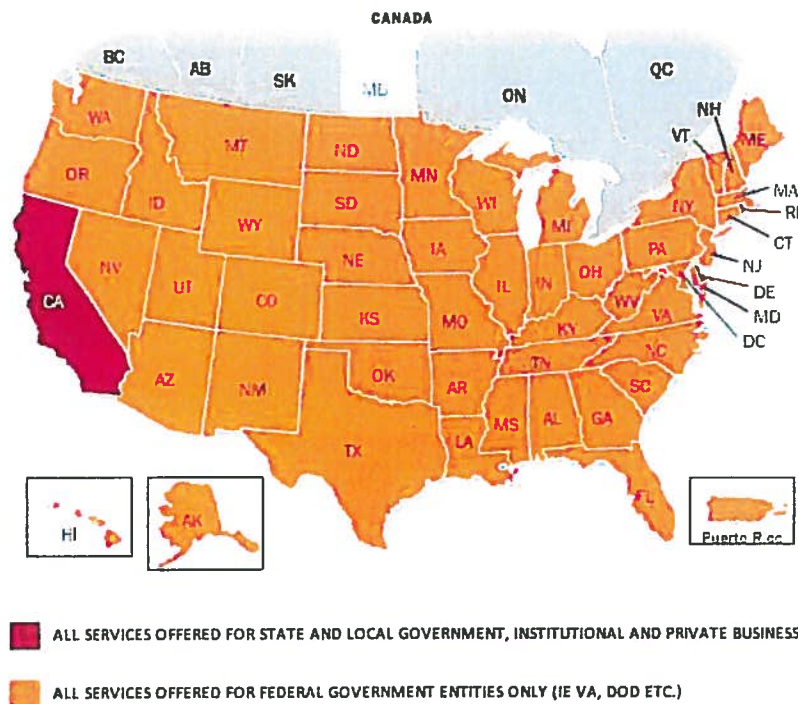
**G. Work Statements**

The company issues Work Statement to mandate a specific work procedure or process to be followed. The work statements serve to assure standard operating procedures are followed in the performance of critical tasks in company operations. The Work Statements are reviewed annually and updated after consideration by the senior management team. Work statements are numbered, dated and are approved under the signature of the president. The statement number, topic and approval date are entered into the Company Doc Control Log, which is available on the company intranet. Staff is required to check the Doc Control Log to ascertain the latest version of the Work Statement.

**H. Executive Review**

The executive staff of the company (president and vice presidents) conducts random reviews of the work product. This review is undertaken to assure that the work produced by our organization continually meets or exceeds industry standards of accuracy and professionalism.

**Geographical Coverage**



**Insurance and Bonding**

Insurance Type	Company	Policy Number	Limits	Expiration
General Liability	Colony Insurance Co	GL4032993	1M / 2M Aggregate	4/22/2015
GL Excess Umbrella	National Union Fire Insurance	EBU016394776	5M	4/22/2015
Commercial Auto	Integon Preferred Ins (GMAC)	2001965571	1M	4/12/2015
Workers Comp	State Fund	1946961-13	1M	4/13/2015

Bonding Agency

The Bond-Exchange

James Moilanen

(949)461-7000

## Licenses and Certifications

### Licenses and certifications held by Sunterra staff and consultants:

License and Certification Description	Number	Start Date	Expiration Date	Licensing / Certification Organization
B General Building Contractor	940158	11/17/2009	11/30/2015	California State Contractors License Board
C 46 Solar Contractor	940158	11/17/2009	11/30/2015	California State Contractors License Board
NABCEP Certified PV Systems Installer	091110-136			North American Board of Certified Energy Practitioners (NABCEP)
DVBE - Disabled Veterans Business Enterprise	1236680	4/15/2011	2/28/2017	California Department of General Services (DGS)
SDVOSB – Service Disable Veteran Owned Small Business	21343813	6/15/2009	9/25/2014	United States Veterans Administration (VA) / Center for Veterans Enterprise (CVE) / VETBIZ
Staff Registered Professional Electrical Engineer (PE) – Dexter Wilson	E16011	N/A	6/30/2015	State of California
Sunpower Certified Commercial Installer	N/A	N/A	N/A	Sunpower Corporation

## Summary of Experience

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Sunterra Solar Inc. has completed several projects over the past 5 years a few of which are listed below:

### See Attached Completed Sunterra Project Examples

Valleywide Beverage Company, Fresno, CA – 381KW

Folsom Sports Complex, Folsom, CA – 86.9KW

North County Transit District, San Diego, CA – 22.4KW

Gold Hills Golf Course, Redding, CA - 117KW

Kashian and Associates / Palm & Herndon OfficePlex, Fresno, CA – 35KW

Southern California Edison's Irwindale Headquarters Building, Irwindale, CA – 100KW

Bavarian Lion Corporation of CA, Calistoga, CA – 50KW

City of Baldwin Park / Baldwin Park Transit Center Parking Structure, Baldwin Park, CA – 50KW

Berkeley West Branch Library, Berkeley, CA – 50KW

City of Santa Monica / Parking Structure #6, Santa Monica, CA – 100KW

CA Department of Transportation (CDOT) Richmond Bridge Maintenance Center, Richmond, CA – 104KW

New Gompers & LPS Richmond High Schools, Richmond, CA – 350KW

### Current Sunterra Projects Now Under Construction

Novato Fire Protection District – Fire Station 64 – 43KW

West Hollywood AVRS, Hollywood, CA – 52.7KW

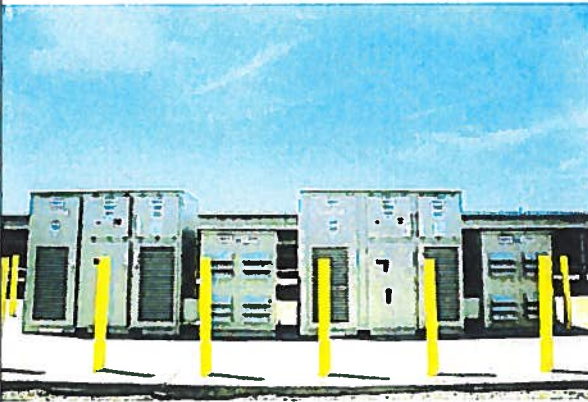
**Examples of Completed PV Projects by Sunterra's President Chris Bunas while Vice President at previous company prior to 2009**

Paramount Farms – Lost Hills, CA



**Project Details:** 1.1MW Fixed PV Array  
8008 Unisolar Thin film panels  
2 Satcon 500KW inverters  
Medium voltage transformers  
Light-gauge steel racking system and concrete footings.  
Completed 2008

Note: This thin-film system similar footprint and PV module quantity as a conventional 2MW silicon PV array and completed in under 4 months



\*project completed while VP prior to 2009





Cline Cellars - Sonoma, CA



Project Details:

411KW Fixed PV Array  
Roof Mounted  
1974 Sharp 208  
1 Advanced Energy Inc. 333KW inverter  
Completed 2007  
Notes: This Advanced Energy Inc. Solaron 333 inverter has had ZERO unplanned downtimes in 5 years.  
Project included insulating urethane spray foam roof.  
\*project completed while VP prior to 2009

Cal Ave Partners, CA



Project Details:

261KW Fixed PV Array  
Roof Mounted  
Ballast Mounting System  
1586 Suntech 170  
1 Satcon 225KW inverter  
Completed in 2007  
\*project completed while VP prior to 2009

Jacuzzi Winery, CA

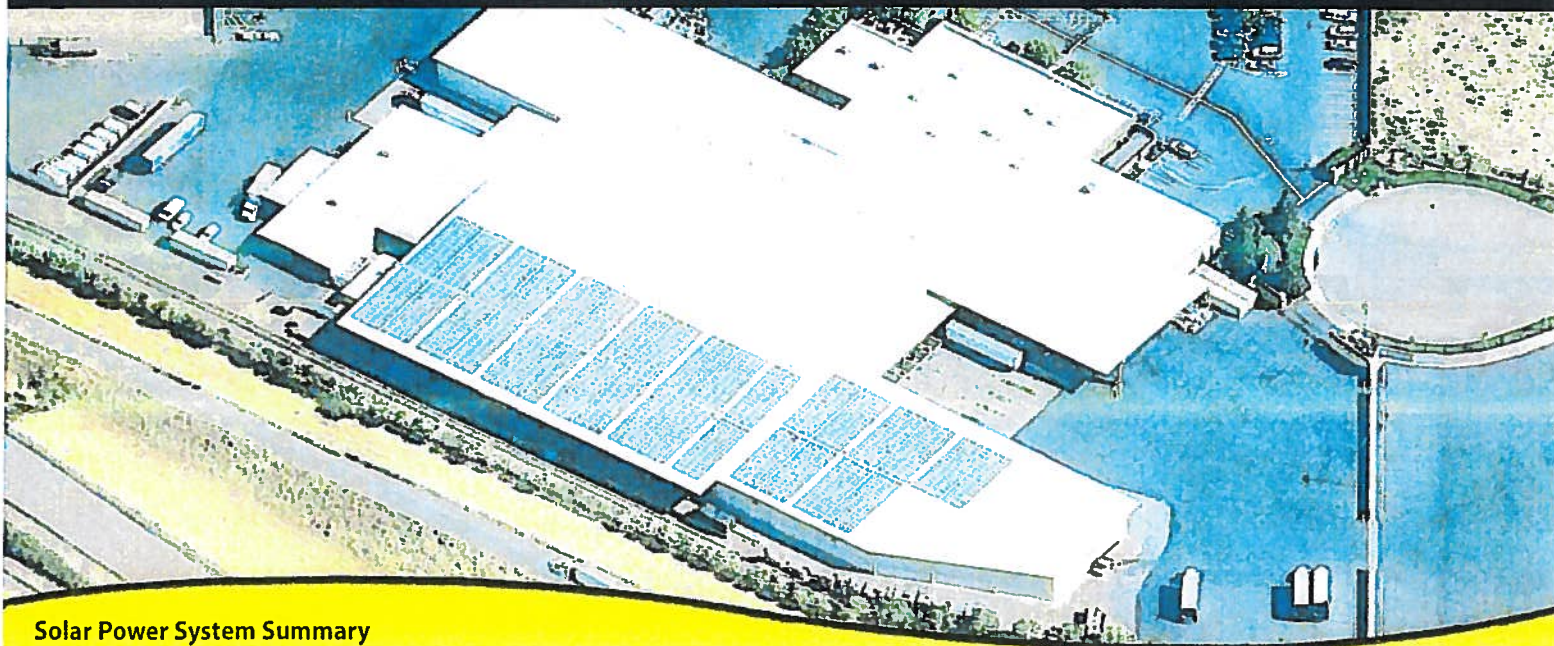


Project Details:

100KW Tracking/Fixed PV Array  
Tracking & Fixed  
812 Mitsubishi 165  
2 Satcon 50KW inverters  
Completed in 2008  
Note: 50KW Fixed and 50 KW horizontal single axis tracking systems. Fixed system included ground mount rack and pole mount.  
\*project completed while VP prior to 2009

# COMMERCIAL SOLAR POWER CASE STUDY

Valley Wide Beverage Company - Cold Storage Facility, Fresno, CA



## Solar Power System Summary

Completed March 2010 - Valley Wide Beverage Company, Fresno, CA.

Beer. Many of us love a good, cold beer now and then, but to get the beer out to the end customers it has to make a short stop in a cold storage distribution facility. Valleywide Beverage is just that, and is one of the largest cold beverage storage and distribution facilities in California. To keep beer cold you need a lot of refrigeration. To make refrigeration you need a lot of electricity. Solar power makes a great source of inexpensive electricity, so it makes a lot of sense to solar power your beer. Sunterra designed and installed a 381KW solar power system that will eliminate approximately 100% of the estimated usage from the facility meter. The system is estimated to produce approximately 530,000 kwh of clean, green, renewable electricity from a single solar power array that consists of nearly 30,000sf of solar panels. The electricity produced from the system eliminates the production of similar amounts of fossil fuel electricity that would normally be produced with a by-product of greenhouse gases such as 720,000lbs. of CO<sub>2</sub> and 231lbs. of deadly NO<sub>x</sub>. This is also similar to removing 73 full sized automobiles from the road and planting 102 acres of trees. The system will save the owner approximately \$90,000 annually. With the generous rebates, grants and tax incentives it will pay for itself in less than 6 years.



**The Tech Specs:** The system consists of 1905 Suntech 200 watt solar panels mounted on a low profile mounting system on the buildings south facing roof. When the sun is shining the panels produce DC electricity, similar to a car battery but much larger. That electricity is fed through an new dedicated electrical system into the Satcon 375KW inverter located in the building's environmentally controlled electrical room where it converts the DC electricity into AC electricity at the same voltage as the buildings electrical system. From there the electricity is fed into the building's main electrical switchboard where it is used instantaneously by the building or sold back to the utility company for a credit.

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### QUICK SYSTEM FACTS

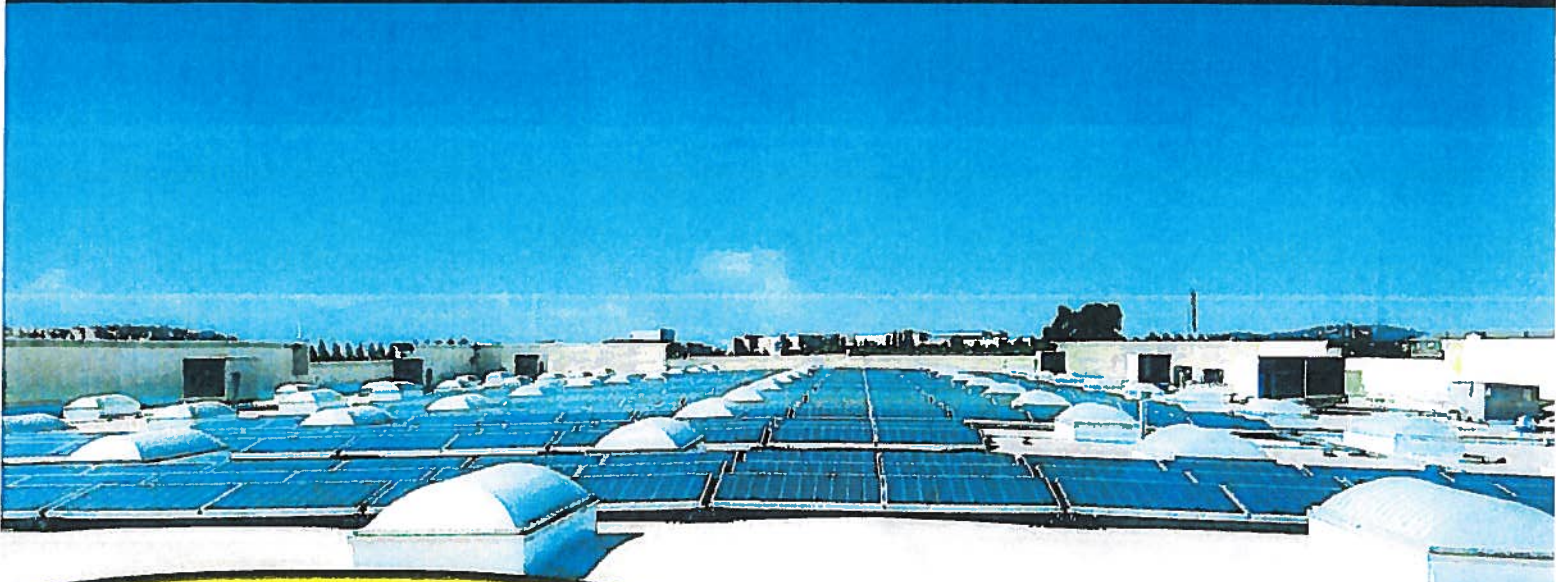
System Size:	381KW
Panels:	Suntech 200w
Inverter/s:	Satcon 375w
System Type:	Roof mount
Annual KWH:	530,000
Annual Savings:	\$90,000

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# COMMERCIAL SOLAR POWER CASE STUDY

City of Folsom, CA - Folsom Sports Complex, Folsom, CA



## Solar Power System Summary

Completed Aug 2011 - City of Folsom, Folsom Sports Complex, Folsom, CA.

At the end of 2010, the City of Folsom submitted an RFP to build a solar power system on the roof of their Folsom Sports Complex building. Sunterra responded to the RFP and won. Sunterra was given a green light at the end of Q1 2011 to begin the project. After a few weeks of planning and permitting, then several months of abnormal rain into July of 2011, Sunterra went to work constructing the system. Within 3 weeks of the start date the project was complete. The project was partially funded through a Department of Energy (DOE) grant. The use of the grant required strict control over American made materials, prevailing wage payroll reporting, as well as use of Sunterra's DVBE status.

**The Tech Specs:** The 86.9KW system is comprised of 378 Siliken 230 watt pv panels that were manufactured in San Diego, CA in order to satisfy the DOE grant funding's Buy America requirements. In addition, an American made PV Powered 75KW commercial inverter, Sollega ballasted, non-penetrating mounting system and all other components were selected. The City of Folsom also purchased IP security cameras and a sophisticated monitoring and display system to go along with the PV system.



The PV system was originally designed by the city's engineering consultant to be mounted flat and attached through hundreds of penetrations through the roofing membrane. The main reason for this was a slight miscalculation in the buildings ability to bear the additional weight and wind loading that a tilted system would create. With Sunterra's value added engineering we were able to not only tilt the panels and achieve 10% greater efficiency but also install a 20% larger system on the roof. This was accomplished with a concrete ballasted, non-penetrating 10 degree mounting system and only 18 penetrations through the roofing membrane for seismic attachments.

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### QUICK SYSTEM FACTS

System Size:	86.9KW
Panels:	378 Siliken 230w
Inverter/s:	1 PVPowered 75KW
System Type:	Ballast/Roof Mount
Annual KWH:	116,000



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# COMMERCIAL/GOVERNMENT SOLAR POWER CASE STUDY

North County Transit District - Sprinter Rail Right of Way, Vista, CA



## Solar Power System Summary

Completed Dec 2011 - North County Transit District, Vista, CA.

In 2011 the North County Transit District gave several solar contractors an RFP challenge. Come up with a PV solution for their pilot project that will result in a PV system model and white paper for use by the Federal Transit Authority, as well as hundreds of other transportation districts across North America. The challenge was to build a solar power system that could reside within the rail right-of-way (ROW), meet all of the criteria for durability, security and scalability, and do it within a pre-defined budget. Sunterra took the challenge and won with the top design.

As a pilot project that will determine the feasibility of locating large scale solar within 500,000 miles of North American ROW, the RFP requirements for the system were challenging to meet. It called for a "ruggedized" system to prevent vandalism, damage from wind, vibration, theft as well as flying debris from passing trains and other hazards inherent in the rail right-of-way. Such hazards would quickly destroy or disable conventional silicon glass solar panels and structures. In addition there are extensive challenges constructing such a system since rail traffic can not be delayed or rescheduled creating hazardous working conditions for installers.

**Sunterra's response...** A Unisolar amorphous thin-film pv system, permanently laminated to steel galvanized (SGA) standing seam roofing panels which are semi-permanently attached to a SGA light gauge ground structure. A large majority of the work is completed off site and work within the ROW is limited. The skill levels required on site are then limited to basic construction labor, along with electricians to wire the PV system.

**The Tech Specs:** The "Sprinter" PV pilot system consists of 165 Unisolar 136 watt amorphous thin-film solar panels. Because the panels contain zero glass they are not susceptible to breakage caused by flying debris. Vandalism is also severely limited by this fact since the panels remain virtually undamaged by flying rocks, an unlimited resource within the ROW that is required as track ballast. Unisolar panels are extremely resilient and resistant to heavy performance losses under conditions resulting from direct impact damage from ballistics, hail and other foreign objects. In addition, because of the design makeup of the Unisolar panels the system performance is less affected by soiling and shading, a condition that is all too common in remote ROWs.

The structure design itself satisfies much of the complicated requirements. Quick to construct, commonly available materials, and clean theft-proof attachments are all standard. With no exposed wire bundles and very limited conduit, all system wire management is accomplished with rack integrated channels greatly limiting the chance of copper wire theft that is common in many PV system sites. The panels themselves would be virtually useless from damage after theft since they would need to be cut or pried out of the system to steal them. The integrated look of the panels are barely recognizable as valuable solar panels. With that being said, any thefts would be extremely time consuming causing most would be thieves to move on to a different target. Sunterra recommends this type of solar power system in many remote or hazardous locations such as railroad ROWs, military operations and expeditions, agricultural and farming land, extreme, hot and dusty desert environments, remote areas subject to abuse or vandalism, and airports and other harsh environment areas where reflective glass panels may be prohibitive.

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## QUICK SYSTEM FACTS

System Size:	22.4KW
Panels:	165 Unisolar 136w
Inverter/s:	3 SMA SB7000 w
System Type:	Ground mount
Annual KWH:	36,000

**SUNTERRA**  
Solar Power Systems

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# COMMERCIAL/GOVERNMENT SOLAR POWER CASE STUDY

North County Transit District - Sprinter Rail Right of Way, Vista, CA

## Sunterra Hazardous Environment Light Gauge PV Structure



### Extremely Durable Design

- Utilizes SGA standing seam roofing as PV panel substrate
- Laminated Unisolar ePVL 144
- Extremely theft resistant, permanently attached panels
- Graffiti and vandal resistant
- Highly resistant to ballistic, hail and foreign object damage
- No glass or fragile framed PV panels
- Non-reflective surface
- Highly resistant to adverse performance effects from cell damage, shade and soiling
- Tough Tefzel PV panel surface
- Easily maintained and cleaned
- Panels can be walked on with soft soled shoes for cleaning and maintenance
- SGA framing and columns guaranteed against corrosion



### Simplified construction planning and execution

- No significant environmental impact
- Ground impact similar to large fence posts
- Clean, aesthetic design
- Not adversely affected by variable grade and ground slopes
- Constructed of light gauge steel galvanized (SGA) "C" and "Z" channel
- Constructed to steel building standards
- Compact material shipping
- Can serve as canopy for storage, shade or other



### Other Notable Design Features

- Completely integrated PV panel, structure and wire management system
- Open underside of structure promotes PV panel cooling
- No exposed wiring
- Limited conduit required
- Can be fitted with network accelerometers to measure movement or vibrations from facility/land use operations



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# COMMERCIAL SOLAR POWER CASE STUDY

Gold Hills Golf Course, Redding, CA



## Solar Power System Summary

Completed May 2011 - Gold Hills Golf Course, Redding, CA.

Operating a Northern California golf course can become surprisingly expensive when considering its use of electricity. This is especially apparent in a hot inland climate like Redding, California. Sunterra installed this 116KW PV system to match the designers specifications. The system was designed to power the course's club house, as well as the facility site lighting, HVAC and irrigation pumps. The 4 separate PV arrays were designed to fit in to the existing hillside without grading so that it wouldn't disturb a nearby creek. The array layouts were design with different quantities of panels in order to fit into the hillside while maintaining the lowest profile as possible. The owners were extremely concerned with preserving the nearby natural surroundings that included keeping most of the existing trees so shading on the system became a design challenge.

**The Tech Specs** - The 116 KW system consists of 504 Yingli 230watt PV panels and a PowerOne 100KW 2 stage inverter. The single 100KW inverter operates two independent DC power stages that increase the overall energy yield of the PV system by decreasing the negative effects from shading, soiling or electrical faults over the entire DC side of the system. The separate power stages also can operate by themselves in the event that one fails.



The PV systems shading challenges were further negated by the installation of Tigo Energy Smart Module Maximisers, one on each PV panel. In effect, the Maximisers operate every panel individually of each other, eliminating entire panel string losses that normally occur due to soiling, shading or electrical failure. In addition, the smart boxes eliminate the negative effects of panel mismatch which can sometimes make as much as a 10% difference from panel to panel. Panel mismatch, which occurs normally in all PV panels, is caused by the natural electrical properties of silicon PV cells. When panels are wired together, the maximum power output of every panel is limited to the lowest performing panel. Finally, The "smart boxes" act as separate panel meters which allows them to measure and log performance of each PV module throughout the day.

## Sunterra Solar Background

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Mr. Bunas is a proud military veteran of the US Marines during Operation Desert Storm. Mr. Bunas brings all of the leadership experience and core values, like loyalty, honesty and integrity, along with attention to detail and "Outside the Box" can-do attitude taken from the military into Sunterra's business practices used today.

Sunterra is a registered Disabled Veteran Business Enterprise (DVBE) as well as a Service Disabled Veteran Owned Small Business (SD-VOSB). Sunterra is one of only a few registered DVBE solar contractors in CA. Sunterra's employee hiring practice utilizes "Veterans First" in our goal to help support, retrain and hire our returning military veterans.

## QUICK SYSTEM FACTS

System Size:	116KW
Panels:	504 Yingli 230w
Inverter/s:	1 PowerOne 100KW
System Type:	Ground Mount
Annual KW/H:	150,000

**SUNTERRA**  
Solar Power Systems

[www.sunterasolar.com](http://www.sunterasolar.com)

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# COMMERCIAL SOLAR POWER CASE STUDY

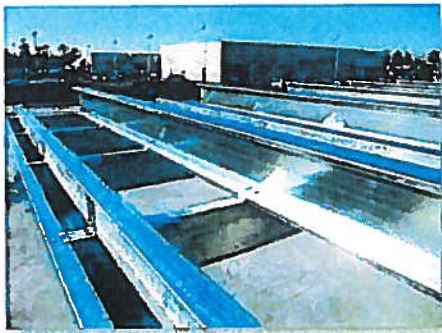
Palm & Herndon, Fresno, CA



## Solar Power System Summary

Completed Jan 2011 - Palm & Herndon Officeplex, Fresno, CA.

What do you do when you want a solar power system on your new office building but you do not have good sun exposure on your roof? Sunterra does. We designed and built this T-Cantilever parking canopy for this new construction office building to power the site lighting, HVAC and other common area electric meters. The shade canopy helps protect vehicles from the intense Fresno, CA sun and keeps them cool inside. Sunterra worked with customers from the beginning planning stages to ensure the PV system was completed before the end of the building's construction. We didn't just build a typical carport. This canopy uses tapered "T" columns and beams which not only looks much more pleasing, but also creates a stronger structure with less materials. We also designed an integrated panel tilt using the structure's purlins to eliminate weight and waste.



**The Tech Specs** - The 34.5 KW system consists of 192 ET Solar 180watt PV panels and an SMA America 36KW Sunny Tower inverter. The system uses the structure's purlins to conceal wiring and create a more secure wire management system. Although the structure top is level the panels are tilted at 15 degrees to the south creating about 10-15% more annual energy. The parking lot layout did not allow a typical tilted structure. In order to build a tilt in the panels Sunterra needed to think outside the box. We designed a custom structure with an integrated tilt accomplished by alternating purlin heights and attaching the PV panels directly to the purlins without requiring additional mounting hardware. The result was a significant reduction in weight, labor, materials, and cost, and an increase in energy production and aesthetics.

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## QUICK SYSTEM FACTS

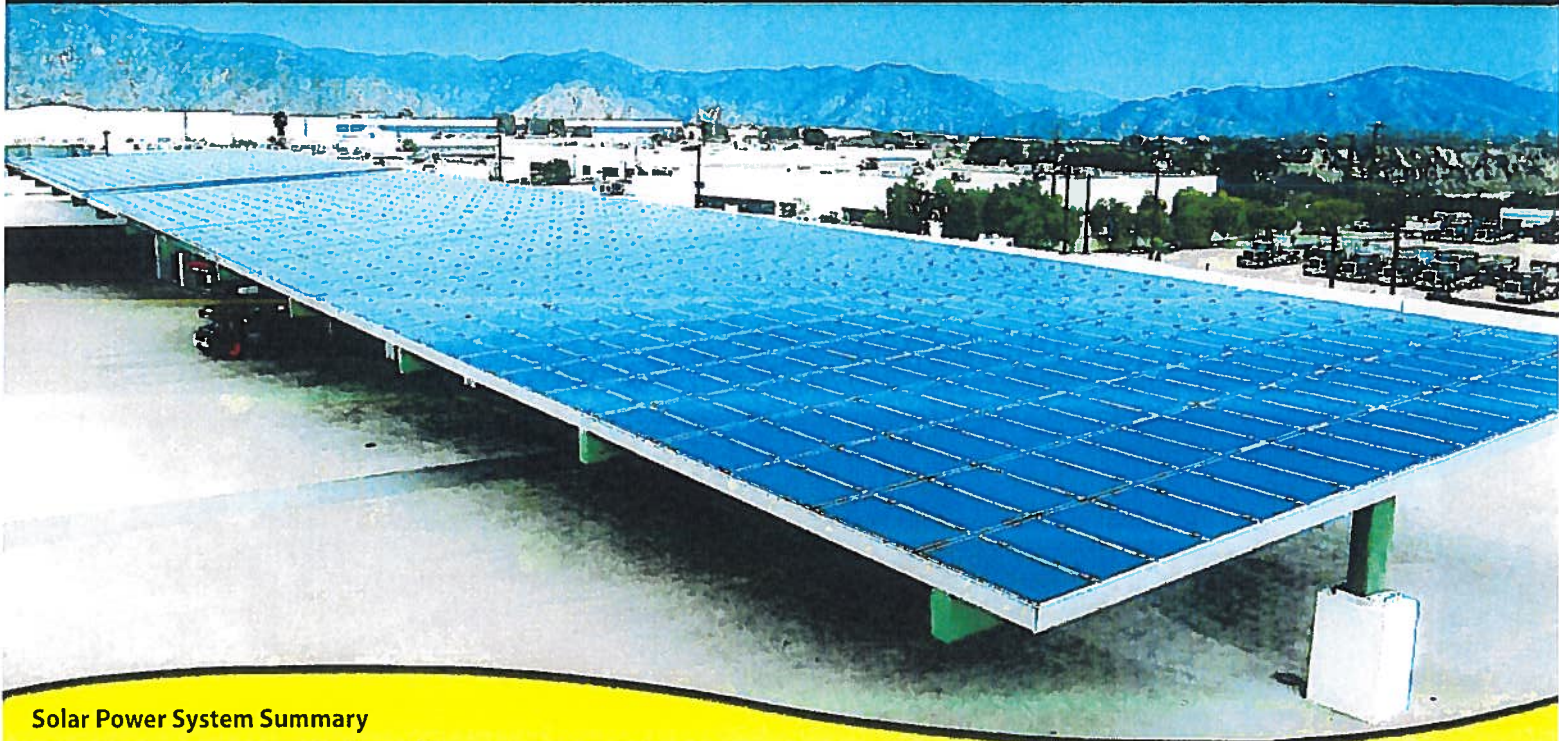
System Size: 34.5KW  
Panels: 192 ET Solar 180w  
Inverter/s: 1 SMA ST36KW  
System Type: Canopy Mount  
Annual KWH: 50,000

  
[www.sunterasolar.com](http://www.sunterasolar.com)

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# COMMERCIAL SOLAR POWER CASE STUDY

Southern California Edison - SCE Gateway Headquarters Parking Structure, Irwindale, CA

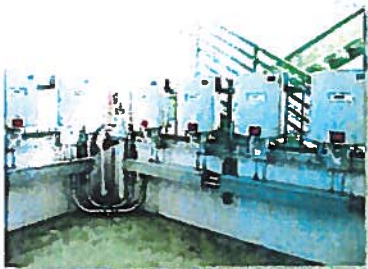


## Solar Power System Summary

Completed Dec 2011 - Socal Edison SCE Parking Structure, Irwindale, CA.

In 2011 the Sunterra was hired to design and build a solar canopy on the top level of Southern California Edison's new Gateway Parking Structure. The project began in 2010 with the parking garage building still on the planning table. Sunterra coordinated with the entire construction team including the owner, general, electrical and structural contractors from the building's beginning planning stages to ensure that the PV project would be completed on time and within budget.

Along the way there were many challenges working under an extremely compressed construction schedule. Sunterra met the shortened construction schedule with great material and install team management along with spectacular project planning. The system was completed before the scheduled deadline. Upon completion, it was approved by the building department without a single correction, and commissioned with zero errors or faults.



**The Tech Specs:** The "SCE Gateway" PV system consisted of 1035 First Solar 75 watt thin-film solar panels, and 9 SMA Sunnyboy SB8000US inverters. The smaller SMA inverters, which were specified by the owner, would pose some unforeseen challenges themselves because of the owner specified First Solar thin film modules. Not a typical match, the solar panels would require 2 external DC combiner boxes each that would allow the panels to electrically match the inverter input specifications. This causes several issues with complicated wiring and equipment locations. Sunterra solved this problem with the use of multi-combiners which consist of two separate output DC combiners in a single box. This allowed the installers to install simple electrical circuits between the PV array and inverters.

## Sunterra Solar Background

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## QUICK SYSTEM FACTS

System Size: 77.6KW  
Panels: 1035 First Solar 75w  
Inverter/s: 9 SMA SB8000 w  
System Type: Canopy mount  
Annual KWH: 118,000

  
**SUNTERRA**  
Solar Power Systems  
[www.sunterrasolar.com](http://www.sunterrasolar.com)

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# AUBURN RECREATION DISTRICT

## 61.20KW PHOTOVOLTAIC SYSTEM INSTALLATION

AT  
123 RECREATION DRIVE AUBURN CA 95603

### SCOPE OF WORK

THE PROJECT WILL BE TO INSTALL A 61.20 KW PV SYSTEM ON THE EXISTING ROOF OF THE RECREATION PARK. THE SYSTEM WILL BE A 61.20 KW PV SYSTEM WITH A 100 AMP SERVICE PANEL. THE SYSTEM WILL BE INSTALLED ON THE EXISTING ROOF OF THE RECREATION PARK. THE SYSTEM WILL BE INSTALLED ON THE EXISTING ROOF OF THE RECREATION PARK.

### SHEET INDEX

NO.	DESCRIPTION
1	TITLE SHEET
2	GENERAL NOTES
3	APPLICABLE CODES
4	PROJECT CONTACTS
5	VICINITY MAP
6	SCOPE OF WORK

### APPLICABLE CODES

- 2015 CALIFORNIA ELECTRICAL CODE (CEC)
- 2015 CALIFORNIA MECHANICAL CODE (CMC)
- 2015 CALIFORNIA PLUMBING CODE (CPC)
- 2015 CALIFORNIA GAS CODE (CGC)
- 2015 CALIFORNIA FIRE CODE (CFC)
- 2015 CALIFORNIA BUILDING CODE (CBC)
- 2015 CALIFORNIA ENERGY CODE (CEC)
- 2015 CALIFORNIA SOLENOID VALVE CODE (CSVC)
- 2015 CALIFORNIA WIRELESS CODE (CWC)
- 2015 CALIFORNIA WIRELESS CODE (CWC)

### VICINITY MAP



### GENERAL NOTES

1. THE PROJECT WILL BE TO INSTALL A 61.20 KW PV SYSTEM ON THE EXISTING ROOF OF THE RECREATION PARK. THE SYSTEM WILL BE A 61.20 KW PV SYSTEM WITH A 100 AMP SERVICE PANEL. THE SYSTEM WILL BE INSTALLED ON THE EXISTING ROOF OF THE RECREATION PARK.
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### PROJECT CONTACTS

**OWNER:**  
AUBURN RECREATION DISTRICT  
123 RECREATION DRIVE  
AUBURN, CA 95603

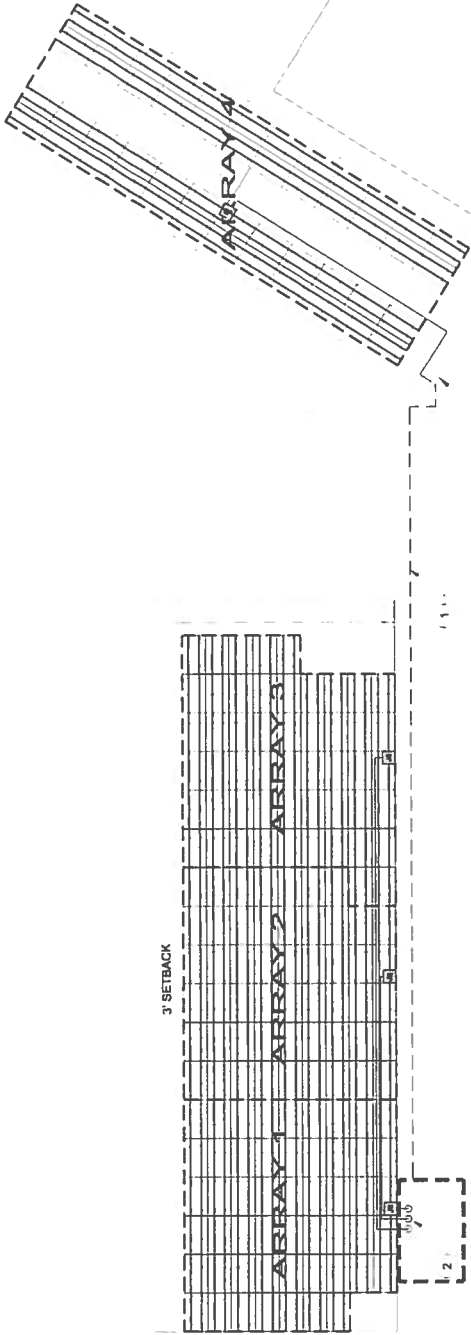
**DESIGNER:**  
LINE SIDE SOLAR  
123 RECREATION DRIVE  
AUBURN, CA 95603

**INSTALLER:**  
LINE SIDE SOLAR  
123 RECREATION DRIVE  
AUBURN, CA 95603

**PERMITTING:**  
AUBURN RECREATION DISTRICT  
123 RECREATION DRIVE  
AUBURN, CA 95603

**KEY NOTES:**

- 1. ALL ARRAY TRACKS SHALL BE SPACED TO MAINTAIN THE MINIMUM 10' CLEARANCE FROM ALL ADJACENT PROPERTY.
- 2. ALL TRACKS SHALL BE SPACED TO MAINTAIN THE MINIMUM 10' CLEARANCE FROM ALL ADJACENT PROPERTY.
- 3. ALL TRACKS SHALL BE SPACED TO MAINTAIN THE MINIMUM 10' CLEARANCE FROM ALL ADJACENT PROPERTY.



**1. ARRAY LAYOUT**

SCALE: 1/8" = 1'-0"  
DATE: 08/14/2013

**SOLECTRIA**  
3-Phase Inverters



**3-PH TRANSFORMERLESS STRING INVERTERS**

SOLECTRIA 3-phase transformerless string inverters are designed for high efficiency and reliability. They feature advanced power electronics and a robust design for long-term operation in various environmental conditions. The inverters are suitable for use in both residential and commercial applications, providing a clean and efficient power source for your solar system.

**Key Features:**

- High efficiency power conversion
- Advanced safety features
- Robust design for long-term operation
- Easy installation and maintenance
- Wide operating temperature range
- Low total harmonic distortion (THD)
- Compliance with international standards

**Models:** PVI 14TL, PVI 20TL, PVI 23TL, PVI 28TL

**Call to the real world**

**LG SOLAR**  
Mono X™ NeoN



**Key Features:**

- High Power Output:** Up to 430W per panel
- Advanced Technology:** Mono X™ NeoN cells for high efficiency
- Robust Design:** Durable for long-term use
- Wide Temperature Range:** Operates from -40°C to 85°C
- Compliance:** Meets international standards

**Call to the real world**

**SOLECTRIA**  
3-Phase Inverters

**Key Features:**

- High efficiency power conversion
- Advanced safety features
- Robust design for long-term operation
- Easy installation and maintenance
- Wide operating temperature range
- Low total harmonic distortion (THD)
- Compliance with international standards

**Call to the real world**

**SOLECTRIA**  
3-Phase Inverters

**Key Features:**

- High efficiency power conversion
- Advanced safety features
- Robust design for long-term operation
- Easy installation and maintenance
- Wide operating temperature range
- Low total harmonic distortion (THD)
- Compliance with international standards

**Call to the real world**

**Line Side Solar**

AMERICAN LIGHT ELECTRONICS



DATA SHEETS  
(1 OF 2)

RECREATION PARK  
100 RECREATION PARK  
MADISON, CA 95110

E-4.0



SOLECTRIA  
www.sollectria.com | 800-854-6262



## **Item 8.1 Cover sheet – Bocce Ball Courts Update**

**Auburn Area Recreation and Park District November 2011 Acquisition and Development meeting November, 2014; Board of Director's meeting November, 2014**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) accept the bocce ball court advocates offer of hosting a series of tournaments as the investment necessary to move the project forward?

### **Background**

As part of the FY 14/15 Project List, the ARD Board of Directors approved a project to build Bocce Ball courts at Recreation Park. The preliminary estimate of costs for this project was \$80,000. This was the number that was also used as the preliminary budget for the project.

The ARD Board reconsidered and amended the FY 14/15 Project List in July of 2014. As part of this amendment, the Board approved increasing the budget for the bocce ball court project to \$120,000. At the same time, the Board directed that as a condition of the project moving forward the bocce ball advocates have an investment (in-kind, material or cash donations) in the project. The Board stipulated moving forward with the project when their contributions are in place. Through a series of meetings, discussions and research, a modified design for these courts has been created, with an accompanying refined cost estimate of a minimum of \$89,283. This break down of the cost estimate and design are attached.

Since the July Board meeting, the advocates of the bocce ball courts have been seeking donations of cash and materials. At this point, the best donation that could be found is an approximate 10% discount on a Pergola brand shade shelter (valued at approximately \$800).

In lieu of these hard to find contributions, the bocce ball court advocates are proposing that they will organize/operate two bocce ball tournaments per year, with all proceeds going to ARD. While an estimate of profit from a bocce ball tournament is not known, there is a probability in profiting \$500 - \$1,000 per tournament.

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

Staff recommends that the Board of Directors accept the tournament proposal from the bocce ball court advocates and move forward with the project.

The Acquisition and Development Committee recommended that the Board of Directors accept the offer from the bocce ball court advocates and move forward with the project.

### **Alternatives Available to the Board of Directors**

- 1) Do not accept the offer from the bocce ball court advocates.
- 2) Send this item back to the A&D Committee for further discussion and research.

**Fiscal Impact**

The fiscal impact of building the courts is approximately \$100,000, including permits and engineering.

**Attachments**

Recreation Park bocce ball court cost estimate.

Recreation Park bocce ball court design.

11/6/2014

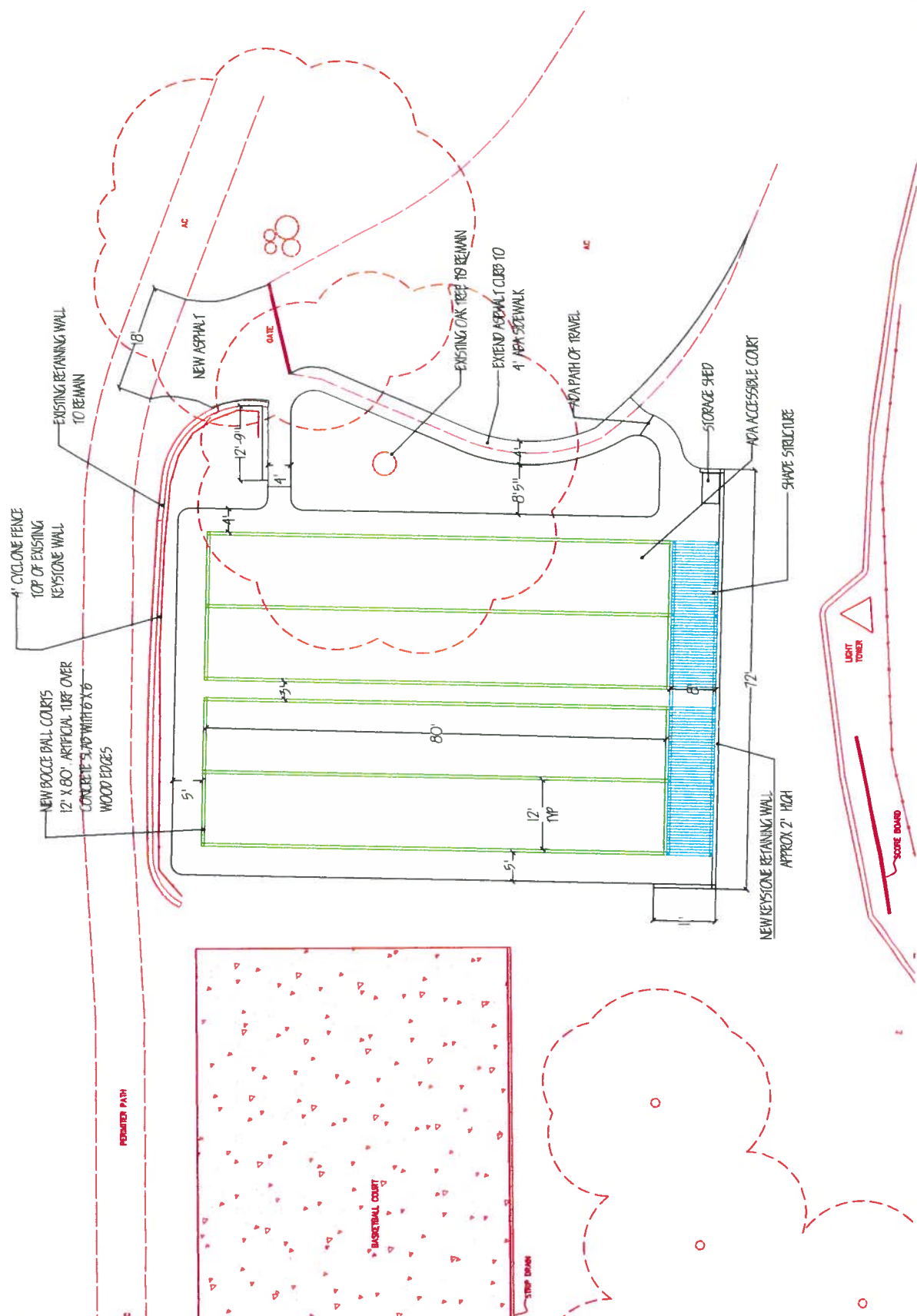
Bocce Ball Concrete Curb  
12 x 80 courts 4 x 6 with j bolts BASE DESIGN ONLY

#	Description	Unit	Qty	Cost	Total
1	Site Demo/Removal of Sand & Timbers, asphalt curbs. Dump Fees and Equipment -	ls	1	\$500.00	\$500.00
	<b>ARD STAFF - NO CONTRACT LABOR COST</b>				
2	Preliminary grading and site prep.	sf	10000	\$0.40	\$4,000.00
	Haul off dirt	cy	60	\$30.00	\$1,800.00
3	Install drainage system minimal design	ls	1	\$2,000.00	\$2,000.00
4	Form and pour concrete pad. 4" with rebar and 3" compacted sub-base includes sidewalks at perimeter	sf	6014	\$7.00	\$42,098.00
5	6 x 6 pt wood curbs j bolted into slab @ +/- \$5.25 lin. Ft. hardware	lf	590	\$5.25	\$3,097.50
	<b>ARD INSTALL NO LABOR COST</b>	ls	1	\$400.00	\$400.00
6	Build asphalt ADA apron and new sidewalk/curb at turn-around	sf	585	\$5.00	\$2,925.00
7	Build keystone walls - ARD labor materials only	ea	274	\$11.50	\$3,151.00
	<b>ARD INSTALL NO LABOR COST</b>				
8	Repair existing retaining wall. Minor block re-set and glue	ls	1	\$200.00	\$200.00
	<b>ARD INSTALL NO LABOR COST</b>				
9	Install fencing/safety railing CYCLONE 4' FENCE	lf	100	\$15.00	\$1,500.00
10	pergola materials estimate	ls	1	\$5,600.00	\$5,600.00
	<b>ARD INSTALL NO LABOR COST</b>				
11	Install 3 mm artificial turf	sf	3840	\$4.00	\$15,360.00
	labor	ls	1	\$2,400.00	\$2,400.00
	Sub-total				\$85,031.50
	Contingency 5%				\$4,251.58
	Total Project Estimate				<b>\$89,283.08</b>
	NOTE: Does not include: DG pad, benches, scoreboards,				



AUBURN AREA RECREATION AND PARK DISTRICT  
 471 WAUDU DRIVE AUBURN, CA 95603  
 RECREATION PARK  
 BOCCIE BALL SITE PLAN

DRAWN BY  
 PAMELA VANN, P.L.A.  
 DATE  
 8-2014  
 SHEET OF 2



NEW BOCCIE BALL COURTS  
 12' X 80' ARTIFICIAL TURF OVER  
 CONCRETE 3\"/>

EXISTING RETAINING WALL  
 TO REMAIN

4' CYCLONE FENCE  
 TOP OF EXISTING  
 KEYSSTONE WALL

NEW KEYSSTONE RETAINING WALL  
 APPROX 2' HIGH

NEW ASPHALT  
 GATE

EXISTING OAK TREE TO REMAIN

EXTEND ASPHALT CURB TO  
 4' ADA SIDEWALK

ADA PATH OF TRAVEL

STORAGE SHED

SHAPE STRUCTURE

SCORE BOARD

LIGHT TOWER

BASKETBALL COURT

FORMER PATH

STEP DOWN



## **Item 8.2 Cover sheet – Amending ARD Letter Policy**

**Auburn Area Recreation and Park District Policy Committee November, 2014; Board of Directors meeting November, 2014**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend its policy on letters that come into District offices? Director Holbrook has requested that this item be considered.

### **Background**

ARD's current policy on letters received at District offices is as follows:

#### **Section V: Letter Policy**

All letters, faxes, and emails addressed to the District or to the Board of Directors will be opened by staff, and a response will be drafted by the District Administrator. A copy of the letter and response will be included in the Board of Directors' board packet. Any letter addressed to an individual board member will be forwarded unopened to the Board member.

Director Holbrook has requested that the following **modification** be made to the policy:

#### **Section V: Letter Policy**

All letters, faxes, and emails addressed to the District or to the Board of Directors will be opened by staff, and a response will be drafted by the District Administrator. A copy of the letter and response will be included in the Board of Directors' board packet. **Unless otherwise directed by an individual Board member**, any letter addressed to an individual board member will be forwarded unopened to the Board member.

### **Recommendation**

Staff recommends approving modifications as listed above.

The ARD Policy committee recommended approving the modifications as listed above.

### **Alternatives Available to the Board of Directors**

- 1) Make changes at the Board of Director's meeting and approve
- 2) Send back to staff for further modification
- 3) Do not amend the policy

### **Fiscal Impact**

There are no fiscal impacts related to modifying this policy.

### **Attachments**

None.

## **Item 8.3 Cover Sheet for Special Wage Subsidy**

Auburn Area Recreation and Park District (ARD) November, 2014 Finance Committee meeting; Board of Director's meeting, November, 2014

**The Issue:** Shall the Board recommend a special wage subsidy to all Auburn Area Recreation and Park District employees?

**Background:** Between 2008 and 2013, the Districts finances were severely impacted by declining property tax revenues as well as declining program and rental revenues as a result of the recession. To balance the budget, the District undertook severe cost cutting measures that included a wage and hiring freeze. During this time, reductions in the work force as a result of attrition were made permanent; all Cost of Living Allowances and merit (step) increases were discontinued; purchases of many goods and services were either cancelled or curtailed. While these cutbacks were painful, no employees was laid off.

In 2014, the Districts union contract expired and through exhaustive negotiations both sides came to a contractual agreement that included a modest hourly wage increase that netted every employee a 3%, 2%, 2% gain in pay for each of the next three successive years. While increasing employee's hourly wages, these adjustments still leave almost every employee of the District below the average of comparable Park Districts and other government entities. A salary survey completed in August of 2014 of surrounding agencies showed that the mean average salary deficit for the District is -17.7% from the average for all job descriptions.

In September of 2014, the District received its estimated property tax revenues from Placer County. While staff had projected a 2.5% increase based on best available information when preparing the final budget, the actual increase is over 5%. Additionally, program revenues and facility rentals have increased substantially over projections and expenses have come in under budget. The original projected budget surplus of approximately \$5000 has increased to approximately \$277,000. The Board has divided a great majority of the projected surplus to the various reserves that the District maintains.

Staff is proposing a special wage subsidy of 2% of annual salary to all District employees. This subsidy will be available to all permanent full and part time employees in good standing and who have received at least a "satisfactory" rating on their annual reviews. Subsidies will be calculated on gross earnings from December 1 2013 to December 1, 2014. Employees with less than a full year of employment with the District will receive a pro rata amount based on the number of hours worked since hire date through December 1, 2014.

From a fiscal perspective, staff believes that offering a special wage subsidy is a financially prudent and fiscally conservative approach to rewarding good employees without burdening the District with the permanent costs of an hourly wage increase.

**Recommendation:**

The Finance Committee moved this item to the full board with a positive recommendation. Staff concurs with this recommendation.

**Fiscal Impact:**

The net, fully burdened fiscal impact of the special wage subsidy will be approximately \$28,130.

**Attachments:**

Wage study.

# Salary Survey 2014-2015

<b>ARD Account Clerk I</b>	<b>13.73</b>	<b>18.39</b>
Sunrise Account Clerk	20.41	24.81
Roseville Accountant I	24.03	33.81
Arden N/A	N/A	N/A
Rancho Cordova Account Clerk I	15.49	19.77
El Dorado Hills Accounting Specialist	19.94	24.91
Consumnes Acctg Spec I	19.62	26.29
Placer Co Account Clerk Entry	16.52	20.08
Average	19.34	24.95

<b>ARD Account Clerk II (Veona/Kathy)</b>	<b>15.88</b>	<b>24.18</b>
Sunrise Senior Account Clerk	20.94	25.45
Roseville Accountant II	26.45	37.22
Arden N/A	N/A	N/A
Rancho Cordova Account Clerk II	19.68	25.11
El Dorado Hills Accounting Clerk	23.40	28.45
Consumnes Acctg Spec II	22.60	30.28
Placer Co Account Clerk senior	19.12	23.25
Average	22.03	28.29

<b>ARD Administrative Assistant</b>	<b>13.73</b>	<b>18.39</b>
Sunrise P/T Office Assitant	13.99	17.00
Roseville	18.75	25.13
Orangevale	12.41	16.63
Fulton El Camino	12.46	16.70
Fair Oaks	14.07	18.86
Arden District Secretary	13.45	16.35
Folsom	17.75	23.79
Rocklin	16.94	22.70
Fair Oaks	15.88	21.28
Rancho Cordova Admin Assistant	17.04	21.74
El Dorado Hills Administrative Assistant	14.37	17.46
Consumnes	N/A	N/A
Placer Co Admin Secretary	20.08	24.41
Average	15.60	20.17

<b>ARD Administrative Serv Manager (Joe)</b>	<b>30.34</b>	<b>42.71</b>
Sunrise Administrative Serv Manager	29.42	35.76
Roseville	N/A	N/A
Arden District Secretary	N/A	N/A
Rancho Cordova Finance Manager	39.36	50.24
El Dorado Hills Director of Admin/Finance	37.22	46.48
Consumnes	N/A	N/A

Placer Co Admin Services Manager	46.32	56.29
Average	38.08	47.19

<b>Executive Assistant (Pat)</b>	<b>15.87</b>	<b>23.21</b>
Sunrise	N/A	N/A
Roseville	N/A	N/A
Arden	N/A	N/A
Rancho Cordova Executive Assistant	35.78	45.67
El Dorado Hills Executive Assistant	18.18	22.70
Consumnes Assistant to General Manager	23.01	30.84
Placer County	N/A	N/A
Average	25.66	33.07

<b>Facilities Attendant (Aaron,Tyler, Nathan, Kevin)</b>	<b>10.85</b>	<b>14.96</b>
Sunrise	10.00	13.40
Roseville Facility Maint Wkr	10.80	16.53
Orangevale	11.50	15.41
Fulton El Camino	9.00	12.06
Fair Oaks	9.00	12.06
Arden	N/A	N/A
Folsom	9.00	12.06
Rocklin	9.00	12.06
Mission Oaks	10.00	13.40
Rancho Cordova Parks Maint Wkr Aide	11.50	13.75
El Dorado Hills Facilities Attendant	10.72	13.03
Consumnes Bldg/Facilities Maint Wkr I	15.13	20.28
Placer County	N/A	N/A
Average	10.51	14.00

<b>Facilities Coordinator (Victor)</b>	<b>15.38</b>	<b>20.62</b>
Sunrise Park Maint wkr II	21.88	26.60
Roseville SR Custodian	18.15	25.53
Orangevale	19.18	25.70
Fulton El Camino	24.91	33.38
Fair Oaks	19.18	25.70
Arden	N/A	N/A
Folsom	25.01	33.52
Rocklin	20.65	27.67
Mission Oaks	16.61	22.26
Rancho Cordova	N/A	N/A
El Dorado Hills	N/A	N/A
Consumnes Bldg/Facilities Maint Wkr II	20.61	27.62
Placer County	N/A	N/A
Average	18.62	24.80

<b>Fac &amp; Grounds Crew Leader (Harold, Larry, Joey)</b>	<b>16.14</b>	<b>22.28</b>
Sunrise Park Maint wkr II	21.88	26.60
Roseville Sr Parks Maint Worker	20.35	28.63
Orangevale	19.18	25.70
Fulton El Camino	24.91	33.38
Fair Oaks	19.18	25.70
Arden	N/A	N/A
Folsom	25.01	33.52
Rocklin	20.65	27.67
Mission Oaks	16.61	22.26
Rancho Cordova	N/A	N/A
El Dorado Hills	N/A	N/A
Consumnes Maint Lead	15.13	20.28
Placer County Maint Worker	22.82	25.04
Average	20.57	26.88

<b>Head Coach - Synchro Swimming</b>	<b>10.61</b>	<b>14.21</b>
Sunrise Head Synchro Coach	3,000	3,647 Stipend
Roseville	N/A	N/A
Arden	N/A	N/A
Rancho Cordova Head Synchro Coach	11.75	14.00
El Dorado Hills	N/A	N/A
Consumnes	N/A	N/A
Placer County	N/A	N/A
Average		

<b>Head Lifeguard</b>	<b>10.61</b>	<b>14.21</b>
Sunrise Lifeguard II	10.10	11.55
Roseville Aquau Spec II	10.08	12.25
Arden Lifeguard	9.74	9.98
Rancho Cordova Lifeguard II	11.75	14.00
El Dorado Hills Senior Head Lifeguard	9.72	11.82

Consumnes Lead Lifeguard	10.89	13.90
Placer County	N/A	N/A
Average	10.38	12.25

<b>Human Resources Clerk</b>	<b>11.27</b>	<b>15.10</b>
Sunrise	N/A	N/A
Roseville	N/A	N/A
Arden	N/A	N/A

Rancho Cordova	N/A	N/A
El Dorado Hills .....		
Consumnes Human Resources Specialist I	19.62	26.29
Placer County	N/A	N/A
Average		

<b>Recreation Services Manager (Sheryl)</b>	<b>24.77</b>	<b>35.91</b>
Sunrise Rec Services Manager III	31.05	37.75
Roseville	33.15	44.42
Orangevale	18.91	25.34
Fulton El Camino	25.08	33.61
Fair Oaks	25.55	34.24
Arden Recreation Supervisor	18.70	22.73
Folsom	25.55	34.24
Rocklin	27.23	36.49
Mission Oaks	31.36	42.03
Rancho Cordova Recreation Manager	35.78	45.67
El Dorado Hills Director of Recreation	37.22	46.48
Consumnes Rec Leader III	33.17	44.45
Placer County	N/A	N/A
Average	28.56	37.29

<b>Scorekeeper</b>	<b>13.02</b>	<b>17.45</b>
Sunrise Sports Scorekeeper	9.00	10.98
Roseville Sports Official/Scorekeeper	11.24	15.52

Arden	N/A	N/A
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Rancho Cordova	N/A	N/A
El Dorado Hills Scorekeeper	9.00	9.72
Consumnes Youth Sports Official	12.48	15.93
Placer County	N/A	N/A
Average	10.43	13.04

<b>Sports Coordinator</b>	<b>17.99</b>	<b>24.21</b>
Sunrise	22.93	30.73
Roseville Recreation Coordinator II	20.80	29.26
Orangevale	18.90	25.33
Fulton El Camino	16.02	21.47
Fair Oaks	18.56	24.87
Arden	N/A	N/A
Folsom	20.57	27.57
Rocklin	21.16	29.77
Mission Oaks	26.11	34.99
Rancho Cordova Sports Coordinator	18.74	23.92
El Dorado Hills Recreation Coordinator	17.46	21.02
Consumnes Recreation Coordinator	22.60	30.28
Placer County	N/A	N/A
Average	20.35	27.20

<b>Swim Aide</b>	<b>9.00</b>	<b>11.37</b>
Sunrise	N/A	N/A
Roseville Aquatics Specialist I	9.16	11.13
Orangevale		
Fulton El Camino		
Fair Oaks		
Arden	N/A	N/A
Folsom		
Rocklin		
Rancho Cordova	N/A	N/A
El Dorado Hills	N/A	N/A
Consumnes	N/A	N/A
Placer County	N/A	N/A
Average		



<b>Aquatics Coordinator</b>	<b>14.90</b>	<b>19.97</b>
Sunrise Aquatics Coordinator	13.00	15.80
Roseville Pool Manager	12.47	15.16
Arden Pool Manager	13.25	13.95
Rancho Cordova Pool Manager	12.75	15.25
El Dorado Hills Senior Pool Manager	13.68	16.63
Consumnes Pool Manager	14.50	18.51
Placer County	N/A	N/A
Average	13.28	15.88

<b>Assistant Coach - Competitive Swim</b>	<b>9.00</b>	<b>11.37</b>
Sunrise Asst. Coach 1 & 2	9.50	12.16
Roseville Aquatics Specialist 1I	10.08	12.25
Arden	N/A	N/A
Rancho Cordova Assistant Coach	10.25	12.25
El Dorado Hills	N/A	N/A
Consumnes	N/A	N/A
Placer County	N/A	N/A
Average		

<b>Assistant Coach - Syncho Swim</b>	<b>9.00</b>	<b>11.37</b>
Sunrise Asst. Syncho Coach	1,000.00	1,824.00 (stipend)
Roseville	N/A	N/A
Arden	N/A	N/A

Rancho Cordova Assistant Coach	10.25	12.25
El Dorado Hills	N/A	N/A
Consumnes	N/A	N/A
Placer County	N/A	N/A
Average		

<b>Cashier - Pool</b>	<b>9.00</b>	<b>11.37</b>
Sunrise Cashier	9.00	10.91
Roseville Rec Cashier 1 & II	9.00	12.03
Arden	N/A	N/A
Rancho Cordova Cashier Aquatics	9.00	10.75
El Dorado Hills	N/A	N/A
Consumnes	N/A	N/A

Placer County

N/A

N/A

Average

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<b>Facilities &amp; Grounds Custodian</b>	<b>12.66</b>	<b>16.96</b>
Sunrise	N/A	N/A
Roseville Custodian	16.50	23.21
Arden	N/A	N/A
Rancho Cordova	N/A	N/A
El Dorado Hills	N/A	N/A
Consumnes	N/A	N/A
Placer County.....		

Average

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<b>Facilities &amp; Grounds Manager</b>	<b>28.86</b>	<b>38.69</b>
Sunrise Park & Fac Superintendent	38.61	46.93
Roseville	33.15	44.42
Orangevale	25.97	34.80
Fulton El Camino	25.08	33.61
Fair Oaks	25.55	34.24
Arden Park Maint Supervisor	17.84	21.53
Folsom	33.30	44.63
Rocklin	27.10	36.32
Mission Oaks	31.36	42.03
Rancho Cordova Park Planning/Dev Manager	39.56	50.23
El Dorado Hills Dir of Parks/Planning	37.22	46.48
Consumnes Park Maint Manager	33.17	44.46
Placer County Superintendent	31.96	38.85

Average

30.76	39.89
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<b>Facilities &amp; Grounds Worker I</b>	<b>11.79</b>	<b>15.80</b>
Sunrise Park Maint wkr I	18.82	22.88
Roseville Parks Maint Wkr I	16.78	23.61
Orangevale	14.56	19.51
Fulton El Camino	15.20	15.96
Fair Oaks	17.44	18.31
Arden Park Worker I	9.00	9.69
Folsom	21.06	22.11
Rocklin	N/A	N/A
Mission Oaks	12.48	16.74
Rancho Cordova Park Maint Wkr I	15.49	19.77
El Dorado Hills Maint Worker 1/2	18.06	19.93
Consumnes Maint Wkr I	15.13	20.28
Placer County Maint Worker	20.60	22.82

Average

16.22	19.30
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<b>Facilities &amp; Grounds Worker II</b>	<b>13.99</b>	<b>18.76</b>
Sunrise Park Maint wkr II	21.88	26.60
Roseville Parks Parks Maint Wkr II	18.46	25.97

Arden Park Worker II 11.60 12.49

Rancho Cordova Park Maint Wkr II 19.68 25.11  
 El Dorado Hills Maint Worker 1/2 20.44 22.56  
 Consumnes Maint Wkr II 20.61 27.62  
 Placer County Maint Worker 22.82 25.04

Average **19.36** **23.63**

<b>Landscape Architect</b>	<b>29.76</b>	<b>39.87</b>
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Sunrise	N/A	N/A
Roseville Project Planner	32.26	45.39

Arden N/A N/A

Rancho Cordova N/A N/A  
 El Dorado Hills Construction Manager 31.36 38.12  
 Consumnes Landscape Architect - Sen 37.98 50.90  
 Placer County Project Manager II 30.44 37.00

Average **33.01** **42.85**

<b>Lifeguard</b>	<b>9.28</b>	<b>12.44</b>
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Sunrise Lifeguard I	9.00	10.10
Roseville Aqau Spec I	9.16	11.13

Arden Lifeguard 9.50 9.74

Rancho Cordova Lifeguard I 10.25 12.25  
 El Dorado Hills Lifeguard 9.00 10.21

Consumnes Lifeguard	9.90	12.64
Placer County	N/A	N/A
Average	9.47	11.01

<b>Master Teacher</b>	<b>22.28</b>	<b>29.86</b>
Sunrise	10.00	13.40
Roseville Rec Program Leader	13.77	16.74
Orangevale	10.00	13.40
Arden Rec	N/A	N/A
Fair Oaks	11.05	14.80
Rocklin	12.00	16.08
Mission Oaks	12.17	16.31
Rancho Cordova Program Facilitator	16.00	16.08
El Dorado Hills Class Instructor III	17.46	21.23
Consumnes Sr Recreation Specialist	18.93	24.16
Placer County	N/A	N/A
Average	13.49	16.91

<b>Swim Lesson Instructor (WSI)</b>	<b>9.70</b>	<b>13.01</b>
Sunrise	N/A	N/A
Roseville Aquatics Specialist II	10.08	12.25

Arden Swim Instructor 10.40 10.93

Rancho Cordova Swim Instructor	10.25	12.25
El Dorado Hills Water Safety Instructor	9.00	10.72
Consumnes Water Safety Instructor	10.87	13.87
Placer County	N/A	N/A
Average	10.12	12.00

<b>Youth Services Manager</b>	<b>20.89</b>	<b>28.01</b>
Sunrise Day Care Director II	24.32	29.56
Roseville	N/A	N/A

Arden N/A N/A

Rancho Cordova /Recreation Supervisor II	28.63	36.54
El Dorado Hills Recreation Supervisor	24.29	30.32
Consumnes Recreation Supervisor	26.41	35.39
Placer County	N/A	N/A
Average	25.91	32.95

<b>Youth Services Program Coordinator</b>	<b>15.98</b>	<b>21.42</b>
Sunrise Day Care Director I	23.10	28.07
Roseville Child Care Site Coordinator	18.91	26.60

Arden N/A N/A

Rancho Cordova Program Coordinator	13.85	15.50
El Dorado Hills	N/A	N/A
Consumnes Youth Deveolpment Instructor	14.90	19.02
Placer County	N/A	N/A
Average	17.69	22.30

<b>Youth Services Program Leader I</b>	<b>9.00</b>	<b>11.37</b>
Sunrise Day Care Preschool Teacher Aide	9.00	10.91
Roseville Day Care Aide	9.00	10.94
Orangevale	9.00	12.06
Fulton El Camino	9.00	12.06
Fair Oaks	9.00	12.06
Arden Preschool Aide	9.25	10.21
Folsom	9.00	12.06
Mission Oaks	9.00	12.06
Rocklin	9.26	12.41
Rancho Cordova Preschool Assistant	9.00	10.75
El Dorado Hills Day Camp Leader	9.00	9.72
Consumnes Rec Leader I	9.00	11.49
Placer County	N/A	N/A
Average	9.04	11.39

<b>Customer Service Associate</b>	<b>9.80</b>	<b>13.50</b>
Sunrise Customer Serv Rep I	15.40	18.73
Roseville Cashier I	9.00	10.94
Orangevale	9.50	12.73
Fair Oaks	10.03	13.44
Folsom	12.46	16.70
Mission Oaks	12.17	16.31
Rancho Cordova Clerica/Office Asst.	9.00	10.75
El Dorado Hills.....	10.21	13.68
Consumnes Office Spec I	10.87	13.87
Average	10.96	14.13

<b>Customer Service Mktg Manager</b>	<b>23.46</b>	<b>31.44</b>
Roseville Asst Planner	19.57	27.53
Rancho Cordova Community Relations Coord	22.63	28.88
El Dorado Hills Manager	29.80	36.70
Consumnes Informations Tech	18.93	24.16
Placer County	N/A	N/A
Average	22.73	29.32

<b>Customer Service Representative</b>	<b>12.11</b>	<b>16.23</b>
Sunrise Customer Serv Rep II	16.96	20.61
Roseville Cashier II	9.90	12.03
Orangevale	12.41	16.63
Fulton El Camino	12.46	16.70
Fair Oaks	14.07	18.86
Folsom	17.76	23.80
Rocklin	16.94	22.70
Mission Oaks	15.88	21.28
Rancho Cordova Clerical II	11.50	13.75
El Dorado Hills.....	14.37	19.26
Consumnes Office Spec II	12.27	15.66
Average	14.05	18.30

<b>District Administrator</b>	<b>46.64</b>	
Sunrise Administrator	55.47	67.43
Roseville	N/A	N/A
Arden	29.51	35.87
Rancho Cordova Asst Dist Admin	45.27	57.77
El Dorado Hills General Manager	68.51	68.51
Consumnes Admin of Parks & Rec	72.24	72.24

Placer County

	N/A	N/A
Average	54.20	60.36

<b>Facilities &amp; Grounds Supervisor</b>	<b>19.60</b>	<b>26.27</b>
Sunrise Park Maint Supervisor	25.15	30.57
Roseville	N/A	N/A
Arden Park	N/A	N/A
Rancho Cordova Maint Supervisor	22.63	28.88
El Dorado Hills Park Supervisor	24.29	30.32
Consumnes Maint Supervisor	21.59	28.93
Placer County Maint Worker	27.61	33.56
Average	19.22	24.34

<b>Fac &amp; Grds - Turf &amp; Landsc Coord (Harold)</b>	<b>16.14</b>	<b>22.28</b>
Sunrise Park Maint wkr II	21.88	26.60
Roseville Sr Parks Maint Worker	20.35	28.63
Orangevale	19.18	25.70
Fulton El Camino	24.91	33.38
Fair Oaks	19.18	25.70
Arden	N/A	N/A
Folsom	25.01	33.52
Rocklin	20.65	27.67
Mission Oaks	16.61	22.26
Rancho Cordova	N/A	N/A
El Dorado Hills	N/A	N/A
Consumnes Maint Lead	15.13	20.28
Placer County Maint Worker	22.82	25.04
Average	20.57	26.88

<b>Fac &amp; Grds - Turf &amp; Landsc Tech (Vincent)</b>	<b>15.38</b>	<b>20.62</b>
Sunrise Park Maint wkr II	21.88	26.60
Roseville Sr Parks Maint Worker	20.35	28.63
Orangevale	19.18	25.70
Fulton El Camino	24.91	33.38
Fair Oaks	19.18	25.70
Arden	N/A	N/A
Folsom	25.01	33.52
Rocklin	20.65	27.67
Mission Oaks	16.61	22.26
Rancho Cordova	N/A	N/A
El Dorado Hills	N/A	N/A
Consumnes Maint Lead	15.13	20.28
Placer County	22.82	25.04
Average	20.57	26.88

<b>Head Coach - Comp Swimming</b>	<b>13.79</b>	<b>18.48</b>	
Sunrise Head Swim Coach	4,250	6,594	Stipend
Roseville Aquatics Specialist III	11.08	13.47	

Arden N/A N/A

Rancho Cordova Head Swim Coach	12.75	15.25
El Dorado Hills	N/A	N/A
Consumnes	N/A	N/A
Placer County	N/A	N/A

Average 

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<b>Recreation Aide I</b>	<b>9.00</b>	<b>11.37</b>
Sunrise Rec Leader I	9.96	13.35
Roseville Rec Aide I	9.79	13.12
Orangevale	9.00	12.06
Fulton El Camino	9.00	12.06
Fair Oaks	9.00	12.06
Arden Rec Aid or Leader I	9.25	6.00
Folsom	9.00	12.06
Rocklin	10.00	13.40
Mission Oaks	9.00	12.06
Rancho Cordova Rec Leader I	9.00	10.75
El Dorado Hills Rec Leader I	9.00	9.72
Consumnes Rec Leader I	9.00	11.49
Placer County	N/A	N/A

Average 

9.25	11.51
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<b>Recreation Aide II</b>	<b>9.55</b>	<b>12.79</b>
Sunrise Rec Leader II	10.00	12.16
Roseville	9.90	12.03
Orangevale	9.50	12.73
Fulton El Camino	9.74	13.05
Fair Oaks	9.50	12.73
Arden Rec Leader II	9.98	10.49
Folsom	9.20	12.33
Rocklin	N/A	N/A
Rancho Cordova Rec Leader II	9.75	13.07
El Dorado Hills Rec Leader II	9.26	11.26



Consumnes Rec Leader II	9.90	12.64
Placer County	N/A	N/A
Average	9.67	12.25

<b>Recreation Aide III</b>	<b>12.73</b>	<b>17.06</b>
Sunrise	N/A	N/A
Roseville	10.00	12.16
Orangevale	N/A	N/A
Arden	N/A	N/A
Fair Oaks	9.85	13.20
Rocklin	12.00	16.08
Mission Oaks	10.22	13.70
Rancho Cordova	N/A	N/A
El Dorado Hills Rec Leader III	10.21	12.41
Consumnes Rec Leader III	10.89	13.90
Placer County	N/A	N/A
Average	10.53	13.58

<b>Youth Services Program Leader II</b>	<b>9.00</b>	<b>12.40</b>
Sunrise Day Care Preschool Teacher	9.80	11.91
Roseville Day Care Teacher	9.90	12.03
Orangevale	9.50	12.73
Fulton El Camino	9.74	13.05
Fair Oaks	9.50	12.73
Arden	N/A	N/A
Folsom	9.20	12.33
Rocklin	N/A	N/A
Rancho Cordova	9.75	13.07
El Dorado Hills Day Camp Leader II	9.26	11.26
Consumnes Rec Leader II	9.90	12.64
Placer County	N/A	N/A
Average	9.62	12.42

<b>Youth Services Program Leader III</b>	<b>10.41</b>	<b>14.36</b>
Sunrise Day Care Hd-Preschool Teacher	10.78	13.10
Roseville	N/A	N/A
Orangevale	N/A	N/A
Fulton El Camino	N/A	N/A
Fair Oaks	9.85	13.20
Arden	N/A	N/A
Folsom	10.50	14.07
Rocklin	12.00	16.08
Mission Oaks	10.22	13.70

Rancho Cordova Rec Leader II	10.25	12.25
El Dorado Hills Day Camp Leader III	10.21	12.41
Consumnes Rec Leader III	10.89	13.90
Placer County	N/A	N/A
Average	10.59	13.59

<b>Youth Services Program Site Director</b>	<b>11.48</b>	<b>15.85</b>
Sunrise Asst. Day Care Director	12.18	14.81
Roseville Child Care Program Assistant	13.77	16.74
Orangevale	13.50	18.09
Fulton El Camino	16.02	21.47
Fair Oaks	14.87	19.93
Arden Pre School Leader	12.75	14.07
Folsom	N/A	N/A
Rocklin	17.50	23.45
Mission Oaks	14.00	18.76
Rancho Cordova Preschool Instructor	12.75	15.25
El Dorado Hills Day Camp Director	11.82	14.37
Consumnes Site Director/Rec Ldr IV	12.27	15.66
Placer County	N/A	N/A
Average	13.77	17.51

## **Item 8.4 Cover sheet – Special Wage Subsidy for the District Administrator**

**Auburn Area Recreation and Park District (ARD) November, 2014 Finance Committee meeting; Board of Directors meeting, November, 2014**

### **The Issue**

Shall the ARD Board of Directors approve a special wage subsidy for the District Administrator of 2%, the same amount proposed for current ARD employees?

### **Background**

The ARD Finance Committee and Board of Directors will consider approval of a special wage subsidy for current ARD employees at the November, 2014 meetings. This special wage subsidy amounts to a one-time payment of 2% of the annual wage of each employee.

Per the existing ARD District Administrator's contract:

#### **3. Salary**

- c. Further, the Board reserves the right to increase the annual salary of the District Administrator at any time by any amount, with the consent of the District Administrator. Any adjustment in salary made during the life of this contract shall be in the form of a written amendment, and shall become a part of this contract. It is provided, however, that by so amending this contract it shall not be considered that the District has entered into a new contract with the District Administrator.

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

The Finance Committee recommended approval of the special wage subsidy for the District Administrator.

### **Alternatives Available to the Board of Directors**

1. Do not approve the special wage subsidy.

### **Fiscal Impact**

The Fiscal Impact of this one-time special wage subsidy of 2% of the District Administrator's annual salary, including taxes and workers comp, is \$2,270.

### **Attachments**

None.

**SECTION 11.0**

**ITEM: CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

1. Correspondence from Placer Hills Education Foundation.
2. Correspondence from Skyridge PTC.
3. Correspondence from Erin Mitchell and Kids in Nature science club of Sierra Hills School.



# Placer Hills Education Foundation

*Changing the way we learn*

PRESIDENT  
*Barbara Webb*

VICE PRESIDENT  
Christine Wallauch

SECRETARY  
Michele Senini

TREASURER  
*Terri O'Brein*

DIRECTORS  
*Dawn Anderson*  
*Hannah Schwartz*  
*Natalie Litchfield*

#### OUR MISSION

To build support and provide resources to preserve and enrich a 21<sup>st</sup> century education for all Sierra Hills and Weimar Hill School students. In partnership with the community and the school district, PHEF strives to change the way we learn by using state of the art tools and technology.

PHEF is a 501(c)(3) non-profit organization.

October 31, 2014

Auburn Recreation District  
123 Recreation Drive  
Auburn, CA 95603

Dear ARD Board Members,

I wanted to thank you again for waiving the fees for the Meadow Vista Park for the 2<sup>nd</sup> Annual BBQ & Brew on September 13, 2014. With the help of your support, the Placer Hills Education Foundation raised over \$5000. This money will be used to fund this year's Art Docent Program at both of the schools in our district, Sierra Hills School and Weimar Hills School. Any additional money raised will go towards enrichment programs at the two schools.

Not only was this a successful fundraiser, it was also a great community event in Meadow Vista. It was wonderful to see parents, teachers, administrators and school staff out supporting our schools, but even more exciting was seeing unfamiliar faces come out to support us! It's events like this one that make living in Meadow Vista so special.

Thank you again for helping us make this event happen AND for providing beautiful parks for us to use. We are all very lucky for the hard work that you do!

Sincerely,

Barb Webb  
PHEF President

# The 5 Biggest Turn-Offs for Homebuyers

Written by Blanche Evans - Provided by Fred Eichenhofer, Sierra Pacific Real Estate

🔧 Your agent can't get you the price you want unless your home is in pristine move-in condition. That means no sticking drawers in the kitchen. No leaning fences. No rust-stained plumbing fixtures. We could go on, but maybe we need to make it clear. If you have even one of the following "turn-offs," your home won't sell". (Fred's comment; every home will sell, but it may not be at the highest price possible because of the condition of the home, and the location.) Buyer's can get instantly turned off. Here are their five biggest turn-offs:

## 1 - Over pricing your home

Overpricing your home is like trying to crash the country club without a membership. You'll be found out and escorted out. If you ignored your agent's advice and listed at a higher price than recommended, you're going to get some negative feedback, of course, is silence. That could include no showings and no offers. The problem with overpricing your home is that the buyers who are qualified to buy your home won't see it because they're shopping in a lower price range. The buyers who do it will quickly realize that there are other homes in the same price range that offer more value.

## 2 - Smells

Smells can come from a number of sources- pets, lack of cleanliness, stale air, water damage, and much more. You may not even notice it, but your real estate agent may have hinted to you that something needs to be done.

There's not a buyer in the world that will buy a home that smells unless they're investors looking for a bargain. Even so, they'll get a forensic inspection to find out the source of the smells. If they find anything like undisclosed water damage, or pet urine under the "new" carpet, then they will either severely discount their offer or walk away.

## 3 - Clutter

If your tables are full to the edges with photos, figurines, mail, and drinking glasses, buyers' attention is going to more focused on running the gauntlet of your living room without breaking any Hummel's than in considering your home for purchase.

Too much furniture confuses the eye- it makes it real difficult for buyers to see the proportions of rooms. If they can't see what they need to know, they move on to the next home.

## 4 - Deferred Maintenance

Deferred maintenance is a polite euphemism for letting your home fall apart. Just like people age due to the effects of the sun wind and gravity, so do structures like your home. Things wear out, break and weather, and it's your job as a homeowner to keep your home repaired.

Your buyers really want a home that's been well-maintained. They don't want to wonder what needs to be fixed next or how much it will cost.

## 5 - Dated Décor

The reason people are looking at your home instead of buying brand new is because of cost and location. They want your

neighborhood, but that doesn't mean they want a dated-looking home. Just like they want a home in good repair, they want a home that looks updated, even if it's from a different era.

Harvest gold and avocado green from the seventies; soft blues and mauves from the eighties, jewel tones from the nineties, and onyx and pewter from the oughts are all colorways that can date your home. Textures like popcorn ceilings, shag or berber carpet, and flocked wallpaper can also date your home. When you're behind the times, buyers don't want to join you. They want to be perceived as a savvy and cool.

In conclusion, the market is a brutal mirror. If you're guilty of not putting money into your home because you believe it's an investment that others should pay you to profit, you're in for a rude awakening. You'll be stuck with an asset that isn't selling. (Fred's comment; all homes will sell, the sales price will be dependent on the condition of the home, and location. The less the buyer has to do to update the home and a good location, a seller should receive a higher sale price everything else being equal.)

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*Sincerely,  
The Skyridge PTC*

November 5, 2014

Dear Auburn Parks and Recreation District,

We are a science club of second-graders at Sierra Hills School. Our club is called Kids In Nature. This group studies various aspects of science and nature. We have learned about animal track identification, nocturnal life, bioluminescence, life cycles of arthropods, amphibians, humans, and salmon. We are currently studying Western pond turtles.

Our nature group is incredibly lucky to be situated so close to your Meadow Vista Park. Many of our lessons take us to the Park for studies, games, and free play. We brainstormed ideas for a service project we can provide for the Meadow Vista Park and came up with a great thought. After searching for turtles around the pond at Meadow Vista Park, we noticed that there weren't any basking logs on which the turtles could sun themselves. We would like to collaborate with you on designing and building a basking log structure for the pond, with your approval. If you can give us your permission, we are willing to design a simple basking log, carefully install it in the shallow pond, and share our observations with your Recreation District throughout the school year.

Below is a hand-sketch of our most simple design. We have the materials necessary to complete the project at no cost. Our club meets on Tuesdays and Wednesdays until November 19<sup>th</sup>. We would love a quick reply from you so that we may get this project installed before the winter break. However, if the decision requires more time on your end, we are willing to push the project to the late winter when our group continues after the holidays.

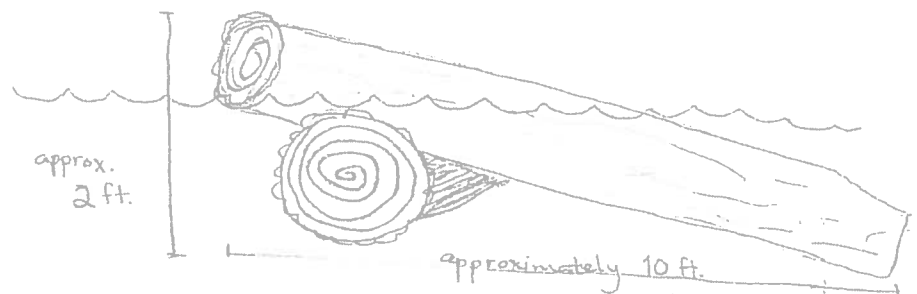
We look forward to your call. Ask questions, add your concerns, offer advice, and connect with us. Email is the most efficient way to contact our group leader and school science teacher, Erin Mitchell.

Thank you for your consideration.

Sincerely,

Kids In Nature science club of Sierra Hills School

Erin Mitchell  
mitchell@phusd.k12.ca.us  
(360) 353-8753

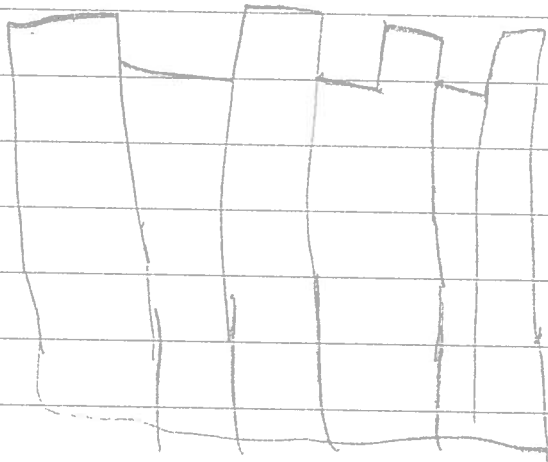




Dear Auburn Parks

And Recreations, my name  
is Rylan and I am in the  
Sierra Hills School Nature  
club. can we put a log  
for the turtles in your  
pond? I will help the turtles  
not get their shells soft.  
we will build it are selves.

Rylan



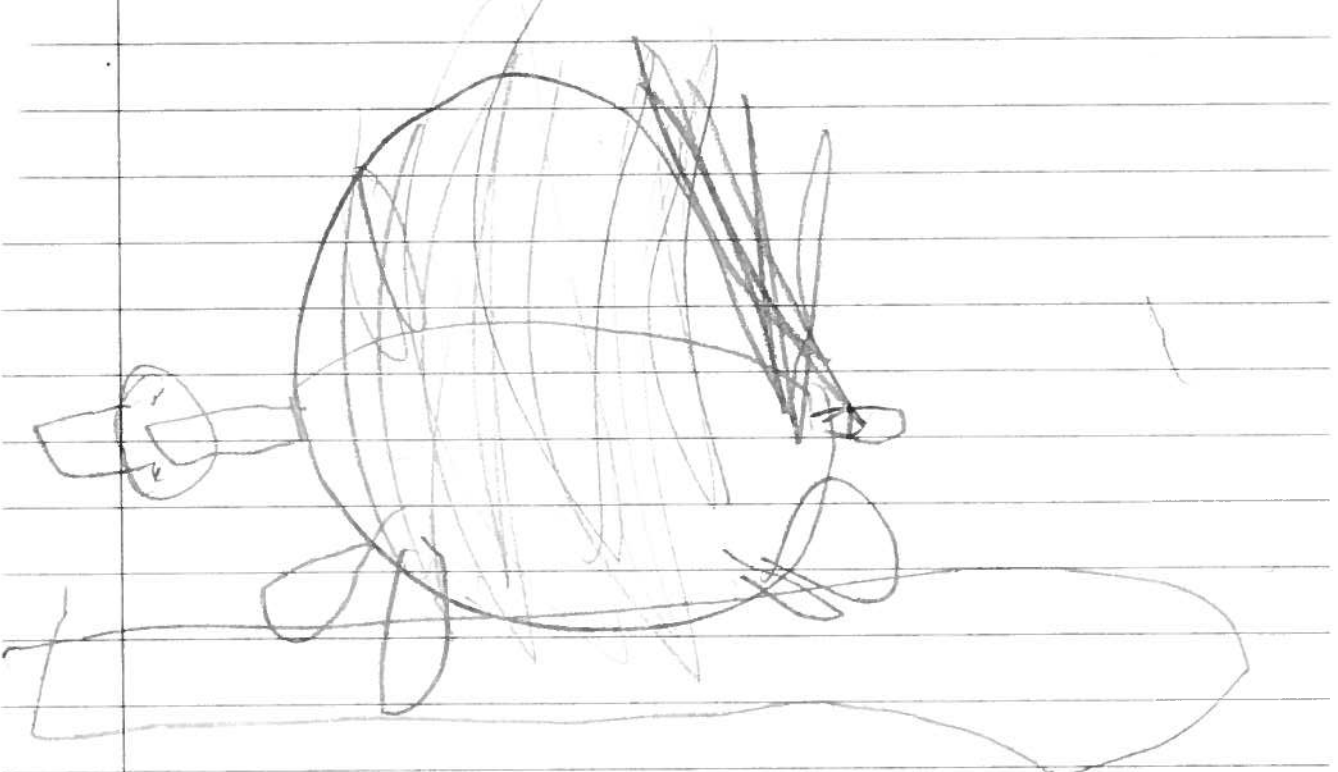
Dear Audubon parks and Recreation,  
my name is Justin I am in kids in  
nature I go to Sierra hills school may  
we please put a log in your pond so  
turtles can dry their shell.

from Justin



Dear Auburn Parks  
and Recreation

From Will from Stephens  
Co. We went to help the  
turtles at a log  
in the pond where the  
media vestu park. For  
the turtles to dry off.



from will

Dear Auburn parks and Recreation.  
I am Elijah from science club. We want  
to put a log for the  
turtles. Do you want to know  
why. Its because they need  
sun and a place to rest  
on!

from Elijah



Dear Auburn  
park and recreatic

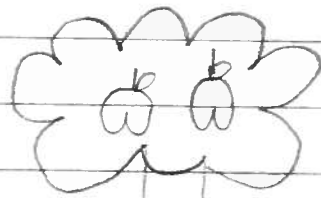
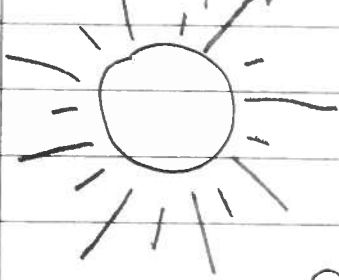
this is Lucy and  
we are in Kids in  
Nature at Sierra  
hill's School. We  
want to know if  
we can put a  
basking log in the  
pond? We will build  
the whole thing.

from Lucy

Dear

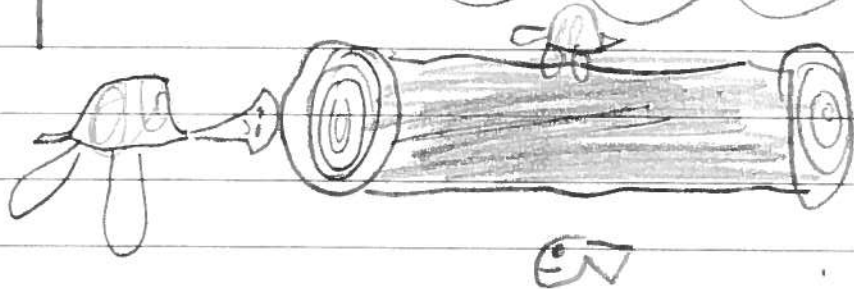
Auburn parks and recreation, this is sierrahills school science club we are wondering if you are willing to let us build a basking log at Meadow vista park.

from Aubree



Dear Auburn parks  
and recreation

this is willow at  
sierra hills school  
from the science and  
Nature club. we are  
wondering if we  
could build a basket-  
ing log. We will do all  
the work at Meadow  
park.



from willow

## FAMILY FUN

Started in Europe, aerial adventure parks are comprised of a series of courses linking tree platforms to a variety of bridges and zip lines. You ascend to an initial platform and then “zip” through the forest on an aerial trek anywhere from 15 to 50 feet in the air.



COURTESY TREETOP ADVENTURE PARK

The **Treetop Adventure Park** located at Granlibakken Resort near Tahoe City is the first aerial adventure park in California. It offers a variety of courses, from kids’ zip lining to more adventurous ropes courses. The Treetop Adventure Park is suitable for those who at least are five years old and at all levels of athleticism.

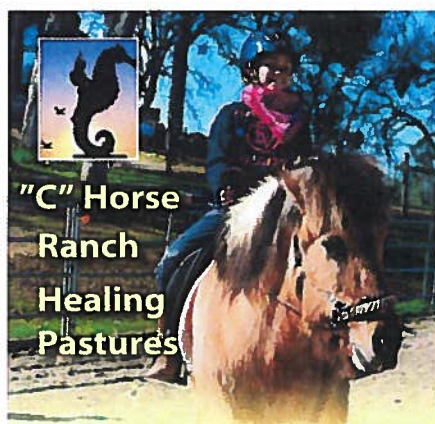
Participants are outfitted in climbing harnesses and helmets and connected to a belay system, making it virtually impossible to disconnect from the safety cable. Another location at Squaw Valley includes a ropes course, bungee trampoline, climbing wall and mini golf course.

725 Granlibakken Road, Tahoe City  
NorthTahoeAdventures.com | 530-581-7563

Thousands of families visit the **Placer Nature Center** each year to discover our area’s natural and cultural history. The outdoor classroom is located on 60 acres in Auburn, just north of Interstate 80 and east of Highway 49, with easy highway access.

The Center offers activities and classes in wildlife, astronomy, gardening, art, ecology, watershed, natural and cultural history and more for people of all ages. It offers exhibits such as the local watershed, a garden of native plants and a Nisenan native-American village.

3700 Christian Valley Rd., Auburn  
PlacerNatureCenter.org | 530-878-6053



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The **Auburn Recreation District** has been providing wonderful parks and a variety of recreation programs and services in Auburn and its surrounding areas since 1948. Its beautiful and scenic parks are among the main attractions in Auburn and Meadow Vista.

**Recreation Park**, located in South Auburn, is an oak filled park with lots of history. Amenities include a swimming pool, splash pool for children, playground structures, outdoor fitness area, baseball diamonds, an ADA accessible walk path around the park and newly constructed picnic units.



Other parks include **Ashford, Ashley Dog Park, Christian Valley, Meadow Vista, Overlook, Placer Hills Park, Railhead Park, Regional Park** and **Sugar-pine Ridge**. Facilities include pickleball courts, a skate park and tennis courts.

The parks are a great venue for hosting a family gathering, a reunion or a business social.

The Auburn Recreation District offers a variety of fun, family programs and activities, such as a “Movies in the Park” series. Events include Party in the Park on June 19, 2015; Food Truck Fiesta on August 21, 2015; the Great Auburn Obstacle Race on September 27, 2015; and the Auburn Community Festival on October 18, 2015. For more information, visit [AuburnRec.com](http://AuburnRec.com) or call 530-885-8461.



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## Auburn Recreation District Board of Directors Race

By: Auburn Journal Staff Report



The race for two open seats on the Auburn Recreation District Board of Directors seems to have settled on incumbent candidates Scott Holbrook and Curt Smith.

Holbrook and Smith were challenged by Monique Margaux for one of the spots on the recreation board.

As of press time Wednesday, Holbrook held a commanding lead of 43 percent of the popular vote, followed by Smith at nearly 32 percent of the popular vote. Margaux trailed behind at

approximately 24 percent.

Officials with the Placer County Elections Office said votes are still being sorted and tallied as of press time Wednesday evening.

### Keywords:

Auburn Recreation District board of directors ARD Scott Holbrook Curt Smith monique margaux Candidates Placer County Elections Office

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## Best Pickleball Paddles

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### Recreation Ramblings

#### Pickleball a process; thanks overdue

By: Kahl Muscott, for the Auburn Journal



**Part I: Pickleball and the Regional Park tennis courts update.** Last month's column regarding the consideration of converting Regional Park tennis courts into pickleball courts generated a substantial amount of response from both pickleball and tennis players alike.

This item will be considered at the Nov. 10 Acquisition and Development Committee meeting. The meeting starts at 4 p.m. at the Canyon View Community Center at 471 Maidu Drive in Auburn. The Committee will consider the issues and all alternatives and may forward the item with a recommendation to the ARD Board of Directors meeting on Nov. 20. The Board meeting starts at 6 p.m. and also takes place at the Canyon View Community Center.

For more information, contact me at (530) 885-0611 ext. 102 or at kmuscott@auburnrec.com.

**Part II: Giving thanks.** The impending Thanksgiving holiday and the tragic events of Oct. 24 both give me reason to take time and say thank you.

Thank you to our local law enforcement for their heroic actions on Oct. 24. I frequently

communicate with local law enforcement as part of my job. Sometimes it is for the unfortunate, including calls and discussions about vandalism and unruly behavior in our parks and buildings.

Fortunately, I have the opportunity to speak with officers and deputies about the positive aspects of our community. I see them at community meetings, sit with them on event committees and even work with them as they volunteer their time for local youth sports teams. These are the good engagements, and it makes it hard to think of these men and women putting themselves in harm's way to help protect us all. Thank you for your service.

Thank you to ARD staff members Joe Fecko, Veona Galbraith and Tyler Kindicefor making sure that the Canyon View Community Center got locked down in a hurry on Oct. 24. The Community Center was in the heart of the first stages of the episode in Auburn. These staff members provided assistance and information to the dozen or so senior bridge players who were in the building and locked down during the incident. At the end of the day, Veona drove two of the players home as their transit bus was not allowed into the area. I was not in the office that day, and it was reassuring knowing that everything

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was being handled. Thank you for being there.

Thank you to all of our staff at the Auburn Recreation District. Each year, ARD staff is put to the test by countless classes, camps, leagues, events and daily park users, with a great majority of that action occurring April through October. It is what we are all here for and it is our pleasure to have the opportunity to provide these services.

Of course there is a lot of hard work and planning that goes into our successes. A lot of this effort is unrecognized because it happens early in the morning, late at night, in a back pump room or in a bustling accounting office. It's all part of a machine with lots of moving parts. Thank you to ARD staff for not letting that machine break down.

Finally, thank you to the community for supporting ARD. I suppose some will say that their support is mandated by the property taxes that are paid. This is true, however consider that 36 percent of our non-project related revenue comes from elective classes, camps, leagues, events and rentals.

More importantly, the non-numerical support is what really drives us. The smile as we walk past a mom and a stroller on the Recreation Park pathway. The overabundance of joy seen in a dog enjoying his time off-leash at the Ashley Memorial Dog Park. The fist-pump of a disc golfer who just made an amazing shot around a tree. The excitement of a summer day camper as she lines up for a walk down to the pool. These are all intangible perks and support that ARD staff enjoys daily. Thank you for letting us share some of the good parts of your day.

**Keywords:**

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