

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

**6:00 PM**

**THURSDAY, JANUARY 30, 2020**

**CANYON VIEW COMMUNITY CENTER, BOARD ROOM  
471 MAIDU DRIVE  
AUBURN, CA**

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

**1.0 CALL TO ORDER**

**(PLEDGE TO THE FLAG)**

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

**Roll Call**

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

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Presentation of a donation to ARD from Steve Galyardt and Steve Grundmeier of Auburn Rotary.

Acknowledgement of a donation in the amount of \$5,000 to the ARD Youth Assistance Fund from Mother Lode Foundation Inc., Board Members Nick Willick, Don Ferretti, Dan Conners, and Barbara Besan.

Acknowledgement of a sponsorship in the amount of \$1,000 to the ARD Not Necessarily Dead Fest from Veronica Blake.

Presentation to January 2020 employee of the month Donna Renee Carlos, Account Clerk II, by Administrative Services Manager Veona Galbraith.

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

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

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

**Roll Call Vote**

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

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

\_\_\_\_\_ **5.1 Review and approval of Minutes of the Board of Directors from December 12, 2019**

Review and approval of Minutes of the Board of Directors from December 12, 2019

\_\_\_\_\_ **5.2 Review of Cash Requirements for December, 2019 (Standing Finance Committee)**

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

\_\_\_\_\_ **5.3 Review and Approval of Financials for November, 2019 (Standing Finance Committee)**

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

\_\_\_\_\_ **5.4 Review and Approval of Financials for December, 2019 (Standing Finance Committee)**

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

\_\_\_\_\_ **5.5 Resolution Number 2020-01: Transfer of Capital Construction Reserves for the Regional Park Path of Travel (Standing Finance Committee)**

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

\_\_\_\_\_ **5.6 Resolution Number 2020-02: Transfer of Equipment Reserve Fund (Standing Finance Committee)**

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

\_\_\_\_\_ **5.7 Fee Waiver Request for Foothill Quilters Guild (Standing Finance Committee)**

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

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

\_\_\_\_\_

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

**Roll Call Vote**

**6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS**

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

\_\_\_\_\_ **7.0 UNFINISHED BUSINESS**

None.

\_\_\_\_\_ **8.0 NEW BUSINESS**

**8.1 CalPERS Change in Auburn Area Recreation and Park District's Medical Family Benefit (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District (ARD) recommend approving changes to the Personnel Policy for a retro-active increase in District benefits for the CalPERS medical coverage for non-represented full-time employees?

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

\_\_\_\_\_

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

**Roll Call Vote**

**8.2 Donor Policies, Procedures and Recognition (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District (ARD) create a policy and adopt procedures for recognizing major donors?

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

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

**Roll Call Vote**

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

1. Discussion of Nominations for ARD Friend of Recreation – see attachment.
2. Alternate Public Member for Placer Local Agency Formation Commission - (LAFCO) - see attachment.
3. County Mitigation Fund, current balance \$487,738.

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

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

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

None.

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

\_\_\_\_\_ 13.0 **CLOSED SESSION**

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

**Title: District Administrator**

13.2 **Liability Claims (Government Code 54956.95, subd. (d))**

**Claimant: Veilstrop, Anna**

**Agency claimed against: Auburn Area Recreation and Park District**

\_\_\_\_\_ 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:

1-24-20  
Date

11:15 AM  
Time

P. Larson  
Clerk to the Board

**SECTION: 5.0**

**ITEM: 5.1 REVIEW AND APPROVAL OF  
MINUTES OF THE MEETING OF THE BOARD OF  
DIRECTORS FROM DECEMBER 12, 2019**

**INFORMATION: SEE ATTACHED MINUTES**

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

**FISCAL IMPACT: NONE**

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, December 12, 2019, 6:00 p.m., Canyon View Community Center  
471 Maidu Drive, Auburn, CA**

**Board Members**

**Present:** Chairman Jim Ferris  
Director Jim Gray  
Director Scott Holbrook  
Director Mike Lynch

**Board Members**

**Absent:** Director H. Gordon Ainsleigh

**Staff Present:**

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

**1.0 CALL TO ORDER**

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

**(PLEDGE TO THE FLAG)**

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

A presentation of employee of the month was given to Facilities & Grounds Park Worker Megan Frost by Facilities & Grounds Manager Jesse Williams.

A presentation of a plaque was made by District Administrator Kahl Muscott to outgoing Chairman Jim Ferris.

A slide show of photos was shown of Director Lynch's trip to Nepal and Bhutan.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

Director Lynch made a motion with the motion being seconded by Director Ferris to amend the agenda and move item 8.1 to after 11.0.

**Roll Call Vote**

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

3 – 1 – 0 Motion carries

**4.0 PUBLIC COMMENT**

None.

**5.0 CONSENT ITEMS**

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

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

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

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

**Roll Call Vote**

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

4 – 0 Motion carries.

**6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS**

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

**7.0 UNFINISHED BUSINESS**

None.



## **8.0 NEW BUSINESS**

### **8.1 Minimum Wage Increase**

A motion was made by Director Lynch and seconded by Director Gray to approve the minimum wage increase.

#### **Roll Call Vote**

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

4 – 0 Motion carries.

## **9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

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

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

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

The Board gave consensus to send the item of the election procedure for the Board and the Vice Chairman being in charge of the District Administrator's evaluation to the Program, Personnel, Policy, Fee & Legal Review Committee in January, 2019.

## **11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

### **11.1 Election of Officers**

#### **Chairman**

Director Lynch nominated Director Holbrook for Chairman.

Director Gray nominated Director Lynch for Chairman.

Director Lynch nominated Director Ainsleigh for Chairman.

The Board elected Director Holbrook as Chairman with four yes votes. Director Ainsleigh was absent.

**Vice Chairman**

Director Holbrook nominated Director Gray for Vice Chairman.

Director Lynch nominated Director Ainsleigh for Vice Chairman.

Director Gray nominated Director Lynch for Vice Chairman.

Director Holbrook nominated Director Ferris for Vice Chairman.

Director Holbrook nominated Director Gray for Vice Chairman.

The Board elected Director Gray as Vice Chairman with 4 yes votes. Director Ainsleigh was absent.

**13.0 PUBLIC COMMENT**

None.

**14.0 CLOSED SESSION – There were no topics for closed session.**

**ADJOURNMENT -** As there was no further business, the meeting was adjourned at 6:50 p.m. by Chairman Holbrook.

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

\_\_\_\_\_  
Date

**SECTION: 5.0**

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

**DESCRIPTION: ACCOUNTS PAYABLE**

**INFORMATION: SEE ATTACHED INFORMATION**

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

**FISCAL IMPACT: \$262,337.17**

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

Ranges: From: To: From: To:  
 Check Number First Last Check Date 12/1/2019 12/31/2019  
 Vendor ID First Last Checkbook ID COMM 1ST COMM 1ST  
 Vendor Name First Last

Sorted By: Check Date

\* Voided Checks

| Check Number | Vendor ID | Vendor Check Name              | Check Date | Checkbook ID | Audit Trail Code | Amount      |
|--------------|-----------|--------------------------------|------------|--------------|------------------|-------------|
| 19506        | 1099-104  | Thomas Seibel                  | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$97.50     |
| 19507        | 1099-243  | Phillip Dallas                 | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$292.50    |
| 19508        | 1099-256  | Healing Pastures, Inc.         | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$112.50    |
| 19509        | 1099-313  | Alison Lloyd                   | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$259.20    |
| 19510        | A0014     | AT&T                           | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$322.70    |
| 19511        | A0018     | Auburn Chamber of Commerce     | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$155.00    |
| 19512        | A0051     | Anderson's Sierra Pipe Co.     | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$22.20     |
| 19513        | A0134     | Advanced Intregrated Pest Mana | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$189.00    |
| 19514        | A1010     | Advantage Martketing and Print | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$126.56    |
| 19515        | B0020     | BSN Sports, Inc.               | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$474.98    |
| 19516        | C0061     | California Computer Services   | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$1,579.05  |
| 19517        | C0072     | CIT Technology Fin. Serv., Inc | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$236.12    |
| 19518        | C0130     | Cirrus Group LLC               | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$586.50    |
| 19519        | K0011     | Kaiser Foundation Health Plan, | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$16,977.51 |
| 19520        | L0027     | Pat Larson                     | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$42.20     |
| 19521        | M0098     | Meadow Vista County Water Dist | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$1,095.88  |
| 19522        | N0012     | Nevada Irrigation District     | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$537.98    |
| 19523        | P0021     | Petty Cash                     | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$40.33     |
| 19524        | P0023     | PG&E                           | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$87.86     |
| 19525        | R0073     | Riebes Auto Parts              | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$105.02    |
| 19526        | S0009     | Sierra Saw Sales And Service   | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$25.44     |
| 19527        | S0016     | Sam's Club                     | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$845.12    |
| 19528        | S0145     | SCP Pool Distributors LLC      | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$1,249.88  |
| 19529        | T0009     | Stanley Convergent Security So | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$406.17    |
| 19530        | T0071     | TIAA Commercial Finance, Inc.  | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$107.34    |
| 19531        | T1000     | Transamerica Life Insurance    | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$440.00    |
| 19532        | TEMPB     | Simone Brown                   | 12/6/2019  | COMM 1ST     | PMCHK00002609    | \$65.00     |
| 19533        | TEMPH     | Kellie Herstam                 | 12/12/2019 | COMM 1ST     | PMCHK00002610    | \$115.00    |
| 19534        | TEMPP     | Erin Proosow                   | 12/12/2019 | COMM 1ST     | PMCHK00002610    | \$90.00     |
| 19535        | U0016     | Uptown Signs & Graphics, Inc.  | 12/12/2019 | COMM 1ST     | PMCHK00002610    | \$75.08     |
| 19536        | U0019     | US Bank                        | 12/12/2019 | COMM 1ST     | PMCHK00002610    | \$7,023.06  |
| 19537        | V0007     | Verizon Wireless               | 12/12/2019 | COMM 1ST     | PMCHK00002610    | \$976.65    |
| 19538        | W0044     | Wave                           | 12/12/2019 | COMM 1ST     | PMCHK00002610    | \$229.85    |
| 19539        | W0048     | Warren Consulting Engineers, I | 12/12/2019 | COMM 1ST     | PMCHK00002610    | \$2,052.50  |
| 19540        | Y0003     | Yamasaki Landscape Architectur | 12/12/2019 | COMM 1ST     | PMCHK00002610    | \$770.00    |
| 19541        | R0077     | Real Food Catering             | 12/12/2019 | COMM 1ST     | PMCHK00002611    | \$712.00    |
| 19542        | S0163     | Steffen's HVAC Services        | 12/12/2019 | COMM 1ST     | PMCHK00002611    | \$3,777.00  |
| 19543        | S1007     | Stationary Engineers, Local 39 | 12/12/2019 | COMM 1ST     | PMCHK00002611    | \$407.48    |
| 19544        | U0033     | United States Treasury         | 12/12/2019 | COMM 1ST     | PMCHK00002611    | \$75.00     |
| 19603        | TEMPH     | Tara Hollingsworth             | 12/18/2019 | COMM 1ST     | PMCHK00002613    | \$125.00    |
| 19604        | TEMPS     | Deanna Spangler                | 12/18/2019 | COMM 1ST     | PMCHK00002613    | \$115.00    |
| 19605        | TEMPW     | Heather Whitcomb               | 12/18/2019 | COMM 1ST     | PMCHK00002613    | \$115.00    |
| 19606        | U0032     | UnityfIsolutions               | 12/18/2019 | COMM 1ST     | PMCHK00002613    | \$64.70     |
| 19545        | 1099-117  | Juan Aceituno                  | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$260.00    |
| 19546        | 1099-193  | Celena Polena                  | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$234.00    |
| 19547        | 1099-218  | Auburn Gymnastics Center       | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$331.50    |
| 19548        | 1099-269  | Deborah Lynn                   | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$312.00    |
| 19549        | 1099-271  | Kelpro Security                | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$1,920.00  |
| 19550        | 1099-277  | Foothill Karate Do             | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$68.25     |
| 19551        | 1099-291  | Isaac Humber                   | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$156.00    |
| 19552        | 1099-295  | Juli Land-Narx                 | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$3,000.00  |
| 19553        | 1099-313  | Alison Lloyd                   | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$610.20    |
| 19554        | 1099-343  | Faith Petersen                 | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$462.00    |
| 19555        | 1099-364  | Davison, Chris                 | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$30.00     |
| 19556        | 1099-370  | Pam Akina                      | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$6.00      |
| 19557        | 1099-371  | Hoffecker Burgess Consulting   | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$60.00     |

Auburn Rec & Park  
 VENDOR CHECK REGISTER REPORT  
 Payables Management

\* Voided Checks

| Check Number | Vendor ID | Vendor Check Name              | Check Date | Checkbook ID | Audit Trail Code | Amount       |
|--------------|-----------|--------------------------------|------------|--------------|------------------|--------------|
| 19558        | 1099-5    | Daniel Crandall                | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$171.50     |
| 19559        | A0001     | Recology Auburn Placer         | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$426.33     |
| 19560        | A0002     | A&A Stepping Stone Mfg., Inc.  | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$142.61     |
| 19561        | A0027     | Recology Auburn Placer         | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$1,278.74   |
| 19562        | A0051     | Anderson's Sierra Pipe Co.     | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$277.62     |
| 19563        | A0111     | AllGood Driving School, Inc    | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$30.00      |
| 19564        | B0020     | BSN Sports, Inc.               | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$151.85     |
| 19565        | B0062     | BareBones WorkWear             | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$119.02     |
| 19566        | C0004     | CAPRI                          | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$45,700.50  |
| 19567        | C0061     | California Computer Services   | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$259.00     |
| 19568        | C0111     | Cal.net                        | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$66.90      |
| 19569        | C0113     | Cooks Portable Toilets & Septi | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$1,598.00   |
| 19570        | C0130     | Cirrus Group LLC               | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$591.00     |
| 19571        | D0010     | Diamond Pacific                | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$176.37     |
| 19572        | D0025     | Dawson Oil Company             | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$2,723.71   |
| 19573        | D0066     | De Lage Landen Financial Servi | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$332.48     |
| 19574        | F0038     | Fastenal Company               | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$514.80     |
| 19575        | F0053     | F Loduca Co.                   | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$121,907.36 |
| 19576        | G0021     | Veona Galbraith                | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$15.12      |
| 19577        | L0100     | Lifeguard First Aid & Safety,  | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$46.92      |
| 19578        | M0013     | Meadow Vista Hardware          | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$96.83      |
| 19579        | M0035     | Meadow Vista Community Center  | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$3,320.00   |
| 19580        | M0039     | Meadow Vista Water Users Assoc | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$500.00     |
| 19581        | N0003     | Norris Electric, Inc.          | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$4,838.73   |
| 19582        | N0045     | Near U CO2                     | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$184.36     |
| 19583        | N0048     | Normac, Inc.                   | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$841.42     |
| 19584        | P0001     | Placer Farm Supply             | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$49.92      |
| 19585        | P0005     | Placer County Water Agency     | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$2,825.30   |
| 19586        | P0007     | Pacific Gas & Electric Company | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$8,263.97   |
| 19587        | R0073     | Riebes Auto Parts              | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$14.87      |
| 19588        | S0009     | Sierra Saw Sales And Service   | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$187.83     |
| 19589        | S0052     | Sierra Custom Awards & More    | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$33.19      |
| 19590        | S0143     | SMOA                           | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$349.50     |
| 19591        | S1003     | Sutter Medical Foundation      | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$96.00      |
| 19592        | TEMPG     | Azucena Garcia                 | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$115.00     |
| 19593        | TEMPH     | Julie Hettig                   | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$50.00      |
| 19594        | TEMPL     | Valerie Lewis                  | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$125.00     |
| 19595        | TEMPS     | Deri Simpson                   | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$115.00     |
| 19596        | U0016     | Uptown Signs & Graphics, Inc.  | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$37.54      |
| 19597        | V0004     | Valley Truck & Tractor Co.     | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$1,874.11   |
| 19598        | W0001     | Walker's Office Supplies, Inc. | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$978.32     |
| 19599        | W0010     | Waxie Sanitary Supply          | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$69.50      |
| 19600        | W0044     | Wave                           | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$1,703.11   |
| 19601        | W0046     | West Coast Sand & Gravel, Inc. | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$7,817.55   |
| 19602        | Y0003     | Yamasaki Landscape Architectur | 12/20/2019 | COMM 1ST     | PMCHK00002612    | \$185.00     |
| 019606       | S1007     | Stationary Engineers, Local 39 | 12/27/2019 | COMM 1ST     | PMCHK00002614    | \$407.48     |
| 019607       | U0033     | United States Treasury         | 12/27/2019 | COMM 1ST     | PMCHK00002614    | \$75.00      |

Total Checks: 103

Total Amount of Checks: \$262,337.17  
 =====

**SECTION: 5.0**

**ITEM: 5.3 REVIEW OF FINANCIALS FOR  
NOVEMBER, 2019**

**DESCRIPTION:**

**INFORMATION: SEE ATTACHMENT**

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

**PROFIT & LOSS**  
**19/20 Approved Budget**

|                                      | Approved Budget FY 19-20 | % Of Total    | Mid-Yr Revision FY 19-20 | 2019 Nov ACTUALS    | Last Yr Nov Actuals | 2019 YTD ACTUALS   | 2019 YTD BUDGET    | Last Yr YTD ACTUALS |
|--------------------------------------|--------------------------|---------------|--------------------------|---------------------|---------------------|--------------------|--------------------|---------------------|
| <b>Operating Revenues</b>            |                          |               |                          |                     |                     |                    |                    |                     |
| Program Revenue                      | 1,254,440                | 20%           | 1,325,160                | 83,126              | 61,247              | 1,012,014          | 1,019,050          | 941,282             |
| Facility Revenue                     | 178,050                  | 3%            | 177,577                  | 12,805              | 5,351               | 150,858            | 144,201            | 136,320             |
| Misc. Revenue                        | 49,790                   | 1%            | 43,460                   | 2,796               | 3,578               | 32,620             | 31,866             | 40,505              |
| Grants & Donations                   | 11,440                   | 0%            | 57,840                   | -                   | 10,873              | 26,519             | 25,820             | 21,650              |
| Interest Income                      | 60,270                   | 1%            | 68,410                   | 5,224               | 8,869               | 54,975             | 53,650             | 41,432              |
| Equipment Reserve Transfers          | 292,700                  | 5%            | 275,845                  | 131,580             | -                   | -                  | 131,580            | 94,124              |
| Project Reserve Transfers            | 632,700                  | 10%           | 642,225                  | -                   | -                   | 1,555,957          | 1,541,108          | 1,464,033           |
| Tax Revenue                          | 3,233,500                | 53%           | 3,308,408                | -                   | -                   | 9,626              | 9,628              | 9,981               |
| In Kind/Atwood                       | 26,470                   | 0%            | 22,863                   | -                   | -                   | 19,000             | 19,000             | 58,800              |
| City Mitigation Transfers            | 175,000                  | 3%            | 306,600                  | -                   | -                   | 158,000            | 158,000            | 122,000             |
| County/City Mitigation Revenue       | 242,300                  | 4%            | 275,300                  | 125,000             | -                   | 3,019,569          | 3,153,428          | 3,023,739           |
| <b>Total Operating Revenue</b>       | <b>6,156,660</b>         | <b>100.00</b> | <b>6,503,688</b>         | <b>360,531</b>      | <b>89,918</b>       | <b>3,019,569</b>   | <b>3,153,428</b>   | <b>3,023,739</b>    |
| <b>Expenditures</b>                  |                          |               |                          |                     |                     |                    |                    |                     |
| Program Expense                      | 245,940                  | 4%            | 257,000                  | 11,062              | 10,685              | 198,938            | 204,400            | 188,899             |
| Operating & Supplies                 | 390,380                  | 7%            | 403,173                  | 38,616              | 20,227              | 256,732            | 260,596            | 221,891             |
| Utilities Expense                    | 213,290                  | 4%            | 218,180                  | 8,791               | 8,483               | 145,818            | 148,455            | 155,314             |
| Professional Services                | 64,840                   | 1%            | 101,194                  | 5,978               | 817                 | 48,108             | 49,988             | 30,122              |
| Building & Grounds Maintenance       | 486,890                  | 8%            | 546,097                  | 40,424              | 20,043              | 274,043            | 263,631            | 246,693             |
| Property Tax Admin.                  | 60,950                   | 1%            | 61,820                   | -                   | -                   | 3,049              | 3,050              | 2,295               |
| Wages                                | 2,332,460                | 39%           | 2,344,510                | 238,793             | 224,480             | 1,553,838          | 1,555,426          | 1,486,909           |
| Benefits & Payroll Costs             | 901,850                  | 15%           | 922,968                  | 72,132              | 73,541              | 582,076            | 595,826            | 549,573             |
| Fixed Asset Expense                  | 307,410                  | 5%            | 327,735                  | 92,669              | 13,047              | 239,049            | 262,735            | 170,671             |
| Capital Improvement Projects         | 995,000                  | 17%           | 1,131,820                | 10,623              | 211,933             | 594,157            | 594,020            | 563,536             |
| Debt Services                        | 2,000                    | 0%            | 2,000                    | -                   | -                   | -                  | -                  | -                   |
| <b>Total Expenditures</b>            | <b>6,001,010</b>         | <b>100.00</b> | <b>6,316,497</b>         | <b>519,088</b>      | <b>583,256</b>      | <b>3,895,808</b>   | <b>3,938,127</b>   | <b>3,615,903</b>    |
| <b>Net Revenue Over Expenditures</b> | <b>\$ 155,650</b>        | <b>2.53</b>   | <b>\$ 187,191</b>        | <b>\$ (158,557)</b> | <b>(493,338)</b>    | <b>(\$876,239)</b> | <b>(\$784,699)</b> | <b>(\$592,164)</b>  |
| Annual Contingency Reserve (1-2%)    | \$ 50,000                |               | \$ 75,535                |                     |                     | \$ -               | \$ 450,000         | \$ 450,000          |
| Annual Equip Replacement Reserve     | \$ 50,000                |               | \$ 50,000                |                     |                     | \$ (56,045)        | \$ 791,772         | \$ 854,762          |
| Future Capital Construction Reserve  |                          |               |                          |                     |                     | \$ 202,459         | \$ 965,098         | \$ 887,359          |
| Cell Tower Reserves                  |                          |               |                          |                     |                     | \$ (122,459)       | \$ -               | \$ 122,459          |
| ADA Reserve                          | \$ 5,000                 |               | \$ 5,000                 |                     |                     | \$ 5,000           | \$ 25,032          | \$ 20,032           |
| CalPERS unfunded liability reserve   | \$ 45,800                |               | \$ 45,800                |                     |                     | \$ 45,800          | \$ 183,200         | \$ 137,400          |
| <b>TOTAL RESERVE BALANCES</b>        |                          |               |                          |                     |                     |                    | \$ 2,415,102       | \$ 2,472,012        |
| Net Position                         | \$ 4,850                 |               | \$ 10,856                |                     |                     |                    |                    |                     |

## Auburn Area Recreation and Park District

## Balance Sheet

11/30/2019

|  | Current<br>YTD         |
|--|------------------------|
| <b>ASSETS</b>                                  |                        |
| <u>Current Assets</u>                          |                        |
| Imprest Fund (Petty Cash)                      | 580.00                 |
| First Foundation Bank                          | 225,819.79             |
| Placer County Treasure-General                 | 2,110,996.99           |
| Placer County Treasurer - City Trust           | 480,005.74             |
| Accounts Receivable                            | 9,915.21               |
| Due From Other Governments                     | 140,000.00             |
| PCOE Receivables                               | 24,356.00              |
| Prepaid Liability Expense                      | 7,616.75               |
| Prepaid Workers Comp Insurance                 | 75,510.29              |
| <b>Total Current Assets</b>                    | <b>3,074,800.77</b>    |
| <u>Fixed Assets</u>                            |                        |
| Fixed Assets: Land                             | 1,970,546.12           |
| Fixed Assets: Structures                       | 12,924,491.23          |
| Fixed Assets: Equipment                        | 1,273,080.18           |
| Fixed Assets: Computer Equipment & Software    | 150,637.42             |
| Fixed Assets: Vehicles                         | 265,282.64             |
| Fixed Assets: Office Furniture & Rec Equipment | 89,402.49              |
| Construction In Progress                       | 901,920.13             |
| Less: Accumulated Depreciation                 | (9,958,827.00)         |
| <b>Total Fixed Assets</b>                      | <b>7,616,533.21</b>    |
| <b>TOTAL ASSETS</b>                            | <b>\$10,691,333.98</b> |
| <b>LIABILITIES AND NET PROFIT</b>              |                        |
| <u>Current Liabilities</u>                     |                        |
| Prepaid Revenue                                | 2,082.60               |
| Gift Certificates                              | 118.00                 |
| Compensated Absences                           | 129,642.79             |
| Sales Tax Payable                              | 275.65                 |
| <b>Total Current Liabilities</b>               | <b>\$132,119.04</b>    |
| <u>Net Position</u>                            |                        |
| Investments in Fixed Assets                    | 7,616,533.21           |
| RFB: Reserved (City Mitigation)                | 480,005.74             |
| GFB: Youth Assistance Fund                     | 16,995.24              |
| General Fund Balance                           | 947,470.95             |
| DFB: Annual Equip Replacement Reserv.          | 766,236.72             |
| DFB: Annual Contingency Reserve                | 450,000.00             |
| DFB: Reserved for Future Capital Construction  | 965,098.52             |
| RFB: Arboretum Grant Fund                      | 13,275.73              |
| RFB: Reserved (Atwood)                         | (14,398.10)            |
| RFB: Atwood III-Equip Repl Fund                | 5,003.66               |
| DFB: Unfunded Liability - CalPERS              | 183,200.00             |
| GFB: General Fund (ADA Reserve)                | 25,031.75              |
| Net Profit (Loss)                              | (895,238.48)           |
| <b>Total Net Postion</b>                       | <b>\$10,559,214.94</b> |
| <b>TOTAL LIABILITY AND NET POSITION</b>        | <b>\$10,691,333.98</b> |



Auburn Area Recreation & Park District

Profit & Loss

ALL DEPARTMENTS

**Auburn Rec & Park**Profit & Loss - Summary  
4/1/2019 To 11/30/2019

For All Segment1s

For All Segment4s

|                                      | Current<br>Month    | Actual<br>YTD         | Budget<br>YTD         | Variance           | Percent Of<br>Budget |
|--------------------------------------|---------------------|-----------------------|-----------------------|--------------------|----------------------|
| <b>OPERATING REVENUE</b>             |                     |                       |                       |                    |                      |
| Park & Recreation Services           | 83,125.56           | 1,012,014.37          | 1,019,050.00          | (7,035.63)         | 99.31                |
| Rents & Concessions                  | 12,804.87           | 150,858.35            | 144,201.00            | 6,657.35           | 104.62               |
| Miscellaneous Revenue                | 2,796.13            | 32,619.62             | 31,866.00             | 753.62             | 102.37               |
| Grants & Donations                   | 0.00                | 26,519.11             | 25,820.00             | 699.11             | 102.71               |
| Interest Income                      | 5,224.15            | 54,975.17             | 53,650.00             | 1,325.17           | 102.47               |
| Project Revenue - Government         | 125,000.00          | 158,000.00            | 158,000.00            | 0.00               | 100.00               |
| Taxes Revenue                        | 0.00                | 1,565,582.98          | 1,550,736.00          | 14,846.98          | 100.96               |
| <b>TOTAL OPERATING REVENUE</b>       | <b>\$228,950.71</b> | <b>\$3,000,569.60</b> | <b>\$2,983,323.00</b> | <b>\$17,246.60</b> | <b>100.58%</b>       |
| <b>OTHER FINANCING SOURCES</b>       |                     |                       |                       |                    |                      |
| <b>TOTAL OTHER FINANCING SOURCES</b> | <b>\$0.00</b>       | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$0.00</b>      | <b>0.00%</b>         |
| <b>TOTAL REVENUES</b>                | <b>228,950.71</b>   | <b>3,000,569.60</b>   | <b>2,983,323.00</b>   | <b>17,246.60</b>   | <b>100.58</b>        |
| <b>EXPENDITURES</b>                  |                     |                       |                       |                    |                      |
| Program Expenses                     | 11,061.86           | 198,937.50            | 204,400.00            | 5,462.50           | 97.33                |
| Operations & Supplies Expense        | 38,616.21           | 256,731.82            | 260,596.00            | (3,864.18)         | 98.52                |
| Utilities Expense                    | 8,791.37            | 145,818.02            | 148,455.00            | (2,636.98)         | 98.22                |
| Legal Expenses                       | 0.00                | 13,779.66             | 14,500.00             | (720.34)           | 95.03                |
| Professional Services                | 5,978.10            | 34,328.24             | 35,488.00             | (1,159.76)         | 96.73                |
| Bldg & Grounds Maintenance           | 40,423.81           | 274,043.17            | 263,631.00            | 10,412.17          | 103.95               |
| Property Tax Administration/LAFCO    | 0.00                | 3,048.91              | 3,050.00              | (1.09)             | 99.96                |
| Salaries Expense                     | 238,792.74          | 1,553,838.23          | 1,555,426.00          | (1,587.77)         | 99.90                |
| Benefits & Payroll Costs             | 72,132.49           | 582,075.87            | 595,826.00            | (13,750.13)        | 97.69                |
| Fixed Asset Expense                  | 92,669.31           | 239,049.48            | 262,735.00            | (23,685.52)        | 90.99                |
| Capital Improvement Projects         | 10,622.64           | 594,157.18            | 594,020.00            | 137.18             | 100.02               |

Auburn Rec & Park  
 Profit & Loss - Summary  
 4/1/2019 To 11/30/2019  
 For All Segment1's  
 For All Segment4's

|                                    | Current<br>Month | Actual<br>YTD  | Budget<br>YTD  | Variance      | Percent Of<br>Budget |
|------------------------------------|------------------|----------------|----------------|---------------|----------------------|
| TOTAL EXPENDITURES                 | \$519,088.53     | \$3,895,808.08 | \$3,938,127.00 | (\$42,318.92) | 98.93%               |
| NET REVENUE OVER EXPENDITURES      | (\$290,137.82)   | (\$895,238.48) | (\$954,804.00) | \$59,565.52   | 93.76%               |
| ADJ. NET REVENUE OVER EXPENDITURES | (\$290,137.82)   | (\$895,238.48) | (\$954,804.00) | \$59,565.52   | 93.76%               |

**Auburn Rec & Park**  
 Transfers to General Fund  
 4/1/2019 to 11/30/2019

|                                       |  |    |                    |
|---------------------------------------|--|----|--------------------|
| <u>Future Cap</u>                     |  |    |                    |
| 11/13/2019                            | Transfer to Save   | \$ | (50,000.00)        |
|                                       | <i>Total Addition to General Fund from City Mitigation Reserve</i>     | \$ | (50,000.00)        |
| <u>City Mitigation Reserves</u>       |  |    |                    |
| 4/15/2019                             | Security Cameras   | \$ | 19,000.00          |
|                                       | <i>Total Addition to General Fund from City Mitigation Reserve</i>     | \$ | 19,000.00          |
| <u>Equipment Replacement Reserves</u> |  |    |                    |
| 4/15/2019                             | 2018-2019 Budgeted to Save   | \$ | (50,000.00)        |
| 11/18/2019                            | Transfer to Save   | \$ | (25,535.00)        |
| 11/22/2019                            | Reg Pump   | \$ | 125,983.00         |
| 11/22/2019                            | TT HVAC  | \$ | 5,597.00           |
|                                       | <i>Total Addition to General Fund from Equip Repl Reserves</i>         | \$ | 56,045.00          |
| <u>Unfunded Liability Reserves</u>    |  |    |                    |
| 4/15/2019                             | 2018-2019 Budgeted to Save   | \$ | (45,800.00)        |
|                                       | <i>Total Addition to General Fund from Unfunded Liability Reserves</i> | \$ | (45,800.00)        |
| <u>ADA Reserves</u>                   |  |    |                    |
| 4/15/2019                             | 2018-2019 Budgeted to Save   | \$ | (5,000.00)         |
|                                       | <i>Total Addition to General Fund from ADA Reserves</i>                | \$ | (5,000.00)         |
|                                       | <b>Total Transfers from Reserves</b>                                   | \$ | <b>(25,755.00)</b> |

**SECTION: 5.0**

**ITEM: 5.4 REVIEW OF FINANCIALS FOR  
DECEMBER, 2019**

**DESCRIPTION:**

**INFORMATION: SEE ATTACHMENT**

**STAFF**

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

## ***Notations from December's Financials:***

### ***Revenues –***

- **Rents and Concessions** are up \$4,100. Soccer Field rentals are up from last year.
- **Misc Revenue** is down \$5,900.
- **Tax Revenues** are up by \$148,200, \$110,000 of which comes from RDA Pass throughs. Current Property Tax Revenue came in \$33,000 higher than expected.

### ***Expenses –***

- **Program Expenses** are under by \$7,000. Special Events account for \$3,600, Officials are under by \$1,100, Youth Service's Discovery clubs are under by \$1,000 and instructors are under by \$1,000.
- **Operations** are under by \$8,800. Small Equipment accounts for \$6,700 and Office Equip is down at Customer Service by \$1,900.
- **Maintenance Expenses** are over by \$5,100. Extra maintenance at the Day Camp Modulars, cement work at Atwood Park, Roof repairs at Rec Community Center, and Heat & Air as well as paving work done at CVCC account for the overages.
- **Benefits & Payroll Expenses** are under by \$55,000. There has been \$7,000 savings in Worker's Comp, \$15,000 savings in Benefits, and \$30,000 savings in wages (mostly in Facilities and Grounds).
- **Assets** are under by \$60,700 budgeted for a new mower and gator cart, not yet purchased.

**PROFIT & LOSS**  
**19/20 Approved Budget**

|                                      | Approved Budget FY 19-20 | % Of Total    | Mid-Yr Revision FY 19-20 | 2019 Dec ACTUALS    | Last Yr Dec Actuals | 2019 YTD ACTUALS | 2019 YTD BUDGET  | Last Yr YTD ACTUALS |
|--------------------------------------|--------------------------|---------------|--------------------------|---------------------|---------------------|------------------|------------------|---------------------|
| <b>Operating Revenues</b>            |                          |               |                          |                     |                     |                  |                  |                     |
| Program Revenue                      | 1,254,440                | 20%           | 1,325,160                | 56,720              | 47,772              | 1,068,734        | 1,069,420        | 989,054             |
| Facility Revenue                     | 178,050                  | 3%            | 177,577                  | 8,737               | 6,132               | 159,595          | 155,467          | 142,453             |
| Misc. Revenue                        | 49,790                   | 1%            | 43,460                   | (344)               | 4,209               | 32,276           | 38,186           | 44,714              |
| Grants & Donations                   | 11,440                   | 0%            | 57,840                   | (223)               | 17,536              | 26,297           | 25,820           | 39,186              |
| Interest Income                      | 60,270                   | 1%            | 68,410                   | 5,096               | 6,541               | 60,071           | 58,050           | 47,973              |
| Equipment Reserve Transfers          | 292,700                  | 5%            | 275,845                  | -                   | 32,480              | 131,580          | 131,580          | 126,604             |
| Project Reserve Transfers            | 632,700                  | 10%           | 642,225                  | -                   | -                   | -                | 19,525           | 93,612              |
| Tax Revenue                          | 3,233,500                | 53%           | 3,308,408                | 1,898,944           | 2,205               | 3,454,901        | 3,308,408        | 1,466,238           |
| In Kind/Atwood                       | 26,470                   | 0%            | 22,863                   | 13,896              | -                   | 23,522           | 21,796           | 9,981               |
| City Mitigation Transfers            | 175,000                  | 3%            | 306,600                  | -                   | -                   | 19,000           | 19,000           | 58,800              |
| County/City Mitigation Revenue       | 242,300                  | 4%            | 275,300                  | -                   | 65,000              | 158,000          | 158,000          | 128,200             |
| <b>Total Operating Revenue</b>       | <b>6,156,660</b>         | <b>100.00</b> | <b>6,503,688</b>         | <b>1,982,826</b>    | <b>181,875</b>      | <b>5,133,976</b> | <b>5,005,252</b> | <b>3,146,815</b>    |
| <b>Expenditures</b>                  |                          |               |                          |                     |                     |                  |                  |                     |
| Program Expense                      | 245,940                  | 4%            | 257,000                  | 4,684               | 16,910              | 203,622          | 210,650          | 205,809             |
| Operating & Supplies                 | 390,380                  | 7%            | 403,173                  | 25,279              | 37,438              | 282,010          | 290,886          | 259,329             |
| Utilities Expense                    | 213,290                  | 4%            | 218,180                  | 12,079              | 16,570              | 157,897          | 160,369          | 171,884             |
| Professional Services                | 64,840                   | 1%            | 101,194                  | 4,127               | 2,220               | 52,235           | 53,662           | 32,342              |
| Building & Grounds Maintenance       | 486,890                  | 8%            | 546,097                  | 25,160              | 33,258              | 299,204          | 294,027          | 279,952             |
| Property Tax Admin.                  | 60,950                   | 1%            | 61,820                   | 58,769              | -                   | 61,818           | 61,820           | 2,295               |
| Wages                                | 2,332,460                | 39%           | 2,344,510                | 167,560             | 179,538             | 1,721,398        | 1,752,082        | 1,666,448           |
| Benefits & Payroll Costs             | 901,850                  | 15%           | 922,968                  | 61,440              | 61,306              | 643,516          | 668,234          | 610,879             |
| Fixed Asset Expense                  | 307,410                  | 5%            | 327,735                  | 535                 | -                   | 239,584          | 300,340          | 170,671             |
| Capital Improvement Projects         | 995,000                  | 17%           | 1,131,820                | 129,829             | 158,652             | 723,986          | 724,120          | 608,753             |
| Debt Services                        | 2,000                    | 0%            | 2,000                    | -                   | -                   | -                | -                | -                   |
| <b>Total Expenditures</b>            | <b>6,001,010</b>         | <b>100.00</b> | <b>6,316,497</b>         | <b>489,462</b>      | <b>505,892</b>      | <b>4,385,270</b> | <b>4,516,190</b> | <b>4,008,362</b>    |
| <b>Net Revenue Over Expenditures</b> | <b>\$ 155,650</b>        | <b>2.53</b>   | <b>\$ 187,191</b>        | <b>\$ 1,493,364</b> | <b>(324,017)</b>    | <b>\$748,706</b> | <b>\$489,062</b> | <b>(\$861,547)</b>  |
| Annual Contingency Reserve (1-2%)    |                          |               |                          |                     |                     |                  | Total            | Total               |
| Annual Equip Replacement Reserve     | \$ 50,000                |               | \$ 75,535                |                     |                     | \$ -             | \$ 450,000       | \$ 450,000          |
| Future Capital Construction Reserve  | \$ 50,000                |               | \$ 50,000                |                     |                     | \$ (56,045)      | \$ 766,237       | \$ 854,762          |
| Cell Tower Reserves                  |                          |               |                          |                     |                     | \$ 202,459       | \$ 965,098       | \$ 887,359          |
| ADA Reserve                          | \$ 5,000                 |               | \$ 5,000                 |                     |                     | \$ (122,459)     | \$ -             | \$ 122,459          |
| CalPERS unfunded liability reserve   | \$ 45,800                |               | \$ 45,800                |                     |                     | \$ 5,000         | \$ 25,032        | \$ 20,032           |
| <b>TOTAL RESERVE BALANCES</b>        |                          |               |                          |                     |                     | \$ 45,800        | \$ 183,200       | \$ 137,400          |
| Net Position                         | \$ 4,850                 |               | \$ 10,856                |                     |                     | \$ 45,800        | \$ 2,389,567     | \$ 2,472,012        |

## Auburn Area Recreation and Park District

## Balance Sheet

12/31/2019

|  | Current<br>YTD         |
|--|------------------------|
| <b>ASSETS</b>                                  |                        |
| <u>Current Assets</u>                          |                        |
| Imprest Fund (Petty Cash)                      | 580.00                 |
| First Foundation Bank                          | 213,463.68             |
| Placer County Treasure-General                 | 3,592,183.77           |
| Placer County Treasurer - City Trust           | 480,760.71             |
| Accounts Receivable                            | 6,972.36               |
| Due From Other Governments                     | 125,000.00             |
| PCOE Receivables                               | 22,532.00              |
| Prepaid Liability Expense                      | 45,700.50              |
| Prepaid Workers Comp Insurance                 | 67,528.27              |
| <b>Total Current Assets</b>                    | <b>4,554,721.29</b>    |
| <u>Fixed Assets</u>                            |                        |
| Fixed Assets: Land                             | 1,970,546.12           |
| Fixed Assets: Structures                       | 12,924,711.96          |
| Fixed Assets: Equipment                        | 1,273,080.18           |
| Fixed Assets: Computer Equipment & Software    | 150,951.51             |
| Fixed Assets: Vehicles                         | 265,282.64             |
| Fixed Assets: Office Furniture & Rec Equipment | 89,402.49              |
| Construction In Progress                       | 1,031,748.80           |
| Less: Accumulated Depreciation                 | (9,958,827.00)         |
| <b>Total Fixed Assets</b>                      | <b>7,746,896.70</b>    |
| <b>TOTAL ASSETS</b>                            | <b>\$12,301,617.99</b> |
| <b>LIABILITIES AND NET PROFIT</b>              |                        |
| <u>Current Liabilities</u>                     |                        |
| Prepaid Revenue                                | 2,082.60               |
| Gift Certificates                              | 198.00                 |
| Compensated Absenses                           | 116,116.83             |
| Sales Tax Payable                              | 275.65                 |
| <b>Total Current Liabilities</b>               | <b>\$118,673.08</b>    |
| <u>Net Position</u>                            |                        |
| Investments in Fixed Assets                    | 7,746,896.70           |
| RFB: Reserved (City Mitigation)                | 480,766.85             |
| GFB: Youth Assistance Fund                     | 16,363.24              |
| General Fund Balance                           | 955,670.60             |
| DFB: Annual Equip Replacement Reserv.          | 766,236.72             |
| DFB: Annual Contingency Reserve                | 450,000.00             |
| DFB: Reserved for Future Capital Construction  | 965,098.52             |
| RFB: Arboretum Grant Fund                      | 13,275.73              |
| RFB: Reserved (Atwood)                         | (22,726.86)            |
| RFB: Atwood III-Equip Repl Fund                | 5,003.66               |
| DFB: Unfunded Liability - CalPERS              | 183,200.00             |
| GFB: General Fund (ADA Reserve)                | 25,031.75              |
| Net Profit (Loss)                              | 598,128.00             |
| <b>Total Net Postion</b>                       | <b>\$12,182,944.91</b> |
| <b>TOTAL LIABILITY AND NET POSITION</b>        | <b>\$12,301,617.99</b> |



**Auburn Area Recreation & Park District**

**Profit & Loss**

**ALL DEPARTMENTS**

## Auburn Rec &amp; Park

Profit & Loss - Summary  
4/1/2019 To 12/31/2019

For All Segment1s

For All Segment4s

|                                      | Current<br>Month      | Actual<br>YTD         | Budget<br>YTD         | Variance            | Percent Of<br>Budget |
|--------------------------------------|-----------------------|-----------------------|-----------------------|---------------------|----------------------|
| <b>OPERATING REVENUE</b>             |                       |                       |                       |                     |                      |
| Park & Recreation Services           | 56,720.02             | 1,068,734.39          | 1,069,420.00          | (685.61)            | 99.94                |
| Rents & Concessions                  | 8,736.60              | 159,594.95            | 155,467.00            | 4,127.95            | 102.66               |
| Miscellaneous Revenue                | (343.88)              | 32,275.74             | 38,186.00             | (5,910.26)          | 84.52                |
| Grants & Donations                   | (222.50)              | 26,296.61             | 25,820.00             | 476.61              | 101.85               |
| Interest Income                      | 5,096.12              | 60,071.29             | 58,050.00             | 2,021.29            | 103.48               |
| Project Revenue - Government         | 0.00                  | 158,000.00            | 158,000.00            | 0.00                | 100.00               |
| Taxes Revenue                        | 1,912,840.29          | 3,478,423.27          | 3,330,204.00          | 148,219.27          | 104.45               |
| <b>TOTAL OPERATING REVENUE</b>       | <b>\$1,982,826.65</b> | <b>\$4,983,396.25</b> | <b>\$4,835,147.00</b> | <b>\$148,249.25</b> | <b>103.07%</b>       |
| <b>OTHER FINANCING SOURCES</b>       |                       |                       |                       |                     |                      |
| <b>TOTAL OTHER FINANCING SOURCES</b> | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$0.00</b>         | <b>\$0.00</b>       | <b>0.00%</b>         |
| <b>TOTAL REVENUES</b>                | <b>1,982,826.65</b>   | <b>4,983,396.25</b>   | <b>4,835,147.00</b>   | <b>148,249.25</b>   | <b>103.07</b>        |
| <b>EXPENDITURES</b>                  |                       |                       |                       |                     |                      |
| Program Expenses                     | 4,684.33 <sup>1</sup> | 203,621.83            | 210,650.00            | 7,028.17            | 96.66                |
| Operations & Supplies Expense        | 25,278.53             | 282,010.35            | 290,886.00            | (8,875.65)          | 96.95                |
| Utilities Expense                    | 12,078.51             | 157,896.53            | 160,369.00            | (2,472.47)          | 98.46                |
| Legal Expenses                       | 0.00                  | 13,779.66             | 15,560.00             | (1,780.34)          | 88.56                |
| Professional Services                | 4,126.95              | 38,455.19             | 38,102.00             | 353.19              | 100.93               |
| Bldg & Grounds Maintenance           | 25,160.43             | 299,203.60            | 294,027.00            | 5,176.60            | 101.76               |
| Property Tax Administration/LAFCO    | 58,768.74             | 61,817.65             | 61,820.00             | (2.35)              | 100.00               |
| Salaries Expense                     | 167,559.50            | 1,721,397.73          | 1,752,082.00          | (30,684.27)         | 98.25                |
| Benefits & Payroll Costs             | 61,439.69             | 643,515.56            | 668,234.00            | (24,718.44)         | 96.30                |
| Fixed Asset Expense                  | 534.82                | 239,584.30            | 300,340.00            | (60,755.70)         | 79.77                |
| Capital Improvement Projects         | 129,828.67            | 723,985.85            | 724,120.00            | (134.15)            | 99.98                |

Auburn Rec & Park  
 Profit & Loss - Summary  
 4/1/2019 To 12/31/2019  
 For All Segment1s  
 For All Segment4s

|                                    | Current Month  | Actual YTD     | Budget YTD     | Variance       | Percent Of Budget |
|------------------------------------|----------------|----------------|----------------|----------------|-------------------|
| TOTAL EXPENDITURES                 | \$489,460.17   | \$4,385,268.25 | \$4,516,190.00 | (\$130,921.75) | 97.10%            |
| NET REVENUE OVER EXPENDITURES      | \$1,493,366.48 | \$598,128.00   | \$318,957.00   | \$279,171.00   | 187.53%           |
| ADJ. NET REVENUE OVER EXPENDITURES | \$1,493,366.48 | \$598,128.00   | \$318,957.00   | \$279,171.00   | 187.53%           |

## Auburn Rec & Park

Transfers to General Fund  
4/1/2019 to 12/31/2019

|                                       |  |           |                    |
|---------------------------------------|--|-----------|--------------------|
| <u>Future Cap</u>                     |  |           |                    |
| 11/13/2019                            | Transfer to Save   | \$        | (50,000.00)        |
|                                       | <i>Total Addition to General Fund from City Mitigation Reserve</i>     | \$        | (50,000.00)        |
| <u>City Mitigation Reserves</u>       |  |           |                    |
| 4/15/2019                             | Security Cameras   | \$        | 19,000.00          |
|                                       | <i>Total Addition to General Fund from City Mitigation Reserve</i>     | \$        | 19,000.00          |
| <u>Equipment Replacement Reserves</u> |  |           |                    |
| 4/15/2019                             | 2018-2019 Budgeted to Save   | \$        | (50,000.00)        |
| 11/18/2019                            | Transfer to Save   | \$        | (25,535.00)        |
| 11/22/2019                            | Reg Pump   | \$        | 125,983.00         |
| 11/22/2019                            | TT HVAC  | \$        | 5,597.00           |
|                                       | <i>Total Addition to General Fund from Equip Repl Reserves</i>         | \$        | 56,045.00          |
| <u>Unfunded Liability Reserves</u>    |  |           |                    |
| 4/15/2019                             | 2018-2019 Budgeted to Save   | \$        | (45,800.00)        |
|                                       | <i>Total Addition to General Fund from Unfunded Liability Reserves</i> | \$        | (45,800.00)        |
| <u>ADA Reserves</u>                   |  |           |                    |
| 4/15/2019                             | 2018-2019 Budgeted to Save   | \$        | (5,000.00)         |
|                                       | <i>Total Addition to General Fund from ADA Reserves</i>                | \$        | (5,000.00)         |
|                                       | <b>Total Transfers from Reserves</b>                                   | <b>\$</b> | <b>(25,755.00)</b> |

## **Item 5.5 Cover Sheet: Resolution #2020-01: Transfer of Capital Construction Reserves for the Regional Path of Travel**

**Auburn Area Recreation and Park District Finance committee meeting and Board of Directors meeting January, 2020**

**The Issue:** Shall the Auburn Area Recreation and Park District (ARD) approve and adopt Resolution #2020-01, a resolution authorizing the transfer of funds from the Capital Construction Reserves in the amount of \$19,525 to reimburse the general fund for the installation of the New South End Playground's Path of Travel at Regional Park.

**Background:** In February, 2019, the Board of Directors authorized a Project List authorizing \$40,000 for the Regional Park's Path of Travel to the new south end playground, to be funded by the Capital Construction reserve.

At the September 26<sup>th</sup>, 2019 Board meeting, the Board of Directors approved the updated Project List, reducing the project budget to \$19,525.

Central Valley Engineering and Asphalt was awarded the contract for the installation of the pathway. The District spent a total of \$19,525 for all of the necessary requirements to complete the installation of the new pathway. All expenses were paid out of the general fund.

**Recommendation:**

The Finance Committee reviewed and recommended approval of Resolution #2020-01, a resolution approving the transfer of the Capital Construction Reserves in the amount of \$19,525 to the General Fund as this is an appropriate use of these reserves and forwarded this item to the Board of Directors for review and adoption.

**Attachment:** Resolution Number 2020-01

RESOLUTION NUMBER 2020 - 01

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE  
TRANSFER OF FUNDS IN THE AMOUNT OF \$19,525 FROM THE CAPITAL  
CONSTRUCTION RESERVES TO THE GENERAL FUND

WHEREAS, in September 26, 2019 the Auburn Area Recreation & Park District Board of Directors approved the project list for Fiscal Year 2019/2020, and;

WHEREAS, one of the approved projects, the Regional Path of Travel to the new south playground has been completed and reserve funds need to be transferred, and;

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

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$19,525 from the Capital Construction Reserve for completion of the Regional Path of Travel to the General Fund.

APPROVED, PASSED, AND ADOPTED ON January 30, 2020 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

---

Scott R. Holbrook  
Chairman of the Governing Board

ATTEST:

---

Clerk to the Governing Board

## **Item 5.6 Cover Sheet: Resolution #2020-02: Transfer of Equipment Reserve Fund**

**Auburn Area Recreation and Park District Finance committee meeting and Board of Directors Meeting January, 2020**

**The Issue:** Shall the Auburn Area Recreation and Park District approve and adopt Resolution #2020-02, a resolution authorizing the transfer funds from the Equipment Reserve Fund to reimburse the general fund for the purchase of a Turfstar Western Toro 010-Reelmaster 7000-D T4F Diesel mower for Railhead Park?

**Background:** At the September 26, 2019 Board Meeting, the Board of Directors approved the purchase of a new Toro Reelmaster Lawn Mower for \$90,264.51. The preliminary budget revision was also approved for the same. The asset was again approved to be funded by the Equipment Reserve Fund.

The District spent \$90,148.03 to purchase the Turfstar Western Toro 010-Reelmaster 7000-D T4F Diesel Mower. All expenses were paid out of the general fund.

**Recommendation:** The Finance Committee reviewed and recommended approval of Resolution #2020-02, a resolution approving the transfer of the Equipment Reserve fund to the General Fund in the amount of \$90,000 as this is an appropriate use of these reserves and forwarded this item to the Board of Directors for review and adoption.

**Attachment:** Resolution Number 2020-02

RESOLUTION NUMBER 2020-02

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE  
TRANSFER OF FUNDS IN THE AMOUNT OF \$90,000 FROM THE EQUIPMENT  
RESERVE FUND TO THE GENERAL FUND

WHEREAS, in September of 2019, the Auburn Area Recreation & Park District Board of Directors approved the Revised Budget and the Obsolescence List for Fiscal Year 2019/2020, and;

WHEREAS, at the September 26, 2019 Board Meeting, the Board of Directors approved the purchase of a new Toro Reelmaster Lawn Mower for \$90,264.51 to be funded by the Equipment Reserve Fund, and;

WHEREAS, the Toro Reelmaster Mower has been purchased and reserve funds need to be transferred, and;

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

That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$90,000 from the Equipment Reserve Fund Account to the General Fund for the Toro Reelmaster Mower.

APPROVED, PASSED, AND ADOPTED ON JANUARY 30, 2020 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

---

Scott R. Holbrook  
Chairman of the Governing Board

ATTEST:

---

Clerk to the Governing Board



## **Item 5.7 Cover sheet – Fee Waiver Request for Foothill Quilters Guild**

**Auburn Area Recreation and Park District (ARD) Standing Finance Committee Meeting and Board of Directors Meeting January, 2020,**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) approve a fee waiver for Foothill Quilters Guild's use of Regional Park Lakeside Room and Gym?

Provided below is the District's Policy & Procedures for Fee Waivers:

### **XXX. Policy & Procedures for Fee Waivers**

Fee waivers may be granted to non-profit organizations, schools, other public agencies and ARD co-sponsored events for once per year, annual events or rentals. The following rules will apply to Fee Waivers:

- A. A 10% processing fee will be charged for all fee waivers. This fee does not apply to peak usage rentals paying 50%.
- B. A minimum 20% fee will be applied to all groups that charge admission or do not meet at least one of the following criteria:
  - 1. The non-profit charity/agency must provide a service that complements or enhances services provided by ARD.
  - 2. There is an identifiable secondary benefit to ARD.
  - 3. The charity/agency provides a service that ARD would provide but chooses not to.

This fee does not apply to peak usage rentals paying 50%.

- C. During peak usage times, fee waivers will normally not exceed 50% of the current fees. Custodial and alcohol fees will normally not be waived during these peak periods.

Peak usage times for facilities area as follows:

Picnic Units: April – October

Gymnasiums: December – March

Baseball fields: February – July

Soccer fields: July – November

Swimming pools: May – July

- D. ARD staff can approve fee waivers up to a dollar amount of \$1,500. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar. Denied fee waivers can be appealed to the ARD Board of Directors. Appeals should be made in writing and sent to the Customer Service/Marketing Manager at least 7 days before the next ARD Board of Director's meeting.

E. The person or organization making the fee waiver request should be responsible for the following:

1. Paying applicable custodial, set up/take down fee.
2. Paying the alcohol fee, if applicable.
3. Special Events – paying the current rate per hour/person for staffing the event (one maintenance worker per 500 attendees).
4. Special Events – events over 250 attendees require a dumpster.
5. Special Events – events with 400 + attendees will require one portable toilet. Add 1 portable toilet for every 200 additional attendees.
6. Special Events – in most cases the person/organization requesting the fee waiver will take care of trash, bathrooms, etc.

**Recommendation**

Review and approve.

**Attachments**

Fee Waiver Request

Fee Waiver Request and Application

Letter to ARD from Foothill Quilters Guild

Facility Reservation

Non-profit status letter for Foothill Quilters Guild

**FEE WAIVER REQUEST**

PERSON MAKING REQUEST Gail Reinke  
 NAME OF THE ORGANIZATION Foothill Quilters Guild  
 IRS/NON PROFIT TAX ID NUMBER LB-0016773

ADDRESS AND PHONE NUMBER P.O. Box 5653  
Auburn, CA. 95604  
530-888-0158 - H. Gail Reinke

Liz Biele  
 Signature

1/4/2020  
 Date

**OFFICE USE ONLY**

| APPLICABLE FEES       |                             | FEES WAIVED        |
|-----------------------|-----------------------------|--------------------|
| Rental Fees           | \$ <u>2083.50</u>           | \$ <u>1,666.80</u> |
| Custodial Fees        | \$ <u>120.<sup>00</sup></u> | \$ _____           |
| Alcohol Permit Fees   | \$ _____                    | \$ _____           |
| Setup/Takedown        | \$ _____                    | \$ _____           |
| Staffing Fees         | \$ <u>712.50</u>            | \$ _____           |
| Miscellaneous Fees    | \$ _____                    | \$ _____           |
| <b>TOTAL FEES DUE</b> | \$ <u>1,249.10</u>          |                    |

REQUEST APPROVED?                      Yes                      No

COMMENTS:                      Cust: \$40 x 3 = \$120  
Staffing: \$25 x 28 hrs = \$712.50  
Rental: 20% of \$2083.50 = \$416.70

Approved by: \_\_\_\_\_ 1/9/20  
 Date



# FEE WAIVER REQUEST AND APPLICATION

In order to be considered for a fee waiver request, you must complete this questionnaire and submit necessary documents as indicated below. A letter on the requesting organization's letterhead must accompany this application. The letter should include the reason for requesting a fee waiver and how this event benefits our community. Requests must be submitted 60 days prior to the event. Applicants must complete and submit Indoor or Outdoor Reservation Applications with this request. Incomplete applications will not be processed.

1) Is this a non-profit organization? Yes

Must provide supporting documentation for non-profit status before being considered for a fee waiver request.  
Example: A letter from IRS stating your non-profit status

2) Can you provide financial documents for the organization? Yes

Example: Bank statements or tax returns. If unable to provide these documents, please attach an explanation letter.

3) Is this the first time that your organization is asking for a fee waiver from ARD? NO

4) Is this a fundraiser? Yes

5) How much money do you anticipate generating from this event? \$6870.00 (Budget)

6) Is there a fee or a charge for people to attend or participate in your event? yes - \$8-

7) How does a fee waiver affect your event? Can you hold your event in a different location if ARD can not consider a fee waiver at this time? Please explain.

There really isn't another viable location for the quilt show. If we do not receive a fee waiver, it will impact the overall net income from the show & the guild's program + community outreach activities

8) Have you asked for a fee waiver from other agencies in the community?

Please indicate which agency: Gold Country Fairground, Auburn Airport, Parkside Church

9) Are there any other agencies in the community that are working with you on this project? no

Please provide a list of these agencies and contact information.

10) If a full fee waiver is not granted, can your organization pay a percentage of the rental fees?

yes  
If no, please explain:

11) Will you consider paying for staffing and utility fees if we waive the rental fees? yes  
\$25.00 per hour plus applicable custodial fees

12) If you are unable to meet one of the offers (Items 10 or 11 above), are you able to provide a hardship statement with supporting documentations, such as bank statements or tax returns? n/a  
Please indicate what is being provided with this request:

January, 2020



To: Auburn Recreation and Parks District Representative,

The Foothill Quilters Guild is submitting a fee waiver request for the Lakeside and Regional Gym. The guild's annual Quilt Show has been part of the Auburn community for 37 years. This is the guild's major fundraiser. ARD has generously supported our Quilt Show by providing their facility at a reduced rate for the last three years. Unfortunately, the move to our current venue, ARD and Parkside Church has reduced our overall attendance by half. We have seen a slight uptick in attendance each year but the attendance numbers continue to be under 900 people. This reduction in attendance has impacted our overall net income from our Quilt Show which impacts our ability to support the guild's outreach programs within the community. The fee waiver helps us continue to support the many needs in and outside of the Auburn community.

This will be our 38<sup>th</sup> Quilt Show event. Our show is operated by volunteers from the quilt guild, local community members and seniors. The show allows us to continue our mission to promote and educate the community about quilting and fiber arts.

We also provide quilts to many Auburn businesses, the Chamber of Commerce, and Visitors Center during March for display and to promote our show. This involves the business community in the activities leading up to our April Quilt show.

During the last fiscal year, the guild supported numerous organizations, Sutter Auburn Hospital and Imaging, Stand up Placer, WIC, Seniors First, Koinonia (foster children), CARR and Butte fire victims. The guild provides a monthly food and financial donation to the Auburn Interfaith Food Closet.

The funds raised as a result of the Quilt Show are also used to provide scholarships to local high school students. The annual scholarship budget is between \$1,000 and \$2,000.

At this time, our guild membership has 150 active members. Guests are always welcome to attend our monthly meetings. We hire nationally recognized speakers and educators who provide us with their unique perspective on all things related to their field of knowledge. The meetings are educational and motivational for the attendees. The evening meeting is usually followed by a day long workshop by the educator.

The net profits from our quilt show fund all of our community outreach programs and our service projects. Waiving the rental fee will help keep these activities viable and robust.

Thank you for your consideration to this request.

  
Gail Reinke

Amendment 1  
1/13/2020

FACILITY RESERVATIONS  
Indoor Only

Rental Date: 4/2-4/2020 # of People: 850-950 Total Attendees

Name: Gail Reinke

Organization: Foothill Quilters Guild

Address: PO Box 5653

City: Auburn State: CA Zip: 95604

Home Phone: 530-888-0158 <sup>cell</sup> Work Phone: 530-613-1975

Facility(s): ARC Gym Rec. Hours of Use: Thurs. 8AM - 7:30PM  
Sat 9AM to 6PM

Facility(s): Lakeview Room Hours of Use: Thurs 11AM - 7:30PM  
Frid 9AM - 5PM

Facility(s): Lakeside Room Hours of Use: \_\_\_\_\_ to \_\_\_\_\_

Purpose of Event: Annual Quilt Show Preview, Juno - Set-up + members  
Friday & Saturday Show

Serving Alcohol? Y  N

If yes a permit request must be completed and a \$30 fee will be added. See reverse side.

Amplified Music? Y  N

If yes a permit request must be completed. See reverse side.

Rental Fee(s): \_\_\_\_\_

Security Deposit: \_\_\_\_\_

Out of District Fee - \$50 Y  N

Circle One: Custodial Fee = \$40 Set up/take down = \$100

Alcohol Permit Fee - \$40

Total Fees: \_\_\_\_\_

Lakeview  
Juno. 11-7:30  
Frid 9-4  
Sat. 9-5  
Gym  
Juno 8-7:30  
Frid 9-5  
Sat. 9-6

Amenities: Please indicate which item & quantity tables.

Tables: 5'(round) \_\_\_\_\_ 6'(rectangle) \_\_\_\_\_

Chairs: \_\_\_\_\_

Additional Requests: \_\_\_\_\_

Signature: Gail Reinke

|           |           |
|-----------|-----------|
| Group A/B | Group C/D |
| ..        | ..        |

Internal Revenue Service  
District Director  
P O Box 2350 Room 5137  
Los Angeles, CA 90053

Department of the Treasury

*Copy*

Date: DEC. 8, 1986

FOOTHILL QUILTERS GUILD  
C/O MARLENE A KOONS E A  
1503 GRASS VALLEY HWY  
AUBURN, CA 95603

Employer Identification Number:  
68-0016773  
Case Number:  
956310060  
Contact Person:  
ALICANTE, REGALADO A.  
Contact Telephone Number:  
(213) 894-4152

Internal Revenue Code  
Section 501(c)(7)

Accounting Period Ending:  
February 28

Form 990 Required: Yes

Caveat Applies:  
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above.

Unless specifically excepted, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) for each employee to whom you pay \$100 or more during a calendar year. And, unless excepted, you are also liable for tax under the Federal Unemployment Tax Act for each employee to whom you pay \$50 or more during a calendar quarter if, during the current or preceding calendar year, you had one or more employees at any time in each of 20 calendar weeks or you paid wages of \$1,500 or more in any calendar quarter. If you have any questions about excise, employment or other Federal taxes, please address them to this office.

If your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name and address.

The block checked at the top of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If the Yes box is checked, you are only required to file Form 990 if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law provides for a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay. This penalty may also be charged if a return is not complete. So please make sure your return is complete before you file it.

Letter 948(CG)

FOOTHILL QUILTERS' GUILD

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Internal Revenue Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in Code section 513.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status, you should keep it in your permanent records.

If the heading of this letter indicates that a caveat applies, the caveat below or on the enclosure is an integral part of this letter.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours, /

*Frederick C. Huber*

District Director



**SECTION: 6.0**

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

**INFORMATION:**

**SEE ATTACHMENTS**

**Kahl Muscott**  
**District Administrator**  
**Report to the Board of Directors**  
**January, 2020**

- Director Ferris joined staff in a tour of the DeWitt Theatre and the old Senior Center. Unfortunately, most of the theatre was dark, necessitating the use of phone flash lights. We did get through most of the theatre, including the upstairs projector areas.
- We have submitted to CADF&W and were approved to do more work at Regional Park, along Rock Creek. The vegetation management work will start February 3<sup>rd</sup>.
- Staff has been working on fuel load reduction at Atwood. We still have more work to do on the lower section. Regional Park (as mentioned above) is next, followed by the Maidu Dr./CVCC area.
- Emmett (Reclamation) sent me a draft of the FONSI that will allow us to use goats in the Maidu area. Hopefully this means we get permission to graze the area before we have to send out our staff with weed-eaters.
- Work has started on the running the new electric at Winchester for the baseball field. Of course, the trencher hit several of our irrigation lines.
- The shaded fuel break crew (through a grant administered by the Placer County Resource Conservation District) was back out working on trimming trees brush below CVCC.
- Fred Eichenhofer reported that they are still in the process of selling a donated parcel of land in the Meadow Vista area. Once it is sold, Fred thinks that they will be very close to having enough funding to finish the rest of the MVCC.
- Our 19<sup>th</sup> season of ARD-YDL basketball is under way.
- The Ashford Park bathroom has a fresh coat of paint on the outside. Staff is still working on the inside. They have done an amazing job of covering old holes in the metal building.
- The RFQ for Design/Environmental firms for the 24 Acre Improvement project has gone out. Replies are due January 30<sup>th</sup>.

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

1/2: Park worker interviews  
1/7: Rotary  
1/8: Webinar: Prevailing Wage updates  
1/9: Save DeWitt Theatre public meeting  
1/10: Projects meeting  
1/14: Rotary  
1/16: DeWitt Theatre and (old) Senior Center tour  
1/17: Rotary  
1/21: A&D  
1/22: Policy Committee  
1/22: Finance Committee  
1/28: Rotary

1/29: ARD Marketing Committee  
1/30: Chuck Greely re: Regional Park pond levee  
1/31: F&G maintenance and budget meeting

**Veona Galbraith**  
**Administrative Services Manager**  
**Report to the Board of Directors**  
**January, 2020**

*Revenues –*

- Rents and Concessions are up \$4,100. Soccer Field rentals are up from last year.
- Miscellaneous Revenue is down \$5,900.
- Tax Revenues are up by \$148,200; \$110,000 of which comes from RDA Pass throughs. Current Property Tax Revenues came in \$33,000 higher than expected.

*Expenses –*

- Program Expenses are under by \$7,000. Special Events account for \$3,600, Officials are under by \$1,100, Youth Service's Discovery clubs are under by \$1,000 and instructors are under by \$1,000.
- Operations are under by \$8,800. Small Equipment accounts for \$6,700 and Office Equip is down at Customer Service by \$1,900.
- Maintenance Expenses are over by \$5,100. Extra maintenance at the Day Camp Modulares, cement work at Atwood Park, Roof repairs at Rec Community Center, and Heat & Air as well as paving work done at CVCC account for the overages.
- Benefits & Payroll Expenses are under by \$55,000. There has been \$7,000 savings in Worker's Comp, \$15,000 savings in Benefits, and \$30,000 savings in wages (mostly in Facilities and Grounds).
- Assets are under by \$60,700. We budgeted for a new mower and gator cart, not yet purchased.

*Appointments to Notes for Dec-Jan:*

- Workers' Comp Training
- Clover Processing set up (New processor for Credit card revenue)
- Interviewing for Facilities Attendant
- Interviewed, hired new Account Clerk, Dawn Larkins to replace Donna-Renee Carlos
- Meetings on producing RFQ for Energy Efficiency Project
- North Auburn Theatre and Senior Center Tour
- Meeting on Project Budget for 2020-2021

**Jesse Williams**  
**Facilities & Grounds Manager**  
**Report to the Board of Directors**  
**January, 2020**

**Ashford Park:**

- Painted the outside of the restrooms.
- Applied a compost topdressing to half of the large dog park. This unique landscape maintenance practice closes the loop in the ecological cycle of sustainability. Compost topdressing takes the product compost (once a form of waste) and applies it to the soil as an amendment to improve the entire soil structure. Compost topdressing also minimizes fertilizer and pesticide inputs and has a corrective effect on soil compaction.

**Atwood Park:**

- Repaired the irrigation and replaced “missing” plants throughout the landscape ornamental beds.

**Christian Valley Park:**

- Applied a compost topdressing to the turf.

**Meadow Vista Park**

- Advanced IPM treated a yellow jacket nest in the ground on A field.
- Replaced the broken spiral slide on the playground with a straight slide.

**Recreation Park:**

- Serviced the #31 truck.
- Applied a compost topdressing to Beggs Field.
- Continued performing repairs on the Splash! Extended Reach Semi-Portable Aquatic Lift System.
- Began work on installing a second electromechanical double head sanitization pump for the Sierra Pool.
- Continued working on repairing the ramps outside the Day Camp Modulars.

**Regional Park:**

- Installed a new memorial bench along the side of the new playground.
- Installed new 10 in. round valve box body/lids over all the new sleeves for the new disc golf baskets.
- Replaced the tennis net on court #3.

**Mike Scheele**  
**Landscape Architect/Project Manager**  
**Report to the Board of Directors**  
**January, 2020**

- **James Field Renovation Project:** Work is nearly complete with backstop baseboard work and infield mix re-compaction as remaining punch-list items. Rainy weather has delayed infield mix re-compaction work. Staff is working with the baseball coaches on coordinating installation of a new scoreboard which has been purchased and delivered to the site. The Coaches will take the lead on installation with PG&E assisting and this will be PG&E schedule and weather dependent. Staff also getting estimates for retrofitting in a 22' wide double drive gate in the SW corner of James Field outfield fence. The gate will facilitate maintenance of the field especially when it comes to things like scoreboard installation/repair and field light replacements. Baseball coaches have been making additional improvements to the bullpen and pitchers mounds getting them ready for use. Outfield rye grass has been mown once and both infield and outfield have been fertilized twice. Infield Bermuda sod has rooted in and is staying greener in the winter months than other varieties the District has used in the past. Playability at start of February will likely be weather dependent.
- **ARD Bike Park Project:** Bike Park Designer Randy Spangler has completed the rough earthwork for the pump and strider tracks and the area is really taking shape. He strongly recommended placing an additional 6" of non-rocky soil on top of the rough grade to "cap" both tracks and the District found a local source and has purchased it. According to Randy he is out for a couple weeks with an injured collarbone but will be back as soon as possible. Moving additional soil and finalizing the tracks will be weather dependent. Handrail galvanization and installation, bypass trail clearing work, crosswalk and ADA striping, and irrigation system final components are items remaining under the general contractor. District will be preparing and installing all the rules and directional signage. District graphic designer is coming up with nice rules sign design options and a temporary rules sign will be used first. The non-bypass trails portions of the project will be built by volunteers, most likely in stages and coordination meetings have already taken place. The trails between the parking lot/picnic viewing area and the pump track will be built first.
- **Placer Hills Pool Parking Area Renovations:** Staff has retained the services of a Civil Engineer to prepare a topographic survey of the parking lot and to produce construction documents to eliminate the drainage problem, repair the asphalt, re-stripe the lot and accessible parking stalls. An Encroachment Permit with Placer County will be required as the repair work will go into the County Right of Way. Staff will obtain preliminary construction pricing late January/early February. If the estimates come in over 25K, the project will be put out to formal bid in February/March. If the preliminary cost estimates come in under 25K, staff will

obtain three quotes (informal bid). Construction anticipated in April, weather and funding dependent.

- **Overlook Park Restroom ADA Upgrades:** The architectural consultant who designed the Meadow Vista Park Restroom ADA renovation project (2017) has offered to visit the Overlook site and do a preliminary ADA analysis for the District at no cost. Based on the findings, staff may then request a proposal from them to produce construction documents for the required corrective work. Recent preliminary staff investigations suggest that there may be less work required than was expected. If required work is significant, permitting, bidding and construction will follow in the spring of 2020.
- **24 Acre Project-Statewide Park Dev and Community Revitalization Grant Application:** NO NEW ACTION. Staff will be pursuing the next round of grant funding for the property next spring and all 5 required public meetings have taken place with staff obtaining input on the current master plan drawing. Prior to this staff will be putting together and releasing a RFQ requesting a design firm that can not only take the project through CEQA, but that can also assist with any design refinements and produce construction documents for whatever the first phase of the 24 Acre development turns out to be post CEQA.
- **Miscellaneous Items:** New memorial bench for Meadow Vista Park-planning just begun, Re-planting work at Railhead and Atwood Parks with Staff (completed), ADA improvements and asphalt patching at CVCC and Atwood Park-(completed), new memorial bench at Ashford Park-(completed), new sponsored bench at Regional Park South play area for the Placer County Association of Realtors-(completed), updates of monthly Board reports and A&D Project Activity Reports etc.

**Manouch Shirvanioun**  
**Marketing & Customer Service**  
**Report to the Board of Directors**  
**January, 2020**

Received 2020 season schedule for Placer High Baseball team and Sierra Foothills LL  
Renewed rental contracts for 2 CVCC renters  
Arranged for the Placer County Sheriff Rescue team to use Overlook Park  
Railhead Park hosted the Annual Resolution Run-over 750 runners  
Assisted with panel interviews  
Mark and I met with our sponsors  
Reviewed and approved Fee Waiver requests  
Finance Meeting  
Weekly chamber ambassador visits  
Leadership Auburn

**Mark Brunner**  
**Recreation Services Manager**  
**Report to the Board of Directors**  
**January, 2020**

**Adult Basketball:** The adult basketball leagues this winter has 11 teams registered. The popular adult league will play all of their games over at Regional Gym. The league will finish in late April. Scores and standings can be found online at [www.teamsideline.com/auburnrec](http://www.teamsideline.com/auburnrec)

**CPRS:** In January, Mark Brunner was named Vice President for California Recreation and Park Society Region 2. This will put Mark in the President Series for CPRS, in which he will be elected President in 2022. In addition, Recreation Intern/Head Volunteer, Elle Lippold was elected as the Student Representative for CPRS for 2020. Elle was also the winner and recipient of the Edwin L Z'berg scholarship. The scholarship is given to the top student member of CPRS.

**Rec Guide Update:** The 2020 Winter Recreation Guide was delivered to the Auburn community on January 2<sup>nd</sup>. The process for the 2020 Spring Recreation Guide has already begun and will be delivered during the final week of April.

**Sierra Pool:** Sierra Pool will open on February 3<sup>rd</sup>. Masters swimming and Kids Triathlon Swim will be the first programs to get in the water. Colfax High School and Placer High School swim teams will begin their pool rentals starting on February 10. More aquatics programs will continue to start as the winter progresses. Aquatics Coordinator, Patti Waskowiak, is working hard on recruiting new lifeguards for this year's aquatic season.

**Sponsorships:** Recreation Services and Customer Service staff wanted to thank our 2019 sponsors for all of their continued support this past year. To show our appreciation, staff had special sponsorship hats made for our sponsors. ARD is very grateful to have a supportive community.

**Youth Development Basketball League:** The regional Youth Development Basketball League began playing games on January 11. The league will come to an end on March 14. Scores and standings can be found online at [www.teamsideline.com/auburnrec](http://www.teamsideline.com/auburnrec).

**Coming up this Month**

**FEBRUARY**

3                      **Sierra Pool Opens**  
17                     **Presidents Day**  
27                     **Board Meeting**

**Recreation Park**  
**Offices Closed**  
**CVCC**

**Debbie Thomas**  
**Youth Services Manager**  
**Report to the Board of Directors**  
**January, 2020**

- Winter Break day camp January 1, 2 & 6.
- Planning/purchasing for February 18-21 day camp.
- Summer Day Camp planning meeting January 24 with directors to set themes, discuss policies and scheduling
- January 27 Sierra College back in session - staff schedules altered to accommodate, one staff out for surgery. I was also out for a medical procedure.
- Four staff reviews completed
- Sam's, Home Depot, etc. purchasing for sites
- One staff interview for summer employment
- Four staff renewed their Mandated Reporter training
- Finance meeting January 22, Board meeting January 30
- Auburn El. Discovery installed an upgraded modem to help with internet services
- Continuing update of Department Manual for Youth Services
- In the next few months, we will be having the drinking/cooking water tested for lead at all the after-school sites, in accordance to new Health and Safety guidelines.





1/24/2020

VANDALISM REPORT

| VANDALISM  | LABOR COSTS | MATERIAL COSTS |
|--|-------------|----------------|
| 12/6/2019 Rec. Park Women's restroom                   | \$21.00     | \$25.15        |
| 12/6/2019 Rec. Park Women's restroom<br>& sanitary box | \$43.00     | \$12.10        |
| 12/20/2019 Meadow Vista Park                           | \$17.00     | \$8.14         |
| Total Labor  | \$79.00     | \$45.39        |
|  | Total       | Material       |

| <b>2020/2021 PROJECT ACTIVITY REPORT</b>                                  |                  | <b>UPDATED 01/16/20</b>  |                       |
|---|------------------|--|-----------------------|
| <b>PROJECT</b>  | <b>EST. COST</b> | <b>NOTES</b>   | <b>EST. COMPLETED</b> |
| <b>RECREATION PARK</b>  |                  |  |                       |
| James Ballfield Renovation Project (2019)                                 | 277,086.00       | Work is nearly complete with backstop baseboard work and infield mix re-compaction as remaining punchlist items. Rainy weather has delayed infield mix installation work. Staff will be working with the baseball coaches on coordinating installation of a new scoreboard at some point in the near future. Staff also getting estimates for retrofitting in a 22' wide double drive gate in the SW corner of James Field outfield fence. The gate will facilitate maintenance of the field especially when it comes to things like scoreboard installation/repair and field light replacements. Baseball coaches have been making additional improvements to the bullpen and pitchers mounds getting them ready for use. Outfield rye grass has been mown once and both infield and outfield have been fertilized twice. Infield bermuda sod has rooted in. Playability at start of February will likely be weather dependent. | JANUARY 2020          |
| Recreation Park South Parking Lot Accessible Parking Stall Project (2019) | 15,000.00        | Project Completed. Simpson & Simpson Inc. did a nice job.  | JULY 2019             |
| <b>PLACER HILLS POOL</b>  |                  |  |                       |
| ADA Path of Travel (2016/2017)  | 10,000.00        | Staff has retained the services of a Civil Engineer to prepare a topographic survey of the parking lot and to produce construction documents to eliminate the drainage problem, repair the asphalt and re-stripe the parking and ADA parking stalls. Project to go out to bid February/March with construction to follow.  | APRIL/MAY 2020        |
| <b>REGIONAL PARK</b>  |                  |  |                       |
| New Playground (130k) and new ADA path of travel (40K) (2017/2018)        | 170,000.00       | ADA Parking and path of travel project has been completed.   | AUGUST 2019           |
| Irrigation Pump Replacement (2017/2018)                                   | 160,000.00       | New pump is installed and working well. Project is finally completed!  | JULY 2019             |
| <b>OVERLOOK PARK</b>  |                  |  |                       |
| Restroom ADA Upgrades (2018/2019)   | 35,000.00        | Staff is planning on hiring consultant to prepare construction documents in the Winter of 2019 with bidding and construction in the Spring of 2020.  | MARCH 2020            |

|   |                   |   |  |
|---|-------------------|---|--|
| <p><b>24 ACRE PROPERTY</b></p> <p>Statewide Park Development and Community Revitalization Program Grant (2018/2019)</p> | <p>0.00</p>       | <p>Staff will be pursuing the next round of grant funding for the property next spring and all 5 required public meetings have taken place with staff obtaining input on the current master plan drawing. Prior to this staff will be putting together and releasing a RFQ requesting a design firm that can not only take the project through CEQA, but that can also assist with any design refinements and produce construction documents for whatever the first phase of the 24 Acre development turns out to be post CEQA.</p>   | <p>AUGUST 2019 THROUGH SPRING 2020</p> |
| <p><b>CVCC</b></p>  |                   |   |  |
| <p>Bike Park - Design, CEQA, NEPA etc. (2014/2015)</p>  | <p>100,000.00</p> | <p>The signed FONSI (Finding Of No Significant Impact) from the USBOR was finally received July 2nd 2018.</p>   | <p>JULY 2018</p>                       |
| <p>Bike Park - Construction (2015/2016)</p>   | <p>320,000.00</p> | <p>Bike Park Designer Randy Spangler has completed the rough earthwork for the pump and strider tracks and the area is really taking shape. He strongly recommended placing an additional 6" of non-rocky soil on top of the rough grade to "cap" both tracks and the District found a local source and has purchased it. According to Randy he is out for a couple weeks with an injured collarbone but will be back as soon as possible. Moving and finalizing the tracks will be weather dependent. Handrail galvanization and installation, bypass trail clearing work, crosswalk and ADA striping, and irrigation system final components are items remaining under the general contractor. District will be preparing and installing all the rules and directional signage. District graphic designer is coming up with nice rules sign design options and a temporary rules sign will be used first. The non-bypass trails portions of the project will be built by volunteers, most likely in stages and coordination meetings have already taken place. The trails between the parking lot and the pump track will be built first.</p> | <p>JANUARY/FEBRUARY 2020</p>           |
| <p>Maidu Drive Repair (2018/2019)</p>   | <p>25,000.00</p>  | <p>The Bureau asked both ARD and PCWA to get additional budget cost estimates for the entire stretch of their portion of Maidu Drive (South of CVCC towards Auburn Folsom Road ending at the edge of the housing development) This is in addition to the estimates already received for the more damaged portion by CVCC. At some point the project(s) will need to be put out to formal bid. ARD is offering \$25K towards the re-paving of the bad section by CVCC/Bike Park. Staff obtained the additional cost estimates from the paving contractor and forwarded them off to the Bureau. Next steps by the Bureau are currently unknown.</p>   | <p>TBD</p>                             |
| <p><b>MEADOW VISTA PARK</b></p>   |                   |   |  |
| <p>Parking Lot Re-seal/Re-Stripe (2018/2019)</p>  | <p>10,000.00</p>  | <p>Parking lot maintenance project is proposed to be pushed out to next fiscal year.</p>  | <p>MARCH 2020</p>                      |

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

**Item 8.1 Cover Sheet for Policy Amendment and CalPERS Change in District's Medical Family Benefit**

Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting, January, 2020; Board of Directors Meeting January 30, 2020

**The Issue:** Shall the Auburn Area Recreation and Park District (ARD) recommend approving changes to Personnel Policy for a retro-active increase in District benefits for the CalPERS medical coverage for non-represented full-time employees?

**Background:** The Board of Directors approved a second tier in family covered benefits for non-represented as well as represented employees beginning April 1<sup>st</sup>, 2014. This second tier had decreased benefits.

The Board of Directors approved an increase, providing coverage for families of represented full time employees, up to \$700, with the 2017-2020 Union Contract. No change was made to the non-represented full-time employee coverage.

On September 6, 2018 an employee was promoted to a management position and was given CalPERS benefits in line with pre-2014 policy in error.

On September 16, 2019 a new manager was hired and was given CalPERS benefits in line with pre-2014 policy in error.

**Existing Medical Policy (Beginning April 1, 2014), last paragraph:**

For Non-represented employees hired after March 31, 2014, the District will provide Medical Insurance Coverage as listed above except that such coverage is for the employee only. Should an eligible full-time employee wish to include dependent or family coverage, he or she may purchase said coverage through the Districts medical insurance policy via payroll deduction or directly via check.

**Proposed Medical Policy**

Amend the policy as follows:

For Non-represented employees hired after **October 1, 2019, March 31, 2014**, the District will provide Medical Insurance Coverage as listed above except that such coverage is for the employee only. Should an eligible

full-time employee wish to include dependent or family coverage, he or she may purchase said coverage through the Districts medical insurance policy via payroll deduction or directly via check.

Arguments in favor of making this amendment include:

- 1) In 2014, drastic cuts were made to withstand the economy of that time and in 2017 when the represented employee benefits were adjusted, the second tier, non-represented staff's benefits should have been adjusted as well, but were not.
- 2) Currently, the only positions that are full time in the non-represented staff are management positions. These positions need reasonable family benefits for recruitment and retention.
- 3) In the current economy temperature, demands are for a competitive benefit package.
- 4) Staff consistently budgeted for these benefits, unknowingly missing the last paragraph in the Policy. This error is also budgeted for in future Fiscal Years.
- 5) A dollar in benefits costs the District less than a dollar in pay due to payroll roll-ups based on a percentage (W/C, retirement, FICA).

**Recommendation:** Staff recommends changing the District's family benefit plan as written.

The Policy Committee recommends the same.

**Fiscal Impact:** The fiscal impact for 2019/2020 is \$3,476 based on the employees that we have enrolled for January 2020, which is within the budgeted benefit expense assumption. The fiscal impact for 2020/2021 is \$20,853.

**Attachments:** Medical Policy regarding CalPERS Health Insurance.

## **A. Medical Health Insurance Benefits**

Each employee should consult the applicable Insurance Provider information packet for more detailed information concerning eligibility, co-payments, other charges, and benefits. Employees are required to meet all co-payment requirements and regulations of the Insurance Provider.

The District provides a comprehensive medical insurance plan for eligible employees and their dependents. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication distributed by the Administrative Services Manager.

Medical insurance benefits become effective on the first day of the month following the first full month of continuous service. Coverage is available for full-time employees and their dependents and for regular part-time employees who work an average of thirty (30) hours per week and their dependents. Part-time employees who average less than thirty (30) hours per week, seasonal employees, temporary employees, on-call employees, volunteers and independent contractors are ineligible for medical benefits.

The District contribution is made in accordance with the allowable rate as allocated by current union agreements and policies adopted by the Board of Directors.

### **Open Enrollment**

An employee may change providers or coverage once a year during the December open enrollment period. Employees experiencing a change in family status may change benefits to reflect this change at any time during the year.

### **HEALTH AND WELFARE BENEFITS DETAIL**

#### **A. CalPERS Medical plan available to Non-represented employees**

As per CalPERS policy, employees have a choice of four medical providers:

1. Anthem Blue Cross
2. Kaiser
3. Blue Shield
4. United Healthcare
5. Pers
6. PORAC Region I



## 7. Western Health Advantage

The Administrative Services Manager has detailed information regarding each of these plans, including sub classifications that some of these plans offer.

For Non-represented employees, the District shall contribute the following maximum premium amounts toward any plan chosen by an employee:

\$605 for a single employee

\$1210 for an employee and dependent

\$1595 for a family plan

An employee may opt out of District provided coverage for themselves, for themselves and/or a dependent, or for themselves and/or their family. However, the Affordable Care Act mandates that all employees have health insurance coverage. Consequently, any employee that opts out of a District provided health insurance plan must find coverage independently from the Auburn Recreation District. The District will reimburse an employee's medical insurance premium up to the stated amounts above, provided that an invoice from a medical insurer is provided monthly to the accounting department. The District cannot pay the premium directly to the insurance provider.

Alternatively, an employee may choose to be covered by the District's CalPERS insurance coverage and not provide coverage to their dependents through CalPERS. In such a case, the District will pay the premium for the employee's coverage and reimburse the employee for the premium for dependents coverage up to the maximum amounts listed above, inclusive of the CalPERS employee premium. The employee must provide an invoice from the medical insurer monthly to the accounting department for reimbursement. The District cannot pay the premium directly to the insurance provider.

Additionally, the District will continue to pay for dental and life insurance as before for eligible employees.

Eligible part time, non-represented employees working 30 or more hours per week will continue to be able to obtain medical coverage on the same basis as before, but through the new CalPERS plan. Coverage is for employee only and no dental or life insurance is provided by the District.

For Non-represented employees hired after March 31, 2014, the District will provide Medical Insurance Coverage as listed above except that such coverage is for the employee only. Should an eligible full time employee wish to include dependent or family coverage, he or she may purchase said coverage through the Districts medical insurance policy via payroll deduction or directly via check.

## B. Kaiser Health Plans for represented employees

Kaiser H.S.A 0/2000 deductible plan (main plan)

Kaiser HMO 30 co-pay plan (alternative plan)

1. The District's main medical plan is H.S.A coverage and the HMO 30 plan is the alternative coverage.
2. Beginning on December 1, 2014, any and all increases in medical insurance premiums exceeding 8% shall be borne equally by the District and by the employee.
3. Due to open enrollment restrictions, any employee wishing to change plans from one type of coverage to another shall be allowed to do so only during the December 2014 open enrollment period. Until open enrollment in December of 2014, the plans shall remain in place as is.
4. The District began offering Health Savings Accounts (HSA) for all employees beginning with open enrollment on June 1, 2008. The District will contribute 50% of the premium differential for the HSA to a debit card based HSA program. For calculation purposes, the premium differential will be based on the premium of the Kaiser HMO \$30 Co-Pay Plan. The District reserves the right to change medical insurance coverage to an H.S.A only program at any time and to modify its contribution rate towards the debit card based H.S.A program.
5. The District will pay a maximum of \$550.00 per month for the following benefits for eligible full-time employees in accordance to District Personnel Policy and the District's insurance contracts.
  - a. Employee only medical insurance premium, and
  - b. Employee only dental insurance premium, and
  - c. Employee only life insurance premium.

If the total premiums do not reach the maximum amount of \$550.00 per month for the above benefits, any remaining amount of the \$550.00 per month can be used only for spouse and/or dependent's medical insurance premium, in accordance to District Personnel Policy and the District's insurance contracts.

If an employee elects medical insurance coverage for a spouse and/or dependent(s) and the premium exceeds \$550.00 per month, when combined with coverage's 1.a; 1 and 2 as listed above, the District and the employee will each pay fifty percent (50%) of the amount exceeding the \$550.00 per month cap. The employee portion for said coverage shall be in accordance with the following limits:

The maximum employee contribution per month for the above coverage shall not exceed \$300.00 per month, not inclusive of the equal split of increased annual health insurance premiums. All employees are subject to the equal split of

increased premiums regardless of contribution, if any, that the employee is responsible for.

6. The District will pay the amount of the monthly premiums for the following benefits for eligible full-time employees, in accordance to District Personnel Policy and the District's insurance contracts, for employees whose plans exceed the \$550.00 per month maximum for employee only insurance coverage for the following:

1. Employee only medical insurance premium for the least expensive plan offered by the District, and;
2. Employee only dental insurance premium, and;
3. Employee only life insurance premium.

In the event of choosing an alternate insurance plan as allowed by the District's insurance contracts, the employee will pay any premium amount exceeding the amount of the least expensive plan offered by the District.

7. Employees will pay all costs for the following:

1. Spouse and/or dependent dental insurance.

### **Employees hired after March 31, 2014:**

a. The District will pay for the following benefits for eligible full time employees in accordance with District Personnel Policy and the District's insurance contracts.

1. Employee only medical insurance premium, and
2. Employee only dental insurance premium, and
3. Employee only life insurance premium.

c. Employees will pay all costs for the following:

1. Spouse and/or dependent medical insurance premiums;
2. Spouse and/or dependent dental insurance;
3. Spouse and/or dependent life insurance.
4. All other elective insurance coverage.

**Additional Terms Applicable To All Covered Employees:**

1. The main District plan is the H.S.A only coverage and the HMO 30 plan is considered the alternative coverage
2. For all represented employees hired prior to July 1, 2014, beginning on December 1, 2017, and for the duration of this agreement, any and all increases in medical insurance premiums exceeding 8% shall be borne equally by the District and by the employee.
3. Due to open enrollment restrictions, any employee wishing to change plans from one type of coverage to another shall be allowed to do so only during the December 2017 open enrollment period and each December thereafter
1. The District began offering Health Savings Accounts (HSA) for all employees beginning with open enrollment on June 1, 2008. The District will contribute 50% of the premium differential for the HSA to a debit card based HSA program. For calculation purposes, the premium differential will be based on the premium of the Kaiser HMO \$30 Co-Pay Plan. The District reserves the right to change medical insurance coverage to an H.S.A only program at any time and to modify its contribution rate towards the debit card based H.S.A program.

## **Item 8.2 Cover sheet – Donor Policies, Procedures and Recognition**

**Auburn Area Recreation and Park District Policy Committee meeting December, 2019;  
January, 2020; Board of Director meeting January 30, 2019**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) create a policy and adopt procedures for recognizing major donors?

### **Background**

ARD receives donations in many forms:

- Cash
- Sponsorship
- Volunteerism
- In-kind
- Grants

ARD is desirous of recognizing these donors. One of the discussed and preferred methods is through a Donor Tree (see attached pictures of donor tree examples).

The first step in the process is to establish policies and procedures for recognizing donors. The following is a list of questions that should be discussed and answered:

- What is the minimum donation amount that should be recognized?
- Are event sponsors part of this list?
  - What is the value of the recognition event sponsors receive?
- What about community members who have donated significant time to ARD?
  - How do we calculate the amount of time that was afforded to ARD?
  - How do we determine the value of the time?
- What about agencies that have awarded ARD grants?

Two documents related to this discussion are attached:

- 1) A spreadsheet showing all donors through the 501 c3. This list is in order from largest to smallest donation. A black line indicates those donations above and below \$500. Please note that this is a list from the Friends 501 and misses many other donations.
- 2) A document has been started of donors that have been left off the list. This document also contains a list of major in-kind donors. Neither of these lists are considered complete and all input and reminders are appreciated.

Once these policies and procedures are put in place, staff can work on finding the best style of donor tree. One suggestion is to have a tree with multi-colored leaves, with each color representing a different level of donation (ex: bronze leaf = \$500, silver leaf = \$1,000, etc.). We can even consider acorns for very large donations (\$5,000+) and/or rocks for major in-kind donors. All of this can be determined once policy parameters have been set.

Per direction at the December Policy Committee meeting, staff has developed a DRAFT policy for recognizing donors. This policy is attached. Staff has also further researched donor trees and found a tree that has a wide variety of options, including oak leaves in four different colors. This tree also has the ability to add acorns and various animals should ARD wish to expand its recognitions.

**Recommendation for the Board of Directors**

Review, discuss and adopt the policies and procedures for recognizing donors.

The Policy Committee recommended the same.

**Fiscal Impact**

The tree with the oak leaves would cost approximately \$2,000 - \$2,500, depending on options chosen.

**Attachments**

DRAFT Donor recognition policies and procedures  
Donor list information  
Spreadsheet – donors to the Friends 501 c3  
Examples of donor trees

## **DRAFT ARD Major Donor/Volunteer/Sponsor Recognition Policy and Procedures**

The purpose of this policy and related procedures is to recognize major donations of time and money to the District. The District recognizes that its operations and service to the community would be greatly impacted without the assistance of these individuals and companies. As such, the District wishes to acknowledge their important contributions.

### **Monetary donations and sponsorships**

The District will recognize cash donations at the following levels:

Bronze level: \$1,000 - \$4,999

Silver level: \$5,000 – 9,999

Gold level: \$10,000+

In regards to this policy, monetary donations received as part of a sponsorship will be reduced by 33% (1/3). This reduction is in place to recognize some of the benefits of the sponsorship, including advertising on District media and acknowledgment at events.

The District will endeavor to provide a fair-market estimate of donations of goods, such as alcohol or materials used at an event or in District operations.

### **Volunteers**

The District will recognize those individuals who have donated substantial volunteer time or materials to ARD. The determination of “substantial” will be made by the Board of Directors based off of recommendations from the community, staff or other Board members.

### **Recognition procedures**

Donors in the above mentioned categories will be recognized on the District’s “Donor Tree”, located at Recreation Park. The monetary donors will be recognized with inscribed tree leaves in the corresponding colors, and volunteer donors will be recognized with green leaves.

## Donors list information

### Types of donors on the list

Cash donors (ex: Bill and Jenny Jansen)

Sponsors (ex: Old Town Pizza)

Grants (ex: UPRR)

In-kind (ex: KAH)

Mixed (ex: UAIC)

Vendors: (ex: Mobile Rock)

### Missing:

Auburn Ale House

Lagunitas

Crooked Lane

Knee Deep

More Rotary money

Mark & Janine Romney - donated \$487.30 for the memorial bench for Austin Fitzhugh.

Jim Johnson – donated \$1500.00 for the memorial bench for Austin Fitzhugh.

Placer County Association of Realtors – new bench at Regional

Major in-kinds

- Laura Pinnick (Dog Park)
- Diana Boyer (Bike Park)
- Patrick Remington (several ARD projects)
- Warren Tellefson (Dog Park; shows \$ donation)
- Paula Leahy (major volunteer)
- Chain Zombies (many improvements to Disc Golf course)
- Andy Cramer/Michelle Myrenne (PH Pool renovation)
- Cheryl Maki (Skate Park; shows \$ donation)
- Virginia Dains (sign at Overlook; art at PH pool)
- Stacy Linton/Scott T. (Ms. October)
- Patrice Taylor (MV Arboretum)
- All other "Friend of Recreation Award" winners



Green = event sponsor  
 Yellow = mixed  
 Blue = cash donor  
 Peach = grant  
 Gray = in-kind

|  |   | 2019         |          |
|--|---|--------------|----------|
|  |   | Youth Assist | Park Imp |
| Armrod Charitable Foundation           | 4020 Sierra College, Suite 200, Rocklin, CA 95603 | 316,161.63   |          |
| Auburn AAUW (Beer Sales DF)            | PO Box 7872, Auburn, CA 95604-7872                | 24,500.00    |          |
| Unified Auburn Indian Community        | 10720 Indian Hill Rd, Auburn, CA 95603            | 24,024.88    |          |
| Harris, Norma Contractors              | PO Box 238, Applegate, CA 95703                   | 20,500.00    |          |
| Jansen, Jenny Lou                      | 251 N McDaniel Dr, Auburn, CA 95603               | 17,100.00    | 100.00   |
| Old Town Pizza                         | 120 N McDaniel Dr, Auburn, CA 95603               | 16,600.00    |          |
| Auburn Rotary                          | C/O: 195 Pine Street, Auburn, CA 95603            | 12,250.00    |          |
| Auburn Bike Works                      | 251 N McDaniel Dr, Auburn, CA 95603               | 10,188.00    | 9,000.00 |
| Max's / Holiday Inn                    | 110 Grass Valley Hwy, Auburn, CA 95603            | 9,973.38     | 200.00   |
| Umpqua Bank                            | 500 Auburn Folsom, Auburn, CA 95603               | 8,500.00     |          |
| Maki Heating/Air                       | 105 Gum Lane, Suite B, Auburn, CA 95603           | 8,400.00     |          |
| Thunder Valley Casino Resort           | 1200 Athens Ave, Lincoln, CA 95648                | 7,500.00     |          |
| Ceronix                                | 13350 New Airport Rd, Auburn, CA 95602            | 6,500.00     |          |
| Union Pacific Railroad, Corp Relations | 915 L Street, Ste 1180, Sacto, CA 95817           | 5,000.00     |          |
| McGuire & Hester Foundation            | 9909 Railroad Ave, Oakland, CA 94603              | 4,900.00     |          |
| SkeetReese, Inc                        |   | 4,711.00     |          |
| Loyal Order of the Moose               |   | 4,560.00     |          |
| AAA Insurance Company                  | 2495 Bell Rd, Auburn, CA 95603                    | 4,500.00     |          |
| Precision Orthodontics                 | 11969 Heritage Oak Place, Auburn, CA 95603        | 4,500.00     |          |
| Arts Council of Placer County          | 4415 Granite Dr, Suite 200, Rocklin, CA 95677     | 3,809.95     |          |
| ASAP Sproutloud Media Networks         | 15431 SW 14th St, Sunrise, FL 33326               | 3,750.00     |          |
| Harris Industrial Gases                | PO Box 238, Applegate, CA 95703                   | 3,550.00     |          |
| Union Pacific Foundation               | 1400 Douglas St, Omaha, NE 68179-1560             | 3,500.00     |          |
| IFG Insurance & Marketing              | PO Box 5121, Auburn, CA 95604                     | 3,000.00     |          |
| Mother Lode Foundation                 | PO Box 6603, Auburn, CA 95604-6603                | 3,000.00     |          |
| MUFG Union Bank                        | 874 Lincoln Way, Auburn, CA 95603                 | 3,000.00     |          |
| Solar City (Donald Roeder)             | PO Box 4703, Auburn, CA 95604-4703                | 3,000.00     |          |

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|---------------------------------------|--|----------|
| Walkers Office Supply                 | 1127 Grass Valley Hwy, Auburn, CA 95603        | 3,000.00 |
| Mobile Rock                           |  | 2,898.70 |
| Crime Victims United                  | 1415 L Street, Suite 410, Sacramento, CA 958   | 2,750.00 |
| Auburn Gymnastics Center              | 290 Palm Ave, Auburn, CA 95603                 | 2,650.00 |
| Specialize Bicycle Components, Inc    | 15130 Concord Circle, Morgan Hill, CA 95037    | 2,500.00 |
| Tango Frozen Yogurt                   | 940 Lincoln Way, Auburn, CA 95603              | 2,300.00 |
| Skeet Reese                           | 1515 Christian Valley Rd, Auburn, CA 95602-4   | 2,298.00 |
| Holmes for City Council               | 11850 Kemper Rd, Ste D, Auburn, CA 95603       | 2,200.00 |
| AFNO                                  |  | 2,199.42 |
| Vaughan, William & Mary Ann           | 1121 Scenic Pine Dr, Auburn, CA 95602          | 2,040.00 |
| Meadow Vista Community                |  | 2,007.64 |
| GIMBL                                 |  | 2,000.00 |
| Citizens Involved Means Better Living | 3460 Sherwood Ct, Loomis, CA 95650             | 2,000.00 |
| Foothill Quilter's Guild              | PO Box 5653, Auburn, CA 95604-5653             | 2,000.00 |
| McAfee, Jr, Ray                       | 10005 Snowy Owl Way, Auburn, CA 95603          | 500.00   |
| McDonald's Corp                       |  | 2,000.00 |
| Quick Quack Car Wash                  | 1380 Lead Hill Blvd, Suite 260, Auburn, CA 956 | 2,000.00 |
| Recology                              | 12305 Shale Ridge Road, Auburn, CA 95602       | 2,000.00 |
| Cunningham Legal                      | 200 Auburn Folsom Blvd, Auburn, CA 95603       | 1,750.00 |
| KAHI Radio                            | 985 Lincoln Way, Ste 103, Auburn, CA 95603     | 1,750.00 |
| Union Bank                            |  | 1,500.00 |
| Decker, Nancy                         |  | 1,445.00 |
| Industrial Control Links, Inc         | 12840 Earhart Ave, Auburn, CA 95602            | 1,300.00 |
| Petuskay, John & Elinor               | 835 Hoyer Lane, Newcastle, CA 95658            | 1,050.00 |
| Moanalice Fundraiser                  |  | 1,000.00 |
| Auburn Manor Holding Corp             | 4020 Sierra College Blvd, STE 200, Rocklin, CA | 1,000.00 |
| Community 1st Bank                    | 649 Lincoln Way, Auburn, CA 95603              | 1,000.00 |
| Dwelle Family Foundation              | 9301 W. Airport Dr, Visalia, CA 93277          | 1,000.00 |
| Robinson Sand & Gravel                | 2145 Grass Valley Hwy, Auburn, CA 95603        | 1,000.00 |
| Thomas Winn Foundation                | 3001 I Street, Ste 300, Sacramento, CA 95816   | 1,000.00 |
| Incredible Pets                       |  | 750.00   |
| Local Heros                           | 1120 High Street, Auburn, CA 95603             | 750.00   |
| Pizza Express (Almee Jensen)          | 2705 Bell Road, Auburn, CA 95603               | 750.00   |
| Grounds, Virginia & Herbert           |  | 700.00   |

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|------------------------------------|--|--------|
| Victory Velo Racing                | 835 Lincoln Way, Auburn, CA 95603            | 600.00 |
| Eisley, Earl / Nursery             |  | 535.00 |
| Albert Franklin & Cherry Dulaney   | 182 Oak St, Auburn, CA 95603-4319            | 530.00 |
| All About Wellness                 | 1900 19th Street, Sacramento, CA 95811       | 500.00 |
| Auburn Fit, Auburn Dance Company   | 13478 Luther Rd, Auburn, CA 95603            | 500.00 |
| Auburn Garden Club                 |  | 500.00 |
| Auburn Toyota                      | PO Box 5400, Auburn, CA 95604                | 500.00 |
| Auburn Youth Soccer                | 457 Grass Valley Hwy #14, Auburn, CA 95604   | 500.00 |
| Boy Scout Troop 6                  |  | 500.00 |
| Brown, Rachel                      | 6100 Horseshoe Bar Rd #A302, Loomis, CA 95   | 500.00 |
| C-Horse Ranch                      | 11685 Lorenson Rd, Auburn, CA 95603          | 500.00 |
| Camp, Dee                          |  | 500.00 |
| Exchange Club, Warren Tellefson    | PO Box 5344, Auburn, CA 95604                | 500.00 |
| Global Birthdays Events            | PO Box 3163, Auburn, CA 95604                | 500.00 |
| Gover, Mr & Mrs Howard             | 11317 Rain Tree Ct, Auburn, CA 95602-7611    | 500.00 |
| Lorann Lee / Celebration Church    | 530-863-0789                                 | 500.00 |
| Machado Orchard                    | PO Box 3082, Auburn, CA 95604                | 500.00 |
| Martinez, Ronald                   | 1079 Mikkelsen Dr, Auburn, CA 95603          | 500.00 |
| McQuinn, Roberta                   | 781 Mikkelsen Dr, Apt 15, Auburn, CA 95603   | 500.00 |
| Placer Community Foundation        | PO Box 9207, Auburn, CA 95604                | 500.00 |
| Remax Realty                       | 5249 Crestline Dr, Foresthill, CA 95630      | 500.00 |
| Sevey, Donahue & Talcott           | 990 Reserve Dr, ste 105, Roseville, CA 95678 | 500.00 |
| Sierra Precision Optics            | 12830 Earhart Ave, Auburn, CA 95602          | 500.00 |
| Sugar Plump Farles                 |  | 500.00 |
| Sutter Auburn Faith                | PO Box 160727, Sacramento, CA 95816          | 500.00 |
| The Gyro House                     | 2389 Rickenbacker Way, Auburn, CA 95602      | 500.00 |
| USTA Northern California           | 1920 North Loop Road, Alameda, CA 94502-E    | 500.00 |
| Pixley, Diane                      | 1354 High Street, Auburn, CA 95603           | 479.23 |
| Kirby, Dr William                  |  | 450.00 |
| Sierra Elm One Stop Liquors        |  | 420.00 |
| Placer County Board of Supervisors |  | 400.00 |
| Funfinity, Inc                     | 11905 Dry Creek Rd, Auburn, CA 95602-9125    | 375.00 |
| Bonner, Tyler                      | 3903 W. Pransch Ave #6, Yakima, WA 98902     | 310.00 |

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|--|---|--------|
| Green, Philip                          | 1110 Tahoe St, Auburn, CA 95602               | 300.00 |
| Leslie Moonshine & Rod Bonser          |   |        |
| Paradise Party Rentals                 | PO Box 101, Lincoln, CA 95648                 | 300.00 |
| Reynolds, Sheila & Kelly               | 409 Gold St, Auburn, CA 95603-5521            | 300.00 |
| Jose Luis & Sonia Diaz                 | 11230 Bosal Circle, Auburn, CA 95603-9064     | 278.38 |
| Diaz, Jose Luis & Sonia                | 11230 Bosal Circle, Auburn, CA 95603-9064     | 250.15 |
| Ashford and Strasser Attorney's at Law | 11400 Atwood Rd, Auburn, CA 95603             | 250.00 |
| Auburn Hook and Ladder                 | PO Box 9212, Auburn, CA 95604                 | 250.00 |
| Baptista,Stephanie                     | 13555 Bowman Rd, Auburn, CA 95603-3156        | 250.00 |
| Bel Air                                | 13384 Lincoln Way, Auburn, CA 95603           | 250.00 |
| Harmon, Elizabeth                      | 10 Sierra Gate Plaza, Suite 170               | 250.00 |
| KAL Fencing                            | 3595 Bell Road, Auburn, CA 95603              | 250.00 |
| Master Technician Inc                  | 12209 Locksley Ln #15, Auburn, CA 95602       | 250.00 |
| Raley's                                | 13384 Lincoln Way, Auburn, CA 95603           | 250.00 |
| Smart and Final                        | 600 Citadel Dr, Commerce, CA 90040            | 250.00 |
| Taco Bill                              | 11879 Kemper Rd, STE 11, Auburn, CA 95603     | 250.00 |
| Taco Tree                              | 180 Oakwood Dr, Auburn, CA 95603              | 250.00 |
| Walmart                                | 702 S.W. 8th St, Bentonville, AR 72716        | 250.00 |
| Winfrey, Dr Walter                     | 505a Main St, Newcastle, CA 95658-9360        | 250.00 |
| Markstein, Richard & Pearl             | 15153 William Dr, Auburn, CA 95602-8867       | 225.00 |
| Andregg Geomatics                      | 11661 Blocker Dr., Suite 200, Auburn, CA 9560 | 200.00 |
| Brown, Robert & Tammy                  | 1055 Van Riper Ln, Newcastle, CA 95658        | 200.00 |
| Kaiser Permanente                      | PO Box 8319, Princeton, NJ 08543-8319         | 200.00 |
| Luchini, Roy                           | PO Box 1382, Meadow Vista, CA 95722           | 200.00 |
| Rietjens, John & Heidi                 |   |        |
| CACfit                                 | 2514 Bell Road, Auburn, CA 95603              | 150.00 |
| Conci, J A                             | 1315 Matson Dr, Auburn, CA 95603              | 150.00 |
| Cooney-Meske, Catherine & Gary         | 635 10th St, Lake Oswego, OR 97034            | 150.00 |
| Edward Jones                           | 201 Progress Parkway, Maryland Heights, MO    | 150.00 |
| Little, Patrick R                      | 130 Maple St, STE 300, Auburn, CA 95603       | 150.00 |
| Rock Creek Dental (Erik Matson)        | 3205 Professional Dr, Auburn, CA 95602-241    | 150.00 |
| Sierra Gymnastics                      |   | 150.00 |
| Ben Franklin Crafts                    | 598 Sutton Way, Grass Valley, CA 95945        | 125.00 |
| Law offices of Barry Zimmerman         | 1515 Lincoln Way, CA 95603-5009               | 125.00 |

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|------------------------------|--|--------|
| A Town Bikes                 | 943 Lincoln Way, Auburn, CA 95603-5250                 | 120.00 |
| AT&T Employee/YourCause.com  | 6111 W Plano Parkway, Suite 1000YC, Plano, TX 75075    | 100.00 |
| Auburn 49er Lions            | PO Box 5703, Auburn, CA 95604                          | 100.00 |
| Barbot, Mr & Mrs J           | 4040 Marcella Dr, Auburn, CA 95602-9515                | 100.00 |
| Barney, Jr, G. Lant          | 1155 High Street, Auburn, CA 95603                     | 100.00 |
| Boggis, Kathleen             | 11039 Caballo Circle, Auburn, CA 95603                 | 100.00 |
| Casper, John                 | 1010 Racquet Club Drive, #103, Auburn, CA 95603        | 100.00 |
| Dzendzel, Alan               | 144 Pacific Ave, Auburn, CA 95603-5555                 | 100.00 |
| Excel Managed Care           | 3840 Watt Ave, Bldg C, Suite 200, Sacramento, CA 95821 | 100.00 |
| Fralick, Bradley & Barbara   | 11150 Rosemary Dr, Auburn, CA 95603                    | 100.00 |
| Frishman, Richard            | 205 N Pine St, Nevada City, CA 95959                   | 100.00 |
| Graves Law Offices           | 729 Lincoln Way, Auburn, CA 95603                      | 100.00 |
| Gunning, William             | 2830 Springfield Dr, Rocklin, CA 95765                 | 100.00 |
| Holmes                       |  | 100.00 |
| Jensen, Antonia              | 745 Mikkelsen Dr, Auburn, CA 95603                     | 100.00 |
| Koons, Edward & Carolyn      | 390 Huguertel Hill Ct, Auburn, CA 95603                | 100.00 |
| Lovecchio, Leonard & Dorothy | 1345 Vintage Way, Auburn, CA 95603                     | 100.00 |
| Lynch, Mike (For Bill)       | 218 Mulberry Lane, Auburn, CA 95603                    | 100.00 |
| Maloney, Joseph & Robbin     | 12005 Peregrine Way, Auburn, CA 95602-5912             | 100.00 |
| Newman, Brian                | 205 Pinewood Way, Auburn, CA 95602-9319                | 100.00 |
| Parsons, Howard              | 12325 Shaunsetta Ct, Auburn, CA 95603                  | 100.00 |
| Polochko, Janice             | PO Box 10495, Truckee, CA 96162                        | 100.00 |
| Radakovitz, William & Nancy  | PO Box 86, Auburn, CA 95604                            | 100.00 |
| Reilly, Kathleen             |  | 100.00 |
| Schauer, Richard & Barbara   |  | 100.00 |
| Sevey, Donahue & Talcott     | 990 Reserve Drive, STE 105, Roseville, CA 95678        | 100.00 |
| Sevey, Donahue & Talcott     | 990 Reserve Dr, Roseville, CA 95678                    | 100.00 |
| Sierra Carpet Care           |  | 100.00 |
| Sierra Carpet Care           | 3422 Swetzer Rd, Ste A, Loomis, CA 95650               | 100.00 |
| Sierra Moon Goldsmiths       | 107 Sacramento St, Auburn, CA 95603                    | 100.00 |
| The Capps Group Real Estate  | 856 Lincoln Way, Auburn, CA 95603                      | 100.00 |
| Vitas, Fred & Patti          | 12540 Montalvo Ct, Auburn, CA 95603                    | 100.00 |
| Wilson, Maureen              | 105 Meadowlark Ct, Auburn, CA 95603-5502               | 100.00 |
| Arroyo, Matthew & Angela     | 140 Sierra Mesa Place, Auburn, CA 95603                | 80.00  |

|                                  |  |       |       |
|----------------------------------|--|-------|-------|
| Bray, Geri                       | 1445 Lincoln Way, Auburn, CA 95603-5008          | 75.00 |       |
| Geri Bray, Attorney at Law       | 1445 Lincoln Way, Auburn, CA 95603-5008          | 75.00 |       |
| Elms, Mr & Mrs R                 | PO Box 614, Cool, CA 95614-0614                  | 70.00 |       |
| Eagle Vending                    |  | 65.70 | 65.70 |
| Arroyo, Matthew & Angela         | 140 Sierra Mesa Place, Auburn, CA 95603          | 60.00 |       |
| Haugaard, Melissa                | 2024 Junction Ave, Unit A, El Cerrito, CA 94512  | 55.00 |       |
| Aronowitz & Skidmore, Inc        | 200 Auburn Folsom Road STE 305, Auburn, CA 95603 | 50.00 |       |
| Jicha, Barbara                   |  | 50.00 |       |
| Keith, Mark & Rebecca            | 1486 Highland Dr, Placerville, CA 95667          | 50.00 |       |
| Krenzien, Susan                  | 10805 Engle Lane, Auburn, CA 95603-9490          | 50.00 |       |
| Rawson, Mr & Mrs. R              | 12100 Mont Vista Dr, Auburn, CA 95603            | 50.00 |       |
| Roye, Janie                      | 15477 Bancroft Rd, Auburn, CA 95602-8465         | 50.00 |       |
| Rubin, Carol                     | 2079 Country Hill Run, Newcastle, CA 95658       | 50.00 |       |
| Rupert, Kristal                  | 12340 Shaunetta Ct, Auburn, CA 95603-2861        | 50.00 |       |
| Smathers, H. Gary                | 130 Maple St, STE 300, Auburn, CA 95603          | 50.00 |       |
| Vaghti, Thomas Toy & Mehrey      | PO Box 553, Auburn, CA 95604                     | 50.00 |       |
| Vaughan & Associates Law Offices | 6207 S. Walnut Street, STE 800, Loomis, CA 95660 | 50.00 |       |
| Savemart Supermarket             |  | 42.20 |       |
| Allen, Erik & Katie              | 310 Woodland Rd, Auburn, CA 95603-4000           | 40.00 |       |
| Coye, Kari & Cameron             | 1411 Kennedy Dr, Roseville, CA 95678-6920        | 40.00 |       |
| Eandi, Kira & Robert             | 292 Russel Rd, Auburn, CA 95603                  | 40.00 |       |
| Markoff, Noah & Jennie           | 386 Kilham Rd, Auburn, CA 95603-4110             | 40.00 |       |
| Burge Jr, Ralph & Lacey          | 12757 Highland Ct, Auburn, CA 95603-3634         | 25.00 | 25.00 |
| Fuentes, Miguel                  |  | 25.00 |       |
| Ainsleigh, Gordon                | 16520 Placer Hills Road, Meadow Vista, CA 95627  | 20.00 |       |
| Kathleen Shaffer & Robert Green  | 458 Orchard Dr, Auburn, CA 95603                 | 20.00 |       |
| King, Lisa                       |  | 10.00 |       |

You are here: Home (<https://www.donor-recognitions.com/>) > DONOR RECOGNITION TREES (<https://www.donor-recognitions.com/donor-recognition-trees-s/20.htm>) > Ponoma Expanding Solo Apple Tree (Resin Trunk) (<https://www.donor-recognitions.com/Ponoma-Modular-Donor-Recognition-Apple-Tree-s/67.htm>)

**Expanding Solo Apple Tree Series**  
(Cast Resin Simulated Bronze Trunk)

Each Tree consists of "solo" apples and leaves mounted to individual acrylic backers.

3D Simulated Cast Resin Trunk with "bronze" impregnated particles

Replace any apple with an oak leaf.

GREAT FOR SCHOOLS

In Memory of John Henry by Joey & Tim Henry

and bigger

37 apples → 53 apples → 83 apples → 135 apples → 203 apples

"Ponoma" is a female Latin name meaning "Fruit Tree." This unique and distinguished apple recognition tree is like no other! This Apple Tree is available in configurations from 37 apples to over 500! All "Ponoma" trees come with our cast resin simulated bronze trunk measuring 16-1/2" tall x 14" wide. Apples measure 3" x 3" and consist of a front plate available in red, gold, silver, copper and bronze and mount to individual black (or green) acrylic backers. Each apple can be replaced by an "oak" leaf measuring 3" x 3-7/8". Oak leaves come in gold, silver, copper or bronze and have an acrylic backer also. Leaves and apples are laser engraved with your custom text. All acrylic backers for apples and leaves mount permanently to the wall, and front plates mount to backers with 2 small screws for easy changeability. A full size paper template is included for mounting apples in correct positions. All hardware included.....a complete package for your fund raising campaign or donor recognition needs! Made in the USA! For indoor use only.

We encourage you to call with questions toll free at 888-462-5008  
CLICK ON A DONOR TREE BELOW FOR MORE INFORMATION AND SPECIFICATIONS

\* ASK US ABOUT OUR SPECIAL DISCOUNTS & PROMOTIONS!

Sort By: Most Popular ▼

30 per page ▼ Page 1 of 1



(<https://www.donor-recognitions.com/Expanding-Donor-Recognition-Apple-Tree-37-apples-p/apple37.htm>)

**EXPANDING APPLE TREE COMPLETE PACKAGE**

37 APPLES ([HTTPS://WWW.DONOR-RECOGNITIONS.COM/EXPANDING-DONOR-RECOGNITION-APPLE-TREE-37-APPLES-P/APPLE37.HTM](https://www.donor-recognitions.com/Expanding-Donor-Recognition-Apple-Tree-37-Apples-P/Apple37.htm))

**Price: \$632.00**

Expanding Apple Recognition Tree (37 apples)  
Cast Resin 3D Trunk

Our Panoma apple donor tree is an expanding modular recognition tree with acrylic apples and a 3D resin tree trunk. Great for donor recognition, fundraising campaigns, or memorial trees, the polymer or optional metal leaves create a flexible design that allows for more leaves to be added in the future. ([http://www.donor-recognitions.com/Expanding\\_Modular\\_Donor\\_Recognition-Apple-Tree-37-Apples-P/Apple37.htm](http://www.donor-recognitions.com/Expanding_Modular_Donor_Recognition-Apple-Tree-37-Apples-P/Apple37.htm))

(<https://www.donor-recognitions.com/Expanding-Donor-Recognition-Apple-Tree-53-apples-p/apple53.htm>)

**EXPANDING APPLE TREE COMPLETE PACKAGE**

53 APPLES ([HTTPS://WWW.DONOR-RECOGNITIONS.COM/EXPANDING-DONOR-RECOGNITION-APPLE-TREE-53-APPLES-P/APPLE53.HTM](https://www.donor-recognitions.com/Expanding-Donor-Recognition-Apple-Tree-53-Apples-P/Apple53.htm))

**Price: \$808.00**

Expanding Apple Recognition Tree (53 apples)  
Cast Resin 3D Trunk

Our Panoma apple donor tree is an expanding modular recognition tree with acrylic apples and a 3D resin tree trunk. Great for donor recognition, fundraising campaigns, or memorial trees, the polymer or optional metal leaves create a flexible design that allows for more leaves to be added in the future. ([http://www.donor-recognitions.com/Expanding\\_Modular\\_Donor\\_Recognition-Apple-Tree-53-Apples-P/Apple53.htm](http://www.donor-recognitions.com/Expanding_Modular_Donor_Recognition-Apple-Tree-53-Apples-P/Apple53.htm))

(<https://www.donor-recognitions.com/Expanding-Donor-Recognition-Apple-Tree-83-apples-p/apple83.htm>)

**EXPANDING APPLE TREE COMPLETE PACKAGE**

83 APPLES ([HTTPS://WWW.DONOR-RECOGNITIONS.COM/EXPANDING-DONOR-RECOGNITION-APPLE-TREE-83-APPLES-P/APPLE83.HTM](https://www.donor-recognitions.com/Expanding-Donor-Recognition-Apple-Tree-83-Apples-P/Apple83.htm))

**Price: \$1,138.00**

Expanding Apple Recognition Tree (83 apples)  
Cast Resin 3D Trunk

Our Panoma apple donor tree is an expanding modular recognition tree with acrylic apples and a 3D resin tree trunk. Great for donor recognition, fundraising campaigns, or memorial trees, the polymer or optional metal leaves create a flexible design that allows for more leaves to be added in the future. ([http://www.donor-recognitions.com/Expanding\\_Modular\\_Donor\\_Recognition-Apple-Tree-83-Apples-P/Apple83.htm](http://www.donor-recognitions.com/Expanding_Modular_Donor_Recognition-Apple-Tree-83-Apples-P/Apple83.htm))

**CUSTOMER SERVICE**

**RESOURCES**

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You are here: Home (<https://www.donor-recognitions.com/>) > TREE ACCESSORIES (<https://www.donor-recognitions.com/Donor-Tree-Accessories-bronze-rocks-acorns-leaves-s/51.htm>)

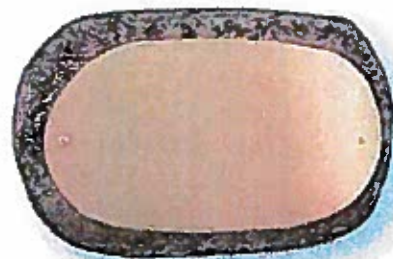
## DONOR TREE ACCESSORIES

Donor tree rocks, stones, leaves, acorns and other accessories are great for adding below or beside your donor tree to designate the purpose of your campaign, or to recognize special or important donors. Accessories include resin and bronze stones, acorns, apples, doves, donor tree leaves and squirrels. Many of our accessories are available with either metal or more economical polymer plates. Metal plates can have text printed by either heat press sublimation or direct-to-substrate UV printing. Polymer plates, which are less expensive, are professionally laser engraved. Imprinting or engraving is an additional charge.

Do you have blank plates from a previous purchase and are ready to have them imprinted or engraved? If so go [HERE](https://www.donor-recognitions.com/imprint-engrave-my-accessory-s/77.htm) (<https://www.donor-recognitions.com/imprint-engrave-my-accessory-s/77.htm>)

Sort By: Most Popular ▼

60 per page ▼ Page 1 of 1



(<https://www.donor-recognitions.com/Small-Bronze-Stone-plaque-accessory-for-donor-tree-p/stone1a.htm>)

**SMALL BRONZE STONE**  
([HTTPS://WWW.DONOR-RECOGNITIONS.COM/SMALL-BRONZE-STONE-PLAQUE-ACCESSORY-FOR-DONOR-TREE-P/STONE1A.HTM](https://www.donor-recognitions.com/Small-Bronze-Stone-plaque-accessory-for-donor-tree-p/stone1a.htm))

Price: \$107.00

Small Bronze Stone with Brass Plate (3" x 5-1/4")

(<https://www.donor-recognitions.com/med-Bronze-Stone-plaque-accessory-for-donor-tree-p/stone2a.htm>)

**MEDIUM BRONZE STONE**  
([HTTPS://WWW.DONOR-RECOGNITIONS.COM/MED-BRONZE-STONE-PLAQUE-ACCESSORY-FOR-DONOR-TREE-P/STONE2A.HTM](https://www.donor-recognitions.com/med-Bronze-Stone-plaque-accessory-for-donor-tree-p/stone2a.htm))

Price: \$120.00

Medium Bronze Stone with Brass Plate (3-7/8" x 6-3/4")

(<https://www.donor-recognitions.com/large-Bronze-Stone-plaque-accessory-for-donor-tree-p/stone3a.htm>)

**LARGE BRONZE STONE**  
([HTTPS://WWW.DONOR-RECOGNITIONS.COM/LARGE-BRONZE-STONE-PLAQUE-ACCESSORY-FOR-DONOR-TREE-P/STONE3A.HTM](https://www.donor-recognitions.com/large-Bronze-Stone-plaque-accessory-for-donor-tree-p/stone3a.htm))

Price: \$129.00

Large Bronze Stone with Brass Plate (7-1/4" x 4-1/2")



(<https://www.donor-recognitions.com/Slanted-Large-Bronze-Stone-for-Donor-Recognition-p/slant-stone-a.htm>)  
**SLANTED LARGE BRONZE STONE A** ([HTTPS://WWW.DONOR-RECOGNITIONS.COM/SLANTED-LARGE-BRONZE-STONE-FOR-DONOR-RECOGNITION-P/SLANT-STONE-A.HTM](https://www.donor-recognitions.com/Slanted-Large-Bronze-Stone-for-Donor-Recognition-p/slant-stone-a.htm))  
**Price: \$148.00**  
 Large Bronze Slanted Stone A with Brass Plate (4-1/2" x 8" x 5/8" thick)



(<https://www.donor-recognitions.com/Large-Regular-Bronze-Stone-for-Donor-Tree-Recognition-p/regular-stone.htm>)  
**REGULAR STONE** ([HTTPS://WWW.DONOR-RECOGNITIONS.COM/LARGE-REGULAR-BRONZE-STONE-FOR-DONOR-TREE-P/REGULAR-STONE.HTM](https://www.donor-recognitions.com/Large-Regular-Bronze-Stone-for-Donor-Tree-Recognition-p/regular-stone.htm))  
**Price: \$129.00**  
 Large Regular Stone with Brass Plate (4-1/2" x 8" x 5/8" thick)



(<https://www.donor-recognitions.com/donor-tree-acorn-accessory-p/acorn.htm>)  
**ACORN ACCESSORY** ([HTTPS://WWW.DONOR-RECOGNITIONS.COM/DONOR-TREE-ACORN-ACCESSORY-P/ACORN.HTM](https://www.donor-recognitions.com/donor-tree-acorn-accessory-p/acorn.htm))  
**Price: \$89.00**  
 Bronze Acorn Accessory.



(<https://www.donor-recognitions.com/Donor-Recognition-Tree-Leaf-french-curve-p/leaf1.htm>)  
**METAL DONOR TREE LEAF - 1-3/4" X 3-1/2"**  
 ([HTTPS://WWW.DONOR-RECOGNITIONS.COM/DONOR-RECOGNITION-TREE-LEAF-FRENCH-CURVE-P/LEAF1.HTM](https://www.donor-recognitions.com/Donor-Recognition-Tree-Leaf-french-curve-p/leaf1.htm))  
**Price: \$3.39**  
 French Curve Leaf - 1-3/4" x 3-1/2" (Actual Metal)



(<https://www.donor-recognitions.com/Donor-Recognition-Tree-Leaf-standard-p/leaf2.htm>)  
**METAL DONOR TREE LEAF - 1-1/2" X 4"**  
 ([HTTPS://WWW.DONOR-RECOGNITIONS.COM/DONOR-RECOGNITION-TREE-LEAF-STANDARD-P/LEAF2.HTM](https://www.donor-recognitions.com/Donor-Recognition-Tree-Leaf-standard-p/leaf2.htm))  
**Price: \$3.39**  
 Standard Leaf - 1-1/2 x 4" (Actual Metal)



(<https://www.donor-recognitions.com/Donor-Recognition-Tree-Leaf-solo-p/leaf3-freestyle.htm>)  
**FREESTYLE METAL TREE LEAF (W/ACRYLIC BACKER)**  
 ([HTTPS://WWW.DONOR-RECOGNITIONS.COM/DONOR-RECOGNITION-TREE-LEAF-SOLO-P/LEAF3-FREESTYLE.HTM](https://www.donor-recognitions.com/Donor-Recognition-Tree-Leaf-solo-p/leaf3-freestyle.htm))  
**Price: \$9.99**  
 Freestyle METAL French Curve Leaf & Acrylic Backer



(<https://www.donor-recognitions.com/Donor-Tree-Apple-Recognition-Plaque-Accessory-p/apple.htm>)

**ACRYLIC APPLE RECOGNITION PLAQUE**  
([HTTPS://WWW.DONOR-RECOGNITIONS.COM/DONOR-TREE-APPLE-RECOGNITION-PLAQUE-ACCESSORY-P/APPLE.HTM](https://www.donor-recognitions.com/Donor-Tree-Apple-Recognition-Plaque-Accessory-p/apple.htm))

Price: \$45.00

Apple Recognition Plaque (Approx. 4-1/4x4-1/4")



([https://www.donor-recognitions.com/donor-recognition-tree-acrylic-acorn-accessory-p/acorn color.htm](https://www.donor-recognitions.com/donor-recognition-tree-acrylic-acorn-accessory-p/acorn%20color.htm))

**ACRYLIC ACORN RECOGNITION PLAQUE**  
([HTTPS://WWW.DONOR-RECOGNITIONS.COM/DONOR-RECOGNITION-TREE-ACRYLIC-ACORN-ACCESSORY-P/ACORN%20COLOR.HTM](https://www.donor-recognitions.com/donor-recognition-tree-acrylic-acorn-accessory-p/acorn%20color.htm))

Price: \$45.00

Acorn Recognition Plaque (Approx. 4-3/8 x 4-1/2")



(<https://www.donor-recognitions.com/Acrylic-Dove-Accessory-for-donor-recognition-tree-p/dove-silhouette.htm>)

**ACRYLIC DOVE SILHOUETTE RECOGNITION PLAQUE**  
([HTTPS://WWW.DONOR-RECOGNITIONS.COM/ACRYLIC-DOVE-ACCESSORY-FOR-DONOR-RECOGNITION-TREE-P/DOVE-SILHOUETTE.HTM](https://www.donor-recognitions.com/Acrylic-Dove-Accessory-for-donor-recognition-tree-p/dove-silhouette.htm))

Price: \$45.00

Dove Recognition Plaque (Approx. 7 x 7-7/8")



([https://www.donor-recognitions.com/Squirrel-Recognition-Plaque-Accessory-p/squirrel silhouette.htm](https://www.donor-recognitions.com/Squirrel-Recognition-Plaque-Accessory-p/squirrel%20silhouette.htm))



([https://www.donor-recognitions.com/Acrylic-Dove-Accessory-for-donor-recognition-tree-p/dove -white.htm](https://www.donor-recognitions.com/Acrylic-Dove-Accessory-for-donor-recognition-tree-p/dove-white.htm))



(<https://www.donor-recognitions.com/Donor-Tree-Apple-Recognition-Plaque-Accessory-p/apple-silhouette.htm>)

ACRYLIC SQUIRREL SILHOUETTE RECOGNITION PLAQUE (HTTPS://WWW.DONOR-RECOGNITIONS.COM/SQUIRREL-RECOGNITION-PLAQUE-ACCESSORY-P/SQUIRREL-SILHOUETTE.HTM) Price: \$45.00

Dove Recognition Plaque (Approx. 6-1/2" x 6-7/8")

WHITE ACRYLIC DOVE SILHOUETTE RECOGNITION PLAQUE (HTTPS://WWW.DONOR-RECOGNITIONS.COM/ACRYLIC-DOVE-ACCESSORY-FOR-DONOR-RECOGNITION-TREE-P/DOVE - WHITE.HTM) Price: \$45.00

Dove Recognition Plaque (Approx. 7 x 7-7/8")

ACRYLIC APPLE SILHOUETTE RECOGNITION PLAQUE (HTTPS://WWW.DONOR-RECOGNITIONS.COM/DONOR-TREE-APPLE-RECOGNITION-PLAQUE-ACCESSORY-P/APPLE-SILHOUETTE.HTM) Price: \$45.00

Apple Recognition Plaque (Approx. 4-1/4x4-1/4")



(https://www.donor-recognitions.com/donor-recognition-tree-acrylic-acorn-accessory-p/acorn-silhouette.htm)

ACRYLIC ACORN SILHOUETTE RECOGNITION PLAQUE (HTTPS://WWW.DONOR-RECOGNITIONS.COM/DONOR-RECOGNITION-TREE-ACRYLIC-ACORN-ACCESSORY-P/ACORN-SILHOUETTE.HTM) Price: \$45.00

Acorn Recognition Plaque (Approx. 4-3/8 x 4-1/2")



(https://www.donor-recognitions.com/Apple-Recognition-Plaque-Accessory-p/applesolo.htm)

MINI APPLE RECOGNITION PLAQUE (HTTPS://WWW.DONOR-RECOGNITIONS.COM/APPLE-RECOGNITION-PLAQUE-ACCESSORY-P/APPLESOLO.HTM) Price: \$15.00

Mini Apple Recognition Plaque (Approx. 3x3")



(https://www.donor-recognitions.com/Solid-Cast-Bronze-Letters-for-Donor-Trees-p/cast-letters.htm)

3" SATIN BRONZE LETTERS (HTTPS://WWW.DONOR-RECOGNITIONS.COM/SOLID-CAST-BRONZE-LETTERS-FOR-DONOR-TREES-P/CAST-LETTERS.HTM) Price: \$38.00

Solid Cast Bronze Letters (Price is PER Letter)



(<https://www.donor-recognitions.com/Economy-Laminate-Letters-for-Donor-Trees-p/lam-letters.htm>)

ECONOMY LAMINATE LETTERS (HTTPS://WWW.DONOR-RECOGNITIONS.COM/ECONOMY-LAMINATE-LETTERS-FOR-DONOR-TREES-P/LAM-LETTERS.HTM)

Price: \$12.50

Several Sizes & Finishes available (Price is PER Letter)



(<https://www.donor-recognitions.com/Gold-Butterfly-Recognition-Plaque-Accessory-p/butterflygold.htm>)

ACRYLIC BUTTERFLY RECOGNITION PLAQUE (HTTPS://WWW.DONOR-RECOGNITIONS.COM/GOLD-BUTTERFLY-RECOGNITION-PLAQUE-ACCESSORY-P/BUTTERFLYGOLD.HTM)

Price: \$30.00

Butterfly Recognition Plaque (Approx. 3-1/2" x 4-1/2")



(<https://www.donor-recognitions.com/Blue-Butterfly-Recognition-Plaque-Accessory-p/butterflyblue.htm>)

ACRYLIC BUTTERFLY RECOGNITION PLAQUE (HTTPS://WWW.DONOR-RECOGNITIONS.COM/BLUE-BUTTERFLY-RECOGNITION-PLAQUE-ACCESSORY-P/BUTTERFLYBLUE.HTM)

Price: \$30.00

Butterfly Recognition Plaque (Approx. 3-1/2" x 4-1/2")



(<https://www.donor-recognitions.com/Pink-Butterfly-Recognition-Plaque-Accessory-p/butterflypink.htm>)

ACRYLIC BUTTERFLY RECOGNITION PLAQUE (HTTPS://WWW.DONOR-RECOGNITIONS.COM/PINK-BUTTERFLY-RECOGNITION-PLAQUE-ACCESSORY-P/BUTTERFLYPINK.HTM)

Price: \$30.00



(<https://www.donor-recognitions.com/Green-Butterfly-Recognition-Plaque-Accessory-p/butterflygreen.htm>)

ACRYLIC BUTTERFLY RECOGNITION PLAQUE (HTTPS://WWW.DONOR-RECOGNITIONS.COM/GREEN-BUTTERFLY-RECOGNITION-PLAQUE-ACCESSORY-P/BUTTERFLYGREEN.HTM)

Price: \$30.00



(<https://www.donor-recognitions.com/Expanding-Modular-Tree-Module-A-p/moda.htm>)

MODULE A (FOR ADDING LEAVES TO EXPANDING MODULAR TREES) (HTTPS://WWW.DONOR-RECOGNITIONS.COM/EXPANDING-MODULAR-TREE-MODULE-A-P/MODA.HTM)

Price: \$100.00

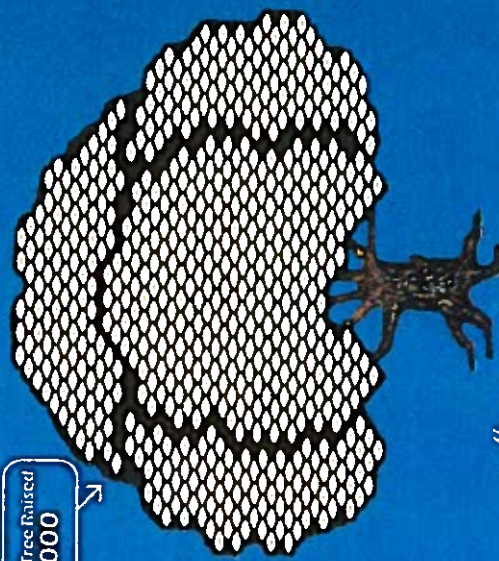
# B&D Donor Recognition



This 400 Leaf Tree Raised  
**\$160,000**



This 650 Leaf Tree Raised  
**\$260,000**



## The CONTEMPO 400 leaf

400 Leaf with multi colored leaves. Size: 6'6" w x 5'7" h



CONTEMPO 650 6'6" w x 5'7" h



CONTEMPO 300 4'0" w x 5'1" h



CONTEMPO 200 4'6" w x 5'0" h

## The FUTURA 500 leaf

500 Leaf with solid colored leaves. Size: 5'10" w x 6'0" h



FUTURA 400 6'3" w x 5'9" h



FUTURA 150 4'0" w x 4'5" h

## The CLASSIC 650 leaf

650 Leaf with gold colored leaves. Size: 7'0" w x 6'3" h



CLASSIC 300 4'0" w x 5'4" h



CLASSIC 220 4'5" w x 4'0" h



CLASSIC 100 2'5" w x 4'0" h

- Leaf Quantities from 100-1,000 • Leaf Colors: Gold, Silver, Bronze, Green, or Combo
- Expandable Trees • Acrylic Backgrounds Are Available in Clear, Bronze or Scenic Colors
- Cast Bronze Trunk Included

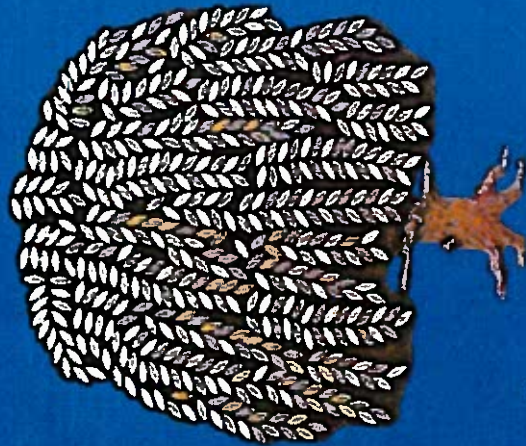


Wall Systems • Plaques • Trees  
1879 Old Cuthbert Rd #21  
Cherry Hill, NJ 08034

Leaf Size: 1.5" h x 3.5" w  
The leaf shown is 1/2 scale 50% of actual size



James P. Hancock  
for Walter & Mary Hancock



*the* **WILLOW** 500 leaf

Willow 1,000 Leaf Also Available

**The Tree Package Includes:**

- Cast bronze metal sculpted trunk
- Laser cut and laser drilled acrylic background panels
- Leaves, blank and/or engraved are screw mounted to the acrylic panels when shipped
- Metal leaves available in 5 colors (gold, silver, bronze & green)
- Installation template, hardware, simple instructions, hardware

**Rocks**  
Small, Medium & Large



**Engravable Doves**



**Acorns**  
Small, Medium & Large



**Leaf Colors**  
Gold, Silver, Bronze, Green

Wall Systems • Plaques • Trees  
[www.bddonorrec.com](http://www.bddonorrec.com)

**FUND RAISING RECOGNITION TREES**

CONTINUED



CLASSIC



FUTURA



WILLOW



*Honor the gift...Honor the giver*

- Leaf Capacities from 100 to 1,000 Leaves
- Special Savings on Bronze Metal Trunks
- Precision Laser Production • Quality Products



Universities • Hospitals  
Houses of Worship  
Non-Profit Organizations

*Honor the gift...  
Honor the giver*



1879 Old Cuthbert Rd #21  
Cherry Hill, NJ 08034

**SECTION 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Discussions of Nominations for ARD Friend of Recreation – see attachment.
2. Alternate Public Member for Placer Local Agency Formation Commission – (LAFCO) – see attachment.
3. County Mitigation Fund, current balance \$487,738.



## **Item 9.1 – Discussion Item - Cover sheet – ARD Friend of Recreation Nominations**

**Auburn Area Recreation and Park District (ARD) Board of Directors Meeting January 30, 2020**

### **The Issue**

Request for nominations for the ARD Friend of Recreation Award

### **Background**

Every year, ARD awards the “ARD Friend of Recreation Award” at the annual State of Community Dinner. Information on the Friend of Recreation Award is as follows:

The Auburn Area Recreation and Park District Friend of Recreation award is given to the person, organization or group that has made a significant contribution to parks, recreation and active leisure in the Auburn area. This award is presented annually at the State of the Community Dinner.

Specific criteria for nominees/winners are as follows:

- The person’s, organization’s or group’s contribution should include the last 5 years
- Volunteers, ARD employees and contract employees are eligible for the award
- Nominees from entities outside of ARD can be considered (Tevis Cup, Placer High, local youth sports organizations, etc.)

In July of 2019, the ARD Board adopted new policies and procedures for selecting the Friend of Recreation. Those procedures are as follows:

- A. Staff will put an item on the January Board of Directors meeting, asking for nominations. Board members should send a brief description as to why their nominee should be selected. Nominations will be due by the February Board meeting.
- B. Staff will announce all nominations at the February Board meeting and request that each Board member select a first and second choice. If a nominee received three first place votes, they will be selected as the next ARD Friend of Recreation. If there is no nominee with three first place votes, the process will be as follows:
  1. All first place votes will be counted as two points
  2. All second place votes will be counted as one point
  3. The nominee with the highest point total will be selected as the next Friend of Recreation
  4. If after this process there is a tie, the top two nominees will be voted on. The nominee with three votes will be declared the next ARD Friend of Recreation
- C. The ARD Friend of Recreation will be announced at the March Board meeting.

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

Send all nominations and a brief description as to why the nominee should be selected to the District Administrator by February 19<sup>th</sup>. Those nominations will be brought to the February Board meeting for voting.

A list of past ARD Friend of Recreation Award winners is provided below.

**Fiscal Impact**

N/A

**Attachments**

None

Past ARD Friend of Recreation Award winners:

2009: Laura Pinnick

2010: Eric Peach

2011: Todd Peak

2012: Patrick Remington

2013: Chic and Ingrid Koenig

2014: Mike Lynch

2015: Canyon Keepers

2016: Daryl Henry

2017: Chain Zombies

2018: Diana Boyer and Lisa Kodl

2019: Bill and Jenny Jansen

**Item 9.2 – Discussion Item - Cover Sheet – Alternate Public Member for Placer Local Agency Formation Commission – (LAFCO)**

**Auburn Area Recreation and Park District (ARD) Board of Directors meeting  
January, 2020**

**The Issue**

Shall an ARD Board Member apply for the position of Alternate Public Member for the Placer Local Agency Formation Commission (LAFCO)?

**Background**

See attachment.

**Fiscal Impact**

N/A

**Attachments**

Alternate Public Member for LAFCO Vacancy.  
Application for Alternate Public Member.

# PLACER COUNTY LOCAL AGENCY FORMATION COMMISSION

110 MAPLE STREET, AUBURN, CALIFORNIA 95603 - 530-889-4097  
LAFCO@PLACER.CA.GOV

**COMMISSIONERS:**  
  
**SUSAN ROHAN,**  
*CHAIR (PUBLIC)*  
  
**ROBERT WEYGANDT**  
*VICE CHAIR (COUNTY)*  
  
**JOSHUA ALPINE**  
*(SPECIAL DISTRICTS)*  
  
**BONNIE GORE**  
*(COUNTY)*  
  
**JOE PATTERSON**  
*(CITY)*  
  
**WILLIAM KAHRL**  
*(SPECIAL DISTRICTS)*  
  
**PAUL JOINER**  
*(CITY)*  
  
**ALTERNATE COMMISSIONERS:**  
  
**JIM HOLMES**  
*(COUNTY)*  
  
**VACANT**  
*(PUBLIC)*  
  
**SCOTT ALVORD**  
*(CITY)*  
  
**MIKE LYNCH**  
*(SPECIAL DISTRICTS)*  
  
**STAFF:**  
  
**KRIS BERRY, AICP**  
*EXECUTIVE OFFICER*  
  
**LINDA WILKIE**  
*CLERK TO THE COMMISSION*  
  
**WILLIAM WRIGHT**  
*LAFCO COUNSEL*

Date: December 4, 2019  
To: Interested parties  
Subject: Alternate Public Member for LAFCO  
From: Kristina Berry, AICP, Executive Officer

LAFCO is a state-mandated Commission charged with the responsibility to provide the orderly formation and growth of cities and special districts. The Commission is also responsible for preparing and adopting reviews of the cities and special districts, and determining and periodically updating their spheres of influence.

Recently, Placer LAFCO recruited for the Vacant Alternate Public Member for the Commission, and received three applications. At the November Commission meeting, the Commission requested that we expand our outreach effort for the position to ensure that the public is aware of the open position.

While many of you receiving this memo may not be eligible for the position, we would like to encourage dissemination to others you may be aware are interested and would like to apply.

The Public Member (and alternate) represents the public on the Commission, and is appointed by the other members of the Commission. An employee or officer of a city, the county or any special district within Placer County with territory within Placer County is not eligible to serve as an alternate Public Member. Alternates may participate in discussion during any meeting, however they vote only in the absence of the regular member. The Alternate Public Member position to be appointed is for a term that expires in May of 2023.

Prospective applicants must submit an application by February 4, 2020. An application is enclosed, or may be downloaded from the LAFCO website [www.placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO](http://www.placer.ca.gov/2704/Local-Agency-Formation-Commission-LAFCO), or obtained by contacting Placer LAFCO at (530) 889.

To obtain more information, please contact Kris Berry, Executive Officer, by calling (530) 889-4097 or emailing [kberry@placer.ca.gov](mailto:kberry@placer.ca.gov).

**Placer Local Agency Formation Commission**  
**110 Maple Street, Auburn CA 95603**  
**(530) 889-4097**

**ALTERNATE PUBLIC MEMBER**

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

Residence Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

I am applying for the position of Alternate Public Member

=====

Please briefly describe your experience in local government and/or with local community organizations: \_\_\_\_\_

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

Please briefly describe your employment experience:

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

Please briefly describe your educational background:

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On a separate page, explain why you are interested in serving on the Placer Local Agency Formation Commission, and how your appointment would be of benefit to the Commission and the community. Please do not exceed one page.

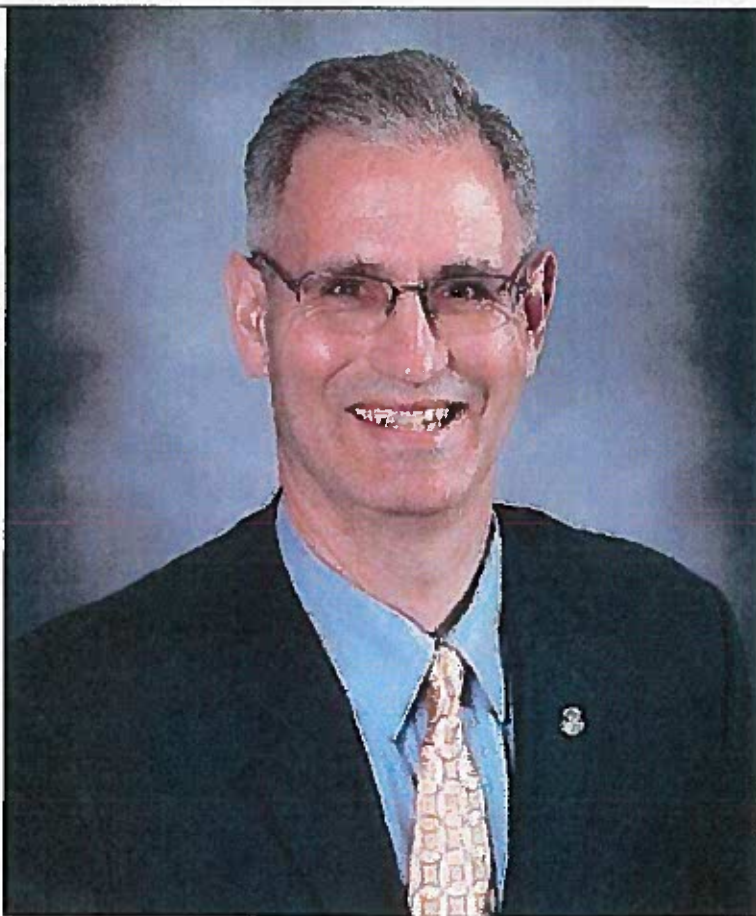
Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

**Applications must be received no later than 4:30 p.m. on February 4, 2020**

Thank you for your interest in the Placer Local Agency Formation Commission.

# Gold Country Media

SUBSCRIBE



Kahl Muscott

## 2020: ARD director looks ahead



Traci Newell Dec 26, 2019 10:12 AM

*This is part of an Auburn Journal series marking the turn of the decade into 2020. Auburn Area Recreation and Park District Director Kahl Muscott answers five questions looking toward the*

# Gold Country Media

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Apply for and hopefully receive funding from a Prop. 68 grant to make improvements to the ARD property commonly referred to as the "24 Acre Property" at Regional Park. The improvements are mainly passive, however, needed infrastructure development on the property will drive the total price tag over \$2 million.

< Employee retention is always a goal, an objective made harder by the strong economy. ARD is blessed to have outstanding employees, however, better pay is always a lure, and we have a few employees that are close to retirement. The recruitment, hiring and training process is a costly endeavor, and I would like to keep as many of our great staff as possible. >

Funding for the second phase of the Auburn Bike Park. Increased construction costs did not allow ARD to complete the entire Bike Park in one phase. ARD will work with our fantastic community partners to complete Phase II, which will notably feature a jump course.

## What parts of ARD can expect improvement in 2020?

Continued improvements to meeting ADA requirements in the parks and facilities. Some of these improvements will be programmatic, including improvements to the ARD website.

The other is the rebuilding of the ARD swim team, the Auburn Robalos. This proud program has suffered some contraction over the past few years.

## What is your favorite part about ARD?



# Gold Country Media

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## What are the major changes ARD can expect in 2020?

The biggest change that ARD could face are possible repercussions from Assembly Bill 5. This bill, signed into law in September, goes into effect Jan. 1. It has potential major effects on ARD's independent contractors for such things as classes, events and maintenance. Unfortunately, the law as written has vague language that leaves open to interpretation how parks and recreation agencies will be affected. Groups such as the California Parks and Recreation Society and the California Special District Association are currently seeking clarifying language from the California legislature.

## What is your vision for ARD for the next 10 years?

Our costs will continue to rise, so we will need to find ways to become more efficient and to save money. Savings will be needed over the next 10 years, as labor, including insurance and pension costs, will continue consume a larger and larger portion of our budget. Being a service organization, we will need to be careful where and how we decide to cut labor. Finding savings and efficiencies is always important, however, the next 10 years will truly challenge ARD.

COMMENTS (0)

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