

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

**6:00 PM**

**THURSDAY, MARCH 25, 2021  
CANYON VIEW COMMUNITY CENTER, FOOTHILLS ROOM  
471 MAIDU DRIVE, AUBURN, CA 95603**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) or by calling (530) 537-2186 (M-F).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://zoom.us/j/96145827840>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 961 4582 7840 to participate.

People using the Zoom website will be able to see and hear the Board, and the Board will be able to hear the public. The Board will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) at least 48 hours in advance to request an auxiliary aid or accommodation.

**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**

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

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Presentation from Youth Services Manager Amy Oddo to Youth Services Preschool Director Renata Macintosh as Employee of the Month for March, 2021.

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

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

\_\_\_\_\_

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

**Roll Call Vote**

**4.0 PUBLIC COMMENT** – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Board of Directors. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please 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 February 25, 2021**

Review and approval of Minutes of the Board of Directors from February 25, 2021

\_\_\_\_\_ **5.2 Review of Cash Requirements for February, 2021 (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 of Financials for February, 2021 (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 Resolution Number 2021-05: Transfer of \$40,000 from the Capital Construction Reserves for 24-Acre Planning and CEQA (Standing Finance Committee)**

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

\_\_\_\_\_ **5.5 Claim Against ARD – Vehicle Accident**

Shall the Auburn Area Recreation and Park District (ARD) approve or deny a claim against ARD for an accident involving an ARD and a private vehicle?

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

\_\_\_\_\_

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

**Roll Call Vote**

**6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS**

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

**7.0 UNFINISHED BUSINESS**

**7.1 Resolution Number 2021-07: Establishing a UAL CalPERS Pension Prefunding/115 Trust (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation & Park District (ARD) Board of Directors approve Resolution Number 2021-07 to establish a Section 115 Trust for planning for future funding of the CalPERS Pension?

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

\_\_\_\_\_

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

**Roll Call Vote**

**7.2 UAL CalPERS Pension Prefunding/115 Trust (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors update the policy on funding the Pension Reserve to include payments to:

- 1) Prefund the CalPERS UAL directly, and
- 2) Contribute to a Section 115 Trust for ARD's pension liability?

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

\_\_\_\_\_

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

**Roll Call Vote**

**7.3 Final Budget Resolution Number 2021-06 for Fiscal Year 2021 – 2022  
(Standing Finance Committee)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve and adopt Resolution Number 2021-06, Fiscal Year 2021/2022 Final Budget?

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

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

**Roll Call Vote**

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

\_\_\_\_\_ **8.1 Approval of Agreement with Local 39 Operating Engineers (Standing Finance Committee)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve the Agreement with Local 39 Operating Engineers?

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

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

**Roll Call Vote**

\_\_\_\_\_ **8.2 Change in ARD's Medical Family Benefit for Non-Represented Employees Hired After February 1, 2020 and Union Represented Employees (Program, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve changes to the Medical Section of the Personnel Policy to include the Union negotiated changes to the CalPERS Medical coverage for Non-Represented Staff hired after February 1, 2020 and all Represented Union Staff?

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

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

**Roll Call Vote**

\_\_\_\_\_ **8.3 COLA Wage Increase (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors change pay scales for a District-Wide Cost of Living (COLA) Wage increase, excluding some that were given a minimum wage increase in January?

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

\_\_\_\_\_

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

**Roll Call Vote**

\_\_\_\_\_ **8.4 District Administrator Contract Amendment – COLA (Standing Finance Committee)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors approve an amendment (Amendment #8) to the District Administrator’s contract for a Cost of Living Adjustment (COLA)?

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

\_\_\_\_\_

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

**Roll Call Vote**

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

1. County Mitigation Fund, current balance \$792,000.

\_\_\_\_\_ **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. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be unmuted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please 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), 54947.)

Title: District Administrator

\_\_\_\_\_ 14.0 OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION

**ADJOURNMENT**

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

3-19-21  
Date

11:10 Am.  
Time

P. Larson  
Clerk to the Board

**SECTION: 5.0**

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS FROM FEBRUARY 25, 2021**

**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, February 25, 2021, 6:00 p.m.**

**Board Members**

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

**Board Members  
Absent:** None.

**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/Youth Services Manager  
Amy Oddo, Youth Services Coordinator  
Mike Scheele, Landscape Architect/Project Manager  
Pat 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 Ainsleigh.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

None.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the agenda as written with item 8.2 being moved prior to item 6.0.

**Roll Call Vote**

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

3 – 0 Motion carries.



**4.0 PUBLIC COMMENT**

None.

**Director Ferris arrived at 6:04 p.m.**

**5.0 CONSENT ITEMS**

- 5.1 Review and Approval of Minutes of the Board of Directors Meeting from January 28, 2021**
- 5.2 Review of Cash Requirements for January, 2021 (Standing Finance Committee)**
- 5.3 Review of Financials for January, 2021 (Standing Finance Committee)**
- 5.4 Letter Supporting AB 361: Declared Emergencies and Brown Act Requirements (Program, Personnel, Policy, Fee & Legal Review Committee)**
- 5.5 Resolution Number 2021-03: Transfer of Equipment Reserve Fund (Standing Finance Committee)**

A motion was made by Director Lynch and seconded by Director Holbrook to approve the Consent Calendar as written.

**Roll Call Vote**

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

4 – 0 Motion carries.

**Director Gray arrived at 6:08 p.m.**

**Item 8.2 was moved to before Administrator's and Departmental Reports.**

**Letter Supporting Hwy 49 Bridge Debris Removal Project (Program, Personnel, Policy, Fee & Legal Review Committee)**

Mr. Gary Estes gave public comment in support of the letter supporting Hwy 49 Bridge Debris Removal Project.

A motion was made by Director Lynch and seconded by Director Holbrook to approve the letter supporting the Hwy 49 Bridge Debris Removal Project.

**Roll Call Vote**

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

5 – 0 Motion carries.

**6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS**

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

**7.0 UNFINISHED BUSINESS**

**7.1 2021 Friend of Recreation Award**

Director Lynch nominated The Ridge Golf Course/Western Care as his first choice and Randy Spangler as his second choice for the 2021 Friend of Recreation Award.

Director Gray nominated The Ridge Golf Course/Western Care as his first choice and Joe Fecko as his second choice for the 2021 Friend of Recreation Award.

Director Holbrook nominated The Ridge Golf Course/Western Care as his first choice with no second choice.

Director Ferris nominated The Ridge Golf Course/Western Care as his first choice and Randy Spangler his second choice for the 2021 Friend of Recreation Award.

Director Ainsleigh nominated Randy Spangler as his first choice and The Ridge Golf Course/Western Care as his second choice.

The Ridge Golf Course/Western Care was chosen as the 2021 Friend of Recreation Award.

**Director Holbrook left the meeting at 6:45 p.m.**

**7.2 Preliminary Budget for Fiscal Year 2021/2022 (Standing Finance Committee)**

A motion was made by Director Lynch and seconded by Director Ferris to approve the Preliminary FY 2021/2022 Budget and adopt Resolution Number 2021-04, Adoption of Preliminary Budget, General Fund.

**Roll Call Vote**

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

4 – 0 Motion carries.

**7.3 FY 2021/2022 Project List and Five-Year Plan Update (Acquisition & Development Committee)**

A motion was made by Director Lynch and seconded by Director Ferris to approve the FY 2021/2022 Project List and Five-Year Plan Update.

**Roll Call Vote**

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

4 – 0 Motion carries.

**8.0 NEW BUSINESS**

**8.1 Resolution Number 2021-02: Preparation of Atwood III Engineer’s Report for Fiscal Year 2021/2022 (Acquisition & Development Committee)**

A motion was made by Director Gray and seconded by Director Ainsleigh to adopt Resolution Number 2021-02: Preparation of Atwood III Engineer’s Report for Fiscal Year 2021/2022.

**Roll Call Vote**

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

4 – 0 Motion carries.

**Item 8.2, this item was moved to before item 6.0 of the agenda.**

**8.3 Nomination for CSDA Board of Directors – Seat A**

A motion was made by Director Gray and seconded by Director Lynch to nominate Director Scott Holbrook to the California Special District Association (CSDA) Board of Directors, Seat A.

**Roll Call Vote**

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

4 - 0 Motion carries.

**8.4 Placer County Local Agency Formation Commission (LAFCO) Call for Nomination – Special District Representative**

A motion was made by Director Lynch and seconded by Director Gray to nominate Director Gordon Ainsleigh as a Special District Representative and Alternate to the Placer County Local Agency Formation Commission.

**Roll Call Vote**

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

4 - 0 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Bike Park – Progress of Bike Park, Including Volunteer Hours and In-Kind Contributions (Acquisition & Development Committee) This item was reviewed by the Board.
2. 2020 Events and P&L Review - (Standing Finance Committee) This item was reviewed by the Board.

Upon review of this item, Director Gray requested to be reminded next year to nominate Norma Harris for the ARD Friend of Recreation Award for all of her contributions to ARD.

3. County Mitigation Fund, current balance \$792,000.

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

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

None.

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT**

None.

**13.0 CLOSED SESSION – Closed Session began at 7:06 p.m.**

**13.1 Public Employee Performance Evaluation (Gov Code 54954.5, subd. (e), 54947.)**

**Title: District Administrator**

**13.2 Union Negotiations**

**Conference with Labor Negotiators (Government Code, Section 54956.95, subd. (f), 54957.6)**

**Agency Designated Representatives: Kahl Muscott, District Administrator; Veona Galbraith, Administrative Services Manager**

**Employee Organization: IOUE, Stationary Engineers Local 39**

**14.0 OPEN SESSION – Open Session began at 7:18 p.m.**

Direction was given to staff.

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at 7:19 p.m. by Chairman Ainsleigh.

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

\_\_\_\_\_  
Date

**SECTION: 5.0**

**ITEM: 5.2 REVIEW AND APPROVAL OF CASH  
REQUIREMENTS FOR FEBRUARY, 2021**

**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: \$83,073.03**

Ranges:	From:	To:	Check Date	From:	To:
Check Number	First	Last	2/1/2021	COMM 1ST	2/28/2021
Vendor ID	First	Last	Checkbook ID	COMM 1ST	COMM 1ST
Vendor Name	First	Last			

Sorted By: Check Number

\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
21221	S1007	Stationary Engineers, Local 39	2/5/2021	COMM 1ST	PMCHK00002714	\$352.29
21222	U0019	US Bank	2/9/2021	COMM 1ST	PMCHK00002715	\$5,751.28
21223	1099-271	Kelpro Security	2/12/2021	COMM 1ST	PMCHK00002716	\$2,613.90
21224	A0001	Recology Auburn Placer	2/12/2021	COMM 1ST	PMCHK00002716	\$426.33
21225	A0013	AT&T	2/12/2021	COMM 1ST	PMCHK00002716	\$64.20
21226	A0027	Recology Auburn Placer	2/12/2021	COMM 1ST	PMCHK00002716	\$1,145.23
21227	A0051	Anderson's Sierra Pipe Co.	2/12/2021	COMM 1ST	PMCHK00002716	\$428.12
21228	A0170	AT&T Acct 088-034-5818-655	2/12/2021	COMM 1ST	PMCHK00002716	\$90.95
21229	B0020	BSN Sports, Inc.	2/12/2021	COMM 1ST	PMCHK00002716	\$475.38
21230	C0061	California Computer Services	2/12/2021	COMM 1ST	PMCHK00002716	\$4,800.00
21231	C0072	CIT Technology Fin. Serv., Inc	2/12/2021	COMM 1ST	PMCHK00002716	\$470.75
21232	C0113	Cooks Portable Toilets & Septi	2/12/2021	COMM 1ST	PMCHK00002716	\$1,522.63
21233	C0130	Cirrus Group LLC	2/12/2021	COMM 1ST	PMCHK00002716	\$1,415.17
21234	D0025	Dawson Oil Company	2/12/2021	COMM 1ST	PMCHK00002716	\$2,787.73
21235	D0066	De Lage Landen Financial Servi	2/12/2021	COMM 1ST	PMCHK00002716	\$332.48
21236	L0027	Pat Larson	2/12/2021	COMM 1ST	PMCHK00002716	\$33.38
21237	L0100	Lifeguard First Aid & Safety,	2/12/2021	COMM 1ST	PMCHK00002716	\$150.04
21238	M0011	Mallard Creek	2/12/2021	COMM 1ST	PMCHK00002716	\$1,404.32
21239	M0098	Meadow Vista County Water Dist	2/12/2021	COMM 1ST	PMCHK00002716	\$787.88
21240	N0003	Norris Electric, Inc.	2/12/2021	COMM 1ST	PMCHK00002716	\$536.73
21241	N0048	Normac, Inc.	2/12/2021	COMM 1ST	PMCHK00002716	\$480.39
21242	P0005	Placer County Water Agency	2/12/2021	COMM 1ST	PMCHK00002716	\$2,057.40
21243	P0007	Pacific Gas & Electric Company	2/12/2021	COMM 1ST	PMCHK00002716	\$236.77
21244	P0023	PG&E	2/12/2021	COMM 1ST	PMCHK00002716	\$89.16
21245	R0073	Riebes Auto Parts	2/12/2021	COMM 1ST	PMCHK00002716	\$627.36
21246	S0009	Sierra Saw Sales And Service	2/12/2021	COMM 1ST	PMCHK00002716	\$611.58
21247	S0025	Sierra Pacific Turf Supply, In	2/12/2021	COMM 1ST	PMCHK00002716	\$853.67
21248	T1000	Transamerica Life Insurance	2/12/2021	COMM 1ST	PMCHK00002716	\$460.00
21249	TEMPC	Jenefer Cauraugh	2/12/2021	COMM 1ST	PMCHK00002716	\$290.00
21250	TEMPF	Megan Frost	2/12/2021	COMM 1ST	PMCHK00002716	\$88.40
21251	TEMPP	Stephen Guzier	2/12/2021	COMM 1ST	PMCHK00002716	\$50.68
21252	U0016	Uptown Signs & Graphics, Inc.	2/12/2021	COMM 1ST	PMCHK00002716	\$139.03
21253	U0026	Union Pacific Railroad	2/12/2021	COMM 1ST	PMCHK00002716	\$2,076.35
21254	V0004	Valley Truck & Tractor Co.	2/12/2021	COMM 1ST	PMCHK00002716	\$1,555.33
21255	V0007	Verizon Wireless	2/12/2021	COMM 1ST	PMCHK00002716	\$860.40
21256	W0001	Walker's Office Supplies, Inc.	2/12/2021	COMM 1ST	PMCHK00002716	\$319.52
21257	W0010	Waxie Sanitary Supply	2/12/2021	COMM 1ST	PMCHK00002716	\$177.18
21258	W0044	Wave	2/12/2021	COMM 1ST	PMCHK00002716	\$1,220.53
21259	W0045	Williams, Jesse	2/12/2021	COMM 1ST	PMCHK00002716	\$33.04
21260	A0169	AT&T Acct 303817271	2/19/2021	COMM 1ST	PMCHK00002717	\$85.60
21261	S1007	Stationary Engineers, Local 39	2/19/2021	COMM 1ST	PMCHK00002717	\$352.76
21262	A0014	AT&T	2/26/2021	COMM 1ST	PMCHK00002718	\$321.84
21263	A1055	Also Energy, Inc.	2/26/2021	COMM 1ST	PMCHK00002718	\$1,813.81
21264	B0062	BareBones WorkWear	2/26/2021	COMM 1ST	PMCHK00002718	\$141.54
21265	B0069	Bidwell Water	2/26/2021	COMM 1ST	PMCHK00002718	\$88.00
21266	C0111	Cal.net	2/26/2021	COMM 1ST	PMCHK00002718	\$66.90
21267	C0121	Cole Huber LLP	2/26/2021	COMM 1ST	PMCHK00002718	\$456.00
21268	D0066	De Lage Landen Financial Servi	2/26/2021	COMM 1ST	PMCHK00002718	\$332.48
21269	D0077	Dudek	2/26/2021	COMM 1ST	PMCHK00002718	\$6,440.00
21270	H0056	Humana Dental Ins. Co	2/26/2021	COMM 1ST	PMCHK00002718	\$2,249.33
21271	K0011	The Permanente Medical Group I	2/26/2021	COMM 1ST	PMCHK00002718	\$65.00
21272	M0011	Mallard Creek	2/26/2021	COMM 1ST	PMCHK00002718	\$1,404.32
21273	M0013	Meadow Vista Hardware	2/26/2021	COMM 1ST	PMCHK00002718	\$47.97
21274	M0019	Kahl Muscott	2/26/2021	COMM 1ST	PMCHK00002718	\$306.32
21275	N0003	Norris Electric, Inc.	2/26/2021	COMM 1ST	PMCHK00002718	\$2,984.07
21276	N0012	Nevada Irrigation District	2/26/2021	COMM 1ST	PMCHK00002718	\$406.11
21277	N0048	Normac, Inc.	2/26/2021	COMM 1ST	PMCHK00002718	\$3,895.57
21278	P0005	Placer County Water Agency	2/26/2021	COMM 1ST	PMCHK00002718	\$894.87
21279	P0007	Pacific Gas & Electric Company	2/26/2021	COMM 1ST	PMCHK00002718	\$8,781.72
21280	P0056	Placer Union High School Distr	2/26/2021	COMM 1ST	PMCHK00002718	\$11,086.12
21281	Q0003	Quality Automotive	2/26/2021	COMM 1ST	PMCHK00002718	\$148.80
21282	R0073	Riebes Auto Parts	2/26/2021	COMM 1ST	PMCHK00002718	\$45.51
21283	S0067	Superfast Copy	2/26/2021	COMM 1ST	PMCHK00002718	\$24.45
21284	S0103	SCI Consulting Group	2/26/2021	COMM 1ST	PMCHK00002718	\$930.00
21285	S0145	SCP Pool Distributors LLC	2/26/2021	COMM 1ST	PMCHK00002718	\$552.50
21286	S0154	Mike Scheele	2/26/2021	COMM 1ST	PMCHK00002718	\$59.92
21287	T0046	Linda Donnelly	2/26/2021	COMM 1ST	PMCHK00002718	\$126.56



\* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
21288	T0071	TIAA Commercial Finance, Inc.	2/26/2021	COMM 1ST	PMCHK00002718	\$107.34
21289	TEMPH	Shelly Howes	2/26/2021	COMM 1ST	PMCHK00002718	\$168.00
21290	W0001	Walker's Office Supplies, Inc.	2/26/2021	COMM 1ST	PMCHK00002718	\$541.37
21291	W0010	Waxie Sanitary Supply	2/26/2021	COMM 1ST	PMCHK00002718	\$332.67
<b>Total Checks:</b>	<b>71</b>				<b>Total Amount of Checks:</b>	<b>\$83,073.03</b>

**SECTION: 5.0**

**ITEM: 5.3 REVIEW AND APPROVAL OF FINANCIALS  
FOR FEBRUARY, 2021**

**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: NONE**

## **February's Financials**

### ***Revenues –***

- **Rents and Concessions** are up \$20,000 above budget, due to Field Rentals.
- **Misc Revenue** is up by \$12,000. We received a check for \$13,000 from CAPRI for the loss of accident vehicle.
- **Grants & Donations** are up \$49,000 primarily due to Federal COVID 19 Credits for Sick Paid Employees, however the IRS revoked that Grant because ARD is a government entity. Payroll taxes in the amount of \$44,000 will be paid in March.
- **Tax Revenues** are up \$100,000 due to better property tax revenues than anticipated.

### ***Expenses –***

- **Operations & Supplies Expense** are below budget by \$38,000. Activity Guide related expenses down (\$6,400), Youth Assistance is not being spent (\$5,000), Gasoline Expense is down (\$2,400) and staff development costs are down (\$4,000).
- **Utilities** are above budget by \$13,700. We paid an unexpected water bill for Regional "C" field for 2 years' usage (\$11,100).
- **Building and Grounds Maintenance** is under budget by \$57,000 currently. The most significant savings were on multiple Fields' Maintenance (\$12,000), Meadow Vista Park which is under by \$4,000, maintenance on the Day Camp Modular (\$4,800), Recreation and CVCC Community Centers are under by \$11,000, and the pools are under by \$8,500.
- **Wages and Benefit Expense** are showing above budget by \$181,000. The Prefunding payment of \$140,000 to our UAL is in this category, but it was funded by our UAL (CalPERS Unfunded Accrued Liability) reserve account. The remaining \$41,000 is primarily from Youth Services (\$26,500) and Facilities and Grounds (16,000). There have been many ups and downs; continual changes in both departments.

**PROFIT & LOSS**  
**20/21 Approved Budget**

	Approved Budget FY 20-21	% Of Total	Mid-Yr Revision FY 20-21	2021 February ACTUALS	Last Yr February Actuals	2020-21 YTD ACTUALS	2020-21 YTD BUDGET	Last Yr YTD ACTUALS
<b>Operating Revenues</b>								
Program Revenue	559,332	12%	558,381	39,763	93,524	522,197	526,823	1,274,201
Facility Revenue	25,252	1%	15,708	8,865	234	35,637	15,355	171,119
Misc. Revenue	29,934	1%	64,681	13,431	4,503	54,789	43,167	42,504
Grants & Donations	133,815	3%	138,539	26	143	85,601	36,201	38,744
Interest Income	40,750	1%	38,790	1,131	6,043	23,925	35,317	66,202
Equipment Reserve Transfers	20,000	0%	124,287	-	-	-	-	221,580
Project Reserve Transfers	206,000	4%	239,300	-	90,000	-	-	-
Contingency Reserves	190,000	4%	55,000	-	-	-	-	-
Tax Revenue	3,435,481	73%	3,482,212	-	-	3,586,359	3,482,212	3,454,901
In Kind/Atwood	24,725	1%	26,468	-	-	25,962	26,468	23,522
Transfer of other Funds - Loan/UJAL				140,000	-	-	-	-
City Mitigation Transfers	40,000	1%	40,000	-	-	-	-	19,000
County Mitigation Revenue	25,000	1%	62,000	-	117,300	-	-	275,300
<b>Total Operating Revenue</b>	<b>4,730,289</b>	<b>100.00</b>	<b>4,845,366</b>	<b>203,216</b>	<b>311,747</b>	<b>4,334,470</b>	<b>4,165,543</b>	<b>5,587,073</b>
<b>Expenditures</b>								
Program Expense	94,166	2%	88,938	753	12,170	66,384	73,710	228,667
Operating & Supplies	389,413	8%	381,530	22,521	29,415	292,794	330,985	347,098
Utilities Expense	222,389	5%	227,005	24,115	15,509	221,220	207,534	186,804
Professional Services	91,285	2%	77,329	7,601	20,157	60,617	65,824	75,800
Building & Grounds Maintenance	468,165	10%	473,219	25,460	20,643	285,685	343,519	341,337
Property Tax Admin.	99,318	2%	97,808	-	-	99,353	97,808	61,818
Wages	1,973,940	43%	1,952,781	142,246	166,327	1,712,708	1,682,796	2,045,484
Benefits & Payroll Costs	846,560	18%	807,071	200,631	67,320	892,425	740,774	777,809
Fixed Asset Expense	28,325	1%	146,387	6,484	7,200	133,203	143,287	249,467
Capital Improvement Projects	390,952	8%	473,349	2,076	52,040	102,097	104,246	786,626
Debt Services	2,076	0%	2,076	-	-	2,076	2,076	2,016
<b>Total Expenditures</b>	<b>4,607,589</b>	<b>100.00</b>	<b>4,727,493</b>	<b>431,867</b>	<b>390,781</b>	<b>3,868,562</b>	<b>3,792,559</b>	<b>5,102,926</b>
<b>Net Revenue Over Expenditures</b>	<b>\$ 122,700</b>	<b>2.59</b>	<b>\$ 117,873</b>	<b>\$ (228,651)</b>	<b>(79,034)</b>	<b>\$465,908</b>	<b>\$372,984</b>	<b>\$484,147</b>
Annual Contingency Reserve (1-2%)	\$ -		\$ -			\$ 473,000	\$ 450,000	\$ 450,000
Annual Equip Replacement Reserve	\$ 50,000		\$ 50,000			\$ 687,237	\$ 726,236	\$ 726,236
Future Capital Construction Reserve	\$ 5,000		\$ 5,000			\$ 935,573	\$ 965,099	\$ 965,099
ADA Reserve	\$ 45,800		\$ 45,800			\$ 30,032	\$ 25,032	\$ 25,032
CalPERS unfunded liability reserve						\$ 140,000	\$ 183,200	\$ 183,200
<b>TOTAL RESERVE BALANCES</b>						<b>\$ 2,265,842</b>	<b>\$ 2,349,567</b>	
Net Position	\$ 21,900		\$ 17,073					

## Balance Sheet

2/28/2021

	Current YTD
<b>ASSETS</b>	
<u>Current Assets</u>	
Imprest Fund (Petty Cash)	580.00
First Foundation - Friends 501(c)(3)	17,159.84
First Foundation Bank	168,178.48
Placer County Treasure-General	5,763,722.07
Placer County Treasurer - City Trust	206,684.75
Accounts Receivable	1,921.31
PCOE Receivables	27,812.00
A/R BNY Mellon	1,000.00
Prepaid Liability Expense	40,425.00
Prepaid Workers Comp Insurance	29,131.81
<b>Total Current Assets</b>	<b>6,256,615.26</b>
<u>Fixed Assets</u>	
Fixed Assets: Land	1,970,546.12
Fixed Assets: Structures	12,938,861.54
Fixed Assets: Equipment	1,466,584.51
Fixed Assets: Computer Equipment & Software	116,625.14
Fixed Assets: Vehicles	284,701.30
Fixed Assets: Office Furniture & Rec Equipment	89,090.15
Construction In Progress	1,219,610.58
Less: Accumulated Depreciation	(10,380,991.73)
<b>Total Fixed Assets</b>	<b>7,705,027.61</b>
<b>TOTAL ASSETS</b>	<b>\$13,961,642.87</b>
<b>LIABILITIES AND NET PROFIT</b>	
<u>Current Liabilities</u>	
Prepaid Revenue	14,295.52
PGE Tru-up payable	6,987.89
Gift Certificates	268.00
Compensated Absenses	135,963.39
Sales Tax Payable	(35.07)
<b>Total Current Liabilities</b>	<b>\$157,479.73</b>
<u>Net Position</u>	
Investments in Fixed Assets	7,705,027.61
DFB: Designated for FA Acquisition	55,000.00
RFB: Reserved (City Mitigation)	206,684.75
GFB: Youth Assistance Fund	30,447.35
General Fund Balance	1,047,143.33
DFB: Annual Equip Replacement Reserv.	687,236.72
DFB: Annual Contingency Reserve	473,000.00
DFB: Reserved for Future Capital Construction	935,573.52
RFB: Arboretum Grant Fund	13,275.73
RFB: Reserved (Atwood)	(5,828.11)
RFB: Atwood III-Equip Repl Fund	8,003.66
RFB- 501(c)(3) Fund	17,159.84
GFB: General Fund (ADA Reserve)	30,031.75
Net Profit (Loss)	2,601,406.99
<b>Total Net Postion</b>	<b>\$13,804,163.14</b>
<b>TOTAL LIABILITY AND NET POSITION</b>	<b>\$13,961,642.87</b>

**Auburn Rec & Park**  
 Transfers to General Fund  
 4/1/2020 to 2/28/2020

Future Cap

*Total Addition to General Fund from City Mitigation Reserve*  
 \$ -

City Mitigation Reserves

*Total Addition to General Fund from City Mitigation Reserve*  
 \$ -

Equipment Replacement Reserves

5/31/2020	2020-2021 Budgeted to Save	\$ (50,000.00)
12/22/2020	Moving funds for UAL payment	\$ 39,000.00
<i>Total Addition to General Fund from Equip Repl Reserves</i>		<u>\$ (11,000.00)</u>

Unfunded Liability Reserves

5/31/2020	2020-2021 Budgeted to Save	\$ (45,800.00)
11/31/2020	Transfer from Contingency	\$ (12,000.00)
2/22/2021	Moving funds for UAL payment	\$ 241,000.00
<i>Total Addition to General Fund from Unfunded Liability Reserves</i>		<u>\$ 183,200.00</u>

ADA Reserves

5/31/2020	2020-2021 Budgeted to Save	\$ (5,000.00)
<i>Total Addition to General Fund from ADA Reserves</i>		<u>\$ (5,000.00)</u>

Contingency Reserves

11/30/2020	Transfer to UAL	\$ 12,000.00
1/31/2021	Transfer to General Fund	\$ 55,000.00
<i>Total Addition to General Fund from Contingency Reserves</i>		<u>\$ 67,000.00</u>

**Total Impact to General Fund 2020-21**      **\$ 234,200.00**

# Auburn Rec & Park

Profit & Loss - Summary  
4/1/2020 To 2/28/2021

For All Segment1s  
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
<b>OPERATING REVENUE</b>					
Park & Recreation Services	39,763.16	522,196.83	526,822.86	(4,626.03)	99.12
Rents & Concessions	8,865.34	35,636.71	15,355.00	20,281.71	232.09
Miscellaneous Revenue	13,430.80	54,788.74	43,167.00	11,621.74	126.92
Grants & Donations	25.90	85,600.76	36,201.00	49,399.76	236.46
Interest Income	1,130.84	23,924.65	35,317.00	(11,392.35)	67.74
Taxes Revenue	0.00	3,612,321.33	3,508,679.81	103,641.52	102.95
<b>TOTAL OPERATING REVENUE</b>	<b>\$63,216.04</b>	<b>\$4,334,469.02</b>	<b>\$4,165,542.67</b>	<b>\$168,926.35</b>	<b>104.06%</b>
<b>OTHER FINANCING SOURCES</b>					
Transfer Funds from other sources	0.00	2,190,000.00	0.00	2,190,000.00	0.00
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$0.00</b>	<b>\$2,190,000.00</b>	<b>\$0.00</b>	<b>\$2,190,000.00</b>	<b>0.00%</b>
<b>TOTAL REVENUES</b>	<b>63,216.04</b>	<b>6,524,469.02</b>	<b>4,165,542.67</b>	<b>2,358,926.35</b>	<b>156.63</b>
<b>EXPENDITURES</b>					
Program Expenses	753.26	66,383.54	73,709.51	(7,325.97)	90.06
Operations & Supplies Expense	22,520.95	292,794.07	330,985.01	(38,190.94)	88.46
Utilities Expense	24,114.64	221,220.00	207,533.64	13,686.36	106.60
Legal Expenses	456.00	3,117.02	1,950.00	1,167.02	159.85
Professional Services	7,145.17	57,500.24	63,874.26	(6,374.02)	90.02
Bldg & Grounds Maintenance	25,459.73	285,684.84	343,518.87	(57,834.03)	83.16
Property Tax Administration/LAFCO	0.00	99,353.01	97,808.00	1,545.01	101.58
Salaries Expense	142,246.30	1,712,707.92	1,682,795.81	29,912.11	101.78
Benefits & Payroll Costs	200,630.50	892,425.19	740,773.77	151,651.42	120.47
Fixed Asset Expense	0.00	133,203.31	143,287.00	(10,083.69)	92.96
Capital Improvement Projects	6,464.45	102,096.54	104,246.00	(2,149.46)	97.94

Auburn Rec & Park  
 Profit & Loss - Summary  
 4/1/2020 To 2/28/2021  
 For All Segment1s  
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Debt Service	2,076.35	56,576.35	2,076.00	54,500.35	2725.26
<b>TOTAL EXPENDITURES</b>	\$431,867.35	\$3,923,062.03	\$3,792,557.87	\$130,504.16	103.44%
<b>NET REVENUE OVER EXPENDITURES</b>	(\$368,651.31)	\$2,601,406.99	\$372,984.80	\$2,228,422.19	697.46%
<b>ADJ. NET REVENUE OVER EXPENDITURES</b>	(\$368,651.31)	\$2,601,406.99	\$372,984.80	\$2,228,422.19	697.46%



## **Item 5.4 Cover Sheet: Resolution #2021-05: Transfer of \$40,000 from the Capital Construction Reserves for 24 Acre Planning and CEQA**

**Auburn Area Recreation and Park District Mar, 2021 Finance committee meeting, March 2021 Board of Directors Meeting**

**The Issue:** Shall the Auburn Area Recreation and Park District (District) Board of Directors adopt Resolution #2021-05, a resolution authorizing the transfer of funds from the Capital Construction Reserves in the amount of \$40,000 to reimburse the general fund for expenses paid for the Regional Park 24 Acre expansion preliminary drawings, planning and CEQA review?

**Background:** On May 28, 2020, the Board of Directors authorized an updated Project List authorizing 190,000 for the Regional Park 24 Acre expansion planning/CEQA, of which \$190,000 to be spent from the Capital Construction Reserve Fund.

Dudek was awarded the contract for the planning documents and CEQA. The District has spent a total of \$53,174 at this point on the Regional Park 24 Acre expansion planning/CEQA to date. All expenses have been spent from the general fund.

Staff has opted to only reimburse the general fund \$40,000. This will be enough to sustain the District and retain \$13,174 in the Capital Construction Reserve Fund for other upcoming projects.

**Recommendation:**

Director Lynch of the Finance Committee reviewed and recommended adoption of Resolution #2021-05; a resolution approving the transfer of the Capital Construction Reserves in the amount of \$40,000 to the General Fund as this is an appropriate use of these reserves. Forward to the Board of Directors for review and adoption.

**Attachment:** Resolution Number 2021-05.

RESOLUTION NUMBER 2021-05

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 \$40,000 FROM THE CAPITAL  
CONSTRUCTION RESERVES FUND TO THE GENERAL FUND

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

WHEREAS, one of the approved projects, the Regional Park 24 Acre Expansion planning/CEQA are in process and \$53,174 has been spent and \$40,000 in 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 \$40,000 from the Capital Construction Reserves Fund Account for expenses paid towards the Regional Park 24 Acre Expansion planning and CEQA to the General Fund.

APPROVED, PASSED, AND ADOPTED ON March 25, 2021 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

---

H. Gordon Ainsleigh  
Chairman of the Governing Board

ATTEST:

---

Clerk to the Governing Board

## **Item 5.5 Cover sheet – Claim Against ARD – Vehicle Accident**

**Auburn Area Recreation and Park District Board of Directors meeting March 25, 2021**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) approve or deny a claim against ARD for an accident involving an ARD and a private vehicle?

### **Background**

An ARD employee was driving an ARD vehicle on the night of December 16, 2020 when he mistakenly thought he was at a four-way stop. He pulled out in front of a car driven by Tiffany Ashdown and a collision occurred. Both vehicles were totaled. The ARD employee was not harmed. Ms. Ashdown is continuing to get treatment for her injury.

This claim is being handled by Charles Torretta with George Hills Company, the third party administrators for CAPRI. Charles has settled the property damage part of this claim for a total of \$2,811.00. The bodily injury claim is still pending.

Per an email from Charles:

Cross reference with property claim GHC0034249. Intersection accident in which our driver thought it was a 4 way stop and pulled out in front of the CV. Sent a claim letter to the claimant on 01/08/21. She is now represented by Attorney J. Paul Hoybjerg in Roseville. Sent him a claims letter on 01/21/21 and he will respond once the Bi demand is ready. Sent a claims letter to Geico Insurance on 01/23/21. Liability appears adverse to the District. Both vehicles are total losses. Received formal claims letter from the Attorney dated 01/29/21. Reviewed Blue Book and DMV and made initial offer to settle the total loss for \$1,411. Attorney feels the settlement range is \$2,600-\$7,300. Made counter offer of \$2,026. The attorney stated the claimant is looking for something between \$3,000-\$3,500. Made a final offer of \$2,811 plus the claimant retains the salvage.

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

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

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

## **CLAIMS**

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

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

Staff agrees with the settlement arranged by George Hills Company.

### **Fiscal Impact**

No direct fiscal impact to ARD as the claim will be paid by CAPRI, however ARD may see higher premiums in the future.


### **Attachments**

CHP Traffic Collision Report

(please note: in an effort to preserve some privacy, some information and several related documents have been redacted or removed).

SPECIAL CONDITIONS		NUMBER NEEDED 0	MT & RFLY <input type="checkbox"/>	CITY UNINCORPORATED	JUDICIAL DISTRICT SAN JUAN JUSTICE	LOCAL REPORT NUMBER 9220-2020-01549	
		NUMBER NEEDED 0	MT & RFLY <input type="checkbox"/>	COUNTY PLACER	REPORTING DISTRICT	BEAT 050	DAY OF WEEK WEDNESDAY
						TOWAWAY <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
LOCATION	COLLISION OCCURRED ON: <b>NEHS ROAD</b>				MO 12	DAY 16	YEAR 2020
	MILEPOST INFORMATION				GPS COORDINATES LATITUDE 38.9582867		TIME (2400) 1800
	AT INTERSECTION WITH <input type="checkbox"/> OR <b>LAKE ARTHUR ROAD</b>				STATE HWY REL <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		NCIC # 9220
					LONGITUDE - 121.0343547		OFFICER I.D. 019103
PHOTOGRAPHS BY <input checked="" type="checkbox"/> NONE							
PARTY 1	DRIVER'S LICENSE NUMBER [REDACTED] (EXP)	STATE CA	CLASS 1	AIR BAG M	SAFETY EQUIP G	VEH. YEAR 2005	MAKE / MODEL / COLOR FORD RANGER WHI
CP/VEP <input checked="" type="checkbox"/>	NAME (FIRST, MIDDLE, LAST) [REDACTED]						LICENSE NUMBER 1203734
PEDES. TRIAN <input type="checkbox"/>	STREET ADDRESS [REDACTED]						STATE CA
PARKED VEHICLE <input type="checkbox"/>	CITY / STATE / ZIP [REDACTED] CA 95722						OWNER'S NAME <input type="checkbox"/> SAME AS DRIVER AUBURN AREA RECREATION
BICY. CLIST <input type="checkbox"/>	SEX M	HAIR [REDACTED]	EYES [REDACTED]	HEIGHT [REDACTED]	WEIGHT [REDACTED]	MO BIRTHDATE DAY [REDACTED]	YEAR RACE [REDACTED] W
OTHER <input type="checkbox"/>	HOME PHONE [REDACTED]		BUSINESS PHONE UNKNOWN				OWNER'S ADDRESS <input type="checkbox"/> SAME AS DRIVER 471 MAIDU DRIVE AUBURN CA 95603
INSURANCE CARRIER CAPRI		POLICY NUMBER 2020-21 GI.					
DIR OF TRAVEL ON STREET OR HIGHWAY W		ON STREET OR HIGHWAY NEHS ROAD		SPEED LIMIT 45			
VEHICLE TYPE 22		DESCRIBE VEHICLE DAMAGE <input type="checkbox"/> UNK <input type="checkbox"/> NONE <input type="checkbox"/> MINOR <input type="checkbox"/> MOD <input checked="" type="checkbox"/> MAJOR <input type="checkbox"/> ROLL-OVER		SHADE IN DAMAGED AREA [REDACTED]			
CAL-T TCP/PSC		MCMX					
PARTY 2	DRIVER'S LICENSE NUMBER [REDACTED] VALID	STATE CA	CLASS C	AIR BAG M	SAFETY EQUIP. G	VEH. YEAR 2003	MAKE / MODEL / COLOR HONDA CRA SIL
CP/VEP <input checked="" type="checkbox"/>	NAME (FIRST, MIDDLE, LAST) TIFFANY LARAINÉ ASHDOWN						LICENSE NUMBER 8AID514
PEDES. TRIAN <input type="checkbox"/>	STREET ADDRESS [REDACTED]						STATE CA
PARKED VEHICLE <input type="checkbox"/>	CITY / STATE / ZIP AUBURN CA 95603						OWNER'S NAME <input checked="" type="checkbox"/> SAME AS DRIVER
BICY. CLIST <input type="checkbox"/>	SEX F	HAIR [REDACTED]	EYES [REDACTED]	HEIGHT [REDACTED]	WEIGHT [REDACTED]	MO BIRTHDATE DAY [REDACTED]	YEAR RACE [REDACTED] W
OTHER <input type="checkbox"/>	HOME PHONE [REDACTED]		BUSINESS PHONE UNKNOWN				OWNER'S ADDRESS <input checked="" type="checkbox"/> SAME AS DRIVER
INSURANCE CARRIER GEICO		POLICY NUMBER [REDACTED]					
DIR OF TRAVEL ON STREET OR HIGHWAY N		ON STREET OR HIGHWAY LAKE ARTHUR ROAD		SPEED LIMIT 35			
VEHICLE TYPE 07		DESCRIBE VEHICLE DAMAGE <input type="checkbox"/> UNK <input type="checkbox"/> NONE <input type="checkbox"/> MINOR <input checked="" type="checkbox"/> MOD <input type="checkbox"/> MAJOR <input type="checkbox"/> ROLL-OVER		SHADE IN DAMAGED AREA [REDACTED]			
CAL-T TCP/PSC		MCMX					
VEHICLE IDENTIFICATION NUMBER 1FTYR10L25PB09012							
PARTY 3	DRIVER'S LICENSE NUMBER	STATE	CLASS	AIR BAG	SAFETY EQUIP	VEH. YEAR	MAKE / MODEL / COLOR
DRIVER <input type="checkbox"/>	NAME (FIRST, MIDDLE, LAST)						LICENSE NUMBER
PEDES. TRIAN <input type="checkbox"/>	STREET ADDRESS						STATE
PARKED VEHICLE <input type="checkbox"/>	CITY / STATE / ZIP						OWNER'S NAME <input type="checkbox"/> SAME AS DRIVER
BICY. CLIST <input type="checkbox"/>	SEX	HAIR	EYES	HEIGHT	WEIGHT	MO BIRTHDATE DAY	YEAR RACE
OTHER <input type="checkbox"/>	HOME PHONE		BUSINESS PHONE				OWNER'S ADDRESS <input type="checkbox"/> SAME AS DRIVER
INSURANCE CARRIER		POLICY NUMBER					
DIR OF TRAVEL ON STREET OR HIGHWAY		ON STREET OR HIGHWAY		SPEED LIMIT			
VEHICLE TYPE		DESCRIBE VEHICLE DAMAGE <input type="checkbox"/> UNK <input type="checkbox"/> NONE <input type="checkbox"/> MINOR <input type="checkbox"/> MOD <input type="checkbox"/> MAJOR <input type="checkbox"/> ROLL-OVER		SHADE IN DAMAGED AREA			
CAL-T TCP/PSC		MCMX					
VEHICLE IDENTIFICATION NUMBER							
PREPARER'S NAME MICHAEL PERRY 019103		DISPATCH NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A		REVIEWER'S NAME K REID 018122			DATE REVIEWED 12/28/2020

DATE OF COLLISION (MO. DAY YEAR) <b>12/16/2020</b>	TIME (2400) <b>1800</b>	INCIDENT # <b>9220</b>	OFFICER ID <b>019103</b>	NUMBER <b>9220-2020-01549</b>
PROPERTY DAMAGE	OWNER'S NAME	OWNER ADDRESS	NOTIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO	
DESCRIPTION OF DAMAGE				

<b>SEATING POSITION</b> 	<b>SAFETY EQUIPMENT</b> <b>OCCUPANTS</b> A - NONE IN VEHICLE B - UNKNOWN C - LAP BELT USED D - LAP BELT NOT USED E - SHOULDER HARNESS NOT USED F - SHOULDER HARNESS USED G - LAP/SHOULDER HARNESS USED H - LAP/SHOULDER HARNESS NOT USED J - PASSIVE RESTRAINT USED K - PASSIVE RESTRAINT NOT USED P - NOT REQUIRED		<b>CHILD RESTRAINT</b> Q - IN VEHICLE USED R - IN VEHICLE NOT USED S - IN VEHICLE USE UNKNOWN T - IN VEHICLE IMPROPER USE U - NONE IN VEHICLE  <b>M/C BICYCLE HELMET</b> DRIVER: V - NO, W - YES PASSENGER: X - NO, Y - YES	<b>AIR BAG</b> B - UNKNOWN L - AIR BAG DEPLOYED M - AIR BAG NOT DEPLOYED N - OTHER P - NOT REQUIRED  <b>EJECTED FROM VEHICLE</b> Q - NOT EJECTED 1 - FULLY EJECTED 2 - PARTIALLY EJECTED 3 - UNKNOWN	<b>INATTENTION CODES</b> A - CELL PHONE HANDHELD B - CELL PHONE HANDSFREE C - ELECTRONIC EQUIPMENT D - RADIO / CD E - SMOKING F - EATING G - CHILDREN H - ANIMALS I - PERSONAL HYGIENE J - READING K - OTHER
---	---	--	--	---	---

ITEMS MARKED BELOW FOLLOWED BY AN ASTERISK (\*) SHOULD BE EXPLAINED IN THE NARRATIVE.

PRIMARY COLLISION FACTOR LIST NUMBER (#) OF PARTY AT FAULT	TRAFFIC CONTROL DEVICES	1 2 3			SPECIAL INFORMATION	1 2 3			MOVEMENT PRECEDING COLLISION
		TYPE OF COLLISION				SOBRIETY - DRUG PHYSICAL (MARK 1 TO 2 ITEMS)			
<b>A</b> 21802(A)	<b>A</b> CONTROLS FUNCTIONING				<b>A</b> HAZARDOUS MATERIAL				<b>A</b> STOPPED
<b>B</b> OTHER IMPROPER DRIVING*	<b>B</b> CONTROLS NOT FUNCTIONING*				<b>B</b> CELL PHONE HANDHELD IN USE			<b>X</b>	<b>B</b> PROCEEDING STRAIGHT
<b>C</b> OTHER THAN DRIVER*	<b>C</b> CONTROLS OBSCURED				<b>C</b> CELL PHONE HANDSFREE IN USE				<b>C</b> RAN OFF ROAD
<b>D</b> UNKNOWN*	<b>D</b> NO CONTROLS PRESENT / FACTOR*	<b>X</b>	<b>X</b>		<b>D</b> CELL PHONE NOT IN USE				<b>D</b> MAKING RIGHT TURN
<b>WEATHER (MARK 1 TO 2 ITEMS)</b>	<b>E</b> SCHOOL BUS RELATED				<b>E</b> 75 FT MOTORTRUCK COMBO			<b>X</b>	<b>E</b> MAKING LEFT TURN
<b>X</b> <b>A</b> CLEAR	<b>F</b> 32 FT TRAILER COMBO				<b>G</b> BACKING				<b>F</b> MAKING U TURN
<b>B</b> CLOUDY	<b>H</b>				<b>H</b> SLOWING / STOPPING				<b>G</b> BACKING
<b>C</b> RAINING	<b>I</b>				<b>I</b> PASSING OTHER VEHICLE				<b>H</b> SLOWING / STOPPING
<b>D</b> SHOWING	<b>J</b>				<b>J</b> CHANGING LANES				<b>I</b> PASSING OTHER VEHICLE
<b>E</b> FOG / VISIBILITY FT.	<b>K</b>				<b>K</b> PARKING MANEUVER				<b>J</b> CHANGING LANES
<b>F</b> OTHER*	<b>L</b>				<b>L</b> ENTERING TRAFFIC				<b>K</b> PARKING MANEUVER
<b>G</b> WIND	<b>M</b>				<b>M</b> OTHER UNSAFE TURNING				<b>L</b> ENTERING TRAFFIC
<b>LIGHTING</b>	<b>N</b>				<b>N</b> XING INTO OPPOSING LANE				<b>M</b> OTHER UNSAFE TURNING
<b>A</b> DAYLIGHT	<b>O</b>				<b>O</b> PARKED				<b>N</b> XING INTO OPPOSING LANE
<b>B</b> DUST - DAWN	<b>P</b> MERGING				<b>P</b> MERGING				<b>O</b> PARKED
<b>C</b> DARK - STREET LIGHTS	<b>Q</b> TRAVELING WRONG WAY				<b>Q</b> TRAVELING WRONG WAY				<b>P</b> MERGING
<b>X</b> <b>D</b> DARK - NO STREET LIGHTS	<b>R</b> OTHER*				<b>R</b> OTHER*				<b>Q</b> TRAVELING WRONG WAY
<b>E</b> DARK - STREET LIGHTS NOT FUNCTIONING*									<b>R</b> OTHER*
<b>ROADWAY SURFACE</b>									
<b>X</b> <b>A</b> DRY	<b>A</b> NO PEDESTRIANS INVOLVED				<b>A</b> VISION OBSCUREMENT				<b>A</b> HAD NOT BEEN DRINKING
<b>B</b> WET	<b>B</b> CROSSING IN CROSSWALK AT INTERSECTION				<b>B</b> INATTENTION*				<b>B</b> HED - UNDER INFLUENCE
<b>C</b> SNOWY - ICY	<b>C</b> CROSSING IN CROSSWALK - NOT AT INTERSECTION				<b>C</b> STOP & GO TRAFFIC				<b>C</b> HED - NOT UNDER INFLUENCE*
<b>D</b> SLIPPERY (MUDDY OILY, ETC.)	<b>D</b> CROSSING IN CROSSWALK - NOT AT INTERSECTION				<b>D</b> ENTERING / LEAVING RAMP				<b>D</b> HED - IMPAIRMENT UNKNOWN**
<b>ROADWAY CONDITION(S) (MARK 1 TO 2 ITEMS)</b>	<b>E</b> IN ROAD - INCLUDES SHOULDER				<b>E</b> UNDER DRUG INFLUENCE*				<b>E</b> UNDER DRUG INFLUENCE*
<b>A</b> HOLES - DEEP RUT*	<b>F</b> NOT IN ROAD				<b>F</b> IMPAIRMENT - PHYSICAL*				<b>F</b> IMPAIRMENT - PHYSICAL*
<b>B</b> LOOSE MATERIAL ON ROADWAY*	<b>G</b> APPROACHING / LEAVING SCHOOL BUS	<b>X</b>	<b>X</b>		<b>G</b> IMPAIRMENT NOT KNOWN				<b>G</b> IMPAIRMENT NOT KNOWN
<b>C</b> OBSTRUCTION ON ROADWAY*					<b>H</b> NOT APPLICABLE				<b>H</b> NOT APPLICABLE
<b>D</b> CONSTRUCTION - REPAIR ZONE					<b>I</b> SLEEPY / FATIGUED*				<b>I</b> SLEEPY / FATIGUED*
<b>E</b> REDUCED ROADWAY WIDTH									
<b>F</b> FLOODED*									
<b>G</b> OTHER*									
<b>X</b> <b>H</b> NO UNUSUAL CONDITIONS									

SKETCH FOR SKETCH DIAGRAM, SEE PAGE 3  
REFER TO NARRATIVE



MISCELLANEOUS

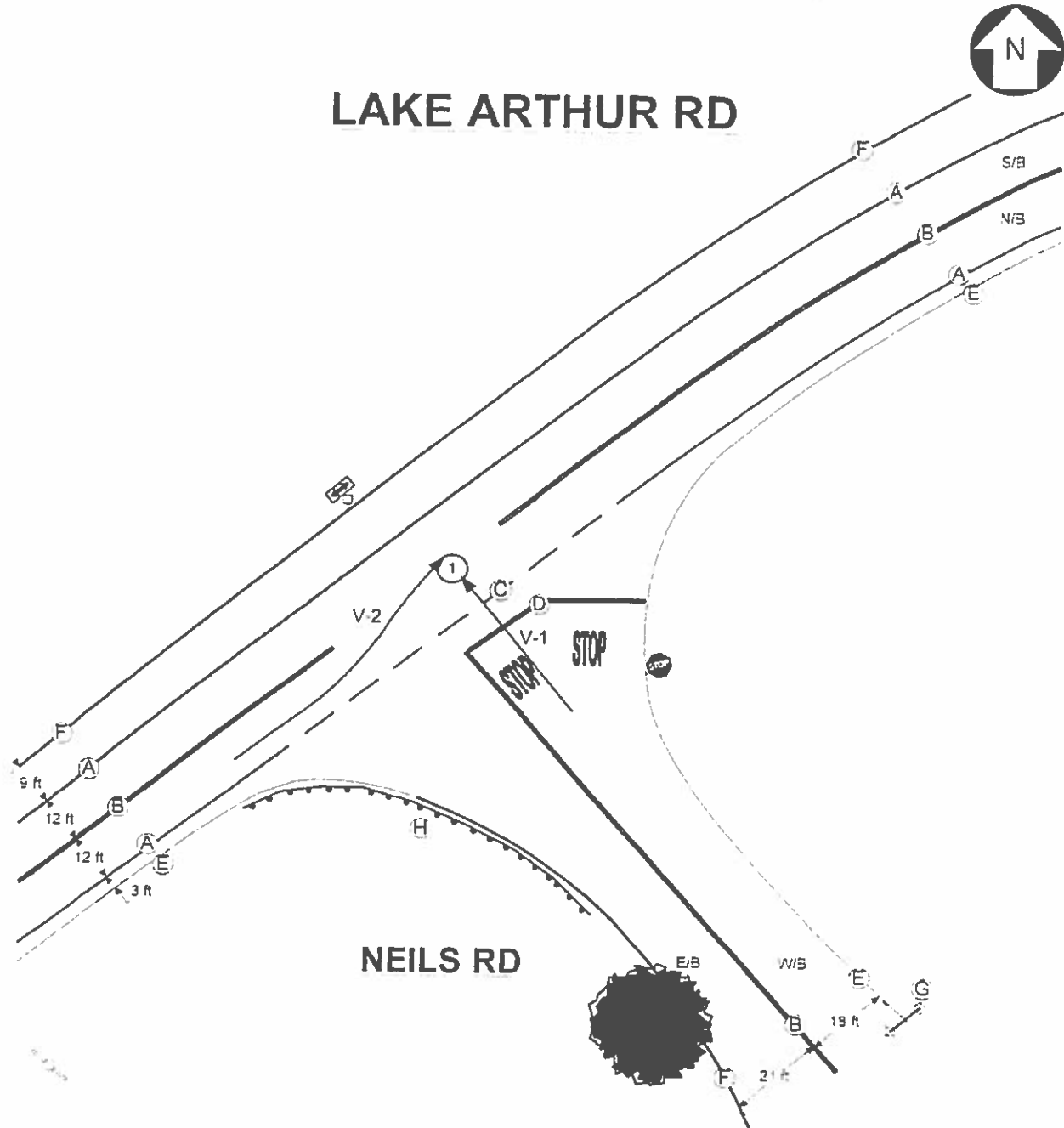
STATE OF CALIFORNIA  
**SKETCH DIAGRAM**

CHP 555 Page 4 Rev. 04-11 OPI 05/1

PAGE 3 OF 5

DATE OF INCIDENT 12/16/2020	TIME 1800	NCIC NUMBER 9220	OFFICER I.D. 019103	NUMBER 9220-2020-01549
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ALL MEASUREMENTS ARE APPROXIMATE AND NOT TO SCALE UNLESS STATED (SCALE= )



- A = SOLID WHITE LINE
- B = DOUBLE YELLOW LINE
- C = BROKEN WHITE LINE
- D = PAINTED LIMIT LINE
- E = ASPHALT EDGE
- F = ASPHALT CURB
- G = STREET LIGHT
- H = GUARDRAIL

PREPARED BY MICHAEL PERRY	I.D. NUMBER 019103	DATE 12/16/2020	REVIEWER'S NAME K REID 018122	DATE 12/28/2020
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DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D	NUMBER
12/16/2020	1800	9220	019103	9220-2020-01549

**1 NOTIFICATIONS:**

2 I was notified of a property damage only collision at approximately 1800 hours. I responded from  
3 I-80 E/B east of Newcastle and arrived on scene at approximately 1814 hours. All times, speeds  
4 and measurements are approximations.

5

**6 STATEMENTS:**

7 **Party One (P-1 [REDACTED])** was interviewed at the scene and related in essence: P-1 was driving V-1  
8 (Ford) W/B Neils Road E/O Lak Arthur Road. P-1 came to a stop at the intersection of Neils Road  
9 and Lake Arthur Road. P-1 pulled forward from the stop sign at approximately two mph,  
10 anticipating that cross traffic was controlled by stop signs. P-1 stated, "nothing you could do" and  
11 drove V-1 into the right front of V-2. P-1 had "no clue" as to how fast V-2 was traveling at the time  
12 of the collision. After the collision, P-1 attempted to drive V-1 out of the intersection, however V-1  
13 was inoperable.

14

15 **Party Two (P-2 Ashdown)** was interviewed at the scene and related in essence: P-2 was driving  
16 V-2 (Honda) N/B on Dry Creek Road south of the Neils Road intersection at approximately 40  
17 mph. P-2 observed V-1 "come out" from the stop sign at the intersection of Neils Road where Dry  
18 Creek Road transitions to Lake Arthur Road. P-2 stated "he hit me". P-2 attempted to avoid the  
19 collision by applying the brakes and swerve V-2 out of the way. After the collision, P-2 drove V-2  
20 to the eastern roadway edge of Lake Arthur Road.

21

22

**23 SUMMARY:**

24 Party One (P-1) was driving Vehicle One (V-1 Ford) W/B Neils Road E/O Lake Arthur Road in the  
25 #1 lane. P-1 came to a stop at the intersection of Neils Road and Lake Arthur Road. P-1 pulled  
26 forward from the stop sign at approximately two mph. Party Two (P-2) was driving Vehicle Two  
27 (V-2 Honda) N/B on Lake Arthur Road south of the Neils Road intersection at approximately 40  
28 mph. As V-2 entered the intersection, P-1 drove V-1 into the intersection directly into the path of  
29 V-2. P-2 applied the brakes of V-2 in an attempt to avoid a collision. Due to P-1's failure to yield

PREPARED BY	I D NUMBER	DATE	REVIEWER'S NAME	DATE
MICHAEL PERRY	019103	12/16/2020	K REID 018122	12/28/2020



**NARRATIVE/SUPPLEMENTAL**

DATE OF INCIDENT	TIME	NCIC NUMBER	OFFICER I.D.	NUMBER
12/16/2020	1800	9220	019103	9220-2020-01549

1 the right of way, the front of V-1 collided with the right front of V-2. After the collision P-2 was able  
 2 to drive V-2 partially to the shoulder and V-1 remained in the intersection.

3

4 **AREAS OF IMPACT (AOI):**

5 **AOI #1** V-1 vs. V-2 was located 28 feet east of the west roadway edge of Lake Arthur Road and  
 6 six feet south of the north edge of Neils Road.

7

8 **CAUSE:**

9 **Party One (P-1)** was the cause of this collision by being in violation of section 22802(a) CVC,  
 10 "right of way violation " which states in part. The driver of any vehicle approaching a stop sign at  
 11 the entrance to, or within, an intersection shall stop as required by Section 22450. "The driver  
 12 shall then yield the right-of-way to any vehicles which have approached from another highway, or  
 13 which are approaching so closely as to constitute an immediate hazard, and shall continue to yield  
 14 the right-of-way to those vehicles until he or she can proceed with reasonable safety." The  
 15 Summary, AOI, and Cause were established by statements, and evidence of vehicle damage.

PREPARED BY	I.D. NUMBER	DATE	REVIEWER'S NAME	DATE
MICHAEL PERRY	019103	12/16/2020	K. REID 018122	12/28/2020

**SECTION: 6.0**

**BOARD REPORTS, VANDALISM REPORTS, AND THE PROJECT ACTIVITY REPORT ARE ATTACHED.**

**Kahl Muscott**  
**District Administrator**  
**Report to the Board of Directors**  
**March, 2021**

- As of the writing of this report, the following is true about ARD facilities and amenities:

Currently OPEN, with appropriate restrictions (social distancing, members of the same household, etc.):

- General park areas and walking pathways
- Pickleball courts
- Tennis courts
- Disc golf
- Ashley Memorial Dog Park
- Basketball courts
- Skate Park
- All parking lots
- Ballfields
- Individual picnic tables
- Sierra Pool
- Playgrounds

Still partially closed:

- Buildings. CVCC has been open for Day Camp/Child Care and for very limited public use. The Recreation Park Customer Service Office is open M, W, F from 10am – 3pm. The Canyon View Community Center offices are open for staff.
- Staff finished the temporary repairs to the Ashford Bridge railing, damaged by a vehicle. Our long-term plans are to do both sides in metal with metal guard rails.
- The new pool pump for Sierra Pool was scheduled to be installed March 20<sup>th</sup>. The old pump was not providing us the required turnover of the water, meaning that we could be shut down.
- AUSD elementary schools will be going back to 5x/week, full days after spring break. This is back to their normal schedule, meaning our Discovery Clubs will back to their normal schedule.
- Staff is moving forward with locking up the Ashford Park gate on a nightly basis (using KelPro Security). This will be done on the same schedule as the Overlook Park gates. This move will not happen for a few months as we need to get signs ordered and installed.
- Warren Tellefson has secured an Eagle Scout to repair the closed shade structure at the Dog Park. The Ashley Memorial Dog Park group has even offered to pay for the materials!
- The new donor tree for the Recreation Park lobby has been shipped and should be here in a week or so. Installation will take place as time permits with staff.
- The ballfield lights that are part of the energy efficiency measures have been ordered. A site walk for all of the water infrastructure items takes place March 24 and 25.
- We received an email from Reclamation letting us know that the repairs to Maidu Dr. would take place before October of this year.
- CVCC hosted its third blood drive on 3/24, done in conjunction with the Auburn Rotary Club.

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

- 3/2: Rotary
- 3/3: Matt Duarte re: community events
- 3/4: Joe Arsenith, PC Health Dept. re: community events and sports
- 3/8: CPRS Admin meeting
- 3/9: Anti-harassment training (as required by State Code)
- 3/9: Rotary
- 3/12: Interview panel: Park Worker
- 3/16: Rotary
- 3/17: A&D Committee
- 3/17: Policy Committee
- 3/17: Finance Committee
- 3/23: Rotary
- 3/24: Blood Drive
- 3/25: CPRS Admin Section Zoom Luncheon
- 3/25: Safety Committee meeting
- 3/25: Boy Scout Troop re: ARD operations
- 3/30: CSDA webinar re: AB5 and contractors
- 3/30: Rotary
- 3/31: CARPD GM roundtable

## **District Administrator Board Report Addendum**

### **Art in the park proposals and approvals**

**March, 2021**

Placer Creates, a group of Placer County employees, is proposing two different murals for Regional Park. One on the Regional "A" field score booth and one on the east side of the metal pumphouse. Thumbnail sketches and their proposals are attached.

#### **XXXI. Public art policy**

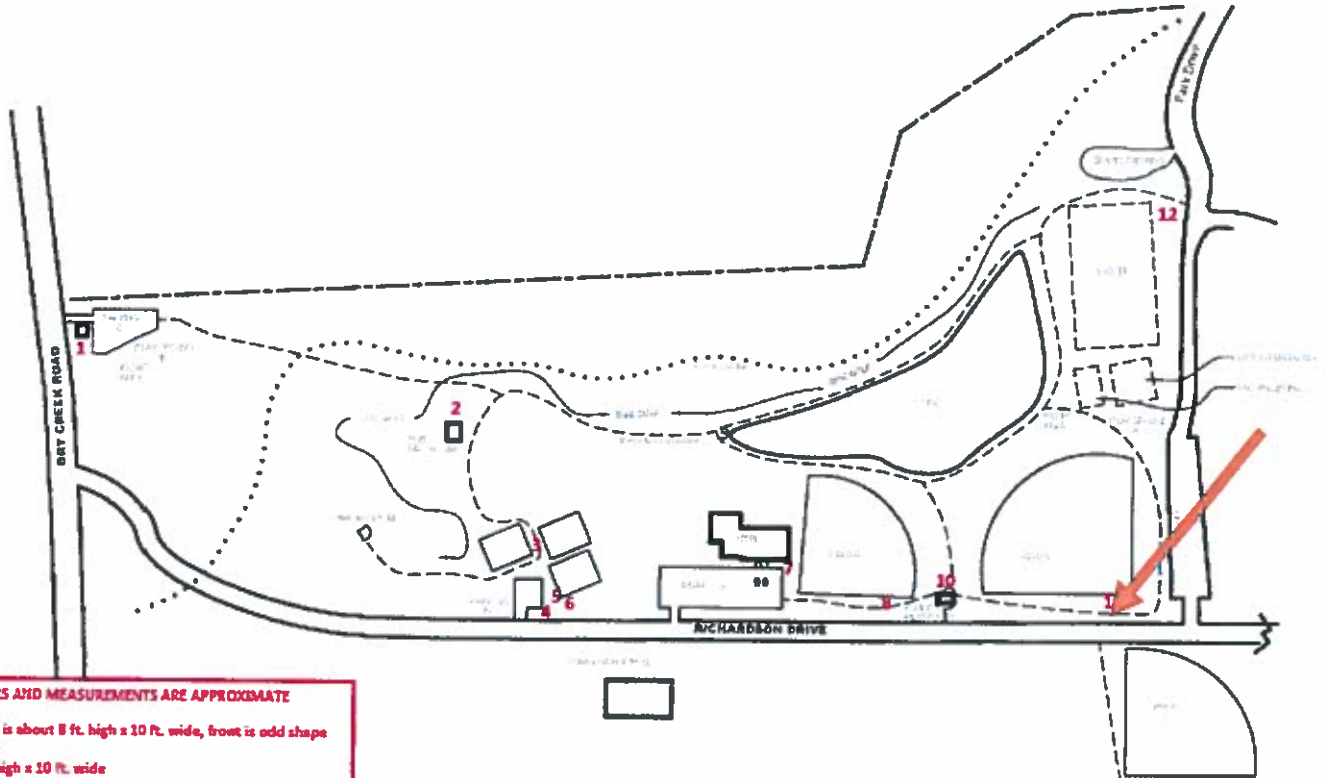
All proposals for art at ARD parks and facilities will be presented to the District Administrator via the Art at ARD proposal form. The District Administrator and staff will review the proposed artwork and approve the proposal, deny the proposal or request further information. Denied proposals can be appealed to the ARD Board of Directors for review and consideration. Appeals will be made at the next available Board of Director's meeting.

All reviews of proposed artwork should include a review by law enforcement.

A copy or photos of the approved artwork will be included in the staff report section of the ARD Board of Directors agenda packet. This information should be made available at the next available Board of Director's meeting.

For the purposes of this policy, art or artwork refers to permanent art (given/donated or loaned) intended to enrich ARD park and facility environments for residents and visitors. Permanent as described in this policy refers to art or artwork that is meant to remain in place for a period of at least 6 months.

**Placer**  
*Creates*

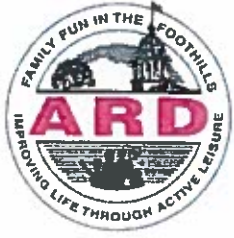


- LOCATIONS AND MEASUREMENTS ARE APPROXIMATE**
1. Back is about 8 ft. high x 10 ft. wide, front is odd shape
  2. large
  3. 8 ft high x 10 ft. wide
  4. 4x8 plywood
  5. 18" high x 24" wide
  6. 2-1/2 ft high
  7. 4 ft. high x 8 ft. long
  8. 3 ft. high x 5 ft. wide
  9. 4-5 ft. high x 8-10 ft. long
  10. 6-7 ft. high x 8-10 ft. wide
  11. Already pointed
  12. 2 "conex" boxes side by side, 6 ft. high x 8-10 ft. long

**AUBURN AREA RECREATION AND PARK DISTRICT**

REGIONAL PARK

NTS



## Auburn Area Recreation and Park District ART at ARD PROPOSAL

Please complete this application as fully as possible

Date February 24, 2021

Art/Project name The Spectator

Is this Art/Project being XX given/donated or \_\_\_ loaned to ARD? If it is being loaned, what the proposed length of time before the Art/Project will be returned to the artist? \_\_\_\_\_

Art/Project location (please include a sketch of the location)

South Side of the Field A Scoring Booth

Proposed by: Megan West Placer Creates – Placer County Employee Art Committee

Phone: (530) [REDACTED] E-Mail: mwest@placer.ca.gov

Address: 3091 County Center Dr, #170, Auburn, CA 95603

Please provide a description of the artwork, including conceptual drawings and/or photographs

Man seated in a chair with a dog watching a ball game at the field

Please provide a statement of reason or purpose of the artwork

This project further the general purpose of our committee, to promote and provide artistic expression by and for Placer County employees and by extension, the communities throughout Placer County.

Are you aware of any reasons that this artwork may be controversial? If so, please explain

None

Please describe the materials to be used in the creation of the artwork

Exterior grade house primer and paint with clear coat protectant for protection from the elements and potential vandalism.

Please describe the installation procedures for the artwork

Remove signage off building to be placed in new location by ARD Staff. Clean and pressure wash all surfaces. Prime (spray or roll) all surfaces, sketch mural design, hand paint.

Please describe any special maintenance requirements for the artwork

None

Please provide some information on your/the artist's background

See the above statement / purpose

Approximate Art/Project value \$ Unable to estimate

Review policies

- All proposed art will be reviewed by ARD staff and local law enforcement. Please allow up to 60 days for review.
- Proposals will be approved, denied or sent back for further information.
- Denied proposals can be appealed to the ARD Board of Directors at the next available Board of Director's meeting.

If approved, the artist is responsible for and agrees to the following items and tasks:

- All financial considerations involved with the artwork, including installation, labor and materials. ARD is not prohibited from contributing financially to the artwork or installation thereof.
- Arranging for the development and installation of the artwork as per the approved proposal.
- Signing a donation agreement (if the art is a donation) unconditionally transferring ownership of the artwork, after installation, to the Auburn Area Recreation and Park District.
- Signing a loan agreement (if the art is on loan).
- Providing all required insurance coverage. The determination of whether insurance coverage is needed will be made by ARD staff.
- Understanding that all artwork is subject to removal should the artwork present a safety hazard, if there have been significant changes in the use, character or design of the site, if the artwork requires extensive maintenance, has a faulty design or workmanship or the artwork has been damaged and the repair is impractical or unfeasible. Significant, adverse public reaction to the artwork may also constitute removal.

I, the undersigned, have read and understand this document. I further understand that the Auburn Area Recreation District Board of Directors, staff, and contractors are not responsible for the safety, security, and condition of the artwork before, during or after installation at an ARD owned or managed facility.

Megan West

2/24/21

Name (Printed)

Date

Megan West

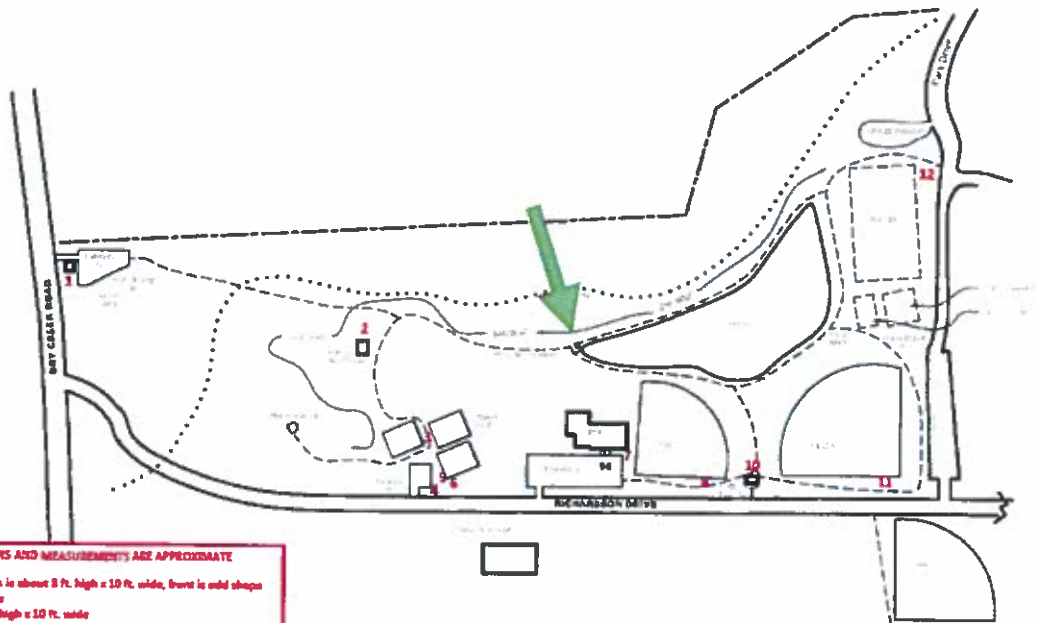
Signature

Signature of parent or legal guardian if artist is under 18 years of age

[https://www.gofundme.com/f/art-for-the-park?utm\\_source=customer&utm\\_medium=copy\\_link&utm\\_campaign=p\\_cf+share-flow-1](https://www.gofundme.com/f/art-for-the-park?utm_source=customer&utm_medium=copy_link&utm_campaign=p_cf+share-flow-1)



# Placer Creates

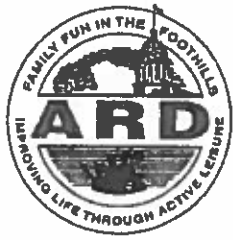


- LOCATIONS AND MEASUREMENTS ARE APPROXIMATE
1. Bench is about 8 ft. high x 10 ft. wide, front is solid shape
  2. Large
  3. 8 ft. high x 10 ft. wide
  4. 4x8 plywood
  5. 18" high x 24" wide
  6. 3-1/2 ft. high
  7. 4 ft. high x 8 ft. long
  8. 3 ft. high x 5 ft. wide
  9. 4-5 ft. high x 8-10 ft. long
  10. 6-7 ft. high x 8-10 ft. wide
  11. Already painted
  12. 2 "connect" between code by side, 6 ft. high x 8-10 ft. long

AUBURN AREA RECREATION AND PARK DISTRICT

REGIONAL PARK

NTS



## Auburn Area Recreation and Park District ART at ARD PROPOSAL

Please complete this application as fully as possible

Date March 10, 2021

Art/Project name Portraits of Placer

Is this Art/Project being XX given/donated or \_\_\_\_ loaned to ARD? If it is being loaned, what the proposed length of time before the Art/Project will be returned to the artist? \_\_\_\_\_

Art/Project location (please include a sketch of the location)

East Side of the new Pump House

Proposed by: Megan West Placer Creates – Placer County Employee Art Committee

Phone: (530) [REDACTED] E-Mail: mwest@placer.ca.gov

Address: 3091 County Center Dr, #170, Auburn, CA 95603

Please provide a description of the artwork, including conceptual drawings and/or photographs

Collage of Iconic County images from Roseville Railroad, Squaw Valley, Placer grown Mandarins, Claude Chana statue and Tahoe City dock.

Please provide a statement of reason or purpose of the artwork

This project further the general purpose of our committee, to promote and provide artistic expression by and for Placer County employees and by extension, the communities throughout Placer County.

Are you aware of any reasons that this artwork may be controversial? If so, please explain

None

Please describe the materials to be used in the creation of the artwork

Exterior grade rust-o-leum primer and paint with clear coat protectant for protection from the elements and potential vandalism.

Please describe the installation procedures for the artwork

Clean surface. Prime (roll) all surfaces, sketch mural design, hand paint.

Please describe any special maintenance requirements for the artwork

None

Please provide some information on your/the artist's background

See the above statement / purpose

Approximate Art/Project value \$ Unable to estimate

Review policies

- All proposed art will be reviewed by ARD staff and local law enforcement. Please allow up to 60 days for review.
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I, the undersigned, have read and understand this document. I further understand that the Auburn Area Recreation District Board of Directors, staff, and contractors are not responsible for the safety, security, and condition of the artwork before, during or after installation at an ARD owned or managed facility.

Kristy Valech  
Name (Printed)

3/10/2021  
Date

Kristy Valech  
Signature

Signature of parent or legal guardian if artist is under 18 years of age

[https://www.gofundme.com/f/art-for-the-park?utm\\_source=customer&utm\\_medium=copy link&utm\\_campaign=p\\_cf+share-flow-1](https://www.gofundme.com/f/art-for-the-park?utm_source=customer&utm_medium=copy link&utm_campaign=p_cf+share-flow-1)

**Veona Galbraith**  
**Administrative Services Manager**  
**Report to the Board of Directors**  
**March, 2021**

**February's Financials**

*Revenues –*

- Rents and Concessions are up \$20,000 above budget, due to Field Rentals.
- Misc Revenue is up by \$12,000. We received a check for \$13,000 from CAPRI for the loss of accident vehicle.
- Grants & Donations are up \$49,000 primarily due to Federal COVID 19 Credits for Sick Paid Employees, however the IRS revoked that Grant because ARD is a government entity. Payroll taxes in the amount of \$44,000 will be paid in March.
- Tax Revenues are up \$100,000 due to better property tax revenues than anticipated.

*Expenses –*

- Operations & Supplies Expense are below budget by \$38,000. Activity Guide related expenses down (\$6,400), Youth Assistance is not being spent (\$5,000), Gasoline Expense is down (\$2,400) and staff development costs are down (\$4,000).
- Utilities are above budget by \$13,700. We paid an unexpected water bill for Regional "C" field for 2 years' usage (\$11,100).
- Building and Grounds Maintenance is under budget by \$57,000 currently. The most significant savings were on multiple Fields' Maintenance (\$12,000), Meadow Vista Park which is under by \$4,000, maintenance on the Day Camp Modular (\$4,800), Recreation and CVCC Community Centers are under by \$11,000, and the pools are under by \$8,500.
- Wages and Benefit Expense are showing above budget by \$181,000. The Prefunding payment of \$140,000 to our UAL is in this category, but it was funded by our UAL (CalPERS Unfunded Accrued Liability) reserve account. The remaining \$41,000 is primarily from Youth Services (\$26,500) and Facilities and Grounds (16,000). There have been many ups and downs; continual changes in both departments.

*Appointments to Note for February/March:*

- SDRMA Spring Educational Day
- PARS Meeting for 115 Trust
- CAPRI Property & Liability Annual Submission
- 115 Trust Proposals
- Union Contract updating with Chuck Thiel

**Jesse Williams**  
**Facilities & Grounds Manager**  
**Report to the Board of Directors**  
**March, 2021**

Ashford Park:

- Installed 50 yards of ShockAb Playground Chips in the playground.
- Sierra Pacific Turf Supply performed soil tests for the dog parks.

#### Canyon View Community Center

- Serviced the #00 SUV.
- Uptown Signs and Graphics Inc. installed ARD graphic decals on #00 SUV.
- Continued working on reinforcing new Auburn Bike Park signs.

#### Christian Valley Park

- Refilled the sand box in the upper playground.
- Sierra Pacific Turf Supply performed soil tests for the turf.

#### Meadow Vista Park

- Refilled the sand box.

#### Placer Hills Park

- Lifeguard First Aid and Safety serviced our eye wash station.

#### Railhead Park:

- Sierra Pacific Turf Supply performed soil tests for the A and B field.

#### Recreation Park:

- Serviced the #22, #29 and #31 truck.
- Serviced a Husqvarna 336FR Brush cutter.
- Norris Electric corrected the metal clad cable sheath that was incorrectly terminated and energizing the maintenance metal shed behind Beggs Field, installed two new 4-square J-boxes to resolve a short found in the j-box for the lights for the maintenance metal shed and grounded the framing of the maintenance metal shed.
- Refilled the sand box at the back playground.
- Sierra Pacific Turf Supply performed soil tests for the turf on James Field, Recreation Field and Beggs Field.
- Continued painting the inside of the community center.
- Installed a IMT reference cell for the photovoltaic system.

#### Regional Park:

- Serviced the #08 truck.
- Serviced the Gopher X Extermination Device.
- Serviced the 2014 John Deere HPX 4x4 Traditional Utility Vehicle.
- Serviced John Deere 1600 Wide Area Mower.
- Continued working on getting full remote irrigation system access and numerous other advanced water management features from any web-based device.
- Installed 50 yards of ShockAb Playground Chips in playground A.
- Replaced the one of the pickleball nets.
- Sierra Pacific Turf Supply performed soil tests for the turf on A, B and C Field.

- A Water Conservation Manager with Rain Bird donated \$900 worth of time and material to the District so we can have full remote irrigation system access and numerous other advanced water management features from any web-based device.

**Mike Scheele**  
**Landscape Architect/Project Manager**  
**Report to the Board of Directors**  
**March, 2021**

- **ARD Bike Park Project:** Another source of donated soil was found by lead bike park advocate Boyer and District agreed to pay for the trucking. First trucks to arrive were unable to drop the soil to jump track area as the ground was too soft. District hired the trucking company (Simpson & Simpson) to construct a construction access drive with culvert to remedy the situation and ATA (Auburn Trails Alliance) agreed to help pay for it. This access will be used throughout construction of the Phase 2 area and will serve as a maintenance/emergency access drive into the future. Approximately 300 CY of donated soil has already been delivered to the phase 2 area and another 400 CY is scheduled to be arriving in the next week or two. Granite Bay Excavating has done an excellent job with their donated ground clearing in the Ph.2 area and the site is ready for the wood fencing to be installed. Fencing contractor Sean Allen has agreed to install the fencing working as a volunteer for the District and ATA will fund the work. Berco Redwood has officially offered to donate the fencing lumber and also agreed to donate the lumber for the Sherland Canal bridge.....both donations were also secured by Boyer. Bridge installation will be put out to informal bid in the coming weeks. Staff has revised the design plans for the Ph. 1 trail watering system is planning to put it out for informal bid later this spring as well unless the work ends up being donated.
- **24 Acre Project & Prop. 68 Statewide Park Development and Community Revitalization Program (SPP) Grant Application:** Grant's consultant produced the draft narrative and staff compiled and wrote the rest of the grant application. The application was submitted on March 11th and the request is for \$2,389,125. If the grant is successful, ARD is committing \$1,037,952 (\$445,000 Park Dedication Fees, \$177,952 Per Capita Grant, \$415,000 Mount Vernon Park Sale Proceeds) to the overall project cost of \$3,427,077. District should find out if application was successful early to mid-summer.
- **District Wide Energy Efficiency Upgrades Project:** Project is underway and site visits/walkthroughs for the energy efficiency and water upgrades are next. Based on first progress payment from Centrica, approximately \$200K worth of lighting, lighting controls and sports fields lighting equipment has been procured. First construction activity will be interior and exterior lighting and is expected to commence in the first week of April.
- **Ashford Park Irrigation Pump & Filter Project:** To save time and money, the District obtained three quotes and is purchasing the pump equipment directly. The installation work is being put out to informal bid and will include slight relocation of the recently installed irrigation filter. Modifications may need to be made to the existing chain link pump enclosure and adjacent chain link fencing.

- James Ballfield Outfield Turf Replacement Project: Project was put out to formal bid last week of February and the bids open March 18th. Project planned to begin June 2nd this year, the day after the last Placer High ballgame.
- 24 Acres site & Regional Park Trail Mapping & Signage Project: No new action. Staff has obtained a survey of the existing trails on the 24 acres site and will use this to prepare a trail map and signage in the coming months. Mapping and signage will include trails in Regional Park with mileage markers etc. to assist park users wanting to quantify their walking/hiking distances.
- Recreation Ballfield Infield Renovation Project: No new action. The District received \$15,000.00 towards this project from Placer County Park Dedication Fees at the November 19<sup>th</sup> County Parks Commission Meeting. Staff planning on getting bids and doing the renovation project in spring 2021. Staff has obtained a topographic survey of the field to be used as the base map for this improvement project.
- Recreation Park Wheelchair Swing Project: No new action. The District received \$25,000.00 towards this project from Placer County Park Dedication Fees at the November 19<sup>th</sup> County Parks Commission Meeting. Staff has obtained a topographic survey of the area and has started preparing design/construction documents for the project. Staff has learned that a top US playground manufacturer just unveiled a wheelchair swing for 2021 that appears to be a superior design than the swing previously being considered out of the UK. While more expensive the unit allows other children/adults to swing with a user in a wheelchair and doesn't require the area to be fenced and needs less concrete & safety surfacing.
- Meadow Vista Park Main Asphalt Pathway Repairs: No new action. Staff has visibly sprayed/marked potential tripping hazards on site. Staff is also taking a photo and square footage inventory of the areas and will be putting together a bid package to get quotes to do the repair work in spring/summer 2021.
- Overlook Park Restroom ADA Upgrades: No new action. Project (except for accessible parking re-striping) will be done in-house when staffing levels allow. Restroom partitions are in need of replacement and will be added to this project.
- Placer Hills Pool Parking Area Renovations: No new action. Postponed.
- Meadow Vista Park Parking Lot Re-Sealing/Striping Project: No new action. Postponed.
- Miscellaneous Items: New Memorial Bench inquiry for possible placement at Sierra Pool. Engineering drawings have been received for Recreation Park maintenance shop garage roof reinforcement and Staff will be submitting them to the City for permitting with bid solicitation to follow. Investigation and prelim pricing for a VFD (variable frequency drive) at Railhead Park irrigation pump. Possible new Memorial Bench for placement at Overlook Park. Updates of monthly Board reports/A&D Project Activity Reports etc.

**Manouch Shirvanioun**  
**Customer Service/Marketing Manager**  
**Report to the Board of Directors**  
**March, 2021**

On March 15<sup>th</sup>, Customer Service Office re-opened. First person who visited the office was a generous woman who donated \$90 to cover the entry fee for 30 children for the upcoming Floating Egg Hunt.

With recent changes and updates to COVID tier restrictions, different organization are inquiring and making reservations for our fields.

- Auburn Little League
- Sierra Foothills Little League
- 49er United
- Placer Hill Youth Soccer
- Traveling Baseball Teams
- Sacramento Men's Senior Baseball League

During March Placer High and Bowman Charter School hosted their Cross Country Meets at Railhead Park and Regional Park.

With frustration, number of Ultramarathon Race Directors are waiting for ease of restrictions by CDPH to hold their races at Overlook Park. State Parks has started issuing permits with some restrictions. Hope we can do the same thing soon.

**Mark Brunner**  
**Recreation/Youth Services Manager**  
**Report to the Board of Directors**  
**March, 2021**

**Youth Services**

- Youth Services staff has been breathing a sigh of relief with Distance Learning mode being in our rearview mirror. Programming has shifted back to more enriching and fun activities for the kids and everyone is having a great time!
- The back "mods" at Rec Park are cleaned, cleared and ready for kids! We hope the kids (and staff) enjoy the new updated and cleaned up look and feel. We are looking forward to a fun Spring Break Camp where we will be using a new programming model that incorporates a lot of team-building and community service.
- Amy has been working with DSS, PCOE and PCDH to obtain clarification on restrictions to help plan for summer better.
- The preschool program is growing and will be opening for a few weeks over the summer. Also, over the summer, Auburn Elementary and Skyridge sites will remain open as Day Camp (full day). This will allow us to safely spread the student out and create more social distancing.



### **Adult Sports**

- Adult Softball will return the week of April 5. This sport is allowed to return under the Red Restricted Tier.
- This spring we will be introducing a new Coed Adult Grass Volleyball League. This league will be played on Thursday nights on the Regional Park soccer field. This league is allowed to place under the Red Restricted Tier.
- Recreation Services is planning on hosting an outdoor doubles Pickleball Tournament at Regional Park the second weekend of May. This tournament is allowed to occur under the Red Restricted Tier.

### **Youth Sports**

- Starting in June, Recreation Services will be offering a Youth Volleyball League in partnership with the Bear River Recreation and Park District. This league will help introduce new players to the sport and teach them the fundamentals and rules of the game. Volleyball is allowed to be played indoors if Placer County is in the Yellow Restricted Tier by June. If Placer County is not in the Yellow Restricted Tier by June, then the league will take place outdoor on the grass.

### **Aquatics**

- In March, Placer High School and Colfax High School held their swim team practices and meets at the Sierra Pool. The High School Swim season will come to an end on March 26.
- The Masters Swimming program began on March 1. Masters Swimmers program runs every Monday, Wednesday, and Friday morning from 5:45am-7am.
- Mermaids Synchronized Swim Team has begun their Saturday clinics and their weekly conditioning classes in the pool. The weekly conditioning classes are very popular and have sold out.
- Lifeguard Certification classes will begin March 26. The classes will be taught by our Aquatics Coordinator, Patti Waskowiak, and Kelli Leffel. The class is expected to sell out.
- Location for Championships will either be held in Davis or at the Martha Skinner Sierra Pool.

### **Recreation Guide**

- A summer guide will be mailed out to residents in the community on May 4. The summer guide will highlight upcoming summer camps, youth sports, events, aquatics programs, and some upcoming District projects.

### **Special Events**

- Recreation Services is hosting its first annual Floating Egg Hunt at Recreation Park in the Sierra Pool on April 3 from 12-2pm. One Thousand festive Easter eggs will be scattered throughout the pool. Eight participants will be allowed to go at one time. Each participant will have their own lane. Children who are unable to swim on their own will be able to swim in the shallower bulk head pool and must be accompanied by an adult.

The fee to attend the event is \$3.00 a family. Each kid will leave with a prize! After each family has completed their own special hunt, families can stick around at the park for rec staff led family games and activities. Drewski's Food Truck will also be at the park that afternoon. The event is sponsored by Precision Orthodontics, Auburn Gymnastics, and IFC and Insurance Marketing, Inc.

**FEBRUARY 2021 VANDALISM REPORT**

	<b>VANDALISM</b>	<b>LABOR COSTS</b>	<b>MATERIAL COSTS</b>
2/10/2021	Graffiti Regional C Field - removal	\$53.00	\$5.77
2/10/2021	Regional Park - mounting of trail cam	\$225.00	\$35.37
2/26/2021	Graffiti at Meadow Vista Park	\$19.00	\$4.93

<b>Total labor</b>	<b>\$297.00</b>	<b>Total material</b>	<b>\$46.07</b>
<b>Total for year</b>	<b>\$2,124.13</b>	<b>Total for year</b>	<b>\$1,688.86</b>

**JANUARY 2021 VANDALISM REPORT**

	<b>VANDALISM</b>	<b>LABOR COSTS</b>	<b>MATERIAL COSTS</b>
1/8/2021	Someone left a lawn mower at Regional Park, staff took it to the dump	\$21.00	\$12.50 cost for the dump
1/8/2021	Graffiti at Regional Park All buildings & C field	\$166.00	\$154.46
1/8/2021	Graffiti at Skate Park	\$123.00	\$51.19
1/15/2021	Regional Park Locker Room someone tried to break in - had to replace the deadbolt.	\$42.00	\$297.39
1/15/2021	Overlook Park - blank wall was vandalized - had to be re-prepped for artist to paint mural	\$432.00	\$151.39
1/29/2021	Graffiti at MV Park	\$40.00	\$5.36
1/29/2021	MV Park - someone broke into the shed and stole 3 cans of gas	\$20.00	\$109.37
1/29/2021	Graffiti at Overlook Park	\$120.00	\$239.03
	<b>Total labor</b>	<b>\$964.00</b>	<b>Total material \$1,020.69</b>
	<b>Total for year</b>	<b>\$1,827.13</b>	<b>Total for year \$1,642.79</b>

<b>2021/2022 PROJECT ACTIVITY REPORT</b>		<b>UPDATED 3/12/21</b>	
<b>PROJECT</b>	<b>EST: COST</b>	<b>NOTES</b>	<b>EST. COMPLETED</b>
<b>RECREATION PARK</b>			
James Ballfield-Outfield Bermudagrass Conversion Project (2019)	42,000.00	Project was put out to formal bid last week of February and the bids open March 18th. Project planned to begin June 2nd this year, the day after the last Placer High ballgame.	SEPTEMBER 2021
<b>ASHFORD PARK</b>			
Irrigation Pump Replacement Project (2021)	45,000.00	To save time and money, the District obtained three quotes and is purchasing the pump directly. The installation work is being put out to informal bid and will include slight relocation of the recently installed irrigation filter. Modifications may need to be made to the existing chain link pump enclosure.	APRIL-MAY 2021
<b>OVERLOOK PARK</b>			
<b>24 ACRE PROPERTY</b>			
Trail Mapping & Signage Project (2020)	10,000.00	Staff has obtained a survey of the existing trails on the site and will use this to prepare a trail map and signage in the coming months.	SUMMER/FALL 2021
Statewide Park Development and Community Revitalization Program (SPP) Grant Round 4 (2018/2019)	190,000.00	Grant consultant produced the draft narrative and staff compiled and wrote the rest of the grant application. The application was submitted on March 11th and the request is for \$2,389,125. If the grant is successful, ARD is committing \$1,037,952 (\$445,000 Park Dedication Fees, \$177,952 Per Capita Grant, \$415,000 Mount Vernon Park Sale Proceeds) to the overall project cost of \$3,427,077. District should find out if application was successful early to mid summer.	2020/2021
<b>CVCC</b>			

Bike Park - Construction (2015/2016)	320,000.00	<p>Another source of donated soil was found by lead bike park advocate Boyer and District agreed to pay for the trucking. Approximately 300 CY has already been delivered to the phase 2 area and another 400 CY is scheduled to be arriving in the next week or two. Granite Bay Excavating has done an excellent job with their donated ground clearing in the Ph.2 area and the site is ready for the wood fencing to be installed. Fencing contractor Sean Allen has agreed to install the fencing working as a volunteer for the District (ATA) will fund the work and Berco Redwood has officially offered to donate the lumber. Berco Redwood has also agreed to donate the lumber for the Sherland Canal bridge.....both donations were also secured by Boyer. Bridge installation will be put out to informal bid in the coming weeks. Staff has revised the design plans for the Ph. 1 trail watering system is planning to put it out for informal bid later this spring as well unless the work ends up being donated.</p>	ONGOING
Maidu Drive Repair (2018/2019)	0.00	<p>Great news was just received that the Bureau will be re-paving the distressed section of Maidu Drive. The work will apparently take place this summer and be done prior to October. A relatively straightforward project the work should only take a week or so.</p>	SUMMER 2021
<b>MEADOW VISTA PARK</b>		<p>Staff is taking inventory of the main asphalt path conditions at the park and putting together a bid package to get quotes and have repairs made in the summer.</p>	SUMMER 2021
<b>MULTI-PARK ITEMS</b>			
Carry over projects from 2018/2019 list in YELLOW			
<b>Fiscal Year Projects Total:</b>	565,000.00		

## Item 7.1 Cover sheet – Resolution #2021-07: Establishing a UAL CalPERS Pension Prefunding/115 Trust

Auburn Area Recreation and Park District Policy Committee, March 2021; Board of Directors' meeting, March 2021.

### The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve **Resolution #2021-07** to establish a Section 115 Trust for planning for future funding of the CalPERS Pension?

### Background

CalMuni Advisors contacted ARD and provided an informative presentation on possibly prefunding the CalPERS Liability to ultimately save the District in interest liability that CalPERS is charging ARD annually on the UAL. Their organization prepares for Bond financing, but only recommends loans of \$1 Million or more. The interest being charged by CalPERS is currently 7%. The interest on Bonds is approximately 4%.

For fiscal year 2020/2021, ARD Board of Directors authorized in November, 2020 liquidizing the Unfunded Liability Reserve balance and with some additional funds of \$39,000 from the Equipment Reserves to use to pay down the Unfunded Accrued Liability (UAL) in the amount of \$280,000. We sent in \$140,000 and applied it to the unfunded liability of \$1,278,312. We selected that it be applied to a 27-year amortization period basis, to save the most over time. Our estimated payment for 2022-23 dropped by \$10,000. \$140,000 remains in our general fund and that payment will be made after we review the impact of this years' investment returns. CalPERS highly recommended not sending it in all at once, to make sure we make a wise decision on how it should be applied.

ARD's underfunded pension liability payment required by CalPERS for fiscal year 2021-22 is \$93,593 and will be paid July 2021. The required payment for CalPERS for fiscal year 2022-23 is now estimated at \$92,800, moving us in the right direction.

ARD is currently at 80.2% of future funded pension liability within CalPERS for the classic retirement plan and at 90.7% for the PEPR retirement plan. It is an optimal position to be at 80% or above, per *Andrew Sisk, CPA (Auditor-Controller) of Placer County*.

*Andy Heath, Financial Director for the City of Auburn as well as the Administrative Services Director for the City of Grass Valley* concurs with *Andrew Sisk*. *Andy Heath* believes we should be at about 85% once our contribution of \$280,000 has been applied to our UAL at CalPERS. He does not recommend whatsoever establishing a Bond to pay off the UAL in full, instead he recommends funding a 115 Trust, as that would be more equitable.

*Mr. Sisk* shared that Placer County's goal is to reach 80%; as their optimal position. They are allocating funds into a *PARS Section 115 Trust* (Public Agency Retirement Systems) account to prefund their UAL, which gives them some flexibility. As long as the funds within the trust are spent for UAL, they can be accessed at any time. So, during adverse financial times, the funds within the trust can be utilized to pay CalPERS payments if needed. In comparison, prefunding directly into CalPERS cannot be accessed once submitted. CalPERS also administers a Section 115 Trust for Pensions.

CalPERS assumes a 7% discount rate of return on the funds within its investment portfolio. It also charges the District the 7% interest on the UAL. So, when the CalPERS investments fall



short of the 7% return, our UAL increases and the UAL is also charged 7% interest on top of the new allocation. Should CalPERS returns earn more than 7%, our UAL will likewise decrease.

It is in ARD's best interest to lower that max payback payment to below \$100,000. Payments above \$100,000 are not sustainable for ARD.

In fiscal year 2021-22 ARD has budgeted an additional \$113,482 (10% of the new current UAL) to set aside for prefunding or investing in a Section 115 Trust. It would be wise to contribute some of this payment directly to prefund and contribute some of this to a Section 115 Trust.

Representatives from CalPERS and PARS will present program, rates, fees, etc. at the Policy Committee and Board meeting. The Board will need to select one of these Trust Consultants to administer the 115 Trust.

Once the Board has selected a Trust Administrator and adopted Resolution 2021-07, staff will have ARD legal counsel review the associated paperwork.

### **Recommendation for the Board**

The Policy Committee recommends that the Board of Directors to...

- 1) Hear the presentation by the representatives from CalPERS and PARS and recommend one for approval by the Board of Directors.
- 2) Recommend adoption of Resolution #2021-07, with the name of the Trust Administrator to be filled in after Board approval.

Director Holbrook recommends CalPERS as the Trust Administrator, and Director Ainsleigh recommends PARS, but would like the full Board of Directors to make the final decision.

### **Alternatives available**

- 1) Do not establish a section 115 Trust.

### **Fiscal Impact**

Unknown, due to fluctuations in the market.

### **Attachments**

Resolution #2021-07  
CalMuni Advisors Proposal  
CalPERS Section 115 Prefunding Trust Program  
PARS Pension Rate Stabilization Program



RESOLUTION NO. 2021-07

RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE AUBURN AREA RECREATION AND PARK DISTRICT  
APPROVING THE ADOPTION OF THE  
PUBLIC AGENCIES POST-EMPLOYMENT BENEFITS TRUST  
ADMINISTERED BY \_\_\_\_\_

WHEREAS \_\_\_\_\_ has made available the \_\_\_\_\_ Trust (the "Program") for the purpose of pre-funding pension obligations and/or OPEB obligations; and

WHEREAS the Auburn Area Recreation and Park District ("District") is eligible to participate in the Program, a tax-exempt trust performing an essential governmental function within the meaning of Section 115 of the Internal Revenue Code, as amended, and the Regulations issued there under, and is a tax-exempt trust under the relevant statutory provisions of the State of California; and

WHEREAS the District's adoption and operation of the Program has no effect on any current or former employee's entitlement to post-employment benefits; and

WHEREAS the terms and conditions of post-employment benefit entitlement, if any, are governed by contracts separate from and independent of the Program; and

WHEREAS the District's funding of the Program does not, and is not intended to, create any new vested right to any benefit nor strengthen any existing vested right; and

WHEREAS the District reserves the right to make contributions, if any, to the Program.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors hereby adopts the \_\_\_\_\_ Trust, effective March 25, 2021; and
2. The Board hereby appoints the Administrative Services Manager, or his/her successor or his/her designee as the District's Plan Administrator for the Program; and
3. The District's Plan Administrator is hereby authorized to execute the \_\_\_\_\_ legal and administrative documents on behalf of the District and to take whatever additional actions are necessary to maintain the District's participation in the Program and to maintain compliance of any relevant regulation issued or as may be issued; therefore, authorizing him/her to take whatever additional actions are required to administer the District's Program.

AYES:

NOES:

ABSENT:

ABSTAIN:

STATE OF CALIFORNIA  
COUNTY OF PLACER

Patricia Larson, the Clerk of the Board of Directors of the Auburn Area Recreation and Park District, State of California, hereby certifies that the above foregoing resolution was duly and regularly adopted by said District at a regular meeting thereof held on the March 25th, 2021 and passed by a \_\_\_\_\_ vote of said Board.

IN WITNESS WHEREOF I have hereunto set my hand and seal this \_\_\_\_\_, 2021.

\_\_\_\_\_  
Patricia Larson, Clerk of the Board

\_\_\_\_\_  
H. Gordon Ainsleigh, Chairman of the Board



## TECHNICAL MEMORANDUM

To: Mr. Kahl Muscott, *Auburn Area Recreation and Park District*  
Ms. Vcona Galbraith, *Auburn Area Recreation and Park District*

From: Dmitry Semenov, *California Municipal Advisors LLC*

Date: September 17, 2020

Re: Potential UAL Optimization Options

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Per your request, we have analyzed two options for the optimization of the Unfunded Accrued Liability (UAL) of the Auburn Area Recreation and Park District. This Technical Memorandum summarizes the results of our analysis.

The following options were analyzed:

- **Option A:** Prepay approximately \$280,000 of the UAL with cash and leave all remaining UAL Amortization Bases outstanding.
- **Option B:** Prepay approximately \$280,000 of the UAL with cash and refinance the rest of the UAL balance (approximately \$998,000) over a 15-year term.
- **Option C:** Prepay approximately \$280,000 of the UAL with cash and refinance the rest of the UAL balance (approximately \$998,000) over a 20-year term.

For Option A, we selected several UAL Amortization Bases to match the targeted prepayment amount and estimate the approximate interest savings amount. The final selection of the bases will have direct correlation to the actual interest savings amount.

Under Options B and C, we utilized the following assumptions:

- Only the Miscellaneous Plan UAL was analyzed. The outstanding balance of the PEPRM Miscellaneous Plan UAL could also be included in the refunding strategy to generate additional cash flow / financing cost savings.
- 4.25% and 4.50% interest rates were used, respectively. These rates are higher than the current market, but we are utilizing the higher rates in order to remain conservative in our analysis and expectations. If you would like for us to model different interest rates, let us know. The actual interest rates would be determined through a competitive bidding process at the time of the refunding.

- We assumed private placement financing (bank loan) and estimated total costs of issuance of \$85,000. The costs of issuance are estimates only and will vary depending on the financing team selection, method of debt issuance, and financing structure.
- No assumptions were made for the forgone interest earnings that could be realized by the District on investing its cash reserves rather than using them to pay down the UAL.
- Semi-annual principal and interest payments.
- Level annual debt service.

The attached **Table 1** summarizes the results of the analysis of optimization options. The attached **Graph 1** shows the overlay of the options over the current UAL payment schedule. Note that all calculations are based on the District's 2019 Actuarial Valuation Report and does not incorporate any changes that have taken place since that report or any changes that CalPERS will make in the future.

As our analysis shows under Option A, if the District prepays \$280,000 of the UAL balance, it would save approximately **\$240,000** in interest paid to CalPERS over the next 20 years and will recoup this cash payment in form of lower UAL payments by FY2031. The highest payment amount on the remaining outstanding bases would be reduced from approximately \$142,000 to approximately \$109,000. Note that the actual amount of interest savings and the annual payment amounts can vary and will depend on the timing of the payment and the UAL amortization bases that the payment will be applied to.

Under Options B and C, combining the \$280,000 cash payment with a refunding of the remaining UAL balance, the District could realize financing cost savings of approximately **\$385,000** (Option C) to **\$560,000** (Option B), depending on the refinancing term. Note that the savings calculation includes only financing costs savings – it does not count your cash prepayment amount as savings. Under the refinancing scenarios, the District will have a level annual debt service cost of approximately \$83,000 (Option C) or \$98,000 (Option B). The District will be able to recover the amount of the cash prepayment through the lower UAL payments by 2030-33, depending on the term of the refinancing. Finally, under the refinancing options, the District will fully pay off the current UAL balances by the end of the financing term.

Please, refer to the 08/10/2020 Preliminary Pension Liability Assessment presentation for discussion of risks associated with the refunding of the UAL. Note that the refunding scenarios are based on the market conditions as of today. Actual interest rates and availability of capital at the time of refunding can vary on daily basis and are likely to differ from those shown in the table.

Cc: Cameron Weist and Lloyd Hedenland, Jr., *The Weist Law Firm*

**Table 1**  
**Auburn Area Recreation and Park District**  
**UAL Optimization Analysis - Misc Plan**

Description	Option A - Prepay Only	Option B - Prepay + 15-yr Refi	Option C - Prepay + 20-yr Refi
Cash Prepayment	\$280,091	\$280,091	\$280,091
Refunding	\$0	\$998,221	\$998,221
Remaining Bases	\$998,221	\$0	\$0
<b>Total UAL</b>	<b>\$1,278,312</b>	<b>\$1,278,312</b>	<b>\$1,278,312</b>

**Financing Cost Savings Analysis Summary**

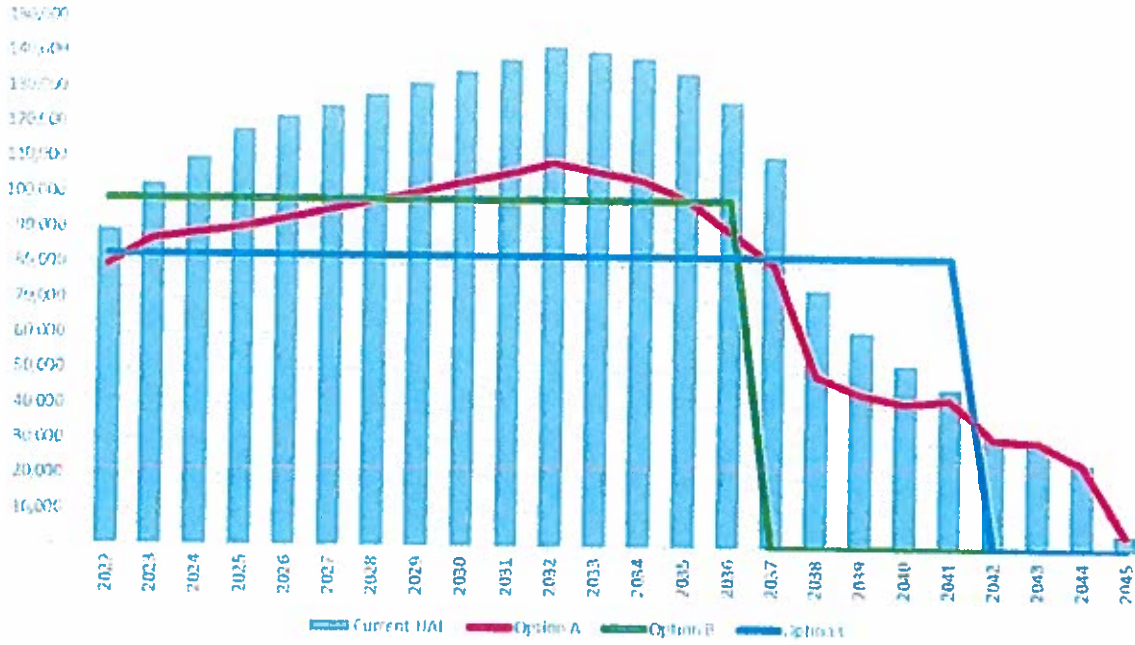
Total Financing Cost - CalPERS	\$1,041,644	\$1,041,644	\$1,041,644
Annual Debt Service Amount	\$0	\$98,402	\$82,709
Max Current Residual UAL Payment [1]	\$109,095	\$0	\$0
Max Current Annual UAL Cost [1]	\$109,095	\$98,402	\$82,709
Total Interest Cost	\$0	\$392,808	\$570,961
Costs of Issuance [2]	\$0	\$85,000	\$85,000
<b>Total Financing Cost</b>	<b>\$0</b>	<b>\$477,808</b>	<b>\$655,961</b>
<b>Total Financing Cost Savings [3]</b>	<b>\$237,565</b>	<b>\$563,836</b>	<b>\$385,683</b>
Year to Recoup Cash Prepayment	2032	2033	2030

[1] Maximum Annual UAL cost is estimated based on the level debt service refunding of the UAL balance shown in the 06/30/2019 CalPERS Actuarial Valuation Report and does not include any additional future bases that will be added by CalPERS.

[2] Costs of issuance are estimates for private placement and will vary.

[3] Total Financing Cost Savings include interest savings only (cash prepayment is NOT included in this calculation) and do not take into consideration interest that could be earned on cash reserves.

Graph 1  
 Auburn Area Recreation and Park District  
 Potential UAL Optimization Options



California Employers Pension Prefunding Trust  
(CEPPT)

Auburn Area Recreation And Park District

March 17, 2021



## Advantages of the CEPPT & CERBT

- Investment policy and management services by CalPERS
- Lowest total participation cost
- Excellent customer service
- Simple administration
- GASB compliance



## Tools to Proactively Manage Pension Costs

- Make up for past underperformance by sending Additional Discretionary Payments (ADP's) of Unfunded Accrued Pension Liability (UAL) to CalPERS
  - **Yes you should do this**
- Establish a pension contribution prefunding Section 115 trust fund to improve your future capacity to pay these volatile costs
  - **Yes you should also do this**



# Auburn Area Recreation District CalPERS Pension Plans Summary

Plan	Funded Status	Unfunded Liability	UAL Payment 2021-22	UAL Payment 2026-27
Miscellaneous	80.2%	\$1,231,913	\$89,674	\$125,000
PEPRA	90.7%	\$35,380	\$3,919	\$4,600
Miscellaneous				
Totals	-	\$1,267,293	\$93,593	\$129,600



# CEPPT Strategy 1 Prefunding Scenario – Misc UAL

Amortization Schedule (Page 14 of Valuation)	2020-21 Payment Amount	Payment Increase Due to Shorter Amortization	Total Interest Savings Over Amortization Schedule
Variable Payment 24 Years	\$89,674	\$0	\$0
Level Payment 15 Years	\$135,683	\$46,009	\$284,712
Level Payment 10 Years	\$175,949	\$40,266	\$560,469





## Pension Contribution Investment Tools

Portfolios	CalPERS Pension	CalPERS 115 CEPPT Trust Strategy 1	CalPERS 115 CEPPT Trust Strategy 2	LAIF
Expected Return	7.0%	5.0%	4.0%	~1%
Risk	11.4%	8.2%	5.2%	Lowest
Optimal Investment Time Horizon	Long-Term	2-10 Years	1-24 Months	
Liquidity	No	Yes	Yes	Yes



## Auburn Area Recreation District CEPPT Purpose #1

- Build a rainy-day contingency reserve fund
- ~3-months of pension total costs
  - \$70,535
- Will likely outperform LAlF and earn more interest
- Will allow for greater budgetary stability

## Auburn Area Recreation District CEPPT Purpose #2

- Prefund future pension costs in advance
  - Normal Costs which will exist in perpetuity
  - Unfunded Liability payments when they exist
    - Including Additional Discretionary Payments (ADP's)
- Take advantage of time and compounding interest

# CEPPT Portfolio Details

Asset Classification	Benchmark	CEPPT Strategy 1	CEPPT Strategy 2
Global Equity	MSCI All Country World Index	40% ±5%	14% ±5%
Fixed Income	Bloomberg Barclays U.S. Aggregate Bond Index	47% ±5%	73% ±5%
Global Real Estate (REITs)	FTSE EPRA/NAREIT Developed Liquid Index	8% ±5%	8% ±5%
Treasury Inflation Protected Securities (TIPS)	Barclays Capital Global Real: US TIPS Index	5% ±3%	5% ±3%
Commodities	S&P GSCI Total Return Index	N/A	N/A
Cash	3-Month Treasury Bill	0% +2%	0% +2%





## CalPERS Prefunding Programs

# CEPPT/CERBT Investment Returns Outperform Benchmarks

Periods Ended December 31, 2020

Fund	Assets	1 Month	3 Months	FYTD	1 Year	3 Years	5 Years	10 Years	YTD
<b>CERBT Strategy 1</b> (Inception June 1, 2007)	\$11,592,468,903	3.55%	11.02%	17.13%	13.40%	8.71%	10.04%	8.06%	5.86%
<b>Benchmark</b>		3.52%	10.95%	17.02%	12.98%	8.41%	9.61%	7.77%	5.43%
<b>CERBT Strategy 2</b> (Inception October 1, 2011)	\$1,673,698,029	2.67%	8.26%	12.77%	12.30%	8.21%	9.00%	-	8.21%
<b>Benchmark</b>		2.64%	8.20%	12.67%	11.99%	7.95%	8.59%	-	7.91%
<b>CERBT Strategy 3</b> (Inception January 1, 2012)	\$805,828,203	1.94%	5.77%	9.09%	10.80%	7.36%	7.69%	-	6.49%
<b>Benchmark</b>		1.91%	5.72%	9.01%	10.53%	7.15%	7.34%	-	6.17%
<b>CERBT Total</b>	<b>\$14,071,995,135</b>								
<b>CEPPT Strategy 1</b> (Inception October 1, 2019)	\$15,338,103	2.51%	7.88%	12.08%	11.49%	-	-	-	12.37%
<b>Benchmark</b>		2.49%	7.74%	11.89%	11.47%	-	-	-	12.43%
<b>CEPPT Strategy 2</b> (Inception January 1, 2020)	\$8,025,699	1.22%	3.86%	5.92%	-	-	-	-	8.79%
<b>Benchmark</b>		1.20%	3.83%	5.81%	-	-	-	-	8.66%
<b>CEPPT Total</b>	<b>\$23,363,802</b>								

Time weighted return reports the performance of the investment vehicle, not of the employer assets. Returns are gross. Historical performance is not necessarily indicative of actual future investment performance or of future total program cost. Current and future performance may be lower or higher than the historical performance data reported here. Investment return and principal value may fluctuate so that your investment, when redeemed, may be worth more or less than the original cost. The value of an employer's fund shares will go up and down based on the performance of the underlying funds in which the assets are invested. The value of the underlying funds' assets will, in turn, fluctuate based on the performance and other factors generally affecting the securities market.



## You Control the Funding Policy

- Choose your preferred portfolio option or use both
- Contributions are always voluntary and never required
- Decide if and when to seek reimbursement for every pension dollar contributed to CalPERS and regain liquidity
- Benefit from CalPERS investment economies of scale without giving up control of your money



# CEPPT/CERBT Consistently Low Fee Rate History

Fiscal Year	CERBT	CEPPT
2007-2008	2.00 basis points	-
2008-2009	6.00 basis points	-
2009-2010	9.00 basis points	-
2010-2011	12.00 basis points	-
2011-2012	12.00 basis points	-
2012-2013	15.00 basis points	-
2013-2014	14.00 basis points	-
2014-2015	10.00 basis points	-
2015-2016	10.00 basis points	-
2016-2017	10.00 basis points	-
2017-2018	10.00 basis points	-
2018-2019	10.00 basis points	-
2019-2020	10.00 basis points	25.00 basis points
2020-2021	10.00 basis points	25.00 basis points



## 584 Prefunding Program Employers

578 CERBT and 28 CEPPT

- State of California
- 150 Cities or Towns
- 12 Counties
- 73 School Employers
- 31 Courts
- 317 Special Districts and other Public Agencies
  - (97 Water, 34 Sanitation, 33 Fire, 24 Transportation)



## CalPERS Prefunding Programs

# Questions? Where to Get Trust Fund Information?

Name	Title	E-mail	Desk	Mobile
<b>Matt Goss</b>	Outreach & Support Program Manager	<b>Matthew.Goss@calpers.ca.gov</b>	(916) 795-9071	(916) 382-6487
Karen Lookingbill	Outreach & Support Manager	Karen.Lookingbill@calpers.ca.gov	(916) 795-1387	(916) 501-2219
Bob Honer	Outreach & Support Manager	Robert.Honer@calpers.ca.gov	(916) 795-0531	(279) 203-5563
Jasper Jacobs	Outreach & Support Analyst	Jasper.Jacobs@calpers.ca.gov	(916) 795-0432	(916) 717-3886
Jean MacDonald	Outreach & Support Analyst	Jean.MacDonald@calpers.ca.gov	(916) 795-0675	(916) 291-1325
Colleen Cain-Herrback	Administration & Reporting Program Manager	Colleen.Cain-Herrback@calpers.ca.gov	(916) 795-2474	(916) 505-2506
Robert Sharp	Assistant Division Chief	Robert.Sharp@calpers.ca.gov	(916) 795-3878	(916) 397-0756

## Program E-mail Addresses

CERBT4U@calpers.ca.gov – Questions & Document Submittal

CEPPT4U@calpers.ca.gov – Questions & Document Submittal

CERBTACCOUNT@calpers.ca.gov – Online Record Keeping System

## Prefunding Programs Webpages

[www.calpers.ca.gov/CERBT](http://www.calpers.ca.gov/CERBT)

[www.calpers.ca.gov/CEPPT](http://www.calpers.ca.gov/CEPPT)





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TRUSTED SOLUTIONS. LASTING RESULTS.



# AUBURN AREA RECREATION AND PARK DISTRICT

Pension Rate Stabilization Program (PRSP): Why PARS?

March 17, 2021



# PARS 115 TRUST TEAM

## Trust Administrator & Consultant



- Recordkeeping
- Sub-trust accounting
- Monitors plan compliance

- Processes contributions/disbursements
- Hands-on, dedicated support teams
- Coordinates all agency services

**37** Years of Experience  
(1984-2021)

**2,000+** Plans under Administration  
Public Agency Clients

**400+** Trust Clients

**500K+** Plan Participants

**\$5.1B** Assets under Administration

## Trustee



- 5th largest commercial bank and one of the nation's largest trustees for Section 115 trusts
- Safeguards plan assets
- Oversight protection as plan fiduciary
- Custodian of assets

**158** Years of Experience  
(1863-2021)

**\$5.0T** Assets under Administration

## Investment Manager



- Investment sub-advisor to trustee, U.S. Bank
- Investment policy assistance
- Uses open architecture
- Active and passive platform options
- Customized portfolios (with minimum asset level)

**102** Years of Experience  
(1919-2021)

**\$18.2B** Assets under Management/Advisement



# HIGHMARK CAPITAL MANAGEMENT

As of December 31, 2020

## ACTIVE PORTFOLIO RETURNS

Strategy	Equity (%)	1 Year	3 Years	5 Years	10 Years
Capital Appreciation	65-85%	14.50%	9.76%	10.92%	9.15%
Balanced	50-70%	14.06%	9.15%	9.90%	8.24%
Moderate	40-60%	12.92%	8.45%	8.98%	7.49%
Moderately Conservative	20-40%	10.76%	7.06%	7.12%	5.99%
Conservative	5-20%	9.03%	6.10%	5.84%	4.75%

\* Past performance does not guarantee future results.

# NET PERFORMANCE FEE ANALYSIS

As of December 31, 2020

	Over 1 Year	Over 3 Years	Over 5 Years	Over 10 Years	
	PARS/HIGHMARK	PARS/HIGHMARK	PARS/HIGHMARK	PARS/HIGHMARK	PARS/HIGHMARK
<b>Capital Appreciation</b> (24% Fixed Income)	14.50%	9.76%	10.92%	9.15%	<b>Capital Appreciation</b> (24% Fixed Income)
minus weighted PARS administration fee	(-) 0.25%	(-) 0.25%	(-) 0.25%	(-) 0.25%	minus weighted PARS administration fee
minus weighted HighMark investment management fee	(-) 0.35%	(-) 0.35%	(-) 0.35%	(-) 0.35%	minus weighted HighMark investment management fee
<b>1-Year Net Return</b>	<b>13.90%</b>	<b>9.16%</b>	<b>10.32%</b>	<b>8.55%</b>	<b>10-Year Net Return</b>
	CALPERS CERBT	CALPERS CERBT	CALPERS CERBT	CALPERS CERBT	CALPERS CERBT
<b>Strategy 1</b> (25% Fixed Income)	13.40%	8.71%	10.04%	8.06%	<b>Strategy 1</b> (25% Fixed Income)
minus fees	(-) 0.10%	(-) 0.10%	(-) 0.10%	(-) 0.10%	minus fees
<b>1-Year Net Return</b>	<b>13.31%</b>	<b>8.62%</b>	<b>9.95%</b>	<b>7.96%</b>	<b>10-Year Net Return</b>

\* Subject to change due to rebalancing; fees are based on assets under \$5 million.  
Past performance does not guarantee future results.

# ADVANTAGES PARS VS. CEPPT

	PARS	CEPPT
1. Ability to reimburse 2 years worth of pension payments (current year + prior year); helpful in emergency or tough budget year	✓	Allows 1-year reimbursement
2. IRS-approved trust structure for your protection	✓	No IRS PLR
3. Market pioneer and leader with over 230 Pension-Prefunding clients	✓	Unknown
4. True, historical return information (1, 3, 5, 10 years)	✓	No return information
5. Combination trust for OPEB and Pension.	✓	Not available; two separate trusts
6. OPEB and Pension assets are aggregated for economies of scale and low ongoing fees	✓	150 days notice; CalPERS board approval
7. Termination fees or restrictions	30 days notice	2 low-risk passive portfolios; no customization or individual accts.
8. Active/passive diversified investment options	5 active, 5 passive + custom option <sup>1</sup>	Not available
9. Dedicated Portfolio Manager (investment assistance; cell phone access; on-site reviews; fiduciary responsibility)	✓	No
10. Mutual Indemnification Clause in Agreements	✓	No
11. Trust Services: Core Business	✓	No

<sup>1</sup>Information is derived from publicly available documents as of August, 2020. Please independently verify any material on this page with each respective vendor.  
<sup>2</sup>Available based on asset size



# STEPS TO IMPLEMENTATION

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- 1.** Board authorizes establishment of The PARS Trust and appoints a Plan Administrator
- 2.** PARS provides legal documents for signature by Plan Administrator
- 3.** District develops investment policy and guidelines for Investment Manager
- 4.** Board approves initial deposit to The PARS Trust
- 5.** District develops policies & procedures for future annual contributions and/or disbursements
- 6.** PARS conducts an annual client services review

# CONTACTS

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