

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

6:00 PM

**TUESDAY, SEPTEMBER 28, 2021
CANYON VIEW COMMUNITY CENTER, BOARD 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 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://us06web.zoom.us/j/81780884980>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 817 8088 4980 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 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 Facilities & Grounds Manager Jesse Williams to Facilities & Grounds Park Worker Jonathan Laymon as employee of the month for September, 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 August 26, 2021 (Pages 6 – 10)**

Review and approval of Minutes of the Board of Directors from August 26, 2021

_____ **5.2 Review of Cash Requirements for August, 2021 (Standing Finance Committee) (Pages 11 – 13)**

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 August, 2021 (Standing Finance Committee) (Pages 14 – 20)**

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

_____ **5.4 Renewing and Updating Facility Use Agreement with the American Red Cross (Program, Personnel, Policy, Fee & Legal Review Committee) (Pages 21 – 27)**

This item was reviewed and approved by the Program, Personnel, Policy, Fee & Legal Review Committee and forwarded to the Consent Calendar for review and approval.

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS (Pages 28 – 49)

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

_____ **7.0 UNFINISHED BUSINESS**

None.

_____ **8.0 NEW BUSINESS**

_____ **8.1 Resolution Number 2021-17, Proposed Fee Increases: Facility and Field Rentals; Public Swim (Program, Personnel, Policy, Fee & Legal Review Committee) (Pages 50 – 62)**

PUBLIC HEARING

OPEN PUBLIC HEARING

STAFF PRESENTATION

PUBLIC COMMENT

BOARD DISCUSSION/ACTION

CLOSE PUBLIC HEARING

Shall the Auburn Area Recreation and Park District (ARD) adopt Resolution Number 2021-17, increasing fees for the rental of facilities and fields for FY 2023/24 – FY 2025/26, and increasing the entry fee for public swim for FY 22/23 – FY 25/26?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

8.2 Resolution Number 2021-18: ARD Placer Hills Pool Parking Lot Re-paving Project – Award of Contract (Acquisition & Development Committee) (Page 63 – 71)

Shall the Auburn Area Recreation and Park District (ARD) authorize and adopt Resolution Number 2021-18, a resolution awarding a contract for the ARD Placer Hills Pool Parking Lot Re-paving Project to Simpson & Simpson?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

8.3 Resolution Number 2021-19: Authorizing Remote Teleconference Meetings for the Auburn Recreation District, Per AB 361 (Pages 72 – 76)

Shall the Auburn Area Recreation and Park District (ARD) adopt Resolution Number 2021-19, a resolution authorizing remote teleconference for the Board of Directors?

Motion by _____ second by _____ to _____

Ainsleigh _____ Lynch _____ Ferris _____ Gray _____ Holbrook _____

Roll Call Vote

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. Information Item – Wheelchair Swing Location Study – see attached information. (Pages 77 – 80)
2. 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:

9-23-21
Date

3:05 pm
Time

L. L. LAYTON
Clerk to the Board

SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE
BOARD OF DIRECTORS FROM AUGUST 26, 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, August 26, 2021, 6:00 p.m.**

Board Members

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

**Board Members
Absent:** Director Scott Holbrook

Staff Present: Kahl Muscott, District Administrator
Veona Galbraith, Administrative Services Manager
Jesse Williams, Facilities & Grounds Manager
Manouch Shirvanioun, Customer Service/Marketing Manager
Mark Brunner, Recreation Services Manager
Amy Oddo, Youth Services Manager
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 6:02 p.m. by Chairman Ainsleigh.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation was given from Facilities & Grounds Manager Jesse Williams to Facilities & Grounds Senior Park Worker/Pool Operator Vincent Lopez Garcia as employee of the month for July, 2021.

A presentation was given from Recreation Services Manager Mark Brunner to Head Synchronized Swimming Coach Krista Greenlee as employee of the month for August, 2021.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

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

Roll Call Vote

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

4 – 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of Minutes of the Board of Directors Meeting from July 29, 2021 and Minutes of the Special Meeting of the Board of Directors from August 12, 2021**
- 5.2 Review of Cash Requirements for July, 2021 (Standing Finance Committee)**
- 5.3 Review of Financials for July, 2021 (Standing Finance Committee)**
- 5.4 Columbus Day Holiday Conversion to PTO (Program, Personnel, Policy, Fee & Legal Review Committee)**
- 5.5 License Exempt Preschool Associate Site Director Job Description Creation (Program, Personnel, Policy, Fee & Legal Review Committee)**

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

Roll Call Vote

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

4 – 0 Motion carries.

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

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

7.0 UNFINISHED BUSINESS

None.

8.0 NEW BUSINESS

8.1 District Policy Amendment: Resident Discounts for Adult Sports Leagues (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Lynch and seconded by Director Ferris to approve the amended wording for the District Policy Resident Discounts.

Roll Call Vote

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

4 – 0 Motion carries.

8.2 Resolution Number 2021-16: Contract Approval for Meadow Vista Park Play Structure Purchase and Installation

A motion was made by Director Lynch and seconded by Director Gray to adopt Resolution Number 2021-16, A Resolution Approving a Contract with Miracle Play Systems Company for the Purchase and Installation of a New Play Structure at Meadow Vista Park for a Total of \$89,796.94.

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. 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 was cancelled.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:01 p.m. by Chairman Ainsleigh.

Board Secretary

Date

SECTION: 5.0

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

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

STAFF RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING FINANCE COMMITTEE AND FORWARDED TO THE CONSENT CALENDAR FOR REVIEW AND APPROVAL

FISCAL IMPACT: \$161,003.05

Auburn Rec & Park
 VENDOR CHECK REGISTER REPORT
 Payables Management

Ranges: From: To: From: To:
 Check Number First Last Check Date 8/1/2021 8/31/2021
 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
21885	A0002	A&A Stepping Stone Mfg., Inc.	8/6/2021	COMM 1ST	PMCHK00002773	\$47.88
21886	C0072	CIT Technology Fin. Serv., Inc	8/6/2021	COMM 1ST	PMCHK00002773	\$34.21
21887	L0027	Pat Larson	8/6/2021	COMM 1ST	PMCHK00002773	\$470.75
21888	M0106	Marina Landscape, Inc	8/6/2021	COMM 1ST	PMCHK00002773	\$281.75
21889	N0012	Nevada Irrigation District	8/6/2021	COMM 1ST	PMCHK00002773	\$2,153.65
21890	P0007	Pacific Gas & Electric Company	8/6/2021	COMM 1ST	PMCHK00002773	\$925.88
21891	S0145	SCP Distributors	8/6/2021	COMM 1ST	PMCHK00002773	\$14,936.71
21892	S1007	Stationary Engineers, Local 39	8/6/2021	COMM 1ST	PMCHK00002773	\$281.75
21893	TEMPG	Giovanni Guiulfo	8/6/2021	COMM 1ST	PMCHK00002773	\$358.15
21894	TEMPK	Ceara Knight	8/6/2021	COMM 1ST	PMCHK00002773	\$190.00
21895	TEMPL	Susan Leonasio	8/6/2021	COMM 1ST	PMCHK00002773	\$200.00
21896	TEMPS	Steve Schaumleffel	8/6/2021	COMM 1ST	PMCHK00002773	\$404.00
21897	V0007	Verizon Wireless	8/6/2021	COMM 1ST	PMCHK00002773	\$30.00
21898	W0001	Walker's Office Supplies, Inc.	8/6/2021	COMM 1ST	PMCHK00002773	\$970.53
21899	U0019	US Bank	8/6/2021	COMM 1ST	PMCHK00002773	\$202.64
21900	1099-117	Juan Aceituno	8/13/2021	COMM 1ST	PMCHK00002774	\$11,489.43
21901	1099-218	Auburn Gymnastics Center	8/13/2021	COMM 1ST	PMCHK00002775	\$227.50
21902	1099-256	Healing Pastures, Inc.	8/13/2021	COMM 1ST	PMCHK00002775	\$2,453.75
21903	1099-269	Deborah Lynn	8/13/2021	COMM 1ST	PMCHK00002775	\$562.50
21904	1099-271	Kelpro Security	8/13/2021	COMM 1ST	PMCHK00002775	\$156.00
21905	1099-277	Foothill Karate Do	8/13/2021	COMM 1ST	PMCHK00002775	\$3,018.90
21906	1099-313	Alison Lloyd	8/13/2021	COMM 1ST	PMCHK00002775	\$22.75
21907	1099-328	Douglas Christensen	8/13/2021	COMM 1ST	PMCHK00002775	\$504.00
21908	1099-342	Susie Bell	8/13/2021	COMM 1ST	PMCHK00002775	\$1,860.30
21909	1099-375	Jennifer Rogers	8/13/2021	COMM 1ST	PMCHK00002775	\$888.00
21910	A0001	Recology Auburn Placer	8/13/2021	COMM 1ST	PMCHK00002775	\$952.25
21911	A0002	A&A Stepping Stone Mfg., Inc.	8/13/2021	COMM 1ST	PMCHK00002775	\$887.24
21912	A0027	Recology Auburn Placer	8/13/2021	COMM 1ST	PMCHK00002775	\$147.75
21913	A0051	Anderson's Sierra Pipe Co.	8/13/2021	COMM 1ST	PMCHK00002775	\$1,237.86
21914	A0134	Advanced Intregated Pest Mana	8/13/2021	COMM 1ST	PMCHK00002775	\$132.54
21915	A0170	AT&T Acct 088-034-5818-655	8/13/2021	COMM 1ST	PMCHK00002775	\$155.00
21916	B0020	BSN Sports, Inc.	8/13/2021	COMM 1ST	PMCHK00002775	\$90.95
21917	C0113	Cooks Portable Toilets & Septi	8/13/2021	COMM 1ST	PMCHK00002775	\$128.53
21918	D0010	Diamond Pacific	8/13/2021	COMM 1ST	PMCHK00002775	\$1,619.12
21919	D0025	Dawson Oil Company	8/13/2021	COMM 1ST	PMCHK00002775	\$128.57
21920	D0066	De Lage Landen Financial Servi	8/13/2021	COMM 1ST	PMCHK00002775	\$4,846.41
21921	D0077	Dudek	8/13/2021	COMM 1ST	PMCHK00002775	\$332.48
21922	F0047	Fuentes Pond Maintenance	8/13/2021	COMM 1ST	PMCHK00002775	\$240.00
21923	F0055	Megan Frost	8/13/2021	COMM 1ST	PMCHK00002775	\$6,500.00
21924	G0006	Gold Country Media Publication	8/13/2021	COMM 1ST	PMCHK00002775	\$23.90
21925	G0027	Giuliani & Kull - Auburn Inc.	8/13/2021	COMM 1ST	PMCHK00002775	\$1,015.41
21926	G0045	GSSA	8/13/2021	COMM 1ST	PMCHK00002775	\$1,500.00
21927	I0010	Inland Business Systems	8/13/2021	COMM 1ST	PMCHK00002775	\$1,116.64
21928	K0010	Knorr Systems, Inc.	8/13/2021	COMM 1ST	PMCHK00002775	\$32.18
21929	K0026	Mike Kaveney	8/13/2021	COMM 1ST	PMCHK00002775	\$550.62
21930	L0033	Les Schwab	8/13/2021	COMM 1ST	PMCHK00002775	\$500.00
21931	L0100	Lifeguard First Aid & Safety,	8/13/2021	COMM 1ST	PMCHK00002775	\$70.36
21932	M0013	Meadow Vista Hardware	8/13/2021	COMM 1ST	PMCHK00002775	\$300.08
21933	M0098	Meadow Vista County Water Dist	8/13/2021	COMM 1ST	PMCHK00002775	\$157.65
21934	N0045	Near U CO2	8/13/2021	COMM 1ST	PMCHK00002775	\$2,569.38
21935	N0048	Normac, Inc.	8/13/2021	COMM 1ST	PMCHK00002775	\$1,170.31
21936	P0007	Pacific Gas & Electric Company	8/13/2021	COMM 1ST	PMCHK00002775	\$14.16
21937	Q0003	Quality Automotive	8/13/2021	COMM 1ST	PMCHK00002775	\$896.55
21938	R0073	Riebes Auto Parts	8/13/2021	COMM 1ST	PMCHK00002775	\$1,234.32
21939	R0079	Richardson & Company LLP	8/13/2021	COMM 1ST	PMCHK00002775	\$174.71
21940	S0009	Sierra Saw Sales And Service	8/13/2021	COMM 1ST	PMCHK00002775	\$3,380.00
21941	S0025	Sierra Pacific Turf Supply, In	8/13/2021	COMM 1ST	PMCHK00002775	\$82.61
21942	S0034	Thatcher Company	8/13/2021	COMM 1ST	PMCHK00002775	\$4,910.60
21943	S0067	Superfast Copy	8/13/2021	COMM 1ST	PMCHK00002775	\$3,100.02
21944	S0094	Manouch Shirvanioun	8/13/2021	COMM 1ST	PMCHK00002775	\$16.95
21945	S0145	SCP Distributors	8/13/2021	COMM 1ST	PMCHK00002775	\$56.00
21946	S0154	Mike Scheele	8/13/2021	COMM 1ST	PMCHK00002775	\$2,885.46
21947	S0170	Diane Shaw	8/13/2021	COMM 1ST	PMCHK00002775	\$83.44
21948	T1000	Transamerica Life Insurance	8/13/2021	COMM 1ST	PMCHK00002775	\$67.20
21949	TEMPA	Sharon Arsenith	8/13/2021	COMM 1ST	PMCHK00002775	\$480.00
21950	TEMPB	Stacie Ballesteros	8/13/2021	COMM 1ST	PMCHK00002775	\$200.00
21951	TEMPC	Rachel Cleveland	8/13/2021	COMM 1ST	PMCHK00002775	\$60.00
						\$77.50

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
21952	TEMPL	Alisha Lee	8/13/2021	COMM 1ST	PMCHK00002775	\$260.00
21953	TEMPS	Cara Schwindt	8/13/2021	COMM 1ST	PMCHK00002775	\$95.00
21954	W0001	Walker's Office Supplies, Inc.	8/13/2021	COMM 1ST	PMCHK00002775	\$855.90
21955	W0010	Waxie Sanitary Supply	8/13/2021	COMM 1ST	PMCHK00002775	\$2,205.27
21956	W0042	Live Oak Waldorf School	8/13/2021	COMM 1ST	PMCHK00002775	\$2,842.00
21957	W0044	Wave	8/13/2021	COMM 1ST	PMCHK00002775	\$697.33
21958	S1007	Stationary Engineers, Local 39	8/20/2021	COMM 1ST	PMCHK00002776	\$359.15
21959	TEMPA	Linda Allen	8/20/2021	COMM 1ST	PMCHK00002776	\$12.45
21960	TEMPB	Lauren Baas	8/20/2021	COMM 1ST	PMCHK00002776	\$97.00
21961	TEMPE	Noura Elebiary	8/20/2021	COMM 1ST	PMCHK00002776	\$25.80
21962	TEMPS	Lacey Southerland	8/20/2021	COMM 1ST	PMCHK00002776	\$97.00
21963	1099-376	Britt, Joanna	8/19/2021	COMM 1ST	PMCHK00002777	\$339.30
21964	1099-16	Skyhawks Sports	8/27/2021	COMM 1ST	PMCHK00002778	\$4,387.50
21965	1099-218	Auburn Gymnastics Center	8/27/2021	COMM 1ST	PMCHK00002778	\$260.00
21966	1099-256	Healing Pastures, Inc.	8/27/2021	COMM 1ST	PMCHK00002778	\$1,211.25
21967	1099-291	Isaac Humber	8/27/2021	COMM 1ST	PMCHK00002778	\$159.25
21968	1099-295	Juli Land-Marx	8/27/2021	COMM 1ST	PMCHK00002778	\$1,650.00
21969	1099-313	Alison Lloyd	8/27/2021	COMM 1ST	PMCHK00002778	\$408.00
21970	1099-351	Blue Feather, Inc.dba IntelliB	8/27/2021	COMM 1ST	PMCHK00002778	\$1,806.00
21971	1099-374	Sarah Violet	8/27/2021	COMM 1ST	PMCHK00002778	\$75.00
21972	A0002	A&A Stepping Stone Mfg., Inc.	8/27/2021	COMM 1ST	PMCHK00002778	\$128.03
21973	A0013	AT&T	8/27/2021	COMM 1ST	PMCHK00002778	\$139.45
21974	A1010	Advantage Marketing and Print	8/27/2021	COMM 1ST	PMCHK00002778	\$160.88
21975	A1056	Access Merchandise Company	8/27/2021	COMM 1ST	PMCHK00002778	\$1,815.68
21976	B0062	BareBones WorkWear	8/27/2021	COMM 1ST	PMCHK00002778	\$104.02
21977	C0111	Cal.net	8/27/2021	COMM 1ST	PMCHK00002778	\$66.90
21978	C0121	Cole Huber LLP	8/27/2021	COMM 1ST	PMCHK00002778	\$70.00
21979	C0130	Cirrus Group LLC	8/27/2021	COMM 1ST	PMCHK00002778	\$197.50
21980	D0024	Deluxe	8/27/2021	COMM 1ST	PMCHK00002778	\$349.92
21981	D0066	De Lage Landen Financial Servi	8/27/2021	COMM 1ST	PMCHK00002778	\$34.09
21982	F0041	Friends of ARD	8/27/2021	COMM 1ST	PMCHK00002778	\$2,780.00
21983	F0047	Fuentes Pond Maintenance	8/27/2021	COMM 1ST	PMCHK00002778	\$350.00
21984	G0045	GSSA	8/27/2021	COMM 1ST	PMCHK00002778	\$150.00
21985	H0056	Humana Dental Ins. Co	8/27/2021	COMM 1ST	PMCHK00002778	\$2,344.86
21986	H0060	HercRentals Inc.	8/27/2021	COMM 1ST	PMCHK00002778	\$1,875.00
21987	L0027	Pat Larson	8/27/2021	COMM 1ST	PMCHK00002778	\$29.90
21988	L0033	Les Schwab	8/27/2021	COMM 1ST	PMCHK00002778	\$29.00
21989	M0013	Meadow Vista Hardware	8/27/2021	COMM 1ST	PMCHK00002778	\$371.73
21990	M0035	Meadow Vista Community Center	8/27/2021	COMM 1ST	PMCHK00002778	\$1,801.00
21991	M1007	Milam, Theresa	8/27/2021	COMM 1ST	PMCHK00002778	\$25.00
21992	N0012	Nevada Irrigation District	8/27/2021	COMM 1ST	PMCHK00002778	\$747.87
21993	N0045	Near U CO2	8/27/2021	COMM 1ST	PMCHK00002778	\$152.35
21994	N0048	Normac, Inc.	8/27/2021	COMM 1ST	PMCHK00002778	\$81.22
21995	P0005	Placer County Water Agency	8/27/2021	COMM 1ST	PMCHK00002778	\$8,053.73
21996	P0007	Pacific Gas & Electric Company	8/27/2021	COMM 1ST	PMCHK00002778	\$16,881.86
21997	Q0003	Quality Automotive	8/27/2021	COMM 1ST	PMCHK00002778	\$3,277.80
21998	S0025	Sierra Pacific Turf Supply, In	8/27/2021	COMM 1ST	PMCHK00002778	\$5,486.25
21999	S0034	Thatcher Company	8/27/2021	COMM 1ST	PMCHK00002778	\$3,529.99
?2000	S0067	Superfast Copy	8/27/2021	COMM 1ST	PMCHK00002778	\$44.36
?2001	S0152	SiteOne Landscape Supply, LLC	8/27/2021	COMM 1ST	PMCHK00002778	\$2,312.74
?2002	S0165	Debra Sierra	8/27/2021	COMM 1ST	PMCHK00002778	\$12.32
?2003	S1000	State Of California/DOJ	8/27/2021	COMM 1ST	PMCHK00002778	\$106.00
?2004	S1017	Sierra Trench Protection	8/27/2021	COMM 1ST	PMCHK00002778	\$356.00
?2005	T0009	Stanley Convergent Security So	8/27/2021	COMM 1ST	PMCHK00002778	\$418.53
?2006	T0071	TIAA Commercial Finance, Inc.	8/27/2021	COMM 1ST	PMCHK00002778	\$107.34
?2007	TEMPB	Jessica Billecci	8/27/2021	COMM 1ST	PMCHK00002778	\$70.00
?2008	TEMPD	Alyson Dennis	8/27/2021	COMM 1ST	PMCHK00002778	\$102.00
?2009	TEMPH	Gentione Henderson	8/27/2021	COMM 1ST	PMCHK00002778	\$12.45
?2010	TEMPL	Natalie Liabeuf	8/27/2021	COMM 1ST	PMCHK00002778	\$197.00
?2011	TEMPM	Suzie Moore	8/27/2021	COMM 1ST	PMCHK00002778	\$99.00
?2012	TEMPS	Angie Steward	8/27/2021	COMM 1ST	PMCHK00002778	\$152.00
?2013	W0001	Walker's Office Supplies, Inc.	8/27/2021	COMM 1ST	PMCHK00002778	\$613.23
?2014	W0043	West Coast Fire Protection Sys	8/27/2021	COMM 1ST	PMCHK00002778	\$150.00
?2015	W0044	Wave	8/27/2021	COMM 1ST	PMCHK00002778	\$473.02
?2016	W0045	Williams, Jesse	8/27/2021	COMM 1ST	PMCHK00002778	\$30.80
?2017	TEMPH	Jennifer Hunter	8/27/2021	COMM 1ST	PMCHK00002779	\$130.00
?2018	TEMPS	Bhovinder Singh	8/27/2021	COMM 1ST	PMCHK00002779	\$225.00

Total Checks: 134

Total Amount of Checks: \$161,003.05

SECTION: 5.0

ITEM: 5.3 REVIEW OF FINANCIALS FOR AUGUST, 2021

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

STAFF

**RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE CONSENT CALENDAR FOR REVIEW AND
APPROVAL**

FISCAL IMPACT: NONE

Administration Staff Report, Sept 2021 Board Meeting:

Veona Galbraith – Administrative Services Manager

August's Financials

Revenues –

- Programs are over budget by **\$145,924**. We budgeted conservatively since opening was an unknown at budget time. Most notable variances in programs are in; Discovery/Day Camps (**\$45,317**), Youth Classes (**\$17,377**), Swim Lessons (**\$12,200**), Aquatic Activities (**\$8,300**), Swim Team (**\$6,200**), Adult Classes (**\$12,700**), Youth Camps (**\$8,400**), Youth Sports Camps (**\$14,800**), and Youth Volleyball (**\$5,700**).
- Rents & Concessions are over budget by **\$32,100**, mostly due to Field Rentals that are up by **\$17,900** and CVCC rentals are up by **\$4,500** of budget.
- Grants & Donations are above budget by **\$25,700**, primarily due to a Placer County Office of Education grant of **\$21,500** that was received in May and August.
- Tax Revenues came in **\$76,500** under budget during months April - July. October and December tax revenues will balance the most of the shortage, within \$15,000.

Expenses –

- Operations & Supplies are under by **\$18,500**, most of which comes from unspent Small Equipment (**\$12,600**).
- Professional/Legal Services are under by **\$24,240**. Only **\$200** has been spent in legal fees (budgeted 6,000 to date). Other Professional services are coming in under budget by **\$18,400**.
- Wages and Benefit Expense came in under budget by **\$127,700**. Most of the savings was in Youth Services (**\$48,400**) due to school schedule changes; bringing back students which cut Discovery Club hours for staff, in Aquatics (**\$41,300**) due to a staff shortage and companywide savings in retirement benefits of **\$24,000**.
- Fixed Assets are under by **\$19,200**. The difference is caused by two assets, one budgeted for and one not budgeted. The pump for Ashford Park was budgeted for the end of last fiscal year, but didn't arrive in time and was ultimately paid in this fiscal year (**\$32,000**). The Grasshopper Mower has not arrived yet, however we have it budgeted for this month (**\$40,400**), so this is just a timing issue.

Appointments to Note for Aug/Sept:

- CalPERS Open Enrollment Webinar
- Prepare Packets for staff for open enrollment
- Amendment to Job Descriptions Meeting
- Leadership Auburn Orientation
- Leadership Auburn Retreat; Nevada City

PROFIT & LOSS
21/22 Approved Budget

	Approved Budget FY 21-22	% Of Total	Mid-Yr Revision FY 21-22	% Of Total	2021 Aug ACTUALS	Last Yr Aug Actuals	2021 YTD ACTUALS	2021 YTD BUDGET	Last Yr YTD ACTUALS
Operating Revenues									
Program Revenue	1,103,547	13%		37%	94,898	33,723	693,367	547,443	199,983
Facility Revenue	144,894	2%		4%	10,040	1,040	118,634	86,445	23,752
Misc. Revenue	44,186	1%		1%	2,431	2,550	22,106	15,369	28,567
Grants & Donations	298,950	4%		1%	2,623	20,940	39,313	13,601	21,901
Interest Income	11,815	0%		1%	1,777	6,097	4,637	4,900	14,767
Equipment Reserve Transfers	200,300	2%		0%	140,000	-	140,000	-	-
Unfunded Liability Transfer	140,000	2%		55%	-	-	-	-	-
Future Cap & ADA Transfers	305,816	4%		0%	-	-	-	-	-
Tax Revenue	3,752,499	45%	1,650	1%	1,650	(2,778)	1,619,600	1,693,023	1,545,640
Atwood	30,198	0%		0%	-	-	11,940	15,099	11,369
Sterling Loan	2,135,500	26%		0%	-	-	819,000	819,000	225,503
City Mitigation Transfers/Rev	40,000	0%		0%	-	-	-	-	-
County Mitigation Revenue	62,000	1%		0%	-	-	-	-	-
Total Operating Revenue	8,269,605	100.00	253,419	100.0	61,572	100.0	3,468,597	3,194,880	2,071,482
Expenditures									
Program Expense	230,934	3%		7%	33,938	8,373	103,076	96,826	32,606
Operating & Supplies	442,341	6%		8%	38,373	29,725	163,868	182,446	132,359
Utilities Expense	110,757	1%		10%	44,356	22,463	105,125	106,845	109,427
Professional Services	131,840	2%		1%	3,743	5,024	39,479	63,749	13,970
Building & Grounds Maintenance	475,150	6%		16%	75,739	27,231	206,847	208,928	145,541
Property Tax Admin.	62,087	1%		0%	34	-	7,442	8,270	3,109
Wages	2,265,755	29%		42%	191,318	171,640	856,599	965,602	723,859
Benefits & Payroll Costs	967,250	12%		15%	66,930	46,506	606,831	485,544	352,090
Fixed Asset Expense	203,300	3%		0%	-	-	49,116	68,400	50,256
Capital Improvement Projects	2,832,166	36%		1%	4,752	-	972,772	968,877	35,551
Debt Services	161,126	2%		0%	-	-	73,603	73,603	-
Total Expenditures	7,882,706	100.00	459,183	100%	310,962	100%	3,184,758	3,229,090	1,598,768
Net Revenue Over Expenditures	\$ 386,899	4.68	\$ (205,764)		(249,390)		\$283,839	(\$34,210)	\$472,714
Annual Contingency Reserve (1-2%)	\$ -								\$ 450,000
Annual Equip Replacement Reserve	\$ 90,000								\$ 676,237
Future Capital Construction Reserve	\$ 25,000								\$ 945,574
ADA Reserve	\$ 5,000								\$ 25,032
CalPERS unfunded liability reserve	\$ 113,482								\$ 183,200
TOTAL RESERVE BALANCES	\$ 153,417		\$ -						\$ 2,280,043

Balance Sheet

8/31/2021

Current
YTD**ASSETS**Current Assets

Imprest Fund (Petty Cash)	580.00
First Foundation - Friends 501(c)(3)	17,159.84
First Foundation Bank	290,644.23
Placer County Treasure-General	2,187,345.71
Placer County Treasurer - City Trust	206,950.76
CA Pension Trust - CEPPT- CalPERS	68,290.00
Accounts Receivable	455.03
PCOE Receivables	33,708.59
Prepaid Liability Expense	46,204.66
Prepaid Workers Comp Insurance	54,071.96

Total Current Assets

2,905,410.78

Restricted Reserve Funds

Proceeds from Note Payable Contra	1,909,997.00
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Total Restricted Funds

1,909,997.00

Fixed Assets

Fixed Assets Land	1,970,546.12
Fixed Assets Structures	12,847,426.75
Fixed Assets Equipment	1,303,426.96
Fixed Assets Computer Equipment & Software	84,228.71
Fixed Assets Vehicles	282,551.30
Fixed Assets Office Furniture & Rec Equipment	80,564.16
Construction In Progress	1,479,281.10
Less: Accumulated Depreciation	(10,612,543.85)

Total Fixed Assets

7,435,481.25

Deferred Outflows of Resources

Pensions - Def Outflows of Resources	497,574.00
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497,574.00

TOTAL ASSETS

12,748,463.03

LIABILITIES AND NET PROFIT

<u>Current Liabilities</u>		
Prepaid Revenue		36 00
Accounts Payable		33 108 84
PGE Tru-up payable		1 330 88
Retentions Payable		42 960 95
Gift Certificates		268 00
Compensated Absenses		124 515 50
Sales Tax Payable		(31 82)
Accrued Liabilities		7 866 97
Total Current Liabilities		\$210,055.32
<u>Long Term Liabilities</u>		
Net OPEB Liability		298 223 00
Net Pension Liability		1 238 090 00
Total Long Term Liabilities		1,536,313.00
TOTAL LIABILITIES		1,746,368.32
<u>Deferred Inflows of Resources</u>		
Pensions - Def Inflows of Resources		60,601 00
OPEB		85 021 00
		145,622 00
<u>Net Position</u>		
Investments in Fixed Assets		7 156 136 30
RFB Reserved (City Mitigation)		206 768 25
GFB Youth Assistance Fund		30 631 84
General Fund Balance		2 096 150 92
DFB Annual Equip Replacement Reserv		613 958 72
DFB Annual Contingency Reserve		473 000 00
DFB Reserved for Future Capital Construction		895 573 52
RFB Arboretum Grant Fund		13 275 73
RFB Reserved (Atwood)		(9 057 92)
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)		(675 159 90)
Total Net Postion		\$10,856,472.71
TOTAL LIABILITY AND NET POSITION		\$12,748,463.03

Auburn Rec & Park

Profit & Loss - Summary
4/1/2021 To 8/31/2021

For All Segment1s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	94,898.04	693,366.57	547,443.00	145,923.57	126.66
Rents & Concessions	10,040.18	118,634.27	86,445.00	32,189.27	137.24
Miscellaneous Revenue	2,430.92	22,105.86	15,369.00	6,736.86	143.83
Grants & Donations	2,623.08	39,313.12	13,601.00	25,712.12	289.05
Interest Income	1,776.56	4,637.39	4,900.00	(262.61)	94.64
Taxes Revenue	1,649.67	1,631,539.53	1,708,122.00	(76,582.47)	95.52
TOTAL OPERATING REVENUE	\$113,418.45	\$2,509,596.74	\$2,375,880.00	\$133,716.74	105.63%
OTHER FINANCING SOURCES					
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	113,418.45	2,509,596.74	2,375,880.00	133,716.74	105.63
EXPENDITURES					
Program Expenses	33,938.37	103,076.27	96,826.00	6,250.27	106.46
Operations & Supplies Expense	38,373.13	163,868.23	182,446.00	(18,577.77)	89.82
Utilities Expense	44,355.82	105,124.62	106,845.00	(1,720.38)	98.39
Legal Expenses	70.00	214.00	6,000.00	(5,786.00)	3.57
Professional Services	3,672.50	39,264.51	57,719.00	(18,454.49)	68.03
Bldg & Grounds Maintenance	75,738.55	206,846.86	208,928.00	(2,081.14)	99.00
Property Tax Administration/LAFCO	34.09	7,441.50	8,270.00	(828.50)	89.98
Salaries Expense	191,318.16	856,598.84	965,602.00	(109,003.16)	88.71
Benefits & Payroll Costs	66,929.95	606,830.71	485,544.00	121,286.71	124.98
Fixed Asset Expense	0.00	49,115.71	68,400.00	(19,284.29)	71.81
Capital Improvement Projects	4,751.91	972,772.46	968,877.00	3,895.46	100.40
Debt Service	0.00	73,602.93	73,603.00	(0.07)	100.00

Auburn Rec & Park
 Profit & Loss - Summary
 4/1/2021 To 8/31/2021
 For All Segment1s
 For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
TOTAL EXPENDITURES	\$459,182.48	\$3,184,756.64	\$3,229,060.00	(\$44,303.36)	98.63%
NET REVENUE OVER EXPENDITURES	\$345,764.03	\$675,159.90	\$853,180.00	(\$178,020.10)	79.14%

Item 5.4 Cover sheet – Renewing and updating Facility Use Agreement with the American Red Cross

Auburn Area Recreation and Park District (ARD) Policy Committee Meeting September, 2021 Board of Directors meeting September 2021

The Issue

Shall the Auburn Area Recreation and Park District (ARD) update and renew the Emergency Shelter Facility Use Agreement?

Background

ARD and the American National Red Cross (Red Cross) entered in to an agreement in 2012 for the use of facilities when disasters strike. The Regional Park gym/Lakeside Room have been used for such emergencies on several occasions. The Red Cross has sent over an updated agreement to review and approve.

ARD District Policy on MOUs/MOAs/Agreements is as follows:

XIV. Policy on Memorandums of Understanding/Agreement and Public/Private Joint Ventures/Outside Entities Building on ARD Property (hereafter referred to as “Agreements”

All Agreements must be approved by the District Administrator and/or the Board of Directors.

The Board of Directors will be notified of all Agreements.

Agreements with an estimated annual value of less than \$25,000 may be approved by the District Administrator.

Agreements with an estimated annual value of \$25,000 or more will be approved by the Board of Directors.

Agreements without a maximum 90-day termination clause will be approved by the Board of Directors.

The District Administrator may forward any Agreement to the Board of Directors for approval.

While it is unlikely that the annual value of this agreement would exceed \$25,000, staff still thought it was prudent to send to the Board for review and approval.

Recommendation for the Board of Directors

The ARD Policy Committee reviewed this agreement and recommended sending it to the Consent Calendar on the September 28th, 2021 Board of Directors meeting for approval.

Staff had a few minor changes to the agreement (phone numbers) and informed Red Cross of our increased insurance requirements.

Fiscal Impact

There are no fiscal impacts to signing this agreement. Per the agreement, the Red Cross will reimburse ARD for certain costs.

Attachments

Proposed Facility Use Agreement with the Red Cross

The American National Red Cross (“Red Cross”), a non-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disasters strike. The disaster relief activities of the Red Cross are made possible by the American public who support the Red Cross with generous donations. The Red Cross’s disaster services are also supported by facility owners who permit the Red Cross to use their buildings as shelters and other service delivery sites for disaster victims. This agreement is between the Red Cross and a facility owner (“Owner”) so the Red Cross can use the facility to provide services during a disaster. This agreement only applies when Red Cross requests use of the facility and is managing the activity at the facility.

Parties and Facility

Owner:

Full Name of Owner	Auburn Area Recreation and Parks District
Address	Auburn Area Recreation and Parks District 471 Maidu Dr. #200 Auburn, CA 95603
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Kalh Muscott – District Administrator Work Phone: 530 537 2186 Cell: 530 308 0841
Address for Official Notices (only if different from above address)	

Red Cross:

Chapter Name	California Gold Country Region
Chapter Address	1565 Exposition Blvd Sacramento, CA 95815
24-Hour Point of Contact Name and Title Work Phone Cell Phone	Robin Friedman, Regional Program Disaster Officer 916-993-7079 916-764-5746
Address for Official Notices	American Red Cross, Disaster Cycle Services Logistics, 8550 Arlington Blvd., Fairfax, VA 22031

Facility:

Insert name and complete street address of building or, if multiple buildings, write "See attached facility list," and attach facility list, including complete street address of each building that is part of this agreement. If the Red Cross will use only a portion of a building, then describe the portion of the building that the Red Cross will use.

Canyon View Community Center
471 Maidu Dr.
Auburn, CA.

Regional Park
3770 Richardson Dr.
Auburn CA.

Recreation Park
123 Recreation Dr.
Auburn, CA.

Terms and Conditions

1. **Use of Facility:** Upon request and if feasible, Owner will permit the Red Cross to use and occupy the Facility on a temporary basis to conduct emergency, disaster-related activities. The Facility may be used for the following purposes (both parties must initial all that apply):

Facility Purpose	Owner Initials	Red Cross Initials
Service Center (Operations, Client Services, or Volunteer Intake)		
Storage of supplies		
Parking of vehicles		
Disaster Shelter		

2. **Facility Management:** The Red Cross will designate a Red Cross official to manage the activities at the Facility ("Red Cross Manager"). The Owner will designate a Facility Coordinator to coordinate with the Red Cross Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Red Cross Manager (or designee) will jointly conduct a survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Red Cross's **Facility/Shelter Opening/Closing Form** to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment in the Facility that the Red Cross should not use. The Red Cross will exercise reasonable care while using the Facility and will not modify the Facility without the Owner's express written approval.
4. **Food Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request by the Red Cross, and if such resources are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate meals at the direction of and in cooperation with the Red Cross Manager. The Food Service Manager will establish a feeding schedule and supervise meal planning and preparation. The Food Service Manager and Red Cross Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies before the Facility is turned over to the Red Cross. When the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the Red Cross's activities at the Facility.
5. **Custodial Services** (*This paragraph applies only when the Facility is used as a shelter or service center.*): Upon request of the Red Cross and if such resources are available, the Owner will make its custodial resources, including supplies and workers, available to provide cleaning and sanitation services at the Facility. The Facility Coordinator will designate a Facility Custodian to coordinate these services at the direction of and in cooperation with the Red Cross Manager.
6. **Security/Safety:** In coordination with the Facility Coordinator, the Red Cross Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any security and safety issues at the Facility.
7. **Signage and Publicity:** The Red Cross may post signs identifying the Facility as a site of Red Cross operations in locations approved by the Facility Coordinator. The Red Cross will remove such signs when the Red Cross concludes its activities at the Facility. The Owner will not issue press releases or other publicity concerning the Red Cross's activities at the Facility without the written consent of the Red Cross Manager. The Owner will refer all media questions about the Red Cross activities to the Red Cross Manager.
8. **Closing the Facility:** The Red Cross will notify the Owner or Facility Coordinator of the date when the Red Cross will vacate the Facility. Before the Red Cross vacates the Facility, the Red Cross Manager and Facility Coordinator will jointly conduct a post-occupancy inspection, using the second page of the *Shelter/Facility Opening/Closing Form*, to record any damage or conditions.

9. **Fee** (This paragraph does not apply when the Facility is used as a shelter. The Red Cross does not pay fees to use facilities as shelters.): Both parties must initial one of the two statements below:

- a. Owner will not charge a fee for the use of the Facility.
Owner initials: _____ Red Cross initials: _____
- b. The Red Cross will pay \$ _____ per day/week/month (circle one) for the right to use and occupy the Facility. Owner initials: _____ Red Cross initials: _____

10. **Reimbursement:** Subject to the conditions in paragraph 10(e) below, the Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross, in consultation with the Owner, will select from bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.*
- b. *Reasonable costs associated with custodial and food service personnel and supplies which would not have been incurred but for the Red Cross's use of the Facility. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.*
- c. *Reasonable, actual, out-of-pocket costs for the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Facility. (Both parties must initial all utilities that may be reimbursed by the Red Cross):*

	Owner Initials	Red Cross Initials
Water		
Gas		
Electricity		
Waste Disposal		

- d. The Owner will submit any request for reimbursement to the Red Cross within 60 days after the occupancy of the Red Cross ends. Any request for reimbursement must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked.
- e. If the disaster is a Federally-declared disaster and Owner is a municipal or state government entity, then the Owner will work with appropriate emergency management agencies to seek cost reimbursement through the Federal Emergency Management Agency's program for administering Public Assistance Category B under the Robert T. Stafford Act. The Red Cross is not obligated to reimburse the Owner for costs covered by Public Assistance Category B.

11. **Insurance:** The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

Note: Facility owner requires \$2,000,000 per occurrence and \$4,000,000 aggregate. George Dresnek – RC Facilities confirmed availability.

12. **Indemnification:** The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to claims for bodily injury, death, and property damage arising from the negligence of the Red Cross during the use of the Facility.

13. **Term:** The term of this agreement begins on the date of the last signature below and ends 30 days after written



Facility Use Agreement

Digital Signature: Each party agrees that either party's execution of this agreement by DIGITAL signature (whether ELECTRONIC or encrypted) is expressly intended to authenticate this AGREEMENT and to have the same force and effect as manual signatures. The term DIGITAL signature means any electronic sound, symbol, or process attached to or logically associated with a record and executed and adopted by a party with the intent to sign such record, including facsimile or email electronic signatures. The use of digital signatures is intended to facilitate more efficient execution and delivery of signed documents. This Agreement may be executed and delivered electronically, including via email.

Auburn Area Recreation and Parks
 Owner (Legal Name)

 By (Signature)

 Name (Printed)

 Title

 Date

The American National Red Cross

 (Legal Name)

 By (Signature)

Gary Strong

 Name (Printed)

CEO, California Gold Country Region

 Title

 Date

SECTION: 6.0

**BOARD REPORTS, VANDALISM REPORTS &
PROJECT ACTIVITY REPORT**

INFORMATION:

SEE ATTACHMENTS

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

- As of the writing of this report, the following is true about ARD facilities and amenities:
 - Everything is open for those individuals that are fully vaccinated. Those not vaccinated must still wear a mask when indoors.
- We had to cancel the Ukulele Festival that was slated to take place in December. The headliner and both promoters let Mark know that they did not want to do the (indoor) event due to COVID.
- The new shade structure is up at the Dog Park and looks great! The Eagle Scout and other Boy Scouts (and dads/volunteers) did the demo on Saturday and erected the new structure on Sunday.
- The new LED ballfield lights are now all working on Beggs Field. Auburn Little League started their season with all but one working. The new lights provide very good coverage on the field.
- We had to remove/quarantine another 25 kids from one of our after-school sites, as a presumed positive case popped up. Placer County Health recently let us know that we can start using the modified quarantine procedures that the schools use, which will allow for testing of kids instead of automatic quarantine.
- We have officially extended the maintenance period for Marina Landscape, the contractor working on the James OF project. They are behind on several key items that were a requirement of their contract. From what we can tell, it looks like Marina has over-extended themselves and taken on too many projects.
- We totaled 680 yards of dirt for the Bike Park, received from PG&E through their spoils program. As has been discussed, this dirt came to us completely free.
- A large oak fell at Christian Valley Park. This oak temporarily blocked Christian Valley Rd. PCSO and Placer County Public Works removed the tree, as it was in their Right-of-Way.
- A HUGE shout out to ARD staff, who worked hard to make the Ain't Necessarily Dead Fest a resounding success. A lot of employees stepped up, some working overtime to cover due to a staff shortage (trying to hire + COVID).

Meetings and events attended or scheduled to attend

9/1: Dead Fest meeting

9/3: Obstacle Race meeting

9/7: Rotary

9/9: Gold Country Rotary re: ARD 101 presentation

9/9: ARD's Thank God It's Thursday event (TGIT)

9/13: CPRS Admin section Zoom meeting

9/14: Interviews for Park Worker

9/14: Rotary

9/14: North Auburn MAC meeting re: County Mitigation fund request for MV Playground

9/15: Dave Thompson/Larry Prewitt re: James field dugout addition
 9/15: Auburn Endurance Capital re: drinking fountain donation for the Bike Park
 9/16: Kidspalooza at Recreation Park
 9/17: Placer County Parks Commission meeting/tour in North Lake Tahoe re: County Mitigation fund request for MV Playground
 9/18: Ain't Necessarily Dead Festival
 9/21: Rotary
 9/21: Festival of Lights Parada committee
 9/22: A&D Committee
 9/22: Obstacle Race meeting
 9/22: Policy Committee
 9/22: Finance Committee
 9/23 – 9/25: Setting up for Obstacle Course Race
 9/26: Great Auburn Obstacle Course Race
 9/28: Rotary
 9/29: CARPD GM Roundtable
 9/30: Safety Committee
 9/30: Auburn State of the Community Dinner

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

August's Financials

Revenues –

- Programs are over budget by **\$145,924**. We budgeted conservatively since opening was an unknown at budget time. Most notable variances in programs are in; Discovery/Disc Camps (**\$45,317**), Youth Classes (**\$17,377**), Swim Lessons (**\$12,200**), Aquatic Activities (**\$8,300**), Swim Team (**\$6,200**), Adult Classes (**\$12,700**), Youth Camps (**\$8,400**), Youth Sports Camps (**\$14,800**), and Youth Volleyball (**\$5,700**).
- Rents & Concessions are over budget by **\$32,100**, mostly due to Field Rentals that are up by **\$17,900** and CVCC rentals are up by **\$4,500** of budget.
- Grants & Donations are above budget by **\$25,700**, primarily due to a Placer County Office of Education grant of **\$21,500** that was received in May and August.
- Tax Revenues came in **\$76,500** under budget during months April - July. October and December tax revenues will balance the most of the shortage, within **\$15,000**.

Expenses –

- Operations & Supplies are under by **\$18,500**, most of which comes from unspent Small Equipment (**\$12,600**).
- Professional/Legal Services are under by **\$24,240**. Only **\$200** has been spent in legal fees (budgeted 6,000 to date). Other Professional services are coming in under budget by **\$18,400**.
- Wages and Benefit Expense came in under budget by **\$127,700**. Most of the savings was in Youth Services (**\$48,400**) due to school schedule changes; bringing back students which cut Discovery Club hours for staff, in Aquatics (**\$41,300**) due to a staff shortage and companywide savings in retirement benefits of **\$24,000**.

- Fixed Assets are under by **\$19,200**. The difference is caused by two assets, one budgeted for and one not budgeted. The pump for Ashford Park was budgeted for the end of last fiscal year, but didn't arrive in time and was ultimately paid in this fiscal year (**\$32,000**). The Grasshopper Mower has not arrived yet, however we have it budgeted for this month (**\$40,400**), so this is just a timing issue.

Appointments to Note for Aug/Sept:

- CalPERS Open Enrollment Webinar
- Prepare Packets for staff for open enrollment
- Amendment to Job Descriptions Meeting
- Leadership Auburn Orientation

Leadership Auburn Retreat; Nevada City

Jesse Williams

Facilities & Grounds Manager

Report to the Board of Directors

September, 2021

Ashford Park, Christian Valley Park, Recreation Park, Regional Park:

- Applied Replenish 5-4-5 organic and mineral based fertilizer to the Ashley Memorial Dog Park, Christian Valley Softball Field, Recreation Field, Beggs Field, Bill Bean Field, Regional B Field and C Field. Replenish 5-4-5 is an all-purpose formulated fertilizer with organic poultry compost that provides long term feeding. Multiple forms of carbon provide a sustainable food source for long term biological activity and the minerals replenish the soil with the nutrients that are taken away during the season. Soil re-mineralization provides both the soil and the plant what they need to stay active.

Railhead Park, Recreation Park, Regional Park:

- Applied Dimension 2EW to Beggs Field, C Field and Railhead. This specialty herbicide provides control of crabgrass and other annual grasses and broadleaf weeds in turf. (Labels and safety data sheet available upon request).

Recreation Park and Regional Park:

- Advanced IPM performed their bimonthly maintenance service around the buildings (Labels and Safety Data Sheets available upon request).

Ashford Park

- Serviced the #15 truck.
- Applied 4-Speed XT herbicide to the turf. This provides fast, effective post-emergent control of a wide range of broadleaf weeds with maximum control of hard-to-control weeds (Label and SDS information available upon request).
- Applied Drive XLR8 herbicide to provide unsurpassed crabgrass control in the turf (Label and SDS information available upon request).

Placer Hills Park

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

Meadow Vista Park

- Fuentes Lake and Pond Management serviced the compressor for the pond aeration system.

Recreation Park:

- Serviced the #23 van, #22 and #29 trucks.
- Knorr Systems performed work on the US Filters for Sierra Pool.
- Lifeguard First Aid and Safety serviced our eye wash station.
- Serviced the Toro 7000D Fairway mower.
- Serviced the Jacobsen 311T rotary mower.
- Serviced a Husqvarna 343R Brushcutter.
- Continued securing all capping units on the retaining walls.
-

Regional Park:

- Serviced the #24 truck
- Applied 4-Speed XT herbicide to C Field. This provides fast, effective post-emergent control of a wide range of broadleaf weeds with maximum control of hard-to-control weeds (Label and SDS information available upon request).
- Applied Drive XLR8 herbicide to C Field to provide unsurpassed crabgrass control in the turf (Label and SDS information available upon request).
- Continued working on getting full remote irrigation system access and numerous other advanced water management features from any web-based device.
- Fuentes Lake and Pond Management used Argos to treat the algae in the pond (label and safety data sheet available upon request).
- Installed fabricated galvanized electrical boxes on all the outdoor outlets.
- Norris Electric replaced the wiring for the lower restrooms.

Mike Scheele

Landscape Architect/Project Manager

Report to the Board of Directors

September, 2021

RECREATION PARK

- **James Ballfield Outfield Turf Replacement Project:** Outfield Bermuda grass is filling in however the contractor has not been performing maintenance tasks as described in the contract documents. A selective herbicide was used on 9/14 for a particularly aggressive weed (nut grass/nut sedge) that is resistant to broadleaf herbicide and appears to have had minimal effect. The scheduled water reduction and regular mowings will assist in eradicating this particular weed. Placer High has been allowed to use the infield for practice and have set up a temporary fence to keep balls from going into the outfield. Contractor's maintenance & grow-in period

is scheduled to end at the end of the month but is being extended by the District until specified maintenance tasks (mowing & fertilizing) start taking place and the outfield is improved into acceptable condition.

- **South Play Area Wheelchair Swing Project:** New pricing received that includes purchasing new swings (less expensive than moving existing swings) and concrete path of travel to the wheelchair swing has come in over budget. Staff is setting a meeting with the vendor's installation contractor to look at keeping the wheelchair swing outside the existing play box and "wrapping" the edging around the swing instead to see if it will reduce cost or not.
- **Rec. Shop Floor Reinforcement Project:** No New Action. 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.

MEADOW VISTA PARK

- **Playground Replacement Project:** The playground was ordered on the day the Board approved the contract in August. Lead time is longer than normal and is currently 18-20 weeks out so installation is expected in January 2022 weather permitting.
- **Parking Lot Re-seal/Re-stripe and Asphalt Path Repairs Project:** Project is out to bid with bid opening scheduled for Thursday October 7th. Lowest responsible bid will be brought to the A&D Committee and the Board in October with project scheduled to start at the beginning of November.
- **Pickle Ball Court Crack Repairs Project:** Staff is awaiting a price from J&S Asphalt to perform this work.

ASHFORD PARK

- **Irrigation Pump and Filter Replacement Project:** No new action. Project was completed on April 30th and the irrigation system is now working again. Staff is getting quotes to install chain link fencing around the new equipment.

OVERLOOK PARK

- **Restroom ADA Upgrades & Partitions Project:** No New Action. Project signage and fixture adjustments will be done in-house when staffing levels allow. ADA Parking lot re-striping needs to be re-done and restroom partitions are in need of replacement. Staff will obtain quotes for this work.

REGIONAL PARK & 24 ACRES SITE

- **Trail Mapping & Signage Project:** No New Action. 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 if the 24 Acres Site grant does not come through.

- **Prop. 68 Statewide Park Development & Community Revitalization Program (SPP) Grant Round 4:** Staff was told that the states goal was to announce the grant recipients by September 1st. Recent inquiries indicate that sometime in October is more realistic.
- **24 Acres Site Park Construction Documents:** No New Action. Construction documents for the site which will be started by DUDEK immediately if the District gets the grant.
- **Dry Creek Playground Replacement Project:** No New Action. If the 24 Acres Grant application is not successful the above-mentioned 177K Per Capita Grant funds are currently allocated towards replacing this playground.
- **Pickle Ball Court Crack Repairs Project:** Staff is awaiting a price from J&S Asphalt to perform this work.

CANYON VIEW COMMUNITY CENTER (CVCC)

- **Bike Park Project:** The PG&E soil donation program went well and the Phase 2 jump area has received approximately 680 more yards. The area is now at capacity and ready for Randy Spangler to begin work as soon as he is able. Remaining portion of wood fencing work was completed at the beginning of September. Staff has found a local welding shop (Angove Welding) whose owner has agreed to fabricate the two main bike park signs as a donation to the park in return for sponsor/donor recognition. The bike park official grand opening is scheduled for Sunday, November 7 and staff is planning on having the new signs in place by then.
- **Maidu Drive Repair Project (Bureau of Reclamation):** Staff reached out to the BOR civil engineer and found out that bids were opened, a contractor has been hired and the work will begin on November 1. The Bureau has assured the District that pedestrian and vehicle access will be maintained during the construction period of approximately two weeks.
- **ADA Door Access Project:** No New Action. Automatic door hardware needs to be installed at the north entrance.

PLACER HILLS PARK

- **Pool Parking Lot Repairs & ADA Striping Project:** Eight bids were received at the bid opening and were very high. The lowest bid (Simpson & Simpson Paving) was \$46,960.00 and is more than the District had budgeted. Staff is recommending that the additional amount is moved from the general fund and that the Board accept the low bid.

MULTI PARK ITEMS

- **Energy Efficient Upgrades:** Work is ongoing with ballfield lighting scheduled to be finished the last week of September. Miscellaneous electrical and pool equipment plumbing work ongoing as well with solar panel projects scheduled to start in approximately 3-4 weeks.

MISCELLANEOUS ITEMS

- **Work ongoing regarding new Memorial Bench for placement at Overlook Park. Work ongoing for Memorial Bench placement near Sierra Pool Splashpad. New inquiry regarding a possible Memorial Bench at Regional Park. Investigation and prelim pricing for a VFD (variable frequency drive) at Railhead Park irrigation pump. Ongoing assistance with bike park signage and irrigation system adjustments. Updates of monthly Board reports/A&D Project Activity Reports etc.**

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

It has been a fun and busy August and September. We continue to see increase in reservations and registration for different programs. Also, our events have successful attendance and community support.

As of the date of this report, we have 290 people registered for the Great Auburn Obstacle Race. We anticipate a sell out with 350 runners.

- **Worked with Auburn Little League; Fall Schedule**
- **Worked with Placer Hill Youth Soccer; season schedule**
- **Walker's Office Supply became a sponsor for 3 events (Dead Fest, Obstacle Race and Harvest Festival) at \$250 per event.**
- **M45 Automotive became a sponsor for Obstacle Race at \$500**

Reviewed and approved Fee Waivers
Chamber Ambassador visits
Leadership Auburn- New class orientation and retreat

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

Adult Sports

- **The Miss October tournament is scheduled to take place from October 8-10. There will be twelve women's teams participating in the three-day tournament on Beggs Field. All revenue generated from the tournament will go towards the District's Youth Assistance Fund.**
- **All of the summer adult softball leagues will wrap up the first week of August. The Fall seasons of softball will begin in mid-October.**
- **The summer Adult Basketball season finished on September 23. The Fall season will start on October 7.**

Special Events

- **TGI Food Truck Thursdays returned to Recreation Park on September 9. The five-week series schedule:**
 - **September 9: Butcher’s Cleaver**
 - **September 16: Maria’s Tacos**
 - **September 23: Drewskis Hot Rod Kitchen**
 - **September 30: Mister B’s Wood Fired Pizza**
 - **October 7: Bounty Food Truck**
- **Auburn Kidsapalooza was held on September 16 at Recreation Park. This event was held in collaboration with the Innervoice Media, Auburn Police Department, and Auburn Gymnastics. The fun family event attracted over 500 plus residents from throughout the community. Kids got the opportunity to have hands on instrumentation exploration, play in a bounce house obstacle course, and other exciting games and activities.**
- **The Ain’t Necessarily Dead Festival was held on a beautiful September Saturday. The event was a huge success this year as thousands of Grateful Dead fans flocked to Regional Park for the all-day festival. A special thank you needs to be made for all of the hard work that was put in by staff and volunteers who worked the event.**
- **The Great Auburn Obstacle Race will be held on July 26. The event is expected to sell out at 350 participants.**
- **The Harvest Festival is now accepting registrations for the Giant Pumpkin Contest and for the Scarecrow contest.**

Youth Programming

- **YDL Basketball registration is now open online. Currently there are 152 youth basketball players registered for the league. Deadline to register for the league is October 29.**
- **The District introduced a new youth program in September called Pokemon Club. This unique class will teach youth the basics of the Pokemon card game. Registration is off to a good start with 13 students registered for the club!**

Amy Oddo

Youth Services Manager

Report to the Board of Directors

September, 2021

The school year got off to a great start ... and then we it a little rough patch. We had our first cases of COVID in our program in the last six weeks and it has forced us to quarantine quite a few students. We continue to be prudent in our classroom arrangements, cleaning protocols and response to illnesses, but continual cases are inevitable. We are doing our best to work with the guidelines and provide safe programming for our students. We are working closely with the school District, Placer County Health and PCOE for support and guidance through these challenges.

The preschool is at capacity and the little ones are doing so well! We have been working on jungle animals and are looking forward to Fall projects and learning opportunities.

Students are enjoying outdoor play time now that the smoke has cleared and it has cooled off.

Staff will be doing professional development throughout the Fall in a variety of topics. We will be exploring challenging behaviors, fitness and outdoor classroom spaces. Staff is providing feedback about topics and areas that they would like additional training and support.

We will be taking this Fall as an opportunity to digitize SDS for our programs. We have continued to purge old materials and supplies and have been updating the classrooms accordingly. Student-centered facilities is a priority for our department and our environments will reflect it. Upgrades to the classrooms will, hopefully, also include dishwashers to continually support time and environmental efficiencies.

Day Camp will operate over the Holiday Breaks and staff have lots of fun and festive projects planned. We will continue to partner with local agencies to provide our Day Camp students opportunities to do volunteer work on a regular basis as well.

Youth Services has solid, dedicated staff and everyone is working incredibly hard to support the students, the programs and ARD. I feel very fortunate to work with great staff!

AUGUST VANDALISM REPORT		LABOR COSTS	MATERIAL COSTS
8/9/2021	Flashdrive for Placer County Sheriff & Auburn PD of ARD's vandalism from FY 2020-2021		\$19.29
8/23/2021	Caution Tape, apdlock, yellow jacket traps, gas can & chain Break in at MV Shops	\$20.00	\$132.87
8/31/2021	Replace outdoor outlets at Regional Park	\$17.27	\$16.09
Total Labor		\$37.27	Total material \$168.25
Total for Year		\$3,811.40	Total for Year \$6,102.63

JUNE, 2021 VANDALISM REPORT

THERE WAS NO VANDALISM FOR THE MONTH OF JUNE, 2021.

MAY, 2021 VANDALISM REPORT

		LABOR COSTS	MATERIAL COSTS
5/19/2021	Meadow Vista Shop - break in - directed car replacement stolen.	\$20.00	\$100.00
5/21/2021	Griffith at Skate Park - remove graffiti	\$60.00	\$60.00
5/21/2021	Replacement of toilet seat at Ashford PK that was ripped out.	\$20.00	\$10.00
		\$100.00 total labor	\$60.00
		Total labor \$1,537.00	Total \$5,642.50
		Total for year \$2,711.13	Total for year \$5,331.38

APRIL, 2021 VANDALISM REPORT

THERE WAS NO VANDALISM FOR THE MONTH OF APRIL, 2021.

MARCH 2021 VANDALISM REPORT

	VANDALISM	LABOR COSTS	MATERIAL COSTS
3/11/2021	Kid's telescope on playgrounds Ashford & Railhead broken	\$72.00	\$2,183.41
3/17/2021	Replace sign at Regional Pk - graffiti that couldn't paint over	\$36.00	\$89.87
3/26/2021	Ashford Park vandalism - trash dumping and bridge destruction	\$1,206.00	\$476.19
3/26/2021	MV Park - re-close slide with barriers that were stolen	\$114.00	\$70.75
3/31/2021	Overlook Park - graffiti cover up	\$21.00	\$91.66
3/31/2021	Diesel cans stolen from MV shop	\$38.00	\$109.37
	Total labor	\$1,487.00	\$3,021.25
	Total for year	\$3,611.13	\$4,710.11

FEBRUARY 2021 VANDALISM REPORT

VANDALISM LABOR COSTS MATERIAL COSTS

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

Total labor	\$297.00	Total material	\$46.07
Total for year	\$2,124.13	Total for year	\$1,688.86

JANUARY 2021 VANDALISM REPORT

	VANDALISM	LABOR COSTS	MATERIAL COSTS
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

Total labor	\$964.00	Total material	\$1,020.69
Total for year	\$1,827.13	Total for year	\$1,642.79

2021/2022 PROJECT ACTIVITY REPORT		UPDATED 9/13/21	
PROJECT	EST. COST	NOTES	EST. COMPLETED
RECREATION PARK			
James Ballfield-Outfield Bermudagrass Conversion Project (2019)	42,000.00	Outfield bermuda grass is filling in nicely and the contractor is getting a handle on the weed growth. A selective herbicide will be used on 9/14 for a particularly aggressive weed (nut grass/nut sedge) that is resistant to broadleaf herbicide. Placer High has been allowed to use the infield for practice and have set up a temporary fence to keep balls from going into the outfield. Contractors maintenance period is scheduled to end at the end of the month but will be extended by the District if necessary until the outfield is in acceptable condition.	OCTOBER 2021
Wheelchair Swing Project (2019)	60,000.00	New pricing received that includes purchasing new bucket and strap swings and concrete paving to the wheelchair swing has come in over budget. Staff is looking at keeping the wheelchair swing outside the existing play box and "wrapping" the edging around the swing instead in order to reduce cost.	FALL/WINTER 2021
Rec Shop Floor Reinforcement Project (2020)	10,000.00	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.	FALL 2021
MEADOW VISTA PARK			
Playground Replacement Project	120,000.00	The playground was ordered on the day the Board approved the contract. Lead time is longer than normal and is currently 18-20 weeks out so installation is expected in January 2022.	FALL/WINTER 2021/22
ADA Signage	1,200.00	Inventory of existing ADA signage at the park was completed by staff. The needs appear minimal and the signage upgrades will be grouped with the asphalt work.	FALL 2021

Parking Lot Re-seal/Re-Stripe	15,000.00	Project is out to bid with bid opening scheduled for Thursday October 7th. Lowest responsible bid will be brought to the A&D Committee and the Board in October with project starting at the beginning of November.	FALL/WINTER 2021
Asphalt Pathway Repairs (2020)	30,000.00	Project is out to bid with bid opening scheduled for Thursday October 7th. Lowest responsible bid will be brought to the A&D Committee and the Board in October with project starting at the beginning of November.	FALL/WINTER 2021
Pickleball Court Crack Repairs	5,000.00	Staff to obtain fresh quotes for the work in the coming months in order to assign proper budget amount.	FALL 2021
ASHFORD PARK			
Irrigation Pump Replacement Project (2021)	45,000.00	Project was completed on April 30th and the irrigation system is now working again. Staff is obtaining quotes to put 4' chain link fencing around the new equipment.	APRIL-MAY 2021
OVERLOOK PARK			
Restroom ADA Upgrades	15,000.00	Project signage and fixture adjustments will be done in-house when staffing levels allow. ADA Parking lot re-striping needs to be re-done and restroom partitions are in need of replacement. Staff will obtain quotes for this work.	WINTER 2021
REGIONAL PARK & 24 ACRES SITE			
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 if the 24 Acres Site grant does not come through.	SUMMER/FALL 2021

<p>Statewide Park Development and Community Revitalization Program (SPP) Grant Round 4 (2018/2019) & CEQA Documents</p>	<p>120,000.00</p>	<p>The State contacted ARD on 6/17 with the news that they have scheduled the 24 Acres project to receive a "site visit" set to occur on 7/29. This is no guarantee that ARD will receive the grant but it is good news for the application as it can be interpreted that the project made the "first cut". Site visit went very well with the State Grant Representative asking a lot of good questions and showing a genuine interest in the depth of the design that went into the master plan. Staff was told that the states goal was to announce the grant recipients by September 1st.</p>	<p>2020/2021</p>
<p>24 Acres Site Construction Documents</p>	<p>110,000.00</p>	<p>Construction documents for the site which will be started immediately if the District gets the grant.</p>	<p>SUMMER/FALL 2021</p>
<p>Dry Creek Playground Replacement</p>	<p>177,000.00</p>	<p>If the 24 Acres Grant application is not successful, the above-mentioned 177K Per Capita Grant funds are currently allocated towards replacing this playground.</p>	<p>SPRING 2022</p>
<p>Pickleball Court Crack Repairs</p>	<p>4,500.00</p>	<p>Staff to obtain fresh quotes for the work in the coming months in order to assign proper budget amount.</p>	<p>SUMMER 2021</p>
<p>CVCC</p>			
<p>Bike Park - Construction (2015/2016)</p>	<p>200,000.00</p>	<p>The PG&E soil donation program went well and the Phase 2 jump area has received approximately 680 more yards. The phase 2 area is now at capacity and ready for Randy Spangler to begin work this Fall/Winter. Remaining portion of wood fencing work was completed at the beginning of September.</p>	<p>ONGOING</p>

Maidu Drive Repair (2018/2019)	0.00	In March 2021 the Bureau announced to the District that they 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.	SUMMER/FALL 2021
ADA Door Improvements	5,000.00	Automatic door hardware needs to be installed.	SPRING 2022
PLACER HILLS PARK			
Parking Lot Repairs	30,000.00	Project was put out to bid last month and bids open Thursday September 16th. Lowest responsible bid will be brought to A&D and Board in September with work scheduled to begin second week of October.	FALL 2021
MULTI-PARK ITEMS			
Energy Efficient Upgrades	2,131,500.00	Work is ongoing with ballfield lighting scheduled to be finished the last week of September. Miscellaneous electrical and pool equipment plumbing work ongoing as well with solar panel projects to follow.	ONGOING 2021
Fiscal Year Projects Total:	3,131,200.00		

Item 8.1 Cover sheet – PUBLIC HEARING: Resolution # 2021-17
Proposed Fee Increases: Facility and Field Rentals; Public Swim

Auburn Area Recreation and Park District (ARD) Policy and Fee Committee meeting, September 22, 2021; Public Hearing at Board of Directors meeting, September 28, 2021.

The Issue

Shall the Auburn Area Recreation and Park District (ARD) adopt Resolution # 2021-17, increasing fees for the rental of facilities and fields for FY2023/24 – FY2025/26, and increasing the entry fee for public swim for FY22/23 – FY25/26?

Background

ARD charges fees for the rentals of its facilities and fields. It also charges an entry fee for the Sierra/Splash Pool and the Placer Hills Pool. These fees were increased in FY2018/19 - FY2021/22 by approximately 5% for the rentals of Facilities and Pool entry fees were raised \$1. The fee increases were postponed for Field rentals until FY2020/21 – FY2022/23, and were increased at 5% each year. This resolution proposes another 3 years of increases for the fields of 5% per year, beginning in FY 23/24. The proposal also includes 4 years increases on Facility Rentals at 5% per year, 4 years of 3% increases for Pool Rentals/Swim passes and a one-time increase on pool entry fees in 25-26 at \$1. This will ensure that the District continues with a minimum increases. ARD has strived to keep its fees stable, however the increased costs of doing business has eaten into our ability to match this goal. A review of some the larger line items from the ARD budget demonstrates this fact:

See next page for table

REVENUES

	2017-2018	2018-2019	2019-2020		
Tax Rev	3,117,858	3,298,836	3,330,204	212,346	7%
Rentals	141,135	166,363	177,577	36,442	26%
Programs	1,166,056	1,244,013	1,325,160	159,104	14%
	4,425,049	4,709,212	4,832,941	407,892	9.2%

EXPENSES

	2017-2018	2018-2019	2019-2020		
Operations	360,855	355,001	402,633	41,778	12%
Maintenance	451,332	396,813	545,907	94,575	21%
Wages/Benefits	2,806,384	3,055,161	3,269,998	463,614	17%
	3,618,571	3,806,975	4,218,538	599,967	16.6%

In 2010 voters approved Proposition 26, the Supermajority Vote to Pass New Taxes and Fees Act. Proposition 26 amends Section 3 of Article XIII A and Section 1 of Article XIII C of the California Constitution to provide that a new levy, charge, or exaction of any kind imposed, increased, or extended by a local government is a tax unless an exception applies. Exceptions to Proposition 26 include the following: government service or product fees (example: fees for parks and recreation classes); special benefit or privilege (a fee that provides a special benefit to the person paying the fee). Prop 26 provides that any fees imposed using these exceptions must not exceed the agencies reasonable costs.

Calculating the cost of service per person or group for a specific program or service is challenging for most Park and Recreation programs. Since multiple uses can occur at a facility at one time, deriving costs for each service is difficult.

According to the requirements outlined in Proposition 26, the District must establish user fees and fees for service based on the cost of providing the service, which will include direct, indirect, and capital costs. No fee shall exceed the costs reasonably borne by the District in providing the service (Gov. Code 61123). In order to levy a new fee or service charge, staff must follow these requirements (Gov. Code 66018):

- Must hold at least one open and public hearing;
- Any action taken to levy a new fee shall be taken only by ordinance or resolution; and

- A general explanation of the matter to be considered shall be published in accordance with section 6062a of the Government Code.

Staff has proposed four years' worth of increases. These increases are detailed in the attached documents.

ARD Policies regarding fees are as follows (all are excerpts):

From the Board Responsibilities and Procedures Manual:

BOARD RESPONSIBILITIES.

7. Review, evaluate, and approve the following:

- A. Evaluate and make recommendations regarding policies.
- B. Approve fees and charges for recreation facilities and parks.

PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE.

The Program, Personnel, Policy, Fee and Legal Review Committee has an agenda, is generally composed of two Board Members and is responsible for the following:

- 7. Review proposed changes to all rentals and other fees. This includes, but is not limited to:
Processing fees, rental fees, custodial fees, and public swim fees. Program fees will not be reviewed unless specifically requested by a Board member, staff or member of the public.

From the District Policies and Procedures Manual

XXI. Use of Outdoor Fields and Facilities

D. Field Fees & Proceedings:

1. Fees: Refer to established Schedule of Fees as approved by Board of Directors.

XXIV. Use of Picnic Facilities

H. Fees/Cancellation:

1. All fees will be established by the Board and listed in the Schedule of Fees.

XXV. Use of Indoor Facilities

- A. The Community Centers and other indoor facilities may be used by residents and organizations within District boundaries. Out-of-District organizations and/or individuals will pay surcharges as established in the Schedule of Fees by the Board of Directors.
- F. Schedule of Fees for Indoor Facilities. See Schedule of Fees established by the Board of Directors.

XXVIII. Fee Negotiations

Fees may be negotiable for long term contracts. Contact the Customer Service/Marketing Manager for details.

Recommendation for the Board of Directors

The Program, Personnel, Policy, Fee and Legal Review Committee recommends holding a public hearing and adopt Resolution #2021-17, increasing fees for the rental of facilities and fields for FY2023/24 – FY2025/26, and increasing the entry fee for public swim for FY22/23-FY25/26.

Fiscal Impact

The estimated fiscal impact of these fee increase are as follows:

Proposed Fees - Fiscal Impacts

	22-23	23-24	24-25	25-26	4 Yr Total
Public Swim	186	193	199	6,255	6,833
Facilities	6,208	6,519	6,845	7,187	26,759
Fields	N/A	2,907	3,053	3,205	9,165
Pool Rental	371	382	394	405	1,552
	6,765	10,001	10,491	17,052	44,309

Cumulative

Attachments

- Proposed fee increases – Aquatics
- Proposed fee increases – Facility Rentals
- Proposed fee increases – Field Rentals
- Fee comparisons with other agencies
- Resolution #2021-17

Facility Rental Fee Structure 2022-2023

Group A/B: Activities sponsored or conducted by volunteers, the majority of which are 17 years of age or under who have adult leaders or chaperones/Meetings or smaller activities of resident, civic or service organizations, non-profit groups where no fee is charged for participation.

Group C/D Private citizens' parties/receptions where the primary function is social/activities sponsored by a business, corporation, or other firm where their interest is profit-making

Rooms	Group A/B			Group C/D			Capacity		
	Per Hour	5%	'22-'23 Fee	Per Hour	5%	'22-'23 Fee	Dining	Seating	
Sierra Room	\$55.00	\$2.75	\$57.80	\$85.00	\$4.25	\$89.25	140	200	
Foothills Room	\$48.00	\$2.40	\$50.40	\$79.00	\$3.95	\$83.00	100	150	
Lakeside Room	\$48.00	\$2.40	\$50.40	\$79.00	\$3.95	\$83.00	75	90	
Canyon View Room	\$42.00	\$2.10	\$44.10	\$67.00	\$3.35	\$70.40	50	75	
Board Room	\$48.00	\$2.40	\$50.40	\$61.00	\$3.05	\$64.10	0	90	
Sunset Room	\$37.00	\$1.85	\$38.90	\$55.00	\$2.75	\$57.80	0	40	
CVCC Kitchen	\$30.50	\$1.53	\$32.00	\$48.00	\$2.40	\$50.40	N/A	N/A	
Broadwell Room-MVCC	\$44.00	\$2.20	\$46.20	\$80.00	\$4.00	\$84.00	80	100	
Regional Kitchen	\$18.00	\$0.90	\$18.90	\$30.50	\$1.53	\$32.00	N/A	N/A	

MINIMUM 2 HOURS

Rental hours	
Sunday - Thursday:	8:00am - 10:00pm (music must be off by 9:00pm)
Friday and Saturday:	8:00am - 11:00pm (music must be off by 10:00pm)

Additional Fees (all groups)	Proposed	'22-'23 Fee
Rental Deposit Fee	\$400.00	\$400.00
Out-Of-District Fee	\$55.00	\$58.00
Alcohol Permit Fee	\$42.00	\$44.00
Custodial Fee	\$42.00	\$44.00
Set Up/Take Down	\$107.00	\$112.00

(refundable)

Note: \$92.00 custodial fee for groups over 100.

Group A/B COMBINED		
Regional & Rec Gym		
Hourly	Proposed	'22-'23 Fee
\$47.00	\$2.35	\$49.40
Custodial Fee: \$44 per day	\$2.20	\$46.20

All other groups with sports-related events:	\$69 per hour
Gym rental for non sport related events:	\$105.00 per hour, minimum of 2 hours

Outdoor Facilities	Res half	5%	'22-'23 Fee
Picnic Units (per unit)	\$53.00	\$2.65	\$55.70
Gazebos	Res full day	5%	'22-'23 Fee
Front Gazebo	\$43.00	\$2.15	\$45.00
Back Gazebo	\$95.00	\$4.75	\$100.00

Res. full day	5%	'22-'23 Fee
\$79.00	\$3.95	\$83.00
NR full day		
\$64.00	\$3.20	\$67.20
\$106.00	\$5.30	\$111.30

NR half day	NR full day
\$67.00	\$96.00

Picnic units hold Approx. 50 people. \$44.00 custodial fee will be applied per unit.

Pool	Group A/B	3%	'22-'23 Fee	Group C/D	3%	'22-'23 Fee
Marsha Skinner Pool (2hrs, max 75 people)	\$254.00	\$7.62	\$262.00	\$362.00	\$10.86	\$373.00
Splash Pool (2hrs, max 30 people)	\$200.00	\$6.00	\$206.00	\$305.00	\$9.15	\$323.00
Meadow Vista Pool (2hrs, max 75 people)	\$200.00	\$6.00	\$206.00	\$305.00	\$9.15	\$323.00

Facility Rental Fee Structure 2023-2024

Group A/B: Activities sponsored or conducted by volunteers, the majority of which are 17 years of age or under who have adult leaders or chaperones/Meetings or smaller activities of resident, civic or service organizations, non-profit groups where no fee is charged for participation.

Group C/D: Private citizens' parties/receptions where the primary function is social/activities sponsored by a business, corporation, or other firm where their interest is profit-making.

Rooms	Group A/B			Group C/D			Capacity	
	Per Hour	Proposed 5%	'23-'24 Fee	Per Hour	Proposed 5%	'23-'24 Fee	Dining	Seating
Sierra Room	\$57.80	\$2.89	\$60.70	\$89.25	\$4.25	\$93.50	140	200
Foothills Room	\$50.40	\$2.52	\$53.00	\$83.00	\$4.15	\$87.20	100	150
Lakeside Room	\$50.40	\$2.52	\$53.00	\$83.00	\$4.15	\$87.20	75	90
Canyon View Room	\$44.10	\$2.21	\$46.30	\$70.40	\$3.52	\$73.90	50	75
Board Room	\$50.40	\$2.52	\$53.00	\$64.10	\$3.21	\$67.30	0	90
Sunset Room	\$38.90	\$1.95	\$41.90	\$57.80	\$2.89	\$60.70	0	40
CVCC Kitchen	\$32.00	\$1.60	\$33.60	\$50.40	\$2.52	\$52.90	N/A	N/A
Broadwell Room-MVCC	\$46.20	\$2.31	\$48.50	\$84.00	\$4.20	\$88.20	80	100
Regional Kitchen	\$18.90	\$0.95	\$19.90	\$32.00	\$1.60	\$33.60	N/A	N/A

MINIMUM 2 HOURS

Rental hours	
Sunday - Thursday:	8:00am - 10:00pm (music must be off by 9:00pm)
Friday and Saturday:	8:00am - 11:00pm (music must be off by 10:00pm)

Additional Fees (all groups)	Proposed	'23-'24 Fee
Rental Deposit Fee	\$400.00	\$100.00
Out-Of-District Fee	\$58.00	\$2.90
Alcohol Permit Fee	\$44.00	\$2.20
Custodial Fee	\$44.00	\$2.20
Set Up/Take Down	\$112.00	\$5.60

(refundable)

Note: \$97.00 custodial fee for groups over 100.

Group A/B COMBINED		
Regional & Rec Gym		
Hourly	Proposed	'23-'24 Fee
\$49.40	\$2.47	\$51.90
Custodial Fee: \$46.20 per day	\$2.31	\$48.50

All other groups with sports-related events: \$72.50 per hour
Gym rental for non sport related events: \$110.00 per hour, minimum of 2 hours

Outdoor Facilities	Res half	5%	'23-'24 Fee
Picnic Units (per unit)	\$55.70	\$2.79	\$58.50
Gazebos	Res full day	5%	'23-'24 Fee
Front Gazebo	\$45.00	\$2.25	\$47.30
Back Gazebo	\$100.00	\$5.00	\$105.00

Res. full day	5%	'23-'24 Fee
\$83.00	\$4.15	\$87.20
NR full day		
\$67.20	\$3.36	\$70.60
\$111.30	\$5.57	\$116.90

NR half day	NR full day
\$70.00	\$101.00
Picnic units hold Approx. 50 people. \$46.00 custodial fee will be applied per unit.	

Pool	Group A/B	3%	'23-'24 Fee	Group C/D	3%	'23-'24 Fee
Marsha Skinner Pool (2hrs, max 75 people)	\$262.00	\$7.86	\$270.00	\$373.00	\$11.19	\$384.00
Splash Pool (2hrs, max 30 people)	\$206.00	\$6.18	\$212.00	\$323.00	\$9.69	\$333.00
Meadow Vista Pool (2hrs, max 75 people)	\$206.00	\$6.18	\$212.00	\$323.00	\$9.69	\$333.00

Facility Rental Fee Structure 2024-2025

Group A/B: Activities sponsored or conducted by volunteers, the majority of which are 17 years of age or under who have adult leaders or chaperones/Meetings or smaller activities of resident, civic or service organizations, non-profit groups where no fee is charged for participation.

Group C/D: Private citizens' parties/receptions where the primary function is social/activities sponsored by a business, corporation, or other firm where their interest is profit-making

Rooms	Group A/B			Group C/D			Capacity	
	Per Hour	Proposed 5%	'24-'25 Fee	Per Hour	Proposed 5%	'24-'25 Fee	Dining	Seating
Sierra Room	\$60.70	\$3.04	\$63.70	\$93.50	\$4.68	\$98.18	140	200
Foothills Room	\$53.00	\$2.65	\$55.70	\$87.20	\$4.36	\$91.60	100	150
Lakeside Room	\$53.00	\$2.65	\$55.70	\$87.20	\$4.36	\$91.60	75	90
Canyon View Room	\$46.30	\$2.32	\$48.60	\$73.90	\$3.70	\$77.60	50	75
Board Room	\$53.00	\$2.65	\$55.70	\$67.30	\$3.37	\$70.70	0	90
Sunset Room	\$41.90	\$2.10	\$44.00	\$60.70	\$3.04	\$63.70	0	40
CVCC Kitchen	\$33.60	\$1.68	\$35.20	\$52.90	\$2.65	\$55.60	N/A	N/A
Broadwell Room-MVCC	\$48.50	\$2.43	\$50.90	\$88.20	\$4.41	\$92.60	80	100
Regional Kitchen	\$19.90	\$1.00	\$20.90	\$33.60	\$1.68	\$35.30	N/A	N/A

MINIMUM 2 HOURS

Rental hours								
Sunday - Thursday:	8:00am - 10:00pm	(music must be off by 9:00pm)						
Friday and Saturday:	8:00am - 11:00pm	(music must be off by 10:00pm)						

Additional Fees (all groups)	Proposed	'24-'25 Fee
Rental Deposit Fee	\$500.00	\$500.00
Out-Of-District Fee	\$61.00	\$64.00
Alcohol Permit Fee	\$46.00	\$48.00
Custodial Fee	\$46.00	\$48.00
Set Up/Take Down	\$118.00	\$124.00

(refundable)

Note: \$97.00 custodial fee for groups over 100.

Group A/B COMBINED			
Regional & Rec Gym			
Hourly		Proposed	'24-'25 Fee
\$51.90		\$2.60	\$54.50
Custodial Fee: \$48.50 per day		\$2.43	\$51.00

All other groups with sports-related events: \$76.00 per hour
Gym rental for non sport related events: \$115.50 per hour, minimum of 2 hours

Outdoor Facilities	Res half	5%	'24-'25 Fee
Picnic Units (per unit)	\$58.50	\$2.93	\$61.00
Gazebos	Res full day	5%	'24-'25 Fee
Front Gazebo	\$47.30	\$2.37	\$50.00
Back Gazebo	\$105.00	\$5.25	\$110.00

Res. full day	5%	'24-'25 Fee
\$87.20	\$4.36	\$91.60
NR full day		
\$70.60	\$3.53	\$74.10
\$116.90	\$5.85	\$122.80

NR half day	NR full day
\$73.50	\$106.00
Picnic units hold Approx. 50 people. \$48.00 custodial fee will be applied per unit.	

Pool	Group A/B	3%	'24-'25 Fee	Group C/D	3%	'24-'25 Fee
Marsha Skinner Pool	\$270.00	\$8.10	\$278.00	\$384.00	\$11.52	\$396.00
(2hrs, max 75 people)						
Splash Pool	\$212.00	\$6.36	\$218.00	\$333.00	\$9.99	\$343.00
(2hrs, max 30 people)						
Meadow Vista Pool	\$212.00	\$6.36	\$218.00	\$333.00	\$9.99	\$343.00
(2hrs, max 75 people)						

Facility Rental Fee Structure 2025-2026

Group A/B: Activities sponsored or conducted by volunteers, the majority of which are 17 years of age or under who have adult leaders or chaperones/Meetings or smaller activities of resident, civic or service organizations, non-profit groups where no fee is charged for participation

Group C/D: Private citizens' parties/receptions where the primary function is social/activities sponsored by a business, corporation, or other firm where their interest is profit-making.

Rooms	Group A/B			Group C/D			Capacity	
	Per Hour	5%	'25-'26 Fee	Per Hour	5%	'25-'26 Fee	Dining	Seating
Sierra Room	\$63.70	\$3.19	\$66.90	\$98.18	\$4.91	\$103.08	140	200
Foothills Room	\$55.70	\$2.79	\$58.50	\$91.60	\$4.58	\$96.20	100	150
Lakeside Room	\$55.70	\$2.79	\$58.50	\$91.60	\$4.58	\$96.20	75	90
Canyon View Room	\$48.60	\$2.43	\$51.00	\$77.60	\$3.88	\$81.50	50	75
Board Room	\$55.70	\$2.79	\$58.50	\$70.70	\$3.54	\$74.20	0	90
Sunset Room	\$44.00	\$2.20	\$46.20	\$63.70	\$3.19	\$66.90	0	40
CVCC Kitchen	\$35.20	\$1.76	\$37.00	\$55.60	\$2.78	\$58.40	N/A	N/A
Broadwell Room-MVCC	\$50.90	\$2.55	\$53.50	\$92.60	\$4.63	\$97.20	80	100
Regional Kitchen	\$20.90	\$1.04	\$22.00	\$35.30	\$1.77	\$37.10	N/A	N/A

MINIMUM 2 HOURS

Rental hours	
Sunday - Thursday:	8:00am - 10:00pm (music must be off by 9:00pm)
Friday and Saturday:	8:00am - 11:00pm (music must be off by 10:00pm)

Additional Fees (all groups)	Proposed	'25-'26 Fee
Rental Deposit Fee	\$500.00	\$500.00
Out-Of-District Fee	\$64.00	\$67.00
Alcohol Permit Fee	\$48.00	\$50.00
Custodial Fee	\$48.00	\$50.00
Set Up/Take Down	\$124.00	\$130.00

(refundable)

Note: \$102.00 custodial fee for groups over 100.

Group A/B COMBINED		
Regional & Rec Gym		
Hourly	Proposed	'25-'26 Fee
\$54.50	\$2.73	\$57.00
Custodial Fee: \$51 per day	\$2.55	\$53.50

All other groups with sports-related events:	\$80.00 per hour
Gym rental for non sport related events:	\$121 per hour, minimum of 2 hours

Outdoor Facilities	Res half	5%	'25-'26 Fee
Picnic Units (per unit)	\$61.00	\$3.05	\$64.00
Gazebos	Res full day		
Front Gazebo	\$50.00	\$2.50	\$53.00
Back Gazebo	\$110.00	\$5.50	\$116.00

Res. full day	5%	'25-'26 Fee
\$91.60	\$4.58	\$96.00
NR full day		
\$74.10	\$3.71	\$78.00
\$122.80	\$6.14	\$129.00

NR half day	NR full day
\$77.00	\$111.00
Picnic units hold Approx. 50 people. \$50.00 custodial fee will be applied per unit.	

Pool	Group A/B	3%	'25-'26 Fee	Group C/D	3%	'25-'26 Fee
Marsha Skinner Pool (2hrs, max 75 people)	\$278.00	\$8.34	\$286.00	\$396.00	\$11.88	\$408.00
Splash Pool (2hrs, max 30 people)	\$218.00	\$6.54	\$225.00	\$343.00	\$10.29	\$353.00
Meadow Vista Pool (2hrs, max 75 people)	\$218.00	\$6.54	\$225.00	\$343.00	\$10.29	\$353.00

PROPOSED FOR '23 - '24

- A:** Activities sponsored or conducted by a volunteer organization, the majority of which are 17 years of age and under who have adult leaders or chaperones (e.g. Boy Scouts, Girl Scouts, Little League, etc.)
- B:** Meetings or similar activities of resident, civic, or service organization, non profit groups, such as Red Cross, schools, or other resident adult organizations where there is no fee charged for participation
- C:** Private citizens parties/receptions where the primary function is social
- D:** Activities sponsored by a business, corporation, or other firm where their interest is in profit making

Fields	Group A			Group B			Group C			Group D		
	Hourly	5%	Proposed	Hourly	5%	Proposed	Hourly	5%	Proposed	Hourly	5%	Proposed
Recreation Field	\$11.00	\$0.55	\$11.60	\$22.00	\$1.10	23.10	\$31.00	\$1.55	\$32.60	\$41.00	\$2.05	\$43.00
Beggs Field	\$12.00	\$0.60	\$12.60	\$29.00	\$1.45	30.50	\$36.60	\$1.83	\$38.30	\$47.00	\$2.35	\$49.40
James Field	\$21.00	\$1.05	\$22.00	\$29.50	\$1.48	31.00	\$38.50	\$1.93	\$40.40	\$47.50	\$2.38	\$49.90
Regional A Softball	\$21.00	\$1.05	\$22.00	\$28.50	\$1.43	30.00	\$35.50	\$1.78	\$37.30	\$45.50	\$2.28	\$47.80
Regional B Softball	\$20.00	\$1.00	\$21.00	\$24.50	\$1.23	25.70	\$34.50	\$1.73	\$36.20	\$43.00	\$2.15	\$45.20
Regional C Softball	\$20.00	\$1.00	\$21.00	\$24.50	\$1.23	25.70	\$34.50	\$1.73	\$36.20	\$43.00	\$2.15	\$45.20
Regional Soccer Field	\$14.50	\$0.73	\$15.20	\$24.50	\$1.23	25.70	\$34.50	\$1.73	\$36.20	\$43.00	\$2.15	\$45.20
MV Soccer A/B	\$15.00	\$0.75	\$15.80	\$26.50	\$1.33	27.80	\$35.00	\$1.75	\$26.80	\$44.50	\$2.23	\$46.70
MV Pee Wee Soccer	\$9.50	\$0.48	\$10.00	\$18.00	\$0.90	18.90	\$26.60	\$1.33	\$27.80	\$36.00	\$1.75	\$36.80
MV Softball	\$19.00	\$0.95	\$20.00	\$21.00	\$1.05	22.00	\$30.00	\$1.50	\$31.50	\$38.00	\$1.90	\$39.90
Railhead A Field	\$14.00	\$0.70	\$14.70	\$26.50	\$1.33	27.80	\$35.00	\$1.75	\$36.80	\$44.50	\$2.23	\$46.70
Railhead B Field	\$14.00	\$0.70	\$14.70	\$26.50	\$1.33	27.80	\$35.00	\$1.75	\$36.80	\$44.50	\$2.23	\$46.70
Christian Valley Field	\$11.00	\$0.55	\$11.60	\$19.00	\$0.95	20.00	\$28.00	\$1.45	\$30.50	\$36.50	\$1.83	\$38.00
Winchester Field	\$10.00	\$0.50	\$10.50	\$24.50	\$1.23	25.70	\$35.50	\$1.78	\$37.30	\$43.00	\$2.15	\$45.20
Placer Hills Field	\$9.00	\$0.45	\$9.50	\$19.00	\$0.95	20.00	\$29.00	\$1.45	\$30.50	\$36.50	\$1.83	\$38.30

Out of District fees: \$87 per hour for James field, \$69 per hour for all other fields.

Tournament Packages

Tournament Location	All Groups					
	1/2 Day 9am-3pm, 6 hours	5%	Proposed	All day 9am-3pm, 12 hours	5%	Proposed
Recreation Fields	\$133.00	6.65	\$ 139.70	\$261.50	13.08	\$ 274.60
Regional Fields	\$133.00	6.65	\$ 139.70	\$261.50	13.08	\$ 274.60
Regional Soccer Field	\$133.00	6.65	\$ 139.70	\$261.50	13.08	\$ 274.60
Railhead Soccer Fields	\$133.00	6.65	\$ 139.70	\$261.50	13.08	\$ 274.60

Lights - Recreation Fields	6%	
	Proposed	Proposed
Lights - Regional Fields	\$22.20 per hour	\$23.50
Lights - Regional Fields	\$32.00 per hour	\$33.80
Field Lighting - Softball Fields only	\$58.00	\$56.00
Custodial Fee over 100 people	\$64.00	\$67.00
Alcohol Permit Fee	\$42.00	\$44.00
Field Lighting - Soccer Fields only	\$296.50	\$311.00

2019-2020 Lighting Data	
Electric Bills for Fields	
PGE	6,921.39
Boom/Light Maintenance	3,866.95 *
Lts hours used	10,788.34
	512
	\$ 21.07

* Excluded \$8,538.86 paid to Norris to install new scoreboard.

2021-22	\$	21.00	(After LED install)
2022-23	\$	22.20	
2023-24	\$	23.50	

PROPOSED FOR '24-'25

GROUP A: Activities sponsored or funded by a volunteer organization, the majority of which are 12 years or age and under who have adult leaders or chaperones (e.g., Boy Scouts, Girl Scouts, Little League, etc.)

GROUP B: Meetings or similar activities at residential, club, or service organizations, from profit groups, such as churches, schools, or other residents, adult organizations where there is no fee charged for participation.

GROUP C: Private citizens' parties/receptions where the primary function is social.

GROUP D: Activities sponsored by a business, corporation, or other firm where there is no profit making.

Fields	Group A			Group B			Group C			Group D		
	Hourly	5%	Proposed	Hourly	5%	Proposed	Hourly	5%	Proposed	Hourly	5%	Proposed
Recreation Field	\$11.60	\$0.58	\$12.20	\$23.10	\$1.16	24.30	\$31.80	\$1.60	\$33.50	\$42.20	\$2.11	\$44.30
Beggs Field	\$12.60	\$0.63	\$13.20	\$30.50	\$1.53	32.00	\$37.60	\$1.88	\$39.50	\$48.40	\$2.42	\$50.80
James Field	\$22.00	\$1.10	\$23.10	\$31.00	\$1.55	32.60	\$38.70	\$1.93	\$41.70	\$48.90	\$2.45	\$51.40
Regional A Softball	\$22.00	\$1.10	\$23.10	\$30.00	\$1.50	31.50	\$36.80	\$1.84	\$38.60	\$44.30	\$2.22	\$46.50
Regional B Softball	\$21.00	\$1.05	\$22.10	\$25.70	\$1.29	27.00	\$35.50	\$1.78	\$37.30	\$44.30	\$2.22	\$46.50
Regional C Softball	\$21.00	\$1.05	\$22.10	\$25.70	\$1.29	27.00	\$35.50	\$1.78	\$37.30	\$44.30	\$2.22	\$46.50
Regional Soccer Field	\$15.20	\$0.76	\$16.00	\$25.70	\$1.29	27.00	\$35.50	\$1.78	\$37.30	\$44.30	\$2.22	\$46.50
MV Soccer A/B	\$15.80	\$0.79	\$16.60	\$27.80	\$1.39	29.20	\$36.00	\$1.80	\$37.80	\$45.80	\$2.29	\$48.10
MV Pee Wee Soccer	\$10.00	\$0.50	\$10.50	\$18.90	\$0.95	19.90	\$27.30	\$1.36	\$28.70	\$36.00	\$1.80	\$37.80
MV Softball	\$20.00	\$1.00	\$21.00	\$22.00	\$1.10	23.10	\$30.90	\$1.55	\$32.60	\$38.10	\$1.90	\$41.10
Railhead A Field	\$14.70	\$0.74	\$15.40	\$27.80	\$1.39	29.20	\$36.00	\$1.80	\$37.80	\$45.80	\$2.29	\$48.10
Railhead B Field	\$14.70	\$0.74	\$15.40	\$27.80	\$1.39	29.20	\$36.00	\$1.80	\$37.80	\$45.80	\$2.29	\$48.10
Christian Valley Field	\$11.60	\$0.58	\$12.20	\$20.00	\$1.00	21.00	\$29.90	\$1.50	\$31.40	\$37.60	\$1.88	\$39.50
Winchester Field	\$10.50	\$0.53	\$11.00	\$25.70	\$1.29	27.00	\$35.80	\$1.83	\$38.40	\$44.30	\$2.22	\$46.50
Placer Hills Field	\$9.50	\$0.48	\$10.00	\$20.00	\$1.00	21.00	\$29.90	\$1.50	\$31.40	\$37.60	\$1.88	\$39.50

Out of District fees: \$93 per hour for James field, \$72 per hour for all other fields.

Tournament Packages

Tournament Location	All Groups		
	1/2 Day 9am-3pm, 6 hours	5%	Proposed
Recreation Fields	\$139.70	6.99	\$146.70
Regional Fields	\$139.70	6.99	\$146.70
Regional Soccer Field	\$139.70	6.99	\$146.70
Railhead Soccer Fields	\$139.70	6.99	\$146.70

Lights - Recreation Fields	Lights - Regional fields	All Groups	
		6%	Proposed
\$23.00 per hour	\$33.00 per hour	\$1.41	\$24.90
		\$1.98	\$35.00

Field Lighting Softball Fields only	Custodial Fee over 100 people	Alcohol Permit Fee	Field Lighting Soccer Fields only	5%	
				Proposed	Proposed
\$56.00	\$67.00	\$44.00	\$2.80	\$59.00	
			\$3.35	\$70.00	
			\$2.20	\$46.00	
			\$15.55	\$376.00	

PROPOSED FOR '25-'26

GROUP A: Activities sponsored or conducted by a volunteer organization, the majority of which are 17 years of age and under who have adult leaders or chaperones (i.e. Boy Scouts, Girl Scouts, 4-H, Scouts, etc.)

GROUP B: Meetings or similar activities of resident, civic, or service organization, non-profit groups, such as Red Cross, schools, or other resident adult organizations where there is no fee charged for participation

GROUP C: Private citizens parties/receptions where the primary function is social

GROUP D: Activities sponsored by a business, corporation, or other firm where there is no profit making

Fields	Group A			Group B			Group C			Group D		
	Hourly	5%	Proposed	Hourly	5%	Proposed	Hourly	5%	Proposed	Hourly	5%	Proposed
Recreation Field	\$12.20	\$0.61	\$12.80	\$24.30	\$1.22	25.50	\$33.60	\$1.67	\$35.20	\$44.30	\$2.22	\$46.50
Beggs Field	\$13.20	\$0.66	\$13.90	\$32.00	\$1.60	33.60	\$38.50	\$1.98	\$41.50	\$50.40	\$2.54	\$53.10
James Field	\$23.10	\$1.16	\$24.30	\$32.60	\$1.63	34.20	\$41.70	\$2.09	\$43.80	\$51.40	\$2.57	\$54.00
Regional A Softball	\$23.10	\$1.16	\$24.30	\$31.50	\$1.58	33.10	\$38.40	\$1.92	\$40.30	\$48.30	\$2.47	\$51.80
Regional B Softball	\$22.10	\$1.11	\$23.20	\$27.00	\$1.35	28.40	\$37.30	\$1.87	\$39.20	\$46.50	\$2.33	\$48.80
Regional C Softball	\$22.10	\$1.11	\$23.20	\$27.00	\$1.35	28.40	\$37.30	\$1.87	\$39.20	\$46.50	\$2.33	\$48.80
Regional Soccer Field	\$16.00	\$0.80	\$16.80	\$27.00	\$1.35	28.40	\$37.30	\$1.87	\$39.20	\$46.50	\$2.33	\$48.80
MV Soccer A/B	\$16.60	\$0.83	\$17.40	\$29.20	\$1.46	30.70	\$37.80	\$1.89	\$39.70	\$48.10	\$2.41	\$50.50
MV Pee Wee Soccer	\$10.50	\$0.53	\$11.00	\$19.90	\$1.00	20.90	\$28.70	\$1.44	\$30.10	\$37.80	\$1.89	\$39.70
MV Softball	\$21.00	\$1.05	\$22.10	\$23.10	\$1.16	24.30	\$32.50	\$1.63	\$34.10	\$41.10	\$2.06	\$43.20
Railhead A Field	\$15.40	\$0.77	\$16.20	\$29.20	\$1.46	30.70	\$37.80	\$1.89	\$39.70	\$48.10	\$2.41	\$50.50
Railhead B Field	\$15.40	\$0.77	\$16.20	\$29.20	\$1.46	30.70	\$37.80	\$1.89	\$39.70	\$48.10	\$2.41	\$50.50
Christian Valley Field	\$12.20	\$0.61	\$12.80	\$21.00	\$1.05	22.10	\$31.40	\$1.57	\$33.00	\$39.50	\$1.98	\$41.50
Winchester Field	\$11.00	\$0.55	\$11.60	\$27.00	\$1.35	28.40	\$36.40	\$1.82	\$38.30	\$46.50	\$2.33	\$48.80
Placer Hills Field	\$10.00	\$0.50	\$10.50	\$21.00	\$1.05	22.10	\$31.40	\$1.57	\$33.00	\$39.50	\$1.98	\$41.50

Out of District fees: \$96 per hour for James field, \$76 per hour for all other fields.

Tournament Packages

Tournament Location	All Groups		
	1/2 Day Sun-Spm, 6 hours	5%	Proposed
Recreation Fields	\$146.70	7.34	\$154.00
Regional Fields	\$146.70	7.34	\$154.00
Regional Soccer Field	\$146.70	7.34	\$154.00
Railhead Soccer Fields	\$146.70	7.34	\$154.00

Lights - Recreation Fields	All Groups	
	1/2 Day Sun-Spm, 6 hours	5%
Lights - Regional Fields	\$24.00 per hour	6%
Field Lights - Softball Fields only	\$59.00	5%
Guardrail Fee over 100 people	\$70.00	5%
Alcohol Permit Fee	\$46.00	5%
Field Lighting - Soccer Field Only	\$126.00	6%

	Woodland	Cordova	West Sacramento	Pleasant Valley	Consummes	El Dorado Hills
Kitchen Rental	\$155 hr			\$48 hr+ \$25 fee		\$50 hr
Smaller Room	\$60 hr	\$39-\$94 hr	\$30-\$50 hr	\$35 hr + \$25 fee	\$75 hr	\$15 -\$40hr
Banquet Room	\$165 hr	\$95-\$149 hr	\$141 hr + \$157 fee (Rooms 4 hr min)	\$145 hr + \$25 fee (Rooms 4 hr min)	\$150 hr	\$15 -\$40hr
Field Rentals	\$21-\$42 hr	\$33-\$95 hr	\$13 hr		\$35 hr + \$30 fee	\$15 hr + \$20 fee
Field Lights	\$32 hr	\$0-\$55 hr			\$26 hr	\$0
Picnic		\$42 hr		\$10-\$21 hr +\$25 fee	\$59 hr	\$75 flat + \$20 fee

Cancellations come with a Cancellation Fee.

All reservations take a security deposit, most double deposit with alcohol permits.

RESOLUTION NUMBER 2021-17

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE NEW FEES SCHEDULES FOR FACILITY AND POOL RENTALS AND PUBLIC SWIM FEES FOR FISCAL YEARS 2022-23 THROUGH 2025-26 AND THE SPORTS FIELD RENTAL FEES FOR FISCAL YEARS 2023-24 THRU 2025-26.

WHEREAS, the Auburn Area Recreation and Park District Board of Directors is responsible for setting the fees to rent facilities, pools and sports fields, as well as the cost to enter the pools for public swim, and;

WHEREAS, the Auburn Area Recreation and Park District Board of Directors reviewed proposed fee increases for these rentals for Fiscal Years 2022/2023 – 2025/2026, and;

WHEREAS, per CA Govt. Code 61123 the Auburn Area Recreation and Park District Board of Directors established that the proposed fees and fees for service were based on the cost of providing the service, including direct, indirect, and capital costs. and;

WHEREAS, the Auburn Area Recreation and Park District Board of Directors established that no fee exceeded the costs reasonably borne by the District in providing the services.

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 adopts the new fee schedules for the Facility and Pool Rentals and Public Swim fees for fiscal years 2022-23 through 2025-26, and the new fee schedules for the Sports Field rentals for fiscal years 2023-24 through 2025-26.

APPROVED, PASSED, AND ADOPTED ON August 28, 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 8.2 Cover sheet – Resolution #2021-18: ARD Placer Hills Pool Parking Lot Re-paving Project-Award of Contract

**Acquisition and Development (A&D) Committee September 22, 2021 (informational item)
& ARD Board of Directors Meeting September 28, 2021**

The Issue

Shall the Auburn Recreation District Board of Directors authorize and approve Resolution #2021-18, a resolution awarding a contract for the ARD Placer Hills Pool Parking Lot Re-paving Project to Simpson & Simpson paving Co.?

Background

The ARD Board of Directors approved the ARD Placer Hills Pool Parking Lot Re-paving Project on the 2021/2022 Project List. The estimate for the work was \$30,000.00. Bids were opened on 9/16/21 and eight bids were received. The low bid was received in the amount of \$46,960.00.

Recommendation for the Board of Directors

Staff recommends that the Board of Directors authorize and approve Resolution #2021-18 awarding the Base Bid of \$46,960.00 to Simpson & Simpson paving Co.

Fiscal Impact

Fiscal impact of the approval of the contract with Simpson & Simpson paving Co. is \$46,960.00 plus a 5% District controlled contingency of \$2,348.00 for a total of \$49,308.00. Budgeted at \$30,000.00, the additional funding is proposed to be provided from the general fund via the upcoming budget revision in October.

Attachments

Resolution #2021-18
Copy of bid received

RESOLUTION NUMBER 2021-18

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE
AUBURN AREA RECREATION AND PARK DISTRICT AWARDING CONTRACT
FOR THE PLACER HILLS POOL PARKING LOT RE-PAVING PROJECT

WHEREAS, the Auburn Area Recreation & Park District Board of Directors authorized the ARD Placer Hills Pool Parking Lot Re-paving Project on the 2020/2021 Project List and

WHEREAS, the Auburn Area Recreation & Park Districts estimate for the project was \$30,000.00 and

WHEREAS, the Auburn Area Recreation & Park District opened formal bids for the project on 9/16/21 and a low bid was received in the amount of \$46,960.00.

WHEREAS, additional funding can be allocated to cover the shortfall during the October budget revision.

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

That the Auburn Area Recreation & Park District awards the ARD James Field Outfield Turf Replacement Project to Simpson & Simpson paving Co. based on the lowest base bid sum of \$46,960.00

The District Administrator is authorized to enter into a contract for the ARD Placer Hills Pool Parking Lot Re-paving Project with Simpson & Simpson paving Co. for the base bid of \$46,960.00 and approves a 5% District controlled contingency of \$2,348.00 for a total of \$49,308.00

APPROVED, PASSED, AND ADOPTED ON September 28, 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

AUBURN AREA RECREATION AND PARK DISTRICT
STATE OF CALIFORNIA

PROPOSAL

For the construction of the

PLACER HILLS POOL PARKING LOT RE-PAVING PROJECT

To the Auburn Area Recreation and Park District:

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

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

The undersigned agrees that, if awarded the contract, they will commence the work upon written Notice to Proceed and shall diligently prosecute the same to completion before the expiration of **30 Working Days** from the date stated in the project Notice to Proceed.

Bids shall be submitted for the entire work.

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

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

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

Quantities, if shown on the Bid Schedule are approximate only, being given as a basis for the comparison of bids, and the District does not expressly or by implication agree that the actual amounts of work will correspond therewith and reserves the right to increase or decrease the

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

Bidder acknowledges receipt of the following addenda:

Addendum #1 attached with signature.

09/15/2021

Date

Simpson & Simpson, INC

Name of Firm

Contractor's License:

10001 Ophir Road, Newcastle, CA 95658

Business Address

a. Class: A

b. Number: 184056

530-885-4354

Phone Number

c. Expiration Date: 01/31/2021

Steve Simpson

Printed Name of Responsible Official


Signature of Responsible Official

d. DIR#: 1000011973

CA. Division of Industrial Relations Registration Number

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

PLACER HILLS POOL PARKING LOT RE-PAVING PROJECT

ADDENDUM #1

ADDENDUM DATE: SEPTEMBER 14, 2021

This addendum shall be considered part of the bid documents for the above mentioned project as though it had been issued at the same time and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original, this addendum shall govern and take precedence.

Bidders are hereby notified that they shall note receipt of this and all addenda in their proposals and make any necessary adjustments in their bids as a result of this and all addenda. It shall be construed that each bidder's proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

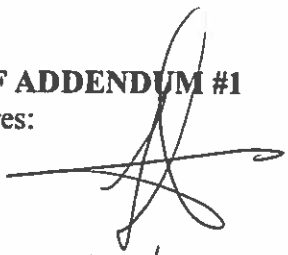
The bid documents are modified/clarified as follows:

- 1. NO SWPPP REQUIRED:** The only erosion control measures requested by Placer County are the Straw Wattles as shown and detailed on Sheet 4 of the drawings dated August 25, 2021.
- 2. NO 3rd PARTY COMPACTION TESTING REQUIRED:** Contractor shall prepare site and compact subgrades and paving work as described in the drawings.
- 3. NO EXISTING BASEROCK STOCKPILING REQUIRED:** Delete reference to stockpiling existing base rock in Key Notes #1 Sheet 3 of the drawings. Remove and dispose of existing base rock along with demolished asphalt.
- 4. MEADOW VISTA COUNTY WATER DISTRICT VALVE BOX:** There is an MVCWD valve box in the area to be re-paved and per communication with them, the existing can/box can be re-used or they will provide a new one for contractor to install at no cost. No added concrete collar required.
- 5. WATER SOURCE TO BE PROVIDED BY DISTRICT:** District will provide access to hose bibb in the pool area for the contractor to use as a water source. Hose(s) to be provided by contractor.

END OF ADDENDUM #1

Enclosures:

none



9/15/21

PLACER HILLS POOL PARKING LOT RE-PAVING PROJECT

BID SCHEDULE

No.	Item of Work	Quantity	Unit	Unit Price	Item Total
1.	MOBILIZATION / BONDS / INSURANCE	1	LS		1561.00
2.	SAWCUT, DEMOLITION, REMOVAL AND DISPOSAL OF EXISTING PAVING	1	LS		7850.00
3.	GRADING AND SUBGRADE PREPARATION FOR INCOMING ASPHALT & CONCRETE VALLEY GUTTER	1	LS		2500.00
4.	3' WIDE X 8" THICK CONCRETE VALLEY GUTTER W/ #4 REBAR 18" OCBW	110	LF		12,500.00
5.	3" ASPHALT OVER 8" BASEROCK PAVING	3,222	SF		19,249.00
6.	PARKING LOT STRIPING & TRUNCATED DOMES	1	LS		2300.00
7.	MISCELLANEOUS ITEMS NOT COVERED ABOVE INCLUDING: TRAFFIC CONTROL, EROSION CONTROL PROVIDE BRIEF WRITTEN DESCRIPTION OF ANY OTHER ITEMS NOT COVERED HERE:	1	LS		1000.00
				BID TOTAL:	46,960.00
	LEGEND: LS = LUMP SUM LF = LINEAR FEET SF = SQUARE FEET				

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

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

DESIGNATION OF SUBCONTRACTORS

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

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

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

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

1. NAME: N/A
ADDRESS: _____
CONTRACT ITEMS: _____ AMOUNT: \$ _____
2. NAME: _____
ADDRESS: _____
CONTRACT ITEMS: _____ AMOUNT: \$ _____
3. NAME: _____
ADDRESS: _____
CONTRACT ITEMS: _____ AMOUNT: \$ _____
4. NAME: _____
ADDRESS: _____
CONTRACT ITEMS: _____ AMOUNT: \$ _____

AUBURN AREA RECREATION AND PARK DISTRICT
STATE OF CALIFORNIA

NONCOLLUSION AFFIDAVIT TO ACCOMPANY PROPOSAL

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

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

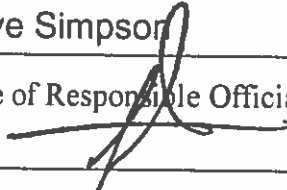
09/15/2021
Date

Simpson & Simpson, INC
Name of Company
10001 Ophir Road

Newcastle, CA 95658
Business Address
530-885-4354
Phone Number

Contractor's License:

- a. Class: A
- b. Number: 184056
- c. Expiration Date: 01/31/2021

Steve Simpson
Name of Responsible Official

Signature of Responsible Official

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

BIDDER'S BOND TO ACCOMPANY PROPOSAL

KNOW ALL MEN BY THESE PRESENTS,

That we, Simpson & Simpson, INC, as
Principal, and _____, a corporation authorized to
transact a general surety business in the State of California, as Surety, are held and firmly bound
unto AUBURN AREA RECREATION AND PARK DISTRICT (hereinafter called the Obligee)
in the full and just sum of **(10% of bid amount)**
Four thousand six hundred ninety six dollars, (\$4696.00) for
the payment whereof in lawful money of the United States, we bind ourselves, our heirs,
administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

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

Placer Hills Pool Parking Lot Re-Paving Project

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

Signed and Sealed this 15 day of September 2021.

Date

Month

Year

Principal

Attorney-in-Fact

Item 8.3 Cover sheet – Resolution #2021-19: Authorizing remote teleconference meetings for the Auburn Recreation District, per AB 361

Auburn Area Recreation and Park District Board of Directors meeting September 28, 2021

The Issue

Shall the Auburn Area Recreation and Park District (ARD) adopt Resolution #2021-19, a resolution authorizing remote teleconference meetings for the Board of Directors?

Background

Starting in March 2020, amid rising concern surrounding the spread of COVID-19 throughout communities in the state, California Governor Gavin Newsom issued a series of Executive Orders aimed at containing the novel coronavirus. These Executive Orders ([N-25-20](#), [N-29-20](#), [N-35-20](#)) collectively modified certain requirements created by the Ralph M. Brown Act ("the Brown Act"), the state's local agency public meetings law.

The orders waived several of the usual Brown Act requirements that would have gone against social distancing measures and other efforts to contain the novel coronavirus. However, on June 11, 2021, Governor Newsom issued Executive Order [N-08-21](#), which put a September 30 sunset date on the modifications to the usual Brown Act requirements. Agencies would have until September 30 to rely on the Executive Orders, after which point they would be required to observe the usual Brown Act requirements.

To permit local agencies to meet remotely under modified Brown Act procedures during the COVID-19 pandemic and future emergencies making in-person meetings unsafe, CSDA sponsored Assembly Bill 361 (Rivas), which was signed into law on Thursday, September 16, 2021. To ensure the remote meeting provisions would take effect prior to the September 30 expiration of the Governor's executive order, AB 361 included an urgency clause which allowed it to take effect immediately with two-thirds approval of the State Legislature.

What it Means for ARD and other Special Districts:

All local agencies should be aware that they may not conduct remote teleconference meetings pursuant to the authority in the Governor's prior Executive Orders beyond **September 30**; **after that date, all meetings subject to the Brown Act must comply with standard teleconference requirements (as they existed "pre-pandemic") OR must comply with the newly enacted provisions of AB 361.**

Accordingly, if a local agency seeks to continue conducting the meetings of its legislative body in a "remote" teleconference manner (i.e., via Zoom, Teams, etc.) after September 30, it must review AB 361's provisions and adopt a resolution, in consultation with legal counsel, that permits the legislative body of the local agency to conduct remote teleconference meetings in the manner specified by AB 361.

If a local agency passes a resolution by majority vote that meeting in-person during the state of emergency would present imminent risks to the health or safety of attendees, the resolution would permit meeting under the provisions of AB 361 for a maximum period of 30 days. After 30 Page 9 of 10 days, the local agency would need to renew its resolution, consistent with the requirements of AB 361, if the agency desires to continue meeting under the modified Brown Act requirements, or allow the resolution to lapse. Important Note: Consider referencing the initial

AB 361 PROCESS: AN EXECUTIVE SUMMARY

1. An emergency situation arises. The specific nature of the emergency produces an imminent risk to public health and safety.
2. A state of emergency is declared (pursuant to CA GOVT § 8625).
3. A local agency wishes to meet remotely via teleconferencing as a result of the emergency. A meeting notice/agenda are produced and posted, with an agenda item dedicated to consideration of a resolution to transition to teleconferenced meetings consistent with the terms of CA GOVT § 54953, subdivision (e). For this meeting, the modified Brown Act requirements apply (e.g., meeting notices/agendas do not need to be posted at all teleconference locations).
4. A resolution is passed consistent with the terms of CA GOVT § 54953, subdivision (e), paragraph (1), subparagraph (B) (i.e., a resolution passed by majority vote determining that meeting in person would present imminent risks to the health or safety of attendees).¹ This resolution is valid for 30 days.
5. 30 days later: if the state of emergency remains active, a local agency may act to renew its resolution effecting the transition to teleconferenced meetings by passing another resolution, consistent with the terms of CA GOVT § 54953, subdivision (e), paragraph (3) (i.e., a resolution which includes findings that legislative body has both 1) reconsidered the circumstances of the state of emergency, and 2) the state of emergency continues to directly impact the ability of the members to meet safely in person.²

¹ Alternatively, in lieu of a resolution finding that meeting in person would present imminent risks to the health or safety of attendees, a local agency may use modified Brown Act procedures when state/local officials recommend/require measures to promote social distancing.

² Should state/local officials continue to impose or recommend measures to promote social distancing, this may instead be used as a basis for renewing a resolution (as opposed to the fact that the state of emergency continues to directly impact the ability of the members to meet safely in person).

A special note about technical difficulties

In a notable departure from the terms of the Governor's orders, AB 361 explicitly requires that local agencies must first resolve any remote meeting disruption before proceeding to take further action on items appearing on a meeting agenda. In the event that a public comment line unexpectedly disconnects, a meeting agenda was sent out with the incorrect web link or dial-in information, the local agency's internet connection is interrupted, or other similar circumstances, a local agency is required to stop the ongoing meeting and work to resolve the issue before continuing with the meeting agenda. In the event that a meeting disruption within the control of the agency cannot be resolved, a local agency should not take any further action on agenda items; the local agency

should end the meeting and address the disruption in the interim, or it may risk having its actions set aside in a legal action.

Alternatives available to the Board of Directors

1. Do not adopt Resolution #2021-19, and follow the guidelines of the Brown Act as they were prior to March of 2020.

Recommendation for the Board of Directors

Staff does not recommend adopting Resolution #2021-19. By not adopting this resolution ARD would be required meetings to return to standard Brown Act requirements. The ARD Board has been in attendance at recent meetings, with little absenteeism.

A Zoom option will still be offered for the public, however ARD may be forced to stop a meeting if we run into technical difficulties.

Information on AB 361 was not made available until after committee packets had been completed, thus it was not reviewed by the ARD Policy Committee.

Fiscal Impact

N/A at this time.

There may be some future attorney time to help review our practices and future (required) resolutions if ARD opts to follow the guidelines of AB 361.

Attachments

Resolution #2021-19

RESOLUTION NO. 2021-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR'S ORDERS [N-25-20](#), [N-29-20](#), [N-35-20](#) IN MARCH OF 2020 AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF AUBURN AREA RECREATION AND PARK DISTRICT FOR THE PERIOD OCTOBER 1ST – 31ST, 2021 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Auburn Area Recreation and Park District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Auburn Area Recreation and Park District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, GOVERNOR'S ORDERS [N-25-20](#), [N-29-20](#), [N-35-20](#) IN MARCH OF 2020, and

WHEREAS, meeting in person could pose a threat to the health and welfare of the Board, staff and public due to the ongoing COVID-19 threat, and

WHEREAS, the Board of Directors does hereby find that GOVERNOR'S ORDERS [N-25-20](#), [N-29-20](#), [N-35-20](#) IN MARCH OF 2020 has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of Auburn Area Recreation and Park District shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to

provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the Auburn Area Recreation and Park District is providing remote meeting options via the Zoom platform

NOW, THEREFORE, THE BOARD OF DIRECTORS OF AUBURN AREA RECREATION AND PARK DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Proclamation of Local Emergency. The Board hereby proclaims that a local emergency now exists throughout the District, and meeting in person could pose a threat to the health and welfare of the Board, staff and public due to the ongoing COVID-19 threat.

Section 3. Ratification of Governor’s Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California’s Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The District Administrator and legislative bodies of the Auburn Area Recreation and Park District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) October 28, 2021 or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Auburn Area Recreation and Park District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of Auburn Area Recreation and Park District this _____ day of _____, 20___, by the following vote:

Ayes:

Noes:

Absent:

Abstain:

H. Gordon Ainsleigh
Chairman of the Governing Board

ATTEST:

Clerk to the Board

Item 9.1 Cover sheet – Informational Item-Wheelchair Swing Location Study

Acquisition and Development (A&D) Committee September 22, 2021 (informational item) & ARD Board of Directors Meeting September 28, 2021

The Issue

Shall the wheelchair swing be placed inside the existing play area box which will require the purchase of new non-wheelchair swings? Or should the new wheelchair swing be placed outside the play area box and keep the existing swings. The cost estimate for the design placing the WC swing inside the box is coming in over what is currently budgeted.

Background

The previously studied WC swing out of the UK had a smaller footprint and would fit in the area outside the play box. The new WC swing has a larger fall zone and would conflict with existing items outside the play box (picnic table, bbq, new bench, tree).

Recommendation for the Board of Directors

Review and discuss, provide staff a recommendation on design.

Fiscal Impact

Most recent cost estimate for placing the WC swing inside the box, purchasing new swings (same quantity as existing), add concrete ADA path is \$80,787.00. District currently has \$60,000.00 budgeted. Staff suggests that placing the WC swing outside the box will likely be more expensive and conflict with existing features.

Attachments

Graphic studies 3 pages



Recreation Park south-end playground area

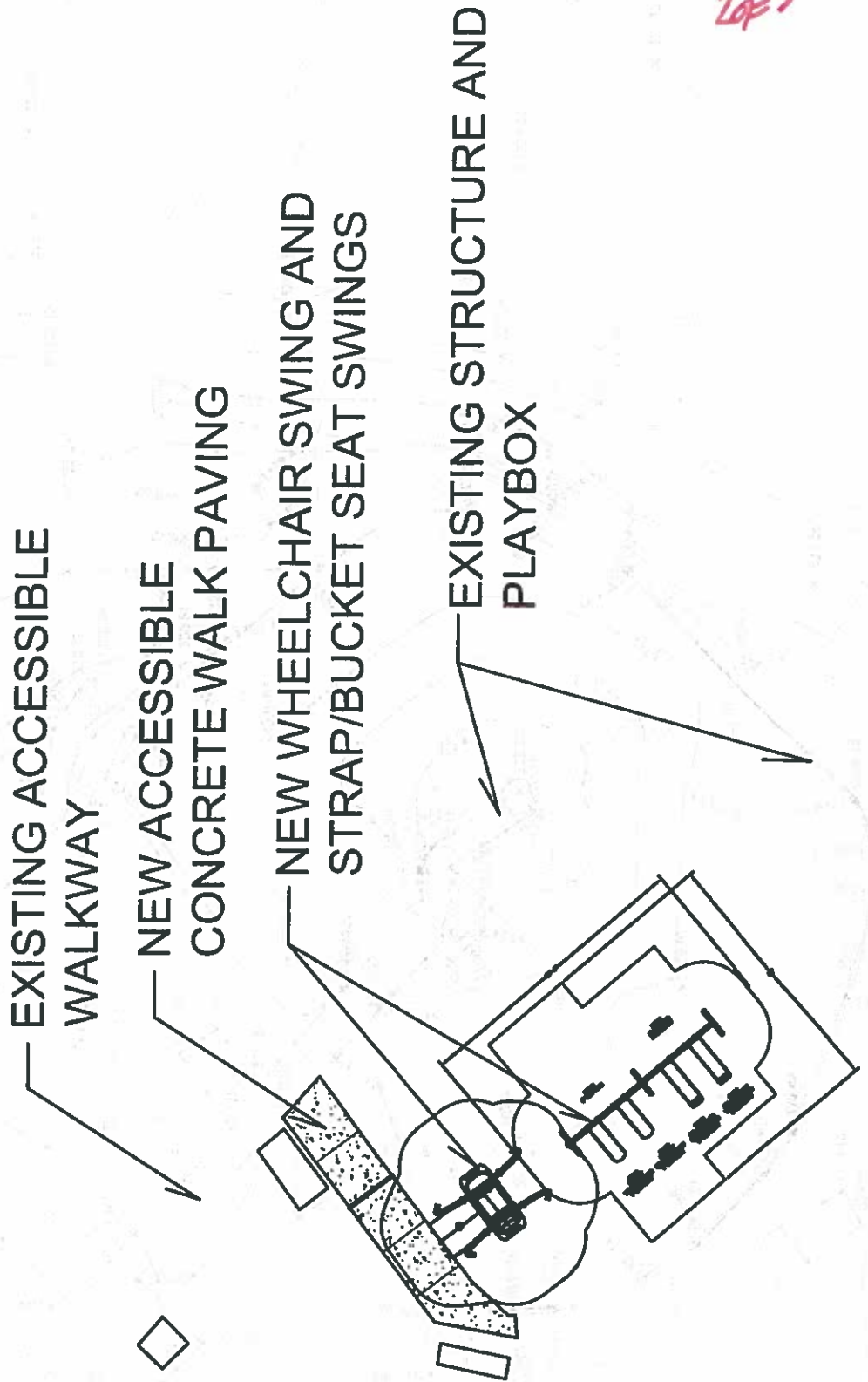
Option #2: Wheelchair swing outside playground area. Existing swings remain in place; see detail

Existing swings

Option #1: Wheelchair swing inside playground area. Existing swings removed; new swings installed in different area

OPTION 1

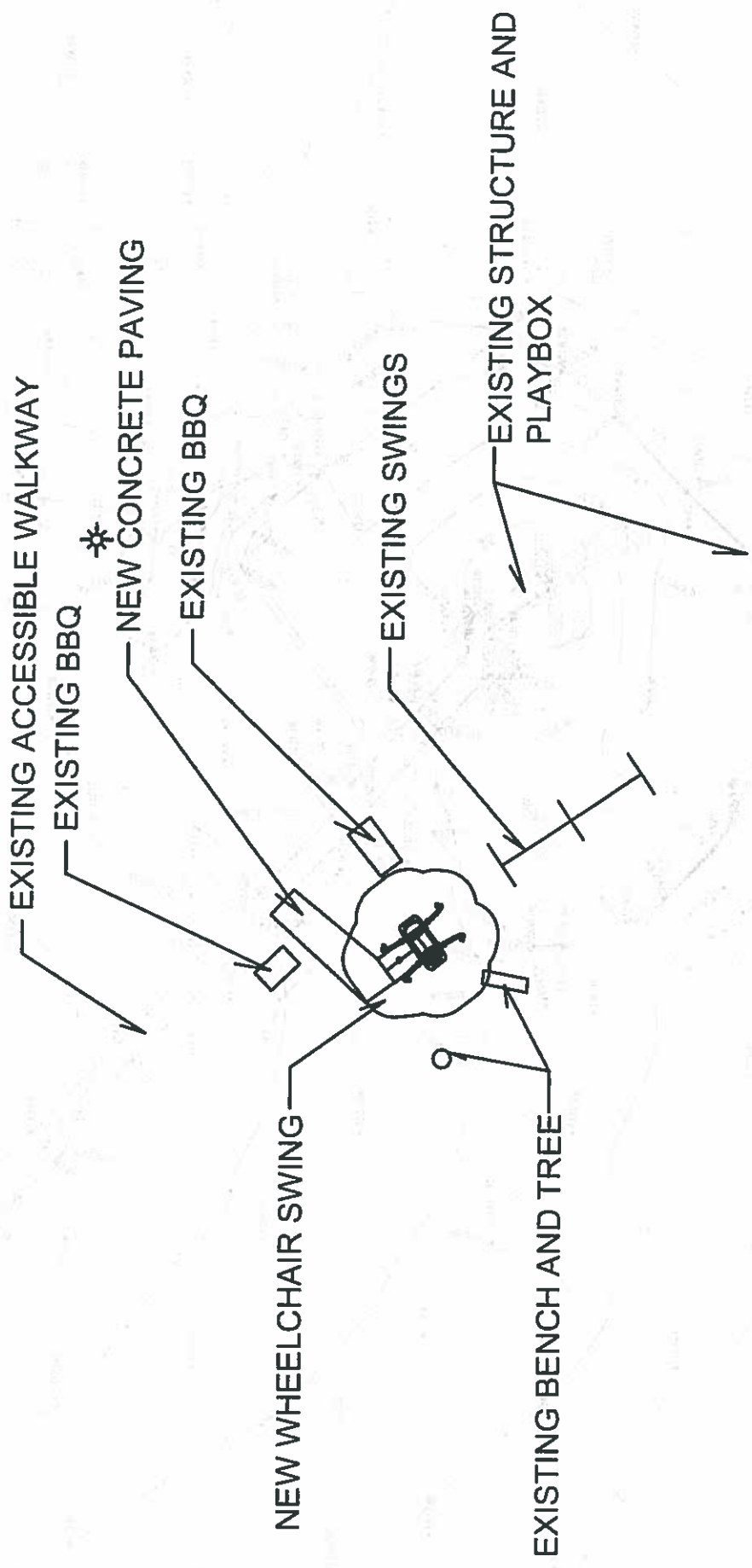
PUT WC SWING INSIDE (E) PLAYBOX - BUY NEW SWINGS



2023

option 2

PUT WE SWING IN AREA OUTSIDE PLAYBOX



max 3

KIDsapAL°oza

inaugural ARD event draws 500 for music, art, obstacle courses

BY TRACI NEWELL
AUBURN JOURNAL

In celebration of students and youth in Auburn, the Auburn Area Recreation and Parks District hosted an event of music, art and obstacle courses at Recreation Park on Thursday.

Nearly 500 people came to the event. BTUArts was on hand with hands-on instrumentation exploration where students experimented with different instruments, heard new sounds, played guitars, keyboards, beat machines and more. Innervoice Media brought camera equipment and video equipment for kids to tinker with in a photo-booth area.

The Auburn Police Department brought APD Fit with an obstacle course and health challenge for students of all ages in partnership with Auburn gymnastics, Auburn Fit and the Corazon Dance Company. Evangelista Community Relations, Auburn Union School District, Granite Wellness and Ross Parrelli also provided resources and activities for attendees. The event also featured music by Benwar and Friends and J Ross Parrelli.



CURTIS MARTIN • INNERVOICE MEDIA

ABOVE: Children practice their balance at the KIDSAPALOOZA event at Recreation Park on Thursday. The event drew nearly 500 people.



CURTIS MARTIN • INNERVOICE MEDIA

LEFT: Auburn Police Department's newest officer Tamekò Silva instructs children at the obstacle course at the KIDSAPALOOZA event.