

**FEATHER RIVER RECREATION AND PARK DISTRICT  
1875 FEATHER RIVER BLVD., OROVILLE, CA 95965**

**DISTRICT BOARD MEETING**  
Regular Board Meeting  
July 24, 2018

*Location: FRRPD Conference Room*

**AGENDA Closed session N/A / Open Session 5:30PM**

*In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.*

**1. CALL MEETING TO ORDER** Time: \_\_\_\_\_

**2. ROLL CALL**  
Director Marcia Carter \_\_\_\_\_  
Director Scott Kent Fowler \_\_\_\_\_  
Director Steven Rocchi \_\_\_\_\_  
Vice Chairperson Emberland \_\_\_\_\_  
Chairperson Victoria Smith \_\_\_\_\_

**3. PLEDGE OF ALLEGIANCE**

**4. ADJOURNMENT TO CLOSED SESSION**  
None

**5. ANNOUNCEMENTS FROM CLOSED SESSION**

**6. PUBLIC COMMENT**  
At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from taking action on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Board reserves the right to limit public comment to 15 minutes, and can reopen public comment at a later time. The Chairperson will invite anyone the audience wishing to address the Board on a matter not listed on the agenda to state your name for the record and make your presentation. The Board will not and cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.

**7. ACKNOWLEDGEMENTS**  
**A. Thank you to the Northwestern Lineman College, STARS, staff and others who volunteered to help at the 4<sup>th</sup> of July Event.**  
**B. Introduce Michelle Huffman**

**8. CONSENT AGENDA**

*Items listed on the Consent Agenda are considered routine and will be enacted, approved, or adopted by one motion unless a request for removal or explanation is received from a Board member, staff, or member of the public. Items removed from the Consent Agenda shall be considered immediately following the adoption of the Consent Agenda.*

- A. Review and approve June 26, 2018 Regular Board Meeting Minutes** (Appendix A)
- B. Review June 2018 Financial Statements** (Appendix B)

**9. ITEMS PULLED FROM THE CONSENT AGENDA**

**10. ACTION ITEMS** (Require vote)

- 1. Review and approve request to purchase two new trampolines for an amount not to exceed \$11,700.** (Appendix C)

*Requested Action: Approve Request*

**VOTE**

- Director Marcia Carter \_\_\_\_\_
- Director Scott Kent Fowler \_\_\_\_\_
- Director Steven Rocchi \_\_\_\_\_
- Vice Chairperson Emberland \_\_\_\_\_
- Chairperson Victoria Smith \_\_\_\_\_

- 2. Approve the funding agreement for \$5,000 with Do-It Leisure.** (Appendix D)

*Requested Action: Authorize Board Chair to execute agreement*

**VOTE**

- Director Marcia Carter \_\_\_\_\_
- Director Scott Kent Fowler \_\_\_\_\_
- Director Steven Rocchi \_\_\_\_\_
- Vice Chairperson Emberland \_\_\_\_\_
- Chairperson Victoria Smith \_\_\_\_\_

- 3. Review list of District-owned parcels.** (Appendix E)

*Requested Action: Provide direction to staff*

**VOTE**

- Director Marcia Carter \_\_\_\_\_
- Director Scott Kent Fowler \_\_\_\_\_
- Director Steven Rocchi \_\_\_\_\_
- Vice Chairperson Emberland \_\_\_\_\_
- Chairperson Victoria Smith \_\_\_\_\_

**4. Review Riverbend change order requests. (Appendix F)**

*Requested Action: Approve Requests*

**VOTE**

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

**5. RESOLUTION NO. 1390-18: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE FINAL BUDGET FOR FISCAL YEAR 2018/19. (Appendix G)**

*Requested Action: Adopt the Resolution*

**VOTE**

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

**6. Review request to change future Board Meeting dates. (Appendix H)**

*Requested Action: Approve Request*

**VOTE**

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

**7. Give staff direction regarding Don Noble’s Aquatic Center concept. (Appendix I)**

*Requested Action: Provide direction to staff*

**VOTE**

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

**11. NON-ACTION ITEMS**

**A. Financials – Committee update**

**12. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS**

*The following committees met: Finance*

**13. CORRESPONDENCE**

**A. LAFCO RDA Election Results (Appendix J)**

**B. LAFCO Special District Results (Appendix K)**

**14. UNFINISHED BUSINESS**

**15. BOARD ITEMS FOR NEXT AGENDA**

**A. American Lung Association presentation regarding smoking ban in District parks**

**B. River Partners presentation regarding weed mapping**

**16. ADJOURNMENT**

Time: \_\_\_\_\_



**FEATHER RIVER RECREATION AND PARK DISTRICT  
1875 FEATHER RIVER BLVD., OROVILLE, CA 95965**

**DISTRICT BOARD MEETING**

Regular Board Meeting  
June 26, 2018

*Location: FRRPD Conference Room*

**Draft Minutes**

**Closed Session 5:00PM/ Open Session 5:30PM**

*The public portion of this meeting was recorded by Chairperson Smith.*

**Chairperson Smith called the meeting to order at 5:00 PM**

**ROLL CALL**

Director Marcia Carter	<u>Present</u>
Director Scott Kent Fowler	<u>Present</u>
Director Steven Rocchi	<u>Present</u>
Vice Chairperson Emberland	<u>Present</u>
Chairperson Victoria Smith	<u>Present</u>

**ADJOURNMENT TO CLOSED SESSION**

- A. Pursuant to Government Code section 54956.9(b)(3)(A), Conference with Legal Counsel – Anticipated Litigation (two cases) based on facts and circumstances that might result in litigation, but which may not yet be known to the potential claimant or claimants.**

**The Pledge of Allegiance was performed.**

**ANNOUNCEMENTS FROM CLOSED SESSION**

No action was taken; direction given to staff.

**PUBLIC COMMENT**

Loren Gill mentioned some ideas for funding and projects, including the trail under the Green Bridge.

**ACKNOWLEDGEMENTS**

**CONSENT AGENDA**

- A. Review and approve May 22, 2018 Regular Board Meeting Minutes**  
**C. Review application and appoint Susan Sears to Benefit Assessment District (BAD) Committee**  
 Item B was pulled from consent.  
 Director Rocchi made the motion to approve the remainder of the Consent Agenda  
 Director Fowler seconded the motion  
**\*The motion to approve the Consent Agenda was passed by a unanimous vote.**

## ITEMS PULLED FROM THE CONSENT AGENDA

### B. Review May 2018 Financial Statements

There was a brief discussion of the Financials

Director Carter made the motion to approve the Financials

Vice Chairperson Emberland seconded the motion

**\*The motion to approve the Financials was passed by a unanimous vote.**

## PUBLIC HEARINGS

### A. PUBLIC HEARING: 2018-19 FISCAL YEAR BUDGET (no action)

Director Carter and Chairperson Smith expressed concern toward using taxpayer dollars to increase the District's contribution to employee health benefits. General Manager Randy Murphy pointed out the discrepancy in percentages between comparable agencies. Director Fowler advocated for the increase. Tasha also supported the increase in contributions.

*Final 2018-19 Fiscal Year Budget adoption scheduled for July 24, 2018*

### B. PUBLIC HEARING: 2018-19 ENGINEERS REPORT (no action)

There was discussion amongst the Board and a question from the public regarding the price.

*Final 2018-19 Engineers Report adoption scheduled for July 24, 2018*

## 1. ACTION ITEMS (Require vote)

### A. Review and approve allocation of funds and explore possible grant options (i.e. SBF) necessary to repair Nelson Pool

There was discussion amongst the Board and the public.

No action was taken; direction given to staff to explore funding options.

### B. RESOLUTION NO. 1387-18 YEAR-END TRANSFER OF FUNDS \$247,468 FROM BENEFIT ASSESSMENT ACCOUNT TO GENERAL FUND 2017-18 BUDGETED MAINTENANCE OPERATING EXPENSES

Director Fowler Made the motion to approve resolution 1387-18.

Director Rocchi seconded the motion.

**\*The motion to approve the transfer of funds from the benefit assessment account to the general fund was passed with a unanimous vote.**

### C. RESOLUTION NO. 1388-18 YEAR-END TRANSFER OF FUNDS \$200K FROM BANK OF WEST MERCHANT ACCOUNT (CREDIT CARD PAYMENTS RECEIVED) TO GENERAL FUND

There was a brief discussion amongst the Board.

Director Fowler made the motion to approve resolution 1388-18.

Director Rocchi seconded the motion.

**\*The motion to approve the transfer of funds form the Bank of the West merchant account to the general fund was passed with a unanimous vote.**

### D. RESOLUTION NO. 1389-18: ANNUAL RESOLUTION OF THE FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS ADOPTING THE 2018-19 APPROPRIATIONS LIMITATIONS

There was a brief discussion amongst the Board.

Director Rocchi made the motion to approve resolution 1389-18.

Vice Chairperson Emberland seconded the motion.

**\*The motion to approve the Appropriations Limitations was passed with a unanimous vote.**

**E. RESOLUTION NO. 1390-18 ALLOCATION UP TO \$40,000 FROM THE GENERAL FUND FOR REQUIRED COUNTY PERMITS AND REQUIRED AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE IMPROVMENTS RELATED TO THE INSTALLATION OF NEW PLAY STRUCTURES AT PALERMO PARK**

There was discussion amongst the Board and the public.

Director Fowler made the motion to approve Resolution 1390-18.

Director Rocchi seconded the motion.

**\*The motion to approve the allocation of up to \$40,000 of funds for ADA improvements related to the installation of new play structures at Palermo Park was passed with a unanimous vote.**

**F. Review Riverbend Park change order request**

There was discussion amongst the Board and Greg Melton. General Manager Murphy and Greg Melton mentioned some of the improvements at Riverbend including replacing the main switch boards and recently discovered well problems that may cost up to \$50,000 to repair.

Director Fowler made the motion to approve the change order request and reset the General Manager's change order authority.

Director Rocchi seconded the motion.

**\*The motion to approve the Riverbend change order request was passed with a unanimous vote.**

**General Manager Murphy requested a 5 minute recess. Chairperson Smith approved.**

**2. NON-ACTION ITEMS**

**A. Fund raising options**

A presentation was given by Valerie Navarro with commentary by the Board, General Manager Randy Murphy, and Greg Melton. The Board advised the General Manager to pursue these funding options.

**3. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS**

*The following committees met: Finance*

**4. CORRESPONDENCE**

None

**5. UNFINISHED BUSINESS**

**6. BOARD ITEMS FOR NEXT AGENDA**

Final 2018-19 Budget

Discussion of District-owned properties

**7. Chairperson Smith adjourned the meeting at 7:58 PM.**

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB										
1	Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses																						26	Annual total Payroll Periods: 26		MONTHLY ACTUAL VS. MONTHLY BUDGET												
2	Business Manager Staff Report-																						PAYROLL USE		Payroll %		100%		Annual Budget divided by "X" amount of months									
3	<b>Not final. Waiting on county reports, late invoices, year end reconciliations.</b>																																					
4	See staff comments for detailed monthly expenses explained and comment on YTD budget over/under																																					
5	Jun-18																																					
6						YTD	YTD	YTD	YTD			Jun-18	Jun-18	MONTHLY	YTD																							
7						Annual	Annual	Over	BUDGET			ACTUAL YTD	BUDGET	Over	100%																							
8						100%	100%	(Under)	% used			TOTAL	12	(Under)	% used																							
9						STAFF COMMENTS MONTHLY																																
10						TRANSACTIONS																																
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A	B	C	D	E	F	Q	R	S	T	U	V	W	X	Y	Z	AA	AB				
1	Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses											26	Annual total Payroll Periods: 26		MONTHLY ACTUAL VS. MONTHLY BUDGET						
2	Business Manager Staff Report-											PAYROLL USE		Payroll %	100%	Paid 24 out of 26 Payroll		Annual Budget divided by "X" amount of months			
3	<b>Not final. Waiting on county reports, late invoices, year end reconciliations.</b>																				
4	See staff comments for detailed monthly expenses explained and comment on YTD budget over/under																				
5	Jun-18																				
6		May-18	Jun-18	YTD TOTAL	YTD Annual Budget	YTD Over (Under)	YTD BUDGET 100% % used	STAFF COMMENTS MONTHLY TRANSACTIONS	Jun-18 ACTUAL YTD TOTAL	Jun-18 BUDGET 12	MONTHLY Over (Under)	YTD 100% % used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS								
57	5236	Legal	10,760	61,516	18,000	43,516	342%	Waiting to receive invoice for June services	61,516	18,000	43,516	342%									
58	5237	Contract Janitorial	5,050	5,050	60,600	71,000	(10,400)	85%		60,600	71,000	(10,400)	85%								
	5239	Outside Service Admin/Consult	5,893	1,456	98,580	27,000	71,580	365%	Jun18: IT support \$1.3k	98,580	27,000	71,580	365%	BAD Report \$15k, 2 or 2 annual payments. Unbudgeted expense Interim General Manager \$20k. Unbudgeted \$36k six months previous GM contract. Unbudgeted \$12.5k HR investigation. Total \$68.5k expensed unbudgeted items.							
59	<b>Total - Professional &amp; Outside Svcs</b>																				
60		27,463	10,250	284,716	201,950	82,766	141%		284,716	201,950	82,766	141%									
61	5250	Rent		230	2,200	(1,970)	10%		230	2,200	(1,970)	10%									
62	<b>Repairs &amp; Maintenance</b>																				
63	5261	Building R&M	922	937	28,242	35,000	(6,758)	81%		28,242	35,000	(6,758)	81%								
64	5262	Equipment R&M	392	704	10,806	22,000	(11,194)	49%		10,806	22,000	(11,194)	49%								
65	5263	General R&M	505	206	4,950	30,000	(25,050)	17%		4,950	30,000	(25,050)	17%								
66	5264	Grounds R&M	1,821	1,708	22,473	45,000	(22,527)	50%		22,473	45,000	(22,527)	50%								
67	5265	Janitorial Supplies	1,380	2,512	25,974	28,750	(2,776)	90%		25,974	28,750	(2,776)	90%								
68	5266	Vandalism Repair	371	1,188	13,116	15,000	(1,884)	87%		13,116	15,000	(1,884)	87%								
69	5267	Vehicle R&M	422	786	5,243	6,500	(1,257)	81%		5,243	6,500	(1,257)	81%								
70	5268	Aquatics Pool R&M	7,876	5,981	33,917	45,000	(11,083)	75%		33,917	45,000	(11,083)	75%								
71	5269	Outside Contractor/Services R&M		862	12,741	20,000	(7,259)	64%	Jun18: Electrician Nelson repair breakers \$535, Pest Control \$325	12,741	20,000	(7,259)	64%								
72	<b>Total - Repairs &amp; Maintenance</b>																				
73	5270	Security	110	499	5,349	8,000	(2,651)	67%		5,349	8,000	(2,651)	67%								
74	<b>Supplies - Consumable</b>																				
75	5281	Misc Staff & Uniform Supplies	1,963	922	9,240	9,000	240	103%		9,240	9,000	240	103%								
76	5282	Office Supplies	267	792	5,496	6,500	(1,004)	85%		5,496	6,500	(1,004)	85%								
77	5284	Program Food	1,162	1,110	11,295	12,000	(705)	94%		11,295	12,000	(705)	94%								
78	5286	Program Supplies	1,547	2,078	25,391	22,000	3,391	115%	Jun18: Camp and Aquatics	25,391	22,000	3,391	115%	\$7.5k not in operating budget, FRRPD reimbursed by parents for Cheer Uniforms posted to program income to offset expense offset under budgeted in g/l 5289 Site Supplies							
79	5287	Safety Supplies	588	191	3,549	3,000	549	118%		3,549	3,000	549	118%	offset over budget in g/l 5287 Safety Supplies							
80	5289	Site Supplies	437		1,276	2,000	(724)	64%		1,276	2,000	(724)	64%								
81	<b>Total - Supplies - Consumable</b>																				
82	5290	Taxes, Lic., Notices & Permits	1,350		4,488	6,800	(2,312)	66%		4,488	6,800	(2,312)	66%								
83	5300	Telephone/Internet	1,027	1,008	11,572	14,000	(2,428)	83%		11,572	14,000	(2,428)	83%								
84	<b>Transportation, Meals &amp; Travel</b>																				
85	5312	Air, Lodging, Other Travel	42	592	3,577	3,000	577	119%	Jun18: GM Summit hotel	3,577	3,000	577	119%								
86	5314	Fuel	1,961	1,799	18,741	22,000	(3,259)	85%		18,741	22,000	(3,259)	85%								
87	5316	Meals			575	1,000	(425)	58%		575	1,000	(425)	58%								
88	5318	Mileage	532	179	2,179	3,000	(821)	73%		2,179	3,000	(821)	73%								
89	<b>Total - Transportation, Meals &amp; Travel</b>																				
90		2,535	2,570	25,072	29,000	(3,928)	86%		25,072	29,000	(3,928)	86%									
91	<b>Utilities</b>																				
92	5322	Electric	9,910	12,677	105,519	110,000	(4,481)	96%		105,519	110,000	(4,481)	96%								
93	5324	Garbage	1,559	1,026	20,358	23,000	(2,642)	89%		20,358	23,000	(2,642)	89%								
94	5326	Gas/Propane	196	628	5,510	8,000	(2,490)	69%		5,510	8,000	(2,490)	69%								
95	5328	Sewer	146	246	3,852	4,000	(148)	96%		3,852	4,000	(148)	96%								
96	5329	Water	5,481	10,643	79,243	100,000	(20,757)	79%		79,243	100,000	(20,757)	79%								
97	<b>Total - Utilities</b>																				
98		17,292	25,220	214,482	245,000	(30,518)	88%		214,482	245,000	(30,518)	88%									
99	<b>Total Expense</b>																				
100		179,391	183,791	2,376,268	2,761,471	(385,203)	86%		2,376,268	2,761,471	(385,203)	86%									
101	<b>Total Profit (Loss)</b>																				
102		(81,638)	(93,261)	462,998	155,611	307,387			462,998	155,611	307,387										
103	<b>Other Income/Expense</b>																				
104									0	0											
105	<b>Other Income</b>																				
106	4200	Impact Fee Income	5,710	3,408	49,474				49,474	0											
107	4910	Interest Income - Impact Fees			2,132				2,132	0											
108	9990	Gail (Loss) on Asset Disposal			0				0	0											
109	<b>Total Other Income</b>																				
110		5,710	3,408	51,606					51,606	0											
111	<b>Other Expense</b>																				
112	7000	Year End Adj Fair Value Adjustment			0				0												
113	7210	Debt Interest Expense	9,558	9,558	117,432	117,429			117,432	117,429											
114	<b>Total Other Expense</b>																				
115		9,558	9,558	117,432	117,429				117,432	117,429											
116	<b>Net Other Income</b>																				
117		(3,848)	(6,150)	(65,826)					(65,826)	0											
118	<b>Net Income</b>																				
119		(85,486)	(99,411)	397,172	38,182				397,172	38,182											

Feather River Recreation & Park District  
Balance Sheet  
As of June 30, 2018

2:18 PM  
07/14/2018  
Accrual Basis

	Jun 30, 18	Jun 30, 17	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1010 - Treasury Cash				
1010.1 - Treasury Cash - General	1,023,575.09	1,035,051.04	-11,475.95	-1.11%
1010.2 - Treasury Cash - Reserve	383,594.00	243,594.00	140,000.00	57.47%
<b>Total 1010 - Treasury Cash</b>	<b>1,407,169.09</b>	<b>1,278,645.04</b>	<b>128,524.05</b>	<b>10.05%</b>
1020 - Imprest Cash	1,000.00	1,000.00	0.00	0.0%
1030 - BofW - Merchant Acct.	46,781.61	190,787.55	-144,005.94	-75.48%
1031 - BofW Project RIVERBEND	2,130,083.99	146.38	2,129,937.61	1,455,074.2%
1040 - Fund 2610 - BAD	24,657.05	24,168.02	489.03	2.02%
<b>1050 - Impact Fees</b>				
1051 - Impact - Parklands	206,660.06	164,347.81	42,312.25	25.75%
1052 - Impact - Public Use	6,712.05	52,615.62	-45,903.57	-87.24%
1053 - Impact - Aquatics	32,231.72	26,822.40	5,409.32	20.17%
<b>Total 1050 - Impact Fees</b>	<b>245,603.83</b>	<b>243,785.83</b>	<b>1,818.00</b>	<b>0.75%</b>
<b>Total Checking/Savings</b>	<b>3,855,295.57</b>	<b>1,738,532.82</b>	<b>2,116,762.75</b>	<b>121.76%</b>
<b>Accounts Receivable</b>				
1210 - Accounts Receivable	11,612.77	28,944.12	-17,331.35	-59.88%
<b>Total Accounts Receivable</b>	<b>11,612.77</b>	<b>28,944.12</b>	<b>-17,331.35</b>	<b>-59.88%</b>
<b>Other Current Assets</b>				
1302 - FEMA Riverbend Claim A/R	226,347.00	105,767.26	120,579.74	114.01%
1310 - Miscellaneous Receivables	1,877.17	1,385.15	492.02	35.52%
1320 - Umpqua Bank Project Fund	188,856.12	241,800.00	-52,943.88	-21.9%
<b>Total Other Current Assets</b>	<b>417,080.29</b>	<b>348,952.41</b>	<b>68,127.88</b>	<b>19.52%</b>
<b>Total Current Assets</b>	<b>4,283,988.63</b>	<b>2,116,429.35</b>	<b>2,167,559.28</b>	<b>102.42%</b>
<b>Fixed Assets</b>				
1410 - Land	627,494.00	627,494.00	0.00	0.0%
1420 - Buildings & Improvements	10,314,889.08	10,190,771.88	124,117.20	1.22%
1430 - Equipment & Vehicles	826,723.21	663,054.79	163,668.42	24.68%
1440 - Construction in Progress				
1443 - CIP Riverbend Restoration RB99	783,293.28	0.00	783,293.28	100.0%
1446 - CIP Act Center Improvement AC99	0.00	7,022.70	-7,022.70	-100.0%
1447 - CIP Berry Creek Bathroom BC99	30,419.35	6,129.11	24,290.24	396.31%
<b>Total 1440 - Construction in Progress</b>	<b>813,712.63</b>	<b>13,151.81</b>	<b>800,560.82</b>	<b>6,087.08%</b>
1499 - Accumulated Depreciation	-3,872,382.85	-3,872,382.85	0.00	0.0%
<b>Total Fixed Assets</b>	<b>8,710,436.07</b>	<b>7,622,089.63</b>	<b>1,088,346.44</b>	<b>14.28%</b>
<b>Other Assets</b>				
1550 - GASB 68 CalPERS Valuation				
1551 - GASB68 Deferred Outflow Pension	124,015.00	124,015.00	0.00	0.0%
<b>Total 1550 - GASB 68 CalPERS Valuation</b>	<b>124,015.00</b>	<b>124,015.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Other Assets</b>	<b>124,015.00</b>	<b>124,015.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL ASSETS</b>	<b>13,118,439.70</b>	<b>9,862,533.98</b>	<b>3,255,905.72</b>	<b>33.01%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 - Accounts Payable	34,603.46	84,200.62	-49,597.16	-58.9%
<b>Total Accounts Payable</b>	<b>34,603.46</b>	<b>84,200.62</b>	<b>-49,597.16</b>	<b>-58.9%</b>
<b>Credit Cards</b>				
2300 - Credit Cards Payable				
2335 - BofW CC 2122 GM	692.32	-60.84	753.16	1,237.94%
2337 - BoW CC 4607 Preschool	559.79	367.22	192.57	52.44%
2338 - BoW CC 6280 Maintenance	7.41	107.94	-100.53	-93.14%
2339 - BoW CC 9561 General	28.54	0.00	28.54	100.0%
<b>Total 2300 - Credit Cards Payable</b>	<b>1,288.06</b>	<b>414.32</b>	<b>873.74</b>	<b>210.89%</b>

	Jun 30, 18	Jun 30, 17	\$ Change	% Change
<b>2350 - Supplier Accounts</b>				
2351 - Better Deal Exchange	0.00	36.55	-36.55	-100.0%
2352 - Staples	0.00	376.45	-376.45	-100.0%
2353 - Walmart	462.57	0.00	462.57	100.0%
2354 - Home Depot	-286.87	439.99	-726.86	-165.2%
2357 - Tractor Supply	172.64	-173.53	346.17	199.49%
<b>Total 2350 - Supplier Accounts</b>	<b>348.34</b>	<b>679.46</b>	<b>-331.12</b>	<b>-48.73%</b>
<b>Total Credit Cards</b>	<b>1,636.40</b>	<b>1,093.78</b>	<b>542.62</b>	<b>49.61%</b>
<b>Other Current Liabilities</b>				
<b>2100 - Payroll Liabilities</b>				
2160 - Workers Comp Payable	1,810.61	4,199.59	-2,388.98	-56.89%
2199 - Accrued Leave Payable	20,664.82	32,234.16	-11,569.34	-35.89%
<b>Total 2100 - Payroll Liabilities</b>	<b>22,475.43</b>	<b>36,433.75</b>	<b>-13,958.32</b>	<b>-38.31%</b>
2405 - Deferred Revenue	0.00	24,786.50	-24,786.50	-100.0%
2410 - Gift Certificate Liability	0.00	190.00	-190.00	-100.0%
<b>Total Other Current Liabilities</b>	<b>22,475.43</b>	<b>61,410.25</b>	<b>-38,934.82</b>	<b>-63.4%</b>
<b>Total Current Liabilities</b>	<b>58,715.29</b>	<b>146,704.65</b>	<b>-87,989.36</b>	<b>-59.98%</b>
<b>Long Term Liabilities</b>				
2954 - Ford Motor Vehicle Loan	30,165.04	0.00	30,165.04	100.0%
2955 - Umpqua Bank Tax Exempt Bond A	3,248,015.00	3,445,750.00	-197,735.00	-5.74%
2960 - Umpqua Bank Taxable Bond B	165,000.00	188,000.00	-23,000.00	-12.23%
2975 - GASB 68 CalPERS Liab Valuation				
2976 - GASB 68 Deferred Inflow Pension	85,013.00	85,013.00	0.00	0.0%
2977 - GASB 68 Net Pension Liability	709,041.00	709,041.00	0.00	0.0%
<b>Total 2975 - GASB 68 CalPERS Liab Valuat</b>	<b>794,054.00</b>	<b>794,054.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Long Term Liabilities</b>	<b>4,237,234.04</b>	<b>4,427,804.00</b>	<b>-190,569.96</b>	<b>-4.3%</b>
<b>Total Liabilities</b>	<b>4,295,949.33</b>	<b>4,574,508.65</b>	<b>-278,559.32</b>	<b>-6.09%</b>
<b>Equity</b>				
3010 - Imprest Cash Reserve	1,000.00	1,000.00	0.00	0.0%
3020 - General Reserve	20,000.00	20,000.00	0.00	0.0%
3030 - Investment in Assets	5,022,758.82	5,022,758.82	0.00	0.0%
3040 - General Fund Balance	-23,687.34	6,034,912.80	-6,058,600.14	-100.39%
3050 - Benefit Assessment District	24,168.02	24,168.02	0.00	0.0%
3060 - Impact Fees (general)	243,785.83	243,785.83	0.00	0.0%
<b>Net Income</b>	<b>3,534,465.04</b>	<b>-6,058,600.14</b>	<b>9,593,065.18</b>	<b>158.34%</b>
<b>Total Equity</b>	<b>8,822,490.37</b>	<b>5,288,025.33</b>	<b>3,534,465.04</b>	<b>66.84%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>13,118,439.70</b>	<b>9,862,533.98</b>	<b>3,255,905.72</b>	<b>33.01%</b>

Feather River Recreation & Park District  
 Detail Fixed Asset & Bonds  
 As of June 30, 2018

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07/14/2018

Accrual Basis

Balance

Date	Source Name	Memo	Amount	Balance
<b>1031 - BofW Project RIVERBEND</b>				
06/20/2018		FEMA/COER PYMNT	23,653.00	2,427,715.19
06/21/2018	Melton Design Group	PHASE TWO CONSTRUCTION DOCS	-14,885.15	2,451,368.19
06/25/2018	Franklin Construction, Inc	2ND INSTALLMENT PHASE I	-296,419.05	2,436,483.04
06/25/2018	Hylton Security, Inc.	SECURITY RIVERBEND	-1,920.00	2,140,063.99
06/29/2018	Melton Design Group	PHASE 2 CONSTRUCTION DOCS	-8,060.00	2,138,143.99
Total 1031 - BofW Project RIVERBEND			-297,631.20	2,130,083.99
<b>1302 - FEMA Riverbend Claim A/R</b>				
06/20/2018		4308 REIMBRUSE JUNE 23 2017 CLEANUP FEMA/CALIFORNIA OFFICE EMERGENCY SERVICES	-18,551.00	250,000.00
06/20/2018		4308 REIMBRUSE JUNE 23 2017 CLEANUP FEMA/CALIFORNIA OFFICE EMERGENCY SERVICES	-5,102.00	231,449.00
Total 1302 - FEMA Riverbend Claim A/R			-23,653.00	226,347.00
<b>1320 - Umpqua Bank Project Fund</b>				
Total 1320 - Umpqua Bank Project Fund				188,856.12
<b>1410 - Land</b>				
Total 1410 - Land				627,494.00
<b>1420 - Buildings &amp; Improvements</b>				
Total 1420 - Buildings & Improvements				10,314,889.08
<b>1430 - Equipment &amp; Vehicles</b>				
Total 1430 - Equipment & Vehicles				826,723.21
<b>1440 - Construction in Progress</b>				
Total 1440 - Construction in Progress				486,718.57
<b>1443 - CIP Riverbend Restoration RB99</b>				
PHASE TWO RIVERBEND CONSTRUCT DOCS, PARK LOT SOC				461,387.82
06/01/2018	Melton Design Group	FIELD, PROJECT SET UP	8,060.00	469,447.82
06/13/2018	Melton Design Group	PHASE TWO CONSTRUCTION DOCS	14,885.15	484,332.97
06/21/2018	Franklin Construction, Inc	MOBILIZATION 2ND INSTALLMENT	15,200.05	499,533.02
06/21/2018	Franklin Construction, Inc	EROSION CONTROL 2ND INSTALLMENT	6,000.00	505,533.02
06/21/2018	Franklin Construction, Inc	DEMOLITION 2ND INSTALLMENT	42,250.00	547,783.02
06/21/2018	Franklin Construction, Inc	CLEAN/REPAIR STROM DRAINS, FIELD SUMP, ALL RESTOOMS/CONCESSIONS 2ND INSTALLMENT	55,750.00	603,533.02
06/21/2018	Franklin Construction, Inc	SAND PLAY AREA REPAIRS 2ND INSTALLMENT	2,800.00	606,333.02
06/21/2018	Franklin Construction, Inc	REPLACE CHAIN LINK FENCE 2ND INSTALLMENT	1,770.00	608,103.02
06/21/2018	Franklin Construction, Inc	IRRIGATION 2ND INSTALLMENT	44,000.00	652,103.02
06/21/2018	Franklin Construction, Inc	ELECTRICIAL RACEWAYS AND BOXES	50,000.00	702,103.02
06/21/2018	Franklin Construction, Inc	CONCRETE MOW CURBS	94,250.00	796,353.02
06/21/2018	Franklin Construction, Inc	5% RETENTION	-15,601.00	780,752.02
06/30/2018	Rental Guys, Inc.	JUN18 GENERATOR RENTAL	2,541.26	783,293.28
Total 1443 - CIP Riverbend Restoration RB99			321,905.46	783,293.28
<b>1447 - CIP Berry Creek Bathroom BC99</b>				
06/30/2018	BCCA	APR18-JUN18 INVOICES, BERRY CREEK BATHROOM HOME DEPOT, MEEKS, MATHEWS READYMIX, CROSSWELL TRUCKING	5,088.60	30,419.35
Total 1447 - CIP Berry Creek Bathroom BC99			5,088.60	30,419.35
Total 1440 - Construction in Progress			326,994.06	813,712.63
<b>2955 - Umpqua Bank Tax Exempt Bond A</b>				
Total 2955 - Umpqua Bank Tax Exempt Bond A				-3,248,015.00
<b>2960 - Umpqua Bank Taxable Bond B</b>				
Total 2960 - Umpqua Bank Taxable Bond B				-165,000.00
Total 2960 - Umpqua Bank Taxable Bond B				-165,000.00





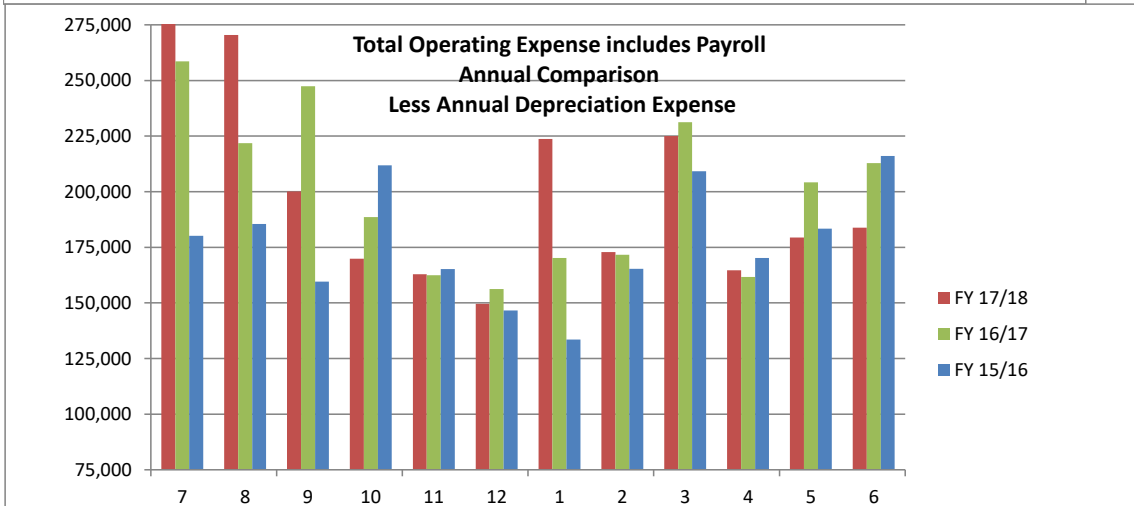
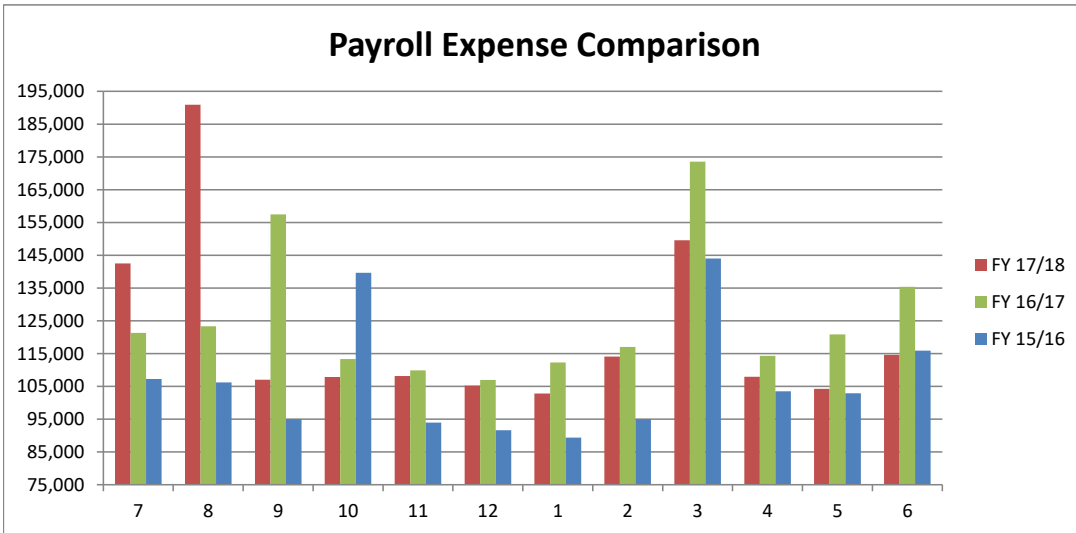
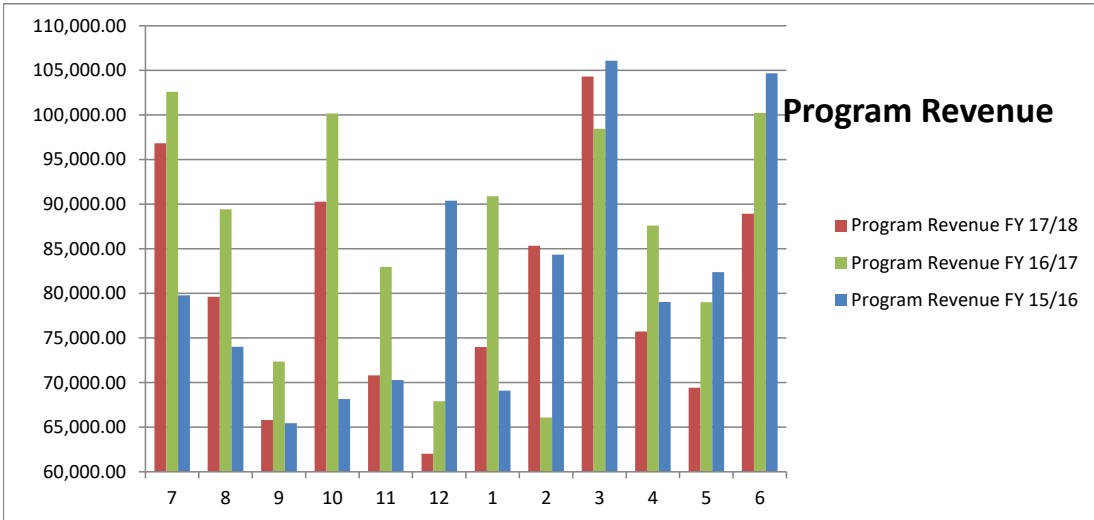
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA						
1	Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses																							26	MONTHLY ACTUAL VS. MONTHLY BUDGET								
2	Income Statement																							PAYROLL USE		Payroll %		100%		Annual Budget divided by "X" amount of months			
3	NOT FINAL: SUBJECT TO CHANGE. Year-end adjustment needed and waiting on county reports																																
4	Jun-18																							YTD	YTD	YTD	YTD	Jun-18	Jun-18	MONTHLY	YTD		
5																																	
6																																	
94	5329 - Water	9,716	12,480	12,415	9,582	6,130	3,124	2,169	2,179	2,868	2,456	5,481	10,643	79,243	100,000	(20,757)	79%	79,243	100,000	(20,757)	79%												
95	Total - Utilities	24,868	28,732	28,700	20,908	14,133	10,075	9,570	11,779	11,562	11,643	17,292	25,220	214,482	245,000	(30,518)	88%	214,482	245,000	(30,518)	88%												
96	Total Expense	273,832	270,394	200,156	169,921	162,923	149,618	223,696	172,871	225,066	164,609	179,391	183,791	2,376,268	2,761,471	(385,203)	86%	2,376,268	2,761,471	(385,203)	86%												
97	Total Profit (Loss)	(177,480)	(182,626)	(129,418)	(5,131)	(88,368)	866,969	(133,683)	(40,359)	(117,942)	645,935	(81,638)	(93,261)	462,998	155,611	307,387		462,998	155,611	307,387													
98	Other Income/Expense																																
99	Other Income																																
100	4200 - Impact Fee Income	2,302	(90)	5,620	6,636	5,620	4,424	5,530	3,318	90	6,906	5,710	3,408	49,474				49,474	0														
101	4910 - Interest Income - Impact Fees			625	815					692				2,132				2,132	0														
102	9990 Gail (Loss) on Asset Disposal													0				0	0														
103	Total Other Income	2,302	(90)	6,245	7,451	5,620	4,424	5,530	3,318	782	6,906	5,710	3,408	51,606				51,606	0														
104	Other Expense																																
105	7000 Year End Adj Fair Value Adjustment													0				0															
106	7210 - Debt Interest Expense	10,014	10,014	10,014	9,862	9,862	9,862	9,710	9,710	9,710	9,558	9,558	9,558	117,432	117,429			117,432	117,429														
107	Total Other Expense	10,014	10,014	10,014	9,862	9,862	9,862	9,710	9,710	9,710	9,558	9,558	9,558	117,432	117,429			117,432	117,429														
108	Net Other Income	(7,712)	(10,104)	(3,769)	(2,411)	(4,242)	(5,438)	(4,180)	(6,392)	(8,928)	(2,652)	(3,848)	(6,150)	(65,826)				(65,826)	0														
109	Net Income	(185,192)	(192,730)	(133,187)	(7,542)	(92,610)	861,531	(137,863)	(46,751)	(126,870)	643,283	(85,486)	(99,411)	397,172	38,182			397,172	38,182														

Feather River Recreation & Park District  
Income by month FLOOD ONLY  
July 2017 through June 2018

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07/14/2018  
Accrual Basis

B8

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Apr 18	May 18	Jun 18	TOTAL
<b>Ordinary Income/Expense</b>													
<b>Expense</b>													
<b>5000 - Payroll Expenses</b>													
5010 - Wages & Salaries	1,359	0	0	0	0	0	0	0	0	0	0	0	1,359
5020 - Employer Taxes	102	0	0	0	0	0	0	0	0	0	0	0	102
5030 - Employee Benefits	342	0	0	0	0	0	0	0	0	0	0	0	342
5040 - Workers Comp	109	0	0	0	0	0	0	0	0	0	0	0	109
<b>Total 5000 - Payroll Expenses</b>	<u>1,912</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,912</u>
5270 - Security	0	0	0	0	0	0	0	0	0	0	0	9,120	9,120
<b>Total Expense</b>	<u>1,912</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,120</u>	<u>11,032</u>
<b>Net Ordinary Income</b>	<u>-1,912</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>-9,120</u>	<u>-11,032</u>
<b>Other Income/Expense</b>													
<b>Other Income</b>													
4501 - FEMA Riverbend Flooding	28,433	25,670	46,192	43,937	0	0	0	0	0	0	0	0	144,232
4650 - Insurance Proceeds	2,496,270	0	0	0	0	552,500	47,500	0	0	0	0	0	3,096,270
<b>Total Other Income</b>	<u>2,524,703</u>	<u>25,670</u>	<u>46,192</u>	<u>43,937</u>	<u>0</u>	<u>552,500</u>	<u>47,500</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>3,240,502</u>
<b>Other Expense</b>													
5101 - Riverbend Flood Expense	12,370	25,670	46,192	1,815	594	565	565	565	565	594	0	0	89,495
<b>Total Other Expense</b>	<u>12,370</u>	<u>25,670</u>	<u>46,192</u>	<u>1,815</u>	<u>594</u>	<u>565</u>	<u>565</u>	<u>565</u>	<u>565</u>	<u>594</u>	<u>0</u>	<u>0</u>	<u>89,495</u>
<b>Net Other Income</b>	<u>2,512,333</u>	<u>0</u>	<u>0</u>	<u>42,122</u>	<u>-594</u>	<u>551,935</u>	<u>46,935</u>	<u>-565</u>	<u>-565</u>	<u>-594</u>	<u>0</u>	<u>0</u>	<u>3,151,007</u>
<b>Net Income</b>	<u>2,510,421</u>	<u>0</u>	<u>0</u>	<u>42,122</u>	<u>-594</u>	<u>551,935</u>	<u>46,935</u>	<u>-565</u>	<u>-565</u>	<u>-594</u>	<u>0</u>	<u>-9,120</u>	<u>3,139,975</u>



Feather River Recreation & Park District  
Check Register  
June 2018

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07/14/2018  
Accrual Basis

Date	Num	Name	Memo	Credit
<b>1010 - Treasury Cash</b>				
06/07/2018	82390	Aflac	JRF86 MAY18 PREMIUMS	996.40
06/07/2018	82391	Blue Shield of California	4004625 JUN18 PREMIUMS	7,816.66
06/07/2018	82392	Humana Insurance Co.	657103-001 JUN18 PREMIUMS	64.80
06/07/2018	82393	Premier Access	JUN18 PREMIUMS 1000548827	930.77
06/07/2018	82394	Bankcard Center	STATEMENT 2122	852.43
06/07/2018	82395	Bankcard Center	STATEMENT 4607	1,225.77
06/07/2018	82396	Bankcard Center	STATEMENT 6280	1,312.79
06/07/2018	82397	Bankcard Center	GENERAL MC STATMENT	1,941.67
06/07/2018	82398	Carter, Marcia	MONTHLY BOD STIPEND	200.00
06/07/2018	82399	Emberland, Gary	MONTHLY BOD STIPEND	100.00
06/07/2018	82400	Fowler, Scott Kent	MONTHLY BOD STIPEND	100.00
06/07/2018	82401	Rocchi, Steven	MONTHLY BOD STIPEND	100.00
06/07/2018	82402	Smith, Victoria	MONTHLY BOD STIPEND	200.00
06/07/2018	82403	All Things Carpet & Upholstery	PARKS RESTROOMS JANITORIAL	5,050.00
06/07/2018	82404	Aramark	MAINTENANCE UNIFORMS	470.82
06/07/2018	82405	Avery's	TRUCK REPAIR	169.23
06/07/2018	82406	Butte County Dept. of Public Health	POOL PERMITS	778.00
06/07/2018	82407	Calif. Water Service	Acct 520857777 4/11/18-5/10/18	5,184.71
06/07/2018	82408	Cintas	JANITORIAL SUPPLIES ACT CENTER	1,118.13
06/07/2018	82409	Comcast	SHOP PHONES/INTERNET	115.71
06/07/2018	82410	Cresco Equipment Rentals	HIGHWEED MOWER	282.60
06/07/2018	82411	Crooker, Taylor	LIFEGUARD CONTRACTOR	158.70
06/07/2018	82412	Dobis, Jolan	6/16/18 CONCERT THE CRAWLERS	100.00
06/07/2018	82413	Fastenal	SCREWS	12.05
06/07/2018	82414	Feather River Recreation & Park District	PETTY CASH REPLENISH	727.21
06/07/2018	82415	Garrahy, Mary	6/21/18 CONCERT HILLCREST AVE	100.00
06/07/2018	82416	Hartman, Forest	6/14/18 CONCERT MARK3	100.00
06/07/2018	82417	Harvest Accounting & Management Systems	3RD QTR ACCOUNTING REVIEW	595.00
06/07/2018	82418	Huntington's Sportsman's Store	CLOTHING ALLOWANCE DANNER	187.65
06/07/2018	82419	Inside Out Designs	BRANDT FIELD SIGNS	117.98
06/07/2018	82420	Jackson's Glass	FBT PLEXIGLASS	200.59
06/07/2018	82421	Johnson, Brett	6/28/18 CONCERT STRUNG NUGGET	100.00
06/07/2018	82422	Kengle, Rebekah	REFUND SP7 GYM7	105.00
06/07/2018	82423	Les Schwab Tires	TRAILER TIRE REPAIR	159.99
06/07/2018	82424	Limey Tees	LIFEGUARD UNIFORMS	1,003.32
06/07/2018	82425	Lincoln Aquatics	POOL CHEMICALS/SUPPLIES MAINTENACE	8,655.12
06/07/2018	82426	Loudermilk, David	LIFEGUARD POOL PARTY	189.00
06/07/2018	82427	North Yuba Water District	2695 FBT WATER	67.75
06/07/2018	82428	Oroville Cable & Equipment	HYDRO LINE BACKHOE	38.62
06/07/2018	82429	Oroville Power Equipment	MISC MAINT SUPPLIES	4.51
06/07/2018	82430	Oroville Safe, Lock & Door Co.	LOCKS	317.46
06/07/2018	82431	P.G. & E.	PGE ALL LOCAITONS 4/24/18-5/21/18	10,106.52
06/07/2018	82432	R & B Company	WATER LEAK REPAIR	152.27
06/07/2018	82433	Riebes Auto Parts	TRUCK REPAIR	127.91
06/07/2018	82434	Ronnie Smith Enterprises	INSTRUCTOR FITNESS	2,060.50
06/07/2018	82435	Sharp's Locksmithing	LOCKS	76.96
06/07/2018	82436	South Feather Water & Power	WATER PALERMO	45.70
06/07/2018	82437	Surplus City	CONEX RENTAL	75.00
06/07/2018	82438	Tractor Supply Co.	may18 STATEMENT	392.81
06/07/2018	82439	Leonard, Grace	GAS/SUPPLIES FBT REIMBR	119.68
06/07/2018	82440	Murphy, Randy	MILEAGE OUT OF COUNTY	141.70
06/07/2018	82441	Snider, Meg	MILEAGE REIMBR	102.19
06/07/2018	82442-825	SPAYROLL	PAYROLL ITEMS	32,438.51
06/07/2018	82520	Mazes Consulting	COMPUTERS, IT SUPPORT	2,646.58
06/21/2018	82521	AT&T - Calnet	PHONE LINES	83.14
06/21/2018	82522	Better Deal Exchange	Acct#701960	53.17
06/21/2018	82523	Butte County Sheriff's Office	SHERIFF CREW CLEANUP	1,350.00
06/21/2018	82524	Carter Law Office	LEGAL FEES	10,759.96
06/21/2018	82525	Dan's Electrical Supply	RELAY REPLACE	19.27
06/21/2018	82526	Dawson Oil Company	62765 FUEL	1,930.96
06/21/2018	82527	Feather River Aire	A/C UNIT REPAIR ACT CENTER	409.00
06/21/2018	82528	Harden, Joanne	REFUND CLASS CX'D	25.00
06/21/2018	82529	Hobbs Pest Solutions, Inc.	ACT CENTER PEST CONTROL	75.00
06/21/2018	82530	Home Depot	HOME DEPOT STATEMENT	1,868.22
06/21/2018	82531	Limey Tees	CAMP TSHIRTS	765.21

Feather River Recreation & Park District  
Check Register  
June 2018

3:02 PM  
07/14/2018  
Accrual Basis

Date	Num	Name	Memo	Credit
06/21/2018	82532	Mazes Consulting	MAY17 SUPPORT/SOFTWARE	1,417.72
06/21/2018	82533	Recology Butte Colusa Counties	TRASH ALL SITES	1,558.57
06/21/2018	82534	Ron's Reptiles	CAMP FIELD TRIP	275.00
06/21/2018	82535	Sanders, Caitlin	REFUND	56.00
06/21/2018	82536	Staples	AUG18 STATEMENT	229.57
06/21/2018	82537	Sunrise Environmental Scientific	GRAPHITI PAINT	241.11
06/21/2018	82538	TWSD	4-112.01 WATER NELSON	912.46
06/21/2018	82539	U.S. Bank Equipment Finance	COPIER LEASE/USAGE	903.00
06/21/2018	82540	Ford Motor Credit Dept	LEASE 9423800 F250	887.55
06/21/2018	82541	Danner, Eric	CELL PHONE REIMBR	30.00
06/21/2018	82542	Gorman, T.	CELL PHONE REIMBR	30.00
06/21/2018	82543	Gray, Jason	MONTHLY CELL REIMBR	30.00
06/21/2018	82544	Peltzer, Deborah	CELL AND EXPENSE REIMBR	61.85
06/21/2018	82545	Peoples, Stephanie	CELL REIMBR	25.00
06/21/2018	82546	Ramirez, Zerimar	CELL AND MILEAGE REIMBR	75.27
06/21/2018	82547	Sinor, Nina	CELL PHONE REIMBR	40.00
06/21/2018	82548	Thompson, Scott	MONTHLY CELL REIMBR	50.00
06/21/2018	82549	Valencia Estela	CELL, MILEAGE, EXPENSE REIMBR	167.44
06/21/2018	82550	Valencia Justin	CELL PHONE REIMBR	30.00
06/21/2018	82551	Vang, H.	CELL PHONE REIMBR	30.00
06/21/2018	82552	Vasquez, Sam.	CELL PHONE REIMBR	30.00
06/21/2018	82553-826	PAYROLL	PAYROLL ITEMS	39,451.37
06/21/2018	82648	Loudermilk, David	INSTRUCTOR LIFEGUARD	131.63
06/21/2018	82649	Ludwigsen, Jack	INSTRUCTOR LIFEGUARD	104.63
06/29/2018	82650	Humana Insurance Co.	657103-001	64.80
06/29/2018	82651	Blue Shield of California	4004625 jul18 premiums	7,816.66
06/29/2018	82652	Premier Access	JUL18 DENTAL	930.77
06/29/2018	82653	Aflac	JRF86	744.18
06/29/2018	82654	Calif. Water Service	Acct 520857777 5/12/18-6/13/18	9,826.80
06/29/2018	82655	Bankcard Center	STATEMENT 2122	1,332.72
06/29/2018	82656	Bankcard Center	STATEMENT 6280	1,070.32
06/29/2018	82657	Bankcard Center	STATEMENT 4607	1,513.26
06/29/2018	82658	Comcast	Acct#8155600190189780 PHONE/INTERENT	413.89
06/29/2018	82659	Anton, Victoria	ADMIN CONSULTING JUN18	162.50
06/29/2018	82660	Avery's	SUPPLIES MAINTENCE	161.18
06/29/2018	82661	Cintas	JANITORIAL SUPPLIES ACT CENTER	1,156.50
06/29/2018	82662	Comcast	Acct# 8155 60 019 0233893	115.71
06/29/2018	82663	Del-Mar Rental & Landscape Supply	GROUPS MAINTENANCE	263.13
06/29/2018	82664	Ewing	IRRIGATION	1,225.20
06/29/2018	82665	Huntington's Sportsman's Store	CLOTHING ALLOWANCE	92.17
06/29/2018	82666	Jimmy's Custom Trophies of Northern CA	NAME PLAQUES	56.85
06/29/2018	82667	Knorr Systems, Inc	AQUATICS MAINTENANCE TRAINING	632.46
06/29/2018	82668	Les Schwab Tires	NEW TIRES F150	594.38
06/29/2018	82669	Limey Tees	STAFF SHIRTS	369.50
06/29/2018	82670	Lincoln Aquatics	POOL CHEMICALS/SUPPLIES MAINTENACE	2,791.17
06/29/2018	82671	Lindgaard, Mary	DOJ REIMBR	68.00
06/29/2018	82672	North State Parent	AD IN MAGAZINE	47.00
06/29/2018	82673	Oroville Power Equipment	MISC MAINT SUPPLIES	608.15
06/29/2018	82674	P.G. & E.	PGE ALL LOCAITONS 5/22/18-6/20/18	13,304.38
06/29/2018	82675	Riebes Auto Parts	PARTS	93.06
06/29/2018	82676	Ross, Mica	REFUND RENTAL	230.00
06/29/2018	82677	Sac-Val Janitorial	JANITORIAL SUPPLIES PARKS	913.34
06/29/2018	82678	South Feather Water & Power	007771-000	50.32
06/29/2018	82679	Spiva, Neal	REFUND SWIM PASS POOL CLOSED	210.00
06/29/2018	82680	Surplus City	CONEX RENTAL	75.00
06/29/2018	82681	Transferflow, Inc.	PONY FUEL TANIK	2,018.38
06/29/2018	82682	Williams Electric Company, Inc	ELECTRICAL REPAIRS	1,459.07
				<u>204,954.72</u>
Total 1010 - Treasury Cash				<u>204,954.72</u>
<b>TOTAL</b>				<b><u>204,954.72</u></b>



**DATE: JULY 24, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: REQUEST FOR PURCHASE AUTHORITY FOR TWO NEW TRAMPOLINES**

### **SUMMARY**

Staff requests the Board to authorize the General Manager to purchase two new trampolines for the gymnastics program at a cost not-to-exceed \$11,700.

### **BACKGROUND**

Trampoline training is an integral component to any gymnastics program. The spatial awareness developed through systematic and proven trampoline progressions dramatically increases safety and confidence for athletes at all levels. Of the two trampoline frames currently at the Activity Center, one is completely compromised and out of order for several months, and the other is nearing the same level of wear. The issue is the metal links that the springs attach to are wearing out. Approximately 60% of the 200+ links are greater than 50% worn through. Originally staff looked to just replace the frames; however, manufacturers will not sell the frame only for liability reasons. Consequently, both trampolines need to be completely replaced. In order for the District to provide the best training opportunity for the entire range of clients (toddlers – elite competitors), staff determined to purchase two different types of trampolines: A High-Performance Poly bed trampoline, which offers a safe and comfortable bounce for beginners through Compulsory levels; and an elite level trampoline, which offers a superior bounce, along with a bed life of 12 years (compared to the web bed of 2-4 years).

### **BUDGETARY IMPACT**

Although not specifically budgeted, we are at the beginning of the new fiscal year and staff can make the necessary budget adjustments. Since this purchase will exceed the \$5,000 threshold for capital equipment, equipment reserves could be used, or it could be expensed to Gymnastics Equipment Reserves and Maintenance.

### **RECOMMENDATION**

Authorize the General Manager to purchase two new trampolines for an amount not-to-exceed \$11,700 and direct the Business Manager to make the necessary budget adjustments, which may include the use of equipment reserves (4/5 vote required).





**ALTERNATIVE ACTIONS**

None

**ATTACHMENTS**

None





## STAFF REPORT

**DATE: JULY 24, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: CONTRACT RENEWAL WITH DO-IT LEISURE**

### **SUMMARY**

Staff request for Board approval to continue District financial support of Do-It Leisure's program for individuals in our community with disabilities.

### **BACKGROUND**

As further described in the attached letter, along with the presentation to be given at the Board meeting, Do-It Leisure provides recreational opportunities for those in Butte County, including the greater Oroville area, who may not otherwise be able to enjoy them. The District has provided financial support for some time and Do-It Leisure has requested our continued support.

### **BUDGETARY IMPACT**

The request is for \$5,000 to be paid in two equal installments. This expense has been included in the FY 18/19 budget, the adoption of which is on this agenda

### **RECOMMENDATION**

Authorize the Board Chair to execute the funding agreement for \$5,000 with Do-It Leisure.

### **ALTERNATIVE ACTIONS**

None

### **ATTACHMENTS**

Letter from Do-It Leisure, dated May 30, 2018  
Funding Agreement with Do-It Leisure for FY 18/19



May 30, 2018

Feather River Recreation & Park District  
Randy Murphy, General Manager  
1875 Feather River Blvd.  
Oroville, CA 95965

Dear Randy Murphy,

I am writing this letter today to request your continued support of the programs provided by Do-It Leisure. Do-It Leisure has had a long-standing relationship with FRRPD and would love to continue to grow along side FRRPD for years to come. As you may know, Do-It Leisure, a division of Work Training Center, Inc., has been serving the needs of individuals with disabilities with an emphasis on persons with developmental disabilities throughout Butte County for over 40 years. Do-It Leisure's wide variety of recreation services are designed to enrich lives, explore talents, and give purpose to those who do not have the ability to participate in many of the mainstream recreational activities due to their various dynamics, such as the use of a wheelchair/walker, vision impairments, cognitive delays, medication needs, seizure disorders, etc.

Through partnering with local recreation districts, Do-It Leisure has the ability to cater programming to the individual's needs by providing key factors necessary for making participation both accessible and affordable. In addition to providing adapted recreation opportunities, Do-It Leisure's professional and volunteer staff uses recreation to assist individuals in developing social and independent living skills. Do-It Leisure has aided numerous individuals with disabilities to become more independent and self-reliant with programs in skill building, socialization, community safety, and integration into the community.

Positive changes for individuals, personally rewarding activities, and integration of persons with disabilities into the community are the ultimate goals of the recreation services at Do-It Leisure. Every attempt is made to reach individuals with special needs and provide services adapted to their abilities. Do-It Leisure provides a continuum of services to make participation an option for everyone. Community programs are offered at a reduced cost and are often held in centrally located community facilities. Additionally, Do-It Leisure provides some transportation services at low-cost, depending on the event or excursion. Participants are encouraged to use public transportation whenever possible, but due to the nature of our programming (weekends and evenings) and the various client dynamics (wheelchair users, vision impairments, cognitive delays, etc.) public transportation is not always available or appropriate.

Do-It Leisure has been a stable and positive agency in the community for many years and is highly regarded for program content and philosophy. Do-It Leisure makes every effort to provide assistance and information to individuals or refer people to the appropriate agencies. Do-It Leisure actively seeks to preserve the human rights, dignity, and safety of all participants, and believes that regardless of the level of skill or ability, all persons should be provided the opportunity to participate in our

programs. By the nature of our services, participants of Do-It Leisure are presumed low income as well as underrepresented, making community support through fundraising and grants key in maintaining accessible and affordable programming. All funds from FRRPD would make a strong impact on the many individuals that we serve in the Oroville area. Funds received will help offset the rising costs of things like fuel, 24-hour staffing, reservation fees, and much more, making participation possible.

I have enclosed a copy of last year's contract in hopes of renewing it once again this year. If you have any questions, please feel free to contact me at Do-It Leisure (530) 343-6055 or [jellen@ewtc.org](mailto:jellen@ewtc.org)

Sincerely,



Julie Ellen  
Community Program Coordinator  
Do-It Leisure / WTC, Inc.

TAX ID # 94-1540883

DO-IT LEISURE  
2233 FAIR STREET, CHICO, CA 95928  
530-343-6055 [jellen@ewtc.org](mailto:jellen@ewtc.org)



**AGREEMENT BETWEEN  
DO-IT LEISURE  
AND  
FEATHER RIVER RECREATION & PARK DISTRICT**

This agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_ 2018, between Do-It-Leisure a division of Work Training Center for the Handicapped, Inc., hereinafter referred to as “WTC/DO-IT” and the Feather River Recreation and Park District, hereinafter referred to as FRRPD.

1. WTC/DO-IT agrees to provide Community Sports Programs for individuals with disabilities throughout Chico, Feather River and Paradise Recreation and Park Districts. Programs will be offered on a weekly basis at various community facilities in all three districts. The Community and Sports Program consists of recreation, leisure, resource education, arts and crafts workshops, community/trip excursions, camps, and social activities, such as dances and social get-togethers for persons with developmental disabilities.
2. FRRPD agrees to fund this Community and Sports Program of WTC/DO-IT in the amount of \$2500 to be paid in two payments: September 1, 2018 and February 1, 2019.
3. WTC/DO-IT agrees to indemnify and hold harmless FRRPD from and against all costs for injury or death to persons or damage to property (including the person or property of WTC/DO-IT) will carry and pay all premiums upon a policy of General Liability Insurance for bodily injuries and property damage in the sum of one million dollars (\$1,000,000) combined single limit for each occurrence which policy shall name FRRPD as an additional insured, and proof of sufficient insurance shall be given by WTC/DO-IT with certificate of such insurance and additional insured endorsement prior to facility usage. WTC/DO-IT shall take out and maintain during the Agreement Workman’s Compensation Insurance for all employees connected with WTC/DO-IT and provide FRRPD with a copy of such insurance prior to facility usage.
4. WTC/DO-IT agrees to provide FRRPD with an annual report by the first week in June each year, which will contain a copy of the Community and Sports Program annual budget and financial statement indicating all sports expenditures and revenues, number of participants, and programs offered.
5. Parties hereto agree that this Agreement may be terminated by either party upon giving the other party thirty (30) days written Notice of Intention to do so.



6. This Agreement shall terminate on June 30, 2019. However, it may be extended upon mutual agreement of both parties on a year-to-year basis.

\_\_\_\_\_

FRRPD Board Chair

\_\_\_\_\_

WTC Executive Director

\_\_\_\_\_

Date

\_\_\_\_\_

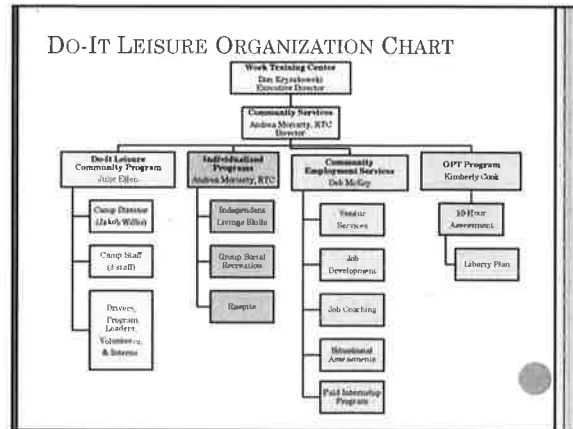
Date

\_\_\_\_\_

FRRPD Board Secretary

\_\_\_\_\_

Date



## DO-IT LEISURE OVERVIEW

Do-It Leisure is a non-profit organization providing adapted and instructional activities since 1975. In 1981, Do-It Leisure merged with Work Training Center, Inc.

Do-It Leisure cooperates with local community recreation districts, along with other human service organizations and agencies in an effort to provide quality programs for people with developmental disabilities.

Do-It Leisure is vendored to provide individualized services through referrals from Far Northern Regional Center.

Our mission at Do-It Leisure is to promote wellness through leisure and encourage quality of life for persons with disabilities through utilization of personal and community resources.

Do-It Leisure also furthers education of the public on inclusion of persons with disabilities in our community. All of our programs and services are planned and designed to meet the special needs of individuals with disabilities and to promote integration and inclusion.

Our agency vision statement may state it best:  
*"More people working and recreating in their home community."*

## DO-IT LEISURE INDIVIDUALIZED PROGRAMS

- The Individualized program is vendored through Far Northern Regional Center, which receives funds from the California Department of Developmental Services. The programs are designed to maximize individual growth and give the clients the opportunity to develop new skills. Referral clients are placed in one of three programs and assigned an instructor/worker. The three programs currently offered are Independent Living Skills (ILS), Group Social Recreation (GSR), and Respite (RSP). To participate in either one or all of these programs, we must receive a referral from a Service Coordinator at Far Northern Regional Center.
- Through our Independent Living Skills (ILS) program, Do-It Leisure instructors assist clients in increasing their life skills in order to live in the least restrictive environment possible. An assessment is completed to assist persons in establishing and maintaining a positive lifestyle and developing to their fullest potential. Programming may include: self-help skills, personal residence skills, nutrition and cooking, money management, emergency preparedness, comparative shopping, health and safety, personal hygiene, emotional functioning, and communication. Another component of ILS is parenting where we assist clients with learning the many things involved in raising a child and being an effective parent.


## DO-IT LEISURE INDIVIDUALIZED PROGRAM (CONTINUED)

- The Group Social Recreation (GSR) program is generally provided on a 1:2 & 1:3 basis. Groups are formed according to the individual needs of the clients since their levels of social functioning vary greatly and group activities maximize their existing skills and the opportunity to develop new skills. Specific group activities may include, but are not limited to: participation in community based recreational activities, peer socialization, community integration, friendship development, instruction in the creative and constructive use of free time, improving interpersonal skills, community awareness, and development of self-esteem and confidence in personal abilities and skills. The main focus of the Group Social Recreation Program is to aid in the social, developmental, behavioral, physical, and emotional growth of persons with developmental disabilities in a group setting.
- The Home Companion Program (HCP) provides respite services on a time limited basis by offering families temporary relief from the ongoing responsibility of caring for a family member with a developmental disability. Respite services are provided in the home and in the community, as appropriate. The HCP is designed to relieve families of the constant responsibility of caring for a person with developmental disability: (1) to restore or maintain the family's mental well-being, (2) to meet planned or emergency needs, (3) during periods of crisis such as illness or death of family members, (4) for weekends or longer to allow parents or caretakers/guardians (and/or the person with the disability) the opportunity for vacations or other activities of natural family life. Respite is part of a network of support services that is available to families and is not meant to supplant services.

## DO-IT LEISURE COMMUNITY PROGRAM

The Community Program provides a variety of recreation and leisure activities to meet the various needs of our participants. Some of the many activities include:

- Overnight camping and outdoor recreation experiences during the summer, such as:
  - White Water Rafting on the American River
  - Lake Siskiyou
  - Placerville KOA
  - Whitts KOA
  - Lake Oroville Patio Boats
- Two to three out-of-town excursions quarterly, such as:
  - Old Town Sacramento
  - San Francisco Fisherman's Wharf
  - Turtle Bay Exploration Park
  - SF Giants and Sacramento River Cats games
- Yearly week long trips to bigger destinations, such as:
  - Disneyland
  - Hawaii
  - Las Vegas
  - Mexico
  - Alaska Cruise
  - Santa Cruz & Monterey
  - Seattle



### DO-IT LEISURE COMMUNITY PROGRAM (CONTINUED)

- o 6 Dances per year, with transportation available to nearby cities.
  - (1) in Chico, (1) in Paradise, and (1) in Oroville
- o A variety of evening activities held quarterly, such as:
  - Arts & Crafts workshops
  - BINGO Nights
  - Karaoke Nights
  - Movie Nights
  - Game Days
- o Weekly bowling groups in Paradise and Oroville.



- o **Annual Memberships**
  - Anyone can become a Do-It Leisure member!
  - Do-It Leisure memberships are good for one year at a time.
  - Members receive Do-It Leisure's "Leisure Lines" newsletter every four months.
  - Memberships provide discounts on trips, camps, workshops, and dances.
  - Discounts range from \$4 - \$100+ depending on activity

### DO-IT LEISURE COMMUNITY PROGRAM (CONTINUED)

FISCAL YEAR	TOTAL UNITS OF SERVICE	TOTAL COUNSELOR PARTICIPANTS	TOTAL PARTIODAYS OF ALL CLIENTS	PERCENT OF COUNSELOR PARTICIPANTS
'15 - '14	12,200	434	1,690	26%
'14 - '16	12,277	428	1,700	25%
'15 - '16	10,878	392	1,644	25%
'16 - '17	10,069	393	1,669	24%
'17 - '18	9,741	327	1,482	22%



### DO-IT LEISURE COMMUNITY PROGRAM (CONTINUED)

- o **Internship Opportunities**
  - Students who are studying to get their Degree in Therapeutic Recreation, Recreation Administration, Special Events, etc. can complete their internship through Do-It Leisure
  - Do-It Leisure is recognized as an internship placement agency by the California Board of Recreation & Parks Certification (CBRPC).
  - Member of California Recreation & Park Society (CPRS).
- o **Volunteer Opportunities**
  - Do-It Leisure partners with many Service Learning programs through California State University, Chico, Butte College, and local high schools.



### DO-IT LEISURE COMMUNITY PROGRAM (CONTINUED)

- o To assist with the special needs of our program participants, it is required that all staff receive specialized trainings in the following areas:
  - Medication Disbursement
  - Advanced First Aid
  - PROACT (Professional Assault Crisis Training)
  - Client Rights
  - Elder & Dependent Adult Abuse Prevention Training
  - Positive Behavior Support (Part 1 & Part 2)
  - Safety Awareness / Blood Borne Pathogens
  - Documentation (Accident / Incident Reports)
  - Ethics of Touch
  - Personal Care Protocols
  - Social / Sexual Behavior Awareness
  - And more...





## STAFF REPORT

**DATE: JULY 24, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: REPORT OF DISTRICT-OWNED PARCELS**

### **SUMMARY**

Staff response to a Board request for information about properties owned by the District.

### **BACKGROUND**

Vice-Chair Emberland requested a list of parcels owned by the District in order to facilitate a discussion about helping the homeless in the greater Oroville area.

### **BUDGETARY IMPACT**

To be determined.

### **RECOMMENDATION**

Provide direction to staff.

### **ALTERNATIVE ACTIONS**

None

### **ATTACHMENTS**

County list of District-owned parcels



Asmt	FeeParcel	TaxabilityFull	AsmtStatus	AsmtDescription	Acres	TRA	AssesseeName	FormattedSitus1
012-010-029-000	012010029000	003	A	SAFFORD & 5TH ST	1.39	004003	FEATHER RIVER RECREATION & PARK DISTRICT	
012-185-002-000	012185002000	003	A		0.8	004003	FEATHER RIVER RECREATION & PARK DIST	
012-185-003-000	012185003000	003	A		0.39	004003	FEATHER RIVER RECREATION & PARK DIST	
012-185-006-000	012185006000	003	A	1760 3RD AVE	0.14	004003	FEATHER RIVER RECREATION & PARK DIST	1760 3RD AVE
012-185-007-000	012185007000	003	A		0.13	004003	FEATHER RIVER RECREATION & PARK DIST	
012-185-008-000	012185008000	003	A	1790 3RD. AVE.	0.13	004003	FEATHER RIVER RECREATION & PARK DIST	1790 3RD AVE
012-185-010-000	012185010000	003	A		0.42	004003	FEATHER RIVER RECREATION & PARK DIST	
012-185-011-000	012185011000	003	A		0.84	004003	FEATHER RIVER RECREATION & PARK DIST	
012-185-012-000	012185012000	003	A		0.07	004003	FEATHER RIVER RECREATION & PARK DIST	
012-185-013-000	012185013000	003	A		0.16	004003	FEATHER RIVER RECREATION PARK DIST	
012-185-014-000	012185014000	003	A		0.13	004003	FEATHER RIVER RECREATION & PARK DIST	
012-185-017-000	012185017000	003	A		0.1	004003	FEATHER RIVER RECREATION & PARK DIST	
012-185-018-000	012185018000	003	A		0.14	004003	FEATHER RIVER RECREATION & PARK DIST	
012-185-020-000	012185020000	003	A	LOTS B & D SMITH & TUCKERS ADDN	6.93	004003	FEATHER RIVER RECREATION & PARK DISTRICT	915 POMONA AVE
012-290-002-000	012290002000	003	A	FEATHER RIVER BLVD	0.6	004003	FEATHER RIVER RECREATION & PARK DISTRICT	
026-142-005-000	026142005000	003	A		0.87	092000	FEATHER RIVER RECREATION & PARK DISTRICT	
026-194-004-000	026194004000	003	A	002.68 AC LUDLUM AVE	2.69	092007	FEATHER RIVER REC PARK & PARKWAY DIST	
031-020-052-000	031020052000	003	A		17.99	004086	FEATHER RIVER REC & PARK DIST	
031-020-059-000	031020059000	003	A	6TH ST	3.04	004003	FEATHER RIVER RECREATION & PARK DISTRICT	
031-100-005-000	031100005000	003	A	ON FEATHER RIVER	1.71	004005	FEATHER RIVER RECREATION & PARK DISTRICT	
035-090-001-000	035090001000	003	A	OFF WYANDOTTE AVE. & C ST.	5.5	004133	FEATHER RIVER RECREATION & PARK DISTRICT	
035-240-099-000	035240099000	003	A	1875 FEATHER RIVER BLVD	4.93	004003	FEATHER RIVER RECREATION AND PARK DISTRICT	1875 FEATHER RIVER BLVD
035-280-005-000	035280005000	003	A	STATE HWY 70	17.18	004173	FEATHER RIVER RECREATION & PARKS DISTRICT	
035-280-006-000	035280006000	003	A	STATE HWY 70	41.44	004173	FEATHER RIVER RECREATION & PARKS DISTRICT	
035-280-011-000	035280011000	003	A		11.5	004003	FEATHER RIVER RECREATION & PARK DISTRICT	
035-280-015-000	035280015000	003	A	OFF HWY 70	37.57	004003	FEATHER RIVER RECREATION & PARK DISTRICT	50 MONTGOMERY ST
035-280-016-000	035280016000	003	A	OFF HWY 70	2.5	004003	FEATHER RIVER RECREATION & PARK DISTRICT	
035-290-016-000	035290016000	003	A	PTN. SEC. 18-TWP. 19N.,RGE.4E	9.97	004003	FEATHER RIVER RECREATION & PARK DIST	
035-290-018-000	035290018000	003	A	FEATHER RIVER BLVD.	3.3	004003	FEATHER RIVER RECREATION & PARK DIST	
035-290-019-000	035290019000	003	A	FEATHER RIVER BLVD.	1.1	004003	FEATHER RIVER RECREATION & PARK DIST	
035-290-040-000	035290040000	003	A	OFF FEATHER RIVER BLVD	3.4	004003	FEATHER RIVER RECREATION & PARK DIST	
035-330-001-000	035330001000	003	A	OFF FEATHER RIVER BLVD	27.1	004174	FEATHER RIVER RECREATION & PARKS DISTRICT	
035-340-045-000	035340045000	003	A	OFF HWY 70	14.28	004174	FEATHER RIVER RECREATION & PARKS DISTRICT	
035-480-065-000	035480065000	003	A	HWY 70 & GEORGIA PACIFIC WAY	2.73	091009	FEATHER RIVER RECREATION & PARK DISTRICT	0 PACIFIC HEIGHTS RD
073-360-005-000	073360005000	003	A	19114 NEW YORK FLAT RD	0.15	064002	FEATHER RIVER RECREATION & PARK DIST	19114 NEW YORK FLAT RD
073-360-007-000	073360007000	003	A	19096 & 19100 NEW YORK FLAT RD	3.1	064002	FEATHER RIVER RECREATION & PARK DISTRICT	19096 & 19100 NEW YORK FLAT RD



## STAFF REPORT

**DATE: JULY 24, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: RIVERBEND PARK UPDATE AND CHANGE ORDER REQUEST**

### SUMMARY

This report will provide an update to the Riverbend Park Reconstruction Project Phase 1 and summarize Contract Change Orders (CCOs) and Proposed Change Orders (PCOs) to date.

### BACKGROUND

Melton Design Group (MDG) has submitted the attached summary of the activities that have occurred and/or are in process at Riverbend since the last update. This report also includes a list of CCOs and PCOs that have been approved since that time. Also, as discussed at the April 26th Special Meeting, the Board approved Resolution 1382-18 that granted the General Manager authority to approve CCOs of \$50K or less and not greater than a cumulative total of 10% of the awarded construction contract amount (\$318,957), so the Board must ratify any new CCOs and PCOs in order to keep the project moving forward.

### BUDGETARY IMPACT

Since these changes are spending repurposed insurance monies, there is no net effect on the General Fund.

### RECOMMENDATION

Ratify the Contract Changes Orders (CCOs) and Proposed Change Orders (PCOs), as presented and provide direction, as necessary.

### ALTERNATIVE ACTIONS

None

### ATTACHMENTS

MDG Riverbend Update Report dated July 17, 2018

# RIVERBEND PARK RENOVATION

Board of Directors Update

July 17, 2018

## Phase One Work in Progress

Includes Soccer field tree installation, amendment installation and fine grading. Work has begun on the gravel parking lot and overlooks in the ponds area of the park. Replacing concrete around the sand play area and south restroom. Repairs to the well have begun and are scheduled to be complete by the end of the month. Repairs include cleaning out the well and installing a new pump with increased capacity for the irrigation system.

## Phase One Schedule

The landscape contractor stopped work without notice to save FRRPD the cost of using Cal Water. The contractor was informed June 10<sup>th</sup> to use Cal Water as needed and proceed with landscape installation. Soccer field sod is now scheduled to start on August 14<sup>th</sup>. The overall project schedule may need an extra week or two to complete, finishing phase one early to mid-November.

## Phase One Budget Summary

See attached Cost to Complete Summary for an update of the Phase 1 Construction Contract, including approved Change Orders (CCO) and Pending Change Orders (PCO). Some Contract Bid items have been removed because they were not covered by insurance or determined to be too expensive. The removed items result in enough of a cost savings to cover current change orders. The contract with Franklin Construction is now \$150,950 less than the original bid contract.

## Insurance Update

Initial insurance disbursements are close to being spent, including added costs of replacing items that may be covered under the ongoing vandalism claim and well repairs. A total amount for Phase 1 reimbursement by insurance is agreed and a request for another disbursement is in progress.

### Insurance Disbursement Summary:

\$ 5,769,491.76	Preliminary Agreement for Insurance Disbursement
\$ (3,096,270.00)	Disbursements by Insurance to Date
\$ 3,419,649.56	Potential Remaining Disbursement for Phase One

Phase Two disbursement will be according to Phase Two bids for construction.

## Overall Renovation Budget

\$ 5,769,491.76	Preliminary Agreement for Insurance Disbursement
\$ 23,653.00	FEMA Clean Up Day Reimbursement
\$ (746,427.80)	Permits, Construction Docs, Bid, Admin - mostly paid by insurance
\$ (250,000.00)	Deductible
\$ 4,796,716.96	Sub Total
\$ (3,038,706.00)	Phase 1 Contract with Franklin Construction as of 7/17/18
\$ 1,758,010.96	Remainder for Water Play Area, Parking Lot, Amphitheatre, etc.

This remainder will be in addition to disbursements from insurance for Phase Two bid(s), the separate claim for vandalism and potential reimbursement from FEMA for the insurance deductible.



### Phase Two Update

Most of the design work for Phase Two has been drafted. Two of the primary items are now being considered as additions to the Phase One contract with Franklin Construction. These items include the parking lot next to the soccer fields and the amphitheatre. FRRPD and MDG are meeting with Franklin on August 18<sup>th</sup> to review options for the parking lot and MDG will meet with Franklin later this week to review the design of the amphitheatre. The remainder of Phase 2 Construction Documents are projected to be complete late summer early fall to bid over winter and be installed Spring of 2019.

### Master Plan Update

Community workshops for the Master Plan are complete and the final design is pending stakeholder input and revisions through Phase One and Two Construction.

END OF REPORT



## FRANKLIN CONSTRUCTION, INC. COST TO COMPLETE SUMMARY (CTC)

PROJECT: RIVERBEND PARK RENOVATION PH 1  
 OWNER: FEATHER RIVER RECREATIONAL PARK DISTRICT  
 FCI JOB NO: 21823

DATE REVISED: 7/16/2018  
 WORK COMPLETE THRU DATE:

ITEM NO.	CONTRACT ITEMS DESCRIPTION	UNIT	QUANTITY INFORMATION		REVENUE INFORMATION		
			FCI CONTRACT QTY	EST. FINAL QTY	BID UNIT PRICE	CONTRACT REV	EST. FINAL REV
01	Mobilization	LS	1.00	1.00	\$ 152,000.50	\$ 152,000.50	\$ 152,000.50
02	Erosion Control	LS	1.00	1.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
03	Temporary Fencing	LS	1.00	1.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
04	Demolition	LS	1.00	1.00	\$ 175,000.00	\$ 175,000.00	\$ 175,000.00
05	Storm Drain Cleaning & Backfill	LS	1.00	1.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
06	Replace Field Drain Sump (Re-Use Drain Inlet)	LS	1.00	1.00	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00
07	New Drain Inlet/Sumps	LS	1.00	1.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00
08	Restroom/Concessions- Cleaning & Repairs	LS	1.00	1.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
09	Restrooms At Lift Station- Cleaning & Repairs	LS	1.00	1.00	\$ 80,000.00	\$ 80,000.00	\$ 80,000.00
10	Vault Restrooms- Cleaning & Repairs	LS	1.00	1.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
11	Overlook Replacement With Railing (Ponds)	LS	1.00	1.00	\$ 98,000.00	\$ 98,000.00	\$ 98,000.00
12	Concrete Overlooks (Soccer Fields)	LS	1.00	1.00	\$ 48,000.00	\$ 48,000.00	\$ 48,000.00
13	Concrete Sidewalk (Along River) (DELETED)	LS	1.00	0.00	\$ 208,000.00	\$ 208,000.00	\$ -
14	ADA Parking Stalls (Concrete/Striping/Signs)	LS	1.00	1.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
15	Class 2 AB Parking Lot And Road	LS	1.00	1.00	\$ 78,000.00	\$ 78,000.00	\$ 78,000.00
16	Concrete Wheel Stops	LS	1.00	1.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
17	Boulders	EA	77.00	36.00	\$ 620.00	\$ 47,740.00	\$ 22,320.00
18	Cobble In Concrete (DELETED)	LS	1.00	0.00	\$ 57,000.00	\$ 57,000.00	\$ -
19	Sand Play Area Repairs	LS	1.00	1.00	\$ 28,000.00	\$ 28,000.00	\$ 28,000.00
20	2" Potable Water Line & Stub Out	LS	1.00	1.00	\$ 7,300.00	\$ 7,300.00	\$ 7,300.00
21	Disc Golf Course Repairs	LS	1.00	1.00	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00
22	Replace Shade Structure Roof	LS	1.00	1.00	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00
23	Pavilion Trim Repair & Paint (DELETED)	LS	1.00	0.00	\$ 14,000.00	\$ 14,000.00	\$ -
24	Pavilion Concrete Overlay (Drainage Repair) (DELETED)	LS	1.00	0.00	\$ 80,000.00	\$ 80,000.00	\$ -
25	Handrail Repair	LS	1.00	1.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
26	Drinking Fountains	EA	3.00	3.00	\$ 8,000.00	\$ 24,000.00	\$ 24,000.00
27	Relocate Concrete Tables/Benches (DELETED)	LS	1.00	0.00	\$ 25,000.00	\$ 25,000.00	\$ -
28	ADA Metal Picnic Table	EA	2.00	2.00	\$ 2,800.00	\$ 5,600.00	\$ 5,600.00
29	8' Picnic Tables	EA	14.00	14.00	\$ 2,300.00	\$ 32,200.00	\$ 32,200.00
30	Bench On Concrete Pad	EA	4.00	4.00	\$ 3,200.00	\$ 12,800.00	\$ 12,800.00
31	Charcoal Grills	EA	7.00	7.00	\$ 1,390.00	\$ 9,730.00	\$ 9,730.00
32	Trash & Recycling Receptacles (New Pad)	EA	3.00	3.00	\$ 2,610.00	\$ 7,830.00	\$ 7,830.00
33	Trash & Recycling Receptacles (Existing Pad)	EA	2.00	2.00	\$ 2,170.00	\$ 4,340.00	\$ 4,340.00
34	Replace 4' Chain Link Fence	LF	119.00	250.00	\$ 30.00	\$ 3,570.00	\$ 7,500.00
35	Top Soil	LS	1.00	1.00	\$ 34,000.00	\$ 34,000.00	\$ 34,000.00
36	Soil Amendments	LS	1.00	1.00	\$ 45,000.00	\$ 45,000.00	\$ 45,000.00
37	Fine Grading (Soccer Fields)	LS	1.00	1.00	\$ 60,000.00	\$ 60,000.00	\$ 60,000.00
38	Fine Grading (All Other Turf/Planter Areas)	LS	1.00	1.00	\$ 65,000.00	\$ 65,000.00	\$ 65,000.00
39	Decomposed Granite	SF	116678.00	116678.00	\$ 1.25	\$ 145,847.50	\$ 145,847.50
40	Ground Cover	LS	1.00	1.00	\$ 1,100.00	\$ 1,100.00	\$ 1,100.00
41	Shrubs (1 Gal)	EA	311.00	311.00	\$ 22.00	\$ 6,842.00	\$ 6,842.00
42	Shrubs (5 Gal)	EA	442.00	442.00	\$ 38.00	\$ 16,796.00	\$ 16,796.00
43	Trees (15 Gal)	EA	285.00	285.00	\$ 275.00	\$ 78,375.00	\$ 78,375.00
44	Turf Sod	LS	1.00	1.00	\$ 320,000.00	\$ 320,000.00	\$ 320,000.00
45	Irrigation	LS	1.00	1.00	\$ 220,000.00	\$ 220,000.00	\$ 220,000.00
46	Electrical	LS	1.00	1.00	\$ 530,000.00	\$ 530,000.00	\$ 530,000.00
47	Cobble Ground Cover	SF	37940.00	37940.00	\$ 0.25	\$ 9,485.00	\$ 9,485.00
48	Cut Rebar Off Concrete Piers (DELETED)	LS	1.00	0.00	\$ 2,000.00	\$ 2,000.00	\$ -
49	Prune Willow Tree	LS	1.00	1.00	\$ 500.00	\$ 500.00	\$ 500.00
50	Sidewalk & Parking Lot Cleaning	LS	1.00	1.00	\$ 23,000.00	\$ 23,000.00	\$ 23,000.00
51	Clean & Disinfect (Play Equip., Shade Structure, & Kiosk)	LS	1.00	1.00	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
52	Striping & Signs- Entry Road & Parking Lots	LS	1.00	1.00	\$ 37,000.00	\$ 37,000.00	\$ 37,000.00
53	Clean Kiosk & Replace Plexiglass Cover	LS	1.00	1.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
37							

ESTIMATED CONTRACT WORK SUBTOTALS

**\$ 3,189,656.00**    **\$ 2,782,166.00**

CHANGE ORDERS & EXTRA WORKS						
DEDUCTED/REVISED ITEMS		1	1		\$ -	\$ -
ITEM #11 - No Railings at Pond Overlooks		1	1		\$ (40,000.00)	\$ (40,000.00)
ITEM #14 - Delete Concrete/Signs/Striping		1	1		\$ (20,000.00)	\$ (20,000.00)
ITEM #15 - Delete Excavation & Reduce Rock to 2"		1	1		\$ (36,000.00)	\$ (36,000.00)
ITEM #26 - Repair Drinking Fountains Only		1	1		\$ (7,300.00)	\$ (7,300.00)
ADDED ITEMS		1	1		\$ -	\$ -
CCO 01 - Main Switch Board Replacement		1	1		\$ 60,000.00	\$ 60,000.00
CCO 02 - Concrete Mow Curb		1	1		\$ 188,500.00	\$ 188,500.00

ITEM NO.	CONTRACT ITEMS DESCRIPTION	UNIT	QUANTITY INFORMATION		REVENUE INFORMATION		
			FCI CONTRACT	EST. FINAL	BID	CONTRACT	EST. FINAL
			QTY	QTY	UNIT PRICE	REV	REV
	CCO 03 - Remove Cobbles from Path & Build Slope		1	1	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00
	CCO 04 - Bio Char Amendments		1	1	\$ 35,350.00	\$ 35,350.00	\$ 35,350.00
	CCO 05 - Electrical Vandalism Repair Costs		1	1	\$ 58,780.00	\$ 58,780.00	\$ 58,780.00
	CCO 06 - Electrical Plans Revisited		1	1	\$ (45,250.00)	\$ (45,250.00)	\$ (45,250.00)
	PCO 09 - Bathroom Accessories Upgrades		1	1	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00
	PCO 10 - Revise Tree Layout		1	1	\$ 6,790.00	\$ 6,790.00	\$ 6,790.00
	PCO 12 - Replace Existing Doors		1	1	\$ 16,170.00	\$ 16,170.00	\$ 16,170.00
						\$	\$

**CONTRACT CHANGE ORDERS SUBTOTAL**

**\$ 256,540.00 \$ 256,540.00**

**GRAND TOTALS**

**\$ 3,446,196.00 \$ 3,038,706.00**



## STAFF REPORT

**DATE: JULY 24, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: ADOPTION OF FRRPD BUDGET FOR FISCAL YEAR 2018/19**

### SUMMARY

Staff requests the Board to adopt the Fiscal Year 2018/19 (FY18/19) budget as presented.

### BUDGET OVERVIEW & BUDGET BY DEPARTMENTS

As discussed at the Public Hearing on June 26<sup>th</sup>, there are very few changes to the FY18/19 budget in comparison to the FY17/18 budget. One significant change to the operating budget is the change to the Fixed Assets threshold. All items over \$2K were budgeted in Fixed Assets in previous years. As of 7/1/17, Fixed Asset amount is \$5K, resulting in an increase to line items in the operating budget.

Riverbend Park Restoration is not in the annual budget. At the completion of Phase I, when total costs and insurance proceeds are finalized, Staff will present a mid-year adjustment to the FY18/19 budget and Appropriations Limitations accounting for Riverbend as a fixed asset in service and Insurance Proceeds received.

### REVENUE:

**TAX REVENUE:** At this time, staff is anticipating increase to home sales within the District. Resulting in higher property taxes allocated at the 2018 home values, ultimately resulting in increased property taxes received by the District.

**PROGRAM REVENUE:** Staff is expecting an increase in program revenue. The operating expense budget, including payroll, reflects expenses for new programs.

**DISCOUNTS & CREDITS:** An additional \$5K has been added for Board Approved Fee Waivers on facility rentals.

**BENEFIT ASSESMENT DISTRICT (BAD) REVENUE:** BAD committee and FRRPD Board both approved BAD maximum increase of 2.94%. Final SCI Engineers Report has been presented and approved by the FRRPD Board of Directors.

### PAYROLL/BENEFITS SUMMARY:

**HEALTH INSURANCE RATES:** Health insurance premiums 2018-19 increased overall 12%. Staff has adjusted the budget changing Employer Contributions for eligible employees from \$650/month to \$700/month 8% increase. With the increase to \$700, the District benefit



contributions for most employees' remains 35-45% lower than agencies in the area. Additional \$8.4k annual expense to the District.

**IMPLEMENTATION OF FAIR WAGE INCREASE PER MANDATE:** Effective 1/1/19 minimum wage is \$12/hour non-exempt and \$24/hour exempt. 3% step scale for full time employee and .25 cent increase part-time employee remains in place. All step schedules, in detail, are attached and are effective July-December 2018 and January-June 2019 (mandatory minimum wage increase effective January).

**CALPERS RATES:** Fixed rates 2018-19 rates Classic member employer contribution 8.892%. PEPRAs member employer contribution employer is 6.842%.

**WORKERS COMPENSATION:** The modifier rate increased from 101% to 142%, less the incentive and multi package discounts resulting in a 25% rate increase

**ADDITIONAL FULL TIME POSITIONS:** 2018-19 Budget: No added full-time positions at this time

#### **EXPENSES:**

Minor changes to line items, based on actual amounts spent in previous years and current needs in the district:

**Computer/Technology:** Increase \$5K. Reflects increase in fixed asset threshold and the districts dire need for technology improvements: i.e. computers, software, phone system, off-site back-up plan.

**Insurance:** Increase \$3K, 6% Provider increase to Property and Liability Insurance coverage

**Interest Expense:** Increase \$3.6K. Vehicle purchase 2017 financed based on cash flow. Also added interest expense for changing both CalPERS unfunded liability and Insurance Premiums from 1 lump sum payment to monthly payments for cash flow purposes. Staff will review during year and change to lump sum, saving interest expense, if cash flow allows.

**Outside Admin & Consulting:** \$30K added for November 2018 election (transferred from reserves)

**Vandalism Expense and Security Expense accounts:** Reduced Vandalism budget and moved to Security Budget. Staff is being proactive, adding to the security budget resulting in vandalism prevention (one example: researching Alarm system to Riverbend Bathrooms, Snack Bar and Service Rooms).

**Education & Travel Expense:** Increased as both staff and Board trainings needed.





**RESERVES:** 7/1/17 reserve total is \$384,595 at the county treasury. Staff is recommending the following changes to reserves effective 7/1/18 bringing total reserve balance to \$374,594

Reserve	7/1/17 Bal	FY 18/19 Chg	7/1/18 Bal	Reason
Imprest	\$1,000	None	\$1000	
Elections	\$60,000	(\$30,000)	\$30,000	Nov Gen Election
Unassigned	\$223,594	\$10,000	\$319,294	Board Policy = 1%
Equipment	\$80,000	\$10,000	\$90,000	
General	\$20,000	None	\$20,000	

By way of reminder, utilization of District reserves requires a 4/5 vote of the board of directors. According to District policy reserves are to be used for contingencies such as:

- Cash flow requirements
- Economic uncertainties
- Local emergencies and natural disasters
- Loss of major revenue
- Unanticipated operating or capital expenditures
- Uninsured losses
- Future capital projects
- Vehicle and equipment replacements
- Capital asset and infrastructure repair and replacement

Ideally the District will build a General Reserve to cover three months of projected operating expenses and two loan payments. District policy recommends committing 1% of Program Revenue annually to reserves.

**CIP:** Same report as 2017-18:

General Manager Murphy will need time to review, update and revise the CIP report working with both the Board and the Committees. For purposes of the preliminary budget presentation, 2017-18 report is being presented. Options and funding sources for upcoming Capital Improvement Projects (CIP) in accordance with the 2017-18 fiscal year budget will remain in place.

*\*The 2017-18 list will remain in place, and subject to change depending on District needs and available funding. Each project over \$5k will require board approval at time of proposal.*

**PARK AND FACILITY GOALS/ANNUAL STRATEGIC PLAN:** Same report at 2017-18 utilizing the same plan.

General Manager Murphy will need time to review, update and revise the report working with both the Board and the Committees. Remains effective: The January 2017 Annual Goals



Workshop Special Board Meeting District Board of Directors adopted the Park and Facility Goals Annual Strategic Plan.

**RECOMMENDATION**

Adopt Resolution 1390-18.

**ALTERNATIVE ACTIONS**

None

**ATTACHMENTS**

Resolution 1390-18

Proposed budget, as presented at June 26<sup>th</sup> Public Hearing



**RESOLUTION NO. 1390-18**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE FINAL BUDGET FOR FISCAL YEAR 2018/19.**

**WHEREAS**, , the Feather River Recreation and Park District is a legally constituted public agency formed pursuant to the Public Resources Code of the State of California; and

**WHEREAS**, , pursuant to Section 5788.7 of the Public Resources Code of the State of California, the Board of Directors of the Feather River Recreation and Park District at any regular meeting or properly noticed special meeting after the adoption of its final budget, the Board of Directors may adopt a resolution amending the budget and ordering the transfer of funds between categories, other than transfers from the restricted reserve for capital outlay and the restricted reserve for contingencies; and

**NOW THEREFORE, IT BE RESOLVED**, that the Board of Directors of the Feather River Recreation and Park District, pursuant to Section 5788.7 of the Public Resources Code, hereby adopt the Resolution approving the Final Budget for fiscal year 2018/19.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 24<sup>th</sup> day of July 2018 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Victoria Smith, Chairperson

\_\_\_\_\_  
Randy Murphy, General Manager

<b>FRRPD PROPOSED BUDGET 2018-19</b>	<b>Audited 2016/17</b>	<b>Projected 2017/18</b>	<b>Budget 2017/18</b>	<b>Budget 2018/19</b>					
<b>Ordinary Income/Expense</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>	<b>Budget</b>	<b>Staff Comments 2018-19: Changes since Preliminary Budget Meeting</b>				
<b>Income</b>			<b>Approved Budget</b>	<b>Proposed Budget</b>					
4100 · Tax Revenue	\$ 1,553,402	\$ 1,575,000	\$ 1,550,000	\$ 1,600,000	Increase home sales in district area, resulting in a higher estimated tax revenue				
4150 · Tax Revenue (BAD)	\$ 255,479	\$ 265,000	\$ 270,057	\$ 280,329	Received actual numbers from SCI				
4350 · Discounts & Credits	\$ (7,163)	\$ (6,900)	\$ (7,750)	\$ (12,550)					
4300 · Program Income	\$ 1,044,878	\$ 945,000	\$ 1,056,675	\$ 1,015,000					
<b>Total Tax/Program Income</b>	<b>\$ 2,846,596</b>	<b>\$ 2,778,100</b>	<b>\$ 2,868,982</b>	<b>\$ 2,882,779</b>					
4400 · Donation & Fundraising Income	\$ 3,499	\$ 11,975	\$ 4,000	\$ 9,000	Staff will focus on fundraiser/donation programs				
4500 Grant/Reimbursed Expense Income	\$ 40,533	\$ 46,000	\$ 35,000	\$ 43,500					
4600 · Other Income	\$ 963	\$ 150	\$ 1,000	\$ 500					
4900 · Interest Income	\$ 7,052	\$ 8,200	\$ 7,500	\$ 8,000	Higher tax revenue estimated				
4905 · Interest Income - BAD	\$ 598	\$ 850	\$ 600	\$ 875	Higher tax revenue estimated				
<b>Total Income</b>	<b>\$ 2,899,241</b>	<b>\$ 2,845,275</b>	<b>\$ 2,917,082</b>	<b>\$ 2,944,654</b>					
<b>Expense</b>									
<b>Payroll Expenses</b>					Not adding a FT Utility I. Revised Payroll all depts. based on programming plans.				
5010 · Wages & Salaries	\$ 1,227,173	\$ 1,200,000	\$ 1,407,893	\$ 1,409,284	2018-19 Workers Comp Insurance rates received after preliminary budget presented.				
5020 · Employer Taxes	\$ 126,561	\$ 125,000	\$ 141,657	\$ 152,320	The modifier rate changed from 101 to 142. The modifier less the incentive discounts (staff trainings) and multi package discounts resulted in a 25% increase.				
5030 · Employee Benefits	\$ 120,613	\$ 119,500	\$ 154,558	\$ 165,979	2018-19 Health Insurance premiums overall 12% increase from 2017-18				
5040 · Workers Comp	\$ 39,479	\$ 45,000	\$ 54,603	\$ 61,909	Increased Employer Contributions from \$650 to \$700 per month, 8% increase.				
5060 Labor/Benefits CIP Projects	\$ (13,669)	\$ -	\$ (25,000)	\$ -	With increased contribution, the district remains 40-43% under the industry standard				
<b>Total 5000 · Payroll Expenses w/o Unfunded Liab</b>	<b>\$ 1,500,157</b>	<b>\$ 1,489,500</b>	<b>\$ 1,733,711</b>	<b>\$ 1,789,492</b>					
5031 GASB 68 Benefit Expense	\$ 17,609	\$ 26,275	\$ 26,275	\$ 36,762					
5033 GASB Annual Audit Adjustment (year-end adj)	\$ 59,861								
<b>Payroll w/ GASB Expense</b>	<b>\$ 1,577,627</b>	<b>\$ 1,515,775</b>	<b>\$ 1,759,986</b>	<b>\$ 1,826,254</b>					
5100 · Advertising & Promotion	\$ 5,953	\$ 7,000	\$ 10,000	\$ 10,000					
5110 · Bad Debt									
5120 · Bank Fees	\$ 13,331	\$ 11,800	\$ 14,000	\$ 13,000	Increased to reflect increase program revenue				
5130 · Charitable Contributions	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500					
5140 · Copying & Printing	\$ 11,672	\$ 11,500	\$ 11,000	\$ 12,000	Promoting new programs				
5155 Employment Screening	\$ 3,470	\$ 2,500	\$ 3,985	\$ 3,100					
5160 · Dues, Mbrshps & Publications	\$ 11,570	\$ 15,000	\$ 12,000	\$ 14,000	Added monthly expense backup servers to the cloud.				
5170 · Education & Development	\$ 6,421	\$ 6,000	\$ 12,000	\$ 15,000	New staff, requires additional trainings. Board requires additional training				
5175 · Equipment Rental/Lease	\$ 5,774	\$ 5,000	\$ 31,000	\$ 5,600					
<b>Total 5100-5175</b>	<b>\$ 60,691</b>	<b>\$ 61,300</b>	<b>\$ 96,485</b>	<b>\$ 75,200</b>					
<b>Equipment, Tools &amp; Furn (&lt;\$5k)</b>									
5182 · Operating ET&F	\$ 827	\$ 3,000	\$ 3,700	\$ 2,500					
5184 · Program ET&F	\$ 18,232	\$ 15,000	\$ 15,600	\$ 15,450					
5186 · Site/Shop ET&F	\$ 20,719	\$ 10,000	\$ 14,000	\$ 13,500					
5187 Computers/Technology ET&F	\$ 5,626	\$ 12,000	\$ 10,000	\$ 20,000	Numerous computer and technology needs				
<b>Total 5180 · Equipment, Tools &amp; Furn (&lt;\$5k)</b>	<b>\$ 45,404</b>	<b>\$ 40,000</b>	<b>\$ 43,300</b>	<b>\$ 51,450</b>					
5200 · Insurance	\$ 41,362	\$ 47,000	\$ 49,500	\$ 52,500					
5210 · Interest Expense		\$ 1,550		\$ 3,600					
5220 · Miscellaneous Expense									
5225 · Postage & Delivery	\$ 3,026	\$ 1,400	\$ 3,500	\$ 3,200					
<b>Total 5200-5225</b>	<b>\$ 44,388</b>	<b>\$ 49,950</b>	<b>\$ 53,000</b>	<b>\$ 59,300</b>					
<b>Professional &amp; Outside Svcs</b>									
5232 · Accounting	\$ 22,614	\$ 26,125	\$ 30,000	\$ 32,000					
5233 · Bands/Recreation	\$ 1,850	\$ 1,500	\$ 1,850	\$ 1,900					
5234 · Board Stipends	\$ 10,800	\$ 11,100	\$ 12,000	\$ 12,000					
5235 · Recreation Instructors	\$ 40,095	\$ 25,000	\$ 42,100	\$ 30,400					
5236 · Legal	\$ 13,867	\$ 64,000	\$ 18,000	\$ 18,000					
5237 · Contract Janitorial	\$ 60,080	\$ 60,600	\$ 71,000	\$ 69,000					
Previously Other Outside Labor (gl5238)		\$ -							
5239 Outside Admin & Consulting	\$ 54,471	\$ 98,000	\$ 27,000	\$ 57,000					

<b>FRRPD PROPOSED BUDGET 2018-19</b>	<b>Audited 2016/17</b>	<b>Projected 2017/18</b>	<b>Budget 2017/18</b>	<b>Budget 2018/19</b>					
<b>Ordinary Income/Expense</b>	<b>Actual</b>	<b>Estimated</b>	<b>Budget</b>	<b>Budget</b>	<b>Staff Comments 2018-19: Changes since Preliminary Budget Meeting</b>				
<b>Total 5230 - Professional &amp; Outside Svcs</b>	\$ 203,777	\$ 286,325	\$ 201,950	\$ 220,300					
5250 - Rent	\$ 2,139	\$ 230	\$ 2,200	\$ -					
<b>Total 5250</b>	<b>\$ 2,139</b>	<b>\$ 230</b>	<b>\$ 2,200</b>	<b>\$ -</b>					
<b>Repairs &amp; Maintenance</b>									
5261 - Building R&M	\$ 23,626	\$ 29,000	\$ 35,000	\$ 40,000	Additional maintained needs on buildings. Paint, Flooring, Lighting				
5262 - Equipment R&M	\$ 15,118	\$ 13,000	\$ 22,000	\$ 18,000					
5263 - General R&M	\$ 20,938	\$ 9,000	\$ 30,000	\$ 25,000	Fully staffed in maintenance dept., resulting in additional projects can be completed				
5264 - Grounds R&M	\$ 24,343	\$ 26,000	\$ 45,000	\$ 40,000					
5265 - Janitorial supplies	\$ 24,064	\$ 26,000	\$ 28,750	\$ 29,500					
5266 - Vandalism Repair	\$ 15,861	\$ 13,000	\$ 15,000	\$ 10,000					
5267 - Vehicle R&M	\$ 9,514	\$ 5,000	\$ 6,500	\$ 6,000					
5268 Aquatics Pool R&M	\$ 40,407	\$ 35,000	\$ 45,000	\$ 45,000					
5269 Outside Contractor R&M	\$ 17,785	\$ 14,000	\$ 20,000	\$ 20,000					
<b>Total 5260 - Repairs &amp; Maintenance</b>	<b>\$ 191,656</b>	<b>\$ 170,000</b>	<b>\$ 247,250</b>	<b>\$ 233,500</b>					
5270 - Security	\$ 3,963	\$ 6,000	\$ 8,000	\$ 15,000					
<b>Total 5270</b>	<b>\$ 3,963</b>	<b>\$ 6,000</b>	<b>\$ 8,000</b>	<b>\$ 15,000</b>					
<b>Supplies - Consumable</b>									
5281 Misc Staff & Uniform Expenses	\$ 9,488	\$ 9,000	\$ 9,000	\$ 9,000					
5282 - Office Supplies	\$ 5,949	\$ 5,250	\$ 6,500	\$ 6,250					
5284 - Program Food	\$ 10,425	\$ 11,000	\$ 12,000	\$ 12,400	New programs requires addtl program supplies, safety supplies and site supplies				
5286 - Program Supplies	\$ 21,230	\$ 26,000	\$ 22,000	\$ 29,500					
5287 Safety Supplies	\$ 3,118	\$ 4,000	\$ 3,000	\$ 3,500	New programs requires addtl program supplies, safety supplies and site supplies				
5289 - Site Supplies	\$ 2,026	\$ 1,300	\$ 2,000	\$ 2,200	New programs requires addtl program supplies, safety supplies and site supplies				
<b>Total 5280 - Supplies - Consumable</b>	<b>\$ 52,236</b>	<b>\$ 56,550</b>	<b>\$ 54,500</b>	<b>\$ 62,850</b>					
5290 - Taxes, Lic., Notices & Permits	\$ 4,597	\$ 5,500	\$ 6,800	\$ 5,000					
5300 - Telephone/Internet	\$ 12,050	\$ 11,700	\$ 14,000	\$ 14,000					
<b>Total 5290-5300</b>	<b>\$ 16,647</b>	<b>\$ 17,200</b>	<b>\$ 20,800</b>	<b>\$ 19,000</b>					
<b>Transportation, Meals &amp; Travel</b>									
5312 - Air, Lodging, Other Travel	\$ 2,256	\$ 3,000	\$ 3,000	\$ 5,000	Additional Staff and Board Member trainings require additional travel expenses				
5314 - Fuel	\$ 16,798	\$ 18,950	\$ 22,000	\$ 21,750					
5316 - Meals	\$ 148	\$ 650	\$ 1,000	\$ 1,000					
5318 - Mileage	\$ 2,983	\$ 2,150	\$ 3,000	\$ 2,500					
<b>Total 5310 - Transportation, Meals &amp; Travel</b>	<b>\$ 22,185</b>	<b>\$ 24,750</b>	<b>\$ 29,000</b>	<b>\$ 30,250</b>					
<b>5320 - Utilities</b>									
5322 - Electric	\$ 103,814	\$ 105,000	\$ 110,000	\$ 110,000					
5324 - Garbage	\$ 19,245	\$ 22,500	\$ 23,000	\$ 23,300					
5326 - Gas/Propane	\$ 8,493	\$ 6,000	\$ 8,000	\$ 5,900					
5328 - Sewer	\$ 3,764	\$ 4,000	\$ 4,000	\$ 4,000					
5329 - Water	\$ 85,123	\$ 78,000	\$ 100,000	\$ 95,000	Riverbend new turf, anticipating will require less water				
<b>Total 5320 - Utilities</b>	<b>\$ 220,439</b>	<b>\$ 215,500</b>	<b>\$ 245,000</b>	<b>\$ 238,200</b>					
<b>Total Expense</b>	<b>\$ 2,441,152</b>	<b>\$ 2,443,580</b>	<b>\$ 2,761,471</b>	<b>\$ 2,831,304</b>					
<b>Net Ordinary Income Less Expenses</b>	<b>\$ 458,089</b>	<b>\$ 401,696</b>	<b>\$ 155,611</b>	<b>\$ 113,350</b>					
Debt Interest Expense	\$ 124,695	\$ 117,429	\$ 117,429	\$ 109,825					
<b>Total expenses including Debt Interest</b>	<b>\$ 2,565,847</b>	<b>\$ 2,561,009</b>	<b>\$ 2,878,900</b>	<b>\$ 2,941,129</b>					
<b>Net Profit/(Loss) Year End</b>	<b>\$ 333,394</b>	<b>\$ 284,267</b>	<b>\$ 38,182</b>	<b>\$ 3,525</b>					
* Depreciation is not a cash expense, but is included in the annual operating budget	\$ 403,061	\$ 450,000	\$ 530,000	\$ 500,000					
Principal Loan Payment	\$ 214,436	\$ 220,735	\$ 220,735	\$ 229,240					

FRRPD PROPOSED BUDGET 2018-19	Audited 2016/17	Projected 2017/18	Budget 2017/18	Budget 2018/19					
Ordinary Income/Expense	Actual	Estimated	Budget	Budget	Staff Comments 2018-19: Changes since Preliminary Budget Meeting				
<b>ADDED: EXTRAORDINARY INCOME/EXPENSE including Impact Fees Collected, Riverbend Insurance Proceeds and Flood Expenses</b>									
<b>Extraordinary Income</b>									
Impact Fees Restricted Income: includes interest in Impact Account	\$ 57,079	\$ 48,100		\$ 35,000					
FEMA: Anticipated Flood Reimbursement from FEMA (Insurance Deductible FRRPD out of pocket)	\$ 105,768	\$ 144,232							
Insurance Proceeds collected, Riverbend Flood claim	\$ -	\$ 3,096,270		\$ 2,000,000					
<b>Extraordinary Expenses</b>									
Construction of Riverbend (line total all years: 109 & 110 income)		\$ 3,346,270		\$ 2,000,000					
Riverbend Flood Expenses: District paid out of pocket toward deductible (see line 109, expenses applied to anticipates reimbr from FEMA)	\$ 58,856	\$ 89,496							
Gail/Loss on Disposed Fixed Assets (16-17 reflects Riverbend Flood loss)	\$ 6,092,931	\$ -							
<b>Following info used for reporting to County: Per Board Policy Capital Improvement Projects requires Board Approval</b>									
<b>COUNTY RESERVES</b>			total Reserve Balance	add to reserve 7/1/18	County Reserve Fund and County Fixed Assets Budget 2017-18				
Reserves Explain	Reserve Balance 6/30/17	2017-18 Reserve Provision	Including 2017/18 provisions	2018-19 Reserve Provision	Total Balance 7/1/18				
Imprest (Petty Cash, reallocated to \$1k every year, carryover)	\$ 1,000	\$ 1,000	\$ 1,000		1,000.00	Imprest/ carry over balance every year			
2018-19 Change: Election Reserves - Transfer to General Fund November 2018 election \$30k, 2 seats	\$ 20,000	\$ 40,000	\$ 60,000	\$ (30,000)	30,000.00	Reserve Elections			
Reserves: 2016-17 transferred \$40k foam pit, used \$7k tennis courts, added \$7k year-end. 2017/18 add \$50k 6/30/17 Balance \$223.6k. 7/1/18 add 1% Program Income per Board Policy	\$ 173,594	\$ 50,000	\$ 223,594	\$ 10,000	233,594.00	Reserve Unassigned			
Equipment Reserves	\$ 30,000	\$ 50,000	\$ 80,000	\$ 10,000	90,000.00	Reserve Equipment			
General Reserve (Natural Disaster, annual carry over)	\$ 20,000	\$ -	\$ 20,000		20,000.00	General Reserve Natural Disaster Carry Over			
					374,594.00	Total Reserve 7/1/18			
<b>County Budget 2018-19 Fixed Asset (mid-year adjustment if needed as Projects/Grants become available)</b>	Actual Fixed Assets 2016/17	Actual Fixed Assets 2017/18 EXCLUDING RIVERBEND CONSTRUCTION	Budgeted Fixed Assets 2017/18	Budget Fixed Assets 2018/19 Excluding Riverbend Construction					
Fixed Assets General Fund county g/l 560 Fund 2600	\$ 138,000	\$ 321,786	\$ 377,000	\$ 188,850	188,850.00 Projects TBA Fixed Asset total subject to change during f/y				
Fixed Assets BAD Fund county g/l 560 Fund 2610	\$ 22,000	\$ -	\$ 29,000	\$ 29,000	29,000.00 BAD Fixed Asset: Skatepark Fence Carryover				
<b>2017/18 Fixed Asset detailed as of 3/1/18 (excluding Riverbend Construction)</b>									
Act Center Foam Pit		\$ 110,423		\$ 188,850	2018-19 Fixed Asset Budget based on Umpqua/BNY Project Fund Account balance				
Act Center Commercial Hot Water Heater		\$ 5,200		\$ 29,000	Carry over not completed 2017-18 Skatepark Fence Project BAD				
Act Center HVAC Unit		\$ 8,495							
2017 F250 Utility Truck w/Tool Box		\$ 38,374							
2018 PJD8 Deckover Dump Trainer		\$ 8,673							
Palermo Park 2 Play Structures, swings, bouncy units		\$ 91,902							
Hustler 104 Mower & Mulch Kit		\$ 24,719							
Berry Creek Bathroom in progress Impact Fees		\$ 34,000							
		\$ 321,786							



FRRPD: 2018-19 BUDGET BY DEPT		GE1-Gen Op	GE3- Maint	TOTAL RECREATION	EVENTS	RENTALS	TOTAL GYMNASSTICS Includes	TOTAL SCHOOL/CAMP	TOTAL BUDGET 17-18
		ADMIN & IMPACT	MAINT & BAD	TOTAL CLASS, AQUATIC, SPORTS	Total EV-Events	EXCLUDING GYM MEET RENTALS	Fac Rental/Gym Meets	Total SC-School	
Ordinary Income/Expense						Total RE-Rentals	TOTAL GYM		
Income									
4100 - Tax Revenue		1,600,000		0	0	0	0	0	1,600,000
4150 - Tax Revenue (BAD)			280,329	0	0	0	0	0	280,329
4350 - Discounts & Credits				(1,100)	(50)	(5,600)	(3,200)	(2,600)	(12,550)
4300 - Program Income - Other				240,000	2,250	29,750	337,000	406,000	1,015,000
<b>Total Tax and Program Income</b>		<b>1,600,000</b>	<b>280,329</b>	<b>238,900</b>	<b>2,200</b>	<b>24,150</b>	<b>333,800</b>	<b>403,400</b>	<b>2,882,779</b>
4400 - Donation & Fundraising Income		3,850		0	4,500	0	0	650	9,000
4500 - Grant/Reimbursed Expenses Income		34,000		7,000	500	0	0	2,000	43,500
4600 - Other Income		500		0	0	0	0	0	500
4900 - Interest Income		8,000		0	0	0	0	0	8,000
4905 - Interest Income - BAD			875	0	0	0	0	0	875
<b>Total Income</b>		<b>1,646,350</b>	<b>281,204</b>	<b>245,900</b>	<b>7,200</b>	<b>24,150</b>	<b>333,800</b>	<b>406,050</b>	<b>2,944,654</b>
<b>Gross Profit</b>		<b>1,646,350</b>	<b>281,204</b>	<b>245,900</b>	<b>7,200</b>	<b>24,150</b>	<b>333,800</b>	<b>406,050</b>	<b>2,944,654</b>
Expense									
5000 - Payroll Expenses				0	0	0	0	0	0
5010 - Wages & Salaries		375,239	386,025	110,670	9,425	0	226,923	301,002	1,409,284
5020 - Employer Taxes		33,480	36,041	22,596	1,155	0	25,606	33,442	152,320
5030 - Employee Benefits		61,812	68,939	0	0	0	11,744	23,484	165,979
5040 - Workers Comp		6,352	40,378	3,088	212	0	5,106	6,773	61,909
5060 - Labor/Benefits CIP Projects				0	0	0	0	0	0
<b>Total 5000 - Payroll Expenses</b>		<b>476,883</b>	<b>531,383</b>	<b>136,354</b>	<b>10,792</b>	<b>0</b>	<b>269,379</b>	<b>364,701</b>	<b>1,789,492</b>
5031 - GASB 68 Benefit Expense		36,762		0	0	0	0	0	36,762
5033 Annual GASB Auditor Adj				0	0	0	0	0	0
<b>TOTAL PAYROLL WITH GASB</b>		<b>513,645</b>	<b>531,383</b>	<b>136,354</b>	<b>10,792</b>	<b>0</b>	<b>269,379</b>	<b>364,701</b>	<b>1,826,254</b>
5100 - Advertising & Promotion		8,965		60	700	0	0	275	10,000
5110 - Bad Debt				0	0	0	0	0	0
5120 - Bank Fees		13,000		0	0	0	0	0	13,000
5130 - Charitable Contributions		2,500		0	0	0	0	0	2,500
5140 - Copying & Printing		12,000		0	0	0	0	0	12,000
5155 Employment Screen		593	339	952	0	0	204	1,012	3,100
5160 - Dues, Mbrshps & Publications		14,000		0	0	0	0	0	14,000
5170 - Education & Development		9,875	2,875	250	0	0	1,000	1,000	15,000
5175 - Equipment Rental/Lease			4,500	0	1,100	0	0	0	5,600
5180 - Equipment, Tools & Furn (<\$5k)				0	0	0	0	0	0
5182 - Operating ET&F		800	1,000	200	0	0	400	100	2,500
5184 - Program ET&F		0		9,800	1,400	0	2,000	2,250	15,450
5186 - Site/Shop ET&F			13,500	0	0	0	0	0	13,500
5187 Technology		16,200		300	0	0	1,500	1,000	20,000
<b>Total 5180 - Equipment, Tools &amp; Furn (&lt;\$5k)</b>		<b>17,000</b>	<b>15,500</b>	<b>10,300</b>	<b>1,400</b>	<b>0</b>	<b>3,900</b>	<b>3,350</b>	<b>51,450</b>
5200 - Insurance		26,500	20,000	0	0	0	6,000	0	52,500
5210 Interest Expense		1,900	1,700	0	0	0	0	0	3,600
5225 - Postage & Delivery		3,200		0	0	0	0	0	3,200
5230 - Professional & Outside Svcs				0	0	0	0	0	0
5232 - Accounting		32,000		0	0	0	0	0	32,000
5233 - Bands/Recreation				0	1,900	0	0	0	1,900
5234 - Board Stipends		12,000		0	0	0	0	0	12,000
5235 - Recreation Instructors				30,400	0	0	0	0	30,400
5236 - Legal		18,000		0	0	0	0	0	18,000
5237 - Contract Janitorial			69,000	0	0	0	0	0	69,000
5239 - Outside Admin Consulting		43,000	14,000	0	0	0	0	0	57,000
<b>Total 5230 - Professional &amp; Outside Svcs</b>		<b>105,000</b>	<b>83,000</b>	<b>30,400</b>	<b>1,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>220,300</b>
5250 - Rent				0	0	0	0	0	0
5260 - Repairs & Maintenance				0	0	0	0	0	0
5261 - Building R&M			40,000	0	0	0	0	0	40,000
5262 - Equipment R&M			17,000	0	0	0	1,000	0	18,000
5263 - General R&M			25,000	0	0	0	0	0	25,000
5264 - Grounds R&M			40,000	0	0	0	0	0	40,000
5265 - Janitorial Supplies			28,750	0	0	0	750	0	29,500
5266 - Vandalism Repair			10,000	0	0	0	0	0	10,000
5267 - Vehicle R&M			6,000	0	0	0	0	0	6,000
5268 - Aquatics Pool R&M			45,000	0	0	0	0	0	45,000
5269 - Outside Contractor R&M			20,000	0	0	0	0	0	20,000
<b>Total 5260 - Repairs &amp; Maintenance</b>		<b>0</b>	<b>231,750</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>233,500</b>
5270 - Security			15,000	0	0	0	0	0	15,000
5280 - Supplies - Consumable				0	0	0	0	0	0
5281 - Staff & Uniform Supplies		2,400	3,900	2,200	0	0	100	400	9,000
5282 - Office Supplies		6,250		0	0	0	0	0	6,250
5284 - Program Food				100	550	0	100	11,650	12,400
5286 - Program Supplies				17,100	2,005	0	3,395	7,000	29,500
5287 - Safety Supplies		0	1,900	1,000	100	0	100	400	3,500
5289 - Site Supplies			2,000	0	0	0	200	0	2,200
<b>Total 5280 - Supplies - Consumable</b>		<b>8,650</b>	<b>7,800</b>	<b>20,400</b>	<b>2,655</b>	<b>0</b>	<b>3,895</b>	<b>19,450</b>	<b>62,850</b>
5290 - Taxes, Lic., Notices & Permits		4,200		0	0	0	0	800	5,000
5300 - Telephone/Internet		8,300	4,500	0	0	0	360	840	14,000
5310 - Transportation, Meals & Travel				0	0	0	0	0	0
5312 - Air, Lodging, Other Travel		4,500	250	0	0	0	250	0	5,000
5314 - Fuel			21,500	0	0	0	0	250	21,750
5316 - Meals		1,000		0	0	0	0	0	1,000
5318 - Mileage		1,625	250	150	225	0	50	200	2,500
<b>Total 5310 - Transportation, Meals &amp; Travel</b>		<b>7,125</b>	<b>22,000</b>	<b>150</b>	<b>225</b>	<b>0</b>	<b>300</b>	<b>450</b>	<b>30,250</b>
5320 - Utilities				0	0	0	0	0	0
5322 - Electric		14,000	62,200	9,100	0	0	7,700	17,000	110,000
5324 - Garbage		1,200	18,000	815	0	0	1,556	1,729	23,300
5326 - Gas/Propane		1,200	2,200	700	0	0	605	1,195	5,900
5328 - Sewer		0	4,000	0	0	0	0	0	4,000
5329 - Water		2,200	87,196	1,430	0	0	1,474	2,700	95,000
<b>Total 5320 - Utilities</b>		<b>18,600</b>	<b>173,596</b>	<b>12,045</b>	<b>0</b>	<b>0</b>	<b>11,335</b>	<b>22,624</b>	<b>238,200</b>

FRRPD: 2018-19 BUDGET BY DEPT		GE1-Gen Op	GE3- Maint	TOTAL RECREATION	EVENTS	RENTALS EXCLUDING GYM MEET RENTALS	TOTAL GYMNASTICS Includes Fac Rental/Gym Meets	TOTAL SCHOOL/CAMP	TOTAL BUDGET 17-18
		ADMIN & IMPACT	MAINT & BAD	TOTAL CLASS, AQUATIC, SPORTS	Total EV-Events	Total RE-Rentals	TOTAL GYM	Total SC-School	
Total Expense	775,053	1,113,943	210,911	18,772	0	298,124	414,501	2,831,304	
Net Ordinary Income Loss/Gain	871,297	(832,739)	34,989	(11,572)	24,150	35,677	(8,451)	113,351	
Other Income/Expense									
Other Income									
4200 - Impact Fee Income	0								
4910 - Interest Income - Impact Fees	0								
9900 - Gain/(Loss) on Asset disposal									
Total Other Income	0	0	0	0	0	0	0	0	
Other Expense									
7210 - Debt Interest Expense	14,115	0	22,087	0	0	49,082	24,541	109,825	
Total Other Expense	14,115	0	22,087	0	0	49,082	24,541	109,825	
Net Other Income	(14,115)	0	(22,087)	0	0	(49,082)	(24,541)	(109,825)	
Net Profit/Loss	857,182	(832,739)	12,902	(11,572)	24,150	(13,405)	(32,993)	3,525	



**FRRPD 2018-19 Full Time Pay Scale**

July 2018-December 2018

3% Step Scale July 2018-Dec 2018

3%

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5
General Manager	contract									
Executive Assistant	\$ 18.00	\$ 18.54	\$ 19.10	\$ 19.67	\$ 20.26	\$ 20.87	\$ 21.49	\$ 22.14	\$ 22.80	\$ 23.49
Business Manager	\$ 23.00	\$ 23.69	\$ 24.40	\$ 25.13	\$ 25.89	\$ 26.66	\$ 27.46	\$ 28.29	\$ 29.14	\$ 30.01
Recreation Supervisor	\$ 23.00	\$ 23.69	\$ 24.40	\$ 25.13	\$ 25.89	\$ 26.66	\$ 27.46	\$ 28.29	\$ 29.14	\$ 30.01
Recreation Supervisor I	\$ 23.00	\$ 23.69	\$ 24.40	\$ 25.13	\$ 25.89	\$ 26.66	\$ 27.46	\$ 28.29	\$ 29.14	\$ 30.01
Recreation Coordinator	\$ 15.00	\$ 15.45	\$ 15.91	\$ 16.39	\$ 16.88	\$ 17.39	\$ 17.91	\$ 18.45	\$ 19.00	\$ 19.57
Director of Children Services	\$ 23.00	\$ 23.69	\$ 24.40	\$ 25.13	\$ 25.89	\$ 26.66	\$ 27.46	\$ 28.29	\$ 29.14	\$ 30.01
Assistant Director-Children Services	\$ 15.00	\$ 15.45	\$ 15.91	\$ 16.39	\$ 16.88	\$ 17.39	\$ 17.91	\$ 18.45	\$ 19.00	\$ 19.57
Park Supervisor	\$ 23.00	\$ 23.69	\$ 24.40	\$ 25.13	\$ 25.89	\$ 26.66	\$ 27.46	\$ 28.29	\$ 29.14	\$ 30.01
Maintenance Worker III	\$ 20.00	\$ 20.60	\$ 21.22	\$ 21.85	\$ 22.51	\$ 23.19	\$ 23.88	\$ 24.60	\$ 25.34	\$ 26.10
Maintenance Worker II	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18
Maintenance Worker I	\$ 14.00	\$ 14.42	\$ 14.85	\$ 15.30	\$ 15.76	\$ 16.23	\$ 16.72	\$ 17.22	\$ 17.73	\$ 18.27

**FRRPD 2018-19 Full Time Pay Scale**

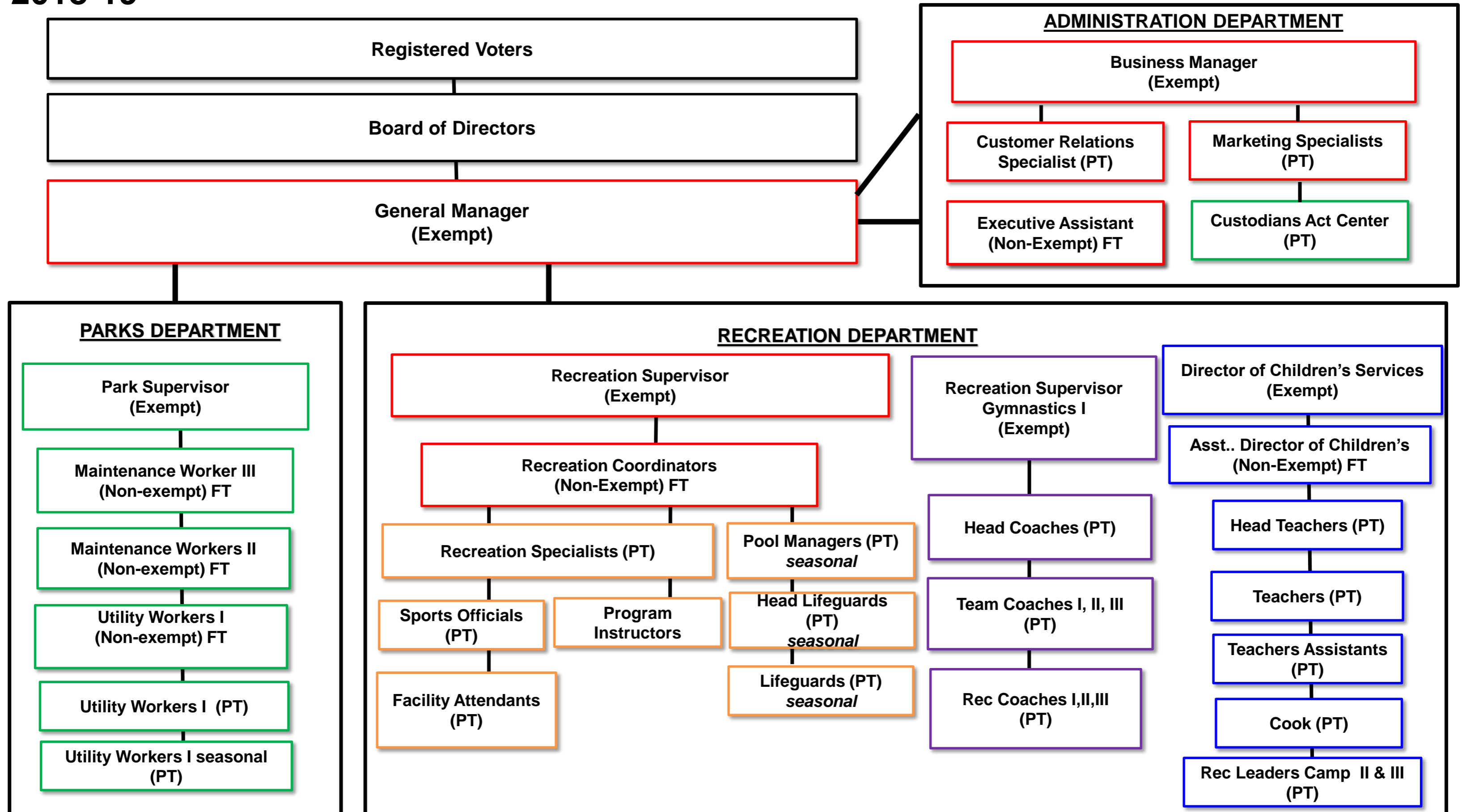
3% Step Scale Jan 2019- June 2019

3%

Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Merit 1	Merit 2	Merit 3	Merit 4	Merit 5
General Manager	contract									
Executive Assistant	\$ 18.00	\$ 18.54	\$ 19.10	\$ 19.67	\$ 20.26	\$ 20.87	\$ 21.49	\$ 22.14	\$ 22.80	\$ 23.49
Business Manager	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Recreation Supervisor	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Recreation Supervisor I	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Recreation Coordinator	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.06	\$ 19.63	\$ 20.22
Director of Children Services	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Assistant Director-Children Services	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.06	\$ 19.63	\$ 20.22
Park Supervisor	\$ 24.00	\$ 24.72	\$ 25.46	\$ 26.23	\$ 27.01	\$ 27.82	\$ 28.66	\$ 29.52	\$ 30.40	\$ 31.31
Maintenance Worker III	\$ 20.00	\$ 20.60	\$ 21.22	\$ 21.85	\$ 22.51	\$ 23.19	\$ 23.88	\$ 24.60	\$ 25.34	\$ 26.10
Maintenance Worker II	\$ 17.00	\$ 17.51	\$ 18.04	\$ 18.58	\$ 19.13	\$ 19.71	\$ 20.30	\$ 20.91	\$ 21.54	\$ 22.18
Maintenance Worker I	\$ 14.00	\$ 14.42	\$ 14.85	\$ 15.30	\$ 15.76	\$ 16.23	\$ 16.72	\$ 17.22	\$ 17.73	\$ 18.27



# FY 2018-19 Feather River Recreation & Park District Organizational Structure



FRRPD BAD/Maintenance BUDGET 2018-19	2015-16 BAD Budget	2016-17 BAD Budget	2017-18 BAD Budget	2018-19 BAD Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Tax Revenue				
4150 · Tax Revenue (BAD)	\$ 247,417	\$261,517	\$270,057	\$280,329
4905 · Interest Income - BAD				
<b>Total Income</b>	<b>\$ 247,417</b>	<b>\$260,914</b>	<b>\$269,115</b>	<b>\$280,329</b>
<b>Expense</b>				
<b>Payroll Expenses</b>				
5010 · Wages & Salaries	\$ 284,588	\$341,681	\$386,570	\$386,025
5020 · Employer Taxes	\$ 36,996	\$31,705	\$36,517	\$36,041
5030 · Employee Benefits	\$ 32,728	\$58,835	\$64,891	\$68,939
5040 · Workers Comp	\$ 14,229	\$31,230	\$35,332	\$40,378
Less Labor/CIP projects			-\$25,000	\$0
<b>Total Payroll Expenses</b>	<b>\$ 368,541</b>	<b>\$463,903</b>	<b>\$498,310</b>	<b>\$531,383</b>
5055 Pre Employment Drug Screen		\$452	\$678	\$339
5170 Education Training/Travel			\$3,000	\$4,200
5314 · Fuel	\$ 30,000	\$24,000	\$19,500	\$21,500
5200 · Insurance	\$ 19,000	\$20,000	\$20,000	\$20,000
5239 Outside Admin Consulting	\$ 14,000	\$14,000	\$14,000	\$14,000
5238 · Other Outside Contractor	\$ 7,175	\$11,000	\$20,000	\$20,000
5237 - Contract Janitorial	\$ 48,000	\$50,000	\$71,000	\$69,000
5250 Rent			\$1,500	\$0
5175 · Equipment Rental/Lease	\$ 3,215	\$4,450	\$29,900	\$4,500
5180 · Equipment, Tools & Furn (<\$2k)	\$ 4,500	\$14,000	\$17,000	\$15,500
5261 · Building R&M	\$ 32,500	\$35,000	\$35,000	\$40,000
5262 · Equipment R&M	\$ 25,000	\$25,000	\$20,000	\$17,000
5263 · General R&M	\$ 10,000	\$30,000	\$30,000	\$25,000
5264 · Grounds R&M *	\$ 70,000	\$65,000	\$45,000	\$40,000
5265 · Janitorial Supplies	\$ 23,000	\$25,000	\$28,000	\$28,750
5266 · Vandalism Repair	\$ 12,000	\$12,000	\$15,000	\$10,000
5268 Aquatics Pool			\$45,000	\$45,000
5267 · Vehicle R&M	\$ 15,000	\$10,000	\$8,000	\$6,000
<b>Total Repairs/Maintenance/Parts &amp; Supplies</b>	<b>\$ 183,772</b>	<b>\$339,902</b>	<b>\$422,578</b>	<b>\$380,789</b>
5270 Security			\$7,000	\$15,000
5281 Staff and Uniform Supplies			\$5,000	\$3,900
5287 Safety Supplies			\$1,900	\$1,900
5289 Site Supplies			\$2,000	\$2,000
5300 · Telephone	\$ 2,400	\$2,400	\$3,900	\$4,500
5322 · Electric	\$ 57,990	\$60,000	\$72,000	\$62,200
5324 · Garbage	\$ 13,800	\$15,000	\$17,750	\$18,000
5326 · Gas/Propane	\$ 2,000	\$1,500	\$4,250	\$2,200
5328 · Sewer	\$ 5,000	\$4,600	\$4,000	\$4,000
5329 · Water	\$ 101,500	\$97,000	\$103,500	\$87,196
<b>Total Misc and Utilities</b>	<b>\$ 182,690</b>	<b>\$180,500</b>	<b>\$221,300</b>	<b>\$200,896</b>
<b>Total Expense</b>	<b>\$ 735,003</b>	<b>993,853</b>	<b>\$1,142,188</b>	<b>\$1,113,068</b>
<b>Net Income</b>	<b>(\$657,703)</b>	<b>(\$669,932)</b>	<b>(\$873,073)</b>	<b>(\$832,739)</b>
<b>Other Sources/(uses) of funds (contingency)</b>	10,000	10,000	\$10,000	\$10,000
Applied unspent BAD dollars in bank from previous years	\$ 70,847	\$29,000	\$29,000	\$29,000
% of maintenance covered by General Fund	89%	89%	76%	75%
<b>Capitol Projects as listed in Engineers Report</b>	\$ 36,509	34,448	\$58,000	\$58,000
*Ongoing soccer field maintenance at RB	11,448	11,448	\$11,448	\$0
Bedrock Tennis Court light pole replacement		In process		
Palremo Pool ADA retrofit restrooms		Unfinished 2016/17	\$50,000	\$50,000
Gravel to Palermo Parking Lots			\$8,000	\$8,000
* Grounds R&M includes the budgeted \$11,448 for soccer field maintenance that appears on the EIR				



## STAFF REPORT

**DATE: JULY 24, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: REQUEST TO CHANGE REGULAR BOARD MEETING DATES IN SEPTEMBER AND OCTOBER**

### SUMMARY

Staff requests to change the regular Board meeting dates in September and October.

### BACKGROUND

Staff has become aware that the scheduled dates for the regularly scheduled Board meetings in September and October conflict with the California Special Districts Association (CSDA) Annual Conference and Secretary/Clerk training, respectively. Since many of the topics at the Annual Conference are relevant to the District, it has been strongly recommended that the Board attend the meeting with the General Manager in September. Additionally, since the Board Secretary and Board Clerk are new, one or both of them should attend the training scheduled for October. Since these important CSDA conferences include the fourth Tuesday of the month, staff requests the Board approve changing the dates of those meetings.

### BUDGETARY IMPACT

None

### RECOMMENDATION

Approve rescheduling the September 25<sup>th</sup> meeting to September 19<sup>th</sup> and the October 23<sup>rd</sup> meeting to October 16<sup>th</sup>.

### ALTERNATIVE ACTIONS

Select another date.

### ATTACHMENTS

CSDA Annual Conference Brochure  
CSDA Board Secretary/Clerk Brochure



**California Special  
Districts Association**

*Districts Stronger Together*

**Sept. 24 - 27, 2018**

# 2018 CSDA Annual Conference & Exhibitor Showcase

Renaissance Indian Wells  
Resort & Spa





# Explore



## The one conference for you!

The CSDA Annual Conference & Exhibitor Showcase is the one conference special district leaders can't afford to miss! Cultivate new connections this September in Indian Wells.

Join 800-plus special district professionals and industry experts for a three day, must-attend education and networking event. Develop new partnerships. Participate in inspiring and motivating keynote sessions. Walk away with strategies, new connections, and innovative ideas to move your district forward.

- Explore new ideas and best practices
- Learn about the latest in special district technology, management practices, and legal trends
- Discover new products and services to make your district more efficient



## What to Do?

With more than 300 days of sunshine each year, it's no wonder attendees love meeting in Greater Palm Springs. With nine cities in one beautiful oasis, Greater Palm Springs is rich in visitor experiences, from outdoor adventure, shopping and art to world-class events like Coachella Valley Music & Arts Festival and Modernism Week. Whether you spend a sun-soaked afternoon by the pool, play a round of golf or soak in healing mineral water, this Southern California destination knows how to chill.



## Renaissance Indian Wells Resort & Spa

44400 Indian Wells Lane  
Indian Wells, CA 92210

Room reservations for the CSDA Annual Conference and Exhibitor Showcase begin at \$169 plus tax and are based on availability. There is a \$5 resort fee (normally \$30) added to the CSDA rate. This fee includes self-parking and guestroom high speed internet access. In order to book a hotel room, you must first register for the conference to obtain a CSDA room reservation link.



### Attendance at the CSDA Annual Conference Qualifies for CIPs

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

## Conference Schedule

### Monday, September 24, 2018

**8:00 a.m. Shotgun Start**

SDLF Scramble for Scholarships Golf Tournament:  
Indian Wells Golf Resort\*

**9:00 a.m. - 3:30 p.m.**

Pre-Conference Workshop: Special District Leadership  
Academy: Governance Foundations\*

**9:00 a.m. - 3:30 p.m.**

Pre-Conference Workshop: Policy and Procedure Writing\*

**9:00 a.m. - 3:30 p.m.**

Pre-Conference Workshop: So, You Want to Be a General  
Manager?\*

**10:15 a.m. - 3:00 p.m.**

Pre-Conference Tour: Salton Sea Authority Tour\*

**12:30 - 3:30 p.m.**

Pre-Conference Workshop: The Strategies of a Special District  
Strategic Plan\*

**1:30 - 3:30 p.m.**

Special District Leadership Foundation:  
Special District Administrator (SDA) Exam

**3:45 - 5:15 p.m.**

Chapter Roundtable Discussion

**5:30 - 7:30 p.m.**

**Conference Begins!** President's Reception with the Exhibitors

### Tuesday, September 25, 2018

**7:30 - 8:45 a.m.**

Continental Breakfast with the Exhibitors

**9:00 - 10:45 a.m.**

Opening General Session: Connie Podesta "Standout  
Leadership...Lead Like You Mean It!"

**11:00 a.m. - 12:15 p.m.**

Breakout Sessions

**12:15 - 1:45 p.m.**

Lunch with the Exhibitors

### Tuesday, September 25, 2018 (continued)

**2:00 - 3:15 p.m.**

Breakout Sessions

**3:30 - 4:30 p.m.**

Breakout Sessions

**4:30 - 6:00 p.m.**

Mix & Mingle in the Exhibit Hall

### Wednesday, September 26, 2018

**8:15 - 9:00 a.m.**

SDRMA Full Plated Breakfast

**9:00 - 10:45 a.m.**

SDRMA General Session/Safety Awards/Keynote:  
Derreck Kayongo "Harnessing Your Power to Create Change"

**11:00 a.m. - 12:15 p.m.**

Breakout Sessions

**12:30 - 1:45 p.m.**

Awards Luncheon

**2:00 - 3:30 p.m.**

Breakout Sessions

**3:45 - 5:00 p.m.**

Breakout Sessions

**5:30 - 7:30 p.m.**

SDLF Taste of the City: Casino Night

### Thursday, September 27, 2018

**8:30 - 10:30 a.m.**

CSDA Closing Breakfast: 2018 Legislative Impacts on Special  
Districts

\* = optional, advanced registration, additional fee



# Monday, September 24, 2018



H5

## Pre-conference Workshops

(pre-registration/payment required)

9:00 a.m. – 3:30 p.m.

### So, You Want to Be a General Manager?

A practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles and skill sets of a general manager; identifying general manager opportunities including positioning yourself for executive recruitment; developing positive relations with the board, staff and peer agency executives; and leadership practices.

**\$100 includes continental breakfast and lunch. Limited class size, register early!**



9:00 a.m. – 3:30 p.m.

### Special District Leadership Academy Module 1: Governance Foundations

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

**\$225 Member, \$340 Non-member**

EARN SDRMA CIPS

9:00 a.m. – 3:30 p.m.

### Policy and Procedure Writing

This course for managers, supervisors, and analysts will prepare you to plan and organize highly effective work systems through policy, procedure, and task development. Participants will learn and practice policy and procedure writing skills, and how to apply them in their workplace. Attendees are asked to bring a policy/procedure they are working on, with, or that is currently under their review, for classroom discussion and analysis. Course materials include templates for development of policy, procedure, and task descriptions in the future, and a textbook as a continuing framework for their development.

**\$225 Member, \$340 Non-member**

12:30 – 3:30 p.m.

### The Strategies of a Special District Strategic Plan

All public agencies should have a strategy that moves them in a certain direction into the future. While there are many ways to develop a strategic plan, there is also a strategy in the actual planning process as well. This important pre-conference workshop will examine the how and why for a properly conducted strategy planning effort. Each part of the process should be strategic in its own; come discover this and how to do it right.

**\$150 Member, \$225 Non-member**

1:30 – 3:30 p.m.

### Special District Administrator (SDA) Certification Exam, Special District Leadership Foundation

**(Optional – must be scheduled prior to conference).**

## Golf Tournament

(pre-registration/payment required)



### SDLF Scramble for Scholarships Golf Tournament

8:00 a.m. Shotgun Start

#### Indian Wells Golf Resort

(pre-registration / payment required)

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

**\$115 includes golf with cart, lunch, and prizes!**





H6

## Pre-conference tour & more!

(pre-registration/payment required)

10:15 a.m. – 3:00 p.m.

### Salton Sea Authority Tour

Tour of the northern part of the Salton Sea: North Shore Yacht Club, State Recreation Area

On this tour you will learn how special districts, counties, and a Native American tribe are working together in partnership with the state and federal agencies to reverse the tragic decline of the Salton Sea, transforming the watershed to establish a healthy and prosperous future.

**\$48 per person includes transportation to/from the hotel, lunch, and tour**

**Early registration is encouraged. Limited to 48 attendees!**

3:45 p.m. – 5:15 p.m.

### Chapter Roundtable Discussion

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities. All attendees welcome.

**“The informational and educational level of the materials and presentations are very appropriate for seasoned veterans, as well as new and emerging leaders.”**

KARA RALSTON

CAMARILLO HEALTH CARE DISTRICT

# Conference Begins!

5:30 – 7:30 p.m.

### President's Reception with the Exhibitors

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment provided.

**(all registered attendees welcome)**



# Tuesday, September 25, 2018



7:30 a.m. – 6:00 p.m.  
Exhibitor Showcase Open



7:30 – 8:45 a.m.  
Continental Breakfast with the Exhibitors (Raffle)

**“ The staff from CSDA did an outstanding job, during the conference they were highly visible, friendly, knowledgeable and professional. I attend conferences sponsored by other groups and CSDA continues to “set the bar” by consistently delivering a high-quality conference! ”**

TIM SHACKELFORD  
FIRE CHIEF, CHINO VALLEY  
INDEPENDENT FIRE DISTRICT

## Keynote Speaker



11:00 a.m. – 12:15 p.m.  
OPENING KEYNOTE PRESENTATION

### Connie Podesta

#### Stand Out Leadership...Lead Like You Mean it!

In a perfect world all employees would be: high achieving, self-motivated, engaging, team players who see the big picture and always strive to do their best to get the job done on time without complaining. Does that sound like the Twilight Zone? Bottom Line: In the real world many employees: simply “meet expectations,” lack initiative, bring their personal life to work, stress over every change and whine about having to WORK...on the job! “Enough!” says Human Behavior and Leadership Development expert Connie Podesta, who has empowered thousands of leaders worldwide with the attitudes, mindsets and strategies necessary to create a team that’s willing, able and excited to get the job done THE RIGHT WAY! With her signature blend of comedy and “tell-it-like-it-is” delivery, Connie takes you inside the minds of even your most difficult employees so you can turn negative attitudes into positive, entitlement into accountability, complacency into productivity, complaining into solutions and “that’s not my job” into ownership.



11:00 a.m. – 12:15 p.m.  
CSDA Finance Corporation Board and Annual Meeting



BREAKOUT SESSIONS 9:00 – 10:45 A.M.

## 5 Things You Can Do to Build an Awesome Personal Brand

CPS HR Consulting

Branding on a business-level is common, but today branding is becoming just as important on a personal level. Not many of us have consciously cultivated these brands, but they exist nonetheless. Developing your personal brand is the proactive way of controlling your career development and how you are perceived in the marketplace. The question is no longer IF you have a personal brand, but if you choose to guide and cultivate the brand or to let it be defined on your behalf. This session will focus on five things you can do to start building an awesome personal brand.

## Devices, Data, and Privacy: Legal Concerns, Risks, and Best Practices

Nossaman, LLP

Now is the time for agencies to learn their rights under California and federal law when it comes to electronic devices, monitoring, and privacy concerning work-related data.

## You're Out of Order! Meeting Protocols that Best Serve the Public

BHI Management Consulting

As we serve the public, little is more important and focused than the meetings we hold with our public. As such, it is important that we keep the public in mind as we construct and conduct our meetings and that we establish the how and why of each meeting element. This session will discuss meeting protocols and policy, the construct of our meeting agendas as well as our conduct in meetings with the public.

## Public Agency Advocacy: The Rules Regarding Lobbying and Ballot Measures

Richards Watson & Gershon

Increasingly, public agencies need to influence legislative policy decisions to effectively carry out their missions. Lobbying and educating voters about critical issues are important tasks, but the laws and regulations that govern public agency activity in those areas are complex. This session will provide an overview of the most important areas of the law and help public agency employees know when to ask for legal advice.

## Up in the Air: Drones for Special Districts

Aleshire & Wynder LLP

A presentation and follow up Q&A on drone technology, the current state of drone regulations, and steps special districts should consider before allocating funding.

## Welcome to the Fishbowl: Government Ethics Overview

Hanson Bridgett, LLP

Come take a turn in the hot seat, try to stump your friends or just watch the show as we take a trip through Ethicsland and the unpredictability of local government. Join us as we practice applying rules concerning conflicts of interest, government transparency and more! This is not your grandma's ethics training. Does not meet the requirement for AB1234.

## Who Ya Gonna Call? Preparedness During an Emergency and in the Aftermath

Panel Discussion: Sonoma County Water Agency, Casitas Water District, Montecito Fire Protection District

Moderated by: Rincon Consultants

A panel discussion with three special district representatives who have the responsibility of reaching out to constituents during an emergency, organize clean up in the aftermath, and who have to prepare to avoid future disasters.

Lunch



12:15 – 1:45 p.m.

## Lunch with the Exhibitors

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management, accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!

**Lunch is included in conference registration.**



BREAKOUT SESSIONS 2:00 – 3:15 P.M.

**Converting from At-Large to By-District Elections Under the California Voting Rights Act: Understanding the “Safe Harbor” Process from Start to Finish**

Cota Cole & Huber, LLP

This session is intended to help attendees understand their district’s options and be prepared in the event that their district receives a demand letter relating to their district’s voting system. It describes the key features and standards of the CVRA as well as the (very tight) timelines that apply for considering whether to convert to a by-district election system and the process for doing so. This session offers practical guidance regarding the safe-harbor process from start to finish.

**“Dear Ratepayer:” Messaging for Rate Increase and Other Bummer News**

Communication Advantage

This interactive session is designed to refresh and elevate your talent for crafting great messages for tough issues -- especially focused on financial bad news for customers, such as: rate increases, new fees or assessments, and/or reduced services. The presenter has helped dozens of special districts, counties, cities and other local agencies develop messaging and communications strategies to cope with these and many related issues. Following a brief presentation, attendees will participate in developing messages for a sampling of their real such issues ahead, such as rate hikes, budget deficits, service reductions, and some of the organizational changes that might require such unpopular actions.

**More Bytes for Your Buck – Getting the Most Value from Your District’s Technology Investment**

Panel Discussion

Information Technology (IT) is traditionally seen as a necessary evil in municipal government. IT often gets a bad rap with seemingly insatiable user expectations, ever-increasing budget and staff requests, exorbitant maintenance agreements, project backlogs, and questionable results. Learn about technology strategy, citizen engagement, the power of mobile, smart communities, Internet of Things, Geographic Information Systems, records and email retention and more. Experienced General Managers and CIOs share advice and experiences on how to make the most of technology investments.

**Required Ethics AB1234 Compliance Training (Part 1)**

Meyers Nave

AB1234 mandates that local agency officials receive two hours of ethics training every two years. This two part training covers all the required topics, including laws relating to: (1) personal financial gain by public servants (conflict-of-interest, bribery), (2) claiming perquisites of office (gift, travel and mass mailing restrictions, use of public resources for personal or political purposes, free or discounted transportation), (3) government transparency (financial interest disclosure requirements, open meeting laws), and (4) fair process (incompatible offices, competitive bidding, nepotism).

**The Brown Act in Action: Navigating Pitfalls**

Renne Public Law Group, LLP

Brown Act issues frequently arise without warning during public meetings. Join this lively discussion of important Brown Act updates, and sharpen your skills in spotting and navigating Brown Act pitfalls as they arise during special district board meetings.

**Up in Smoke – Proposition 64 in the Workplace**

Lozano Smith

This presentation will cover the important aspects of Proposition 64 and the current state of legalization of marijuana in California. It will cover the impact of this legislation on the workplace as well as policy and safety considerations for public agencies.

**Setting the Stage for Success: How to Prepare for Capital Improvement Financing**

CSDA Finance Corporation

You may be ready to expand that facility, purchase that property, install those solar panels, or replace those pipes. But are you ready to access financing? If your district is planning to use debt to fund all or part of a mission-critical capital project, it is important to know what investors and lenders are looking for and what your options are. Join the expert consultants from the CSDA Finance Corporation in a discussion of funding structures, sources of repayment, credit analysis, and more.

**“ Good presentations of current problem areas by a special district. ”**

ROBERT SILANO

DIRECTOR, MENLO PARK FIRE PROTECTION DISTRICT



BREAKOUT SESSIONS 3:30 – 4:30 p.m.

**Beyond Post and Pray – How to Recruit the Right Pool of Candidates**

CPS HR Consulting

Recruiting the best talent is getting more and more challenging. Postings are producing pools of candidates that don't have the right skills or those that do have the right skills comprise a group that can hardly be called a pool, meaning we don't have enough good choices. This session will explore ways to tap into passive candidates and do more active outreach to broaden the pool of qualified and attractive candidates.

**Beyond the Basics: Advanced Harassment Prevention Training**

Burke, Williams & Sorensen, LLP

California law requires basic workplace harassment prevention training for managers and supervisors. This is not that training. In this session, we will take a deep dive into the more complicated and advanced questions employers face when dealing with workplace harassment issues, including: promoting a culture that focuses on the prevention of harassment; conducting or overseeing an investigation; proper interim measures and implementing effective remedial action; and privacy and confidentiality concerns.

**Gifts and Gifts for Travel: Navigating Through the Jungle of FPPC Rules and Regulations**

Churchwell White, LLP

The FPPC gift rules are designed to let 3rd parties help pay for your services and travel. But FPPC fines in this area are increasing. Join presenter Steven G. Churchwell, Former FPPC General Counsel to find out how to be a "gift guru" at your agency.

**Is Your District Engaged Effectively with Social Media? It is a Must These Days for Every District!**

Rauch Communication Consultants, Inc. and Hess Connect

Every District needs to be engaged where its public is – and in 2018 that is often on social media. Are you uncertain about how to use Facebook, Twitter or Instagram? This seminar will help. It will also provide tips and insights to districts on everything from: how to get started in social media to advanced techniques for gaining information and feedback from constituents; transforming public perception; driving citizen engagement with limited resources and budget. It will also discuss the importance of establishing a social media policy to guide implementation and keep your district out of trouble. We will share real-life examples and case studies, and there will be time for questions and answers.

**It CAN Be Easy Being Green – Sustainability Best Practices**

Institute for Local Government

Achieving financial stability and delivering excellent services starts with being a sustainable district. In this session we will discuss local roles, innovative collaborations and new funding opportunities specifically for special districts. Learn how your district can save money, resources, and green your operations.

**Prevailing Wage Updates: New Penalties Imposed on Public Agencies**

Contractor Compliance and Monitoring, Inc.

Prevailing wage continues to change each year. However, this year, the DIR has imposed fines on Public Agencies who are untimely in filing their PWC-100 forms or who hire unregistered contractors. Learn about this and other new laws impacting your agency.

**Required Ethics AB1234 Compliance Training (Part 2)**

Meyers Nave

See previous session description.

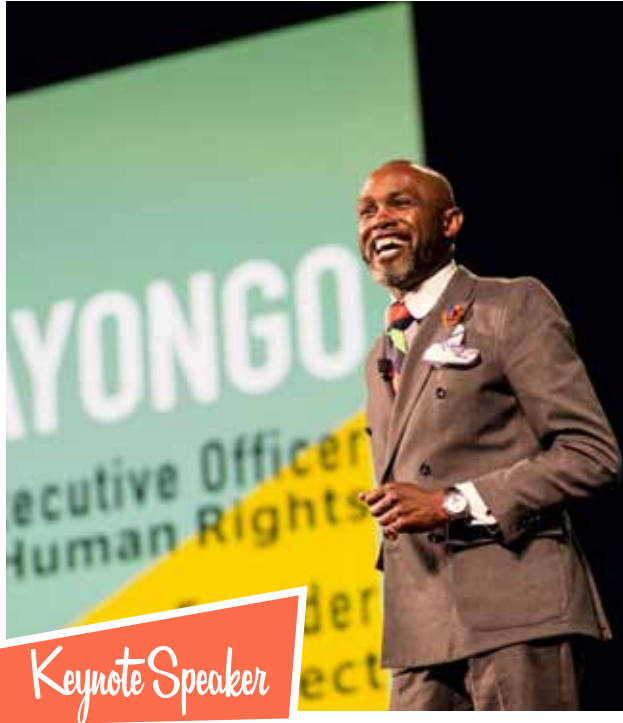


4:30 – 6:00 p.m.

**Mix & Mingle in the Exhibit Hall: Grand Prize Drawings**

Connect with exhibitors in the exhibit hall for a cocktail and appetizer before you go out on the town for dinner. Be sure to enter for one last chance to win one of our fabulous prizes!

**Exhibit hall closes on Tuesday, September 25 at 6:00 p.m.**



*Keynote Speaker*

**“ It was a great conference overall. Great information and great energy, good people dedicated to making a difference. I feel much more prepared to function well as a board member and have a greater understanding of districts functioning throughout California. I really enjoyed it and look forward to more. Thank you! ”**

SARAH COOLIDGE  
 DIRECTOR, NORTH TAHOE PUBLIC UTILITY DISTRICT



8:15 – 9:00 a.m.  
**SDRMA Sponsored Full Plated Breakfast**  
*All registered attendees and exhibitors welcome.*

9:00 – 10:45 a.m.  
 SDRMA GENERAL SESSION, SAFETY AWARDS, KEYNOTE

**Derreck Kayongo**  
**Harnessing Your Power to Create Change**



As Founder of the Global Soap Project, Kayongo has built a multi-million-dollar venture which takes recycled soap and distributes it through global health programs to people who lack access to it around the world. He breaks down the key factors that have led to his personal success: (S.E.L.F.) Service, Education, Leadership and Faith and shares his account of life as a Ugandan refugee and the turning point which lead him to a brilliant transformation as a social entrepreneur. He calls upon audiences to stop complaining and to start taking responsibility, to consistently seek opportunities to improve, and most importantly, to maintain faith in yourself and your team to create an environment where everyone is empowered to thrive. He brings you on an emotional journey –there will be tears of joy; most of the time, laughter. But every time, the story is real.

.....  
 BREAKOUT SESSIONS 11:00 a.m. – 12:15 p.m.

**Back to Basics: Public Contracting**

Kronick, Moskovitz, Tiedemann & Girard

Review the legal requirements for the four standard procurement areas including goods, non-professional services, professional services and public projects. Learn how to avoid common purchasing pitfalls, and learn tips to protect your district from liability.

**Best Practices for Recruiting, Hiring, Negotiating, and Evaluating the Board’s General Manager**

Richard Pio Roda, Meyers Nave

The General Manager’s performance is critical to the success of every special district. The selection, development and retention of the right GM charged with leading the organization toward its strategic goals is of primary importance to the Board. Every governing body has among its primary responsibilities a thorough and professional evaluation of its GM through the use of effective tools that enable honest feedback and incorporate performance objectives and measures. The performance review process can be most effective when it goes beyond measuring performance and incorporates goal setting, sets expectations, provides for open dialogue, and has in place defined accountability standards. This session will give participants the tools to recruit, hire, negotiate with, and evaluate their General Manager that will help ensure that both the Board and the GM are aligned on the direction and goals of their organization.



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**BREAKOUT SESSIONS 11:00 a.m. – 12:15 p.m.**
**Cannabis Use and Local Governments**

Schlossberg &amp; Umholtz and SDRMA

Can a public entity employer allow employees to use or be under the influence of marijuana in the workplace? Isn't the possession and use of marijuana legal in California? Should your agency review/revise its Cannabis policy?

**Effective Strategies to Reduce and Address OPEB and Pension Costs**

PARS

This session will discuss the latest funding strategies and trends to reduce OPEB liabilities and address rising pension costs.

**How to Write for the Web (or for the Newspaper, or for an Email Blast, or Even a Billboard!)**

Streamline

If you care about speaking to your "audience" in a form they will pay attention to, attend this talk! We'll go over various mediums and why different styles work for each, and talk about some of the best practices for writing in a way your readers will be willing to ... well ... read! Website content, email announcements, bill stuffers, press releases for the newspaper, advertising and billboards all have different "rules" that you can follow to help ensure your readers pay attention to what you have to say.

**Nightmare on Board Night**

Atkinson, Andelson, Loya, Ruud &amp; Romo

You are at the board meeting and things are not going right. A quorum of board members is present, but one of the board members wants to conference call into the meeting. Also, the general manager is asking to add a new item to the agenda. To top all of this off, there is a member of the public who has exceeded his allotted time during public comment and won't yield the podium. When public meetings become challenging, you need to know how to respond. Come to this presentation and learn how the Brown Act, Robert's Rules of Order, and meeting decorum standards apply to these issues and others.

**Town Hall – Legal Eagles**

Liebert Cassidy Whitmore

Do you have questions? Well, we've got answers. Come get your questions answered while learning how to deal with legal issues important to your district in the ever-changing areas of labor, employment and governance. Special districts deal with a number of issues on a daily basis and it's best to be prepared. Share your questions with others who probably have the same problems, concerns and issues. This is a great opportunity to get some great legal answers - without those pesky billable hours!

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**12:30 – 1:45 p.m.**
**CSDA Annual Awards Luncheon**

Recognize and celebrate your peers! Join us as we celebrate the best of special districts with awards including: Board Member of the Year, General Manager of the Year, Staff Member of the Year, Special District Leadership Foundation (SDLF) awards, and more!

**CSDA Recognizes the Best Among Special Districts**

Do you have a board member, staff member, local chapter, or district program that you feel deserves recognition?

Each year, CSDA presents various awards during the CSDA Annual Conference and Exhibitor Showcase. There are several different categories. Please consider outstanding individuals within your districts for individual awards. Chapter awards and district awards are also open for nominations.

Visit the awards section of our conference website at [conference.csdanet.net](http://conference.csdanet.net) for more information.

CSDA Awards Luncheon (Guest Only, without a conference registration): \$45

If you have any questions regarding the awards or the awards process, please contact Vanessa Gonzales at 877.924.2732 or by email at [vanessag@csdanet.net](mailto:vanessag@csdanet.net).

Deadline for submissions is Friday, July 20, 2018. All applicants will be notified prior to the Annual Conference as to the winner.

**Awards Luncheon**




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BREAKOUT SESSIONS 2:00 – 3:30 p.m.

### Be a Cyber-Sleuth: Current Fraud Trends and Preventing Cybercrime in Special Districts

CliftonLarsonAllen, LLP

Cybercrime is a threat to every organization and fraud remains a prevalent issue as well. This presentation discusses current trends in online crime and how to protect your special district.

### Can't We All Just Get Along? Improving Board/Manager and Staff Roles and Relationships

Rauch Communication Consultants, Inc.

No area is more fraught with downsides or full of potential for mutual success than board and manager roles and relationships. This session provides a structured opportunity for expert presentation and review of case studies, questions and answers, and sharing of experiences on this important topic. You will take home ideas for change and improvement, including: how to evaluate whether to have committee meetings and if so, how to structure them; tips on how to ensure your board is focusing on the right information and issues, and how to provide clear policy direction to the manager; and a pain free and productive method for evaluating the manager's performance. This is an interactive session full of examples and real-world ideas.

### CEQA for Board Members and Staff: Basics and Hot Topics

Best Best & Krieger, LLP and Albert A. Webb Associates

Special District actions must comply with fast-changing CEQA law. This panel will provide an overview of the CEQA process, provide an update related to the new CEQA Guidelines updates as well as break down the implications of recent legislation and court opinions for your agency.

### Required Harassment Prevention Training (Part 1)

Burke, Williams & Sorensen, LLP

Presented by two dynamic employment attorneys, this fun, informational, and interactive workplace harassment prevention training will teach Special District officials and supervisors how to identify, prevent, and properly respond to workplace harassment, discrimination, retaliation and abusive conduct in order to avoid personal and agency liability in compliance with AB 1825/2053/1661.

### How to Survive in a Unionized World

Atkinson, Andelson, Loya, Ruud & Romo

The grievances are piling up, the unfair labor practice charges keep coming in, and the union shop steward is back on the phone. With a unionized workforce, public agencies are faced with a litany of obligations, including: meet and confer requirements, union access rights, requests for information, and employee representation issues. Join us for a lively discussion on the labor relations issues your agency needs to understand to survive in a unionized world.

### Trial and Error: FEHA Litigation Pitfalls

SDRMA and Devaney, Pate, Morris & Cameron

What are the protected classes under the Fair Employment & Housing Act (FEHA)? What is the critical exposure, general damages or attorney fees? We will discuss several cases in which the award of attorney fees exceeded the damages awarded to the plaintiff.

### Virtual Leadership Academy: Providing a Training Alternative for Leadership Development

Placer County Water Agency

This presentation will showcase Placer County Water Agency's recently launched Virtual Leadership Academy, a self-paced, self-managed training curriculum for leaders and aspiring leaders.

SPECIAL DISTRICT LEADERSHIP FOUNDATION (SDLF)

◆◆◆♥  
TASTE

**CASINO  
- NIGHT -**  
OF THE CITY

### 5:30 – 7:30 p.m. Casino Night

Sample local food and beverages while enjoying casino games, music from our DJ, and a silent auction.

This party has a purpose. Attendees at this reception will have the opportunity to participate in the Special District Leadership Foundation (SDLF) silent auction to raise funds for scholarships. A special wine raffle will also be held at 6:30 p.m. Be sure to purchase tickets throughout the conference for the chance to win a deluxe 35-bottle wine cellar fully stocked. You must be present to win!

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation, and other recognition programs. The SDLF and its activities are supported through the California Special Districts Association and Special District Risk Management Authority.

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**BREAKOUT SESSIONS 3:45 – 5:00 p.m.**

**Best Practices for a Successful Proposition 218 Rate Hearing**

Best Best & Krieger, LLP, Fallbrook Public Utility District, and Raftelis Financial Consultants

Proposition 218 gives the minimum legal requirements for adopting new or increased property related fees and charges. This session will provide tips and best practices for a successful rate hearing.

**Dangerous Condition of Public Property**

SDRMA

How to protect your agency from the most common claim being filed against public entities today.

**Don't Break the ICE (Internal Control Environment)**

Maze and Associates

Beware of thin ICE (Internal Control Environment)! This session will discuss the structure of a well-designed internal control structure. This includes not only operations, but also reporting and compliance. We will touch on COSO's five integrated components. The session will conclude with some real examples and some common areas of "thin ICE" and how you can navigate around it.

**From Managing Risk to Managing Reputation**

Hermocillo-Azevedo Strategic Communications

Effective communication during times of crisis is vital for special districts to protect public safety, build trust and protect reputation. How can special districts – especially districts without full-time spokespersons – best prepare themselves to manage communications in a crisis? In this session, consultants will discuss how a risk management approach to crisis communications planning can create the right team, process and tool for effectively managing threats to the operations and reputations of special districts.



**7:30 – 9:00 p.m.**  
**VIP After Party**

New this year, conference attendees can earn their way into our VIP After Party – immediately following the "Taste of the City." Don't let the party stop – enjoy dessert and more entertainment while mingling with your fellow VIPs. Check your pre-conference information for more details!

**Governments Engaging Youth**

Institute for Local Government

Engaging today's youth in local government offers a variety of benefits for both the youth and local government staff involved. Youth-civic engagement programs offer youth real life civic learning opportunities, teach 21st century skills and expose them to public sector careers. This workshop will highlight successful youth-civic engagement programs and offer insight on how local governments can partner with their local school districts to replicate similar programs that actively engage youth.

**Required Harassment Prevention Training (Part 2)**

Burke, Williams & Sorensen, LLP

See previous session description.

**The Top Missteps Special Districts Should Avoid to Comply with Wage & Hour Laws**

Liebert Cassidy Whitmore

Understanding some of the most common issues agencies are facing with wage and hour law is critical to minimizing your risk. We will discuss common missteps that we see and the means by which you can identify and work to alleviate your liability. Special areas of focus include overtime calculations, work periods, off-the-clock work, and exemption analysis.

Program Events

**Thursday, September 27, 2018**

**8:30 – 10:30 a.m.**

**Closing Breakfast: 2018 Legislative Impacts on Special Districts**

CSDA's lobbying team will present attendees with the most up-to-date information on the outcome of the biggest state budget and legislative issues impacting special districts in 2018, as well as a sneak peak of what to expect in 2019. Get all the latest legislative results and learn what they mean for special districts going forward.

**10:30 a.m.**

**Conference ends**



**TASTE**

**CASINO  
- NIGHT -**

**OF THE CITY**

**WEDNESDAY, SEPTEMBER 26, 2018  
5:30 - 7:30 p.m.**

Sample local food and beverages while enjoying casino games, music from our DJ, and a silent auction.



# Attendee Registration Form

### Three Ways to Register:

1. ONLINE by visiting the CSDA Annual Conference website at [conference.csda.net](http://conference.csda.net).
2. FAX your registration form to 916-520-2465. All faxed forms must include payment.
3. MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814, please include registration form along with payment. Check should be made payable to: California Special Districts Association.

### Not sure if you are a member?

Contact the CSDA office at 877-924-2732 to find out if your agency or company is already a member. To learn more about the benefits of membership, contact Member Services Director Cathrine Lemaire at [cathrinel@csda.net](mailto:cathrinel@csda.net) or call toll-free 877-924-2732.

### Full conference registration fee includes:

- President's Reception with the Exhibitors Monday Evening
- Keynote Sessions and Breakout Sessions
- Continental Breakfast with the Exhibitors on Tuesday
- Lunch with the Exhibitors on Tuesday
- Mix and Mingle in the Exhibit Hall on Tuesday
- SDRMA Full Plated Breakfast on Wednesday
- Awards Luncheon on Wednesday
- SDLF "Taste of the City" Reception on Wednesday
- Closing Breakfast on Thursday

Name:		Title:		
District:				
Address:				
City:		State:	Zip:	
Phone:		Fax:		
Email:		Website:		
Member status: <input type="checkbox"/> Member <input type="checkbox"/> Non-member				
Special Needs (include dietary):				
Emergency Contact:				
Conference Registration Fees		Early Bird (on /before Aug. 24, 2018)	Regular (after Aug. 24, 2018)	SUBTOTAL
<input type="checkbox"/> CSDA Member - Full Conference		\$600.00	\$650.00	
<input type="checkbox"/> Non-member - Full Conference		\$900.00	\$975.00	
<input type="checkbox"/> Guest - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian		\$300.00	\$325.00	
<input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$325.00 each day	\$350.00 each day	
<input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday		\$485.00 each day	\$525.00 each day	
Separate Registration Fees		Member	Non-member	SUBTOTAL
<input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Sept. 24		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: Policy and Procedure - Sept. 24		\$225.00	\$340.00	
<input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager - Sept. 24		\$100.00	\$100.00	
<input type="checkbox"/> Pre-Conference Workshop: The Strategies of a Special District Strategic Plan - Sept. 24		\$150.00	\$225.00	
<input type="checkbox"/> Pre-Conference Tour: Salton Sea Authority Tour - Sept. 24		\$ 48.00 (includes transportation and lunch) (limited to 45 attendees)		
<input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Sept. 24		\$ 115.00 (includes lunch)		
<input type="checkbox"/> CSDA Awards Luncheon (Guests only) - Sept. 26		\$ 45.00		
<input type="checkbox"/> SDLF "Taste of the City" Reception (Guests only) - Sept. 26		\$ 65.00 CSDA Member Guest	\$ 98.00 Non-member Guest	
<b>TOTAL</b>				
Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover				
Account name:		Account Number:		
Expiration date:		Authorized Signature:		

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than Friday, August 31, 2018. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 31, 2018. Substitutions are acceptable and must be done in writing no later than September 14, 2018 at 5:00 p.m. Please submit any cancellation notice or substitution request to [emilyc@csda.net](mailto:emilyc@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

**Anti-Discrimination and Harassment Policy:** CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csda.net/about-csda/who-we-are](http://www.csda.net/about-csda/who-we-are).

**Sept. 24 - 27, 2018**

*2018 CSDA Annual Conference  
& Exhibitor Showcase*

Renaissance Indian Wells  
Resort & Spa

In order to reduce waste and control costs - you may be the only person at your organization receiving this printed brochure. To request additional copies call 877-924-2732 or visit [conference.csdanet.com](http://conference.csdanet.com) to download a PDF of the brochure."



**California Special  
Districts Association**  
*Districts Stronger Together*

# 2018 BOARD SECRETARY/CLERK CONFERENCE

*Premiere Training and Certificate Program™ for Board Secretaries/Clerks*

**October 22-24, 2018** • South Lake Tahoe, California



Co-sponsored by the  
Special District Risk Management Authority



Specifically developed and designed for special districts.

Whether you are a new or seasoned board secretary/clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts, and to provide an opportunity to recognize individuals who invest the time in becoming trained in the various components of the job, CSDA created this certificate program.

The Board Secretary/Clerk Certificate has become the gold standard for special district board secretaries/clerks throughout California. We invite you to participate as a first-time attendee to earn your certificate or come back year after year to advance your knowledge through new and exciting breakout sessions tailored to your position.

## New Advanced Attendee Sessions

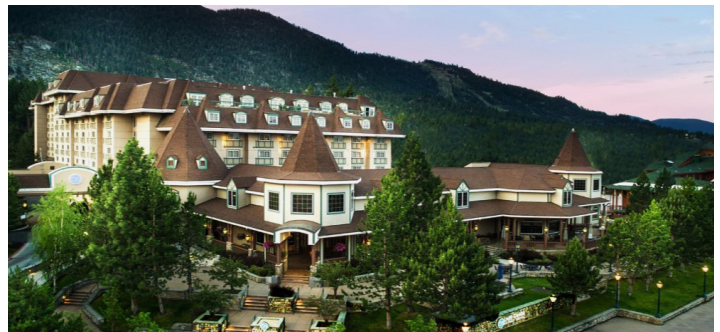
10 NEW  
SESSIONS!

### MANY SESSIONS TO CHOSE FROM

*Held on Tuesday and Wednesday*

There are many new sessions to choose from for returning attendees that include topics such as running an effective board meeting, tips from attorneys, and roles of the board secretary or clerk. 10 new sessions for this event include:

- **Developing and Implementing a Records Retention Schedule**
- **Automating Your Records Program**
- **Coping with Change**
- **Nightmare on Board Night**
- **Preventing the Violence**
- **My General Counsel Says What? Tips from Two Attorneys**
- **How to Write for the Web (or for the newspaper, or for an email blast, or even a billboard!)**
- **Candidate and Ballot Measure Elections: The Role of District Board Secretaries and Clerks**
- **So, You Got a Letter - The California Voting Rights Act – How the Changes in the Law May Affect Your District**
- **Harness Your Emotional Intelligence**



### DATE & LOCATION

**October 22-24, 2018 • South Lake Tahoe, CA**

Lake Tahoe Resort Hotel, 4130 Lake Tahoe Blvd., South Lake Tahoe, CA 96150

The CSDA room rate at the Lake Tahoe Resort Hotel begins at \$129 plus tax, single or double occupancy and includes the resort fee. Reservations can be made online using at [tahoeresorthotel.com](http://tahoeresorthotel.com) using the group code CSDA or by calling the hotel directly at 530-544-5400. The room reservation cut-off is Thursday, September 20, 2018 but space is limited and rooms may sell out before this date.

### EARN SDRMA CIP, CMC, MMC



Special District Risk Management Authority is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit Incentive Points can be earned based on an Agency's attendance at the Board Secretary/Clerk Conference as well as the webinars and workshops associated with the Board Secretary/Clerk Certificate. [★SDRMA CIP]

#### **Certified Municipal Clerk (CMC) and/or Master Municipal Clerk (MMC)**

The CSDA Board Secretary/Clerk Conference held in October of 2018 is eligible for 1 CMC Experience or 1 MMC Professional Contribution point per educational day of attendance.



## Conference Schedule

Monday, October 22, 2018			
8:00 a.m.	Pre-Conference Workshop Registration		
9:00 a.m. - 4:00 p.m.	Pre-Conference Workshops ( <i>optional/additional fee</i> ) 1. Policy and Procedure Writing OR 2. E-Records, E-Mail, Trustworthy Electronic Records, Retention, Document Imaging, and Other Leadership Opportunities		
5:30 - 7:00 p.m.	Registration and Opening Reception - Conference Begins!		
Tuesday, October 23, 2018			
	<i>First-Time Attendees</i>	<i>Advanced: Returning Attendees</i>	
7:30 - 8:30 a.m.	Registration		
8:30 - 9:45 a.m.	Opening Keynote: If You Can't Say Something Nice, What DO You Say? A Constructive Confrontation Presentation		
9:45 - 10:15 a.m.	Break, Networking with the Exhibitors		
10:15 a.m. - 12:00 p.m.	Staying in Compliance: Understanding Fundamental Special District Laws	Developing and Implementing a Records Retention Schedule	Coping with Change
12:00 - 1:00 p.m.	Lunch, All Attendees		
1:15 - 3:00 p.m.	Staying in Compliance: Understanding Fundamental Special District Laws (cont'd)	Automating Your Records Program	Nightmare on Board Night
3:00 - 3:30 p.m.	Break, Networking with the Exhibitors		
3:30 - 5:00 p.m.	Understanding Board Member and District Liability Issues	A Successful Start to Public Service; Orienting Your Newly Elected Officials	Preventing the Violence
5:30 - 7:00 p.m.	Reception		
Wednesday, October 24, 2018			
	<i>First-Time Attendees</i>	<i>Advanced: Returning Attendees</i>	
8:30 - 10:00 a.m.	Board Secretary / Clerk Foundations	My General Counsel Says What? Tips from Two Attorneys	How to Write for the Web (or for the newspaper, or for an email blast, or even a billboard!)
10:00 - 10:30 a.m.	Break, Networking with the Exhibitors		
10:30 a.m. - 12:00 p.m.	Board Secretary / Clerk Foundations (cont'd)	District Documentation - What to Look For	Candidate and Ballot Measure Elections: The Role of District Board Secretaries and Clerks
12:00 - 1:00 p.m.	Lunch, All Attendees		
1:15 - 2:30 p.m.	Advanced Training in the California Public Records Act	FPPC Update: Form 700 and Conflicts of Interest	So, You Got a Letter - The California Voting Rights Act – How the Changes in the Law May Affect Your District
2:30 - 2:45 p.m.	Break		
2:45 - 4:00 p.m.	Holding Effective Public Meetings	Harness Your Emotional Intelligence	Applying Internal Controls to Protect Your District from Fraud
4:00 p.m.	Event Adjourns, Graduation Certificate Distribution		



**OPENING KEYNOTE:**  
**If You Can't Say Something Nice,  
 What DO You Say? A Constructive  
 Confrontation Presentation**  
*Sarita Maybin*

We've all been told "If you can't say something nice, don't say anything at all." This high energy presentation based on Sarita's book provides practical approaches and positive phrases for those times when you need to say something NOT so nice. Learn how to have difficult conversations and to constructively clue someone in, deflect the negative comment of a well-meaning friend, or let a business colleague know what he or she is doing drives you crazy — without destroying the relationship.



[Pre-Conference Workshops]

## Monday, October 22, 2018

### PRE-CONFERENCE WORKSHOPS - TWO TO CHOOSE FROM

*\*Optional/Additional Fee - Space is limited*

*See more information on page 2 and on the Registration Form*

#### Policy & Procedure Writing\*

This course will prepare you to plan and organize highly effective work systems through policy, procedure, and task development. Participants will learn and practice policy and procedure writing skills, and how to apply them in their workplace. Course materials include templates for development of policy, procedure, and task descriptions in the future. *Note: Attendees are asked to bring a policy/procedure they are working on, with, or that is currently under their review, for classroom discussion and analysis.*

#### E-Records, E-Mail, Trustworthy Electronic Records, Retention, Document Imaging, and Other Leadership Opportunities\*

Interactive session to provide knowledge of, and the application of, legal requirements and best practices for e-mail, trustworthy electronic records and records retention, knowledge of technology options and best practices in managing electronic records and e-mail. This session covers: media and devices, terminology, electronic records and e-mail retention, legal requirements and trustworthy electronic records, records retention for e-records, e-mail and document imaging systems, technology options and software solutions, taxonomies, best practices, and leadership opportunities in your organization.



Diane Gladwell has assisted over 200 California local governments, including numerous Special Districts, with electronic records management, e-mail, records retention, and document imaging programs (ECMS). Diane has been the President of Gladwell Governmental Services, Inc. for over twenty years and has a Bachelor's degree in Business Administration and is a Master Municipal Clerk.

\*Optional/Additional Fee – limited to 50 attendees – register early!  
\$225 CSDA Member, \$340 Non-Member

Policy & Procedure Writing - Includes lunch and a copy of the book  
*How to Write Policies, Procedures, & Task Outlines*

E-Records, E-mail, Trustworthy... - Includes lunch



**The CSDA Board Secretary/  
Clerk Conference was a  
great opportunity to invest in  
myself and career.**

Melinda Harris, Los Medanos  
Community Healthcare District

[Opening Keynote - All Attendees]

## Sarita Maybin



**OPENING KEYNOTE: TUESDAY, OCTOBER 23, 2018**

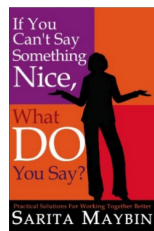
### IF YOU CAN'T SAY SOMETHING NICE, WHAT DO YOU SAY? A CONSTRUCTIVE CONFRONTATION PRESENTATION

Sarita Maybin

We've all been told "If you can't say something nice, don't say anything at all." This high energy presentation based on Sarita's book provides practical approaches and positive phrases for those times when you need to say something NOT so nice. Learn how to have difficult conversations and to constructively clue someone in, deflect the negative comment of a well-meaning friend, or let a business colleague know what he or she is doing drives you crazy — without destroying the relationship.

This presentation will provide answers to such questions as:

- How do I know if I should confront a situation or just let it go?
- How can I soften the sting when giving negative feedback or bad news?
- What should I do if someone asks my opinion and I have nothing good to say?
- And more



Sarita will be signing copies of her book *If You Can't Say Something Nice, What Do You Say?* immediately following her presentation. Pre-order your copy now on the registration form and your book will be waiting for you when you arrive at the conference.

## Sessions for First-Time Attendees\*

### Board Secretary/Clerk Foundations

*David Aranda*

The board secretary in a special district plays a multi-faceted role that is also one of the most highly visible in the district. Board members, the public, and staff turn to the board secretary as a resource for information and assistance. The board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, document board activities and decisions, and meet multiple deadlines. This course provides a comprehensive review and insight into all components of the board secretary/clerk position.

### Understanding Board Member and District Liability

*Special District Risk Management Authority (SDRMA)*

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the board in the management and operation of a public agency, and the role of individual board members acting within the course and scope of their official duties.

### Staying in Compliance: Understanding Fundamental Special District Laws

*Meyers Nave*

As times change, so does the need to re-interpret and review the laws governing special districts. This workshop covers crucial areas of the law as they relate to all types of special districts. Those areas include general compliance, answering specific questions about items such as communications through email, special meetings, economic conflicts of interest, what documents are considered public, and much more.

### Holding Effective Public Meetings

*Atkinson, Andelson, Loya, Ruud & Romo*

Public meetings need to be run lawfully, efficiently, and openly. They must address the business of the district, while also creating an appropriate forum for the public. This session will cover the various aspects of public meeting procedures and assist districts with running lawful public meetings that are efficient, effective, and transparent.

### Advanced Training in the California Public Records Act

*Burke Williams Sorensen*

If you are involved with a special district, you need to understand the scope and application of the California Public Records Act (CPRA) to your agency's records, including best practices for records retention as well as responding to public records requests. This training is primarily intended for public agency personnel who have some knowledge of and experience with the CPRA, and who are seeking to expand their understanding of the law. We will cover the key aspects of the CPRA, including when an applicable exemption may give an agency the right to not disclose a particular record or portion of a record. The presenters will use case studies to take you through the entire process from the initial records request to response options. There will also be updates on recent developments in the interpretation and application of the CPRA.



\*Must attend all sessions to receive your certificate.

## Sessions for Advanced Attendees

### Developing and Implementing a Records Retention Schedule

This session will cover the various components of a Records Retention Schedule and provide you with practical tips for developing, implementing, and maintaining a retention schedule that works for your organization. In this session you will learn how to simplify the records retention process and increase compliance in your Records Management Program.

### Automating Your Records Program

Learn valuable insights on how to automate components of your records management program by utilizing old, new, and emerging technologies. Examine the Public Records Act process, the disposition process, and the litigation process. Learn how to use workflows, system integrations, predictive analytics and other automation tools to improve customer service and better utilize resources.



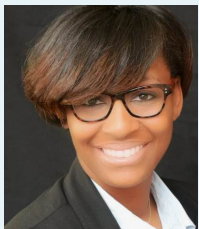
“Developing and Implementing a Records Retention Schedule” and “Automating Your Records Program” will be presented by Emilie Costan. Emilie is the Citywide Records Manager for the City of Sacramento. Emilie has been working for the City since 2004. Emilie is responsible for the City’s Records Management Program and the City’s Centralized Public Records Act Request Process. Emilie has a Bachelor’s Degree in Business

Management and is a Certified Records Manager. She is the 2017/2018 President of the Greater Sacramento Capitol Chapter of ARMA.

### Coping with Change

*CPS HR Consulting*

Changes and change processes are regular and necessary phenomena in everyday life, both on and off the job. Change can be positive or negative, welcomed or resisted. The ability and methods of dealing and coping with change have become vital skills in today’s workplace. In this session, you will be introduced to how to manage through and cope with planned and unplanned change so that changes are more manageable, less stressful and more positive.



“Coping with Change” is presented by Jenine Smith. Mrs. Smith is a 15-year Human Resources Professional who has always been involved in training design, delivery and facilitation. She is an experienced consultant and excellent trainer. She holds a B.A. in Fashion Merchandising from Kent State University and a certificate in Coaching for Life and Work from the University Extension at the University of California at Davis. Jenine has been

a facilitator and trainer for the University of California at Davis Center for Leadership Learning, California State University at Sacramento and the Department of Labor. Her assignments included the research, development and instruction of curriculum for courses in topics such as Communication, Management Leadership, Active Listening, Time Management, Performance Management, Diversity and Inclusion, and Working with Difficult Employees.

### Nightmare on Board Night

*Atkinson, Andelson, Loya, Ruud & Romo*

You are at the board meeting and things are not going right. A quorum of board members is present, but one of the board members wants to conference call into the meeting. Also, the general manager is asking to add a new item to the agenda. To top all of this off, there is a member of the public who has exceeded his allotted time during public comment and won’t yield the podium. When public meetings become challenging, you need to know how to respond. Come to this presentation and learn how the Brown Act, Robert’s Rules of Order, and meeting decorum standards apply to these issues and others.

### A Successful Start to Public Service; Orienting Your Newly Elected Officials

*Institute for Local Government*

Join special district colleagues for a discussion on best practices in orienting newly elected representatives in their role as a decision-maker and leader for a special district. Learn from experts in the field who have provided the orientation that kicked off a new official’s term and hear what did and did not work from their experience. Also learn what to share and when to inform without overwhelming a newly elected official. Orientation topics include: responsibilities and powers, decision-making basics, financial management and budgeting, engaging the public and media, public trust and transparency and more.

### Preventing the Violence

*Standards Training Group*

Violent events are occurring at an alarming rate across the country. From the active shooter to the violent criminal, these acts are taking many innocent lives and affecting organizations like never before. This interactive session will address increasing the odds of detecting potentially violent behavior before it starts; and should the behaviors be missed, increase the odds of surviving a violent event.



The session “Preventing the Violence” is presented by Adam Coughran. Adam is a police officer turned educator and entrepreneur. Throughout his law enforcement career in Southern California, Adam worked in various capacities, including street patrol, field training, counter-terrorism, and tourism-oriented policing. Adam utilized his expertise to found Standards Training Group, a consulting firm dedicated to helping businesses deter crime and mitigate violence.

### My General Counsel Says What? Tips from Two Attorneys

This session addresses covers legal issues that frequently come up in special districts and public agencies, and includes compliance tips from two attorneys who serve as General Counsel for two different special districts. Attendees will learn practical tips, including the following topics: Use of private devices (smartphones, tablets) and email accounts – what happens when you get a Public Records Act request for information?; Record-keeping practices – solid tips to keep your attorney happy; Form 700s; what they are and why you need to care; Conflicts of interest – can I participate in this agenda item?; Meeting practice tips – how to keep things running as smoothly as possible





Look for the 🦋 to see the new sessions!

**🦋 How to Write for the Web (or for the newspaper, or for an email blast, or even a billboard!)**

*Streamline*

If you care about speaking to your “audience” in a form they will pay attention to, attend this talk! We’ll go over various mediums and why different styles work for each, and talk about some of the best practices for writing in a way your readers will be willing to . . . well . . . read! Website content, email announcements, bill stuffers, press releases for the newspaper, advertising and billboards all have different “rules” that you can follow to help ensure your readers pay attention to what you have to say.

**District Documentation – What to Look For**

*Liebert Cassidy Whitmore*

“If it’s not written down, it didn’t happen.” This common mantra describes the difficulty of proving an event occurred if there is no contemporaneous documentation. This session will explain how to effectively create a host of documents ranging from discipline documents to performance evaluations to disability interactive process letters and other writings. Effective documentation goes beyond simply recording the required information. We will show you how to create effective exhibits in the event your agency is sued or a discipline is appealed. Using fun examples, the presenter will explain what should—and should not be—in various types of documents in order to effectively demonstrate that your district acted appropriately.

**🦋 Candidate and Ballot Measure Elections: The Role of District Board Secretaries and Clerks**

*Richards Watson and Gershon*

Candidate and ballot measure elections require Board Secretaries and Clerks to play multiple roles. Elections Official, Filing Officer, Campaign Watchdog, Public Information Officer, and Candidate and Campaign Liaison are just some of the hats you may wear during election season. This session will focus on what District Board Secretaries and Clerks most need to know about the elections process, with a special focus on what districts and district employees can and can’t do when it comes to elections.



“Candidate and Ballot Measure Elections: The Role of District Board Secretaries and Clerks” is presented by Craig A. Steele. Mr. Steele is a shareholder in the Public Law Department at Richards, Watson & Gershon and serves on the Firm’s Management Committee. Mr. Steele has over 25 years of experience practicing local government law and has worked in government and politics for over 30 years. Mr. Steele is the City

Attorney for the Cities of Highland, Monrovia, and Seal Beach, and serves as Counsel to the Successor Agency to the redevelopment agencies in those cities and also the former redevelopment agency for the City of Indio. A former political campaign manager, Mr. Steele is an expert in elections, voting and government ethics laws and has frequently been asked to speak and teach about those subjects by the League of California Cities and other organizations.

**FPPC Update: Form 700 and Conflicts of Interest**

*Fair Political Practices Commission (FPPC)*

In this comprehensive session, attendees will receive an overview of the rules as they apply to filing officers with respect to filing and processing Statements of Economic Interests (Form 700). We will also discuss conflict of interest codes and how they relate to the Form 700 and touch on other FPPC rules including conflicts of interests, gifts, and ticket disclosure.

**🦋 So, You Got a Letter - The California Voting Rights Act – How the Changes in the Law May Affect Your District**

*Atkinson, Andelson, Loya, Ruud & Romo*

As a result of Assembly Bill 350, which became effective on January 1, 2017, several changes to the California Voting Rights Act are now in place. This session will evaluate vulnerability under the CVRA and discuss the necessary steps a district should take to reduce their risks. Doing nothing could have a devastating impact!

**🦋 Harness Your Emotional Intelligence**

*CPS HR Consulting*

Emotional Intelligence (EI) competencies are at the heart of effective workplace relationships and productivity. They provide an integrated set of skills that support highly effective, fast-reacting and innovative organizations. This seminar emphasizes the practical application of EI concepts. Achieve greater personal awareness, connect with others, manage stress, engage in healthy conflict and collaboration, and be more optimistic and resilient using these tools.

**Certified Municipal Clerk (CMC) and/or Master Municipal Clerk (MMC)**

The CSDA Board Secretary/Clerk Conference held in October of 2018 is eligible for 1 CMC Experience or 1 MMC Professional Contribution point per educational day of attendance.



**This was my second year attending the CSDA Board Secretary Conference. I was glad to see other Board Secretaries that I met last year who came once again, and I was glad to meet new people. The education is so helpful and essential in this role as Clerk/Board Secretary. The facilitators were knowledgeable and easy to follow with great takeaway notes. I look forward to next year’s conference and hope to see familiar faces, and meet new, and to learn and grow.**

*Debbie Gehret, Admin Assistant III  
San Mateo County Harbor District*

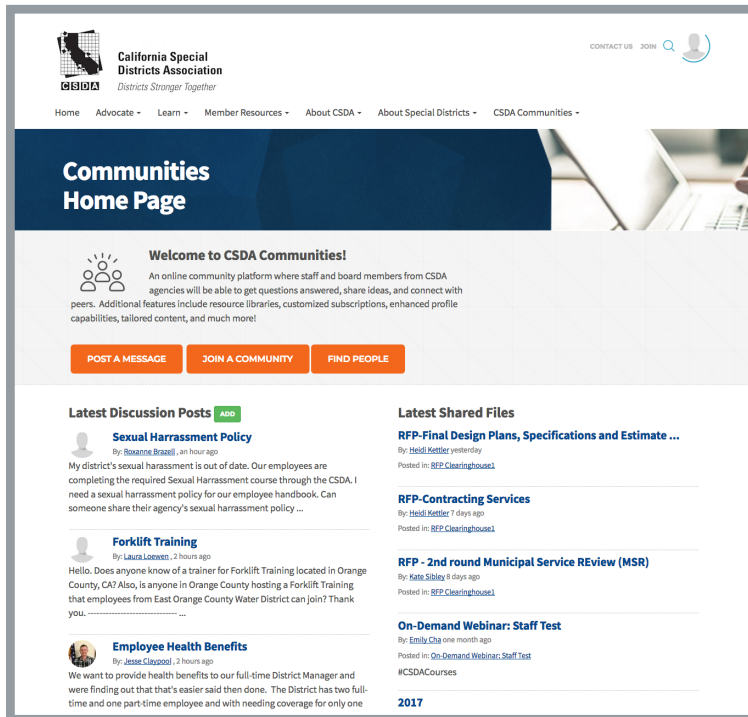
## Join the Community at [csda.net](http://csda.net)

### COMMUNITY • IT'S EASY!

Make sure your account is setup with CSDA so you can get started.

## The CSDA Special District Board Secretary/Clerk Conference Community – What is it?

Connect with your peers attending the conference through the CSDA Special District Board Secretary/Clerk Conference Community. Once you register for the conference you will be subscribed to an online community exclusively for attendees, exhibitors, sponsors, and speakers!



An online community platform specific to Board Secretary/Clerks attending this conference:

- **Conference Related Information** – find the most current conference related information including hotel details, attendee lists, and more.
- **Important Announcements** – get important event announcements from CSDA staff.
- **Connect** – with your peers before, during, and immediately after the conference.

1

#### STEP ONE:

Register for the Board Secretary/Clerk Conference.

2

#### STEP TWO:

Login to [csda.net](http://csda.net) using your username and password.

3

#### STEP THREE:

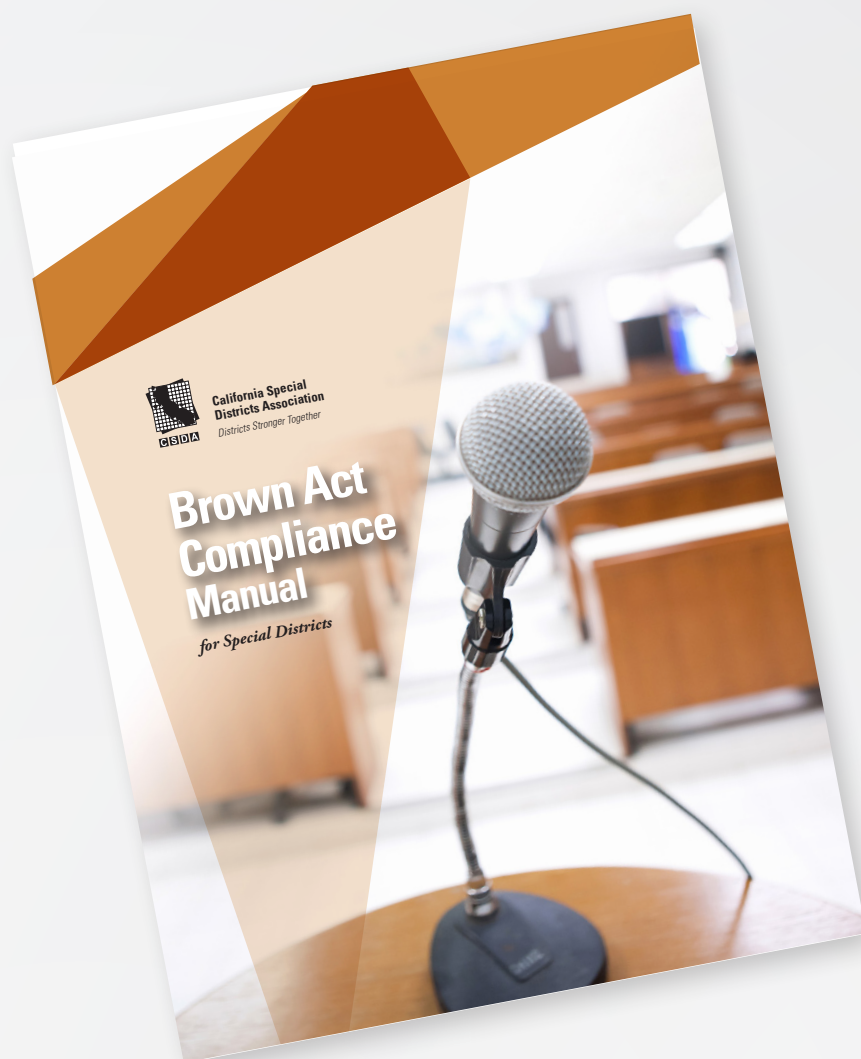
START ENGAGING.

**The CSDA Bookstore has many great resources that can be of value to you and your district. These are only a few of the resources available to purchase online at [www.csda.net](http://www.csda.net) or at the CSDA Bookstore while at the conference.**

**Sample Policy Handbook** – Our collection of over 100 essential policies includes policies for board and board meetings, administration and financial management and personnel. Delivered on a USB drive in an editable format to allow you to customize your policies.

**Brown Act Compliance Manual** – This manual includes an overview of the Brown Act as well as guidelines and tips for complying with various meeting agenda, notice, public participation and public reporting requirements.

**2019 Required State & Federal Labor Law Poster**  
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**Available for  
only \$15.00\* at this  
Conference.**

This manual includes an overview of the Brown Act as well as guidelines and tips for complying with various meeting agenda, notice, public participation, and public reporting requirements.

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*\* CSDA Member Pricing*

# Order Your Brown Act Compliance Manual.





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# Board Secretary/Clerk Conference & Certificate Program™

South Lake Tahoe, CA - October 22-24, 2018

ONE FORM PER REGISTRANT. PLEASE MAKE COPIES AS NEEDED.		
Name/Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
Special Needs (Including Dietary):		
Emergency Contact Name:	Phone:	
BOARD SECRETARY/CLERK CONFERENCE OPTIONS		
Current Certificate Holder: <input type="checkbox"/> Yes <input type="checkbox"/> No		
I will be participating as: <input type="checkbox"/> First-time Attendee <input type="checkbox"/> Advanced - Returning Attendee		
EARLY BIRD REGISTRATION - ON OR BEFORE FRIDAY, SEPTEMBER 21, 2018	Member status:	<input type="checkbox"/> SDRMA Member - \$525 <input type="checkbox"/> CSDA Member - \$575 <input type="checkbox"/> Non-member - \$865
REGULAR REGISTRATION - AFTER FRIDAY, SEPTEMBER 21, 2018	Member status:	<input type="checkbox"/> SDRMA Member - \$575 <input type="checkbox"/> CSDA Member - \$625 <input type="checkbox"/> Non-member - \$940
PRE-CONFERENCE WORKSHOP: POLICY AND PROCEDURE WRITING		<input type="checkbox"/> CSDA Member - \$225 <input type="checkbox"/> Non-member - \$340
<b>NEW!</b> PRE-CONFERENCE WORKSHOP: E-RECORDS, E-MAIL, TRUSTWORTHY ELECTRONIC RECORDS...		<input type="checkbox"/> CSDA Member - \$225 <input type="checkbox"/> Non-member - \$340
<b>BOOK!</b> IF YOU CAN'T SAY SOMETHING NICE, WHAT DO YOU SAY?		<input type="checkbox"/> \$15
		TOTAL    \$
PAYMENT INFORMATION		
<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover		
Acct. name:	Acct. number:	
Expiration date:	Authorized signature:	

**Mail or Fax completed form to:**  
 California Special Districts Association  
 1112 I Street, Suite 200  
 Sacramento, CA 95814  
 f: 916.520.2465

**Questions?**  
 Please contact us toll-free:  
 877.924.2732

**Cancellations/Substitution Policy:** Cancellations must be in writing and received by CSDA no later than October 1, 2018. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after October 1, 2018. Substitutions are acceptable and must be done in writing no later October 15, 2018. Please submit any cancellation notice or substitution request to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.

**Consent to Use Photographic Images:** Registration and attendance at, or participation in, CSDA meetings and other activities constitutes an agreement by the registrant to for CSDA's use and distribution (both now and in the future of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csda.net/about-csda/who-we-are](http://www.csda.net/about-csda/who-we-are).



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# 2018 BOARD SECRETARY/CLERK CONFERENCE

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**October 22-24, 2018** • South Lake Tahoe, California

“

Each time I have gone to the CSDA Board Secretary/Clerk Conference, I have been quite pleased with the subject matter offered and the manner in which it was delivered by each presenter. In addition, the opportunity to network and hear that I am not alone in my challenges is extremely uplifting and helpful. At the end of the conference, I always leave feeling I have an important role that I play for my district.

Caroline Rimmer, Office Manager, Arrowbear Park County Water District



## STAFF REPORT

**DATE: JULY 24, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: REQUEST FOR DIRECTION REGARDING POTENTIAL AQUATIC CENTER PRESENTATION**

### SUMMARY

Staff requests direction from the Board regarding their desired level of the District's participation and involvement in a presentation of Don Noble's plan for an aquatic center adjacent to the Activity Center.

### BACKGROUND

Due to the Supplemental Benefits Fund's (SBF) recent announcement of the impending release of a Notice of Funding Availability (NOFA), Don Noble has approached staff about presenting his conceptual plan to the Board for the construction of an aquatic facility at the Activity Center and on his adjacent property. Upon further discussion, he stated that he would prefer to do it at a Special Board meeting rather than include it in a regular one. Thus, staff seeks the Board's direction as to whether or not they wish to hear the presentation, and, if so, in which format – a 10 to 15 minute presentation as part of regular meeting? Or, as a 45 to 60 minute Special meeting to be held sometime before August 28?

### BUDGETARY IMPACT

Unknown at this time

### RECOMMENDATION

Due to information recently obtained by staff about CA Government Code 87406, which prohibits elected officials from lobbying activities for a period of one year after leaving office, out of an abundance of caution, staff recommends that the Board refrain from scheduling any presentation involving the location of the Aquatic Center adjacent to the Activity Center until at least April 1, 2019.

### ALTERNATIVE ACTIONS

None

### ATTACHMENTS

Letter from Don Noble, dated July 10, 2018  
CA Government Code 87406

July 10, 2018

To:

Mr. Randall Murphy

FRRPD General Manager

Ms. Victoria Smith

FRRPD Board Chairperson

Dear Randy and Vicky,

I would hereby like to formally request the opportunity for David Pittman and myself to make a presentation to the Feather River Recreation and Park District Board of Directors, as well as the general public, to share ideas about the possible development of an aquatic park for downtown Oroville.

We are hoping for a stand alone meeting, in the format of a town hall to encourage feedback and ideas from the community.

Given the likely imminent issuance of a NOFA by the SBF Steering Committee, we would appreciate making it happen ASAP.

Thank you!

Don Noble

## California Code, Government Code - GOV § 87406

(a) This section shall be known, and may be cited, as the Milton Marks Postgovernment Employment Restrictions Act of 1990.

(b)(1) Except as provided in paragraph (2), a Member of the Legislature, for a period of one year after leaving office, shall not, for compensation, act as agent or attorney for, or otherwise represent, any other person by making any formal or informal appearance, or by making any oral or written communication, before the Legislature, any committee or subcommittee thereof, any present Member of the Legislature, or any officer or employee thereof, if the appearance or communication is made for the purpose of influencing legislative action.

(2) A Member of the Legislature who resigns from office, for a period commencing with the effective date of the resignation and concluding one year after the adjournment sine die of the session in which the resignation occurred, shall not, for compensation, act as agent or attorney for, or otherwise represent, any other person by making any formal or informal appearance, or by making any oral or written communication, before the Legislature, any committee or subcommittee thereof, any present Member of the Legislature, or any officer or employee thereof, if the appearance or communication is made for the purpose of influencing legislative action.

(c) An elected state officer, other than a Member of the Legislature, for a period of one year after leaving office, shall not, for compensation, act as agent or attorney for, or otherwise represent, any other person by making any formal or informal appearance, or by making any oral or written communication, before any state administrative agency, or any officer or employee thereof, if the appearance or communication is for the purpose of influencing administrative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property. For purposes of this subdivision, an appearance before a "state administrative agency" does not include an appearance in a court of law, before an administrative law judge, or before the Workers' Compensation Appeals Board.

(d)(1) A designated employee of a state administrative agency, any officer, employee, or consultant of a state administrative agency who holds a position that entails the making, or participation in the making, of decisions that may foreseeably have a material effect on any financial interest, and a member of a state administrative agency, for a period of one year after leaving office or employment, shall not, for compensation, act as agent or attorney for, or otherwise represent, any other person, by making any formal or informal appearance, or by making any oral or written communication, before any state administrative agency, or officer or employee thereof, for which he or she worked or represented during the 12 months before leaving office or employment, if the appearance or communication is made for the purpose of influencing administrative or legislative action, or influencing any action or proceeding involving the issuance, amendment, awarding, or revocation of a permit, license, grant, or contract, or the sale or purchase of goods or property. For purposes of this paragraph, an appearance before a state administrative agency does not include an appearance in a court of law, before an administrative law judge, or before the Workers' Compensation Appeals Board. The prohibition of this paragraph only applies to designated employees employed by a state administrative agency on or after January 7, 1991.

(2) For purposes of paragraph (1), a state administrative agency of a designated employee of the Governor's office includes any state administrative agency subject to the direction and control of the Governor.

(e) The prohibitions contained in subdivisions (b), (c), and (d) do not apply to any individual subject to this section who is or becomes either of the following:

(1) An officer or employee of another state agency, board, or commission if the appearance or communication is for the purpose of influencing legislative or administrative action on behalf of the state agency, board, or commission.

(2) An official holding an elective office of a local government agency if the appearance or communication is for the purpose of influencing legislative or administrative action on behalf of the local government agency.

<https://codes.findlaw.com/ca/government-code/gov-sect-87406.html>



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## BUTTE LOCAL AGENCY FORMATION COMMISSION

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1453 Downer Street, Suite C • Oroville, California 95965-4950  
(530)538-7784 • Fax (530)538-2847 • [www.buttelafco.org](http://www.buttelafco.org)

TO: Butte County Special Districts  
Butte County Special District Association

FROM: Jill Broderson, Management Analyst

SUBJECT: **Election Results for Special District *Regular* "Enterprise" Member**

DATE: July 3, 2018

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On April 25, 2018, the Butte Local Agency Formation Commission called for nominations for a Special District *Regular* "Enterprise" Member to serve on the Commission, as the seat was most recently held by Steven Onken from the Lake Oroville Area Public Utility District. However, Mr. Onken resigned his position earlier this year with the District; therefore, his seat on LAFCO was vacated mid-term, with a remaining term to expire May 31, 2019.

The nomination period closed on Friday, June 29, 2018 which resulted in one nomination for Jack Kiely from the Lake Oroville Area Public Utility District. Pursuant to Government Code Section 56332(d), the candidate nominated shall be deemed selected, with no further proceedings. Mr. Kiely's new term will commence August 2, 2018 and expire in May of 2019.

Should you have any questions, please feel free to contact me at 538-7784.

cc: Butte Local Agency Formation Commission






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**BUTTE LOCAL AGENCY FORMATION COMMISSION**

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 (530)538-7784 • Fax (530)538-2847 • [www.buttelafco.org](http://www.buttelafco.org)

June 29, 2018

Heather MacDonald  
 Associate Management Analyst, Community and Economic Development  
 Butte County Administration  
 25 County Center Drive, Suite 213  
 Oroville, CA 95965

RE: Special District Representative to the Consolidated Redevelopment Agency  
 Oversight Board for Butte County

Dear Heather,

Pursuant to Government Code Section 56332, Butte LAFCO has conducted the nomination and election process for the position of Special District Representative to the Consolidated Redevelopment Agency Oversight Board for Butte County.

The election concluded on Friday, June 29, 2018 at 4:00 p.m. Ballots were received from a 11 of the 14 eligible districts and as a result, Mr. Al McGreehan, Director for the Paradise Recreation and Park District has won with the most votes.

Sincerely,

*Steve Lucas*

Stephen A. Lucas  
 Executive Officer

cc: Butte Local Agency Formation Commission  
 Maria Solis, Administrative Analyst  
 Affected Special Districts