

**ORANGEVALE RECREATION & PARK DISTRICT  
BOARD OF DIRECTORS MEETING  
THURSDAY, SEPTEMBER 10, 2020**

**REGULAR MEETING 6:30 PM  
LOCATION:  
6826 Hazel Ave.  
Orangevale, CA 95662**

NOTE: The Board of Directors may take up any Agenda item at any time, regardless of the order listed. Action may be taken on any item on the Agenda.

**1. CALL TO ORDER**

**2. ROLL**

**3. PLEDGE OF ALLEGIANCE**

**4. APPROVAL OF AGENDA**

**5. PUBLIC DISCUSSION**

Any person may address the board upon any subject within the jurisdiction of the Orangevale Recreation & Park District with each speaker being limited to three minutes. However, the Chairperson can impose reasonable limitations to the maximum time per person and per agenda item to allow the Board to complete its business. Any matter that requires action will be referred to staff or committee for a report and action at a subsequent meeting.

**6. MINUTES**

a. Approval of minutes of the Regular Meeting August 20, 2020 (pg 1-10)

**7. CORRESPONDENCE**

a. Confidential envelope – Attorney billing July 2020

**8. CONSENT CALENDAR: Reading/Opportunity to Pull Items for Discussion/Board Action**

Consent items are considered routine and are intended to be acted upon in one motion, without discussion. During this portion of the meeting, the Consent Calendar will be read aloud. Prior to approval, the Chairperson will give the Board, staff, and public the opportunity to pull any item for discussion. The remaining Calendar will be acted upon. Any pulled items will then be heard and acted upon individually.

**8.1 CONSENT MATTERS GENERAL FUND**

- a. Ratification of Claims for August 2020 (pg 11)
- b. Budget Status Report for August 2020 (pg 12-14)
- c. Revenue Report for August 2020 (pg 15)

**8.2 OLLAD CONSENT MATTERS**

- a. Ratification of Claims for August 2020 (pg 16-17)
- b. Budget Status Report for August 2020 (pg 18-19)

**8.3 KENNETH GROVE CONSENT MATTERS**

- a. Ratification of Claims for August 2020 (pg 20)
- b. Budget Status Report for August 2020 (pg 21)

**9. NON-CONSENT MATTERS GENERAL FUND**

**10. STANDING COMMITTEE REPORTS**

- a. Administration & Finance
- b. Maintenance & Operation
- c. Recreation Committee
- d. Personnel & Policy
- e. Government
- f. Planning Committee
- g. Trails Committee
- h. Ad Hoc

**11. ADMINISTRATOR'S REPORT**

- a. Monthly Activity Report – August 2020 (pg 22-25)
- b. Report on Electric Greenway Trail – Trail Naming (verbal)
- c. Update on County Health Benefits for 2021 (verbal, handout)
- d. Schedule Special Board Meeting – Park Tour, Thursday, September 24, 2020, 5:00 p.m. (verbal)
- e. Schedule Recreation Committee Meeting – Weds., October 7, 2020, 4:00 p.m. (Montes, Swenson) (verbal)

**12. UNFINISHED BUSINESS**

**13. NEW BUSINESS**

- a. Presentation and Approval of the Plans, Specifications, and Informal Bid Documents for Orangevale Community Center Park Buildings Painting Project (pg 26-51)
- b. Discussion regarding Board Committees and Meeting Frequency (pg 52)

**14. DIRECTOR'S AND STAFF'S COMMENTS**

**15. ITEMS FOR NEXT AGENDA**

**16. ADJOURNMENT**

**NOTICE:**

*As presiding officer, the Chair has the authority to preserve order at all Board of Directors meetings, to remove or cause the removal of any person from any such meeting for disorderly conduct, or for making personal, impertinent, or slanderous remarks, using profanity, or becoming boisterous, threatening or personally abusive while addressing said Board, and to enforce the rules of the Board.*

People with disabilities may request accommodations such as interpreters, alternative formats, or assistance with physical accessibility. Requests for accommodations must be made with 72 hours prior notice. If you require accommodations, please contact the Orangevale Recreation & Park District main office at (916) 988-4373.

Directors can be reached at: [director@ovparks.com](mailto:director@ovparks.com)

Manie Meraz

Mike Stickney

Sharon Brunberg

Lisa Montes

Erica Swenson

# ORANGEVALE RECREATION & PARK DISTRICT

## Minutes of Meeting of Board of Directors August 20, 2020

A Regular Meeting of the Board of Directors of the Orangevale Recreation and Park District was held on August 20, 2020 at the District Office. Director Stickney called the meeting to order at 6:31 p.m.

Directors present: Stickney, Swenson, Meraz, Brunberg, Montes,  
Directors absent: None  
Staff present: Greg Foell, District Administrator  
Jennifer Von Aesch, Finance/HR Superintendent  
Horacio Oropeza, Park Superintendent  
Jason Bain, Recreation Supervisor  
Melyssa Woodford, Admin. Services Supervisor  
Nadia Roberts, Recreation Coordinator

3. **PLEDGE OF ALLEGIANCE** The Pledge of Allegiance was conducted.
  
4. **APPROVAL OF AGENDA** On a motion by Director Brunberg, seconded by Director Meraz, the agenda was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.  
**MOTION #1**
  
5. **PUBLIC DISCUSSION** No one wished to address the Board during public discussion.
  
6. **MINUTES**
  - a) Approval of Minutes of July 9, 2020 (pg 1-7): On a motion by Director Montes seconded by Director Brunberg, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.  
**MOTION #2**
  
  - b) Approval of minutes of the Special Meeting July 23, 2020 (pg 8-9): On a motion by Director Montes seconded by Director Brunberg, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.  
**MOTION #3**
  
  - c) Approval of minutes of the Special Meeting July 30, 2020 (pg 10-11): On a motion by Director Montes seconded by Director Brunberg, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.  
**MOTION #4**

**MOTION #5**

- d) Approval of minutes of the Special Meeting August 4, 2020 (pg 12-13): On a motion by Director Montes, seconded by Director Stickney, the minutes were approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

**7. CORRESPONDENCE**

**MOTION #6**

- a) Confidential Envelope – Attorney Billing May 2020 and June 2020: On a motion by Director Brunberg, seconded by Director Meraz, the attorney billing for May and June 2020 was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays and Director Montes Abstained.

**MOTION #7**

- b) Confirmation of Administrator Foell’s Response to Question from Terry Benedict dated July 17, 2020 (verbal): Admin Foell advised of a letter from Terry Benedict requesting Board of Directors, who are elected by the voters of Orangevale, to publicly state when (date, month, and year) and how the source, Admin Foell, learned about the Board’s long adhered to policy allowing the Chair of the Board of Directors to continue an item. Admin Foell’s response advised that the Chair has the authority as part of his duties to continue an item to the next meeting. In response to a second letter, Admin Foell advised the long adhered to policy has been in effect for at least the eleven years that Admin Foell has held the District Administrator position. No date of establishment is on record. The Board of Directors affirmed the information Admin. Foell provided in response to Terry Benedict’s letter is correct. On a motion by Director Brunberg, seconded by Director Swenson, the confirmation of Administrator Foell’s response to the question from Terry Benedict dated July 17, 2020 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz and Montes, voting Aye. There were no Nays or Abstentions.
- c) Letter of appreciation from Jim Miller representing the AARP Tax-Aide program to staff members Kathy Harling, Melyssa Woodford, Christina Kelley, Megan Brennan, Sue Myren, Jennifer Von Aesch, Nadia Roberts, and Jason Bain commending them for their work supporting the program that helped 260 clients complete their taxes (pg 14): Admin Foell shared a letter received from Jim Miller representing AARP Tax-Aide to recognize the OVparks staff for providing appointment scheduling assistance during the 2019 tax season. OVparks is one of the only entities providing appointment scheduling for the AARP Tax-Aide each season and they are very appreciative of the assistance.

**8. CONSENT  
CALENDAR**

**MOTION #8**

- a) On a motion by Director Meraz, seconded by Director Brunberg, the consent calendar was approved by a vote of 4-0-1 with Directors Stickney, Brunberg, Meraz and Montes, voting Aye. There were no Nays and Director Swenson Abstained.

**8.1. CONSENT  
MATTERS  
GENERAL FUND**

- a) Ratification of Claims for June 2020 (pg 15):  
b) Budget Status Report for June 2020 (pg 16-18):  
c) Revenue Report for June 2020 (pg 19):  
d) Ratification of Claims for Period 13 2020 (pg 20):  
e) Budget Status Report for Period 13 2020 (pg 21-23):  
f) Revenue Report for Period 13 2020 (pg 24):  
g) Ratification of Claims for July 2020 (pg 25):  
h) Budget Status Report for July 2020 (pg 26-28):  
i) Revenue Report for July 2020 (pg 29):

**8.2. OLLAD  
CONSENT  
MATTERS**

- a) Ratification of Claims for June 2020 (pg 30-31)  
b) Budget Status Report for June 2020 (pg 32-33)  
c) Ratification of Claims for Period 13 2020 (pg 34)  
d) Budget Status Report for Period 13 2020 (pg 35-36)  
e) Ratification of Claims for July 2020 (pg 37)  
f) Budget Status Report for July 2020 (pg 38)

**8.3. KENNETH GROVE  
CONSENT  
MATTERS**

- a) Ratification of Claims for June 2020 (pg 39)  
b) Budget Status Report for June 2020 (pg 40)  
c) Ratification of Claims for Period 13 2020 (pg 41)  
d) Budget Status Report for Period 13 2020 (pg 42)  
e) Ratification of Claims for July 2020 (pg 43)  
f) Budget Status Report for July 2020 (pg 44)

**9. NON-CONSENT  
MATTERS  
GENERAL FUND**

**MOTION #9**

- a) Ratification of Claims for July 2020 (pg 45)  
On a motion by Director Swenson, seconded by Director Brunberg, the Ratification of Claims for July 2020 was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays and Director Montes Abstained.

**10. STANDING  
COMMITTEE  
REPORTS**

- a) Administration and Finance: Recap of the July 31, 2020 meeting (pg 46): Admin Foell advised the summary will be covered in the final budget presentation. Directors Stickney and Brunberg affirmed the recap includes what budget adjustments were made.
- b) Maintenance and Operation: No report.
- c) Recreation Committee: No report.
- d) Personnel & Policy: No report.
- e) Government: No report.

- f) Planning Committee: No report.
- g) Trails Committee: Trails Committee: No report.
- h) Ad Hoc: No report.

**11.**  
**ADMINISTRATOR'S**  
**REPORT**

a) Monthly Activity Report – July 2020 (pg 47-50):  
 Admin Foell advised OVparks has begun to accrue some revenue as the ability to facilitate select programming with adherence to state and county health restrictions and guidelines is acquired. The OVparks summer Rec'ing Crew day camp was well received. Kudos to the staff involved in meeting the many challenges of implementing guidelines and training.

Admin Foell has met with the Fire Department several times regarding the three buildings at the new property. Buildings 1 and 2 are currently approved for use. Building 3 is still pending Fire Department clearance. Upon completion of Fire District requirements, approval is expected within the next few weeks.

The gated entry at the new property had to be upgraded to accommodate Police and Fire Department Access to the new property facilities. Admin Foell extended appreciation to Jason Bain for his continued efforts in coordination with the contractors and the Fire District to accomplish the necessary projects to gain Fire Department approval.

Admin Foell advised of continued participation in Zoom Meetings with Sacramento County providing insight into what other districts are doing. Districts are seeing some programming begin to reopen cautiously. Mandated restrictions continue to prohibit group gathering and social distancing and masks are still required.

Supervisor Woodford advised that some programming has been and will be implemented where strict adherence to the California State and Sacramento County and guidelines can be followed.

Recreation Supervisor Bain advised July revenue, while still a deficit, was above projected anticipated totals. Swim lesson sessions have ended and were successful. Tigersharks Training has filled and will run through September 30<sup>th</sup>.

Recreation Coordinator Roberts summarized that Rec'ing Crew exceeded expectations. Staff and enrollees did an excellent job adjusting to the restrictions in place and provided an opportunity for kids in the community to have fun in a safe environment.

Park Supt. Oropeza shared his enjoyment in providing scheduled sprinklers for the Rec'ing Crew campers to play outside and stay cool. He extended appreciation to the staff for their continued effort to complete necessary park maintenance projects such as irrigation and

equipment repair. OVpark Maintenance Staff Doug, Nelson, and Lucas have just completed a repair of a broken main line at the Orangevale Community Park. Director Meraz commented that the park fields look especially nice. Park Supt. Oropeza attributed this to the consistent mowing and irrigation work by the maintenance full time staff.

b) Report on Electric Greenway Trail – (verbal): Admin Foell advised making decisions regarding tree mitigation measures and tree planting. Approximately 100 trees will need to be removed and, in turn, replanting approximately 300 trees throughout the entire project. Also researching lights for the parkway. Per capita grant money that the City of Citrus Heights, Sunrise and OVparks receives is proposed to offset some of the cost of the lighting. Land purchases are moving forward. One has closed escrow and the other three purchases are nearing completion.

c) Discussion regarding Board Committees and Meeting Frequency – (verbal): Admin Foell addressed the request by Director Stickney to increase the frequency of committee meetings. Recommended Recreation Committee meetings be conducted three time of a year. Director Brunberg encouraged meeting quarterly and emphasized the need for a Board member to be involved in the decisions within the committee. A schedule for committee meetings will be proposed.

**12. UNFINISHED BUSINESS**

None discussed.

**13. NEW BUSINESS**  
**MOTION #10**

a) Approval of the Special Use Agreement with the Orangevale Chamber of Commerce, for the “Put Your Money Where Your Mouth Is!” Food Truck Extravaganza at Orangevale Community Center Park on September 18, and October 2, 2020 (pg 51-54): Admin Foell summarized the request to hold a food truck event submitted by Brad Squires and Lisa Montes with the Orangevale Chamber of Commerce. Lisa Montes advised the event would provide the community an opportunity to meet the mayoral candidates and support local food truck venues while adhering to social distancing and wearing of masks requirements set forth by the State of California and Sacramento County. On a motion by Director Brunberg, seconded by Director Stickney, the Special Use Agreement with the Orangevale Chamber of Commerce, for the “Put Your Money Where Your Mouth Is!” Food Truck Extravaganza at Orangevale Community Center Park on September 18, and October 2, 2020 was approved by a vote of 4-0-1 with Directors Stickney, Swenson, Brunberg, and Meraz voting Aye. There were no Nays. Director Montes Abstained.

**MOTION #11**

- b) Public Hearing: Approval of Resolution 20-08-653, Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2020/21 (pg 55-72): Admin Foell advised the final budget challenges with reductions in revenue which will likely continue for this fiscal year. Staff adjustments and less expenses associated with the programs to offset some of the deficit. Actual net revenue loss will be realized over the next six months which will enable OVparks to plan accordingly in the new year. Taxes are projected at a 4% growth next year. Staffing has remained the same with reduced part time staff due to COVID 19. Cost of living increase of 1% went into effect July 2020. Chart on page 57 illustrates the financial standing of the District with \$225,000 loss this year after \$120,000 gain previous year for a swing of approximately \$350,000 total over one year. Need to review the budget/actuals throughout the year to ensure a small deficit at the end of the year. Capital projects include allocating for the bridge installation at Pecan Park, and ADA compliance, landscaping, and fire code at the new property to make them fully operational and rentable. These projects to be paid out of the park development fee fund and reimbursed to the general fund for those expenses. OLLAD fund to cover expenses associated with the repair of other District facilities. The only new projects include Hazel Avenue tennis court resurfacing and installation of the new light panel. Staff recommendation to utilize the OLLAD funds for these costs. Additional projects include concrete work at the Disc Golf Course pathway and two weeks of California Conservation Corp maintaining natural areas to reduce fire load. Director Swenson inquired if funding is available to renovate the restroom at Pecan Park. Admin Foell advised some funding is available in the supply fund and could be allocated for that purpose in Spring 2021.

Director Stickney opened the public hearing on the general fund budget. No one addressed the board regarding the issue. Director Stickney closed the public hearing. On a motion by Director Brunberg, seconded by Director Swenson, the Resolution 20-08-653, Resolution Adopting the Orangevale Recreation and Park District Final Budget for Fiscal Year 2020/21 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz & Montes voting Aye. There were no Nays or Abstentions.

- c) Public Hearing: Approval of Resolution 20-08-654, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2020/21 (pg 73-79): Admin Foell summarized the importance of the OLLAD budget to the maintain the facilities that were built by the assessment district.

**MOTION #12**

Director Stickney opened the public hearing. No one addressed the board regarding the issue. Director Stickney closed the public hearing.



On a motion by Director Brunberg, seconded by Director Swenson, the Resolution 20-08-654, Resolution Adopting the Orangevale Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2020/21 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz and Montes voting Aye. There were no Nays or Abstentions.

**MOTION #13**

- d) Public Hearing: Approval of Resolution 20-08-655, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2020/21 (pg 80-84): Admin Foell advised of small landscape area on Greenback Lane which we generally spends less than half the proceeds each year with the remaining go into a fund balance which is used for major renovation of landscape area that occurs every seven to ten years. This fund is self-sustaining, and staff recommends adoption.

Director Stickney opened the public hearing. No one addressed the board regarding the issue. Director Stickney closed the public hearing. On a motion by Director Swenson, seconded by Director Brunberg, the Resolution 20-08-655, Resolution Adopting the Kenneth Grove Landscaping and Lighting Assessment District Final Budget for Fiscal Year 2020/21 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Montes and Meraz voting Aye. There were no Nays or Abstentions.

**MOTION #14**

- e) Approval of Resolution 20-08-656, Resolution Approving the Revision of the District's Reserve Designations in Accordance with GASB 54 (pg 85-90): Admin Foell advised this is an annual resolution and recommended approving this motion.

On a motion by Director Swenson, seconded by Director Brunberg, the Resolution 20-08-656, Resolution Approving the Revision of the District's Reserve Designations in Accordance with GASB 54 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.

**MOTION #15**

- f) Approve the Quote from S.E. Technologies, Inc. to Provide a Fire Alarm System at the Cottage Building at 6930 Hazel Avenue in the amount of \$14,851 (pg 91): Admin Foell advised of requirement from the Fire District to install a commercial fire suspension system in the Cottage. Larry with S.E. Technologies, Inc has provided the low bid for this project. OVparks is currently contracted with S.E. Technologies for the monitoring of the systems at the Community Center, Activity Building, Pool and the new property. Staff recommends approval of this bid.

On a motion by Director Stickney, seconded by Director Montes, the Quote from S.E. Technologies, Inc. to Provide a Fire Alarm System at the Cottage Building at 6930 Hazel Avenue in the

amount of \$14,851 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.

**MOTION #16**

- g) Approve the Agreement with Exclusive Exteriors to Provide Landscaping at Building 1 at 6920 Hazel Avenue in the Amount of \$14,627 (pg 92-107): Admin Foell advised of need to complete landscaping and irrigation for Building 1 for safety and aesthetic purposes. MTW provided the plans and Exclusive Exteriors submitted a quote. General practice is to acquire three informal quotes for projects under \$60,000. Exclusive Exteriors has been the low bidder and completed several successful projects for the District in the past. Staff recommends approval of this agreement.

On a motion by Director Swenson, seconded by Director Montes, the Agreement with Exclusive Exteriors to Provide Landscaping at Building 1 at 6920 Hazel Avenue in the Amount of \$14,627 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.

**MOTION #17**

- h) Approve the Agreement with Exclusive Exteriors to Provide ADA Concrete Work at the Cottage Building 6930 Hazel Avenue in the Amount of \$9,623 (pg 108-123): Admin Foell advised of requirement to replace concrete pathway to achieve ADA compliance at the Cottage building and the bid received from Exclusive Exteriors to complete the work.

On a motion by Director Swenson, seconded by Director Montes, the Agreement with Exclusive Exteriors to Provide ADA Concrete Work at the Cottage Building 6930 Hazel Avenue in the Amount of \$9,623 was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes voting Aye. There were no Nays or Abstentions.

**MOTION #18**

- i) Discussion Regarding Programming for New Facilities at Orangevale Community Center Park and Approval of Rental Rates for the Facilities (Pg 124-125): Admin Foell presented a draft of the facility rental rates for the new property and programming ideas to implement at the facilities. Fees have not been established for rental of all three buildings as a package. Utilization of the buildings may include existing programs and senior programs with reduced class sizes. Capitalizing on the ability to split current programs into smaller sizes in multiple locations to accommodate state health and safety restrictions would be beneficial. Cost comparisons to approximately eight districts have been conducted to establish facility rental rates. Documentation of research acquired in determining the cost numbers is available to the Board of Directors for review. Subsequent rate adjustments to be addressed at future Recreation Committee Meetings for discussion.

On a motion by Director Swenson seconded by Director Stickney, the Programming for New Facilities at Orangevale Community Center Park and Approval of Rental Rates for the Facilities was approved by a vote of 5-0-0 with Directors Stickney, Meraz, Brunberg, Swenson, & Montes voting Aye. There were no Nays or Abstentions.

**14. DIRECTOR AND STAFF COMMENTS**

Admin Foell commended the internal and external staff of OVparks for their resilience throughout this unprecedented time. Monitoring will continue regarding the District's fiscal standing and staff will be conservative with expenditures. Board of Directors will be invited to tour the new property upon completion anticipated in late September 2020. The February 2021 Board of Directors Meeting will include a report of the fiscal health of the District, however, updates will be provided on a regular basis prior to February.

Park Supt. Oropeza extended appreciation to the OVparks staff and their hard work through current staffing reductions.

Supervisor Woodford extended appreciation to the Orangevale community for their support of our programming. Current programs available have waitlists.

Finance/HR Supt. Von Aesch is in contact with the County of Sacramento regarding upcoming annual benefits meeting and will relay a follow-up at the next Board Meeting. Currently preparing for the audit in October.

Director Meraz thanked the OVparks staff for their efforts during the COVID-19 restrictions in place as well as parks maintenance staff for enduring the heat and smoke environment in addition normal responsibilities.

Director Stickney appreciates the efforts of staff as they meet the challenges of COVID-19, as well as the excessive heat and smoke.

Director Montes extended appreciation to the OVparks staff for all their work.

Director Swenson appreciates the sharing of information regarding community support of OVparks programming. Good to hear of community involvement in programs as they are implemented with state health and safety restrictions in place.

**15. ITEMS FOR NEXT AGENDA**

a) Nothing reported.

**16. ADJOURNMENT**

**MOTION #19**

With no further business to discuss, the general meeting of the Board of Directors was adjourned at 8:06 p.m. On a motion by Director Montes, seconded by Director Brunberg, the adjournment was approved by a vote of 5-0-0 with Directors Stickney, Swenson, Brunberg, Meraz, and Montes, voting Aye. There were no Nays or Abstentions.

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Mike Stickney, Chairperson

GENERAL FUND EXPENDITURES  
FOR THE MONTH ENDING  
AUGUST 31, 2020

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1906444354	20200500	US BANK NATIONAL ASSOCIAT	Advertising	2,063.52
1906444354	20202100	US BANK NATIONAL ASSOCIAT	Books/Periodicals/Subscriptions	185.97
1906443348	20203900	SUSAN MYREN	Employee Transportation	96.83
1906443347	20203900	MEGAN BRENNAN	Employee Transportation	2.30
				99.13
1906444354	20207600	US BANK NATIONAL ASSOCIAT	Office Supplies	31.44
1906447458	20207600	BURKETTS OFFICE SUPPLY IN	Office Supplies	550.00
				581.44
1906439366	20208100	US POSTAL SERVICE	Postal Service	240.00
1906443262	20219700	AT&T	Telephone Service	23.04
1906443232	20219700	SPRINT P C S	Telephone Service	74.63
1906447254	20219700	COMCAST	Telephone Service	607.88
1906447253	20219700	COMCAST	Telephone Service	342.52
1906447255	20219700	AT&T	Telephone Service	20.83
				1,068.90
1906451770	20226200	JJR ENTERPRISES INC	Office Equipment Maintenance Supplies	162.69
1906447456	20253100	DAVID MCMURCHIE	Legal Services	1,113.00
1300756160	20253100	CROWN CASTLE	Legal Services (new contract reimbursement)	-21,360.00
				-20,247.00
1906451778	20259100	KENNETH BENEDICT	Other Professional Services	150.00
1906443351	20285100	ALLGOOD DRIVING SCHOOL	Recreational Services	98.60
1906443349	20285100	NATIONAL ACADEMY OF ATHLE	Recreational Services	1,644.75
1906443344	20285100	CLINT LEMAY	Recreational Services	130.00
1906444354	20285100	US BANK NATIONAL ASSOCIAT	Recreational Services	418.80
1906443346	20285100	RYAN VERMILLION	Recreational Services	930.15
1906451775	20285100	BRENDAN CHASE	Recreational Services	351.00
				3,573.30
1906439368	20285200	LUCILLE COLQUHOUN	Recreational Supplies	312.48
1906444354	20285200	US BANK NATIONAL ASSOCIAT	Recreational Supplies	421.52
1906447261	20285200	WAL-MART STORES INC	Recreational Supplies	59.81
				793.81
1906444354	20289800	US BANK NATIONAL ASSOCIAT	Other Operating Expenses Supplies	109.48
110121539	20296200	SAC COUNTY PARKING	QR BILLING AUG 2020 ORANGEVALE RPI	3.50
1906442874	30321000	JAMSAB REALTY CORP	Interest Expense	15,860.00
1906442874	30322000	JAMSAB REALTY CORP	Bond/Loan Redemption	18,000.00
1906443279	30322000	C I T TECHNOLOGY FIN SERV	Bond/Loan Redemption	429.93
				18,429.93
1906439351	42420200	LOWES BUSINESS ACCOUNT	Structures & Improvements	1,924.15
1906444354	42420200	US BANK NATIONAL ASSOCIAT	Structures & Improvements	1,792.19
1906444354	42420200	US BANK NATIONAL ASSOCIAT	TAX ACCRUAL	0.02
1906447453	42420200	CAPITAL CITY SIGNS INC	Structures & Improvements	1,436.42
				5,152.78
1906447457	50557100	STATE OF CALIFORNIA	Fingerprint Service	96.00

**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2020/2021**  
**AUGUST 2020**

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>1000</b>	<b>SALARIES &amp; EMPLOYEE BENEFITS</b>					
10111000	Salaries & Wages, Regular	890,000.00	55,288.92	138,768.08	751,231.92	84%
10112100	Salaries & Wages, Extra Help	390,000.00	39,471.50	71,149.32	318,850.68	82%
10112400	Salaries, Board members	12,000.00	1,000.00	1,900.00	10,100.00	84%
10121000	Retirement	240,000.00	17,628.34	42,558.84	197,441.16	82%
10122000	Social Security	100,000.00	7,283.68	16,120.05	83,879.95	84%
10123000	Group Insurance	265,000.00	20,734.04	41,468.08	223,531.92	84%
10124000	Worker's Comp. Ins	45,000.00		10,750.00	34,250.00	76%
10125000	Unemployment Insurance	25,000.00	1,300.52	2,243.67	22,756.33	91%
10128000	Health Care/Retirees	0.00		-	0.00	#DIV/0!
	<b><i>SUB-TOTAL</i></b>	<b>1,967,000.00</b>	<b>142,707.00</b>	<b>324,958.04</b>	<b>1,642,041.96</b>	<b>83%</b>
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
20200500	Advertise/Legal Notices	1,500.00	2,063.52	2,063.52	(563.52)	-38%
20202100	Books/Periodicals/Subscrip	1,000.00	185.97	185.97	814.03	81%
20202900	Business/Conference Expense	4,000.00		-	4,000.00	100%
20203500	Education/Training Serv.	5,000.00		-	5,000.00	100%
20203600	Education /Training Supplies	500.00		-	500.00	100%
20203700	Tuition Reimbursement	500.00		-	500.00	100%
20203800	Employee Recognition	2,000.00		-	2,000.00	100%
20203802	Recognition Items	500.00		-	500.00	100%
20203803	Recognition Events	500.00		-	500.00	100%
20203900	Employee Transportation	3,000.00	99.13	99.13	2,900.87	97%
20205100	Liability Insurance	86,000.00		42,620.00	43,380.00	50%
20205500	Rental Insurance	4,000.00		-	4,000.00	100%
20206100	Membership Dues	10,000.00		2,600.00	7,400.00	74%
20207600	Office Supplies	9,000.00	581.44	581.44	8,418.56	94%
20207602	Signs	500.00		-	500.00	100%
20207603	Keys	350.00		-	350.00	100%
20208100	Postal Services	7,500.00	240.00	240.00	7,260.00	97%
20208102	Stamps	3,000.00		-	3,000.00	100%
20208500	Printing Services	28,000.00		-	28,000.00	100%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20210400	Agricultural/Horticultural Supply	1,000.00		-	1,000.00	100%
20211200	Building Maint. Supplies	500.00		-	500.00	100%
20212200	Chemicals	500.00		-	500.00	100%
20213100	Electrical Maint. Service	400.00		-	400.00	100%
20213200	Electrical Maint. Supplies	500.00		-	500.00	100%
20214100	Land Improv. Maint. Services	500.00		-	500.00	100%
20214200	Land Improv. Maint. Supplies	500.00		-	500.00	100%
20215100	Mechanical System Maint. Ser	500.00		-	500.00	100%
20215200	Mechanical System Maint. Sup	500.00		-	500.00	100%
20216200	Painting Supplies	500.00		-	500.00	100%
20216700	Plumbing Maint. Service	400.00		-	400.00	100%
20216800	Plumbing Maint. Supplies	500.00		-	500.00	100%
20218100	Irrigation Services	500.00		-	500.00	100%
20218200	Irrigation Supplies	500.00		-	500.00	100%
20218500	Permit Charges	3,000.00		-	3,000.00	100%

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
20219100	Electricity	500.00		-	500.00	100%
20219200	Natural Gas / LPG/ Fuel Oil	500.00		-	500.00	100%
20219300	Refuse Collection / Disposal Service	500.00		-	500.00	100%
20219500	Sewage Disposal Service	500.00		-	500.00	100%
20219700	Telephone Service	15,000.00	1,068.90	2,038.40	12,961.60	86%
20219800	Water	1,000.00		-	1,000.00	100%
20219900	Telephone System Maint.	500.00		-	500.00	100%
20220500	Automotive Maint. Service	500.00		-	500.00	100%
20220600	Automotive Maint. Supplies	500.00		-	500.00	100%
20221200	Construction Equip Maint Sup	500.00		-	500.00	100%
20222600	Expendable Tools	500.00		-	500.00	100%
20223600	Fuel & Lubricants	500.00		-	500.00	100%
20226100	Office Equip Maint Service	1,000.00		-	1,000.00	100%
20226200	Office Equip Maint Supplies	5,000.00	162.69	438.90	4,561.10	91%
20227500	Rents/Leases Equipment	500.00		-	500.00	100%
20228100	Shop Equip Maint Service	500.00		-	500.00	100%
20228200	Shop Equip Maint Supplies	500.00		-	500.00	100%
20229100	Other Equip Maint Service	500.00		-	500.00	100%
20229200	Other Equip Maint Supplies	500.00		-	500.00	100%
20231400	Clothing/Personal Supplies	2,000.00		-	2,000.00	100%
20232100	Custodial Services	1,000.00		-	1,000.00	100%
20232200	Custodial Supplies	1,000.00		-	1,000.00	100%
20244300	Medical Services	200.00		-	200.00	100%
20250500	Accounting Services	8,000.00		-	8,000.00	100%
20250700	Assessment/Collection Service	18,000.00		-	18,000.00	100%
20252500	Engineering Services	6,000.00		-	6,000.00	100%
20253100	Legal Services	20,000.00	(20,247.00)	(18,975.00)	38,975.00	195%
20256200	Transcribing Services	1,000.00		-	1,000.00	100%
20257100	Security Services	5,000.00		-	5,000.00	100%
20259100	Other Professional Services	22,000.00	150.00	1,662.50	20,337.50	92%
20259101	Computer Consultants	8,000.00		-	8,000.00	100%
20281201	PC Hardware	10,000.00		-	10,000.00	100%
20281202	PC Software	6,000.00		-	6,000.00	100%
20281203	PC Supplies	1,000.00		-	1,000.00	100%
20281900	Elections	0.00		-	0.00	#DIV/0!
20285100	Recreational Services	170,000.00	3,573.30	3,710.30	166,289.70	98%
20285200	Recreational Supplies	35,000.00	793.81	1,957.81	33,042.19	94%
20289800	Other Operating Exp - Supplies	2,000.00	109.48	109.48	1,890.52	95%
20289900	Other Operating Exp - Services	2,000.00		-	2,000.00	100%
20291100	System Development Services	3,000.00		-	3,000.00	100%
20296200	GS Parking Charges	200.00	3.50	3.50	196.50	98%
	<b>SUB-TOTAL</b>	<b>528,550.00</b>	<b>-11,215.26</b>	<b>39,335.95</b>	<b>489,214.05</b>	<b>93%</b>
<b>3000</b>	<b>OTHER CHARGES</b>					
30321000	Interest Expense	40,000.00	15,860.00	15,860.00	24,140.00	60%
30322000	Bond/Loan Redemption	115,000.00	18,429.93	18,859.86	96,140.14	84%
30345000	Taxes/Licenses/Assess Trans	2,500.00		-	2,500.00	100%
	<b>SUB-TOTAL</b>	<b>157,500.00</b>	<b>34,289.93</b>	<b>34,719.86</b>	<b>122,780.14</b>	<b>78%</b>

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>4000</b>	<b>FIXED ASSETS</b>					
41410100	Land	0.00		-	0.00	
42420200	Struc. & Improvements	70,000.00	5,152.78	13,658.75	56,341.25	80%
43430300	Vehicles/Equipment	30,000.00		-	30,000.00	100%
	<b>SUB-TOTAL</b>	<b>100,000.00</b>	<b>5,152.78</b>	<b>13,658.75</b>	<b>86,341.25</b>	<b>86%</b>
<b>5000</b>	<b>INTERFUND CHARGES</b>					
50557100	Fingerprinting Service	4,000.00	96.00	96.00	3,904.00	98%
	<b>SUB-TOTAL</b>	<b>4,000.00</b>	<b>96.00</b>	<b>96.00</b>	<b>3,904.00</b>	<b>98%</b>
79790100	<i>Contingency Appropriations</i>	0.00		-	0.00	0%
	<i>Deposit into Reserves</i>	0.00		-	0.00	0%
	<b>GRAND TOTAL</b>	<b>2,757,050.00</b>	<b>171,030.45</b>	<b>412,768.60</b>	<b>2,344,281.40</b>	<b>85%</b>



**ORANGEVALE RECREATION AND PARK DISTRICT GENERAL FUND  
REVENUE STATEMENT  
FISCAL YEAR 2020/2021  
AUGUST 2020**

Account Number	Revenue Account	2020/2021 Budgeted Revenue	Realized This Period	Collection YTD Balance	YTD Uncollected Balance	% Collected
91910100	Prop. Taxes - Current Secured	1,400,000	0.03	0.03	1,399,999.97	0.00%
91910200	Prop. Taxes - Current Unsecured	45,000		0.00	45,000.00	0.00%
91910300	Supplemental Taxes Current	20,000		0.00	20,000.00	0.00%
91910400	Prop. Taxes Sec. Delinquent	10,000		0.00	10,000.00	0.00%
91910500	Prop. Taxes Supp. Delinq.	500		0.00	500.00	0.00%
91910600	Unitary Current Secured	12,000		0.00	12,000.00	0.00%
91910800	Prior Year Supple-Delinq	-		0.00	0.00	
91910900	Education Rev. Augment. Fund	-		0.00	0.00	
91911000	Prop. Tax - Sec. Delinq. Roll	-		0.00	0.00	
91912000	Prop. Tax - Sec. Redemption	-		0.00	0.00	
91913000	Prop. Tax Prior - Unsecured	1,000		0.00	1,000.00	0.00%
91914000	Penalty Costs - Prop. Tax	200		0.00	200.00	0.00%
91919900	Taxes - Other	-		0.00	0.00	
	<b><i>SUB-TOTAL TAXES 9100</i></b>	<b><i>1,488,700</i></b>	<b><i>0.03</i></b>	<b><i>0.03</i></b>	<b><i>1,488,699.97</i></b>	<b><i>0.00%</i></b>
94941000	Interest Income	14,000		0.00	14,000.00	0.00%
94942900	Building Rental Other	60,000	12,857.65	14,922.51	45,077.49	24.87%
94943900	Cell Tower Leases	29,600	17,723.20	17,723.20	11,876.80	59.88%
94944800	Rec.Concessions Final 9	15,000	1,100.00	1,100.00	13,900.00	7.33%
94945900	Other Vending Devices	-		0.00	0.00	#DIV/0!
94949000	Concessions - Other	-		0.00	0.00	
95952200	Homeowner Prop. Tax Relief	15,000		0.00	15,000.00	0.00%
95952900	In-Lieu Taxes	100,000		0.00	100,000.00	0.00%
95956900	State Aid - Other Misc. Programs	-		0.00	0.00	
96963313	Miscellaneous Fees	1,000	883.02	883.02	116.98	88.30%
96964600	Recreation Service Charges	400,000	31,811.27	59,852.53	340,147.47	14.96%
96969700	Security Services	2,000		0.00	2,000.00	0.00%
96969903	Sponsorships/Scholarships	-		0.00	0.00	
97973000	Donations & Contributions	-		0.00	0.00	
97973200	Recreation Contributionss	-		0.00	0.00	
97973300	Orangevale Clubs	-		0.00	0.00	
97974000	Insurance Proceeds	2,500		0.00	2,500.00	0.00%
97979000	Revenue - Other	500	1.25	5.25	494.75	1.05%
	<b><i>SUB-TOTAL OTHER MISC. INCOME</i></b>	<b><i>639,600</i></b>	<b><i>64,376.39</i></b>	<b><i>94,486.51</i></b>	<b><i>545,113.49</i></b>	<b><i>14.77%</i></b>
	<b><i>TOTAL BUDGET AMOUNT</i></b>	<b><i>2,128,300</i></b>	<b><i>64,376.42</i></b>	<b><i>94,486.54</i></b>	<b><i>2,033,813.46</i></b>	<b><i>4.44%</i></b>

OLLAD EXPENDITURES  
FOR THE MONTH ENDING  
AUGUST 31, 2020

CLAIM #	ACCOUNT #	VENDOR	DESCRIPTION	AMOUNT
1906444354	20207603	US BANK NATIONAL ASSOCIAT	Keys	145.00
1906447437	20210300	NORTHERN CALIFORNIA INALL	Agriculture/Horticulture Service	487.50
1906439351	20211200	LOWES BUSINESS ACCOUNT	Building Maintenance Supplies/Materials	18.38
1906444275	20211200	AMERICAN RIVER ACE HARDWA	Building Maintenance Supplies/Materials	72.68
				91.06
1906443269	20212200	AQUA SOURCE INC	Chemical Supplies	4,375.51
1906447438	20212200	AQUA SOURCE INC	Chemical Supplies	266.08
1906447446	20212200	LESLIES POOLMART INC	Chemical Supplies	72.53
				4,714.12
1906444275	20213200	AMERICAN RIVER ACE HARDWA	Electrical Maintenance Supply	17.30
1906443274	20214100	ZOLONDEK ENTERPRISES INC	Land Improvement Maintenance Service	1,700.00
1906439351	20214200	LOWES BUSINESS ACCOUNT	Land Improvement Maintenance Supplies	446.85
1906444354	20214200	US BANK NATIONAL ASSOCIAT	Land Improvement Maintenance Supplies	27.85
1906444354	20214200	US BANK NATIONAL ASSOCIAT	TAX ACCRUAL	1.05
				475.75
1906444354	20215200	US BANK NATIONAL ASSOCIAT	Mechanical Systems Maintenance Supplies	395.65
1906439351	20216200	LOWES BUSINESS ACCOUNT	Painting Supplies	42.64
1906444275	20216200	AMERICAN RIVER ACE HARDWA	Painting Supplies	51.21
				93.85
1906444275	20218200	AMERICAN RIVER ACE HARDWA	Irrigation Supplies	13.11
1906443264	20218200	SITEONE LANDSCAPE SUPPLY	Irrigation Supplies	2,550.80
				2,563.91
1906439365	20218500	SACRAMENTO METROPOLITAN F	Permit Charges	469.00
1906442906	20219100	SMUD	Electricity	7,310.07
1906442904	20219200	PACIFIC GAS AND ELECTRIC	Natural Gas/LPG/Fuel Oil	198.81
1906451752	20219300	ALLIED WASTE SERVICES OF	Refuse Collection/Disposal Service	2,214.10
1906447250	20219500	COUNTY OF SACRAMENTO	Sewage Disposal Service	903.77
1906443228	20219800	SAN JUAN WATER DISTRICT	Water	312.73
1906443230	20219800	SAN JUAN WATER DISTRICT	Water	125.05
1906444354	20219800	US BANK NATIONAL ASSOCIAT	Water	36.62
1906447248	20219800	ORANGE VALE WATER COMPANY	Water	8,756.82
				9,231.22
1906444354	20220500	US BANK NATIONAL ASSOCIAT	Auto Maintenance Service	75.00
1906444354	20220600	US BANK NATIONAL ASSOCIAT	Auto Maintenance Supplies	24.78
1906447449	20220600	AUTOZONE	Auto Maintenance Supplies	59.76
1906447445	20220600	GENERAL PARTS DISTRIBUTIO	Auto Maintenance Supplies	952.77
				1,037.31
1906439351	20222600	LOWES BUSINESS ACCOUNT	Expendable Tools	86.89
1906444318	20223600	FLEETCOR TECHNOLOGIES	Fuel/Lubricants	976.28



**ORANGEVALE RECREATION AND PARK DISTRICT - OLLAD ASSESSMENT**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2020/2021**  
**AUGUST 2020**

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
20203500	Education/Training Service	3,000.00		-	3,000.00	100%
20206100	Membership Dues	1,000.00		-	1,000.00	100%
20207600	Office Supplies	500.00		-	500.00	100%
20207602	Signs	1,000.00		-	1,000.00	100%
20207603	Keys	1,500.00	145.00	145.00	1,355.00	90%
20210300	Agricultural/Horticultural Service	12,000.00	487.50	487.50	11,512.50	96%
20210400	Agricultural/Horticultural Supply	15,000.00		-	15,000.00	100%
20211200	Building Maint. Supplies	10,000.00	91.06	91.06	9,908.94	99%
20212200	Chemicals	35,000.00	4,714.12	9,119.89	25,880.11	74%
20213100	Electrical Maint. Service	6,000.00		-	6,000.00	100%
20213200	Electrical Maint. Supplies	2,000.00	17.30	17.30	1,982.70	99%
20214100	Land Improv. Maint. Service	48,000.00	1,700.00	3,450.00	44,550.00	93%
20214200	Land Improv. Maint. Supplies	35,000.00	475.75	1,408.41	33,591.59	96%
20215100	Mechanical System Maint. Ser	10,000.00		127.50	9,872.50	99%
20215200	Mechanical System Maint. Sup	3,000.00	395.65	395.65	2,604.35	87%
20216200	Painting Supplies	1,500.00	93.85	93.85	1,406.15	94%
20216700	Plumbing Maint. Service	1,000.00		-	1,000.00	100%
20216800	Plumbing Maint. Supplies	4,000.00		-	4,000.00	100%
20218100	Irrigation Service	2,000.00		-	2,000.00	100%
20218200	Irrigation Supplies	18,000.00	2,563.91	2,563.91	15,436.09	86%
20218500	Permit Charges	2,000.00	469.00	469.00	1,531.00	77%
20219100	Electricity	82,000.00	7,310.07	7,310.07	74,689.93	91%
20219200	Natural Gas / LPG/ Fuel Oil	30,000.00	198.81	198.81	29,801.19	99%
20219300	Refuse Collection / Disposal Service	24,000.00	2,214.10	2,214.10	21,785.90	91%
20219500	Sewage Disposal Service	14,000.00	903.77	903.77	13,096.23	94%
20219700	Telephone System	3,000.00		-	3,000.00	100%
20219800	Water	53,000.00	9,231.22	15,720.06	37,279.94	70%
20219900	Telephone System Maintenance	3,000.00		1,332.00	1,668.00	56%
20220500	Auto Maintenance Service	6,000.00	75.00	427.75	5,572.25	93%
20220600	Auto Maintenance Supplies	6,000.00	1,037.31	1,037.31	4,962.69	83%
20221200	Construction Equip. Maint. Sup.	500.00		-	500.00	100%
20222600	Expendable Tools	4,000.00	86.89	86.89	3,913.11	98%
20223600	Fuel & Lubricants	18,000.00	976.28	976.28	17,023.72	95%
20227500	Rent/Lease Equipment	5,000.00		-	5,000.00	100%
20228100	Shop Equip. Maint. Service	2,000.00		-	2,000.00	100%
20228200	Shop Equip. Maint. Supplies	7,000.00	18.43	18.43	6,981.57	100%
20229100	Other Equip. Maint. Service	2,500.00		-	2,500.00	100%
20229200	Other Equip. Maint. Supplies	4,000.00		-	4,000.00	100%
20231400	Clothing/Personal Supplies	4,000.00	103.29	227.48	3,772.52	94%
20232100	Custodial Service	0.00		-	0.00	#DIV/0!
20232200	Custodial Supplies	20,000.00	2,593.44	3,234.11	16,765.89	84%
20250500	Accounting Services	3,000.00		-	3,000.00	100%
20252500	Engineering Services	15,000.00	7,796.68	7,796.68	7,203.32	48%
20253100	Legal Services	10,000.00		-	10,000.00	100%
20257100	Security Services	20,000.00	3,830.00	3,830.00	16,170.00	81%
20259100	Other Professional Services	38,000.00	3,091.50	4,100.91	33,899.09	89%
20289800	Other Operating Expenses Sup.	3,500.00	21.54	21.54	3,478.46	99%
	<b>SUB-TOTAL</b>	<b>589,000.00</b>	<b>50,641.47</b>	<b>67,805.26</b>	<b>521,194.74</b>	<b>88%</b>

Account Number	Expenditure Account	Budgeted 2020/2021	Current Expenditures	Expenditures to Date	Funds Available	% Left
<b>3000</b>	<b>OTHER CHARGES</b>					
30321000	Interest Expense	0.00		-	0.00	0%
30322000	Bond/Loan Redemption	0.00		-	0.00	0%
30345000	Taxes/Licenses/Assess Trans	1,300.00		85.09	1,214.91	93%
	<b>SUB-TOTAL</b>	<b>1,300.00</b>	<b>-</b>	<b>85.09</b>	<b>1,214.91</b>	<b>93%</b>
<b>4000</b>	<b>FIXED ASSETS</b>					
42420200	Struc. & Improvements	140,000.00		-	140,000.00	0%
43430300	Equipment	75,000.00		-	75,000.00	0%
	<b>SUB-TOTAL</b>	<b>215,000.00</b>	<b>-</b>	<b>-</b>	<b>215,000.00</b>	<b>0%</b>
	<b>GRAND TOTAL</b>	<b>805,300.00</b>	<b>50,641.47</b>	<b>67,890.35</b>	<b>737,409.65</b>	<b>92%</b>



**ORANGEVALE RECREATION AND PARK DISTRICT - KENENTH GROVE ASSESSMENT**  
**BUDGET EXPENDITURE DETAIL**  
**FISCAL YEAR 2020/2021**  
**AUGUST 2020**

<b>Account Number</b>	<b>Expenditure Account</b>	<b>Budgeted 2020/2021</b>	<b>Current Expenditures</b>	<b>Expenditures to Date</b>	<b>Funds Available</b>	<b>% Left</b>
<b>2000</b>	<b>SERVICES &amp; SUPPLIES</b>					
20200500	Advertise/Legal Notices	500.00		-	500.00	100%
20207600	Office Supplies	100.00		-	100.00	100%
20207602	Signs	48.00		-	48.00	100%
20210300	Agricultural/Horticultural Service	500.00		-	500.00	100%
20219800	Water	800.00	39.19	78.38	721.62	90%
20223600	Fuel & Lubricants	600.00	158.93	158.93	441.07	74%
20250500	Accounting Services	500.00		-	500.00	100%
20252500	Engineering Services	1,000.00	2,241.00	2,241.00	(1,241.00)	-124%
20253100	Legal Services	100.00		-	100.00	100%
20256200	Transcribing Services	150.00		-	150.00	100%
20259100	Other Professional Services	500.00		-	500.00	100%
20289900	Other Operating Exp - Services	300.00		-	300.00	100%
20291500	COMPASS Costs	300.00		-	300.00	100%
20296200	GS Parking Charges	30.00		-	30.00	100%
	<b>SUB-TOTAL</b>	<b>5,428.00</b>	<b>2,439.12</b>	<b>2,478.31</b>	<b>2,949.69</b>	<b>54%</b>
<b>4000</b>	<b>FIXED ASSETS</b>					
42420200	Struc. & Improvements	0.00		-	0.00	0%
	<b>SUB-TOTAL</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0%</b>
	<b>GRAND TOTAL</b>	<b>5,428.00</b>	<b>2,439.12</b>	<b>2,478.31</b>	<b>2,949.69</b>	<b>54%</b>

# STAFF REPORT



DATE: 9-10-20

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: MONTHLY ACTIVITY REPORT – AUGUST 2020

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## ADMINISTRATION

- Administrator Foell participated in four County Administrators Zoom meetings to discuss actions surrounding reopening recreation and park programs and facilities for the public.
- Administrator Foell participated in a Zoom meeting with CARPD Districts.
- Administrator Foell participated in an Orangevale Community Council Zoom meeting.
- Administrator Foell met with representative from the City of Citrus Heights and the project team for the Electric Greenway Trail to discuss naming the trail and lighting fixtures.
- Administrator Foell met with Fire District representative for the re-inspection of the three new buildings at Orangevale Community Center Park and Building 1 & 2 have occupancy permits.
- Administrator Foell and Supt. Von Aesch had a Zoom meeting with a State Parks representative to discuss our grant proposal for Pecan Park and considerations for re-submitting the project for the next round of grant money in December.
- Administrator Foell participated in a CARPD legislative committee meeting.
- Administrator Foell attended a special district's virtual summit via Zoom.

## RECREATION

Staff is still working hard on creating programs during the Covid-19 pandemic. We started a second session of our TigerSharks Training program. We started our OVparks day camp, it is starting slowly but we have increased our numbers for the second session and hope it the numbers continue to grow. Top Notch and Pee Wee basketball came back for outside distant training, we had 28 kids for both programs. Martial arts classes are doing an amazing job following all the distant guidelines. Jazzercise has been continuing with their classes outside in the parking lot.



August	Enrollment	Attendance	Gross Revenue
<b>Aquatics</b>			
Full Moon Paddle	2		\$ 122.00
Learn to Kayak	1		\$ 71.00
Swim Lessons Session 3	115		\$ 8,525.00
TigerSharks Training	124		\$ 12,757.00
<b>Aquatics Sub Total</b>	<b>242</b>	<b>0</b>	<b>\$ 21,475.00</b>
<b>Classes</b>			
Aikido	1		\$ 180.00
Beginning Tennis Camp	9		\$ 1,422.00
Internet Drivers Education	2		\$ 62.00
Karate - Preschool	1		\$ 77.00
Karate - Sa Shotokan	4		\$ 507.00
Pee Wee Basketball	10		\$ 557.00
Tai-Chi Chuan			
Top Notch Basketball	18		\$ 1,733.00
<b>Classes Sub Total</b>	<b>45</b>	<b>0</b>	<b>\$ 4,538.00</b>
<b>Day Camps</b>			
OVparks Day Camp 1	4		\$ 1,853.00
OVparks Day Camp 2	8		\$ 2,786.00
Reccing Crew Session 7	40		\$ 6,287.00
<b>Day Camps Sub Total</b>	<b>40</b>	<b>0</b>	<b>\$ 6,287.00</b>
<b>Events</b>			
Kids Night Out	7		\$ 163.00
<b>Events Sub Total</b>	<b>7</b>		<b>\$ 163.00</b>
<b>GRAND TOTAL</b>	<b>334</b>	<b>0</b>	<b>\$ 32,463.00</b>

**August Gross Revenue Recap** – August OTC (over-the-counter) revenue for combined recreation and facility rentals ended at \$44,9669, \$5,331 under the projected amount. August recreation revenue came in at \$31,811, \$8,189 under the projected amount and facility revenue in came in at 12,858, \$2,858 above the projected amount. *Please note the revenue referenced here includes prepayments for future programs while the revenue figures listed in the chart on the previous page represent revenue attributed to programs occurring in August.*

**Fulton-El Camino Park District Police Department**  
**Monthly activity report for: Orangevale Recreation and Park District**  
**Reporting Period: 2020-08-01 to 2020-08-31**

**Almond Park**

Notice To Appear Issued

1) Date/Time: 2020-08-05 20:09

Violation 1: 9.36.061(a)(4) SCO Animal leash, Severity: Inf

Parking Citations Issued

1) Date/Time: 2020-08-23 17:13

V1: 4000(a) CVC No current registration

**Off Property**

Notice To Appear Issued

1) Date/Time: 2020-08-14 13:27

Violation 1: 21453(a) CVC Red Light Violation, Severity: Inf

Onsite Arrests Made

1) Date/Time: 2020-08-07 21:58

V1: 23152(b) CVC DUI Severity: Mis

V2: 23152(a) CVC Driving Under the Influence of Alcohol Severity: Mis

V3: 2800.1 CVC Evading - Misdo Severity: Mis

V4: 273a PC Child Endangerment Severity: Fel

2) Date/Time: 2020-08-07 21:58

V1: 12500(a) CVC Unlicensed Driver Severity: Inf

**OV Community Center**

Notice To Appear Issued

1) Date/Time: 2020-08-16 21:08

Violation 1: 9.36.067 SCO Park Hours, Severity: Inf

Parking Citations Issued

1) Date/Time: 2020-08-16 21:34

V1: 9.36.065(e) SCO Parking in park after hours

V2: 10.16.050(b) SCO Parking in more than one space

2) Date/Time: 2020-08-16 21:32

V1: 9.36.065(e) SCO Parking in park after hours

V2: 5200(a) CVC Display of two license plates required

3) Date/Time: 2020-08-22 00:34

V1: 9.36.065(e) SCO Parking in park after hours

4) Date/Time: 2020-08-22 00:55

V1: 9.36.065(e) SCO Parking in park after hours

V2: 9.36.065(d) SCO Failure to park in designated area

**OV Community Park**

Notice To Appear Issued

1) Date/Time: 2020-08-15 16:23

Violation 1: 11364 HS Paraphernalia, Severity: Mis

Violation 2: 11377(a) HS Possession of a controlled substance, Severity: Mis

Violation 3: 1203.2 PC Violation of Probation, Severity: Mis

Parking Citations Issued

1) Date/Time: 2020-08-15 16:18

V1: 4000(a) CVC No current registration

V2: 5204(a) CVC Current registration tabs not properly displayed

**OV Community Park (Disc Golf)**

Parking Citations Issued

1) Date/Time: 2020-08-09 14:45

V1: 5200(a) CVC Display of two license plates required

2) Date/Time: 2020-08-09 14:49

V1: 4000(a) CVC No current registration

3) Date/Time: 2020-08-09 14:53

V1: 5200(a) CVC Display of two license plates required

4) Date/Time: 2020-08-09 14:57

V1: 5200(a) CVC Display of two license plates required

5) Date/Time: 2020-08-09 15:00

V1: 5200(a) CVC Display of two license plates required

**Youth Center Park**

Notice To Appear Issued

1) Date/Time: 2020-08-14 14:38

Violation 1: 11364 HS Paraphernalia, Severity: Mis

Violation 2: 9.36.057 SCO Smoking in Park, Severity: Inf

2) Date/Time: 2020-08-23 17:13

Violation 1: 11377(a) HS Possession of a controlled substance, Severity: Mis

Violation 2: 11364 HS Paraphernalia, Severity: Mis

Violation 3: 1203.2 PC Violated Terms of Prob, Severity: Mis

Violation 4: 4462.5 CVC Knowingly False Tabs to avoid 4462(b), Severity: Mis

## **PARKS**

### **Park Infrastructure**

#### **All Parks**

- Staff continues to do monthly playground inspections and takes care of repairs on site if necessary.
  - Slide section was replaced at Almond's large playground.
- Staff removed graffiti from Orangevale Community Park - Oak and Filbert.
- Staff continues to take care of the pool maintenance.
- Staff repaired 20 feet of fence at Horse Arena.
- Staff removed homeless camp leftovers from Rollingwood Natural Area.

#### **Mechanics**

- Staff replaced the mower seat and hour meter to Kubota ZD331 trim mower.

### **Park Irrigation**

- All irrigation systems are on.
- Staff did an irrigation system check at Coleman, OCP - Oak and Filbert and Pasteur.
- Staff replaced 4 valves at Community Center Park and Coleman.
- Staff replaced 28 sprinklers at various parks of the District.
- Staff installed 2 nodes (standalone irrigation controller) at OCP - Oak and Filbert and Coleman Park.
- Staff repaired the main line at Oak and Filbert (8 inch mainline) and repaired 4 lateral lines.
- Staff traced two broken irrigation wires and fixed them at Coleman School fields.

### **Park Grounds**

#### **All Parks**

- Staff continues with regular detail maintenance in all parks and park restrooms.
- Staff spot sprayed in several parks of the District.
- Staff welded broken gate at the north side of Community Park nature area. Gate was vandalized and broken in half.
- Staff removed two broken branches from the Community Center Parking lot and Almond Park.

### **Other Reports**

- Staff continues to assist with the new property improvements.
- Staff prepared the area for planting and irrigation in the front and to southside of Building #1.
- Two benches were replaced at the Disc Golf Course. Staff worked with a volunteer to install the benches.
- Staff assisted in the interior upgrades to the new property buildings. Staff replaced/repaired:
  - Several outlets and light switches.
  - 2 new door handles were replaced at the Cottage.
  - Staff added a retaining wall in the southside of the building planter box.
  - Staff installed a new water line to the refrigerator.
  - Staff installed a new drain line to the icemaker.

# STAFF REPORT



DATE: 9-10-20

TO: Board of Directors

FROM: Greg Foell, District Administrator

**SUBJECT: PRESENTATION AND APPROVAL OF THE PLANS, SPECIFICATIONS, AND INFORMAL BID DOCUMENTS FOR ORANGEVALE COMMUNITY CENTER PARK BUILDINGS PAINTING PROJECT**

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## **RECOMMENDATION**

Approve the Plans, Specifications, and Informal Bid Documents for the Orangevale Community Center Park Buildings Painting Project.

## **BACKGROUND**

The Orangevale Community Center needs to be re-painted including some minor stucco repairs and several dry rot repairs to the fascia. In addition, the three new buildings (Building 1, Building 2, and the Cottage) will be an add alternate to the bid. All buildings will be painted in the current colors of Green Thumb for the trim and Full Sun for the walls.

## **MOTION TO CONSIDER**

I move we approve the plans, specifications, and informal bid documents for the Orangevale Community Center Buildings Painting Project and authorize the District Administrator to advertise the project.

## **NOTICE TO CONTRACTORS INVITING INFORMAL BIDS**

NOTICE IS HEREBY GIVEN that Orangevale Recreation & Park District (the “District”) will receive sealed bids as follows:

**BID DATE:** **Wednesday, September 30, 2020 at 10 AM**

**SUBMIT BIDS TO:** **Orangevale Recreation and Park District  
6826 Hazel Avenue  
Orangevale, CA 95662  
Until 10 AM (Local Time)**

**FOR:** **Orangevale Community Center Park  
Buildings Painting Project**

**CONTRACTOR'S CALIFORNIA LICENSE AND/OR CLASS REQUIRED** **Gen. Bld., Painting and Decorating  
Class B, C-33**

**PRE-BIDDING MEETING DATE & TIME** **Wednesday, September 23, 2020, 10AM**

**PROJECT DESCRIPTION:** The work to be performed under this contract includes the furnishing of all labor, materials, tools, equipment and services for the Orangevale Community Center Buildings Painting Project.

**THERE WILL BE A MANDATORY PRE-BID MEETING ON WEDNESDAY SEPTEMBER 23, 2020 AT 10 AM AT THE PROJECT SITE AT 6826 HAZEL AVENUE, ORANGEVALE, CA 95662. ATTENDANCE OF ALL POTENTIAL BIDDERS IS REQUIRED AND IS A PRECONDITION TO BID ACCEPTANCE.**

Award of this Contract requires a valid California contractor’s license with the classification identified above.

All bids shall be opened and read aloud at the District’s offices, 6826 Hazel Avenue, Orangevale, California. If attending the bid opening in person, wearing masks and social distancing will be required.

Copies of the above plans and specifications are available at the office of the District, 6826 Hazel Avenue, Orangevale, California between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday or can be emailed upon request.

Each bid must be submitted on the bid forms provided in the Contract Documents, including the Proposal for Construction Contract - Bid Form, List of Proposed Subcontractors, Contractor Responsibility Determination Criteria, Noncollusion Affidavit and Pre-Bid Site Inspection Certification to the clerk of the Board of Directors on standard forms which may be obtained from the District at 6826 Hazel Avenue, Orangevale, California.

Pursuant to Section 1720 et seq. and 1770 et seq. of the California Labor Code, the Contractor shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the District office at 6826 Hazel Avenue, Sacramento, California. Those copies shall be made available to any interested party on request. Contractor may be required to comply with the requirements of the Compliance Monitoring Unit of the California Department of Industrial Relations as set forth in Section 1771.3 of the California Labor Code.

The Board of Directors of the District reserves the right to reject any or all bids received as the public good may require and to waive any informality in bidding.

Dated: September 11, 2020

ORANGEVALE RECREATION & PARK  
DISTRICT

By: \_\_\_\_\_  
Clerk of the Board of Directors

## INSTRUCTIONS TO BIDDERS

From: BOARD OF DIRECTORS OF ORANGEVALE RECREATION & PARK DISTRICT

Project: ORANGEVALE COMMUNITY CENTER PARK BUILDINGS PAINTING PROJECT

### I

#### DEFINITIONS

1. Definitions set forth in the Contract Documents are applicable to the bidding documents.
2. "Bidding documents" include the Notice to Contractors Inviting Informal Bids, these Instructions to Bidders, any supplementary instructions to bidders, any addenda, Pre-Bid Site Inspection Certification, the Proposal for Construction Contract - Bid Form ("Bid Form"), the List of Proposed Subcontractors, the Noncollusion Affidavit, and the proposed Contract Documents. The proposed "Contract Documents" consist of the form of Agreement between the District and Contractor, General and Supplementary Conditions to the Contract, and drawings, specifications and all addenda issued prior to execution of the Contract Documents.
3. "Addenda" are written or graphic instruments issued by the District prior to the execution of the Contract Documents that modify or interpret the bidding documents by additions, deletions, clarifications or corrections.
4. A "bid" is a complete and properly signed proposal to do the work for the sums stipulated therein, submitted in accordance with the bidding documents.
5. The "base bid" is the sum stated in the bid for which the Bidder offers to perform the work described in the bidding documents as the base, to which work may be added or from which work may be deleted for sums stated in alternate bids.
6. An "alternate bid" (or "Alternate") is an amount stated in the bid to be added to or deducted from the amount of the base bid if the corresponding change in the work, as described in the bidding documents, is accepted.
7. A "unit price" is an amount stated in the bid as a price per unit of measurement for materials, equipment or services or a portion of the work as described in the bidding documents.
8. A "bidder" is a person or entity who submits a bid.

9. A "subcontractor" is a person or entity who submits a bid to a bidder for materials, equipment or labor for a portion of the work.

## II

### BIDDER'S REPRESENTATIONS

1. The bidder, by making a bid, represents that:
  - A. The bidder has read and understands the bidding documents and the proposed Contract Documents, and the bid is made in accordance therewith.
  - B. The bidder has read and understands the bidding documents and Contract Documents to the extent that such documentation relates to the work for which the bid is submitted, and for other portions of the project, if any, being bid concurrently or presently under construction.
  - C. The bidder has visited the site, become familiar with local conditions under which the work is to be performed and has correlated the bidder's personal observations with the requirements of the proposed Contract Documents.
  - D. The bid is based upon the materials, equipment and systems required by the bidding documents without exception.
  - E. The bidder represents that it is licensed under the provisions of Chapter 9, Division 3 of the Business and Professions Code of the State of California, to do the type of work contemplated in the project, and that it is skilled and regularly engaged in the general class or type of work called for in the bidding documents. The bidder further represents that the contractor's license number and date of expiration listed on the Bid Form and the other representations made in the Bid Form and these Instructions to Bidders are true and correct.
  - F. The bidder represents and warrants that it is registered with the California Department of Industrial Relations pursuant to Labor Code Section 1725.5.

## III

### BIDDING DOCUMENTS

1. Copies:
  - A. Bidders may obtain complete sets of the bidding documents including plans and specifications for the project at the locations set forth in the Notice to Contractors Inviting Informal Bids.



- B. Bidding documents will not be issued directly to subcontractors or others unless specifically offered in the Notice to Contractors Inviting Informal Bids, or in supplementary instructions to bidders.
- C. Bidders shall use complete sets of bidding documents in preparing bids; the District does not assume responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents.
- D. In making copies of the bidding documents available on the above terms, the District does so only for the purpose of obtaining bids on the work and does not confer a license or grant permission for any other use of the bidding documents.

2. Interpretation or Correction of Bidding Documents:

- A. The bidder shall carefully study and compare the bidding documents with each other, and with other work being bid concurrently or presently under construction to the extent that it relates to the work for which the bid is submitted, shall examine the site and local conditions, and shall at once report to the District any errors, inconsistencies or ambiguities discovered.
- B. Bid prices shall include everything necessary for the completion of construction and fulfillment of the contract including but not limited to furnishing all materials, equipment, tools, labor, etc. In the event that the product of a unit price and an estimated quantity does not equal the extended amount quoted, the unit price shall govern and the correct product of the unit price and the estimated quantity shall be deemed to be the amount bid. If the sum of two or more items in a bidding schedule, or the sum of two or more bidding schedules, does not equal the total amounts quoted, the individual item or schedule amount shall govern and the corrected total shall be deemed to be the amount bid.
- C. Bidders and subcontractors requiring clarification or interpretation of the bidding documents shall make a written request to the District at least seven (7) days prior to the date for receipt of bids.
- D. Interpretations, corrections and changes of the bidding documents will be made by addendum. Interpretations, corrections and changes of the bidding documents made in any other manner will not be binding and bidders shall not rely upon them.

3. Substitutions:

- A. The materials, products and equipment described in the bidding documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution.
- B. No substitution will be considered prior to receipt of bids unless written request

for approval has been received by the District at least ten (10) days prior to the date for receipt of bids. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution. The District's decision of approval or disapproval of a proposed substitution shall be final.

- C. If the District approves a proposed substitution prior to receipt of bids, such approval will be set forth in an addendum. Bidders shall not rely upon approvals made in any other manner.
- D. No substitutions will be considered after the contract award unless specifically provided in the Contract Documents.

4. Addenda:

- A. Addenda will be mailed or delivered to all who are known by the District office to have received a complete set of bidding documents.
- B. Copies of addenda will be made available for inspection at the District office.
- C. No addenda will be issued later than four (4) days prior to the date for receipt of bids except in addendum withdrawing the request for bids or one which includes postponement of the date for receipt of bids.
- D. Each bidder shall ascertain prior to submitting a bid that the bidder has received all addenda issued, and the bidder shall acknowledge their receipt in the bid.

5. List of Proposed Subcontractors:

- A. The bidder shall perform, with its own organization and employees, work of a value not less than fifty percent (50%) of the value of all work contemplated by the Contract Documents except when certain items are exempted from said fifty percent (50%) requirement by written instructions from the District.
- B. All subcontractors must be registered with the California Department of Industrial Relations pursuant to Labor Code Section 1725.5.
- C. In accordance with Section 4100 et seq. of the Public Contract Code of the State of California each bid shall be accompanied by a List of Proposed Subcontractors on the form provided with the Bid Form which shall specify (a) the name, location of place of business, and contractor's license number of each subcontractor who will perform work or labor, or render service to the general contractor with respect to the construction of the work or improvement, or of each subcontractor who shall specially fabricate and/or install a portion of the work or improvement according to the plans and specifications, in an amount in excess of one-half of one percent (.5%) of the total bid; and (b) the portion of the work

which will be done by each such subcontractor. The bidder shall list only one subcontractor for each portion of the work as defined by the bidder in its bid.

- D. If bidder fails to specify a subcontractor for any portion of the work to be performed pursuant to the Contract Documents in excess of one-half of one percent (.5%) of the total bid, the bidder agrees to perform that portion of the work itself.

6. **Anti-Discrimination.**

- A. It is the policy of the District that there be no discrimination against any prospective or active employee engaged in the Work because of race, color, ancestry, national origin, religious creed, sex, gender, gender identity, gender expression, age, sexual orientation, marital status, physical disability, mental disability, medical condition, and/or genetic information, . All Bidders agree to comply with the District's anti-discrimination policy and all applicable federal and California anti-discrimination laws including but not limited to the California Fair Employment and Housing Act beginning with California Government Code Section 12940, et seq. and California Labor Code Section 1735. In addition, all bidders agree to require like compliance by any subcontractor employed by them on the work of the Contract Documents.

#### IV

### **BIDDING PROCEDURES**

1. **Form and Style of Bids:**

- A. Bids shall be submitted on forms identical to the form included with the bidding documents. All bids shall be accompanied by a Pre-Bid Site Inspection Certification, List of Proposed Subcontractors and a Noncollusion Affidavit in order to be considered a complete bid.
- B. Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in case of discrepancy between the two, the amount written in words shall govern.
- C. Interlineations, alterations and erasures must be initialed by the signer of the bid.
- D. All requested alternates shall be bid. If no change in the base bid is required, enter "No Change".
- E. Where two (2) or more bids for designated portions of the work have been requested, the bidder may, without forfeiture of the bid security, state the bidder's refusal to accept award of less than the combination of bids stipulated by the

bidder. The bidder shall make no additional stipulations on the bid form nor qualify the bid in any other manner.

- F. Each copy of the bid shall include the legal name of bidder and a statement that bidder is a sole proprietor, partnership, corporation or other legal entity. Each copy shall be signed by the person or persons legally authorized to bind bidder to a contract. A bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the bidder.
- G. Each copy of the bid must be signed in the same name-style in which the bidder is licensed by the Contractor's License Board of the State of California. Each copy of the bid shall include the bidder's contractor's license number which covers the work to be performed pursuant to the plans and specifications, the date of expiration of the bidder's contractor's license, and a statement under penalty of perjury signed by the authorized representative of the bidder that all the information contained in the Bid Form is true and correct. Any bid not containing this information, or a bid containing the information which is subsequently proven false, shall be considered non-responsive and shall be rejected by the District pursuant to the requirements of Business and Professions Code Section 7028.15.

2. Bid Security:

- A. Each bid shall be accompanied by bid security in the form and amount required, pledging that the bidder will enter into a contract with the District on the terms stated in the bid and will, if required, furnish bonds covering the faithful performance of the contract and payment of all obligations arising thereunder. Bid security shall be in the amount of not less than ten percent (10%) of the amount of the bid being submitted by Contractor, and may be in the form of a certified check, cashier's check or surety bond. Should the bidder refuse to enter into such a contract or fail to furnish the bonds required by this Invitation to Bid and the Contract Documents, the amount of the bid security shall be forfeited to the District as liquidated damages, not as a penalty.
- B. Surety bonds shall be written on the form provided in the bidding documents and the attorney-in-fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of the power of attorney.
- C. All surety bonds shall be issued by a surety admitted to do business in the State of California as an insurer. Each bid shall be accompanied by a certificate of fact issued by the County of Sacramento, Department of Finance, County Clerk-Recorder, with respect to such surety, which certificate is issued pursuant to Code of Civil Procedure, Section 995.640(a) or a certificate of authority with respect to such surety issued by the State of California, Department of Insurance. By virtue of submitting the Bid Form in response to the bidding documents, the bidder certifies under penalty of perjury that all bonds provided are issued by a surety

admitted to do business in the State of California as an insurer.

- D. The District will have the right to retain the bid security of bidders to whom an award is being considered until either (a) the contract has been executed and bonds have been furnished, or (b) the specified time has elapsed so that bids may be withdrawn, or (c) all bids have been rejected.

3. Submission of Bids:

- A. All copies of the Bid Form, the bid security, if any, and other documents required to be submitted with the bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed to ORANGEVALE RECREATION AND PARK DISTRICT and shall be identified with the project name, bidder's name and address and, if applicable, the designated portion of the work for which the bid is submitted. If the bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED" on the face thereof.
- B. Bids shall be deposited at the District office prior to the time and date for receipt of bids. Bids received after the time and date for receipt of bids shall be returned unopened.
- C. The bidder shall assume full responsibility for timely delivery at the location designated for receipt of bids.
- D. Oral, telephonic, facsimile or telegraphic bids are invalid and will not receive consideration.

4. Modification or Withdrawal of Bid:

- A. A bid may not be modified, withdrawn or canceled by the bidder during the stipulated time period following the time and date designated for the receipt of bids, and each bidder so agrees in submitting a bid.
- B. Prior to the time and date designated for receipt of bids, a bid submitted may be modified or withdrawn by notice to the District at the District office. Such notice shall be in writing over the signature of the bidder or by telegram. If by telegram, written confirmation over the signature of the bidder shall be mailed and postmarked on or before the date and time set for receipt of bids. A change shall be so worded as not to reveal the amount of the original bid.
- C. Withdrawn bids may be resubmitted up to the date and time designated for the receipt of bids provided that they are fully in conformance with these Instructions to Bidders.
- D. Bid security, if required, shall be in an amount sufficient for the bid as modified

or resubmitted.

5. Disqualification of Bidders:

- A. The bidder declares by the submission of a bid that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, organization or corporation, and that the bid is genuine and not collusive or a sham.
- B. More than one bid from any individual, firm, partnership, corporation or association, under the same or different names, will not be considered. Reasonable grounds for believing that any bidder is interested in more than one bid for the work will cause the rejection of all bids in which such bidder is interested. If there is reason to believe that collusion exists among the bidders, none of the participants in such collusion will be considered.

6. Relief of Bidders:

- A. Attention is directed to the provisions of Public Contract Code Section 5100 et seq. concerning relief of bidders, and in particular to the requirement therein that if the bidder claims a mistake was made in its bid, the bidder shall give the District written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice in detail how the mistake occurred.

7. Public Records:

- A. Bid proposals and other documents responding to the Notice Inviting Bids become the exclusive property of the District upon submittal to the District. At such time as the District issues the Notice of Intent to award the Contract pursuant to these Instructions, all bid proposals and other documents submitted in response to the Notice to Contractors Inviting Informal Bids becomes a matter of public record and shall thereupon be considered public records, except for information contained in such bid proposals deemed to be trade secrets (as defined in California Civil Code Section 3426.1) and information provided in response to the Contractor Responsibility Determination Criteria form. A bidder that indiscriminately marks all or most of its bid proposal as exempt from disclosure as a public record, whether by the notations of "trade secret", "confidential", "proprietary" or otherwise, may render the bid proposal non-responsive and rejected. The District is not liable or responsible for the disclosure of such records, including those exempt from disclosure if disclosure is deemed required by law, by an order of Court, or which occurs through inadvertence, mistake or negligence on the part of the District or its officers, employees or agents. At such time as bid proposals are deemed a matter of public record pursuant to the above, any bidder or other party shall be afforded access for inspection and/or copying of such bid proposals, by request made to the District in conformity with the California Public Records Act (California Government Code Section 6250, et

seq.). If the District is required to defend or otherwise respond to any action or proceeding wherein request is made for the disclosure of the contents of any portion of a bid proposal deemed exempt from disclosure hereunder, the bidder submitting the materials sought by such action or proceeding agrees to defend, indemnify and hold harmless the District in any action or proceeding from and against any liability, including without limitation attorneys' fees arising therefrom. The party submitting materials sought by any other party shall be solely responsible for the cost and defense in any action or proceeding seeking to compel disclosure of such materials; the District's sole involvement in any such action shall be that of a stakeholder, retaining the requested materials until otherwise ordered by a court of competent jurisdiction.

## V

### CONSIDERATION OF BIDS

1. Opening of Bids:
  - A. Unless stated otherwise in the Notice to Contractors Inviting Informal Bids, the properly identified bids received on time will be opened publicly and will be read aloud.
2. Rejection of Bids:
  - A. The District shall have the right to reject any or all bids, reject a bid not accompanied by a required bid security or by other data required by the bidding documents, or reject a bid which is in any way incomplete or irregular.
3. Consideration of Bids:
  - A. After the bids have been opened and read, they may be checked for accuracy and compliance with the requirements of the bidding documents.
  - B. It is the intent of the District to award a contract to the lowest responsible bidder provided the bid has been submitted in accordance with the requirements of the bidding documents and does not exceed the funds available. It is the intention of the District to award a contract only to a responsible bidder who has furnished satisfactory evidence that it has the requisite experience and ability, and that it has sufficient capital, facilities and plant to enable it to prosecute the work successfully and promptly, and to complete it within the time stated in the Contract Documents.
4. Acceptance of Bid (Award):
  - A. Award of the contract will be to the lowest responsible bidder who has demonstrated the requisite experience, ability and financial resources to complete

the work successfully and promptly, has demonstrated the ability to abide by all terms set forth in the Contract Documents and whose bid complies with the specified requirements.

- B. The District shall have the right to waive informalities or irregularities in a bid received and to accept the bid which, in the District's judgment, is in the District's best interests.
- C. The District shall have the right to accept alternates in any order or combination unless otherwise specifically provided in the bidding documents, and to determine the low bidder on the basis of the sum of the base bid and alternates accepted.

5. Bid Protest Procedures:

Any bidder submitting a bid to the District may file a protest of the District's intent to award the contract provided that each and all of the following are complied with:

- A. The bid protest is in writing.
- B. The bid protest is filed and received by the District not more than five (5) calendar days following the Bid Opening Date.
- C. The written bid protest sets forth, in detail, all grounds for the bid protest, including without limitation all facts, supporting documentation, legal authorities, and argument in support of the grounds for the bid protest. Any matters not set forth in the written bid protest shall be deemed waived. All factual contentions must be supported by competent, admissible and credible evidence.

Any bid protest not conforming with the foregoing shall be rejected by the District as invalid. Provided that a bid protest is filed in strict conformity with the foregoing, the District's designee shall review and evaluate the basis of the bid protest. The District's designee shall provide the bidder submitting the bid protest with a written statement concurring with or denying the bid protest. The District's Board of Directors will render a final determination and disposition of a bid protest by taking action to adopt, modify or reject the disposition of a bid protest as reflected in the written statement of the District's designee. Action by the District's Board of Directors relative to a bid protest shall be final and not subject to appeal or reconsideration. The rendition of a written statement by the District's designee and action by the Board of Directors to adopt, modify or reject the disposition of the bid protest reflected in such written statement shall be express conditions precedent to the institution of any legal or equitable proceedings relative to the bidding process, the District's intent to award the contract, the District's disposition of any bid protest or the District's decision to reject all bid proposals. I



## VI

### POST-BID INFORMATION

#### 1. Submittals:

- A. Bidder shall, as soon as practicable after notification of selection for the award of a contract, furnish to the District in writing:
  - (1) A designation of the work to be performed with the bidder's own forces;
  - (2) Names of the manufacturers, products and the suppliers of principal items or systems of materials and equipment proposed for the work; and
  - (3) Names of persons or entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the work.
- B. The bidder will be required to establish to the satisfaction of the District the reliability and responsibility of the persons or entities proposed to furnish and perform the work described in the bidding documents.
- C. Prior to the award of the contract, the District will notify the bidder in writing if the District, after due investigation, has reasonable objection to a person or entity proposed by the bidder. If the District has reasonable objection to a proposed person or entity, the bidder may, at the bidder's option, (1) withdraw the bid, or (2) submit an acceptable substitute person or entity with an adjustment in the base bid or alternate bid to cover the difference in cost occasioned by such substitution. The District may accept the adjusted bid price or disqualify the bidder. In the event of either withdrawal or disqualification, bid security will not be forfeited.
- D. Persons and entities proposed by the bidder and to whom the District has made no reasonable objection must be used on the work for which they were proposed and shall not be changed except with the written consent of the District.

#### 2. Return of Bid Security:

- A. When the award of the contract has been made, the bid security accompanying the three lowest bids shall be retained by the District. All other security for bids not to be further considered in making the award will be returned. The retained bid security will be returned when the contract has been fully executed.

## VII

### PERFORMANCE BOND AND PAYMENT BOND

1. Bond Requirements:
  - A. The bidder shall furnish bonds covering the faithful performance of the contract and payment of all obligations arising thereunder. The second bond shall be the payment bond required by Division Four, Part 6, Title 3, Chapter 5 of the Civil Code of the State of California. Bonds must be secured through sureties admitted to do business in the State of California.
  - B. The cost of furnishing such bonds shall be included in the bid. If the furnishing of such bonds is required after receipt of bids and before execution of the contract, the cost of such bonds shall be added to the bid in determining the contract sum.
2. Time of Delivery and Form of Bonds:
  - A. The bidder shall deliver the required bonds to the District at the time of execution of the Contract Documents. Prior to execution of the Contract Documents, bidder shall submit evidence satisfactory to the District that such bonds will be furnished and delivered in accordance with the bidding documents.
  - B. The bidder shall also deliver a certificate of fact with respect to such surety issued by the County of Sacramento, Department of Finance, County Clerk - Recorder, which certificate is issued pursuant to Code of Civil Procedure Section 995.640(a), or a certificate of authority with respect to such surety issued by the State of California, Department of Insurance. The required certificates shall certify that each surety issuing bonds on behalf of bidder is admitted to conduct surety business in the State of California. If the required bonds and certificates are not received by District by the time for execution of the Agreement, the bid will be rejected as nonconforming and award of the contract may be made to the next lowest responsible bidder. The bid security of bidder shall be forfeited to the District as liquidated damages, not as a penalty.
  - C. The bonds shall be in substantially the same form as set forth in the bidding documents and both the performance bond and payment bond shall be written in the amount of the contract sum.
  - D. The bonds shall be dated on or after the date of the Contract Documents.
  - E. The bidder shall require the attorney-in-fact who executes the required bonds on behalf of the surety to affix thereto a certified and current copy of the power of attorney.

## VIII

### AGREEMENT BETWEEN PARK DISTRICT AND CONTRACTOR

#### 1. Execution of Agreement:

- A. A contract agreement shall be executed by the successful bidder in the form included in the Bidding Documents and returned, together with the required surety bonds and certification of insurance within ten (10) days after receipt of the contract form.
- B. The Contract Documents will require that five percent (5%) of each progress payment be placed in retention to ensure the satisfactory performance of the Contract Documents. Alternatively, the Contractor may substitute securities for the monies being held in retention, at Contractor's sole cost and expense, as more particularly set forth in Public Contract Code Section 22300.
- C. If the bidder to whom the award is made fails or refuses to enter into the contract within ten (10) calendar days from the time the Contract Documents are first received by the contractor, then the successful bidder's bid security shall be forfeited pursuant to the provisions of Section IV, Paragraph 2 of these Instructions to Bidders. The District may then award the contract to the next lowest responsible bidder.

#### 2. Workers' Compensation Insurance.

Pursuant to California Labor Code Section 3700, the successful bidder shall secure workers' compensation insurance for its employees engaged in the work of the Contract Documents. The successful bidder shall sign and deliver to the District the following certificate prior to performing any of the work under the Contract Documents:

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

The form of such Certificate is included as part of the Contract Documents.

**PRE-BID SITE INSPECTION CERTIFICATION**

The bidder hereby certifies that he/she and his/her subcontractors have inspected the site and related specifications of work and fully acquainted themselves with all conditions and matters which might in any way affect the work, time of completion or the cost thereof, including, but not limited to scheduling and disclosed outside contracts involving this work.

The bidder also certifies he/she has observed the designated Contractor work areas and access routes, if disclosed or shown, as part of work in this Contract.

Name of Bidder: \_\_\_\_\_

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

By \_\_\_\_\_

Title: \_\_\_\_\_

Persons who inspected site of the proposed work for your firm:

Name: \_\_\_\_\_ Date of inspection: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date of inspection: \_\_\_\_\_

Title: \_\_\_\_\_

Name: \_\_\_\_\_ Date of inspection: \_\_\_\_\_

Title: \_\_\_\_\_

**ORANGEVALE COMMUNITY CENTER PARK BUILDINGS  
PAINTING PROJECT**

**SPECIFICATIONS**

**I. SCOPE OF WORK**

This section includes performance of all work necessary for the Orangevale Community Center Park Buildings painting project. The Contractor shall be responsible for the proper preparatory work including pressure washing, stucco surface repair where necessary, wood trim replacement where needed and priming and painting of exterior walls and trim surface. Contractor shall be responsible for the proper disposal of all items to be removed and/or demolished or disposed of. The scope of work for this project includes: Painting the exterior of the following buildings:

Orangevale Community Center with add alternate for the combined Building 1, Building 2, and Cottage facilities. Project including: The cleaning/washing and preparation work for all walls and trim of the building. The repair/sealing of any cracks, holes, etc. found in the surface to be painted. The replacement of any roof trim where necessary. Primer seal all exterior walls and trim with primer sealer prior to painting. Paint surface with two coats of premium quality 100% acrylic elastomeric exterior low sheen paint. Painted doors, metal trim, facia, railings, and other miscellaneous details shall receive one coat of primer followed by two coats of premium quality 100% acrylic exterior semi-gloss paint. Color will be chosen by the Orangevale Recreation & Park District (OVparks). Unpainted masonry receives two coats of long-lasting high-performance water repellent.

**II. REFERENCES**

- A. County of Sacramento Standard Construction Specifications and Details.
- B. ANSI/ASTM - Specifications for masonry concrete structures.
- C. California Building Code
- D. CAL-OSHA

**III. JOB COORDINATION**

- A. Unless otherwise approved by Governing Authorities, provide necessary barricades, warning devices, and equipment movements to maintain pedestrian out of the work area. The Contractor shall be solely responsible for public safety within the worksite boundaries. **The Orangevale Community Center will remain open during construction, but areas surrounding the building can be closed. Contractor shall schedule work efficiently to minimize the closure of the areas affected by the work.**
- B. Field Measurements: Verify measurements in the field with proposed plan. If conflicts exist notify Construction Inspector.
- C. Supervision: Contractor consults with OVparks concerning details of scheduling of all work. Contractor must always have a competent person in charge of work to whom OVparks may

issue directives and who shall accept and act upon such directives. Failure for the supervisor to act on said directives shall be sufficient cause to give notice that the Contractor is in default of contract unless such directives would create potential personal injury or safety hazards.

- D. Inspections: OVparks inspects work at its discretion. Immediate correction of any work not done to industry standards as noted by OVparks will be communicated to the contractor and will be performed by the contractor at no additional expense to OVparks.
- E. Utility Agencies: Are contacted by Contractor any time assistance is needed to work safely around overhead or underground installations. The Contractor shall coordinate with the utility for removal of all necessary limbs and branches that may conflict with or create a personal injury hazard in conducting the operations of this contract.
- F. Damages: Done by the Contractor to any person or property, public or private, are the total responsibility of the Contractor and will be repaired or compensated for by the Contractor to the satisfaction of both injured party and OVparks at no cost to OVparks.

#### **IV. WARRANTY**

- A. Repair or replace any defective work, material or part which may appear within one year of the date of acceptance.
- B. Upon failure to comply with the above guarantee within a reasonable length of time after notification is given the Owner's Representative shall have the repairs made at the Contractor's expense.

#### **V. QUALITY ASSURANCE**

- A. Provide at least one person who shall be present at all times during execution of the work and who shall be thoroughly trained and experienced in placing the types of material specified and who shall direct all work performed under this project.

#### **VI. JOB CONDITIONS**

- A. Prior to installation of the work, carefully inspect the installed work of others and verify that all such work is complete to the point where this installation may properly commence. Contractor shall protect existing conditions and restore and repair any areas that are damaged by the Contractor during the construction period including but not limited to utilities, landscape, and pavement.

#### **VII. CONSTRUCTION COORDINATION**

- A. Obtain information and instructions from other trades and suppliers in ample time to schedule and coordinate the installation of items furnished by them so provisions for their work can be made without delaying the project.

## **VIII. TECHNICAL SPECIFICATIONS**

### **SURFACE PREPARATION**

#### **1. Galvanized Metal**

Allow to weather a minimum of 6 months prior to coating. Clean per SSPC-SP1 using detergent and water or a degreasing cleaner, then prime as required. When weathering is not possible or the surface has been treated with chromate's or silicates, first Solvent Clean per SSPC-SP1 and apply a test area, priming as required. Allow the coating to dry at least one week before testing. If adhesion is poor, Brush Blast per SSPC-SP7 is necessary to remove these treatments.

#### **2. Previously Coated Surfaces**

Maintenance painting will frequently not permit or require complete removal of all old coatings prior to repainting. However, all surface contamination such as oil, grease, loose paint, mill scale, dirt, foreign matter, rust, mold, mildew, mortar, efflorescence, and sealers must be removed to assure sound bonding to the tightly adhering old paint. Glossy surfaces of old paint films must be clean and dull before repainting. Thorough washing with an abrasive cleanser will clean and dull in one operation, or, wash thoroughly and dull by sanding. Spot prime any bare areas with an appropriate primer.

Recognize that any surface preparation short of total removal of the old coating may compromise the service length of the system. Check for compatibility by applying a test patch of the recommended coating system, covering at least 2 to 3 square feet. Allow to dry one week before testing adhesion per ASTM D3359. If the coating system is incompatible, complete removal is required.

#### **3. Stucco**

Comply with manufacturer's written instructions and recommendations in applicable to substrates and paint systems. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.

After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Clean surface to be primed and painted from materials that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants. Remove incompatible primers and re-prime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.

Surface must be clean and free of any loose stucco. If recommended procedures for applying stucco are followed, and normal drying conditions prevail, the surface may be painted as soon as possible. The pH of the surface should be between 6 and 9, unless the products to be used are designed to be used in high pH environments such as Loxon.

#### **4. Wood (Exterior)**

Surface must be free from dirt and loose material. Wash surface if necessary. Surface must be dry before primer and paint is applied. Prime and paint as soon as possible. Knots and pitch streaks must be scraped, sanded, and spot primed before a full priming coat is applied. Patch all nail holes and imperfections with a wood filler or putty and sand smooth.

## **STUCCO SURFACE REPAIR**

*Repairs & patches to use a compatible stucco system.*

### **A. General Repair**

1. Preparation of the repair area straight line or saw cuts must be made irregular by chipping away the edge. Remove any loose material and expose approximately 2" of the existing lath at all edges of the repair area.
2. Installing the water resistive barrier A minimum 6" vertical and 2" horizontal weatherboard/shingle lap is necessary, lap the top and sides under the existing and allow the bottom to lap over the existing paper.
3. Installing the lath Cut lath to fit and lap the existing over/on top of the new. The simple rule of thumb to remember is "paper over paper and wire over wire". Note: When using wire lath, metal lath "butterflies" (6" x 12" strips of metal lath) are recommended at the corners of openings such as doors and windows normally installed before the field area.
4. Installing the base coat. Follow manufacturer's instructions regarding not bonding the scratch coat to the edge of the repair area, cure times, etc. Match adjacent stucco thicknesses. Install acrylic bonding agent per manufacturer's instructions.
5. Applying the finish; Apply the finish using the same type and color of product that exists on the wall, matching the existing finish and texture to the best of your ability. Taper the new finish in to the existing finish.

### **B. Stucco Crack Repair**

1. Cracks 1/16-inch wide and smaller (hairline cracks) Clean existing surface and coat wall surface with elastomeric coating in accordance with written product instructions.
2. Cracks not wider than 1/16-inch Remove finish along crack, clean crack of loose material and seal crack with a crack filler per manufacturer's instructions. Tool and apply new finish to the area per manufacturer's directions. Match adjacent texture.
3. Repair of Cracks 1/16-inch to 1/8 inch wide. Remove finish along crack, clean crack and install crack filler per manufacturer's instructions. Install mesh and skim coat material and tool per manufacturer's instructions. Allow to cure and install finish per manufacturer's instructions matching adjacent texture.

END OF SPECIFICATION



## **REMOVAL OF HAZARDOUS MATERIAL**

This bid line item shall include all work to remove and properly dispose of any hazardous waste and materials from the job site.

### **1. REGULATORY REQUIREMENTS**

- A. Conform to applicable jurisdictional authority regulations and codes for disposal of debris and materials.
- B. Coordinate clearing work with utility companies.
- C. Contractor shall comply with all applicable laws and ordinances regarding hazardous materials, including contaminated soils, hazardous material transformers, and similar materials or components.
- D. Contractor shall comply with the County of Sacramento regulations regarding Construction and Demolition Reduction, Reuse, and Recycling.

### **2. EXISTING CONDITIONS**

- A. Contractor shall acquaint himself with all site conditions. If unknown active utilities are encountered during work, notify District Inspector promptly for instructions. Failure to notify will make Contractor liable for damage to these utilities arising from Contractor's operations after discovery of such unknown active utilities.
- B. Conduct demolition to minimize interference with adjacent structures or items to remain. Always maintain protected egress and access.

### **3. PROTECTION**

- A. Adequate protection measures shall be provided to protect workmen and passers-by on and off the site. Adjacent property shall be fully protected throughout the operations. Prevent damage to adjoining improvements and properties both above and below grade. Restore such improvements to original condition should damage occur.
- B. In accordance with generally accepted construction practices, the Contractor shall be solely and completely responsible for working conditions at the job site, including safety of all persons and property during performance of the work. This requirement shall apply continuously and shall not be limited to normal working hours.
- C. Safety Precautions: Prevent damage to existing elements identified to remain or to be salvaged and prevent injury to the public and workmen engaged on site. Do not allow demolition debris to accumulate on site. Pull down hazardous work at end of each day; do not leave standing or hanging overnight, or over weekends.
- D. Protect existing items which are not indicated to be altered. Protect utilities designated to remain from damage. Protect bench marks from damage or displacement.
- E. **Storage of any materials or equipment must be coordinated with a District representative.**

## **CLEANING**

Upon completion of work of this Section promptly remove from the working area all trash, scraps, debris and other material and supplies. Clean excess material, such as paint residue, from surface surrounding the structure area surfaces and utility structures. Remove all stains from surrounding areas, sidewalks and parking lots if necessary.

**PROPOSAL FOR CONSTRUCTION CONTRACT  
BID FORM**

Proposal to: Board of Directors of ORANGEVALE RECREATION & PARK DISTRICT

Bidder:

Project: Orangevale Community Center Park Buildings Painting Project

Members of the Board of Directors:

1. The undersigned hereby proposes and agrees as general contractor, to furnish all labor, materials and equipment required for the above-described project and to construct the project in strict conformity with the relevant plans and specifications and all applicable laws, statutes, ordinances, rules and regulations for the sum of \$ \_\_\_\_\_. A breakdown of the Bid Items appear on Attachment A to this Proposal.
2. If awarded the contract, the undersigned agrees to execute a contract for the Project, abide by all terms of the contract documents, furnish the bonds and certificates of insurance required by the contract, commence actual work on the Project, and complete the Project within the times specified in the plans and specifications.
3. The undersigned agrees that he has:
  - a. Carefully examined the plans and specifications for the Project;
  - b. Carefully examined all documents issued in connection with the Project including but not limited to this Proposal for Construction Contract - Bid Form, the Notice to Contractors Inviting Bids, the Instructions to Bidders, the Pre-Bid Site Inspection Certification, the contract form, the Noncollusion Affidavit, the performance bond, the labor and materials bond, and addenda numbers \_\_\_\_\_.
  - c. Carefully examined the job site on which the Project is to be constructed.
  - d. Determined to the undersigned's own satisfaction all conditions or limitations that exist or that may arise affecting the Project and difficulties that may be encountered in the construction of the Project.
  - e. Made this bid on the basis of such examinations, inspections and determinations, and not on the basis of any representations or promises made to the bidder by the

District or by any agent of the District, and not contained in the plans and specifications for the Project nor in the documents listed above issued in connection with the Project.

4. With this bid is submitted a Pre-Bid Site Inspection Certification, List of Proposed Subcontractors and Noncollusion Affidavit in the forms provided as required by Section III, Paragraph 5 of the Instructions to Bidders.
5. With this bid is submitted a bidder's security comprised of a bid bond, cash, cashier's check or certified check in an amount equal to at least ten percent (10%) of the total amount of the bid set forth in Paragraph 1 in the amount of \$\_\_\_\_\_. The bidder understands that this bidder's security may be forfeited for failure to execute a contract for the Project in the form issued to bidders in connection with the Project and post the bonds in the form and amount required by the contract documents within ten (10) calendar days after notice of award of the contract for the Project has been mailed to bidder. If a bid bond is submitted, the undersigned represents and certifies that said bond is issued by a surety admitted to do business in the State of California.
6. This bid is submitted by:
  - o Individual \_\_\_\_\_
  - o Corporation (State of Incorporation) \_\_\_\_\_
  - o Copartnership \_\_\_\_\_
  - o Joint Venture \_\_\_\_\_
  - o Combination \_\_\_\_\_

If the bidder is a corporation, the state of incorporation shall be inserted above and the legal name of the corporation shall be set forth below together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation. If the bidder is a copartnership, the true name of the firm shall be set forth below together with the signature of a partner authorized to sign the contract on behalf of the copartnership.

Name and Address of Partnership or Corporation:

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If bid is submitted by a copartnership, combination or joint venture, the individual members and their addresses are as follows:

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**IMPORTANT NOTICE**

This bid proposal must be signed in the same name-style in which the bidder is licensed. Bidders bidding jointly or as a combination of several business organizations are specifically cautioned that such bidder must be jointly licensed in the same form and style in which the bid is executed.

Legal Name of Bidder: \_\_\_\_\_ Contractor's License: \_\_\_\_\_

Date of Expiration of Contractor's License: \_\_\_\_\_

I declare under penalty of perjury that the information contained in this Proposal for Construction Contract - Bid Form is true and correct.

By \_\_\_\_\_ Date: \_\_\_\_\_  
Name:

# STAFF REPORT



DATE: 9-10-20

TO: Board of Directors

FROM: Greg Foell, District Administrator

SUBJECT: **DISCUSSION REGARDING BOARD COMMITTEES AND MEETING FREQUENCY**

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## **RECOMMENDATION**

Discuss the Board Committees and meeting frequency.

## **BACKGROUND**

At the August 20, 2020 Board Meeting, the Board of Directors discussed the function of the standing committees and if they should meet on a more regular basis. Staff discussed the following recommendations with input from Director Brunberg as a starting point for discussion. Recreation Committee: Meet 3 times per year ahead of each Activity Guide so suggestions can be incorporated into the next seasons guide: 1) End of January, 2) Mid-May, and 3) Beginning of October; Admin/Finance Committee: Meet 2-3 times per year: 1) Feb/March 2) May/June and 3) July/August (This is the current practice); Maintenance/Operations: Meet twice per year: Late Spring, Early Fall. The committee usually goes to several parks when we meet. Hold a yearly park tour with the entire BOD.

Personnel/Policy, Planning, Government, and Trails committees meet based on need. When committees meet review the District's Master Plan - Strategies and Tactics that fall within the committee assignments.

## **MOTION TO CONSIDER**

I move we approve having the Recreation Committee meet three times per year 1) February/March, 2) May/June, and 3) July/August along with the recommendations listed and incorporate the District's Strategies and Tactics review into each committee meeting.