NORTH HIGHLANDS RECREATION AND PARK DISTRICT
REGULAR MEETING
Regular Meeting of the Board of Directors
November 12, 2026 6:30 p.m. – District Office – Regular Meeting
6040-Watt Avenue, North Highlands, Ca 95660
Phone: (916) 332-7440
WWW.NHRPD.ORG

1. CALL MEETING TO ORDER

2. COMMENTS AND REPORTS FROM CITIZENS AND ORGANIZATIONS

Matters under the jurisdiction of the Board of Directors, and not on the posted agenda, may be addressed by the general public at this time. The public may address the Board on each agenda item during the Board's consideration of the item. In order to speak, the speaker must complete and submit a public comment card. The cards are available on a table to the rear of the Boardroom. The card should be handed to the Secretary of the Board. The Chairperson of the Board may use his or her discretion in waving this policy. The Board of Directors limits testimony on matters not on the agenda to three minutes per person and not more than fifteen minutes for a particular subject. Except for public hearings, comments from the public shall not be received until after completion of Board Discussion and deliberation, and just before final action or completion of the agenda item. The Board of Directors cannot take action on any unscheduled matter.

3. ADMINISTRATOR'S REPORT

A. October Highlights
B. Parks and Facilities Report
C. Recreation Report

4. CORRESPONDENCE

A.

5. REPORTS FROM STANDING COMMITTEE

Budget, Finance & Audit: Chairperson Patrick Williams; Members Beau Reynolds
Facility Development: Chairperson Beau Reynolds; Member Patrick Williams
Personnel and Policy: Chairperson Crystal Harding; Member Zachary Freels
Programs, Fees, and Charges: Chairperson Zachary Freels; Member Crystal Harding

6. CONSENT CALENDAR

A. Approval October 8, 2026, minutes
B. Approval of payment of the bills for the General Fund and CFD for the month of October 2026

7. UNFINISHED BUSINESS

A. Westwood Monthly Summary/Contract and Budget Review
Board discussion

8. **NEW BUSINESS**

A. Resolution #661 - Sierra Creek Park Construction
Board discussion Awarding of the low construction bid to Abide Builders.

9. **CHAIRPERSON'S REPORT**

10. **COMMENTS FROM BOARD MEMBERS**

11. **ADJOURNMENT**

12. **DATE, TIME, AND PLACE OF NEXT MEETING**
The next regular meeting of the Board of Directors will be on December 10, 2026 at 6:30 p.m. in the North Highlands Recreation Center, 6040-Watt Avenue, North Highlands, CA

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability related modification or accommodation to participate in this meeting, please contact the North Highlands Recreation and Park District Office at (916) 332-7440. Requests must be made as early as possible and at least one full business day before the start of the meeting.

Meeting ID: 864 8418 5535
Passcode: 668973

https://us06web.zoom.us/j/86484185535?pwd=tkrwuDMTmatR9U5F3KnCu1zAg57EXq.1

North Highlands Recreation and Park District

Board Agenda

To: Joanna McVay, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: November 12, 2026

Subject: Administrator's Report

ADMINISTRATOR'S REPORT

A. October 2026 Highlights
B. Parks and Facilities Report
C. Recreation Report

October, 2026 Highlights

October 1: Along with General Mangers from Arcade Creek and Rio Linda/Elverta Recreation and Park Districts, I presented at the monthly Lunch Bunch meeting. Each of us had a few minutes to share current events, programs and projects at our respective Districts.

October 6: I met with a representative from CPS-HR, Melissa Larson, who is our new point of contact. I shared current projects related to HR and position recruitments.

October 13: I attended a community meeting in the Recreation Center regarding a proposed Property and Business Improvement District in North Highlands on Watt Avenue from A Street to Antelope Road. County departments, other PBID Districts, local law enforcement, elected officials and interested members of the community were in attendance to learn about and discuss what a PBID is, the benefits of having a PBID in North Highlands and the timeline for creating a PBID.

October 15: Along with District Staff and representatives from Westwood, I led a meeting to open the submitted bids for the Sierra Creek Park. Seven bids were submitted and opened in front of those in attendance.

October 19: I attended the monthly North Watt Business Watch meeting. Topics discussed included the proposed PBID and reporting to Sacramento County for issues with trash dumping, vandalism and theft at local businesses.

October 21: I attended a presentation by CPS-HR – "Talent Attraction and Retention by Generation". The slide deck from this presentation is available for Board members to review.

October 22: I attended the CARPD Legislative Committee meeting. The majority of the meeting was a summary of the status of bills that affect special districts like ours, which bills were approved and which were vetoed.

October 26: I met with John Berchelli to discuss the Community Garden at Sierra Creek Park. John has experience with this topic and was very helpful in providing feedback and recommendations the District can consider for our garden.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

To: Scott Graham, Administrator

From: Kevin Kelly, Park and Facilities Superintendent

Date: November 12th, 2026

Subject: Parks/Facilities Report

PARK MAINTENANCE UPDATE:

In the month of November, Park Maintenance staff completed the following tasks outside of daily maintenance:

- Splashpad surface update
- Office landscaping clean-up
- Bollard replacement
- Pressure washing at Cherry Blossom Park
- Pressure washing at Brock Park
- Roof debris removal and filter replacement
- Removed weeds in planter beds at Cherry Blossom Park
- Replaced stained ceiling tiles in the Community Center
- Covered graffiti at Memorial Park
- Disc golf work at Memorial Park
- New Flags

INCIDENT/ACCIDENT REPORT UPDATE:

None to report

FURTHER INFORMANTION

As part of the Freedom Park refresh our staff prepped and painted the splash pad surfacing with TuffCoat anti-slip epoxy in waterpark blue. Staff prepped the surface by pressure washing and etching with a muriatic acid solution before applying paint. Staff also removed loose material on the wrought iron fencing and painted it with direct to metal paint in satin black.

Staff noticed that the landscaping at the office needed to be refreshed and got to work. The team trimmed up the trees, tidied up the grasses, clipped the jasmine and hauled away five burlaps of green waste.

When bollards at the parks are broken, they must be repaired in a timely manner. Our staff does a fine job of taking care of these quickly. Several were repaired at Planehaven and Karl Rosario Parks.

Staff took some extra time and pressure washed the concrete surfaces at Cherry Blossom Park as well as the concrete bleachers at Brock Park.

In preparation for the rainy season, staff removed debris that may clog roof drains. This will protect our roofs from flooding and prevent leaks in the future.

Now that there is a new roof on the Community Center, the stained ceiling tiles from previous leaks have been replaced.

Graffiti is a part of the park life and Memorial Park was our latest victim. Staff wiped the graffiti off of the signage and painted over fencing. The graffiti was reported to 311.

On a rainy day, the staff and I went to Memorial Park to work on the tee boxes for our disc golf course. We graded flat spots in the appropriate locations and spiked the 4x4 timbers into place.

We replaced the American Flag on our pole and added a California Flag below.

PHOTOS

Pressure Washing at Brock Park

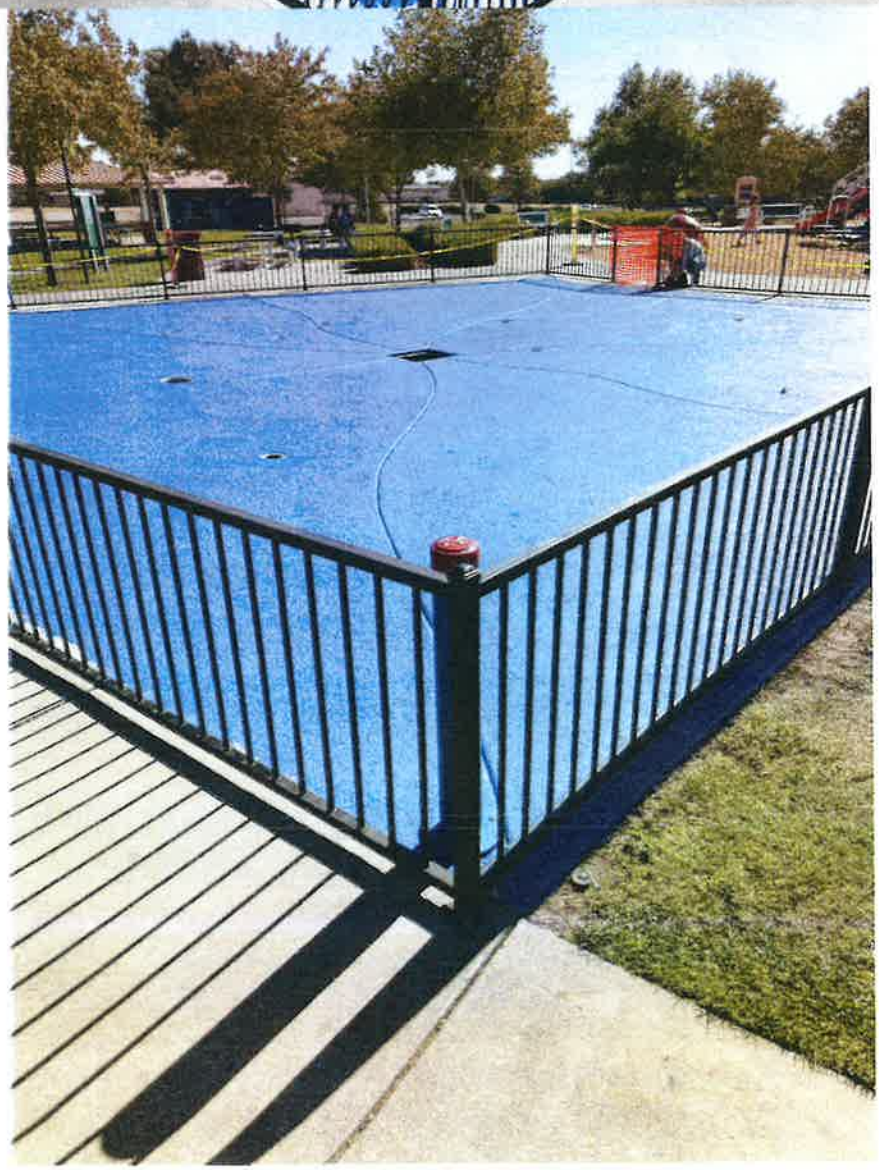


Splash Pad



Splash Pad (cont.)





Office Clean Up







Office Clean Up (cont.)



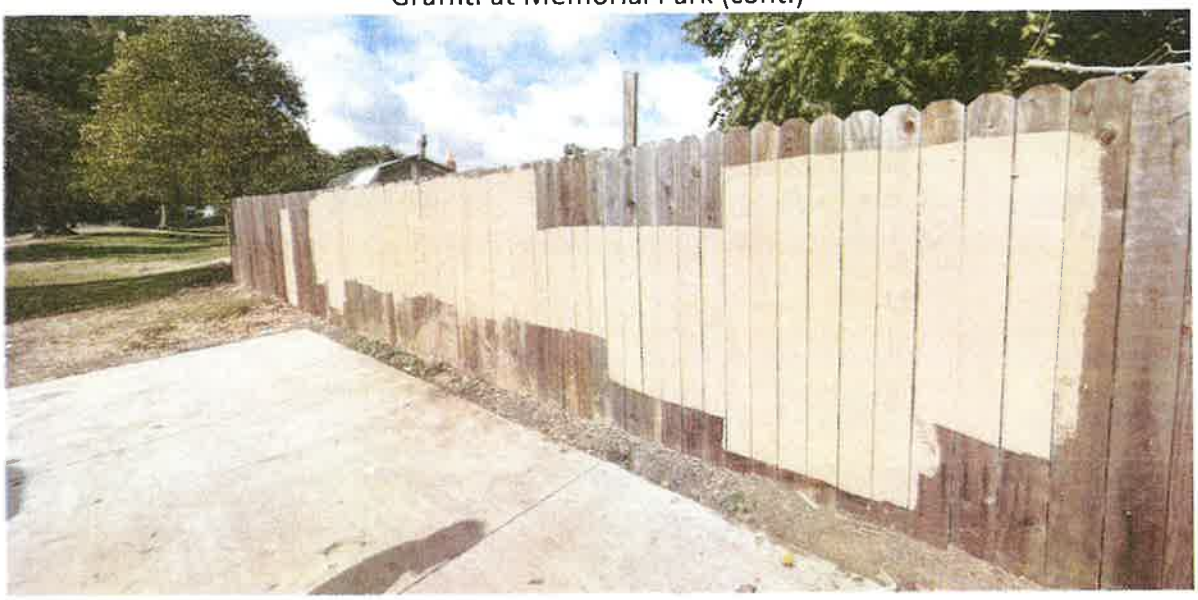
Leaf Swing @ Chardonnay



Graffiti at Memorial Park



Graffiti at Memorial Park (cont.)



Disc Golf at Memorial Park



Disc Golf Course at Memorial Park (cont.)



Disc Golf Course at Memorial Park (cont.)



Disc Golf Course at Memorial Park (cont.)







Knight Watch Protective Services, Inc.
Rio Linda Recreation and Park District
Monthly Patrol Activity Report
Date: September 26, 2026-October 25, 2026

Mobile Patrol	Report ID: 26-126084	Author: B Rasmussen
Date & Time	**Location**	**Activity**
2026-09-27 15:54	Community Center, 6040 Watt Ave, North Highlands, CA 95660	Homeless/Vagrant, Other
Report Details		
I conducted a routine foot patrol of the property. One homeless individual was sitting on the steps behind the property, and he complied when asked to leave. No other homeless individuals or property damage were observed. A water pipe near the rear building was observed leaking.		

Service Call	Report ID: 26-126943	Author: P Clary
Date & Time	**Location**	**Activity**
2026-10-02 15:53	Community Center, 6040 Watt Ave, North Highlands, CA 95660	Suspicious Activity, Suspicious Person
Report Details		
I arrived at location in response to a call for service regarding a suspicious male wearing a mask sitting on a bench on property. Upon my arrival, I observed a hispanic male adult wearing oversized sunglasses and sitting on the bench in front of the office. I began to approach the subject when he got up and started to walk towards Watt Ave. I observed him depart the property. I checked in with Kevin, the rp, and informed him what transpired. He informed me that his presence made them feel uncomfortable due to him wearing a mask and peaking through the windows. I acknowledged and then cleared the call.		

Mobile Patrol	Report ID: 26-127102	Author: P Clary
Date & Time	**Location**	**Activity**
2026-10-03 14:08	Chardonnay Park, 5171 Cherbourg Dr, Sacramento, CA 95842	Maintenance Issue, Vandalism
Report Details		
I arrived on site to conduct a thorough patrol and complete duties assigned to the property patrol. The following is a highlight of what I conducted and observed during my patrol. During my patrol, I observed no transients sleeping, camping, or loitering in the park. I also did not see anyone occupying any space in the park. The playground was still damaged and flagged off. It appeared, on one of the slides, that someone attempted to fix the hole in the slide by melting it. It did not work and the slide had zip ties holding the crack closed. Finally, I observed no disturbances or loud noises. There were no signs of smoke or fires anywhere on the property. There were no calls for service that needed answering during my time on property. With the site secured and nothing further, I departed the property.		

Mobile Patrol	Report ID: 26-127111	Author: P Clary
Date & Time	**Location**	**Activity**
2026-10-03 15:15	Brock Park, 3730 Antelope Rd, Antelope, CA 95843	Homeless/Vagrant, Trespass - Loitering
Report Details		
I arrived on site to conduct a thorough patrol and complete duties assigned to the property patrol. The following is a highlight of what I conducted and observed during my patrol. During my patrol, I met with [redacted], the director of parking management, and was informed about the festive event they are holding until 1030 tonight. I was also asked to remove a Hispanic male adult wearing a yellow shirt and having 2 stolen bikes from the property. I contacted the subject and asked him to leave. Without issue, the subject packed up and departed the property. I then met Pat and informed him of the outcome. Finally, I observed no disturbances or loud noises. There were no signs of smoke or fires anywhere on the property. There were no calls for service that needed answering during my time on property. With the site secured and nothing further, I departed the property.		

Mobile Patrol	Report ID: 26-127114	Author: P Clary
Date & Time	**Location**	**Activity**
2026-10-03 16:00	Freedom Park, 5931 Recreation Wy, McClellan Park, CA 95652	Parking Violation, Maintenance Issue, Suspicious Vehicle

Report Details

I arrived on site to conduct a thorough patrol and complete duties assigned to the property patrol. The following is a highlight of what I conducted and observed during my patrol. During my patrol, I encountered a gray GMC Sierra (CA license plate #[redacted]) parked on the grass fully. I took pictures and then attempted to find the owner to have it moved. I made my way, after no success in the park, into the ballpark and told the snack bar about it. They announced it on the intercom. I then headed back to the truck to tag the vehicle. Before arriving, I encountered the assistant to the owner of the truck as the owner was the head coach to one of the teams in the ballpark. The subject who moved the truck was respectful up until I asked for the name and information of the coach who owns the vehicle. I was told to "fuck off" and that "I'm not going to rat out one of the coaches". I was then told by Operations command to finish my pictures and let him know that if the vehicle is found there again, it will be towed. During my encounter, it was also mentioned that the owner also works for PG&E. Finally, I observed no disturbances or loud noises. There were no signs of smoke or fires anywhere on the property. There were no calls for service that needed answering during my time on property. With the site secured and nothing further, I departed the property.

Mobile Patrol	Report ID: 26-127254	Author: B Rasmussen
Date & Time	**Location**	**Activity**
2026-10-04 13:32	Sierra Creek Park, Davidson Dr, Antelope, CA 95843	Homeless/Vagrant

Report Details

I conducted a routine patrol of the park. Graffiti was observed on the wall near the creek area by the overpass. One homeless individual was on the property and complied with leaving after approximately 10 minutes. No other individuals or property damage were observed.

Mobile Patrol	Report ID: 26-128267	Author: P Clary
Date & Time	**Location**	**Activity**
2026-10-10 15:06	Sierra Creek Park, Davidson Dr, Antelope, CA 95843	602 Issued, Homeless/Vagrant, Illegal Camping, Law Enforcement - Contacted , Law Enforcement - On Site , Trespass - Refusal to Leave

Report Details

Upon arrival, I contacted [redacted], not identified prior to Sacramento Sheriff's Department (SSD), who was camped out in the underdeveloped landscape behind Sierra Creek Park. When I contacted Scott, I informed him that he needed to break down his camp and leave the property and that he could not be camping on the property as it is not a campground. [redacted] replied with he is in a public park and will not leave. I told him that he is on a public access point owned by the parks district of North Highlands and that as an agent of the property, I have the authority to remove him if he is breaking the rules of the park districts. He again told me that he will move when he is ready. I contacted SSD and requested him be trespassed from the property. At approximately 1453, SSD arrived and identified [redacted]. SSD also informed him that he was on a private part of the property set to be developed and that he could be on the public access park property but not on the development side. [redacted] appeared to be rejecting SSD but agreed to move after SSD informed him that security wanted him trespassed. SSD then filled out a 602 trespass notice and served him his copy. SSD gave him time to pack up and move off the property. Throughout the entire engagement, Scott never left his tent, and SSD never requested him to vacate his tent. [redacted] eventually departed his tent and began to pack up.

Mobile Patrol	Report ID: 26-128428	Author: B Rasmussen
Date & Time	**Location**	**Activity**
2026-10-11 16:09	Sierra Creek Park, Davidson Dr, Antelope, CA 95843	Vandalism

Report Details

I conducted a routine foot patrol of the park. No homeless individuals were observed. Graffiti was found on the overpass wall near the creek and on the park's red fence. Photos were taken to document conditions.

Mobile Patrol	Report ID: 26-128907	Author: P Clary
Date & Time	**Location**	**Activity**
2026-10-14 16:21	Brock Park, 3730 Antelope Rd, Antelope, CA 95843	Homeless/Vagrant
Report Details		
I arrived on site to conduct a thorough patrol and complete duties assigned to the property patrol. The following is a highlight of what I conducted and observed during my patrol. During my patrol, I found no damage or vandalism done to the park equipment. I encountered a transient sleeping on the grass by the restrooms. I made contact and told him there was no sleeping or camping at the park. He told me he was just taking a nap. When I explained there is no difference, he acknowledged and departed. Finally, I observed no disturbances or loud noises. There were no signs of smoke or fires anywhere on the property. There were no calls for service that needed answering during my time on property. With the site secured and nothing further, I departed the property.		

Mobile Patrol	Report ID: 26-129613	Author: P Raines
Date & Time	**Location**	**Activity**
2026-10-18 20:40	Brock Park, 3730 Antelope Rd, Antelope, CA 95843	Homeless/Vagrant
Report Details		
When I arrived, there were no vehicles in the parking lot. I did a foot patrol of the park and found four homeless individuals. I informed them the parks were closed, and they all left without argument. I checked out the buildings and did not see any signs of vandalism or damage. I also did not see any homeless encampment.		

Service Call	Report ID: 26-130389	Author: P Clary
Date & Time	**Location**	**Activity**
2026-10-23 13:32	Capehart Gym, 7916 Aztec Way, Antelope, CA 95843	Homeless/Vagrant, Suspicious Activity, Suspicious Person
Report Details		
I arrived in response to a call for service regarding a homeless man sleeping by the portapoties. Upon arrival, I noticed a man sleeping on a table in the pavilion. When approached I noticed it was a white male adult who was homeless. I made contact and he claimed that he was in a lot of pain. He was asked if he needed medical assistance and acknowledged, agreeing that he needed an ambulance. Sacramento Metro Fire was contacted. At approximately 1357, Metro Fire arrived to check on the subject. I unlocked the access gate for the medical team. After they checked the subject out, they claimed he will be transported to Mercy San Juan.		

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD AGENDA

TO: Scott Graham, Administrator

FROM: Rachel Robertson, Recreation Superintendent

DATE: November 12, 2026

SUBJECT: Recreation Division Report

Dragon's Den & October Camp

- This month theme was Halloween!
- We currently have 44 in the BSP program and 61 in the afterschool program.
- There were 24 students enrolled in the October Camp. The theme was Junior Wizards Academy. Students got to do Harry Potter Themed activities. They took a field trip to Bishops Pumpkin Patch where they watched pig races and got to pick out a pumpkin.

Toddler/Youth/Teen Programs

- Pee Wee Flag Football participants learned the fundamental of the sport through games, scrimmages and skill building exercises. 21 participants (10 TR, 11 paid).
- Dance with Stacie Ford held its first session for Fall season.
    - Youth & Teen Dance: 16 participants (10 TR, 6 paid).
    - Youth Ballet: 27 participants (20 TR, 7 paid).
- Youth Flag Football participants learned the fundamental of the sport through games and scrimmages. This is the second year running this program. 20 participants (10 TR, 10 paid).
- Youth & Teen Cooking made Pumpkin Muffins, Maple Butter, and Hot Apple Cider. 17 participants (10 TR, 7 paid).
- Youth Hobby Hop participants painted and carved pumpkins. 12 participants (10 TR, 2 paid).

Adult Programs

Adult & Senior Pickleball

- Second session of Fall started. Averaged 8 participants.
- Bought new and brightly colored pickleballs.

Adult Coed Volleyball

- The Fall session of Volleyball completed. 6 teams.
- Set It & Forget It won the season!

Senior Programs

Game Day (Monday)

- Game Day averaged 10 participants.

Bingo (Tuesday)

- Bingo averaged 13 participants.

Dance (Monday & Thursday)

- Dance averaged 12 participants.

Senior Movies (1st Wednesday/Month)

- The August movie was "Are you there, God? It is me, Margaret"
- Senior movie had 6 participants.

Harvesttime (Thursday)

- Harvesttime averaged 11 participants.
- Participants enjoyed a Halloween party with crafts and special games!

Rentals

- Capehart Gym: 28
- Community Center: 3
- Freedom Park: 9
- Recreation Center: 2
- Ridgepoint Gym: 4
    - Birthday Parties: 2 (Nerf)
- Brock Park: 0 (not in season)

Special Events

- The Annual Halloween Extravaganza and Costume Parade was hosted on Saturday, October 10th at the Community Center.
    - Event was a huge success with an estimate of 500 guests throughout the event duration.
    - Staff hosted trunk or treat vendors, a Halloween themed craft, pumpkin patch and pumpkin decorating, cotton candy, costume contest, parade, a bounce house and more!
    - Thank you to American River Rotary and Perry's Pumpkins for the pumpkin donations.
    - Thank you, Pat Williams for sponsoring the costume contest prizes.

- The Community Ofrenda Workshop was held on Tuesday, October 27th in the Recreation Center.
    - Participants enjoyed making painted sugar skulls, picture frames for their loved ones who passed away, tissue paper marigolds and skeleton masks. Attendees were encouraged to leave their items on the community ofrenda in the lobby or to take them home. They also enjoyed tamales and horchata.
    - Information on the Community Ofrenda and Dia de Los Muertos was shared through our TV in the lobby and signage next to the ofrenda.
    - 30 people attended this work shop and the Ofrenda was on display from October 27th to November 3rd.

- The Recreation Team hosted a pop-up Movie in the Courtyard event.
    - Due to the success of movie in the park in the summer, the Recreation team wanted to host a Halloween Movie on October 30th in the Courtyard.
    - The community voted on a movie, which was Hocus Pocus! Staff provided witches brew drinks, popcorn and candy for the movie.

Scholarships

- We received and approved 1 scholarship applications.
    - Senior Field Trip: Apple Hill
- Staff continues to market the opportunity through the Recreation Guide, the sign board, social media, on the gym bulletin board, website, and at resource fairs.

Marketing

- The monthly newsletter went out on 10/1.
    - Site views 101,468
        - Top sites: Calendar, Board Meetings, and About Us.
- Social Media Statistics for October.
    - 31k views – Facebook
        - 31 new followers
    - 48k views – Instagram
        - 14 new followers
- Winter Recreation Guide was ordered for November launch.

Miscellaneous Updates

- Staff member Kayla Thayer went to Lunch Bunch on October 1st to support Scott in his District presentation.
- Staff member Kelly Jew and Amaya Barnes went to the first YTRS Training of the year which focused on engaging communities outside of normal programming.
- Staff member Kayla Thayer and Amaya Barnes went to the CPRS D2 Lunch N' Learn: Nevaeh Youth Sports Safety Act on October 15th.
- Staff represented NHRPD at the Halloween Carnival at CCAA on Saturday, October 17th.
- Staff member Amaya Barnes attends the California Aquatic Management School (CAMS) October 20th to 22nd.












CRAY
CHAIT
CHUPO

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

BOARD MEETING MINUTES

REGULAR MEETING OF THE BOARD OF DIRECTORS

Date:	October 8, 2026
Time:	6:30 p.m. – Regular Meeting
Place:	North Highlands District Offices (6040-Watt Avenue, North Highlands, CA)
Member Present:	Joanna McVay, Crystal Harding, Pat Williams, Zachary Freels
Members Absent:	Beau Reynolds
Staff Present:	Scott Graham, Administrator Kevin Kelly, Park Superintendent Kayla Thayer, Acting Recreation Superintendent Terri Smith, Administrative Service Manager
Staff Absent:	Rachel Robertson-Murray, Recreation Superintendent
Guests Present:	Ashley Campos

MEETING TO ORDER:
Chairperson McVay called the meeting to order at 6:34 p.m.

COMMENTS AND REPORTS FROM STANDING CITIZENS AND ORGANIZATIONS
Ashley Campos with Connection Arts Academy is requesting to partner with North Highlands Recreation and Park District for their upcoming Crab Feed they do every year. She stated that she is with the Parent Teacher Organization (PTO), they are a local nonprofit. She stated that every year they try doing a major fundraiser, but the venue eats up about half their cost. We are hoping to partner with our district to try to help with that.

Administrator Graham stated that the normal procedure would be Ashley submitting a formal request to the District Recreation team and then we will bring it back to the board for a vote.

ADMINISTRATOR'S REPORT:

Administrator Report by Scott Graham with questions and comments from the Board regarding his report:

Parks and Facilities Report by Park Superintendent Kevin Kelly with questions and comments from the Board regarding his report:

Oral Recreation report by Acting Recreation Superintendent Kayla Thayer with questions and comments from the Board regarding her report:
Kayla wanted to publicly thank Antelope Lions Club for sponsoring ten (10) spots for Fall Break Camp.

CORRESPONDENCE:
None
REPORTS FROM STANDING COMMITTEES:

None to Report

CONSENT CALENDAR
Board Members went over the minutes, expenditures, and revenue reports with comments and questions.

10/1/26
Motion by Board Member Williams, seconded by Board Member Harding to approve the consent calendar.

AYES:	McVay, Harding, Williams, Freels
NOES:	-0-
ABSTAIN:	-0-
ABSENT:	Reynolds

UNFINISHED BUSINESS

A. Westwood Monthly Summary/Bid Process.
Administrator Graham stated that he wanted to clarify a few things in Karen Folsom's report.

- Sacramento County Permitting Progress
  - He stated that once we get Sac Metro approval this will be at 100%
  - Site Improvement Plans will take a little bit longer
  - He stated that we are at 95% done

NEW BUSINESS

A. Sacramento Suburban Water District Easement
There was some discussion from Board members before tabling it to next month.

10/2/26
Motion by Board Member Williams, seconded by Board Member Freels to table Sacramento Suburban Water District Easement for Freedom Park to next month November 12, 2026.

AYES:	McVay, Harding, Williams, Freels
NOES:	-0-
ABSTAIN:	-0-
ABSENT:	Reynolds

CHAIRPERSON'S REPORT:
Chairperson McVay stated that she would like to get a date for all board members to sit down and talk about our wish list and priority list for the district.

- Board member Freels stated that ZOOM would really open for him but could work around it. Exclude Monday mornings and Thursday. Fridays work for right now.
- Board member Harding stated that Friday would be good.
- Board Member Williams stated that Friday is good
- Chairperson McVay stated during the day works for her, up until 4pm – 5pm.

The Board chose October 30th, at 1:30pm with lunch provided.

COMMENTS FROM BOARD MEMBERS:

Board Member Harding asked Acting Recreation Superintendent Thayer to confirm the courtyard Movie will be.

Board Member Harding asked Ashley Campos on how would NHRPD get on campus? Do we have to go through Principal Emerson? Ashley stated start with Principal Emerson.

Board Member Harding stated please register and vote early.

Board Member Harding stated that she attended Veya Cummings memorial service

Board Member Harding wanted to thank Terri so much for her support. She stated that Terri has been so helpful whenever she reach out respond immediately and I really appreciate that.

Board Member Harding wanted to ask board members and staff to send some positive vibes out to our colleague Beau and gets well soon and recovers and comes back in person with us.

Board Member Harding would like us to put the District out there.

Board Member Harding stated that do you remember how the county was talking to Scott about the extreme heat grant. She stated that the county went with Sunrise Recreation Park District and then her organization that I work with public health advocate applied to be a co-applicant and we were selected. Crystal stated that she asked Scott if he would be able to do a letter of support even though you know it did not go our way. She Scott told her to bring it to the board to see if they would agree on behalf of Gordon to write a letter of support for us to do this work in that area.

Board agreed to have Administrator Graham to prepare a letter for Board signature.

ADJOURNMENT
Chairperson McVay adjourned the regular board meeting at 7:49 pm.

DATE, TIME, AND PLACE OF MEETING
The next regular meeting of the Board of Directors will be on November 12, 2026, at 6:30 p.m. in the North Highlands Recreation Center, 6040-Watt Avenue, North Highlands, CA.

_____ _____

Signature Signature

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT NOVEMBER 2026
(Bills paid in October 2026)

CODE	CLASSIF.	VENDOR	EXPLANATION		AMOUNT
	BENEFITS				
1210	Retirement	Voya		$	-
1230	Insurance	California Choice	Nov-26	$	12,673.67
1230	" " "	CoPower	Nov-26	$	1,197.00
1240	Workers' Comp	CAPRI	3rd Quarter	$	-
	Total				**13,870.67**
	SERVICES & SUPPLIES				
550000	Other	USBank	Target (Sponsor Donation)	$	91.57
2029	Bus/Conf Exp	Harding	CSDA Conference	$	296.80
2029	" " "	USBank	CSDA, CAMS Conference	$	2,049.17
2035	Educ/Trng	USBank	Red Cross	$	210.00
2039	Empl Trans	Barnes, Amyaya	September 2026 Mileage	$	22.88
2039	" " "	Jew, Kelly	September 2026 Mileage	$	23.86
2039	" " "	Murray, Rachel	September 2026 Mileage	$	-
2039	" " "	Thayer, Kayla	September 2026 Mileage	$	30.93
2039	" " "	Young, Megan	September 2026 Mileage	$	33.44
2061	Membership	CSDA	Jan - Dec 2027	$	9,455.00
2076	Office Sup	USBank	Amazon, Al, Home Depot	$	66.66
2076	" " "	Walkers	Supplies	$	373.44
2076	" " "	Walkers	Supplies	$	107.90
2111	Bldg Maint. Service	Camfil	Service	$	1,175.98
2112	Bldg Maint. Supplies	Home Depot	Supplies	$	60.11
2112	" " "	USBank	Simbabala, Amazon	$	68.11
2112	" " "	Home Depot	Supplies	$	469.92
2112	" " "	Home Depot	Supplies	$	142.47
2112	" " "	Home Depot	Supplies	$	193.90
2162	Paint Supplies	Home Depot	Supplies	$	123.73
2162	" " "	Home Depot	Supplies	$	160.28
2168	Plumbing	Home Depot	Supplies	$	165.83
2168	" " "	Home Depot	Supplies	$	405.03
2168	" " "	Sprinkler Services	Supplies	$	174.87
2168	" " "	Sprinkler Services	Supplies	$	3,039.03
2168	" " "	Sprinkler Services	Supplies	$	1,014.81
2168	" " "	USBank	Amazon	$	117.94
2191	Electric	SMUD	3548415 3244 Freedom Park	$	219.19
2191	" " "	SMUD	7000000346 District	$	3,565.89
2191	" " "	SMUD	2919472 Rec/Dudley BLDG 1472	$	149.56
2191	" " "	SMUD	2733018 Aztec	$	2,141.88
2192	Nat'l Gas	PG&E	8802679102-5 3829 Stephen Drive	$	-
2192	" " "	PG&E	2198624112-9 7916 Aztec BLDG 518	$	48.14
2192	" " "	PG&E	0593497194-5 7916 Aztec BLDG 5360	$	8.60
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	$	1,428.17
2193	" " "	Public Works	September	$	78.20

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT NOVEMBER 2026
(Bills paid in October 2026)

CODE	CLASSIF.	VENDOR	EXPLANATION		AMOUNT
2195	Sewage	Sac Utilities	2802 Perrin	$	-
2195	" " "	Sac Utilities	3843 Bainbridge	$	148.70
2195	" " "	Sac Utilities	3911 Blackfield Dr.	$	-
2195	" " "	Sac Utilities	3929 Karl Dr.	$	-
2195	" " "	Sac Utilities	6040 Watt	$	428.55
2195	" " "	Sac Utilities	3721 Navaho Dr.	$	834.81
2197	Tele & Teleg	Comcast	Service - Shop	$	106.12
2197	" " "	Comcast	Service - District	$	279.84
2197	" " "	USBank	T-Mobile (Rec and Maint.Cell Phone)	$	496.05
2197	" " "	Telepacific	Service	$	1,328.10
2198	Water	Sac Suburban	Memorial, Larchmont, Brock #1, Brock #2, Navaho Bldg 518, Navaho bldg 539, Navaho/chip,Karl Dr., Strizek, Karl&Rosario,Planehaven,Wings Way, 6040 Watt,Freedom	$	10,403.51
2198	" " "	CA/American	Chardonnay	$	4,480.75
2198	" " "	CA/American	Sierra	$	2,213.54
2205	Auto Mtn Service	USBank	QuickQuack	$	22.99
2226	Expend Tools	USBank	Amazon, Harbor Freight	$	520.68
2226	" " "	Home Depot	Supplies	$	281.15
2275	Rents & Leases	DLL Financial	copier	$	203.95
2275	" " "	Cintas	Services	$	52.99
2275	" " "	Sac Valley Alarm	Services	$	294.36
2275	" " "	CIT-Avaya	Phone Equipment	$	418.26
2275	" " "	Cintas	Services	$	52.99
2281	Shop Equip Svc.	Bliss Power Lawn Equip.	Service	$	501.83
2281	" " "	CH Mowers	Services	$	171.78
2281	" " "	CH Mowers	Services	$	34.47
2292	Other Equip Sup	USBank	Amazon	$	96.96
2314	Clothing	CH Mowers	Rain Jacket	$	237.05
2314	" " "	Grainger	Bomber Jackets	$	159.63
2322	Custodial Sup	Walkers	Janitorial Supplies	$	188.05
2322	" " "	Walkers	Janitorial Supplies	$	820.89
2322	" " "	Walkers	Janitorial Supplies	$	77.19
2322	" " "	USBank	Walkers	$	68.23
2322	" " "	Walkers	Janitorial Supplies	$	109.74
2322	" " "	Walkers	Janitorial Supplies	$	60.45
2322	" " "	Walkers	Janitorial Supplies	$	155.79
2322	" " "	Walkers	Janitorial Supplies	$	157.33
2322	" " "	Walkers	Janitorial Supplies	$	55.06
2332	Food	USBank	Huckleberry, Walmart, Amazon	$	480.91
2332	" " "	Walkers	Kitchen Supplies	$	135.88
2444	Medical	Walkers	Medicine	$	34.32
2444	" " "	Walkers	Medicine	$	60.79
2531	Legal	Kreisberg	Sept 2026	$	553.00
2531	" " "	BKS Law	Sept 2026	$	2,252.50

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT NOVEMBER 2026
(Bills paid in October 2026)

CODE	CLASSIF.	VENDOR	EXPLANATION		AMOUNT
2591	Other Prof Serv.	Knight Watch	October patrol	$	6,572.00
2591	" " "	Sac Co Taxes	Brock Park	$	135.56
2591	" " "	Sac Co Taxes	Chardonnay	$	280.90
2591	" " "	Sac Co Taxes	Karl Rosaro	$	15.90
2591	" " "	Sac Co Taxes	Karl Rosaro	$	12.64
2591	" " "	Sac Co Taxes	Memorial	$	139.34
2591	" " "	Sac Co Taxes	Planehaven	$	37.82
2591	" " "	Sac Co Taxes	Planehaven-Wings Way	$	30.76
2591	" " "	Sac Co Taxes	Postage Stamp	$	59.24
2591	" " "	Sac Co Taxes	Karl Rosaro	$	150.68
2591	" " "	Sac Co Taxes	Ruth Inman	$	236.32
2591	" " "	Sac Co Taxes	Sierra Creek	$	246.90
2591	" " "	Sac Co Taxes	Strizek	$	105.08
2591	" " "	Fast Signs	Signs	$	571.82
2591	" " "	USBank	Golden Hills,OpenAI,Adobe,CarbonHealth, Microsoft,Civicplus,Culligan,Starlink,Face Book,WhenIWork,ZOOM	$	1,580.46
2591	" " "	Cintas	Services	$	215.16
2851	Recreation Service	Ford, Stacie	September payment	$	100.00
2851	" " "	USBank	RiverValleyFeed, BishopPumpkin	$	573.77
2852	Recreation Sup	USBank	Amazon,OrientalExp.,RiverValleyFeed, GroceryOutlet	$	1,606.60
2852	" " "	Home Depot	RANH	$	331.85
2871	Transportation	TRUSD	Summer Field Trip	$	899.00
2898	Other Oper Exp	NHRPD - BANK FEES	(Bank Fees/Bank Analysis Fees $43.30/Active Fee $)	$	394.72
2898	" " "	USBank	SacCounty (parking)	$	7.00
	TOTAL			**$**	**70,996.00**
FIXED ASSETS					
4201	Building Improvement	Shade Structures	Freedom Park	$	10,599.40
4202	Structures	Co of Sac	Sierra	$	2,088.02
4202	" " "	USBank	Sac Fire Dist Fees/Inspections	$	1,379.42
4202	" " "	Home Depot		$	2,855.32
4202	" " "	Park Planet	ARPA Planehaven	$	21,939.25
4202	" " "	Fountain People, Inc.	Freedom Park - ARPA	$	54,084.39
4303	Equipment			$	-
	TOTAL			**$**	**92,945.80**
Total District Salaries		(OCTOBER 3 PAY DAY)		$	184,238.02
Total District EDD		(OCTOBER 3 PAY DAY)		$	238.18
Total District OASDI		(OCTOBER 3 PAY DAY)		$	14,023.37
				$	**198,499.57**
	DISTRICT TOTALS				**$376,312.04**

NORTH HIGHLANDS RECREATION & PARK DISTRICT
BILLING REPORT NOVEMBER 2026
(Bills paid in October 2026)

CODE	CLASSIF.	VENDOR	EXPLANATION		AMOUNT
CODE	CLASSIF.	VENDOR	EXPLANATION		AMOUNT
9429	Building Rental				
9429	" " "				
9646	Rec Fees & Charges	Millinchamp, Melissa	Youth Flag Football	$	58.00
9690	Lease Reim			$	-

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

	A	B	C	D	E	F	G	H
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT						
2		REVENUE REPORT - OCTOBER 2026						
3								
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
5	FACILITY RENTALS							
6	9429	Community Center	$0.00	301.00	0.00	8,057.00	-8,057.00	
7	9429	Recreation Center	$0.00	0.00	0.00	1,408.50	-1,408.50	
8	**9429**	**TOTAL**	**$30,000.00**	**301.00**	**0.00**	**9,465.50**	**20,534.50**	**32%**
9								
10	LEASED PROPERTY							
11	9690	Strizek Lease	$0.00	2,386.93	0.00	9,547.72	-9,547.72	
12	9690	Capehart Lease - Day Care	$0.00	4,459.00	0.00	17,485.00	-17,485.00	
13	9690	Freedom Park Lease - Softball	$0.00	1,375.00	0.00	18,625.00	-18,625.00	
14	9690	Sierra Creek	$0.00	0.00	0.00	4,125.00	-4,125.00	
15	9690	**TOTAL**	**$128,050.00**	**8,220.93**	**0.00**	**49,782.72**	**78,267.28**	**39%**
16								
17	REVENUE, OTHER							
18	9790	Antelope Little League	$0.00	0.00	0.00	1,829.00	-1,829.00	
19	9790	ARPA	$0.00	0.00	0.00	230,678.68	-230,678.68	
20	9790	Conference Fee Refund	$0.00	0.00	0.00	95.00	95.00	
21	9790	Election Reimbursement	$0.00	600.00	0.00	600.00	600.00	
22	9790	NH Yth Soccer Club Team Fees	$0.00	0.00	0.00	0.00	0.00	
23	9790	Prop 68 Reim	$0.00	46,664.00	0.00	265,661.00	265,661.00	
24	9790	Reim - Buttes	$0.00	0.00	0.00	150.86	150.86	
25	9790	Reim - CITI Home Depot	$0.00	0.00	0.00	0.00	0.00	
26	9790	Reim - CJUSD Water Fountain	$0.00	0.00	0.00	0.00	0.00	
27	9790	Reim - DLL Overpayment	$0.00	0.00	0.00	0.00	0.00	
28	9790	Reim Graham	$0.00	0.00	0.00	0.00	0.00	
29	9790	Reim SDLF Conference	$0.00	0.00	0.00	0.00	0.00	
30	9790	Stale Dated Checks	$0.00	0.00	0.00	0.00	0.00	
31	9790	USBank Incentive	$0.00	0.00	0.00	586.71	-586.71	
32			**$1,200,000.00**	**47,264.00**	**0.00**	**499,601.25**	**700,398.75**	**42%**
33								
34	AQUATICS							
35	9646	Swim Lesson/Family Swm	$71,220.00	0.00	0.00	178,982.00	-107,762.00	
36		**TOTAL**	**$71,220.00**	**0.00**	**0.00**	**178,982.00**	**-107,762.00**	**251%**
37								
38	DAY CARE PROGRAM							
39	9646	Dragon's Den	$463,680.00	103,278.42	0.00	268,114.91	195,565.09	
40	9646	Dragon's Den FALL Camp	$0.00	0.00	0.00	0.00	0.00	
41	9646	Dragon's Den OCTOBER Camp	$5,120.00	0.00	0.00	0.00	5,120.00	
42	9646	Dragon's Den SPRING Camp	$4,080.00	0.00	0.00	0.00	4,080.00	
43	9646	Dragon's Den SUMMER Camp	$34,800.00	0.00	0.00	0.00	34,800.00	
44	9646	Fall Break Camp	$3,120.00	780.00	0.00	780.00	2,340.00	
45	9646	Spring Break Camp	$5,120.00	0.00	0.00	0.00	5,120.00	
46	9646	Summer Kids Camp	$49,200.00	0.00	0.00	46,702.00	2,498.00	
47	9646	Winter Camp	$0.00	0.00	0.00	0.00	0.00	
48		**TOTAL**	**$565,120.00**	**104,058.42**	**0.00**	**$315,596.91**	**249,523.09**	**56%**
49								
50	TODDLER PROGRAMS							
51	9646	Tot Spot 2 day session	$0.00	0.00	0.00	0.00	0.00	
52	9646	Tot Spot 3 Day session	$750.00	0.00	0.00	150.00	600.00	
53		**TOTAL**	**$750.00**	**$0.00**	**$0.00**	**$150.00**	**600.00**	**20%**
54								
55	SPECIAL EVENTS							
56	9646	Breakfast with Santa	$800.00	0.00	0.00	0.00	800.00	
57	9646	Cupid Crew Dance	$440.00	0.00	0.00	0.00	440.00	
58	9646	Extravaganza Vendors	$770.00	40.00	0.00	250.00	520.00	
59	9646	Fathers Day Nerf War Meal	$0.00	0.00	0.00	0.00	0.00	
60	9646	Fathers Day Nerf War	$0.00	0.00	0.00	0.00	0.00	
61	9646	Forrest of Lights	$0.00	0.00	0.00	0.00	0.00	
62	9646	Mothers Day KickBall	$0.00	0.00	0.00	0.00	0.00	
63	9646	Pickleball and Pals	$160.00	0.00	0.00	0.00	160.00	
64		**TOTAL**	**$2,170.00**	**40.00**	**0.00**	**250.00**	**1,920.00**	**12%**
65								
66	CONTRACT CLASSES							
67	9646	Basketball Camp - Summer	$0.00	0.00	0.00	0.00	0.00	
68	9646	Counseling Services - TEEN	$0.00	0.00	0.00	0.00	0.00	
69	9646	Gotbuckets	$0.00	0.00	0.00	0.00	0.00	
70	9646	Youth/Teen Dance	$15,120.00	148.00	37.00	6,123.33	8,996.67	
71		**TOTAL**	**$15,120.00**	**148.00**	**37.00**	**6,123.33**	**8,996.67**	**40%**
72								
73	TEENS							
74	9646	3x3BBall Summer	$0.00	0.00	0.00	0.00	0.00	
75	9646	Teen Nights	$512.00	0.00	0.00	0.00	512.00	
76	9646	Teen Volleyball Skills & Drills	$880.00	330.00	0.00	330.00	550.00	
77		**TOTAL**	**$1,392.00**	**330.00**	**0.00**	**330.00**	**1,062.00**	**24%**
78								

	A	B	C	D	E	F	G	H
79	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
80	GYM/PARK RENTALS							
81	9646	Gym Rental-Capehart/R.P.	$29,450.00	5,240.00	0.00	29,397.50	52.50	
82	9646	Field Rental	$8,000.00	3,300.00	0.00	4,100.00	3,900.00	
83	9646	Park Rentals	$10,000.00	350.00	0.00	3,775.09	6,224.91	
84		**TOTAL**	**$47,450.00**	**8,890.00**	**0.00**	**37,272.59**	**10,177.41**	**79%**
85								
86	YOUTH PROGRAMS							
87	9646	2nd-3rd Bball -Winter	$2,808.00	0.00	0.00	0.00	2,808.00	
88	9646	4th-5th Bball -Winter	$2,340.00	0.00	0.00	0.00	2,340.00	
89	9646	6th-7th Bball -Winter	$2,340.00	0.00	0.00	0.00	2,340.00	
90	9646	7-8 year Bball - Summer	$0.00	0.00	0.00	0.00	0.00	
91	9646	9-11 year Bball - Summer	$0.00	0.00	0.00	0.00	0.00	
92	9646	Cheer	$672.00	0.00	0.00	0.00	672.00	
93	9646	DodgeBall	$696.00	0.00	0.00	0.00	696.00	
94	9646	Flag Foothball	$870.00	58.00	(58.00)	580.00	290.00	
95	9646	Hobby Hop Workshop (quarterly)	$1,000.00	25.00	0.00	575.00	425.00	
96	9646	PW Basketball	$770.00	0.00	0.00	0.00	770.00	
97	9646	PW Sports	$1,368.00	76.00	0.00	1,102.00	266.00	
98	9646	Workshop (Misc.)	$0.00	0.00	0.00	0.00	0.00	
99	9646	Youth/Teen Cooking	$6,000.00	200.00	0.00	2,600.00	3,400.00	
100		**TOTAL**	**$18,864.00**	**359.00**	**(58.00)**	**4,857.00**	**14,007.00**	**26%**
101								
102	ADULT SPORTS							
103	9646	Basketball Leauges	$880.00	0.00	0.00	0.00	880.00	
104	9646	Per Player Sports League	$520.00	0.00	0.00	0.00	520.00	
105	9646	Pickle Ball	$50.00	0.00	0.00	0.00	50.00	
106	9646	Volleyball	$3,040.00	0.00	0.00	950.00	2,090.00	
107		**TOTAL**	**$4,490.00**	**0.00**	**0.00**	**950.00**	**3,540.00**	**21%**
108								
109	SENIORS							
110	9646	Field Trips	$1,085.00	122.50	17.50	750.00	335.00	
111		**TOTAL**	**$1,085.00**	**$122.50**	**$17.50**	**$750.00**	**335.00**	**69%**
112								
113	TAXES							
114	9101	Prop Tax - Secured	$1,971,163.00	0.00	0.00	0.00	1,971,163.00	
115	9102	Prop Tax - Unsec	$76,598.00	0.00	0.00	0.00	76,598.00	
116	9103	Supp Prop Tax	$26,912.00	0.00	0.00	0.00	26,912.00	
117	9104	Prop Tax Sec Delinquent	$28,572.00	0.00	0.00	0.00	28,572.00	
118	9105	Prop Tax Supp Delinquent	$5,687.00	0.00	0.00	0.00	5,687.00	
119	9106	Prop tax Unitary	$16,035.00	0.00	0.00	0.00	16,035.00	
120	9120	Prop Tax Secured Redemp	$0.00	0.00	0.00	0.00	0.00	
121	9130	Prop Tax - Prior Unsec	$0.00	0.00	0.00	0.00	0.00	
122	9140	Prop Tax - Pently	$44.00	0.00	0.00	0.00	44.00	
123	9196	RDA Residual	$25,000.00	0.00	0.00	0.00	25,000.00	
124	9199	Taxes Other	$0.00	0.00	0.00	0.00	0.00	
125		**TOTAL**	**$2,150,011.00**	**0.00**	**0.00**	**0.00**	**2,150,011.00**	**0%**
126								
127	INTEREST INCOME							
128	9410	Interest Income	$80,000.00	0.00	0.00	0.00	80,000.00	
129		**TOTAL**	**$80,000.00**	**0.00**	**0.00**	**0.00**	**80,000.00**	**0%**
130								
131	9522	Homeowner Prop Tax	$10,781.00	0.00	0.00	0.00	10,781.00	
132		**TOTAL**	**$10,781.00**	**0.00**	**0.00**	**0.00**	**10,781.00**	**0%**
133								
134	IN LIEU TAX							
135	9529	In Lieu Tax	$500,000.00	0.00	0.00	2,521.74	497,478.26	
136		**TOTAL**	**$500,000.00**	**0.00**	**0.00**	**2,521.74**	**497,478.26**	**0%**
137								
138	MISC. Revenue							
139	9530	Misc. Revenue	$0.00	0.00	0.00	0.00	0.00	
140		**TOTAL**	**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
141								
142	AID TO LOCAL GOVERNMENT							
143	9531	Aid to Local Government	$0.00	0.00	0.00	0.00	0.00	
144		**TOTAL**	**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
145								
146	REDEVELOPMENT FUNDS							
147	9533	Redevelopment Passthru	$12,000.00	0.00	0.00	0.00	12,000.00	
148		**TOTAL**	**$12,000.00**	**0.00**	**0.00**	**0.00**	**12,000.00**	**0%**
149								
150								
151								
152								
153								
154								
155								
156								

	A	B	C	D	E	F	G	H
157	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
158	9429	Building Rental	$30,000	301.00	0.00	9,465.50	20,534.50	32%
159	9646	Rec Fees & Charges	$728,461	113,947.92	-3.50	545,261.83	183,199.17	75%
160	9100	Taxes	$2,150,011	0.00	0.00	0.00	2,150,011.00	0%
161	9410	Interest Income	$80,000	0.00	0.00	0.00	80,000.00	0%
162	9522	Homeowner Prop Tax	$10,781	0.00	0.00	0.00	10,781.00	0%
163	9529	In Lieu Tax	$500,000	0.00	0.00	2,521.74	497,478.26	0%
164	9530	Misc. Revenue	$0	0.00	0.00	0.00	0.00	0%
165	9531	Aid to Local Government	$0	0.00	0.00	0.00	0.00	0%
166	9533	Redevelopmnet Funds	$12,000	0.00	0.00	0.00	12,000.00	0%
167	9690	Lease Property	$128,050	8,220.93	0.00	49,782.72	78,267.28	39%
168	9790	Revenue Other	$1,200,000	47,264.00	0.00	497,772.25	702,227.75	41%
169		TOTAL	$4,839,303	169,733.85	-3.50	1,104,804.04	3,734,498.96	23%
170								
171		GENERAL RESERVED FUND	$0					
172		CARRY OVER	$824,332	0.00	0.00	0.00	0.00	0%
173								
174		TOTAL BUDGET	$5,663,635	169,733.85	-3.50	$1,104,804	4,558,830.96	20%
175								
176		Scholarship		0.00				
177		Donations/Sponsorship		0.00				
178		Field Deposit		0.00				
179		Bldg Deposit		0.00				
180		Bldg Guards		0.00				
181				0.00				
182								
183								
184		Total Revenue		169,733.85				
185								
186		Scholarship	$0.00	0.00	0.00	12,188.50	-12,188.50	
187		Donations/Sponsorship	$0.00	0.00	0.00	8,658.77	-8,658.77	
188		055000000	$0.00	0.00	0.00	24,071.43	-24,071.43	
189		Contingency	$241,966.00	0.00	0.00	0.00	241,966.00	
190		Park Dedication Acct 088L	$0.00	0.00	0.00	986,608.44	-986,608.44	
191		Park Fees 346I	$0.00	33,564.00	0.00	4,046,382.85	-4,046,382.85	
192		District Reserve Acct	$0.00	0.00	0.00	2,160,216.00	-2,160,216.00	

	A	B	C	D	E	F	G
1	NORTH HIGHLANDS RECREATION & PARK DISTRICT						
2	EXPENDITURE REPORT - OCTOBER 2026						
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SALARIES & BENEFITS						
7	1110	Administrator-Scott	174,193	19,929.92	60,229.76	113,963.24	35%
8	1110	Administrative Srv. Mngr.	107,232	12,357.55	37,112.65	70,119.35	35%
9	1110	Administrative Srv. Coord	72,252	0.00	0.00	72,252.00	0%
10	1122	Board of Directors	10,332	850.85	2,077.97	8,254.03	20%
11		Sub-Total	364,009	33,138.32	99,420.38	264,588.62	27%
12	1210	Retirement	22,514	0.00	7,787.39	14,726.61	35%
13	1220	OASDI	27,847	2,474.96	7,545.55	20,301.45	27%
14	1230	Insurance	31,987	1,781.20	7,124.80	24,862.20	22%
15	1240	Worker's Comp.	3,589	0.00	1,670.50	1,918.50	47%
16	1250	Unemployment	735	0.00	0.00	735.00	0%
17		Sub-Total	86,672	4,256.16	24,128.24	62,543.76	28%
18		**TOTAL**	**450,680**	**37,394.48**	**123,548.62**	**327,133.38**	27%
19							
20	SERVICES & SUPPLIES						
21	2005	Ad/Leg	1,000	0.00	560.95	439.05	56%
22	2022	Bks/Subs	200	0.00	0.00	200.00	0%
23	2029	Bus Conf Exp	10,000	2,218.57	2,218.57	7,781.43	22%
24	2035	Educ/Trng	5,000	0.00	0.00	5,000.00	0%
25	2039	Empl Trans	1,000	33.44	220.34	779.66	22%
26	2051	Insurance	160,973	0.00	80,486.50	80,486.50	50%
27	2061	Memberships	17,900	9,455.00	14,655.00	3,245.00	82%
28	2076	Office Sups	12,000	425.34	1,696.90	10,303.10	14%
29	2081	Postage	900	0.00	0.00	900.00	0%
30	2085	Printing	1,500	0.00	26.94	1,473.06	2%
31	2197	Tele & Teleg	18,000	1,607.94	5,643.69	12,356.31	31%
32	2261	Office Equip Mtnc	13,868	0.00	6,266.44	7,601.56	45%
33	2275	Rents & Leases	13,000	622.21	4,045.95	8,954.05	31%
34	2332	Food Sups	2,500	181.74	757.21	1,742.79	30%
35	2444	Medical Supplies	500	95.11	95.11	404.89	19%
36	2505	Actg Svcs	60,000	0.00	0.00	60,000.00	0%
37	2531	Legal Svcs	20,000	2,805.50	5,923.50	14,076.50	30%
38	2591	Other Prof Svcs	16,500	2,129.13	4,564.42	11,935.58	28%
39	2813	Sales Tax Adjustment	0	0.00	0.00	0.00	0%
40	2819	Registration Service	35,000	0.00	0.00	35,000.00	0%
41	2880	PY Expenditure	0	0.00	0.00	0.00	0%
42	2898	Other Oper Exp	6,600	401.72	2,374.54	4,225.46	36%
43		**TOTAL**	**396,441**	**19,975.70**	**129,536.06**	**266,904.94**	33%
44							
45							
46	4202	Struct & Imp	700000	79,491.08	283,457.93	416,542.07	40%
47	4303	Office Equipment	0	0.00	0.00	0	0%
48		**TOTAL**	**700,000**	**79491.08**	**283,457.93**	**416,542.07**	40%
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	A	B	C	D	E	F	G
58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	RECREATION						
60	SALARIES & BENEFITS						
61	1110	Superintendent- Rachel	120,540	13,893.10	16,737.35	103,802.65	14%
62	1110	Supervisor-Kayla	107,194	13,893.10	41,719.30	65,474.70	39%
63	1110	Rec Coordinator - Kelly	65,316	7,521.10	22,603.30	42,712.70	35%
64	1110	Rec. Coordinator - Amay	59,518	6,826.00	20,518.00	39,000.00	34%
65	1122	Part Time	502,229	36,713.18	172,002.40	330,226.60	0%
66		Sub-Total	854,797	78,846.48	273,580.35	581,216.65	32%
67	1210	Retirement	28,205	0.00	8,483.34	19,721.66	30%
68	1220	OASDI	65,392	6,371.21	21,620.32	43,771.68	33%
69	1230	Insurance	34,296	2,729.53	11,483.27	22,812.73	33%
70	1240	Worker's Comp	12,519	0.00	6,013.90	6,505.10	48%
71	1250	Unemployment	17,757	74.40	1,585.43	16,171.57	9%
72		Sub-Total	158,170	9,175.14	49,186.26	108,983.74	31%
73		**TOTAL**	**1,012,967**	**88,021.62**	**322,766.61**	**690,200.39**	32%
74							
75	SERVICES & SUPPLIES						
76	2005	Ads/Leg Notice	0	0.00	0.00	0.00	0%
77	2022	Books/Subs	0	0.00	0.00	0.00	0%
78	2029	Business/Conf Exp	6,000	127.40	352.40	5,647.60	6%
79	2035	Educ/Trng	1,500	84.00	420.00	1,080.00	28%
80	2039	Empl Trans	3,000	77.67	673.82	2,326.18	22%
81	2061	Memberships	750	0.00	165.00	585.00	22%
82	2065	Film Svcs	0	0.00	0.00	0.00	0%
83	2076	Office Sups	2,500	28.37	58.05	2,441.95	2%
84	2081	Postage	27,000	0.00	6,697.26	20,302.74	25%
85	2085	Printing	4,000	0.00	682.36	3,317.64	17%
86	2197	Tele & Teleg	2,500	166.18	830.90	1,669.10	33%
87	2261	Office Equip Mtnc	10,000	0.00	949.53	9,050.47	9%
88	2314	Clothing	7,500	0.00	0.00	7,500.00	0%
89	2332	Food	13,500	435.05	2,366.34	11,133.66	18%
90	2444	Med Sups	3,500	0.00	1,025.78	2,474.22	29%
91	2591	Other Prof Svcs	14,000	126.88	3,739.18	10,260.82	27%
92	2851	Rec Svcs	40,000	673.77	9,281.81	30,718.19	23%
93	2852	Rec Sups	23,000	1,938.45	5,791.98	17,208.02	25%
94	2871	Transportation	4,000	899.00	2,009.39	1,990.61	50%
95	2898	Other Oper Exp	0	0.00	0.00	0.00	0%
96			**162,750**	**4,556.77**	**35,043.80**	**127,706.20**	22%
97							
98	4202	Struct & Imp	55,142	0.00	0.00	55,142.00	0%
99			**55,142**	**0.00**	**0.00**	**55,142.00**	0%
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115	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
116	MAINTENANCE						
117	SALARIES & BENEFITS						
118	1110	Superintendent-Kevin	114,816	13,232.62	39,737.86	75,078.14	35%
119	1110	Supervisor - Sergio	95,388	10,990.93	33,012.79	62,375.21	35%
120	1110	Mtnc Worker II - Barry	66,960	5,153.86	20,615.44	46,344.56	31%
121	1110	Mtnc Worker II - Larry	66,960	7,710.79	23,172.37	43,787.63	35%
122	1110	Mtnc Wkr-Rodney	16,852	0.00	0.00	16,852.00	0%
123	1110	Mtnc Wkr-Simmons	62,268	7,210.93	21,672.79	40,595.21	35%
124	1110	Mtnc Wkr-Charles	56,844	6,543.55	19,670.65	37,173.35	35%
125	1110	Mtnc Wkr-Brandon/Isaiah	51,600	5,741.84	13,228.12	38,371.88	26%
126	1110	Mtnc Wkr-Christopher	59,664	6,868.93	14,460.90	45,203.10	24%
127	1122	PT Maintenance Wkr	33,280	0.00	0.00	33,280.00	0%
128	1122	Lead Facilities Monitor/Custodian	0	0.00	0.00	0.00	0%
129	1122	Weekday & Weekend Bldg Monitor	49,400	8,799.77	22,303.67	27,096.33	45%
130		**Sub-Total**	**674,033**	**$ 72,253.22**	**207,874.59**	**466,158.41**	**31%**
131	1210	Retirement	47,308	0.00	12,802.85	34,505.15	27%
132	1220	OASDI	51,564	5,177.20	15,134.76	36,429.24	29%
133	1230	Insurance	112,265	9,359.94	30,881.34	81,383.66	28%
134	1240	Worker's Comp.	65,213	0.00	24,055.56	41,157.44	37%
135	1250	Unemployment	2,695	163.78	307.88	2,387.12	11%
136		**Sub-Total**	**279,045**	**14,700.92**	**83,182.39**	**195,862.61**	**30%**
137		**TOTAL**	**953,077**	**86,954.14**	**291,056.98**	**662,020.02**	31%
138	SERVICES & SUPPLIES						
139	2029	Bus & Conf. Exp.	3,000	0.00	0.00	3,000.00	0%
140	2035	Educ/Trng	5,000	126.00	1,332.00	3,668.00	27%
141	2039	Empl Trans	250	0.00	0.00	250.00	0%
142	2061	Memberships	150	0.00	0.00	150.00	0%
143	2076	Office Sups	1,300	-204.51	289.78	1,010.22	22%
144	2104	Agri/Hort	5,000	0.00	0.00	5,000.00	0%
145	2111	Bldg Mtnc Svc	4,000	1,175.98	1,629.73	2,370.27	41%
146	2112	Bldg Mtnc Sups	13,000	934.51	7,482.55	5,517.45	58%
147	2122	Chem Sups	4,500	0.00	2,071.23	2,428.77	46%
148	2131	Elec Sys SVC	5,000	0.00	5,756.50	-756.50	115%
149	2132	Elec Sys Sup	4,000	0.00	0.00	4,000.00	0%
150	2142	Land Imp Sup	30,000	0.00	8,084.44	21,915.56	27%
151	2162	Paint Sups	1,500	284.01	284.01	1,215.99	19%
152	2168	Plumbing Sups	10,000	4,917.51	7,522.47	2,477.53	75%
153	2191	Electricity	65,000	6,076.52	26,744.61	38,255.39	41%
154	2192	Natural Gas	7,000	56.74	315.24	6,684.76	5%
155	2193	Refuse	25,000	1,506.37	5,365.96	19,634.04	21%
156	2195	Sewage	7,000	1,412.06	3,931.55	3,068.45	56%
157	2197	Tele/Teleg	4,000	435.99	2,377.36	1,622.64	59%
158	2198	Water	125,000	17,097.80	74,513.48	50,486.52	60%
159	2205	Auto Mtnc Svc	10,000	22.99	3,127.23	6,872.77	31%
160	2211	Constr Equip Svc	6,000	0.00	798.34	5,201.66	13%
161	2226	Expend Tools	6,000	801.83	2,453.85	3,546.15	41%
162	2236	Fuels & Lubes	10,000	0.00	1,001.50	8,998.50	10%
163	2275	Rents & Leases	17,000	400.34	3,166.72	13,833.28	19%
164	2281	Shop Equip Svc	2,000	708.08	1,222.73	777.27	61%
165	2292	Other Equip	25,000	96.96	3,466.30	21,533.70	14%
166	2314	Clothing	6,000	396.68	1,372.37	4,627.63	23%
167	2322	Cust Sup	22,500	1,851.05	6,394.64	16,105.36	28%
168	2444	Medical Sup	300	0.00	0.00	300.00	0%
169	2591	Other Prof Svc	150,000	8,024.57	44,001.99	105,998.01	29%
170		**TOTAL**	**574,500**	**46,121.48**	**214,706.58**	**359,793.42**	37%
171							

	A	B	C	D	E	F	G
172	**CODE**	**CLASSIFICATION**	**BUDGET**	**MONTHS**	**EXPENDED**	**BALANCE**	**% EXPEND**
173	FIXED ASSETS						
174	4201	Building Improvement	463,135	10,599.40	15,065.16	448,069.84	3%
175	4202	Structures & Imp	40,000	2,855.32	31,950.32	8,049.68	80%
176	4303	Other Equip	130,000	0.00	72,513.59	57,486.41	56%
177			**633,135**	**13,454.72**	**119,529.07**	**513,606**	19%
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	A	B	C	D	E	F	G
229	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
230		DISTRICT TOTALS					
231	SALARIES & BENEFITS						
232	1110	FULL TIME SALARIES	1,297,597	131,005.29	384,491.28	913,105.72	30%
233	1122	PART TIME SALARIES	595,241	46,363.80	196,384.04	398,856.96	33%
234	1210	RETIREMENT	98,027	0.00	29,073.58	68,953.42	30%
235	1220	OASDI	144,803	14,023.37	44,300.63	100,502.37	31%
236	1230	INSURANCE	178,547	13,870.67	49,489.41	129,057.59	28%
237	1240	WORKER'S COMP	81,320	0.00	31,739.96	49,580.04	39%
238	1250	UNEMPLOYMENT	21,186	238.18	1,893.31	19,292.69	9%
239	**1000**	**SALARIES/BENEFITS**	**2,416,724**	**212,370.24**	**737,372.21**	**1,679,351.79**	31%
240							
241	SERVICES & SUPPLIES						
242	2005	AD/LEGAL NOTICE	1,000	0.00	560.95	439.05	56%
243	2022	BOOKS/SUBS	200	0.00	0.00	200.00	0%
244	2029	BUS/CONF EXP	19,000	2,345.97	2,570.97	16,429.03	0%
245	2035	EDUC/TRNG	11,500	210.00	1,752.00	9,748.00	15%
246	2039	EMPLOY TRANS	4,250	77.67	894.16	3,355.84	0%
247	2051	INSURANCE	160,973	0.00	80,486.50	80,486.50	50%
248	2061	MEMBERSHIPS	18,800	9,455.00	14,820.00	3,980.00	79%
249	2076	OFFICE SUPS	15,800	249.20	2,044.73	13,755.27	13%
250	2081	POSTAGE	27,900	0.00	6,697.26	21,202.74	24%
251	2085	PRINTING	5,500	0.00	709.30	4,790.70	13%
252	2104	AGRI/HORT	5,000	0.00	0.00	5,000.00	0%
253	2111	BLDG MTNC SVC	4,000	1,175.98	1,629.73	2,370.27	41%
254	2112	BLDG MTNC SUP	13,000	934.51	7,482.55	5,517.45	58%
255	2122	CHEM SUPS	4,500	0.00	2,071.23	2,428.77	46%
256	2131	ELEC MTNC SVC	5,000	0.00	5,756.50	-756.50	115%
257	2132	ELEC MTNC SUP	4,000	0.00	0.00	4,000.00	0%
258	2142	LAND IMP SUP	30,000	0.00	8,084.44	21,915.56	27%
259	2162	PAINTING SUPS	1,500	284.01	284.01	1,215.99	19%
260	2168	PLUMBING SUPS	10,000	4,917.51	7,522.47	2,477.53	75%
261	2191	ELECTRICITY	65,000	6,076.52	26,744.61	38,255.39	41%
262	2192	NATURAL GAS	7,000	56.74	315.24	6,684.76	5%
263	2193	REFUSE	25,000	1,506.37	5,365.96	19,634.04	21%
264	2195	SEWAGE	7,000	1,412.06	3,931.55	3,068.45	56%
265	2197	TELE/TELEG	24,500	2,210.11	8,851.95	15,648.05	36%
266	2198	WATER	125,000	17,097.80	74,513.48	50,486.52	60%
267	2205	AUTO MTNC SVC	10,000	22.99	3,127.23	6,872.77	31%
268	2211	CONSTR EQUIP SVC	6,000	0.00	798.34	5,201.66	13%
269	2226	EXPEND TOOLS	6,000	801.83	2,453.85	3,546.15	41%
270	2236	FUELS / LUBES	10,000	0.00	1,001.50	8,998.50	10%
271	2261	OFF EQUIP MTNC	23,868	0.00	7,215.97	16,652.03	30%
272	2275	RENTS/LEASES	30,000	1,022.55	7,212.67	22,787.33	24%
273	2281	SHOP EQUIP SVCS	2,000	708.08	1,222.73	777.27	61%
274	2292	OTHER EQUIP SUPS	25,000	96.96	3,466.30	21,533.70	14%
275	2314	CLOTHING	13,500	396.68	1,372.37	12,127.63	10%
276	2322	CUST SUP	22,500	1,851.05	6,394.64	16,105.36	28%
277	2332	FOOD SUPS	16,000	616.79	3,123.55	12,876.45	20%
278	2444	MED SUPS	4,300	95.11	1,120.89	3,179.11	26%
279	2505	ACCOUNT SVC	60,000	0.00	0.00	60,000.00	0%
280	2531	LEGAL SVC	20,000	0.00	5,923.50	14,076.50	30%
281	2591	OTHER PROF SVCS	180,500	3,003.39	52,305.59	128,194.41	29%
282	2813	SALES TAX ADJUST.	0	181.74	0.00	0.00	0%
283	2819	REGISTRATION SVC	35,000	95.11	0.00	35,000.00	0%
284	2851	RECREATION SVC	40,000	673.77	9,281.81	30,718.19	23%
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286	**CODE**	**CLASSIFICATION**	**BUDGET**	**MONTHS**	**EXPENDED**	**BALANCE**	**% EXPEND**
287	2852	RECREATION SUP	23,000	1,938.45	5,791.98	17,208.02	25%
288	2871	TRANSPORTATION	4,000	899.00	2,009.39	1,990.61	50%
289	2880	PY EXPEND	0	0.00	0.00	0.00	0%
290	2898	OTHER OPER EXP	6,600	401.72	2,374.54	4,225.46	36%
291	**2000**	**SERVICES/SUPPLIES**	**1,133,691**	**70,653.95**	**379,286.44**	**754,404.56**	33%
292							
293	FIXED ASSETS						
294	4201	Building IIM	463,135	10,599.40	15,065.16	448,069.84	0%
295	4202	STRUCT & IMP	795,142	82,346.40	315,408.25	479,733.75	0%
296	4303	EQUIPMENT	130,000	0.00	72,513.59	57,486.41	0%
297	**4000**	**FIXED ASSETS**	**1,388,277**	**92,945.80**	**402,987.00**	**985,290**	0%
298							
299							
300	**1000**	**SALARIES & BENE**	**2,416,724**	**212,370.24**	**737,372.21**	**1,679,351.79**	31%
301							
302	**2000**	**SERVICES & SUPP**	**1,133,691**	**70,653.95**	**379,286.44**	**754,404.56**	33%
303							
304	**4000**	**FIXED ASSETS**	**1,388,277**	92,945.80	402,987.00	985,290	29%
305							
306		**CONTINGENCY**	**241,966**	0.00	48,000.00	193,966.00	20%
307							
308		**RESERVE**	**482,977**	0.00	0.00	0.00	0%
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311		**TOTAL**	**5,663,635**	**375,969.99**	**1,567,645.65**	**3,613,012**	28%
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NORTH HIGHLANDS RECREATION & PARK DISTRICT
CFD BILLING REPORT NOVEMBER 2026
(Bills paid in October 2026)

CODE	CLASSIF.	VENDOR	EXPLANATION		AMOUNT
BENEFITS					
1210	Retirement	VOYA			
1230	Insurance	CALIFORNIA CHOICE	Nov-26	$	1,287.58
1230	" " "	COPOWER	Nov-26	$	85.50
1240	Workers' Comp	CAPRI	3rd Quarter	$	-
	Total				**1,373.08**
SERVICES & SUPPLIES					
2191	Electric	SMUD	6696230 7955 Bing Drive PED	$	43.45
2191	" " "	SMUD	6696231 7931 Scotland Dr PED	$	43.30
2193	Refuse	Republic Service	3929 Karl, 7916 Aztec Way, 6040 Watt	$	100.00
2198	Water	CA/American	Cherry Blossom Park 7930 Little Plum IRRG	$	155.54
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive	$	103.82
2198	" " "	CA/American	Cherry Blossom Park 7866 Bing Drive IRRG	$	-
2198	" " "	CA/American	Cherry Blossome Park 2794 Napoleon IRRG	$	837.21
2236	Fuel & Lube	C.J.U.S.D.	July 1st - September 30th 2026	$	-
2591	Other Prof Serv	Sac County Tax Collect.	Bing Court	$	67.60
2591	" " "	Sac County Tax Collect.	Bing Drive	$	67.60
	TOTAL			**$**	**1,418.52**
FIXED ASSETS					
4201	Building Improvement			$	-
4202	Structures			$	-
4303	Equipment			$	-
	TOTAL			**$**	**-**
Total District Salaries		(OCTOBER 3 PAY DAY)		$	7,210.93
Total District EDD		(OCTOBER 3 PAY DAY)		$	-
Total District OASDI		(OCTOBER 3 PAY DAY)		$	551.64
				$	**7,762.57**
	DISTRICT TOTALS				**$10,554.17**

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

	A	B	C	D	E	F	G	H
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK						
2		REVENUE REPORT - OCTOBER 2026						
3								
4	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
5	TAXES							
6	9101	Prop Tax - Secured	$0.00	0.00	0.00	0.00	0.00	
7	9102	Prop Tax - Unsec	$0.00	0.00	0.00	0.00	0.00	
8	9103	Supp Prop Tax	$0.00	0.00	0.00	0.00	0.00	
9	9104	Prop Tax Sec Delinquent	$0.00	0.00	0.00	0.00	0.00	
10	9105	Prop Tax Supp Delinquent	$0.00	0.00	0.00	0.00	0.00	
11	9106	Prop tax Unitary	$0.00	0.00	0.00	0.00	0.00	
12	9120	Prop Tax Secured Redemp	$0.00	0.00	0.00	0.00	0.00	
13	9130	Prop Tax - Prior Unsec	$0.00	0.00	0.00	0.00	0.00	
14	9140	Prop Tax - Pently	$0.00	0.00	0.00	0.00	0.00	
15	9196	RDA Residual	$0.00	0.00	0.00	0.00	0.00	
16		**TOTAL**	**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
17								
18	INTEREST INCOME							
19	9410	Interest Income	$3,500.00	0.00	0.00	0.00	3,500.00	
20		**TOTAL**	**$3,500.00**	**0.00**	**0.00**	**0.00**	**3,500.00**	**0%**
21								
22	CONCESSION OTHER		**$0.00**	0.00	0.00	0.00	0.00	
23	9490	Concession Other	**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	
24		**TOTAL**						
25								
26	USE OF MONEY/PROPERTY							
27	9522	Homeowner Prop Tax	$0.00	0.00	0.00	0.00	0.00	
28		**TOTAL**	**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
29								
30	IN LIEU TAX							
31	9529	In Lieu Tax	$0.00	0.00	0.00	0.00	0.00	
32		**TOTAL**	**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
33								
34	MISC. Revenue							
35	9530	Misc. Revenue	$0.00	0.00	0.00	0.00	0.00	
36		**TOTAL**	**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
37								
38	AID TO LOCAL GOVERNMENT							
39	9531	Aid to Local Government	$0.00	0.00		0.00	0.00	
40		**TOTAL**	**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
41								
42	REDEVELOPMENT FUNDS							
43	9533	Redevelopment funds	$0.00	0.00	0.00	0.00	0.00	
44		**TOTAL**	**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
45								
46	STATE AID							
47	9569	State Aid	$0.00	0.00	0.00	0.00	0.00	
48		**TOTAL**	**$0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
49								
50	SPECIAL ASSESSMENT							
51	9603	Special Assessment	$144,272.00	0.00	0.00	0.00	144,272.00	
52		**TOTAL**	**$144,272.00**	**0.00**	**0.00**	**0.00**	**144,272.00**	**0%**
53								
54	CODE	CLASSIFICATION	BUDGET	MONTH'S	REF/REIM	TO DATE	UNREALIZED	PERCENT
55								
56	**9100**	**Taxes**	**$0**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
57	**9410**	**Interest Income**	**$3,500**	**0.00**	**0.00**	**0.00**	**3,500.00**	**0%**
58	**9490**	**Concession Other**	**$0**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
59	**9522**	**Homeowner Prop Tax**	**$0**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
60	**9529**	**In Lieu Tax**	**$0**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
61	**9530**	**Misc. Revenue**	**$0**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
62	**9531**	**Aid to Local Government**	**$0**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
63	**9533**	**Redevelopmnet Funds**	**$0**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
64	**9569**	**State Aid**	**$0**	**0.00**	**0.00**	**0.00**	**0.00**	**0%**
65	**9603**	**Special Assessment**	**$144,272**	**0.00**	**0.00**	**0.00**	**144,272.00**	**0%**
66								
67		**TOTAL**	**$147,772**	**0.00**	**0.00**	**0.00**	**147,772.00**	**0%**
68								
69		**GENERAL RESERVED FUND**	**$0**	**0.00**	0.00	**0.00**	**0.00**	**0%**
70		**CARRY OVER**	**$44,631.00**					
71								
72		**TOTAL BUDGET**	**$192,403**	**0.00**	**0.00**	**$0**	**192,403.00**	**0%**
73								
74		**Contingency**	$7,399.00	0.00	0.00	0.00	7,399.00	
75								
76								

	A	B	C	D	E	F	G
1		NORTH HIGHLANDS RECREATION & PARK DISTRICT - CHERRY BLOSSOM PARK					
2			EXPENDITURE REPORT - OCTOBER 2026				
3							
4	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
5	ADMINISTRATION						
6	SERVICES & SUPPLIES						
7	2005	Adv/Legal Notice	200	0.00	200.00	0.00	100%
8	2505	Actg Svcs	2,500	0.00	0.00	2,500.00	0%
9	2591	Other Prof Svcs	10,632	135.20	135.20	10,496.80	1%
10		**TOTAL**	**13,332**	**135.20**	**335.20**	**12,996.80**	3%
11							
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58	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
59	MAINTENANCE						
60	SALARIES & BENEFITS						
61	1110	Mtnc Wkr-	45,557	7,210.93	21,672.79	23,884.21	48%
62	1122	PT Wkr-Seasonal	10,000	0.00	0.00	10,000.00	0%
63		**Sub-Total**	**55,557**	**$ 7,210.93**	**21,672.79**	**33,884.21**	**39%**
64	1210	Retirement	3,645	0.00	1,733.82	1,911.18	48%
65	1220	OASDI	4,250	551.64	1,657.97	2,592.03	39%
66	1230	Insurance	12,049	1,373.08	5,492.32	6,556.68	46%
67	1240	Worker's Comp.	4,375	0.00	1,670.54	2,704.46	38%
68	1250	Unemployment	490	0.00	0.00	490.00	0%
69		**Sub-Total**	**24,810**	**1,924.72**	**10,554.65**	**14,255.35**	**43%**
70		**TOTAL**	**80,366**	**9,135.65**	**32,227.44**	**48,138.56**	40%
71	SERVICES & SUPPLIES						
72	2104	Agri/Hort	3,000	0.00	0.00	3,000.00	0%
73	2111	Bldg Mtnc. Svcs	200	0.00	0.00	200.00	0%
74	2122	Chemical Supplies	150	0.00	0.00	150.00	0%
75	2142	Land Imp Supplies	2,000	0.00	0.00	2,000.00	0%
76	2191	Electricity	1,000	86.75	347.86	652.14	35%
77	2193	Refuse	1,000	100.00	400.00	600.00	40%
78	2198	Water	50,000	1,096.57	7,652.30	42,347.70	15%
79	2205	Auto Mtnc Svc	700	0.00	0.00	700.00	0%
80	2211	Constr Equip. Svc	100	0.00	0.00	100.00	0%
81	2226	Expend Tools	300	0.00	0.00	300.00	0%
82	2236	Fuels & Lubes	2,000	0.00	500.00	1,500.00	25%
83	2275	Rents & Leases	0	0.00	0.00	0.00	0%
84	2281	Shop Equip Serv.	0	0.00	0.00	0.00	0%
85	2292	Other Equip Sups	2,000	0.00	0.00	2,000.00	0%
86	2314	Clothing	300	0.00	0.00	300.00	0%
87	2444	Medical Supplies	200	0.00	0.00	200.00	0%
88	2591	Other Prof Svc	3,000	0.00	0.00	3,000.00	0%
89		**TOTAL**	**65,950**	**1,283.32**	**8,900.16**	**57,049.84**	13%
90							
91							
92	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
93	FIXED ASSETS						
94	4201	Building Improvement	0	0.00	0.00	0.00	0%
95	4202	Structures & Imp	4,000	0.00	0.00	4,000.00	0%
96	4303	Other Equip	0	0.00	0.00	0.00	0%
97			**4,000**	**0.00**	**0.00**	4,000.00	0%
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113	CODE	CLASSIFICATION	BUDGET	MONTHS	EXPENDED	BALANCE	% EXPEND
114		DISTRICT TOTALS					
115	SALARIES & BENEFITS						
116	1110	FULL TIME SALARIES	45,557	7,210.93	21,672.79	23,884.21	48%
117	1122	PART TIME SALARIES	10,000	0.00	0.00	10,000.00	0%
118	1210	RETIREMENT	3,645	0.00	1,733.82	1,911.18	48%
119	1220	OASDI	4,250	551.64	1,657.97	2,592.03	39%
120	1230	INSURANCE	12,049	1,373.08	5,492.32	6,556.68	46%
121	1240	WORKER'S COMP	4,375	0.00	1,670.54	2,704.46	38%
122	1250	UNEMPLOYMENT	490	0.00	0.00	490.00	0%
123	**1000**	**SALARIES/BENEFITS**	**80,366**	**9,135.65**	**32,227.44**	**48,138.56**	**40%**
124							
125	SERVICES & SUPPLIES						
126	2005	Adv/Legal Notice	200	0.00	200.00	0.00	100%
127	2104	AGRI/HORT	3,000	0.00	0.00	3,000.00	0%
128	2111	Bldg Mtnc. Svcs	200	0.00	0.00	200.00	0%
129	2122	Chemical Supplies	150	0.00	0.00	150.00	0%
130	2142	Land Imp Supplies	2,000	0.00	0.00	2,000.00	0%
131	2191	ELECTRICITY	1,000	86.75	347.86	652.14	35%
132	2193	REFUSE	1,000	100.00	400.00	600.00	40%
133	2198	WATER	50,000	1,096.57	7,652.30	42,347.70	15%
134	2205	Auto Mtnc Svc	700	0.00	0.00	700.00	0%
135	2211	Constr Equip. Svc	100	0.00	0.00	100.00	0%
136	2226	Expend Tools	300	0.00	0.00	300.00	0%
137	2236	FUELS / LUBES	2,000	0.00	500.00	1,500.00	25%
138	2275	Rents & Leases	0	0.00	0.00	0.00	0%
139	2281	Shop Equip Serv.	0	0.00	0.00	0.00	0%
140	2292	Other Equip Sups	2,000	0.00	0.00	2,000.00	0%
141	2314	Clothing	300	0.00	0.00	300.00	0%
142	2444	Medical Supplies	200	0.00	0.00	200.00	0%
143	2505	Accounting	2,500	0.00	0.00	2,500.00	0%
144	2591	OTHER PROF SVCS	13,632	135.20	135.20	13,496.80	1%
145	**2000**	**SERVICES/SUPPLIES**	**79,282**	**1,418.52**	**9,235.36**	**70,046.64**	12%
146							
147	FIXED ASSETS						
148	4201	Building IIM	0	0.00	0.00	0.00	0%
149	4202	STRUCT & IMP	4,000	0.00	0.00	4,000.00	0%
150	4303	EQUIPMENT	0	0.00	0.00	0.00	0%
151	**4000**	**FIXED ASSETS**	**4,000**	**0.00**	0.00	4,000.00	0%
152							
153							
154	**1000**	**SALARIES & BENE**	**80,366**	**9,135.65**	**32,227.44**	**48,138.56**	40%
155							
156	**2000**	**SERVICES & SUPP**	**79,282**	**1,418.52**	**9,235.36**	**70,046.64**	12%
157							
158	**4000**	**FIXED ASSETS**	**4,000**	0.00	0.00	**4,000.00**	0%
159							
160		**CONTINGENCY**	**7,399**	0.00	0.00	7,399.00	0%
161			0				
162		**RESERVE**	21,356	0.00	0.00	0.00	0%
163							
164							
165		**TOTAL**	**192,403**	**10,554.17**	**41,462.80**	**129,584**	22%
166							
167							
168							
169							

Westwood

Sierra Creek Park - Progress Update

DATE: November 5, 2026

TO: Scott Graham, Administrator NHRPD
PREPARED BY: Karen Folsom, Westwood PS

Project Summary to date:

Below is a brief summary of the progress achieved since the last Board Summary provide for October 2026.

GENERAL

The Park and Watt Avenue Improvements project was successfully bid. Seven contractors submitted bids, all within range of the estimated budget

SACRAMENTO COUNTY PERMITTING PROGRESS:

The plans are not fully approved by the County, and the contractor will be required to continue working with the County for all permits, with Westwood's assistance.

Park Site Improvement Plan Approval:

The Park Site and the Watt Avenue improvement plans are close to permitting, with Sacramento County Fire approval pending.

County Building Dept Resubmittal

Westwood has prepared a package for the Building Department Permitting review and approval that includes the restroom building, bridge, power and lighting and shade structures. The contractor awarded the project will process this submittal.

NEXT STEPS:

Board Approval	11/12/2026
Park Construction	November 2026 to October 2027

North Highlands Recreation and Park District

Board Agenda

To: Joanna McVay, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: November 12, 2026

Subject: Sierra Creek Contract and Budget Review

Background

In October 2022, the District entered into a professional services agreement with O'Dell Engineering, now Westwood, for the design and development of Sierra Creek Park. The original contract was $468,025. Since that time, nine change orders totaling $353,914 have increased the contract amount to $821,939, an increase of approximately 76%.

Much of this increase resulted from additional requirements that were not included in the original agreement. These included environmental studies, California Department of Fish and Wildlife (CDFW) requirements, off-site traffic improvements, and extensive reviews and resubmittals involving several Sacramento County departments.

As the project moved forward, it became clear that the approval process was considerably more complicated than originally anticipated. Many of these requirements were beyond the technical expertise and resources of District staff, both under the previous administration and today. We relied on Westwood and its team of professionals to address these issues and keep the project moving.

The original contract included preparing construction documents and providing bidding support. However, the additional work needed to finalize the plans, prepare the public works bidding documents, and assist with the bidding process went beyond what was originally anticipated. These services were necessary to get the project to where it is today.

Administrative Accountability

I recognize and agree with the Board's concerns regarding the substantial increase in professional services costs. While the Board was periodically informed of the project's challenges and progress, I should have been more thorough and consistent in communicating the cumulative costs associated with the change orders and their impact on the original contract amount.

As District Administrator, I accept responsibility for that shortcoming. Going forward, I will provide more comprehensive financial updates on major capital projects, including original contract amounts, approved amendments, cumulative expenditures, and anticipated additional costs.

Summary

Sierra Creek Park has been a challenging project, with a lengthy approval process and additional expenses that were not anticipated when the original contract was signed. Westwood's work was necessary to meet the County's requirements, address environmental concerns, and prepare the project for construction.

While the additional costs are significant, the District has made substantial progress toward delivering a new community park that our residents have been waiting for. Our responsibility now is to manage the construction phase carefully, monitor costs, and keep the Board fully informed as we move toward completion.

Attachments:

Change Order Item List - Westwood

Board Agenda Report – October 22, 2022

Original Contract with O'Dell Engineering

Westwood

Change Order Item List

10/28/2026

Date	Item	Discipline	Comments	Fees
Change Order 1				
6/7/2023	**Creek assessment required by the County Dept of Water Resources (DWR) and Environmental Planning (PER)**			**$32,154.00**
		Environmental Scientist and Botanists.	Sanford's Arrowhead (Rare Plan Species) Survey - determining limits of plant locations	
		Environmental Scientist and Biologists.	Sierra Creek aquatic resources delineation by environmental scientists, including CDFW jurisdiction limits.	
		Civil Engineering	Civil engineering to determine Floodway Easement, required by Sacramento County Public Works and Flood Control, and DWR.	
		Land Surveying	Survey location stakes placed by biologists for mapping.	
		Land Surveying	Prepare Plat and Legal Description for the proposed floodway easement.	
		Landscape Architecture	Incorporate new easement limits into conceptual design and revise bridge locations as required.	
Change Order 2				
9/7/2023	**Sacrament County DWR required a hydraulic analysis of Sierra Creek**			**$12,500.00**
		Hydrology engineer	HEC-RAS Modeling by subconsultant required to determine limits of 100 year floodplain. Hydraulic Analysis Report prepared and submitted to the County.	
		Civil Engineering	Prepared County required Scoping Form, Parallell Review Program Form and attended several meetings. Submittal prepared for approval	
Change Order 3				
9/27/2024	**County Site Improvement Plan Section (SIPS), including Watt Avenue**			**$79,585.00**
		Civil Engineering and Traffic Engineering	Off-site improvement plans are required to install a U-Turn at the existing turn signal located at Watt Avenue and Navaho Drive including extending the median to close off the existing left turn lane leading to the park.	
		Landscape Architecture and Civil Engineering	Park Improvement Plan Submittals	
Change Order 4				
4/9/2025	**Geotechnical Report Update**			**$4,330.00**
		Geotechnical Engineer	The Sacramento County plan review required an update to the Geotechnical Report that was prepared in 2022.	
Change Order 5				
7/18/2025	**County Planning and Environmental Review Department (PER) and SIP Submittals**			**$125,400.00**
		Landscape Architecture and Electrical Engineering	The Westwood Team prepared applications and submitted to the Planning and Environmental Review Department (PER) at several intervals. Approval was received in December 2024.	
		Civil Engineering, Landscape Architecture, Land Surveying, Structural Engineering, Electrical Engineering	The site improvement plans necessary for permitting were prepared and processed through several county departments. There were several rounds of revisions, submittals and responses.	
		Building Department Submittal	This CCO included one submittal to the county Building Department. Plans were submitted to obtain permits for the electrical components, and shade structures.	
		Water Department Submittal	The county requires an additional submittal to California American Water, the utility purveyor for Sierra Creek Park.	
Change Order 6				
10/16/2025	**County (PER) required a CDFW Application for 1600 Streambed**			**$32,600.00**
		Landscape Architecture and Environmental Scientists	The environmental subconsultant, GEI prepared and coordinated with CDFW a Section 1600 Streambed Alteration Agreement . The Streambed Alteration Agreement is required for any activities withing the vicinity of Sierra Creek, including the bridge installation.	
Change Order 7				
4/15/2026	**Sacramento County Site Improvement and Permit Section (SIPS)**			**$24,500.00**
		Civil Engineering, Landscape Architecture, Land Surveying, Structural Engineering, Electrical Engineering	Additional coordination and submittals to the County were required. A Board Meeting presentation was prepared for the June 11, 2026 Board Meeting.	
Change Order 8				
5/22/2026	**Contractor Public Bidding Services**			**$39,945.00**
		Landscape Architecture, Civil Engineering	The Westwood Professional Services Team assisted NHRPD staff as a project manager by providing the services required to prepare and facilitate the public contractor bidding process.	
Change Order 9				
8/4/2026	**CDFW Support**			**$2,900.00**
			CDFW required an on-site meeting with GEI to review the project.	

North Highlands Recreation and Park District

Board Agenda Report

TO: Pat Williams, Chairperson
Board of Directors

FROM: Larry Mazzuca, Administrator

DATE: October 13, 2022

SUBJECT: Board of Directors Authorizing the District Administrator to Enter Into a Contract with O'Dell Engineering for the Purpose of Designing Sierra Creek Park

Background

On August 16, 2022, the North Highlands Recreation and Park District conducted interviews with landscape design firms for the purpose of selecting a firm to Design Sierra Creek Park.

As a result of this process, the interview panel, which included district board members, staff and an outside panelist, recommended the firm of O'Dell Engineering, located in Modesto, California.

Over the course of the past month, district staff have been in negotiations with Chad Kennedy, O'Dell Engineering, to complete both projects; Sierra Creek Park and the Park and Recreation Facilities Master Plan.

On October 7, 2022, district legal counsel, Andrew Ramos, of Bartkiewicz, Kronick and Shanahan, approved both contracts with O'Dell Engineering.

Discussion

Sierra Creek Park Design

O'Dell Engineering will lead a team of park design professionals including land surveying, civil engineering, arborist, and landscape architectural services on the project, in addition to bringing Pezzoni Engineering on board for professional electrical engineering services, PWF Engineering for Structural engineering and Engeo for professional geotechnical services. The services included are initial pre-design, conceptual design refinements, construction documentation, and bidding support and construction observation.

The project is located on 7.2 acres on Watt Avenue, Antelope, CA. The project site is adjacent to single family residential homes, Spinelli Elementary School, and Watt Avenue. The project is funded by Proposition 68 State grant funds in the amount of $2.85 million. Park amenities will include:

- Playgrounds for 2-5 and 5-12 age range, including swings
- Picnic areas with shade shelters
- Parking lot

- Walking paths
- Restroom building
- Community Garden
- Pedestrian Bridges (2)
- Art Mural
- Informational Placards
- Art Statuary
- Fencing and/or Walls along Watt Avenue Frontage
- Open Turf Areas
- Stage/Amphitheater
- Native non-irrigated planting areas

Scope of Work

The Scope of Work will include the following Tasks:

- Task 1: Project Research and Site Assessment
- Task 2: Conceptual Design
- Task 3: Design Development/50% Construction Documents
- Task 4: Construction Documents 90% and 100%
- Task 5: Construction Support
- Task 6: Optional – Public Outreach (Present final Concept Plan to the Public)
- Task 7: Optional – Art Component Service (Assist Direct with Coordination of Art Components)

Budget

FEES-	
Task 1: Project Research and Site Assessment	$68,964
Task 2: Conceptual Design	66,915
Task 3: Design Development/50% Construction Documents	87,392
Task 4: Construction Documents	187,822
Task 5: Construction Support	56,935
TOTAL PROJECT FEES WITH REIMURSABLES	**$468,025**
Task 6: Optional - Community Public Outreach	6,675
Task 7: Optional – Art Assistance	21,460
TOTAL PROJECT FEES INCLUDING OPTIONAL TASKS 6 & 7:	**$496,160**

The District has budgeted $500,000 for the design of Sierra Creek Park. This amount is included in the FY 2022-2023 GF Budget. For the purpose of Tasks 1-7, the District will pay O'Dell Engineering from its General Fund Budget and will then seek reimbursement from California State Parks.

Additional District Costs

There may be additional costs above the described project fees. They include: Soil testing (if required), USA requests (locating underground utilities – if required). If these additional costs are required, they are considered to be "minor" and the budget can be adjusted accordingly.

Other Considerations

As part of Task 4, O'Dell will present an initial project cost estimate. The initial project cost estimate will take into consideration inflation factors and equipment/supply chain issues that could increase the estimated cost of the construction phase of the project. The real cost of the project remains unknown until the project is put out to bid and bids are opened. In the event the estimated cost of the project exceeds budget, the staff will provide the Board of Directors with alternative options to reduced costs or add additional district funds from the General Fund and Developer Impact Fees to the project budget.

The time frame from when the District submitted its grant application to the time when the District opens project bids will be approximately 2.5-3 years. The cost for equipment, supplies and inflation factors could very likely have a bearing on the actual project cost estimate and bids.

Optional Tasks 6 & 7

At this time, District staff is non-committal regarding the need for Task 6 and 7. However, staff recommends that those optional costs remain in the budget until the District determines if and how it plans on addressing these optional tasks.

Recommendation

Staff recommends that the Board of Directors authorize the Administrator to enter into a Contract Agreement with O'Dell Engineering for the purpose of designing Sierra Creek Park, including Tasks 1-7 in the amount of $496,160.

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This form of agreement is distributed by:

ACEC
AMERICAN COUNCIL OF ENGINEERING COMPANIES
California

Client Initials: DS LM | Consultant Initials: DS CK

AGREEMENT BETWEEN CLIENT AND CONSULTANT

This form of agreement (Form A) was developed by the American Council of Engineering Companies of California and is intended primarily for the use of ACEC California members and may not be reproduced without the permission of the American Council of Engineering Companies of California. © 2017, 2013, 2010, 2009, 2008, 2007, 2003, 2001, 1998, 1994, 1991, 1989, 1987, 1984, 1982, 1979, 1978, 1975, 1973, 1970, 1967.

Project No. M3499

Agreement entered into at 1165 Scenic Drive #A, Modesto, CA on this date of September 23, 2022,

by and between: O'Dell Engineering Inc. & North Highlands Recreation and Park District

Client:	North Highlands Recreation and Park District	Consultant:	O'Dell Engineering Inc.
Name:	Larry Mazzuca	Name:	Chad Kennedy
Address:	6040 Watt Avenue	Address:	1165 Scenic Drive, Suite A
City, St, Zip:	North Highlands, CA 95660	City, St. Zip:	Modesto, CA 95350
Phone: Mobile:	(913) 332-7440	Phone: Mobile:	(209) 571-1765
Fax:		Fax:	
Email:	larry@nhrpd.org	Email:	ckennedy@odellengineering.com
License No:		License No:	

Client and Consultant agree as follows:

A. Client retains Consultant to perform services for (hereinafter called "project."):

Sierra Creek Park

B. Consultant agrees to perform the following services:

See Attached Proposal

C. Client agrees to compensate Consultant for such services as follows:

See Attached Proposal

D. This agreement is subject to the Provisions of Agreement contained in paragraphs 1 through 51, and the provisions of the exhibits attached hereto and made a part hereof. (List exhibits below.)

Proposal dated 9/16/2022

DS Client Initials | DS Consultant Initials

PROVISIONS OF AGREEMENT

Client and Consultant agree that the following provisions shall be part of this agreement:

1. Client and Consultant agree to cooperate with each other in order to fulfill their responsibilities and obligations under this agreement. Both Client and Consultant shall endeavor to maintain good working relationships among members of the project team.
2. This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of Client and Consultant.
3. This agreement shall not be assigned by either Client or Consultant without the prior written consent of the other. Neither Client nor Consultant shall assign claims arising from the agreement without the prior written consent of the other.
4. This agreement contains the entire and integrated agreement between Client and Consultant relating to the project and the provision of services for the project. Any prior agreements, promises, negotiations or representations not expressly set forth in this agreement are of no force or effect. Subsequent modifications to this agreement shall be in writing and signed by both Client and Consultant.
5. Consultant's or Client's waiver of any term, condition or covenant shall not constitute the waiver of any other term, condition or covenant. Consultant's or Client's waiver of any breach of this agreement shall not constitute the waiver of any other breach of the agreement.
6. If any term, condition or covenant of this agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this agreement shall be valid and binding on both the Client and Consultant.
7. This agreement shall be governed by and construed in accordance with the laws of the State of California.
8. If the scope of services includes Consultant's assistance in applying for governmental permits or approvals, Consultant's assistance shall not constitute a representation, warranty or guarantee that such permits or approvals will be acted upon favorably by any governmental agency.
9. Upon Consultant's request, Client shall execute and deliver, or cause to be executed and delivered, such additional information, documents or money to pay governmental fees and charges which are necessary for Consultant to perform services pursuant to the terms of this agreement.
10. Client acknowledges all reports, plans, specifications, field data and notes and other documents, including all such documents on electronic media, prepared by Consultant are instruments of service, and shall remain the property of Consultant and may be used by Consultant without the consent of Client. Upon request and payment of all costs involved and so long that Client is not otherwise in breach of contract, Client is entitled to a copy of all final plans and specifications for use in connection with the project for which the plans and specifications have been prepared. Client acknowledges that its right to utilize final plans and specifications and the services of Consultant provided pursuant to this agreement will continue only so long as Client is not in default, pursuant to the terms and conditions of this agreement, and Client has performed all its obligations under this agreement. In the event Client is in default of any of the terms and conditions of this agreement, any license or right to utilize the instruments of service by Client, is automatically revoked.
11. Client agrees not to use or permit any other person to use plans, specifications, drawings, cost estimates, reports or other documents prepared by Consultant which plans, specifications, drawings, cost estimates, reports or other documents are not final and which are not signed and stamped or sealed by Consultant. Client acknowledges that all documents on electronic files, or drawings, reports and data on any form of electronic media generated and furnished by the Consultant, are not final plans or documents. Client shall be responsible for any such use of all non-final plans, specifications, drawings, cost estimates, reports, electronic files or other documents not signed and stamped or sealed by Consultant. Client hereby waives any claim for liability against Consultant for such use. Client agrees, to the extent permitted by law, to indemnify and hold harmless Consultant, its officers, directors, employees, and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs,

arising from a violation of this paragraph by Client. Client further agrees that final plans, specifications, drawings, cost estimates, reports or other documents are for the exclusive use of Client and may be used by Client only for the project described on page 1 of 9 of this agreement and such use is subject to the terms and conditions of this agreement. Such final plans, specifications, drawings, cost estimates, reports or other documents may not be changed or used on a different project without written authorization or approval by Consultant. If signed check prints are required to be submitted with a stamp or seal, they shall not be considered final for purposes of this paragraph.

12. In accepting and utilizing any electronic files, or drawings, reports and data on any form of electronic media generated and furnished by Consultant ("electronic files"), Client covenants and agrees that all such electronic files are instruments of service of Consultant, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyright.

    Client agrees not to use or reuse these electronic files, in whole or in part, for any purpose or project other than the project that is the subject of this agreement. Client agrees not to make changes to or transfer these electronic files to others without the prior written consent of Consultant. Client further agrees to waive all claims against Consultant resulting in any way from any unauthorized changes, use or reuse of the electronic files for any other project by anyone other than Consultant.

    Client acknowledges that Client and Consultant have agreed on all hardware and software specifications that may be necessary for transmission of electronic files relevant to the project. These specifications, if applicable, are attached as **Exhibit** A to this agreement.

    Electronic files furnished by either party shall be subject to an acceptance period of fifteen (15) days during which the receiving party agrees to perform appropriate acceptance tests. The party furnishing the electronic file shall correct any discrepancies or errors detected and reported within the acceptance period. After the acceptance period, the electronic files shall be deemed to be accepted and neither party shall have any obligation to correct errors or maintain electronic files.

    Electronic files, such as computer-aided drafting and design files, are not construction documents, and Consultant makes no representation as to their accuracy or completeness. Client is aware that differences may exist between the electronic files delivered and the printed hard copy construction documents. In the event of a conflict between the signed construction documents prepared by Consultant and electronic files, the signed and stamped or sealed hard copy construction documents, copies of which shall be kept by Consultant, shall govern.

    In addition, Client agrees, to the extent permitted by law, to indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising from any unauthorized changes made by anyone other than Consultant or from any use or reuse of the electronic files for any other project without the express written permission of the Consultant.

    Under no circumstances shall delivery of electronic files for use by Client be deemed a sale of a product by Consultant nor shall Consultant's instruments of service ever be considered a product even if reduced to a written and tangible form, and Consultant makes no warranties, either express or implied, of merchantability and fitness for any particular purpose. In no event shall Consultant be liable for indirect or consequential damages as a result of Client's use or reuse of the electronic files.

13. Consultant makes no representations concerning soils or geological conditions unless specifically included in writing in this agreement, or by amendments to this agreement, and shall not be responsible for any liability that may arise out of the making of or failure to make soils or geological surveys, subsurface soils or geological tests, or general soils or geological testing even if the Consultant retains a geotechnical consultant as one of its subconsultants.

14. Client acknowledges Consultant has the right to complete all services agreed to be rendered pursuant to this agreement. In the event this agreement is terminated before the completion of all services, unless Consultant is responsible for such early termination, Client agrees to release Consultant from all liability for services performed. In the event all or any portion of the services by Consultant are suspended, abandoned, or otherwise terminated, Client shall pay Consultant all fees and charges for services provided prior to termination, not to exceed the contract limits specified herein, if any. Client acknowledges if the project services are suspended and restarted,

there will be additional charges due to suspension of the services which shall be paid for by Client as extra services pursuant to paragraph 29. Client acknowledges if project services are terminated for the convenience of Client, Consultant is entitled to reasonable termination costs and expenses, to be paid by Client as extra services pursuant to paragraph 29. If Client is in default under this agreement and Client requests Consultant continue providing some or all services, Consultant has no obligation to provide any further services unless Client provides financial assurances satisfactory to Consultant and otherwise cures any default.

15. If the scope of services to be provided by Consultant pursuant to the terms of this agreement includes an ALTA survey, Client agrees that Consultant may sign one of the ALTA survey statements attached to this agreement and incorporated herein by reference. In the event Consultant is required to sign a statement or certificate which differs from the ALTA survey statements contained in the attachment to this agreement, Client hereby agrees, to the extent permitted by law, to indemnify and hold Consultant harmless from any and all liability arising from the signing of any statement which differs from those statements contained in the attachment to this agreement.

16. If the scope of services to be provided by Consultant pursuant to the terms of this agreement includes the preparation of grading plans but excludes construction staking services, Client acknowledges that such staking services normally include coordinating civil engineering services and the preparation of record drawings based upon information provided by others, and Client will be required to retain such services from another consultant or pay Consultant pursuant to this agreement for such services as extra services in accordance with paragraph 29.

17. Unless the scope of services to be provided by Consultant expressly includes Consultant's assistance in determinations regarding the application of prevailing wages, Client and Consultant acknowledge that it is Client's exclusive responsibility to determine whether the project, which is the subject of this agreement, is a "public work" as defined in California Labor Code Section 1720, or whether prevailing wage rates are to be paid to certain workers in connection with the project, or determine the rate of prevailing wages to be paid certain workers. Consultant will develop its schedule of labor rates in reliance on the determinations of Client. In the event of a dispute regarding whether the project is a "public work", whether prevailing wages are to be paid, or the amount of prevailing wages to be paid to individual workers, Client agrees to pay Consultant for any and all additional costs and expenses (including additional wages, penalties & interest) incurred by Consultant and further agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants from all damages, liabilities or costs, including reasonable attorneys' fees and costs, arising from or related to the Client's determinations regarding the application of or payment of prevailing wages.

18. If the scope of services contained in this agreement does not include construction-phase services for this project, Client acknowledges such construction-phase services will be provided by Client or by others and Client assumes all responsibility for interpretation of the contract documents and for construction observation and supervision and waives any claim against Consultant that may in any way be connected thereto. In addition, Client agrees, to the extent permitted by law, to indemnify and hold Consultant harmless from any loss, claim, or cost, including reasonable attorneys' fees and costs of defense, arising or resulting from the performance of such services by other persons or entities and from any and all claims arising from the modification, clarification, interpretation, adjustments or changes made to the contract documents to reflect changed field or other conditions, except for claims arising from the sole negligence or willful misconduct of Consultant.

19. If the scope of work of Consultant includes the rendition of professional services for a project which is a common interest development subject to the provisions of Civil Code section 1375, Client agrees to reimburse Consultant for all costs and fees associated with Consultant's participation in the pre-litigation process described in Civil Code section 1375 or any other pre-litigation services requested by Client. Further, Client agrees to pay Consultant's fees for time incurred participating in the pre-litigation process. These fees and costs shall be paid as extra services in accordance with paragraph 29. Such extra services shall be paid at Consultant's normal hourly rates in effect at the time Consultant participates in the pre-litigation process. For purposes of this paragraph, a "common interest development" shall be a common interest development as defined in Civil Code section 1375.

Client agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants from all damages, liabilities or costs, including reasonable attorneys' fees and costs, arising from or related to Consultant's participation in the pre-litigation process pursuant to Civil Code section 1375.

Client agrees that if Client receives a Notice of Commencement of Legal Proceedings pursuant to Civil Code section 1375, Client will notify Consultant within 10 days of Client's receipt of the Notice of Commencement of Legal Proceedings, provided the Notice of Commencement of Legal Proceedings either identifies Consultant as a potentially responsible party or the face of the Notice contains information which identifies Consultant's potential responsibility. If Client does not timely notify Consultant, then Client agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants from all damages, liabilities or costs, including reasonable attorneys' fees and costs, arising from or related to Client's failure to timely notify Consultant.

20. If Client files a voluntary petition seeking relief under the United States Bankruptcy Code or if there is an involuntary bankruptcy petition filed against Client in the United States Bankruptcy Court, and that petition is not dismissed within fifteen (15) days of its filing, Consultant shall be entitled to continue suspension of the performance of any and all of its obligations pursuant to this agreement where the Client is in default and was in default prior to the filing of the bankruptcy petition. If, upon filing a voluntary petition or an involuntary petition in the United States Bankruptcy Court, Client seeks to have Consultant continue to provide services pursuant to this agreement, Client agrees to comply with applicable provisions of the United States Bankruptcy Code to ensure payment for any continuing or reinstated services.

21. Client agrees to provide to Consultant the present name and address of the record owner of the property upon which the project is to be located. Client also agrees to provide Consultant with the name and address of any and all lenders who may loan money on the project and who are entitled to receive a preliminary notice. Client will not object to any lawful filing of any lien by Consultant.

22. If payment for Consultant's services is to be made on behalf of Client by a third-party lender, Client agrees that Consultant shall not be required to indemnify the third-party lender, in the form of an endorsement or otherwise, as a condition to receiving payment for services.

23. The Consultant shall not be required to execute any documents subsequent to the signing of this Agreement that in any way might, in the judgment of the Consultant, increase the Consultant's contractual or legal obligations or risk, or adversely affect the availability or cost of its professional or general liability insurance. Nor shall Consultant be required to sign any documents, requested by any party, including Client, that would result in the Consultant's having to certify, guarantee, warrant or state the existence of conditions whose existence the Consultant cannot ascertain. The Client also agrees not to make resolution of any dispute with the Consultant or payment of any money due to the Consultant, in any way contingent upon the Consultant's signing any such certification, guarantee, warranty or statement.

24. All fees and other charges due Consultant will be billed monthly and shall be due at the time of billing unless specified otherwise in this agreement. If Client fails to pay Consultant within thirty (30) days after invoices are rendered, Consultant shall have the right in its sole discretion to consider such default in payment a material breach of this entire agreement, and, upon written notice, Consultant's duties, obligations and responsibilities under this agreement may be suspended or terminated in the judgment of the Consultant. In such event, Client shall promptly pay Consultant for all outstanding fees and charges due Consultant at the time of suspension or termination. If Consultant elects to suspend or terminate Consultant's services pursuant to this provision, Consultant is entitled to reasonable suspension or termination costs or expenses and Client waives any and all damage claims resulting from any delay or disruption after the suspension or termination.

25. Client agrees that all billings from Consultant to Client are correct and binding on Client unless Client, within ten (10) days from the date of receipt of such billing, notifies Consultant in writing of any alleged inaccuracies, discrepancies, or errors in billing.

26. Client agrees to pay a monthly late payment fee and not an interest charge, which will be the lesser of one and one-half percent(1-1/2%) per month or a monthly charge not to exceed the maximum legal rate, which will be applied to any unpaid balance commencing thirty (30) days after the date of the billing.

27. If Consultant, pursuant to this agreement, produces plans, specifications, or other documents and/or performs field services, and such plans, specifications, or other documents and/or field services are required by any governmental

agency, and such governmental agency changes its ordinances, codes, policies, procedures or requirements after the date of this agreement, any additional office or field services thereby required shall be paid for by Client as extra services in accordance with paragraph 29.

28. In the event Consultant's fee schedule changes due to any increase of costs such as the granting of wage increases and/or other employee benefits to field or office employees due to the terms of any labor agreement, or increase in the cost of living, during the lifetime of this agreement, a percentage increase shall be applied to all remaining fees and charges to reflect the increased costs.

29. Client agrees that if Client requests services not specified in the scope of services described in this agreement, Client will pay for all such additional services as extra services, in accordance with Consultant's billing rates utilized for this agreement.

30. In the event that any staking or record monuments are destroyed, damaged or disturbed by an act of God or anyone other than Consultant, the cost of restaking shall be paid for by Client as extra services in accordance with paragraph 29.

31. Client acknowledges that the design services performed pursuant to this agreement are based upon field and other conditions existing at the time these services were performed. Client further acknowledges that field and other conditions may change by the time project construction occurs and clarification, adjustments, modifications and other changes may be necessary to reflect changed field or other conditions. Such clarifications, adjustments, modifications and other changes shall be paid for by Client as extra services in accordance with paragraph 29.

32. Client shall pay the costs of all checking and inspection fees, zoning and annexation application fees, assessment fees, soils or geotechnical engineering fees, soils or geotechnical testing fees, aerial topography fees, and all other fees, permits, bond premiums, applicable taxes on professional services, title company charges, blueprints and reproductions, and all other similar charges not specifically covered by the terms of this agreement.

33. Client acknowledges and agrees that if Consultant provides surveying services, which services require the filing of a Record of Survey in accordance with Business and Professions Code section 8762, or a Corner Record pursuant to Business and Professions Code section 8773, all of the costs of preparation, examination and filing for the Record of Survey or Corner Record will be paid by Client as extra services in accordance with paragraph 29.

34. Consultant is not responsible for delay caused by activities or factors beyond Consultant's reasonable control, including but not limited to, delays by reason of strikes, lockouts, work slowdowns or stoppages, power failures, accidents or equipment malfunctions, acts of God, failure of Client to furnish timely information or approve or disapprove of Consultant's services or instruments of service promptly, faulty performance by Client or other contractors or governmental agencies. When such delays beyond Consultant's reasonable control occur, Client agrees Consultant shall not be responsible for damages nor shall Consultant be deemed to be in default of this agreement. Further, when such delays occur, Client agrees that, to the extent such delays cause Consultant to perform extra services, such services shall be paid for by Client as extra services in accordance with paragraph 29.

35. Notwithstanding any other provision of this Agreement, and to the extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect, punitive or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation or any other incidental, indirect or consequential damage that either party may have incurred from any cause or action.

36. Consultant shall not be liable for damages resulting from the actions or inactions of governmental agencies including, but not limited to, permit processing, environmental impact reports, dedications, general plans and amendments thereto, zoning matters, annexations or consolidations, use or conditional use permits, project or plan approvals, and building permits. Client agrees that it is the responsibility of Client to maintain in good standing all governmental approvals or permits and to timely apply for any necessary extensions thereof. Consultant is not responsible for the failure of any public agency to approve Consultant's work product.

37. If the scope of services requires Consultant to estimate quantities, such estimates are made on the basis of Consultant's experience and qualifications and represent Consultant's judgment as a professional generally familiar with the industry. However, such estimates are only estimates and shall not constitute representations, warranties or guarantees of the quantities of the subject of the estimate. If the scope of services requires Consultant to provide its opinion of probable construction costs, such opinion is to be made on the basis of Consultant's experience and qualifications and represents Consultant's judgment as to the probable construction costs. However, since Consultant has no control over costs or the price of labor, equipment or materials, or over the contractor's method of pricing, such opinions of probable construction costs do not constitute representations, warranties or guarantees of the accuracy of such opinions, as compared to bid or actual costs.

38. Estimates of land areas provided under this agreement are not intended to be, nor should they be considered to be, precise. The estimate will be performed pursuant to generally accepted standards of professional practice in effect at the time of performance.

39. Client acknowledges that Consultant is not responsible for the performance of work by third parties including, but not limited to, the construction contractor and its subcontractors.

40. Consultant makes no warranty, either express or implied, as to its findings, recommendations, plans, specifications, or professional advice except that the services were performed pursuant to generally accepted standards of professional practice in effect at the time of performance.

41. In the event (1) Client agrees to, authorizes, or permits changes in the plans, specifications, documents, or electronic files prepared by Consultant, which changes are not consented to in writing by Consultant, or (2) Client agrees to, authorizes or permits construction of unauthorized changes in the plans, specifications, documents, or electronic files prepared by Consultant, which changes are not consented to in writing by Consultant, or (3) Client does not follow recommendations prepared by Consultant pursuant to this agreement, which changed recommendations are not consented to in writing by Consultant: Client acknowledges that the unauthorized changes and their effects are not the responsibility of Consultant and Client agrees to release Consultant from all liability arising from the use of such changes, and further agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, employees and subconsultants from and against all claims, demands, damages or costs, including attorneys' fees, arising from the unauthorized changes.

42. Client agrees that in accordance with generally accepted construction practices, the construction contractor and construction subcontractors will be required to assume sole and complete responsibility for job site conditions during the course of construction of the project, including safety of all persons and property, and that this requirement shall apply continuously and not be limited to normal working hours. Neither the professional activities of Consultant nor the presence of Consultant or his or her employees or subconsultants at a construction site shall relieve the contractor and its subcontractors of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the work of construction in accordance with the contract documents and applicable health or safety requirements of any regulatory agency or of state law.

43. Client agrees to require its contractor and subcontractors to review the plans, specifications and documents prepared by Consultant prior to the commencement of construction-phase work. If the contractor and/or subcontractors determine there are deficiencies, conflicts, errors, omissions, code violations, improper uses of materials, or other deficiencies in the plans, specifications and documents prepared by Consultant, contractors and subcontractors shall notify Client so those deficiencies may be corrected by Consultant prior to the commencement of construction-phase work.

44. If during the construction phase of the project Client discovers or becomes aware of changed field or other conditions which necessitate clarifications, modifications or other changes to the plans, specifications, estimates or other documents prepared by Consultant, Client agrees to notify Consultant and retain Consultant to prepare the necessary changes or modifications before construction activities proceed. Further, Client agrees to require a provision in its construction contracts for the project which requires the contractor to promptly notify Client of any changed field or other conditions so that Client may in turn notify Consultant pursuant to the provisions of this paragraph. Any extra work performed by Consultant pursuant to this paragraph shall be paid for as extra services pursuant to paragraph 29.

DS Client Initials | DS Consultant Initials

45. Client agrees to purchase and maintain, or cause Contractor to purchase and maintain, during the course of construction, builder's risk "all risk" insurance which will name Consultant as an additional named insured on all such policies of insurance.

46. Client acknowledges that Consultant's scope of services for this project does not include any services related in any way to asbestos and/or hazardous or toxic materials whether natural or man-made. Should Consultant or any other party encounter such materials on the job site, or should it in any other way become known that such materials are present or may be present on the job site or any adjacent or nearby areas which may affect Consultant's services, Consultant may, at its option, suspend or terminate work on the project until such time as Client retains a qualified contractor to abate and/or remove the asbestos and/or hazardous or toxic materials and warrant that the job site is free from any hazard which may result from the existence of such materials. Further, Consultant has no responsibility for the presence of or mitigation related to any such materials on site whether natural or man-made.

47. Client hereby agrees to bring no cause of action on any basis whatsoever against Consultant, its officers and directors, principals, employees and subconsultants if such claim or cause of action in any way would involve Consultant's services for the investigation, detection, abatement, replacement, use or specification, or removal of products, materials or processes containing asbestos, asbestos cement pipe, and/or any hazardous or toxic materials whether natural or man-made. Client further agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, principals, employees and subconsultants from any asbestos and/or hazardous or toxic material related claims that may be brought by third parties as a result of the services provided by Consultant pursuant to this agreement, except claims caused by the sole negligence or willful misconduct of Consultant.

48. Client agrees, to the extent permitted by law, to defend, indemnify and hold harmless Consultant, its officers, directors, principals, employees and subconsultants from and against all claims, losses, damages and cost caused by, arising out of, or relating to, the presence of any fungus, mildew, mold or resulting allergens, provided that such claim, loss, damage or cost is not due to the sole negligence or willful misconduct of Consultant.

49. Client agrees that in the event Consultant institutes litigation to enforce or interpret the provisions of this agreement, such litigation is to be brought and adjudicated in the appropriate court in the county in which Consultant's principal place of business is located, and Client waives the right to bring, try or remove such litigation to any other state, county or judicial district.

50. (a) Except as provided in subdivisions (b) and (c), in an effort to resolve any conflicts that arise during the design or construction of the project or following completion of the project, Client and Consultant agree that all disputes between them arising out of or relating to this agreement shall be submitted to mediation, unless the parties mutually agree otherwise.

Client and Consultant further agree to include a similar mediation provision in all agreements with independent contractors and consultants retained for the project and to require all independent contractors and consultants also to include a similar mediation provision in all agreements with subcontractors, subconsultants, suppliers or fabricators so retained, thereby providing for mediation as the primary method for dispute resolution between the parties to those agreements.

(b) Subdivision (a) shall not preclude or limit Consultant's right to file an action for collection of fees if the amount in dispute is within the jurisdiction of the small claims court.

(c) Subdivision (a) shall not preclude or limit Consultant's right to record, perfect or enforce applicable mechanic's lien or stop notice remedies.

51. Client agrees to limit the liability of Consultant, its principals, employees and subconsultants, to Client and to all contractors and subcontractors on the project, for any claim or action arising in tort, contract, or strict liability, including attorney and expert fees, to the sum of $45,000 or Consultant's fee, whichever is greater. Client and Consultant acknowledge that this provision and this entire agreement was expressly negotiated and agreed upon between the parties.

Client Initials	Consultant Initials

IN WITNESS WHEREOF, the parties hereby execute this agreement upon the terms and conditions stated above.

Client: North Highlands Recreation and Park District

By: DocuSigned by: Larry Mazzuca EEF5D298C799438...

Name: Larry Mazzuca

Title: District Administrator

Date Signed: 10/17/2022

Consultant: O'Dell Engineering Inc.

By: DocuSigned by: Chad Kennedy FC8A7DDB506A485...

Name: Chad Kennedy

Title: Principal

Date Signed: 10/17/2022

Client should mail completed contract to the address shown for Consultant.

DocuSign Envelope ID: 00D959FA-85EE-49BE-85AC-3045A24B988A

O'DELL ENGINEERING

LANDSCAPE ARCHITECTURE PROPOSAL

Date: September 16, 2022

To: Larry Mazzuca
District Administrator
North Highlands Recreation and Park District (NHRPD)

From: Chad Kennedy, Karen Folsom

Re: Sierra Creek Park - M3499

Project Description

O'Dell Engineering is pleased to offer a proposal for design for this new park. O'Dell Engineering will offer our professional land surveying, civil engineering, arborist, and landscape architectural services on the project, in addition to bringing Pezzoni Engineering on board for professional electrical engineering services, PWF Engineering for structural engineering and Engeo for professional geotechnical services. We understand the overall park improvement project area to be approximately seven acres in size.

The park site is adjacent to single family residential homes and is located on Watt Avenue in Antelope. The Proposition 68 grant awarded budget is $2,850.000, and we understand an additional $3,000,000 is available from developer fees. The services requested are to include initial pre-design, conceptual design refinements, construction documentation, bidding support and construction observation.

For the grant application, several community outreach meetings were attended by the community and the results have been documented in a concept plan, included here as Exhibit A. While not required, we have provided information below for optional community outreach services, should the District decide to hold additional meetings or provide information to the community. We have also included an option to coordinate the art components into the plans, including community engagement, incorporation of the art into the construction documents and / or design of interpretive signage. These tasks may also be provided on a Time and Materials basis, if preferred.

We understand that the District is considering the following amenities for the park:

- Playgrounds for 2-5 and 5-12 age range, including swings
- Picnic area with shade shelter
- Parking lot
- Walking paths
- Restroom building
- Community Garden, Bridges
- Art mural
- Informational placards
- Fencing and / or walls along perimeter
- Open turf areas

- Native non-irrigated planting areas
- Stage / amphitheater

The approach for refining the program will include refinement of the proposed concept plan submitted with the Grant application. A Park Concept Plan with a preliminary cost estimate will be prepared. Once approved, constructions documents, technical specifications and cost estimates will be developed, engineered, and coordinated for permitting and bidding. O'Dell is also proposing to provide bidding and construction support.

Scope of Work

Task 1: Project Research and Site Assessment

Task 1.1 District Kick-off Meeting

Meet with the District to review options for the park design. Discuss options for park program, public outreach, and District standards for materials. The following typical items may be discussed:

- Introduce staff and project partners to the design consulting team.
- Review objectives of the project, scope of services, deliverable expectations, project schedule, and milestones.
- Obtaining & reviewing existing record drawings, utility information, District standard specifications & details and other available materials.
- Review and list all applicable design/planning standards, opportunities and or challenges anticipated.
- Review project budget and billing requirements.
- Establish meeting and presentation schedules, and communication channels with all parties involved.
- Review of potential construction budget and phasing
- Site Walk

Task 1.2 Topographic Survey and Mapping including Boundary:

- Perform cross-section survey of roadway at 50-foot intervals.
- Perform topographic survey of all hardscape and softscape, including: grade breaks, high points, low points. In flat areas, measure spot elevations in a grid pattern at 100-foot intervals.
- Locate surface-visible utility features and improvements, such as: signs, fences, walls, buildings, striping, driveways, walkways, drainages, structures, lights, poles, bollards, general limits of vegetated or landscaped areas, USA markings, vaults, valves, meters, boxes, pedestals, cleanouts, manholes, drain inlets, catch basins, culverts, outfalls, and standpipes.
- Trees 6" in diameter or larger will be located.
- At manholes and accessible structures measure invert elevation of all gravity storm drains and sewer pipes. Annotate topographic survey drawing with invert elevation, approximate diameter, and orientation of each pipe visible at the time of the survey. Where access is not practical, O'Dell Engineering shall indicate by notation on the mapping deliverable.
- Resolve the location of property boundaries and easements as defined by an analysis of available record maps, title report(s), supporting documents, and physical evidence.
- Reset missing or damaged property corner monuments as required.
- Prepare and submit a Record of Survey map to Sacramento County. The Record of Survey Map will comply with Section 8762 of the Professional Land Surveyors' Act.

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Task 1.3 Geotechnical Investigation and Reporting

Subsurface exploration will be provided including 4-6 test borings with laboratory soils testing, including infiltration rate testing. A geotechnical report summarizing the results and providing recommendations will be prepared, providing valuable information for use in engineering of the restroom building, structure footings, pavement, and potential walls.

Task 1.4 Arborist Review

An inventory of the existing mature trees will be performed at the site. This will include measuring all existing trees, identifying tree species and general condition of structure from the ground level. Disease, parasitic activity and/or pests will be noted.

Task 1.5 Site Analysis & Data Review

Research objectives will include a detailed review of project history and existing park site information including topographic surveys and soil studies. A site visit will be conducted, and site photographs will be taken. Available information will be reviewed. A site analysis will be performed reviewing site elements such as prevailing winds and sun angles, soil type, local established circulation patterns, utilities, adjacent land uses, and mature trees.

Deliverables:

a. Digital copy of the topographic survey drawing in AutoCAD Civil 3D 2020 format.
b. PDF copy of topographic survey on O'Dell title block.
c. Digital copy of the conceptual boundary linework drawing in AutoCAD Civil 3D 2020 format.
d. Geotechnical Report in pdf format
e. Tree Inventory Report in pdf format

Task 2: Conceptual Design

After geotechnical investigations and the topographic survey work is completed, the team will further design and refine the conceptual park plan. This plan will include sizes and locations of the amenities listed in the grant and preferred by the community. This plan will be presented to District staff for approval and subsequent District Board approval. We will then commence work towards generating a final conceptual site design for the park. This task will also include collaboration, reviews, and discussions with the District as the design progresses. The scope of work in this phase would include:

Task 2.1 Preliminary Conceptual Design

Prepare a conceptual park plan locating the program elements defined by the District and previous community outreach. This task includes preparation of a preliminary conceptual park plan with information regarding park elements such as parking and pathways, social gathering areas, play areas and fitness areas, shade elements and site furnishings. Sizes, adjacencies, locations, and connectivity between the elements shown in the grant approved concept plan, will be refined.

Task 2.2 District Review Meeting –

Meet with the District / Board to present and review the refined Park concept plan and gather feedback and input on the amenities.

Task 2.3 Final Conceptual Design –

Based on the input gathered from the District, a final conceptual park plan will be prepared. This task includes further development of the design into a final conceptual park plan. The Conceptual Park Plan will be a colored rendering and will include:

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- Conceptual layout with location of amenities, considering adjacencies.
- Conceptual grading including storm water management areas
- Preliminary planting and irrigation concepts
- Elevations and imagery to convey the design concepts.
- Size and floorplan for restroom building.

Task 2.4 Preliminary Cost Estimate – A Rough Order of Magnitude (ROM) style of cost estimate will be prepared for each of the final conceptual designs to aid in decision-making.

Deliverables:

a. Preliminary conceptual plans in PDF format.
b. Final Conceptual Park Plan in pdf format with supporting documentation
c. Preliminary cost estimate.

Task 3: Design Development / 50% Construction Documents Upon District approval and acceptance of the Conceptual Park Plan and design budget, the team will commence with the Design Development phase of the project. The Design Development package includes drawings to convey general engineering and design concepts. This phase of work shall refine the design and identify key construction systems and methods for landscape elements and materials, as well as critical coordination issues. This task would also include regular coordination and discussions with the District, with key tasks during this phase including:

Task 3.1 Preparation of Design Development Plans

- Cover Sheet and Project Notes
- Existing Conditions and Demolition plan
- Preliminary civil grading and utility plans
- Site features & finishes plan with layout
- Planting plan including species and sizes for replacement plantings
- Irrigation plan including hydrozones and equipment legend
- Electrical engineering plans including preliminary photometric plans and proposed electrical service & coordination with utility provider.
- Construction Details – key standard details to be included

Task 3.2 Technical Specifications – a list of anticipated specification sections will be prepared. Product cut sheets will be provided in the submittal.

Task 3.3 Cost estimate – A detailed cost estimate will be prepared, reflecting the refinement achieved during the development of the design and engineering.

Task 3.4 SWQCP – A Stormwater Quality Control Plan will be prepared in accordance with the Sacramento Region Storm Water Quality Design Manual, dated July 2018.

Task 3.5 SWPPP - A Stormwater Pollution Prevention Plan will be prepared.

Task 3.6 QA-QC - The Quality Control Manager will review the plan set and recommend additional coordination items for the design team, if needed.

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Deliverables:

a. Design Development PS&E in digital format (Hard copies available on request).
b. Stormwater Quality Control Plan in digital format (Hard copies available on request).
c. Stormwater Pollution Prevention Plan in digital format (Hard copies available on request).

Task 4: Construction Documents - 90% & 100% PS&E

Upon District approval and acceptance of the Design Development package and costs, the team will commence with the Construction Documents phase of the project. This will include routine information normally required by governing agencies, coordination with the sub-consultant team and preparation of final Plans, specifications, construction details and cost estimates for permitting and bidding. The scope of work will include two packages: a 90% construction documents submittal with draft specifications, and 100% documents including final specifications ready for bidding.

90% PS&E / BUILDING DEPARTMENT SUBMITTAL

Task 4.1 District meeting - This phase would begin with a meeting with District staff to review District comments on the Design Development submittal.

Task 4.2 Plan preparation – 90% – Prepare design construction documents to the 90% level of completion - The key deliverables during this phase will include:

- Cover Sheet and Project Notes
- Existing Conditions and Demolition plan
- Grading and Drainage Plan
- Utility Plan
- Erosion Control Plan
- Site features & finishes plan
- Horizontal Control Plan
- Planting plan
- Irrigation plan with water use calculations, if required.
- Construction Details – details for project specific items fully coordinated
- Electrical engineering plans with photometrics including proposed electrical service & coordination with PG&E and preliminary site power.

Task 4.3 Technical Specifications – Prepare a DRAFT set of technical specifications for District review and comment.

Task 4.4 Cost estimate – The detailed cost estimate will be updated reflecting the refinement achieved during the further development of the design and engineering.

Task 4.5 Quality Assurance / Quality Control (QA/QC) - The Quality Control Manager will review the plan set and recommend further define coordination items for the design team.

100% PS&E / BID SET

Task 4.6 District staff meeting - This phase would begin with a staff conference to respond to and address comments on the 90% PS&E submittal so the documents can be finalized.

Task 4.7 Plan preparation – 100% level of completion - The key deliverables during this phase will include:

- Cover Sheet and Project Notes
- Existing Conditions and Demolition plan
- Grading and Drainage Plan
- Utility Plan
- Erosion Control Plan
- Site features & finishes plan
- Horizontal Control Plan
- Planting plan
- Irrigation plan with water use calculations, if required.
- Construction Details – details for project specific items fully coordinated
- Structural engineering package
- Electrical engineering plan:
    - Proposed electrical service & coordination with PG&E.
    - Site lighting plans with photometrics for the entire site
    - Title 24 calculations
    - Power to building and irrigation controller

Task 4.8 Final Technical Specifications – Prepare final specifications.

Task 4.9 Engineer's Estimate – The detailed cost estimate will be updated reflecting the final project elements, material costs and quantities and formatted as an Engineer's Estimate.

Task 4.10 Bid package

Considering final review and any plan check comments from staff, the design team will revise the construction documents, and furnish signed reproducible copies of the bid documents (plans, technical specifications, and final estimates) ready for reproduction and binding for bidding. The bid package will include:

- Final stamped and signed Construction Document Plan Set
- Final stamped and signed Technical Specifications (District to provide Division 0 and 1 Specifications)
- Engineer's Estimate

Deliverables:

a. Construction Documents – 90% submittal / Building Department Submittal to include Technical Specifications in pdf and word format, Cost Estimate in pdf and excel formats.
b. Construction Documents - 100 % Submittal / Bid Set including final Technical Specifications and Engineer's Estimate in pdf format. Final submittal to include three full-size, stamped and signed hardcopies, technical specifications in pdf and word format, engineer's estimate in pdf and excel formats.

Task 5: Construction Support

O'Dell Engineering will perform construction support services throughout the project's completion. Services rendered may include:

Task 5.1 Attendance at the pre-construction meeting

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Task 5.2 Review and approvals of contractor's schedule, respond to RFI's
Task 5.3 Review of change orders related to landscape
Task 5.4 Review of shop drawings and submittals
Task 5.5 Construction observation site visits – monthly for a period of 12 months for park, for a total of 12 site meetings.
Task 5.6 Final Pre-maintenance punchwalk meeting, including a final Field Report and punchlist
Task 5.7 Preparation of as-built drawings from contractor field drawings

Task 6: Optional Public Outreach
As an optional service, the District may wish to provide the final Park Concept Plan to the public. This may be a community meeting, web survey, or presentation to the NHRPD Board. If input from the Board or Community is anticipated, the design team may include one round of revision to the Park Concept Plan, finalizing the location and size of the previously selected park amenities.

Task 6.1 Public Outreach Preparation - Prepare public meeting materials such as image boards with the preliminary conceptual park plan, options for park elements, playground imagery, site furniture, and an existing condition exhibit. Prepare on-line survey materials and neighborhood flyer. Meet with the District to review prior to presenting at the public meeting.

Task 6.2 Public Outreach Meeting Attendance–
Present amenity options for the park to the public in a one 2-hour meeting. Gather input from the community and document the feedback and consensus achieved. This may be an online meeting or an in-person meeting.

Deliverables: Presentation materials

Task 7: Optional Art Component Services
As an optional service, the District may wish to be assisted in coordination of the art components. Identified in the Grant proposal are .....
O'Dell may provide the following services if requested –

Task 7.1 Art Component Coordination
Coordination with the local school students and local artist for design of art components. Meet to review guidelines for the art component to be developed. Coordination of art competitions are excluded.

Task 7.2 Art Component Documentation
Meet with the District to review proposed art and placement options within the park plan. Once approved, coordinate the placement in the art with the site plan, and include location and base information at position of art placement, such as a concrete pedestal or wall. Structural engineering is excluded.

Tasl 7.3 Interpretive Signage
Design and prepare interpretive signage graphics for educational / interpretive notes denoted on the Grant approved master plan.

Deliverables: Inclusion of art in Construction Document set for bidding.

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Interpretive Signage graphics suitable for production

Reimbursables : Reimbursement included for the following:

- Printing three (3) hard copy sets of final submittal package.
- Mileage (current IRS rate)
- Presentation materials for public outreach

FEES –	
TASK 1 - PROJECT RESEARCH AND SITE ASSESSMENT	$ 68,964
TASK 2 - CONCEPTUAL DESIGN	$ 66,915
TAKS 3 - DESIGN DEVELOPMENT / 50% CD	$ 87,392
TASK 4 – CONSTRUCTION DOCUMENTS	$187,822
TASK 5 – CONSTRUCTION SUPPORT	$56,935
TOTAL PROJECT FEES WITH REIMBURSABLES:	**$468,025**
TASK 6 –OPTIONAL COMMUNITY OUTREACH	$6,675
TASK 7 – OPTIONAL ART ASSISTANCE	$21,460

Client to Provide:

- All agency fees
- Soil laboratory fees (if necessary)
- USA requests, if appropriate
- Client Program

Limitations/ Assumptions:

- Excludes mitigation monitoring, biological and botanical surveys, and other requirements in the MND
- Scope and cost estimates are based upon Client direction.
- Does not include Tree Risk Assessment
- Does not include structural calculations for art
- Does not include off-site improvement plans
- Does not include traffic control plans.
- Does not include fees, permits, or processing of permits.
- Building Department submittal includes one round of revisions. Additional revisions will be billed hourly based upon the current annual fee schedule.
- CAD deliverables will be prepared using the software noted above. Client shall verify compatibility prior to the start of work. Additional charges and delays may apply if changes are requested after the preparation of deliverables has begun.
- A survey control statement will be provided, including: the location, elevation, and description of the benchmark utilized, as well as a horizontal survey coordinate table with the point number, northing, easting, and description for at least three (3) points.
- Obstructed or inaccessible areas may not be mapped.
- Scope does not include mapping of shrubs or other minor vegetation.
- O'Dell Engineering makes every effort to provide accurate pipe diameter measurements. However, due to the limitations of the physical space and variations in design, pipe diameter measurements within gravity structures may vary up to two inches. Pipe diameters will be annotated as measured unless the client provides an alternate source of information such as as-built/record drawings or pothole data.

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- Pipe inverts which are not visible and exposed at the time of the survey due to inundation with water, trash, dirt, debris, etc. may not be measured. If any such invert is required for design, an additional mobilization charge may be required and will be scheduled after the client has made arrangements with the local agency to clean out the structure.
- Scope does not include subsurface utility locating.
- Scope does not include survey monument preservation
- District will be responsible for clearance of utilities not covered by USA. We cannot be held responsible for damage to utilities not identified by the District.
- Geotech auger cuttings can be spread onsite.
- Geotech boring locations are accessible by field staff and drilling equipment.
- Geotech hand augers and DCP in existing park areas are feasible.
- Geotech mitigation of liquefaction and seismic settlement is beyond this scope of services.
- Geotech right of entry will be provided by others.
- Does not include improvements within the hinge points of the creek.

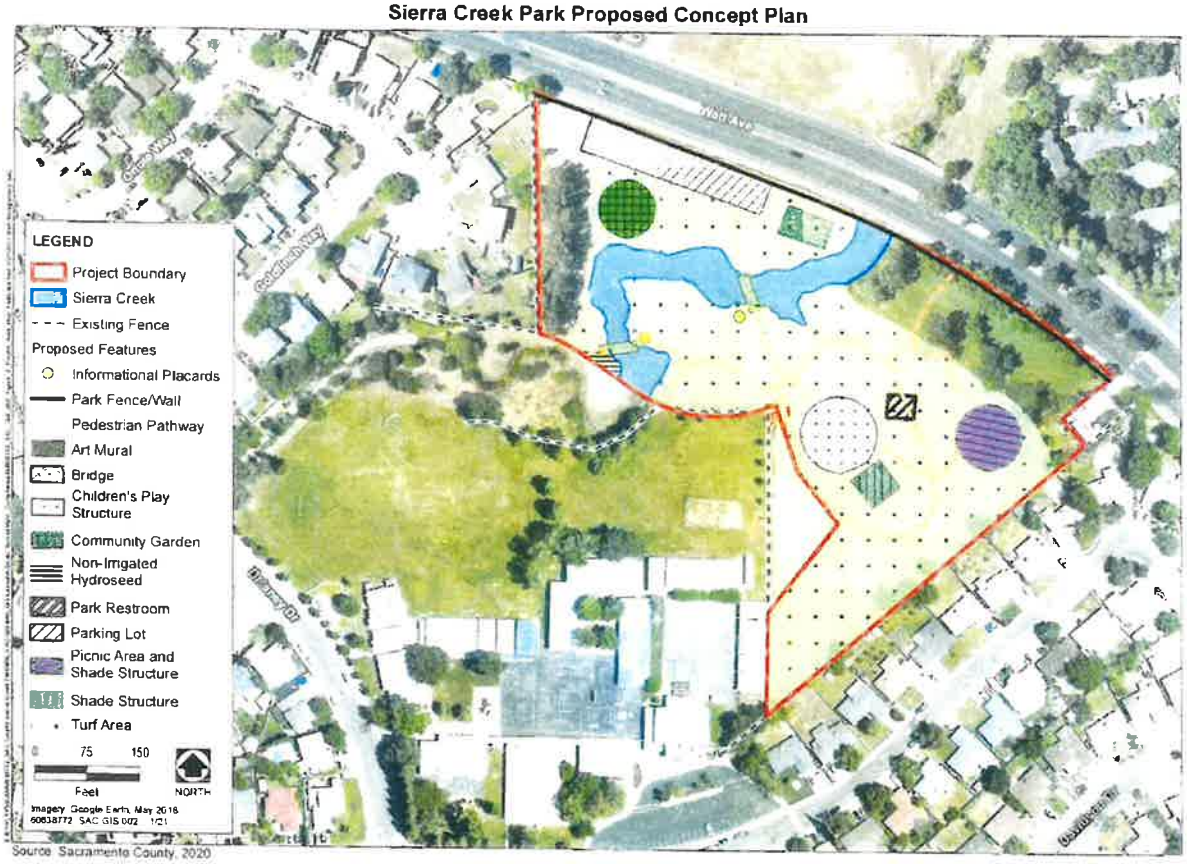
Note:

- Land Surveyors, Civil Engineers, Geotechnical Engineers, Electrical Engineers, and Landscape Architects are licensed by the State of California.

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EXHIBIT A – SIERRA CREEK PARK PROPOSED CONCEPT PLAN

Sierra Creek Park Proposed Concept Plan



The project design is currently at a conceptual stage and the exact location of specific project elements may vary.

AECOM

North Highlands Recreation and Park District
Board Agenda

To: Joanna McVay, Chairperson
Board of Directors

From: Scott Graham, Administrator

Date: November 12, 2026

Subject: Consideration and Adoption of a Resolution Awarding Construction Contract for the Sierra Creek Construction Project

Recommendation

Staff recommends that the Board of Directors adopt the attached resolution awarding the Sierra Creek Park construction contract to Abide Builders, the lowest responsive and responsible bidder, in the amount of $4,263,396.55; authorizing the Chairperson to execute the construction contract; and authorizing the District Administrator to approve and execute change orders up to an aggregate amount of $200,000 and to take other reasonable and necessary administrative actions to implement the Contract.

Background

In December 2021, the District was awarded a $2.8 million Proposition 68 grant for development of Sierra Creek Park. Since that time, the District has worked with Westwood Professional Services, Sacramento County, and applicable regulatory agencies to complete design, environmental review, permitting, and other preconstruction requirements.

The District publicly advertised the project for competitive bidding and opened bids on October 15, 2026. Westwood Professional Services reviewed the submitted bids and supporting documentation and recommended award to Abide Builders, which submitted the lowest responsive and responsible bid in the amount of $4,263,396.55.

To avoid unnecessary construction delays while preserving Board oversight, the resolution authorizes the District Administrator to approve proper change orders up to an aggregate amount of $200,000. This authority would apply only to changes within the general scope of the awarded project that are documented, necessary, reasonably priced, and within the Board-approved project budget. It would not authorize a material change in the nature or scope of the project.

Fiscal Impact

The proposed construction contract is $4,263,396.55. Project funding includes the $2.8 million Proposition 68 grant and District park development impact fees. The overall project budget is approximately $5 million, including design, engineering, permitting, construction, and related costs.

The proposed change-order authority is limited to an aggregate amount of $200,000, provided that all changes remain within the general scope of the awarded project, are documented, necessary, reasonably priced, and remain within the Board-approved project budget and available funding. This delegation

establishes approval authority only and does not independently increase the project budget or authorize expenditures beyond available project funding.

Attachments

A. Resolution Awarding Construction Contract to Abide Builders

Access to the Sierra Creek Park Construction Contract and Contract Documents can be found at the District's website: www.nhrpd.org/sierra-creek-park. A hard copy of the documents is available for review at the District Office, 6040 Watt Avenue, North Highlands 95660, Monday through Friday, 9:00 am to 4:30 pm.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT RESOLUTION NO. 661

A RESOLUTION OF THE BOARD OF DIRECTORS AWARDING THE SIERRA CREEK PARK CONSTRUCTION CONTRACT TO ABIDE BUILDERS AND AUTHORIZING EXECUTION OF CONTRACT DOCUMENTS AND LIMITED CHANGE ORDERS

WHEREAS, the District received a $2.8 million Proposition 68 grant from the State of California in December 2021 for the development of Sierra Creek Park; and

WHEREAS, the District has undertaken the planning, design, environmental review, permitting, and other work necessary to proceed with construction; and

WHEREAS, the District publicly advertised the project for competitive bidding and opened bids on October 15, 2026; and

WHEREAS, Westwood Professional Services reviewed the submitted bids and supporting documentation and recommended that the construction contract be awarded to Abide Builders, which submitted the lowest responsive and responsible bid in the amount of $4,263,396.55; and

WHEREAS, the Board desires to award the construction contract and authorize the District Administrator to approve and execute qualifying change orders and take other reasonable and necessary administrative actions, while maintaining appropriate oversight of the project's scope and costs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the North Highlands Recreation and Park District as follows:

1. The Board finds that Abide Builders submitted the lowest responsive and responsible bid and awards the Sierra Creek Park construction contract to Abide Builders in the amount of $4,263,396.55.

2. The Chairperson of the Board of Directors is authorized to execute the construction contract and related contract documents on behalf of the District, subject to Abide Builders' timely delivery of the executed contract and all other required preconstruction submittals in forms acceptable to the District.

3. The District Administrator may approve and execute change orders within the project's general scope and available budget, provided they do not materially alter the project and do not exceed $200,000 in the aggregate. Changes exceeding that authority or otherwise requiring Board approval must be presented to the Board before execution.

4. The District Administrator is authorized to issue the Notice to Proceed after receipt and approval of all required contract documents, bonds, insurance, grant-related approvals or conditions, and other preconstruction submittals, and to take other reasonable and necessary administrative actions to implement this Resolution consistent with the approved contract, project budget, applicable law, and District policy.

PASSED AND ADOPTED at a regular meeting of the Board of Directors on November 12, 2026, by the following vote:

AYES: _____ NOES: _____
ABSTAIN: _____ ABSENT: _____

_____
Chairperson, Board of Directors

ATTEST:

_____
Secretary to the Board of Directors