

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA
WEDNESDAY, AUGUST 19, 2020, 1:00 PM.**

**CANYON VIEW COMMUNITY CENTER, FOOTHILL ROOM
AUBURN, CA 95603**

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

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://zoom.us/j/93869627145>. The public can use this link and/or call **1 669 900 6833** Webinar ID: 938 6962 7145 to participate.

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

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

The Auburn Area Recreation and Park District appreciates your patience and understanding as we work through this new method of holding a public meeting.

1.0 CALL TO ORDER

Holbrook _____ Ainsleigh _____

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

4.1 Approval of Minutes from the July 22, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3 -4)

Recommendation: Review and approve minutes.

4.2 Proposed Policy on Reusable, Recyclable or Compostable Food Containers and Utensil Use Within ARD and by Vendors at ARD Events (Pages 5 – 8)

Shall the Auburn Area Recreation and Park District (ARD) create a policy that would require reusable, recyclable or compostable food containers and utensils within ARD and by vendors at ARD events?

4.3 Change \$1,000 Asset Threshold to \$5,000 (Pages 9 – 10)

Shall the Auburn Area Recreation and Park District change the \$1,000 asset threshold to \$5,000 in the District Policy Manual?

4.4 Approval of Legal Bills (No page numbers)

Recommendation: Review and approval of legal bills.

4.6 Discussion Item: (Pages 11 – 13)

1. Rock Creek Mobile Home Park Encroachments at Regional Park.

5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY & FEE COMMITTEE MEETINGS

None.

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNMENT

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

8-14-20
Date

1:10 PM.
Time

P. Larson
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, July 22, 2020 at 1:15 PM
Canyon View Community Center
471 Maidu Drive
Auburn, CA 95603**

1.0 CALL TO ORDER

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 1:15 p.m.

ROLL CALL

Directors Ainsleigh and Holbrook were present.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Directors Ainsleigh and Holbrook.

3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.

None.

4.0 BUSINESS

4.1 Approval of Minutes from the June 17, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the June 17, 2020 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Directors Ainsleigh and Holbrook.

4.2 Rock Creek Mobile Home Park Encroachments at Regional Park

Directors Holbrook and Ainsleigh reviewed this item and forwarded it to the Board of Directors as a discussion item.

4.3 Changes to the Youth Services Program Coordinator Job Description

Directors Holbrook and Ainsleigh reviewed and approved this item and forwarded it to the Consent Calendar for the Board of Directors to approve.

4.4 Resolution Number 2020-24: Authorizing Mark Brunner as Representative for State Licensed After School Facilities

Directors Holbrook and Ainsleigh reviewed Resolution Number 2020-24 and forwarded it to the Consent Calendar for the Board of Directors to adopt.

4.5 Increase in Wage Scales Per Tentative Union Contract

Directors Holbrook and Ainsleigh reviewed and approved the increase in wage scales per tentative union contract and forwarded it to the Consent Calendar for the Board of Directors to approve.

4.6 CalPERS Change in Auburn Area Recreation and Park District's Medical Family Benefit

Directors Holbrook and Ainsleigh reviewed and approved the CalPERS Change in Auburn Area Recreation and Park District's Medical Family Benefit and forwarded it to the Board of Directors for review and approval.

4.7 Reusable, Recyclable or Compostable Food Containers and Utensil Use Within ARD and by Vendors at ARD Events

Directors Holbrook and Ainsleigh reviewed the information provided on this item and forwarded it to the Board of Directors for consideration of a proposed policy.

4.8 Approval of Legal Bills – There were no legal bills.

Discussion Items:

None.

5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS

None.

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 1:33 p.m.

Board Secretary

Date

Item 4.2 Cover sheet – Reusable, recyclable or compostable food containers and utensil use within ARD and by vendors at ARD events.

Auburn Area Recreation and Park District Board of Director's meeting February, 2020; Policy Committee meeting July, 2020; Board of Directors meeting July, 2020; Policy Committee August 19, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) create a policy that would require reusable, recyclable or compostable food containers and utensils within ARD and by vendors at ARD events? This item was requested by Director Lynch.

Background

ARD currently uses plastics in several ways, including:

Youth Services:

- Forks, knives and spoons at Discovery Club and Day Camp
- The United Way provides food for the Discovery Club sites. The United Way provides plastic utensils as part of this program
- Some straws are used for crafts

Recreation Services:

- Vendors at ARD events use plastic utensils and serve some non-alcoholic drinks in plastic bottles
- Beer at ARD events is served in plastic cups

From Director Lynch: ARD should develop a policy requiring reusable, recyclable or compostable food containers and utensils within ARD and by vendors at ARD events. Such a policy can be phased in over several years, both within ARD and for vendors. Additionally, ARD might provide some incentive for vendors who use reusable, recyclable and/or compostable food containers and utensils by way of a vendor discount. California State Parks (and the State in general) has mandated a policy on this subject (See below). Many food service companies are heading this way including McDonalds paper straws and cups and Starbucks making a major effort in this regard (see: <https://www.wastedive.com/news/starbucks-waste-goals-2030-landfill-diversion-single-use-plastics/570810/>).

The ARD Board of Directors reviewed this proposal at the July 30, 2020 Board of Directors meeting. Direction was given to staff to send the item back to the Policy Committee to develop a written policy.

Regarding Youth Services: Staff have agreed to only order recyclable/compostable utensils going forward. They feel that they will be able to go through their existing stock of plastic utensils by 9/1/2021.

Regarding events: ARD has approximately 4 cases of plastic beer cups in storage.

Vendors at ARD events will be encouraged to only provide recyclable/compostable with events beginning in June, 2021 (ARD's first major event in 2021 will take place that month). A 10% discount on the vendor fee (\$190 – \$220) will be offered to those vendors that use recyclable/compostable utensils. All vendors would be required to only provide recyclable/compostable by 2022.

A proposed policy is attached.

Recommendation for the Policy Committee

Review the proposed policy on reusable, recyclable or compostable food containers and utensils. Recommend changes (if any) and forward to the Board for review and approval.

Fiscal Impact

The biggest cost would be the beer cups. Based on online pricing (attached), the cost for a recyclable or compostable cup is 14¢. The cost for a standard beer cup is around 8¢. A typical event will see ARD use approximately 2,000 cups. The extra 6¢ would cost ARD an extra \$120/event.

Attachments

Proposed policy on reusable, recyclable or compostable food containers and utensils

Other articles:

Governor Brown Signs Legislation on Sustainable Food Packaging - Thursday, September 20, 2018

Sacramento, CA – Legislation authored by Senator Ben Allen (D - Santa Monica) to end the use of wasteful take-out food containers in food facilities operated on state properties, including state parks and beaches, was signed into law today by Governor Jerry Brown. SB 1335 would require that all food containers provided at food facilities in state-owned properties be reusable, recyclable or compostable by January 1, 2021.

“California will set a positive example by showing the world that it’s possible to switch from environmentally damaging food packaging to sustainable alternatives. Our new policy will help lead the way to widespread availability and acceptance of to-go food containers that are affordable, recyclable, compostable and non-toxic,” Allen said.

Take-out food packaging in California generates tons of non-recyclable and non-compostable waste every day, much of which finds its way into the natural environment. Once there, plastic packaging breaks down into impossible-to-clean-up pieces and is ingested by fish and other marine life. A recent study by UC Davis surveying fish and shellfish sold at local fish markets found that a quarter of fish and a third of shellfish intended for human consumption contained plastic debris. Reducing the volume of take-out food packaging is a necessary step in beginning to address the global environmental health crisis of plastic pollution and assist California in meeting its goal of diverting 75% of waste from landfills by 2020.

“There is no reason for state facilities to continue serving food in environmentally-harmful packaging that clogs our landfills, and pollutes our parks and beaches,” said Allen. “The solution to wasteful packaging is here, it’s affordable, and the public is ready for it.”

The legislation requires CalRecycle, a state department that oversees recycling and resource conservation programs, to develop a list of acceptable packaging types to assist food vendors providing food service on state properties in complying with the law.

SB 1335 was sponsored by Californians Against Waste, and supported by the California Restaurant Association and dozens of cities and organizations across the state.

From Wikipedia: Plastic pollution is the accumulation of plastic objects and particles (e.g. plastic bottles, bags and microbeads) in the Earth's environment that adversely affects wildlife, wildlife habitat, and humans. Plastics that act as pollutants are categorized into micro-, meso-, or macro debris, based on size. Plastics are inexpensive and durable, and as a result levels of plastic production by humans are high. However, the chemical structure of most plastics renders them resistant to many natural processes of degradation and as a result they are slow to degrade. Together, these two factors have led to a high prominence of plastic pollution in the environment.

Plastic pollution can afflict land, waterways and oceans. It is estimated that 1.1 to 8.8 million tons of plastic waste enters the ocean from coastal communities each year. Living organisms, particularly marine animals, can be harmed either by mechanical effects, such as entanglement in plastic objects, problems related to ingestion of plastic waste, or through exposure to chemicals within plastics that interfere with their physiology. Effects on humans include disruption of various hormonal mechanisms.

As of 2018, about 380 million tons of plastic is produced worldwide each year. From the 1950s up to 2018, an estimated 6.3 billion tons of plastic has been produced worldwide, of which an estimated 9% has been recycled and another 12% has been incinerated. This large amount of plastic waste enters the environment, with studies suggesting that the bodies of 90% of seabirds contain plastic debris.[8][9] In some areas there have been significant efforts to reduce the prominence of free range plastic pollution, through reducing plastic consumption, litter cleanup, and promoting plastic recycling.

Some researchers suggest that by 2050 there could be more plastic than fish in the oceans by weight.

From Wikipedia, the free encyclopedia

DRAFT

XLI. Reusable, recyclable or compostable food containers and utensils

The District wishes to move away from environmentally damaging food packaging, containers and utensils to sustainable alternatives. To accomplish this goal, the District will institute the following policies and procedures:

A. ARD Youth Services and Recreation Services programming: As of September 1, 2020, ARD will only order reusable, recyclable or compostable food containers and utensils for its programs. These programs will be allowed to use existing stocks of plastic and non-recyclable containers and utensils through August 31, 2021.

B. ARD events:

Beginning January 1, 2021, vendors at ARD events will be encouraged to only use reusable, recyclable or compostable food containers and utensils. A 10% discount on applicable vendor fees will be offered to those vendors that only use reusable, recyclable or compostable food containers and utensils.

Beginning January 1, 2022, all vendors at ARD events will be required to only use reusable, recyclable or compostable food containers and utensils.

Beginning January 1, 2021, District staff will only order reusable, recyclable or compostable beverage containers for events. District staff will be allowed to use existing stocks of plastic and non-recyclable containers and utensils through October 31, 2021

Item 4.3 Cover Sheet: Change \$1,000 Asset threshold to \$5,000

Auburn Area Recreation and Park District August, 2020, Program, Personnel, Policy, Fee and Legal Review committee meeting.

The Issue: Shall the Auburn Area Recreation and Park District change the \$1,000 Asset threshold to \$5,000 in the District Policy Manual?

Background: Richardson & Company, Inc. were hired by the Board of Directors to do our annual audit for Auburn Area Recreation and Park District. Per their recommendation while presenting the audited financials, our Fixed Asset Capitalization Policy needs revising.

The Auditor stated in their Management Letter, *"The District's capitalization threshold of \$1,000 seems low given the size of the District. We recommend that the District increase the capitalization threshold to \$5,000 to reduce the amount of tracking needed for capital assets."*

Fixed Asset Capitalization Policy

These procedures concern the acquisition, movement, sale, disposal, physical inventory and depreciation of fixed assets. The objective is to provide a tool for controlling property acquisition, availability, transference and disposal.

A. **Description of Fixed Assets.** Fixed assets include land, buildings and structures, equipment or any related capital lease. These items are further defined as follows:

3. Equipment includes moveable personal property of a relatively permanent nature and of significant value. Relatively permanent nature should be interpreted as having a useful life expectancy of three or more years. Significant value shall be defined as all equipment acquisitions with a cost in excess of ~~\$1,000~~ \$5,000. The cost of equipment includes purchase price, freight charges, sales, use and transportation taxes and installation charges less discounts received.
4. Items under ~~\$1,000~~ \$5,000 are to be capitalized to the extent that they are a part of a permanent improvement project, the cumulative cost of which exceeds the ~~\$1,000~~ \$5,000 parameter.
5. All computer hardware purchased through the District is to be capitalized if the cost is in excess of ~~\$1,000~~ \$5,000.

Recommendation:

Staff recommends that the Program, Personnel, Policy, Fee and Legal Review committee approve the changes to the Fixed Asset Capitalization Policy and forward to the Board of Directors for review and adoption.

Impact:

Little to no impact, some savings on staff time.

Cover sheet – Discussion Item #1. Rock Creek Mobile Home Park Encroachments at Regional Park

Auburn Area Recreation and Park District Policy Committee meeting May, 2020; June, 2020; July, 2020; Board of Directors meeting July, 2020; Policy Committee August, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) address encroachments in to Regional Park made by residents of the Rock Creek Mobile Home Park? Director Holbrook has requested that this item be reviewed.

Background

Rock Creek Mobile Home Park borders Regional Park to the east. 29 of the 296 lots abut the park. Approximately 12 - 20 of these lots have encroached upon Regional Park's property. The encroachments are a variety of improvements.

While residents of the Mobile Home Park have claimed in the past that an agreement exists between ARD and the Mobile Home Park, no one has been able to produce a copy.

The Committee and staff walked to subject property in May. It was recommended to contact the management at the Rock Creek Mobile Home Park and invite them to a future meeting to discuss the situation and possible options.

At the June Committee meeting, the committee recommended that staff speak with ARD's attorney about this issue. Staff spoke with Derek Cole at Cota Cole. Derek got background information from staff and is looking in to ways to develop an agreement/waiver. Derek said that the cost to put together an agreement that would indemnify ARD is approximately \$2,000.

At the July 2020 Board meeting, staff was directed to move forward with attorney Derek Cole to put together an agreement/waiver.

Recommendation for the Policy Committee

Review and discuss. A DRAFT of the agreement may be available by meeting time and will be presented as supplemental information.

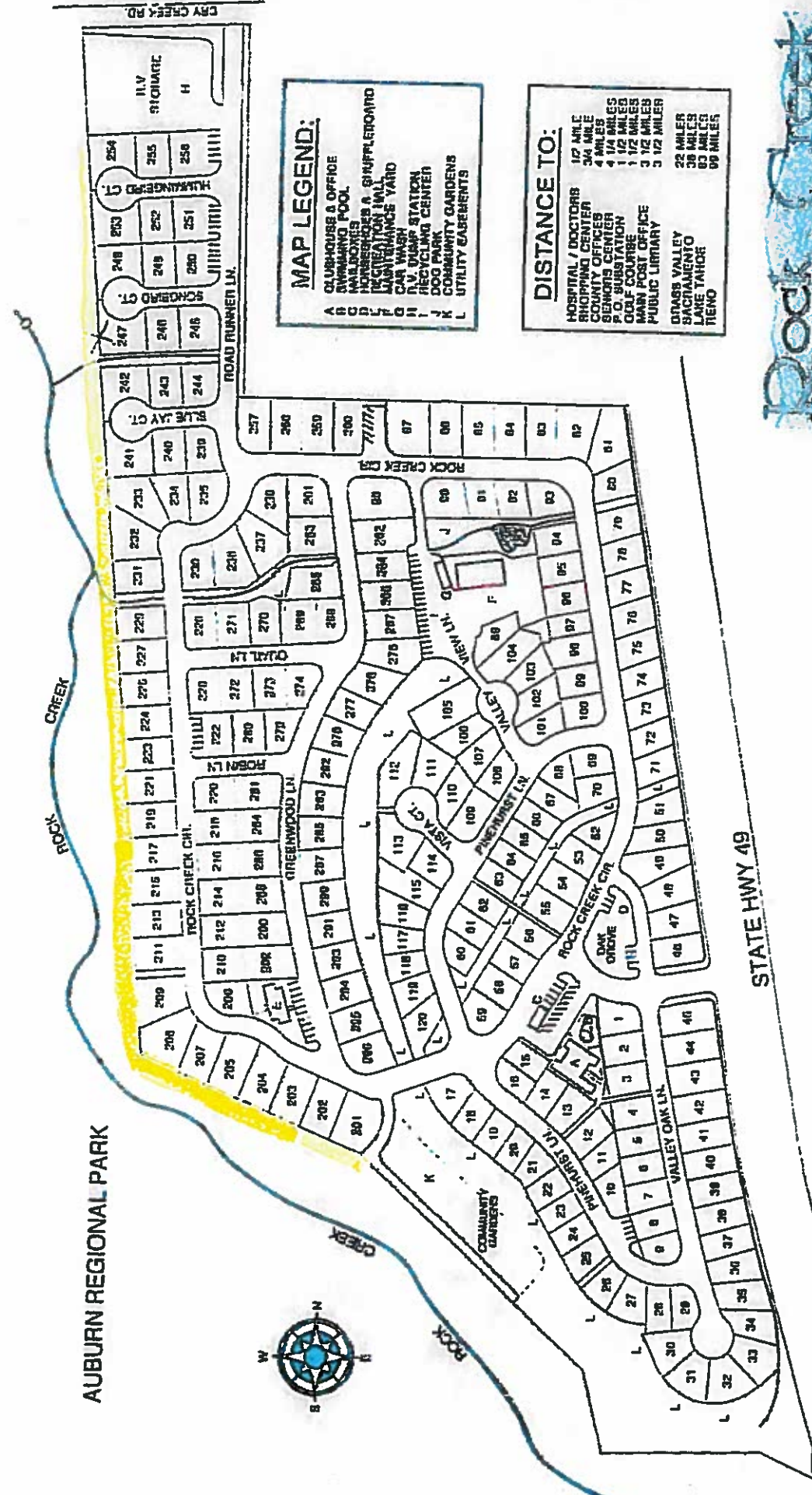
Fiscal Impact

Unknown at this time

Attachments

Rock Creek Mobile Home Park site map
Aerial photo of Regional Park and the Rock Creek Mobile Home Park

AUBURN REGIONAL PARK



MAP LEGEND:

- A CLUBHOUSE & OFFICE
- B SWIMMING POOL
- C HALLWAYS
- D HOMESHOES & SHUFFLEBOARD
- E RECREATION HALL
- F MAINTENANCE YARD
- G CAR WASH
- H P.V. WASH STATION
- I RECYCLING CENTER
- J DOG PARK
- K COMMUNITY GARDENS
- L UTILITY GARDENS

DISTANCE TO:

- HOSPITAL / DOCTORS 17 MILE
- SHOPPING CENTER 34 MILE
- RESTAURANT OFFICES 4 MILES
- SUNBATH CENTER 4 1/4 MILES
- P.O. SUBSTATION 1 1/2 MILES
- GOLF COURSE 1 1/2 MILES
- MAIN POST OFFICE 3 1/2 MILES
- PUBLIC LIBRARY 3 1/2 MILES
- GRASS VALLEY 22 MILES
- SACRAMENTO 36 MILES
- LAKE TAHOE 83 MILES
- RENO 99 MILES



ROCK CREEK PARK
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MAP FOR ILLUSTRATION PURPOSES ONLY
 NOT TO SCALE

