

8.3 Cover sheet – FY 2022/2023 Project List and Five Year Plan Update

Auburn Area Recreation and Park District Acquisition and Development Committee January, 2022; February, 2022; Board of Directors meeting February, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) direct staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed FY 22/23 Project List, and approve the Five-Year Plan Update?

Background

ARD staff provides a proposed Project List for each Fiscal Year. This Project List is based off of projects incorporated in the Five-Year Project List as well as any new needs proposed by the community, staff and Board.

The Five-Year Project List is comprised of those projects deemed to be of the highest priority and reflects the District's goal to address needed existing infrastructure upgrades, bring new features into the existing park system and complete potential land acquisition and new park development.

A list of the proposed changes to the FY 22/23 Project List and Five-Year Plan is attached.

Recommendation for the Board of Directors

The A&D Committee sent a positive recommendation to the Board to direct staff to begin preliminary work and provide appropriate environmental analysis of the projects on the proposed FY 21/22 Project List, and approve the Five Year Plan Update.

Alternatives available to the Board of Directors

1) Review and provide direction to staff. Bring back to the March, 2022 A&D Committee.

Fiscal Impact

The fiscal impact of the FY 22/23 Project List is indicated on that document.
The fiscal impact of the Five-Year Project List is indicated on those documents.

Attachments

Five Year Project List, including FY 22/23 Project List

Notes to proposed amendments to FY 22/23 Project list and CIP revision

Approved, existing Five-Year Project List

Auburn Recreation District Five Year Project List

Project List

2022/2023

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mil.	Grants	COVID Relief Funds
Recreation Park									
Driveway valve box repair	2,500		2,500						
Wheelchair Swing	85,000								
Rec Shop Floor Repairs	20,000			20,000	25,000	59,000	1,000		
Rec Mod courtyard repairs	20,000			20,000					
Day Camp mod #1 roof repair	15,000								15,000
Meadow Vista Items									
Parking lot reseed, path repairs	90,900			10,000	40,900				
New playground	100,000			40,000	60,000				
Regional Park/24 Acres									
24 acre construction dots & related work	182,837							182,837	
Kiosks/signage	10,000		10,000						
Pond leak investigation	40,000				40,000				
Ashford Park									
Levee Repairs and paving	75,000				75,000				
Retaining wall investigation	10,000				10,000				
Overlook Park									
Interpretive Signage (2 x 55K)	10,000				10,000				
Restroom ADA Upgrades	15,000			15,000					
Railhead Park									
Parking lot repair/resaal	60,000				60,000				
Winchester Park									
Booster pump/filter replacement	25,000								
Christian Valley Park									
Tutor Totter Roof	45,000				45,000				
Auburn Elementary									
Discovery Club mod roof repair	15,000								15,000
Canyon View Community Center									
Lock and door repair	50,000								50,000
Various Parks									
Plumbing infrastructure upgrades	50,000								50,000
Electrical upgrades	34,000								34,000
TOTAL	788,037	0	12,500	25,000	380,900	85,000	59,000	183,837	164,000
Estimated Balance Remaining				8,832	408,284	473,375	177,495	1,231,363	150,974

25000 equipment reserve

Note: Assumes \$50,000/year in County Mitigation Fees
 Note: Assumes \$50,000/year in ADA reserve funds
 Note: Assumes \$10,000/year in city mitigation
 Note: Assumes \$25,000 added to FCC per year
 Note: Assumes \$1,415m in Statewide Park Program grant
 Note: Placer County to use approx. \$350,000

Auburn Recreation District Five Year Project List

Project List

2023/2024

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mil.	City Mil.	Grants	Ml. Vernon sale proceeds	COVID Relief Funds	150,974
Recreation Park											
Splash Pool repair	50,000		20,000		30,000					0	0
North (Front) Playground	120,000					120,000				0	0
North Playground, Path of Travel	30,000					30,000				0	0
Locker room Floor	25,000				25,000					0	0
Replaces sewer line, back restroom	30,000									30,000	30,000
Sierra Pool deck expansion joint repair	13,000									13,000	13,000
Painting/mural maintenance shop building	3,000				3,000					0	0
Regional Park											
Breezeway Painting	40,000		20,000		20,000					0	0
Tennis/middleball courts surfaces	200,000				200,000					0	0
24 Acre Development	3,427,077					445,000		2,567,077	415,000	0	0
New vault toilet, Dry Creek end	45,000					22,000				23,000	23,000
Repair Park Dr.	30,000									30,000	30,000
Railhead Park											
New pump and filter	50,000										50,000 equipment reserve
Various Parks											
Drinking fountain replacement	35,000										35,000
TOTAL	3,938,077	0	40,000	0	278,000	467,000	150,000	2,567,077	415,000	0	131,000
Estimated Balance Remaining				13,832	155,284	56,375	37,485	80,000	0	0	19,974

Green = moved from a previous year
 Yellow = updated number or new project to list

Note: Assumes \$50,000/year in County Mitigation Fees
 Note: Assumes \$5000/year in ADA reserve funds
 Note: Assumes \$10,000/year in city mitigation
 Note: Assumes \$25,000 added to FCC per year
 Note: Placer County to use approx. \$350,000
 Note: Assumes \$80,000 Grant

Auburn Recreation District Five Year Project List

2024/2025

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
18,832 180,284 106,375 47,495 80,000									
Pond Island renovation	400,000								Postponed
Regional Park									
Tennis Court Path of Travel	41,500		3,000	18,500					
Dry Creek playground, replace/ADA path of travel	125,000				20,000				
Pond mucking	100,000				40,000	85,000			
Canal Repair	40,000				100,000				
PB court crack repair									
TOTAL	406,500	0	3,000	18,500	180,000	105,000	0	0	0
Estimated Balance Remaining									
			332	284	1,375	47,495	80,000		0

Note: Assumes \$50,000/year in County Mitigation Fees

Note: Assumes \$50,000/year in ADA reserve funds

Note: Assumes \$10,000/year in city mitigation

Note: Assumes \$25,000 added to FCC per year

Note: Assumes \$50,000/year in Equipment Reserve funds

Auburn Recreation District Five Year Project List

Green = moved from a previous year
 Yellow = updated number or new project to list

2024/2025

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Mit.	Grants	In Kind
Estimated balance				18,832	180,284	106,375	47,495	80,000	
<i>Regional Park</i>									
Walking pathway extension, Dry Cree	265,000								265,000
TOTAL	265,000	0	0	18,832	180,284	106,375	47,495	80,000	0
Estimated Balance Remaining									

- Note: Assumes \$50,000/year in County Mitigation Fees
- Note: Assumes \$5000/year in ADA reserve funds
- Note: Assumes \$10,000/year in city mitigation
- Note: Assumes \$25,000 added to FCC per year
- Note: Assumes \$50,000/year in Equipment Reserve funds

FY 22/23 Project List and CIP notes

Proposed changes

FY 22/23

Recreation Park

Driveway valve box repair: lift the valve box and re-asphalt the valve in the road below James Field first base side.

Wheelchair Swing: install new wheelchair swing in the playground box near existing south-end playground.

Rec Shop Floor Repairs: Fix floor of restrooms/ceiling of shop; install new doors to prevent further rain-water penetration.

Rec Mod courtyard repairs: repair damage done by ground squirrels to the area between the modular buildings at the south-end of Recreation Park.

Day Camp Mod #1 Roof repairs: repairing the roof that is currently leaking

Meadow Vista Park

Parking lot reseal; path repairs: this project was moved from the previous year as it is not yet complete. The pathway repairs have been completed, however the parking lot reseal needs to wait until there is warm enough weather to successfully complete the project

New Playground: this project was moved from the previous year as the playground is yet to be delivered and installed. Delivery and install is currently slated for late March/early April.

Regional Park/24 Acres

24 Acre Construction docs: create the construction documents used to go to bid and build the improvements on the 24 Acres.

Kiosks/signage: Install new informational signage in the main part of the park, in one or more spots.

Pond leak investigation: investigate where all of the leaks are occurring, why they are occurring and develop a plan to remedy the problems.

Ashford Park

Levee Repairs and paving: Repair crumbling levee at pond; pave the driveway down to the garage

Retaining wall investigation: investigate whether or not major repairs need to be made to the retaining wall holding up the parking lot above Auburn Ravine.

Overlook Park

Interpretive signage: Install signage showing trail heads and trails from Overlook Park.

Restroom ADA upgrades: mostly minor changes to the signage and height requirements.

Railhead Park

Parking lot repair/reseal: Repair and reseal parking lot

Winchester Park

Booster pump repair: fix the aging booster pump used to irrigate the park.

Christian Valley Park

Tutor Totter roof: repair certain sections and replace the existing shake roof that is leaking in several spots.

Auburn Elementary

Discovery Club mod roof repair: repairing the roof that is currently leaking

Canyon View Community Center

Lock and door repair: install locks on all interior doors; repair the locking mechanisms on the front door; add an ADA compliant automatic door at the ADA ramp

Various Parks

Plumbing and infrastructure upgrades: upgrade and repair various plumbing issues around the District.

Electrical upgrades: upgrade and repair various electrical issues around the District

See more, next page

Other changes of note to the 5-Year list

FY 23/24

Recreation Park

Splash Pool repair: this project used to be listed as replacing the spray park with a splash pad. In an effort to save funds (and keep open a beloved splash pool), staff is suggesting making some major repairs to the structure.

Locker Room floor: this project was moved from FY 22/23; remove and replace the existing floor, which has cracked and bubbled in certain areas.

Replace sewer line, back restroom: the sewer line from the restroom to the Day Camp modular buildings needs to be replaced due to age and root intrusion.

Sierra Pool deck expansion joint repair : this involves putting Deco Seal (mastic) to reseal the expansion joints in the deck

Painting a mural on the maintenance shop building: this would involve the rental of a lift and the cost of paint and supplies (assuming a volunteer artist)

Regional Park

New vault toilet, Dry Creek end: installing a new vault toilet in the location of the old porta-potty toilets.

Repave Park Drive: Repair and repave the section of Park Dr. between Galena and Richardson Drives.

Railhead Park

New pump and filter: this project was moved from FY 22/23 and changed from just a new VFD to a brand new pump and filter, as was done at Ashford Park in 2021

Various Parks

Drinking fountain replacement: replace seven broken drinking fountains

FY 24/25

Regional Park

Pond mucking: this project was moved from FY 22/23

Canal repair: this project was moved from FY 22/23

The **locksmith work** at Canyon View Community Center will include

- Removing all the existing locks
- Keying new locks to be on our new five level master system that we went to in 2018
- Installing/setting all door closures to meet or exceed CA ADA requirements
- Installing grade 1 locks on all doors so each room can be secured to prevent unauthorized access
- Installing stainless steel door push plates on doors without one
- Installing primus cylinders which feature a second set of pins and multiple levels of geographic exclusivity to deliver upgraded physical and administrative security
- Installing ten-foot surface continuous hinges on the front doors so they shut in the summer

The punch list for Centrica Business Solutions-**electrical work** entails fixing the following issues:

Grounds Office Yard at Recreation Park

- Back right tube light has exposed wiring.
- Right garage sensor not working.
- Three fixtures still to be upgraded in the area by work the benches/cage to increase the amount of lighting over work benches.
- Remove right front bar fixture.
- Switch to EMT, and add motion control.
- Outside wall above garage doors, swap out one corner light to have both corner lights match.

Grounds Office at Recreation Park

- Front door/entry – Blank switch, and add overhead motion sensor.
- Replace both overhead sensors.
- Office area by garage door/picnic table – Turn one wrap fixture vertical, and add two more.
- Swap 2' fixture to back left corner of office area.

James Field Electrical Room

- Install placards.
- Remove old contactors.
- Remove old exterior junction box.
- Install RAB Volpac on outside wall next to snack shack.

Day Camp Modular 2

- Replace restroom exhaust fan.

Recreation Park Back Playground Area

- Replace both photocells with new/smaller ones.
- Remove both of the old security cameras.

Recreation Park Irrigation Pump House

- Install fixture and switch.

Metal Maintenance Shed

- Install large/powerful fixture over front door with photosensor.

Regional Park Community Center Gym

- Install illuminated EXIT sign over front door

Lakeside Building

- Install spot light above north door to illuminate lawn area

Field B Shed

- Replace flex with EMT
- Add wall sensor/switch
- Add flat panel fixture
- Install box on end of PVC

Regional Park Upper Restrooms Exterior

- Add another 5 RAB lights

Grounds Shop at Regional Park

- Convert overhead fixtures back to tombstone
- Install 3 5000k lamps
- Replace garage door opener light with 5000k
- Remove old timer
- Replace 3 20-amp breakers
- Remove old control
- Remove photocells on roof

Regional Park Shed #1

- Remove Romex
- Install motion sensor
- Install 3 wraps
- Remove PVC and replace with PVC
- Move outlet to center of shed
- Install 3 exterior flood lights, one over each door, and one on left side of building

Grounds Shop Shed #2

- Replace Romex
- Install wrap light in paint room
- Install another outlet on south wall on rafter

- Install 4 wraps

Field A Shed

- Replace conduit with EMT, and add an outlet

Field C Shed

- Install RAB outdoors above door
- Install wrap, with switch and outlet on right side of counter
- Install wall sensor

Regional Park Outdoor Basketball Courts

- Repair Timer
- Replace missing light pole base

Regional Park Outdoor Volleyball Courts

- Replace missing light pole base

Walkway Lights at Regional Park

- In front of gym parking lot – missing a cover screw
- Field A right field – loose base
- Field A center field by wood bench – replace cover
- Replace the cover on the pole light along the pathway that sits outside the soccer field.
- Replace the missing bottom screw for the cover on the pole light at the inlet to the pond.
- Replace the cover on the pole light at the edge of the soccer field next to the basketball courts.

Regional Park Lower Restrooms

- In the both of the lower restrooms move the existing fixture so it is centered between the partitions and add a fixture above the sink.
- Add a Lithonia fixture on the side of the lower restrooms above the chase room door.

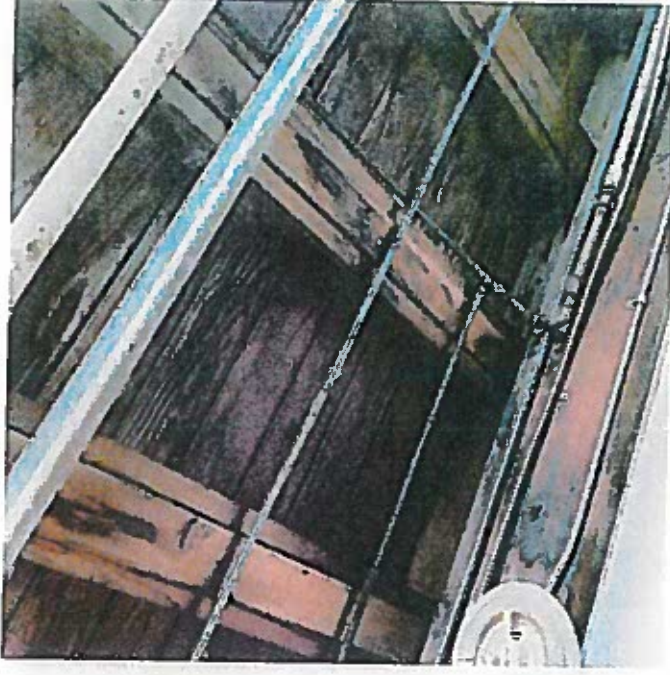
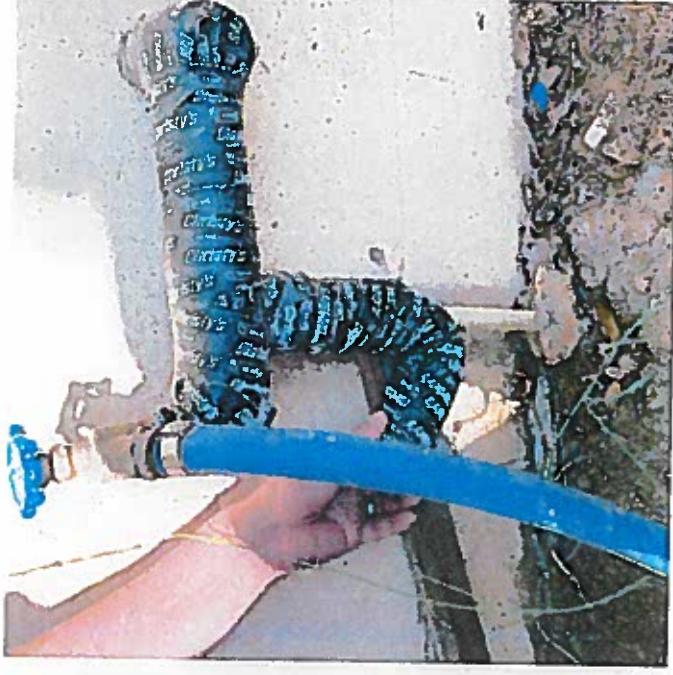
Regional Park Tennis Courts

- Add a Rab fixture in the middle of the conduit on the empty junction box that runs along the fence for Tennis Court 1&2. Also, all Rab fixtures should be flush mounted to the junction boxes.

Auburn, CA

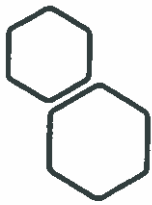
Auburn Parks and Rec

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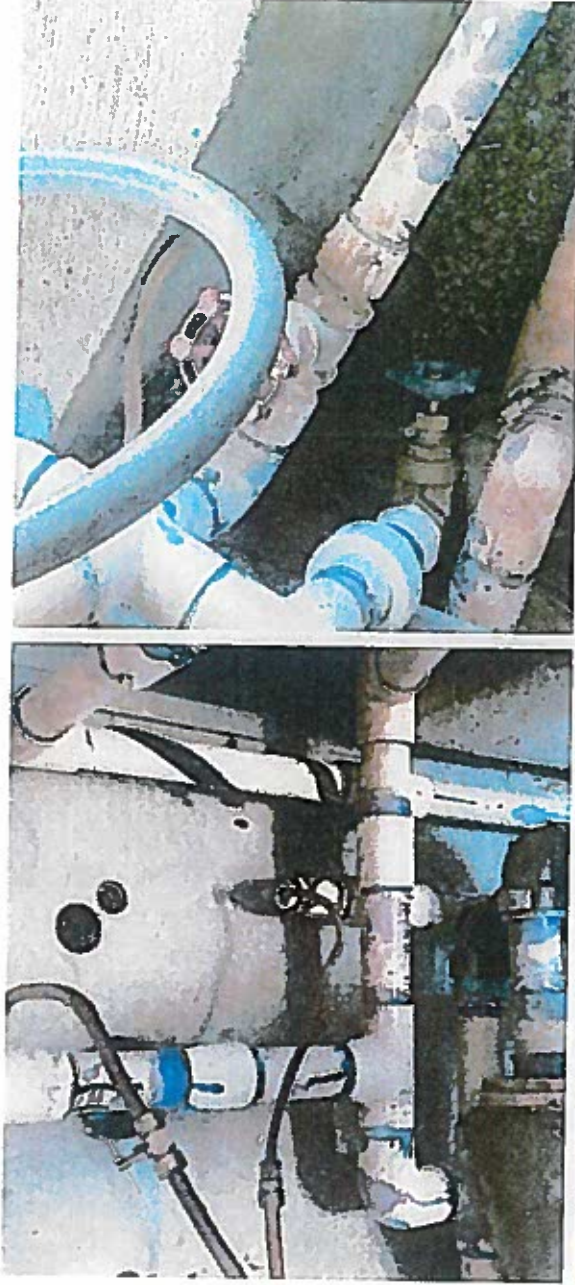
James Field

- 1/2" Copper Line Coming Into Building
- 1/2" Copper Piping
- Galvanized Steel And PVC Pipe Run Throughout
- Not enough volume to properly run a flush valve



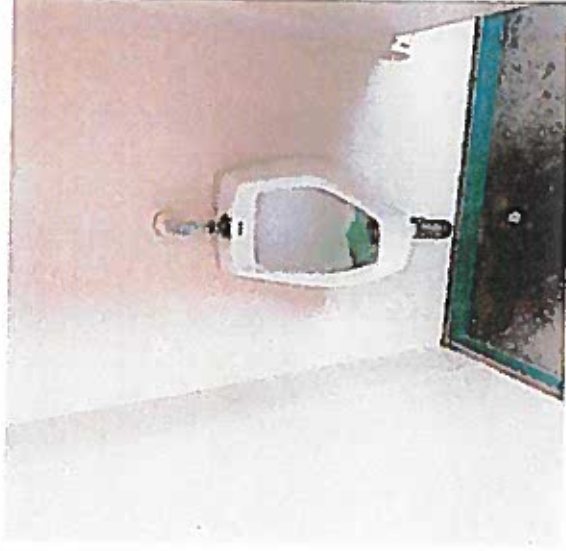
Beggs Field

- 3/4" Copper Coming Into Chase
- Transition into 3/4" PVC Supply Lines And Fittings
- Radiator Hose Connection
- 1/4" Copper water feeds
- Supply not large enough for toilet flush valves
- All piping in the chase is not strapped and secure. This will cause issues with pipe breaks and leaks.
- There are currently leaking pipes in these chases that will need to be repaired



James Field Mens And Womens Restroom

- China Attached To A Framed Out Plywood Wall
- Wall Cut Out To Accommodate China Toilets
- These were slated to be changed to stainless steel/concealed valve units.
- Infrastructure (Service Pipe Size) will not support this approach.
- No room for the concealed valves



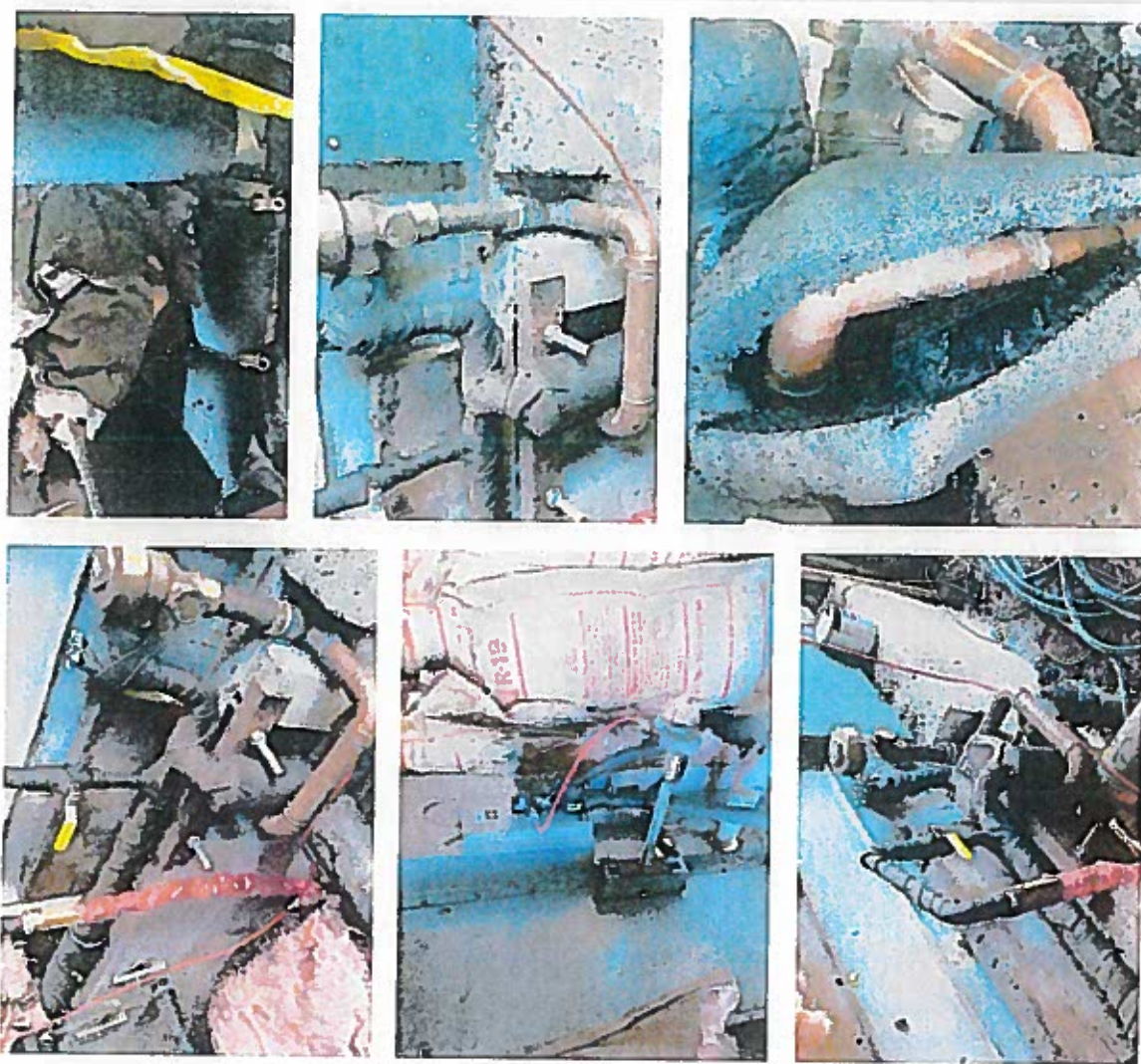
Ashford Park

- 3/4" PVC Line Feeding Building
- 3/4" PVC Supply Lines
- 3/4" PVC And Galvanized Couplings And Fittings
- Insufficient water supply
- Current leaks in the chase. All piping would need to be reworked



Meadow Vista

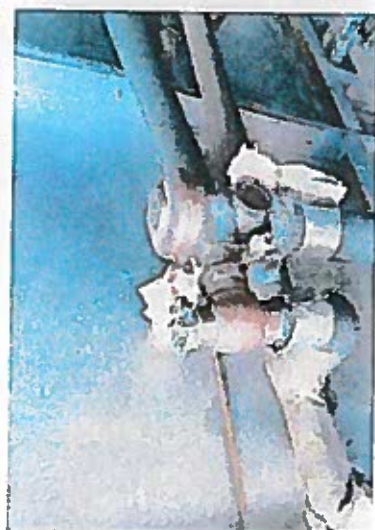
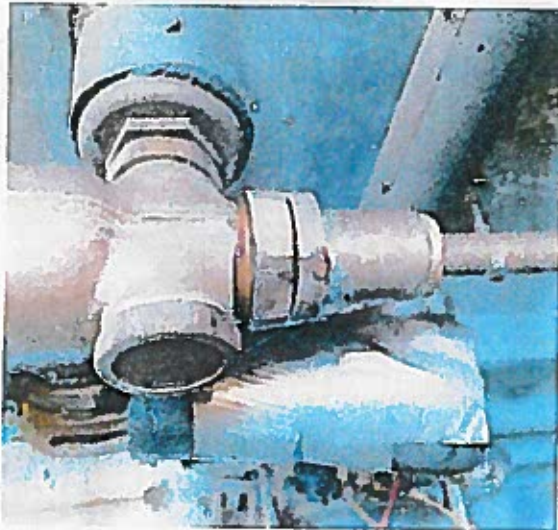
- 3/4" Copper Line Feed
- 3/4" And 1/2" Copper Supply Lines And Fittings

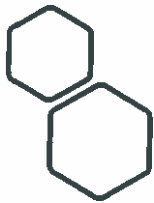




Overlook Park

- 3/4" Copper Water Feed
- 1/2" And 3/4" Copper Supply Lines And Couplings





Railhead Park

- 3/4" Copper Into Bldg
- 3/4" Copper Supply Lines And Fittings



Rec Park Lower RR

3/4" Copper Feed To Building

3/4" Supply lines

All Connections Under Chase Slab Floor



Rec Park Maintenance Bldg

- 1 1/4" Copper Main Into Building
- 3/4" Copper Supply Lines And Fittings
- 1/2" Copper Supply Lines And Fittings



Option 1: Change order

- Replace ALL infrastructure supply piping leading to each plumbing fixture in the 7 identified locations. In addition, the drains will be fixed to operate properly. This will provide new plumbing infrastructure in order to correctly install low-flow stainless plumbing fixtures per the contracted project scope.
- **NOTE:** This does NOT correct the incoming utility lines, which will still provide insufficient flow per the plumbing fixture manufacturer's requirements. If the incoming lines are not upgraded, the plumbing fixtures will not have a warranty for proper operation due to inadequate incoming flow.

Auburn Recreation District Five Year Project List

Green = moved from a previous year
 Yellow = updated number or new project to list

Project List

2022/2023

Estimated balance

PROJECT	Est. Cost	2022/2023 or previous Est. Cost (Year)	Gen. Fund	ADA	Reserve	Only MIL	City MIL	Grants	MIL. Vendor proceeds
Locker room floor	25,000								
Recreation Park									
Regional Park									
Tennis/pickleball courts surfaces	200,000				25,000				
Pond mucking	100,000				200,000				
Walking pathway extension, Dry Creek and	268,000				100,000				
24 Acre Development	2,275,000								
Kiosks	10,000								
Pond leak investigation	40,000				10,000				
Canal Repair	40,000				40,000				
Ashford Park									
Levee Repairs and paving	50,000				40,000				
Overlook Park									
Interpretive Signage (2 x 55K)	10,000				50,000				
Prism/ADA Signage	16,000								
Railhead Park									
Parking lot repair/resize	40,000				10,000				
Christien Valley Park									
Tutor Toller Roof					40,000				
TOTAL	3,045,000	0	45,000	15,000	490,000	445,000	0	1,415,000	415,000
Estimated Balance Remaining			45,000	8,832	61,130	340,287	177,495	0	415,000

Move to Reserve Funding

Note: Assumes \$50,000/year in County Mitigation Fees
 Note: Assumes \$5,000/year in ADA reserve funds
 Note: Assumes \$10,000/year in city mitigation
 Note: Assumes \$25,000 added to FCC per year
 Note: Assumes \$1,415m in Statewide Park Program Grant
 Note: Placer County to use approx. \$350,000

Existing 10 year
 App. funds

Auburn Recreation District Five Year Project List

Project List

2023/2024

Estimated balance

PROJECT	Est. Cost	Spent from General Funds or Grants in Prior Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mt.	City Mt.	Grants	In Kind
<i>Recreation Park</i>									
Spray park (replace splash pool)	300,000								
North (Front) Playground	120,000		20,000		75,000	60,000	65,000	10,000	
North Playground, Path of Travel	30,000						120,000		
<i>Regional Park</i>									
Brozway Painting	40,000		20,000				30,000		
TOTAL	480,000	0	40,000	13,832	75,000	60,000	215,000	10,000	0
Estimated Balance Remaining									
				13,832	-0,170	330,217	-27,505		0
								107,495	00,000
									00,000

- Note: Assumes \$50,000/year in County Mitigation Fees
- Note: Assumes \$5000/year in ADA reserve funds
- Note: Assumes \$10,000/year in city mitigation
- Note: Assumes \$25,000 added to FCC per year
- Note: Placer County to use approx. \$350,000
- Note: Assumes \$80,000 Grant

EXISTING

Auburn Recreation District Five Year Project List

2024/2025

Estimated balance:

PROJECT	Est. Cost	Spent/From Capital Budget or Grants in FY/Year(s)	Gen. Fund	ADA	Reserve	Cnty. Mit.	City Lit.	Grants	In Kind
Meadow Vista Park	400,000								
Froid Island renovation									
Regional Park	41,500		3,000	18,500		20,000			
Tennis Court Path of Travel									
TOTAL	141,500	0	3,000	18,500	16,130	20,000	17,505	0	0
Estimated Balance Remaining				332	380,207				

Estimated
380,207

Griffith

- Note: Assumes \$50,000/year in County Mitigation Fees
- Note: Assumes \$5000/year in ADA reserve funds
- Note: Assumes \$10,000/year in city mitigation
- Note: Assumes \$25,000 added to FCC per year
- Note: Assumes \$50,000/year in Equipment Reserve funds

8.4 Cover Sheet – Resolution #2022-05 Purchase of a truck and a new dump trailer

Auburn Area Recreation and Park District Finance Committee meeting October, 2021; Board of Directors meeting October 28, 2021; Board of Directors Meeting November 18, 2021; Board of Directors Meeting February 24, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve and adopt Resolution #2022-05, authorizing the District Administrator to purchase a truck and new dump trailer?

Background

ARD owns a 2000 Ford F250 dump truck. This dump truck, while currently operational, is not California Air Resource Board (CARB) compliant due to the Truck and Bus Regulation Compliance Requirement. The Truck and Bus regulation affects diesel vehicles with a gross Vehicle Weight Rating (GVWR) greater than 14,000 lbs. that operate in California. Starting January 1, 2020, all vehicles need to be replaced so that they have a 2010 model year engine or equivalent emissions by January 1, 2023. The excessive cost of installing a 2010 or new engine is not justified due to several other issues with this 21-year old vehicle, which is also undersized for our current needs.

After discussion at the Board and with staff, it has been decided to move in the direction of purchasing a truck (new or used) and a new dump trailer.

Staff has researched dump trailers and is recommending the purchase a of a Big Tex dump trailer from Featherlite of Northern California. The estimated price for this trailer is \$18,627. Staff is requesting a not-to-exceed allowance of \$20,000 for the trailer, as the cost may increase due to the increasing costs of steel.

Staff is also requesting a not-to-exceed allowance of \$75,000 for the purchase of a truck. This truck may be new or used, depending on the best deal available at the time.

All purchases over \$25,000 must be approved by the Board of Directors. District policy states the following (in part):

- II. **Purchasing**
 - A. **Purchasing Agent(s)**. The District Administrator or a designated manager shall serve as the purchasing agent for the District, and will be vested with the authority to purchase supplies, materials, services and equipment within annual budgetary authority limits as follows:

Purchasing Agent:

District Administrator: \$25,000/purchase

Section IV (Competitive Bidding) also states the following:

- D. Purchases of Equipment Valued Over Five Thousand Dollars (\$5,000). For equipment estimated to cost more than Five Thousand Dollars (\$5,000), three quotations from different vendors will be sought, when available. Contracts for equipment costing more than \$25,000 shall be approved by the Board of Directors.

Recommendation

Staff recommends that the ARD Board of Directors approve and adopt Resolution # 2022-05, authorizing the District Administrator to purchase a truck and new dump trailer for a not-to-exceed amount of \$95,000.

Fiscal Impact

The fiscal impact will not exceed \$95,000. The funding for both the truck and trailer will come from the ARD Equipment Reserve. Both the truck and trailer are budgeted for in the ARD Obsolescence List.

Attachments

Resolution 2022-05
Comparison of dump trailers
Information on the Big Tex dump trailer
Information on all new dump trailers researched

RESOLUTION NUMBER 2022-05

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE PURCHASE OF A NEW BIG TEX DUMP TRAILER AND A NEW TRUCK

WHEREAS the Auburn Area Recreation and Park District Board of Directors has created an Equipment Reserve Fund to assist with the purchase of new and replacement equipment, and

WHEREAS the District is in need of a new dump trailer for continued operations, and

WHEREAS the District is need of a new or used truck, and

WHEREAS staff has performed due diligence and research and determined that the Big Tex dump trailer from Featherlite of Northern California is the best dump trailer for the District, and

WHEREAS the purchase of a new or used truck will be predicated on the best deal available at the time, THEREFORE

The Auburn Area Recreation and Park District Board of Directors, does hereby resolve the following:

That the Auburn Area Recreation and Park District authorizes the District Administrator to purchase a new Big Tex dump trailer for an amount not to exceed \$20,000 and a new or used truck for an amount not to exceed \$75,000.

APPROVED, PASSED, AND ADOPTED ON February 24, 2022 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Michael G. Lynch
Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

Dump Truck Comparison

Vendor	Engine Type	Front Axle Load	Rear Axle Load
Kenworth T280 Series Conventional	Diesel	10,000	16,000
Peterbilt 536	Diesel	10,000	21,000
International MV607	Diesel	12,000	21,000

Dump Trailer Comparison

Vendor	Size	Axle Load (pounds)	Number of Axles
Featherlite of Northern California (Big Tex)	7'x14'	7,000	2
Sac-Valley Trailers (Load Trailer)	83"x14'	7,000	2
Sundowner Trailers of California (Great Northern)	7'x14'	8,000	2

Maximum Weight With a Trailer Attached	Bugscreen	Transmission	Brakes
26,000	Yes	Allison 2,500 RDS 6-Speed, Rugged Duty Series	Drums
33,000		Allison 3,500 RDS 6-Speed, Rugged Duty Series	Disc Brakes
50,000	Yes	Allison 3,500 RDS 6-Speed, Rugged Duty Series	Drums

Gross Vehicle Weight Rating (pounds)	Empty Weight (pounds)	Cargo capacity (pounds)	Sides
14,000	4,250	5,750	3'
14,000			3'
16,000	4,700	5,300	3'

Suspension	Rear Differential Lock	Wheels	Fuel Tank	Seats
Springs	Yes	Aluminum	50 US gallons	Air seat (both)
Springs	Yes	Aluminum	70 US gallons	Air seat (driver only)
Springs	Yes	Aluminum	70 US gallons	Air seat (both)

Hydraulic Hoist	Slide-in Ramps	Tarp Kit	Battery Charger	Spare Tire
Scissor Hoist	6.5' rear slide-in ramps	Crank style	5 amp	Yes
Scissor Hoist	6.7' rear slide-in ramps	Crank style	8 amp	Yes
Scissor Hoist	6' rear slide-in ramps	Electric	10 watt	Yes

Bluetooth	Exterior Sunvisor	Estimated Price
Yes	Stainless Steel	\$128,332.77
Yes	Stainless Steel	\$123,173.85
Yes		\$128,186.02

Floor Steel	Jack	Estimated Price
10 guage	12k Hydraulic	\$18,627.45
7 guage	Hydraulic	\$21,078.75
7 guage	Hydraulic	\$28,215.60

BigTex
TRAILERS

14LP HEAVY DUTY LOW PROFILE DUMP

G.W./R.	14,000#
G.A.W.R. (Ea. Axle)	7,000#
COUPLER	Adjustable 2-5/16" 18,000# Demco EZ Latch
SAFETY CHAINS	3/8" Grd. 70 w/Safety Latch Hook (2 each)
JACK	12,000# Side Wind Drop Leg
TONQUE	Integral with Frame (8" I-Beam, 10#)
MAIN FRAME	8" I-Beam, 10#
DUMP BODY GRMS	3" Channel, 16" Centers
DUMP BODY SIDES	24" Tall Sides (10 Gauge)
DUMP BODY TOP RAIL	2" x 2" Square Tubing
FENDERS	8" x 72" 14 Ga. Diamond Plate Double Square Brake

AXLE	(2) 7,000# Axles w/ EZ Lube Hubs & Elec Brakes
SUSPENSION	Multi-Leaf Spring w/Equalizer
TIRE	ST235/80 R-16 Load Range E
WHEEL	16" x 6", Black Mod, 8 Bolt
FLOOR	10 Gauge Smooth Steel
LIGHTS	L.E.D. D.O.T. Stop, Tail, Turn & Clearance
ELEC. PLUG	7-Way RV
FINISH (Prep)	Steel is Cleaned to Ensure a Professional Smooth Finish.
FINISH	Superior Quality Finish is Applied for a Highly Decorative and Protective Finish.

STANDARD FEATURES

- Adjustable 2-5/16" Demco EZ Latch Coupler
- 8" I-Beam Frame w/ Integrated Tongue
- 12,000# Top Wind Drop-Leg Jack
- Lockable Pump & Battery Box Mounted in Front of Bed
- 24" Tall, 12 Gauge Sides w/ Formed Channel Supports
- 10 Gauge Steel Floor & Sides
- Fully Formed Tarp Shroud on Front
- Crank Style Roll Tarp- Standard Equipped
- Tarp Rod Included to Secure Tarp on Rear
- J-Hooks on Sides & Rear for Tarp Control
- Stakepockets Along Sides
- Self Contained Electric/Hydraulic Scissor Hoist
- Power Up/Power Down Hydraulic Pump
- 12V Interstate Deep Cycle Battery
- 110V On-Board Battery Charger (5 Amp)
- Dexter Brand Axles
- Cambered Axles w/ EZ Lube Hubs
- Nev-R-Adjust Electric Brakes on All Hubs
- Grommet Mount Sealed Lighting
- L.E.D. Lighting Package
- Sealed, Modular Wiring Harness
- Complete Break-A-Way System
- Zip™ Breakaway Cable
- Diamond Plate Fenders
- 3" x 2" Rectangular Tubing Top Rail on Dump Bed
- Combo Gate (Bar Hooks & Spreader Gate)
- Rear Stabilizer Stands
- (4) 1/2" D-Rings Inside Bed to Secure Equipment
- Spare Tire Mount
- Radial Tires

BigTex Trailers • Pricing Effective 03/01/2021 • BigTex Trailers reserves the right to change price, design, material and/or specifications without notice or obligation.

Dimensions			
Length	Empty Weight	Payload	Box Capacity
12'	3,758#	10,242#	6.1 Cubic Yards
14'	4,210#	9,490#	7.2 Cubic Yards
16'	4,510#	9,790#	8.3 Cubic Yards



THE BIG TEX ADVANTAGE

Big Tex Trailers Have the Best Features at the Best Price.

NATM & D.O.T. COMPLIANT

Certified by NATM for All Federal D.O.T. Requirements & Safety Standards



RADIAL TIRES

Steel-Belted Radial Tires Offer Increased Longevity

NEV-R-ADJUST* ELECTRIC BRAKES

Easy Maintenance and Better Stopping Power



PROFESSIONAL & DURABLE FINISH

Big Tex Trailers are Protected by a Durable and Professional Valspar® Finish



ERSTATE* BATTERY

Justed Name to Ensure Dump is Always Ready to



UNSTABLE COUPLERS

is for Multiple
Adjustments of Coupler Height
All As Opportunity to
Go to a Pintle-Ring

LIFETIME L.E.D. LIGHTING BY OPTRONICS*

Brighter and Longer-Lasting than Traditional Incandescent Lighting



DEXTER* BRAND AXLES

The Most Trusted Brand in the Industry - Made in U.S.A.



DEXTER AXLE

EZ-LUBE* HUBS

Allows for Quick & Easy Maintenance



3-YEAR STRUCTURAL WARRANTY

We Stand Behind Our Products!



Sandowner

GREAT NORTHERN

TRAILER WORKS

Standard Dump



Standard Features

Bed sizes: 83 3/4" inside width x 10', 12', 14', 16' w/ 2 sides

Coupler: 2 5/16" Adjustable 5 position

Axles: (2) Electric Braking w/ slipper springs

GVW: 10K, 12K, 14K, 16K

Jack: 10k drop leg

Deck: 1 piece bottom

Tires: Radial rated per GVW

Tie downs: Stake pockets, tarp hooks, floor D-rings

Paint: High solids polyurethane paint

Lights: Sealed LED w/ rubber mount

Curb Weight:

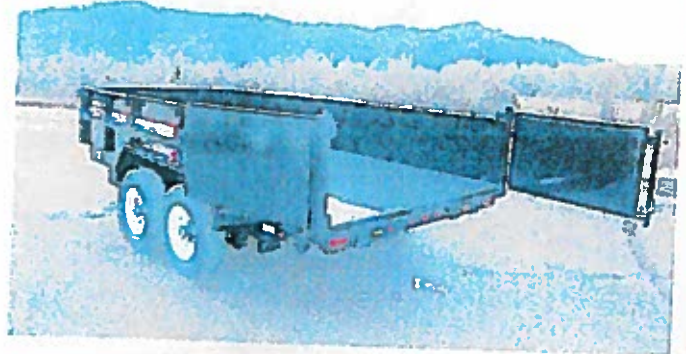
12' 12K: 4200#

14' 14K: 4700#

Standard Dump

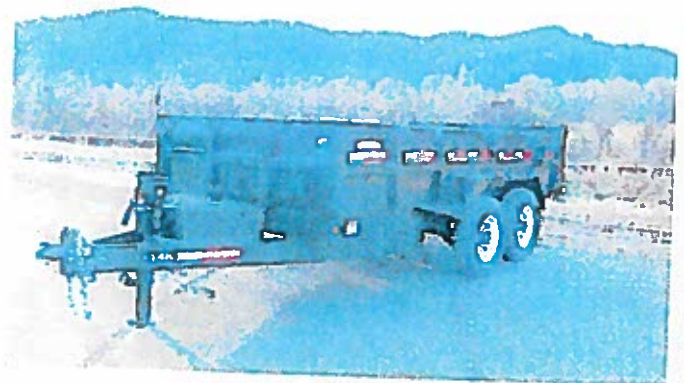
Features continued:

- Lifetime structural warranty
- 10 gauge sides and floor
- Wireless remote
- Power up and down hydraulic pump
- Scissor lift
- Fender steps
- Barn door/spreader gate
- Heavy duty 11 gauge jeep style fenders
- Lockable tool box
- Emergency break-away system
- Slide in 6' ramps
- Spare tire mount
- 12" on center cross members
- 10 Watt Solar Charger



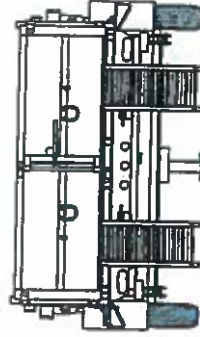
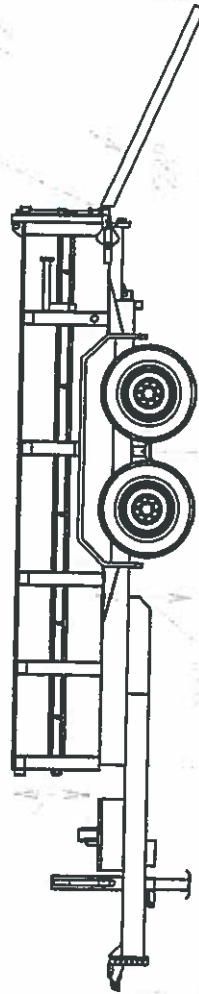
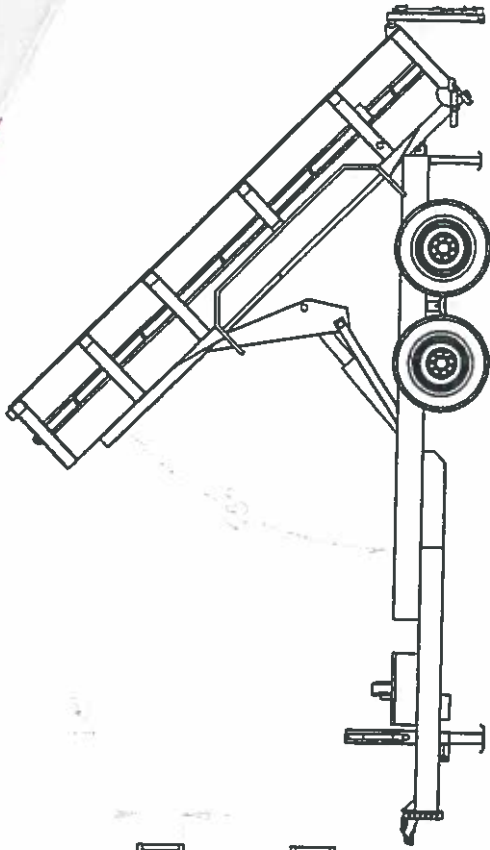
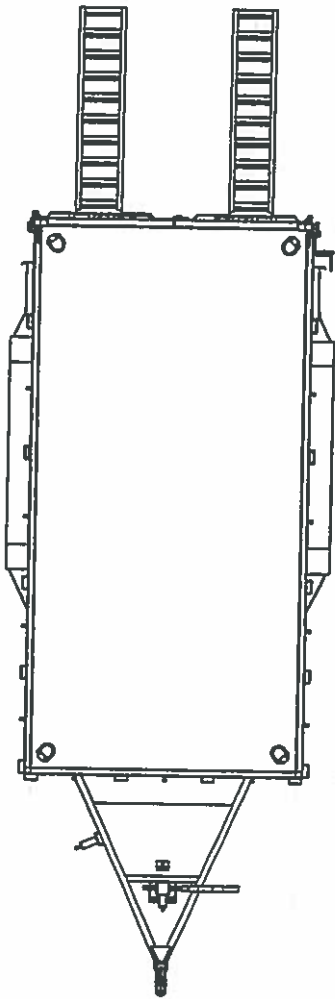
Optional (+\$):

- 3' sides
- 4' sides
- Spare tire
- Custom color
- Tarp kit w/ cover
- Upgraded tire & wheel



GREAT NORTHERN
TRAILER WORKS

1350 S Calapooia Street
Sutherlin, OR, 97479
541-459-6214



NAME DATE
 Don Tuesday, August 07, 2012 1:43:28 PM
 Tuesday, August 07, 2012 1:43:28 PM

DRAWN CHECKED

UNLESS OTHERWISE SPECIFIED:
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 TOLERANCES: 1/16
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7'x14' 14k Std Dump
 SIZE TARE WEIGHT: REV
 4700 LBS

5700 AUBURN BLVD SACRAMENTO, CA 95841 (/CONTACT)

(916) 339-9300 (TEL:+19163399)

(HTTPS://WWW.FACEBOOK.COM/SACVALLEYTRAILERSCOM-1688700831270)



HOME (/HOME)

ALL INVENTORY

SHOWROOM (/SHOWROOM)

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SERVICE (/SCHEDULE-A-SERVICE)

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(/)

Home (/) Showroom (/showroom) Load Trail (/showroom/Load-Trail) Dumps DT16 83" x 14' Tandem Axle Dump

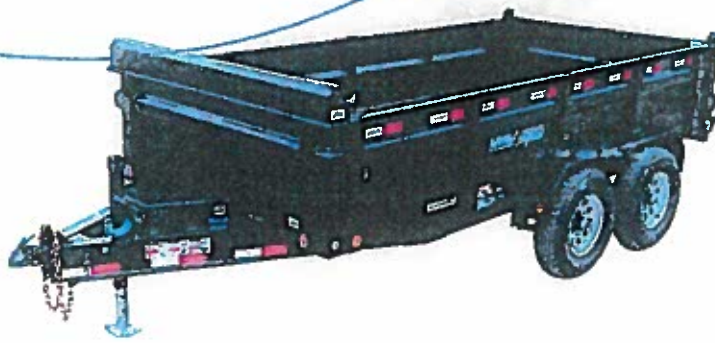
LOAD TRAIL DT16 83" X 14' TANDEM AXLE DUMP

Go Back

Request More Info

Compare (/showroom/Load-Trail/compare/121123)

Sac Valley Load Trailer



(https://dealer-cdn.com/showroom-files/trailerZe515bdc80.jpg)

Details

SPECIFICATIONS

Axles 2-8,000 Lb Cambered Dexter Spring 2 Elec NEV-R-ADJUST Brakes

Bed Crossmembers 3" Channel (3.5 lbs/ft)

Bed Frame 2" x 6" Tubing

Couplers 2-5/16" Adjustable

Crossmembers 5" Channel (6.7 lbs/ft)

D-Rings 3" Standard D-Rings

EWR Class DUMP TRAILER

Fenders: Weld On Diamond Plate

Finish (prep): Mechanical and/or Chemical Pretreatment for Maximum Paint Adhesion

Finishing Coat/Primer Sherwin-Williams Powdura OneCure Primer w/Polyester TGIC Gloss Powder Topcoat

Flooring 10 Ga. Smooth Plate

Frame 8" I-Beam (10 lbs/ft)

Gate 3-Way Spreader Gate

Year:	2022
Manufacturer:	Load Trail
Model:	DT16 83" x 14' Tandem Axle Dump
Type:	Dump
Length:	14' x 83"
Axles:	2
GVWR:	16000
Fenders:	Weld On Diamond Plate
Tongue:	8" I-Beam (10 lbs/ft)
Suspension:	2-5000 Lb Cambered Dexter Spring 2 Elec NEV-R-ADJUST Brakes Multi-Leaf Spring
Wheels:	17.5" 8-Hole
Coupler:	2.5/16"
Jack:	140K Drop Leg Spring Return
Electrical:	DOT Approved Stop, Tail, Turn and Clearance LED
Hitch:	Bumper

REQUEST MORE INFO

Load Trail DT16 83" x 14' Tandem Axle Dump

Please enter your contact information and one of our representatives will get back to you with more information.

First Name*

Last Name*

Preferred Contact* Phone

Email Address

Zip Code

Phone Number*

Comments

Submit

FLOOR	7 Gauge Smooth Steel
WHEEL	17.5" x 6.75"; Black Mod 8 Bolt
FINISH	Superior Quality Finish is Applied for a Highly Decorative and Protective Finish.
LIGHTS	L.E.D. D.O.T. Stop, Tail, Turn and Clearance
TONGUE	Integral with Frame (8" I-Beam, 10#)
COUPLER	Adjustable 2-5/16" 18,000# Demco EZ Latch
FENDERS	9" x 72" 14Ga. Diamond Plate Double Square Broke
G.V.W.R.	17,500#

SUSPENSION	Multi-Leaf Spring w/Equalizer
BED TOP RAIL	2" x 2" Square Tubing
FINISH (Prep)	Steel is Cleaned to Ensure a Professional Smooth Finish.
SAFETY CHAINS	3/8" Grd. 70 w/Safety Latch Hook (2 each)
DUMP BODY SIDES	24" Tall Sides (10 Gauge)
G.A.W.R. (Ea. Axle)	8,000#
DUMP BODY CROSSMEMBERS	3" Channel, 16" Centers

MODELS

MODEL	WEIGHT	DESCRIPTION
16LP-14	4,500#	83" x 14' Super Duty Ultra Low Profile Dump
16LP-16	4,950#	83" x 16' Super Duty Ultra Low Profile Dump

& FEATURES

INTEGRATED 8" I-BEAM TONGUE AND FRAME

An integrated frame adds strength to spare and accommodates a lower deck height.

ADJUSTABLE DEMCO EZ-LATCH COUPLER

Provides added ease and convenience.

SQUARE TUBING TOP RAIL

Added strength and durability for the dump bed.

TARP KIT WITH INCLUDED REAR TARP ROD

An included tarp kit keeps loads neat and contained underway.

HEAVY DUTY STEEL FLOOR

A 7-gauge steel floor.

CAMBERED DEXTER AXLES

Equipped with EZ-Lube Hubs, these axles deliver superior performance.

THE 16LP ALSO COMES EQUIPPED WITH:

- Adjustable 2-5/16" Demco EZ Latch Coupler
- 8" I-Beam Frame w/Integrated Tongue
- 12,000# Top Wind Drop-Leg Jack
- Lockable Pump and Battery Box Mounted in Front of Bed
- 24" Tall, 10 Gauge Sides w/Formed Channel Supports
- 7 Gauge Steel Floors
- Fully Formed Tarp Shroud on Front
- Crank Style Roll Tarp- Standard Equipped
- Tarp Rod Included to Secure Tarp on Rear
- J-Hooks on Sides and Rear for Tarp Control
- Stakepockets Along Sides
- Self Contained Electric/Hydraulic Scissor Hoist
- Power Up/Power Down Hydraulic Pump
- 12V Interstate Deep Cycle Battery
- 110V On-Board Battery Charger (5 Amp)
- Premium Brand Axles
- Cambered Axles w/Quick Lubricating Hubs
- Forward Self Adjusting Electric Brakes on All Hubs
- Grommet Mount Sealed Lighting
- L.E.D. Lighting Package
- Sealed, Modular Wiring Harness
- Complete Brake Away System

8.5 Cover sheet – ARD Paid Holidays - Amendment

Auburn Area Recreation and Park District Policy Committee Meeting February, 2022; Board of Directors meeting February, 2022

The Issue

Shall the Auburn Area Recreation and Park District's (ARD) phase out a portion of the paid holidays that are offered to employees?

Background

ARD currently offers the following holidays for employees:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Fourth of July (observed)
- Labor Day
- Columbus Day (Union employees only)
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

A full copy of the policy on paid holidays is attached.

The ARD Policy Committee is recommending that 1.5 paid holidays be eliminated for new employees (hired after March 1, 2022). **The Policy Committee proposed the elimination of the Friday after Thanksgiving and half of a day on Christmas Eve.** This proposed policy would only apply to non-union employees as the current agreement between ARD and Local 39 contains all of the holidays listed above.

The Policy Committee is further recommending that the list of paid holidays be capped at 10 1/2 .

A copy of the proposed change to the ARD Personnel Policy on Holidays is attached.

Recommendation for the Board of Directors

The Policy Committee sent this item to the Board with a positive recommendation to approve the amendments to the policy on ARD paid holidays.

Fiscal Impact

There would be no immediate fiscal impact. Some savings would be recognized over the course of the years as new employees replaced employees with longer service time.

Attachments

- Current ARD Policy on Paid Holidays
- Proposed ARD Policy on Paid Holidays
- Comparison of Holiday, PTO/Vacation/Sick leaves
- ARD PTO policies

Current ARD Policy on Holidays

5.4 Holidays

- A. All full-time employees of the District shall be entitled to the following eleven holidays per year with pay:

New Year's Day
Martin Luther King's Birthday
President's Day
Memorial Day
Fourth of July (observed)
Labor Day
Veteran's Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve
Christmas Day

When a holiday falls on a Sunday, the District will observe the holiday on Monday. When the holiday falls on a Saturday, the District shall observe the holiday on Friday.

An employee is only eligible for Holiday Pay if he or she is available for work on his or her scheduled workdays immediately preceding and following the holiday, i.e., not on Personal Time Leave or leave of absence for any reason. The District Administrator may use discretion when enforcing this policy.

Full-time employees who are scheduled to work on District holidays will receive eight (8) hours of holiday pay, plus straight time at the regular pay rate for the number of hours worked on the holiday. For example, if eight (8) hours were worked on the holiday, the employee would receive eight (8) hours of holiday pay, plus eight (8) hours of regular pay.

The Supervisor and the employee may agree to substitute one (1) alternate day off during the same pay period in lieu of the holiday. Time worked on the holiday would be paid at straight time. For example, if eight (8) hours were worked on the holiday and substituted for an alternate eight-hour day, the net effect would be eight (8) hours paid time and eight (8) hours off.

- B. For each holiday listed above, Regular Part-time Employees who meet and maintain the twenty to twenty-nine (20-29) or thirty to thirty-nine (30-39) average hours worked per week requirement receive holiday pay for the average daily hours worked. The average daily hours worked is calculated by using the number of hours the employee worked during the most recent two pay periods, based upon a five-day workweek. (I.e., total hours worked divided by twenty days equals average daily hours.) A maximum of eight hours per holiday may be earned. This becomes effective after the employee successfully completes the probationary period and meets the minimum hours worked per week requirement.

PROPOSED ARD Policy on Holidays

5.4 Holidays

- A. All full-time employees of the District **hired BEFORE March 1, 2022**, shall be entitled to the following eleven holidays per year with pay:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Fourth of July (observed)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day

All full-time employees of the District **hired AFTER March 1, 2022**, shall be entitled to the following ten and one-half holidays per year with pay:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Fourth of July (observed)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve (half-day)
- Christmas Day

This list of paid holidays shall be capped at ten and one-half.

When a holiday falls on a Sunday, the District will observe the holiday on Monday. When the holiday falls on a Saturday, the District shall observe the holiday on Friday.

An employee is only eligible for Holiday Pay if he or she is available for work on his or her scheduled workdays immediately preceding and following the holiday, i.e., not on Personal Time Leave or leave of absence for any reason. The District Administrator may use discretion when enforcing this policy.

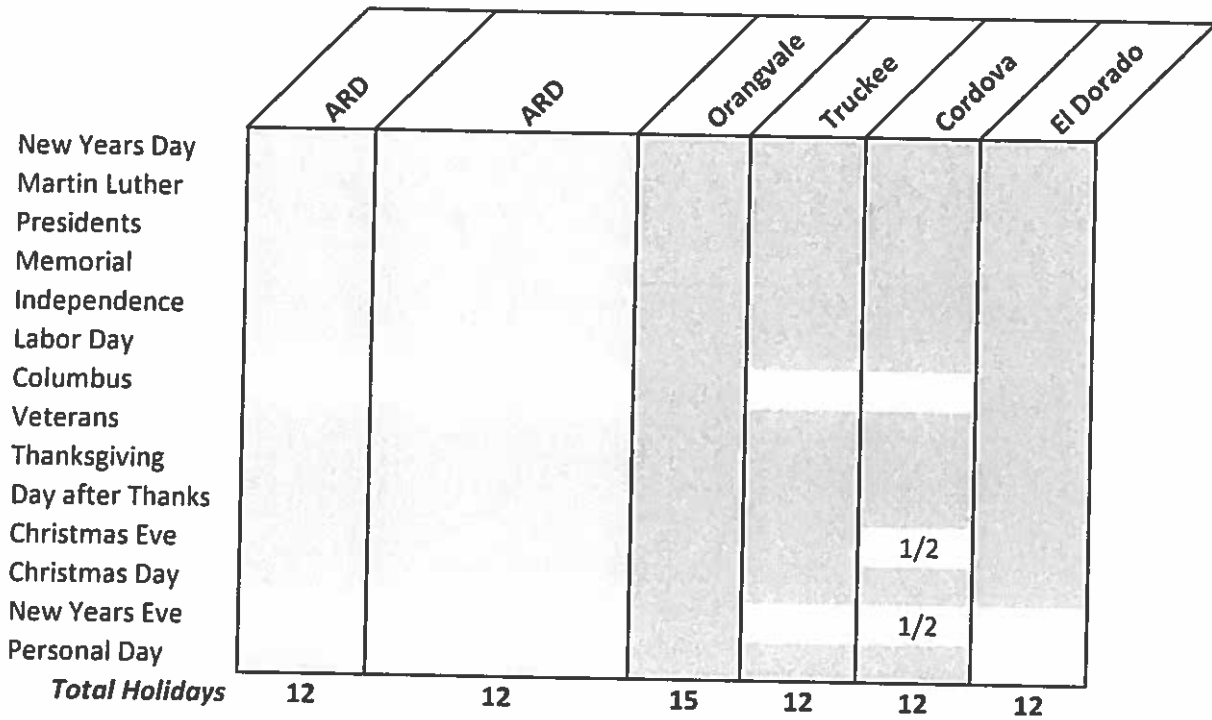
Full-time employees who are scheduled to work on District holidays will receive eight (8) hours of holiday pay, plus straight time at the regular pay rate for the number of hours worked on the holiday. For example, if eight (8) hours were worked on the holiday, the employee would receive eight (8) hours of holiday pay, plus eight (8) hours of regular pay.

The Supervisor and the employee may agree to substitute one (1) alternate day off during the same pay period in lieu of the holiday. Time worked on the holiday would be paid at straight time. For example, if 157

eight (8) hours were worked on the holiday and substituted for an alternate eight-hour day, the net effect would be eight (8) hours paid time and eight (8) hours off.

- B. For each holiday listed above, Regular Part-time Employees who meet and maintain the twenty to twenty-nine (20-29) or thirty to thirty-nine (30-39) average hours worked per week requirement receive holiday pay for the average daily hours worked. The average daily hours worked is calculated by using the number of hours the employee worked during the most recent two pay periods, based upon a five-day workweek. (I.e., total hours worked divided by twenty days equals average daily hours.) A maximum of eight hours per holiday may be earned. This becomes effective after the employee successfully completes the probationary period and meets the minimum hours worked per week requirement.

Comparison of current Holiday and PTO/Vacation/Sick leaves



	PTO	PTO Hired aft 6/2014	Vacation and Sick Hours			
First Year	140 - 188	107 - 143	206.4	176	192	184
Third Year	184 - 232	140 - 176	206.4	216	192	200
Forth Year	184 - 232	140 - 176	230.4	216	192	200
Sixth Year	224 - 272	170 - 206	230.4	216	216	224
Eighth Year	224 - 272	170 - 206	230.4	232	216	224
Tenth Year	224 - 272	170 - 206	254.4	232	216	224
Eleventh Year	264 - 312	200 - 236	254.4	256	224.4	296
Twelth Year	264 - 312	200 - 236	254.4	256	231.6	296
Thirteenth Year	264 - 312	200 - 236	254.4	256	240	296
Forteenth Year	264 - 312	200 - 236	254.4	256	248.4	296
Fifteenth year	264 - 312	200 - 236	254.4	256	255.6	296
Sixteenth year	304 - 352	230 - 266	254.4	256	260	296
	616 Cap	462 Cap	320 Cap	240 Cap	196 Cap	256 Cap

ARD Personnel Policy Manual
APPENDIX A

Non-Union Employees

A. Personal Time Leave

Personal Time Leave is leave which may be used for either illness or vacation and shall be calculated as follows:

1. **0 – 90 days of employment:** no Personal Time Leave may be taken.
2. **Date of Hire to end of Second (2nd) year:**
Non-Exempt Employee - .0673/hr. or 140 hours/year, with a cap of 452 hours.
Exempt Employee – 7.23 hours/pay period or 188 hours/year, with a cap of 452 hours.
3. **Beginning of third (3rd) year to end of fifth (5th) year:**
Non-Exempt Employee - .0885/hr. or 184 hours/year, with a cap of 496 hours.
Exempt Employee – 8.92 hours/pay period or 232 hours/year, with a cap of 496 hours.
4. **Beginning of sixth (6th) year to end of tenth (10th) year:**
Non-Exempt Employee - .1077/hr. or 224 hours/year, with a cap of 536 hours.
Exempt Employee – 10.46 hours/pay period or 272 hours/year, with a cap of 536 hours.
5. **Beginning of eleventh (11th) year and forward:**
Non-Exempt Employee - .1269/hr. or 264 hours/year, with a cap of 576 hours.
Exempt Employee – 12.0 hours/pay period or 312 hours/year, with a cap of 576 hours.
6. **Beginning of the Sixteenth (16th) year and forward:**
Non-Exempt Employee - .1462 hr. or 304 hours/year with a cap of 616 hours.
Exempt Employee – 13.54 hours/pay period or 352 hours/year with a cap of 616 hours.

Employees hired after June 30, 2014

1. **0 – 90 days of employment:** no Personal Time Leave may be taken.
2. **Date of Hire to end of Second (2nd) year:**
Non-Exempt Employee - .0514/hr. or 107 hours/year, with a cap of 339 hours.
Exempt Employee – 5.5 hours/pay period. or 143 hours/year, with a cap of 339 hours.
3. **Beginning of third (3rd) year to end of fifth (5th) year:**
Non-Exempt Employee - .0673/hr. or 140 hours/year, with a cap of 372 hours.
Exempt Employee – 6.77 hours/pay period or 176 hours/year, with a cap of 372 hours.
4. **Beginning of sixth (6th) year to end of tenth (10th) year:**
Non-Exempt Employee - .0817/hr. or 170 hours/year, with a cap of 402 hours.
Exempt Employee – 7.92 hours/pay period or 206 hours/year, with a cap of 402 hours.
5. **Beginning of eleventh (11th) year and forward:**
Non-Exempt Employee - .0962/hr. or 200 hours/year, with a cap of 432 hours.
Exempt Employee – 9.08 hours/pay period or 236 hours/year, with a cap of 432 hours.
6. **Beginning of the Sixteenth (16th) year and forward:**
Non-Exempt Employee - .1106/hr. or 230 hours/year with a cap of 462 hours.
Exempt Employee – 10.23 hours/pay period or 266 hours/year with a cap of 462 hours.

Accrual depends upon employment status and years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Part-time employees accrue Personal Time Leave on a pro rata basis. Employees on unpaid leave and seasonal or temporary

employees do not accrue Personal Time Leave. An employee may not use paid time off before its accrual.

Personal Time Leave accrual is capped. When an employee accrues Personal Time Leave in excess of 320 hours (240 hours if hired after June 30, 2014) beyond the number of hours which that employee can earn during one year, the employee shall cease accruing Personal Time Leave until he or she has used sufficient time to reduce it to the cap. For example, if a seventh (7th) year employee ends the year with 536 hours, he/she will not accrue any additional Personal Time Leave until he/she has used some hours. If during the first month the employee uses 80 hours, he/she shall then begin accruing hours until he/she is once again at 536 hours. The District does not grant retroactive compensation for any period of time during which employee was unable to accrue Personal Time Leave because his or her Personal Time Leave had reached capacity.

Accrual depends upon employment status and years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Part-time employees accrue Personal Time Leave on a pro rata basis. Employees on unpaid leave and seasonal or temporary employees do not accrue Personal Time Leave. An employee may not use paid time off before its accrual.

Personal Time Off Buy-Out: The District will allow employees to buy out PTO time on the following conditions:

1. Employee may only buy PTO time down to eighty (80) hours.
2. Employees will be allowed to buy down PTO twice per year, June 1st and December 1st of each year.
3. The buy down rate will be one day of PTO time for each day bought out. PTO time may only be bought out in 8 hour increments.

Upon leaving employment with the District, Personal Time Leave will be paid out based on the amount accrued as of the date of termination of employment. It shall be paid at the employee's then-current hourly rate."

Personal Time Leave may be taken any time after 90 days of employment, whenever work schedules permit. An employee wishing to use Personal Time Leave should request such time at least two (2) weeks in advance from his or her department manager. Exempt employee Personal Time Leave shall only be used when an exempt employee is absent from work for more than 4 hours per day. All Personal Time Leave must be approved by the department manager and/or the District Administrator. Due to the seasonal operational requirements of the District, Personal Time Leave may not be used by more than one departmental employee at a time unless approved by the department manager. Unless agreed and voted upon by a department, the following will apply: when two or more employees on the same shift request the same personal leave time and approval cannot be given to all employees requesting it, employees shall be granted their preferred Personal Time Leave on a first-come, first serve basis. In order to give all employees the opportunity to take Personal Time Leave in preferred seasons, seniority "bumping" is allowed one time per year,

per employee. The District Administrator or designee shall make final determinations and must approve employee Personal Time Leave schedules in advance.

Personal Time Leave used as sick time is subject to the following rules:

1. The District, through the District Administrator, reserves the right to require medical evidence of illness and/or medical certification of fitness for duty to return to work whenever an employee misses work due to an illness, injury or disability. The District may withhold Personal Time Leave if it suspects that Personal Time Leave has been misused.
2. Personal Time Leave used for illness, injury, or disability that results in an absence of more than three (3) consecutive days may require that the employee bring a doctor's note to excuse such absence as well as release the employee for full duty.
3. The District will not tolerate abuse or misuse of the Personal Time Leave privilege.

PTO Policies

Union Employees

7.3.2 Personal Time Leave

Personal Time Leave is leave which may be used for either illness or vacation. For a full-time employee it shall be calculated as follows:

- a. 0-6 months of employment: no Personal Time Leave may be taken
- b. Date of Hire to end of Second (2nd) year: .0635 / hr or 132 hours/year, with a cap of 452 hours.
- c. Beginning of third (3rd) year to end of fifth (5th) year: .0846 / hr or 176 hours/year, with a cap of 496 hours
- d. Beginning of sixth (6th) year to end of tenth (10th) year: .1038 / hr or 216 hours/year, with a cap of 536 hours
- e. Beginning of eleventh (11th) year and forward: .1231 / hr. or 256 hours/year, with a cap of 576 hours.
- f. Beginning of the Sixteenth (16th) year and forward: .1423 / hr. or (296) hours/year with (cap of 616 hours)

Employees hired after July 1, 2014: PTO

- a. 0-6 months of employment: No Personal Time Leave may be taken.
- b. Date of Hire to end of Second (2nd) year: .04763 /hr or 99 hours/year, with a cap of 339 hours.
- c. Beginning of third (3rd) year to end of fifth (5th) year: .0635 /hr or 132 hours/year, with a cap of 372 hours.
- d. Beginning of sixth (6th) year to end of tenth (10th) year: .0779 /hr or 162 hours/year, with a cap of 402 hours.
- e. Beginning of eleventh (11th) year and forward: .09233 /hr or 192 hours/year, with a cap of 432 hours.

- f. Beginning of the Sixteenth (16th) year and forward: .1067 / hr or (222) hours/year with a cap of 462 hours.

Personal Time Leave accrual is capped. When an employee accrues Personal Time Leave in excess of 320 hours (240 hours if hired after March 31, 2014) beyond the number of hours which that employee can earn during one year, the employee shall cease accruing Personal Time Leave until he or she has used sufficient time to reduce it to the cap. For example, if a 7th year employee ends the year with 536 hours (402 hours if hired after March 31, 2014), he/she will not accrue any additional Personal Time Leave until he/she has used some hours. If during the first month the employee uses 80 hours, he/she shall then begin accruing hours until he/she is once again at 536 (402 hours if hired after March 31, 2014) hours. The District does not grant retroactive compensation for any period of time during which employee was unable to accrue Personal Time Leave because his or her Personal Time Leave had reached capacity. Accrual depends upon employment status and years of active service. Active service commences with an employee's first day of work and continues thereafter unless broken by an absence without pay, a leave of absence, or termination of employment. Part-time employees accrue Personal Time Leave on a pro rata basis. Employees on unpaid leave and seasonal or temporary employees do not accrue Personal Time Leave. An employee may not use paid time off before its accrual.

Personal Time Off Buy-Out: The District will allow employees to buy out PTO time on the following conditions:

1. Employee may only buy PTO time down to 80 hours
2. Employees will be allowed to buy down PTO twice per year, June 1st and December 1st of each year.
3. The buy down rate will be one day of PTO time for each day bought out.
PTO time may only be bought out in 8 hour increments

Upon leaving employment with the District, Personal Time Leave will be paid out based on the amount accrued as of the date of termination of employment. It shall be paid at the employee's then-current hourly rate.

Personal Time Leave may be taken any time after six months of employment, whenever work schedules permit. An employee wishing to use Personal Time Leave must request such time at least two (2) weeks in advance from his or her department manager. All Personal Time Leave must be approved by the department manager and/or the District Administrator. Due to the seasonal operational requirements of the District, Personal Time Leave may not be used by more than one departmental employee at a time unless approved by the department manager and the District Administrator. Unless agreed and voted upon by a department, the following will apply: when two or more employees on the same shift request the same personal leave time and approval cannot be given to all employees requesting it, employees shall be granted their preferred Personal Time Leave on a first-come, first serve basis. In order to give all employees the opportunity to take Personal Time Leave in preferred seasons, seniority "bumping" is allowed one time per year, per employee. The District Administrator or designee shall make final determinations and must approve employee Personal Time Leave schedules in advance.

Personal Time Leave used as sick time is subject to the following rules:

1. The District, through the District Administrator, reserves the right to require medical evidence of illness and/or medical certification of fitness for duty to return to work whenever an employee misses work due to an illness, injury or disability. The District may withhold Personal Time Leave if it suspects that Personal Time Leave has been misused.
2. Personal Time Leave used for illness, injury, or disability that results in an absence of more than three (3) consecutive days may require that the employee bring a doctor's note to excuse such absence as well as release the employee for full duty.
3. The District will not tolerate abuse or misuse of the Personal Time Leave privilege.

8.6 Cover sheet –Nomination for CSDA Board of Directors – Seat B

Auburn Area Recreation and Park District Board of Director’s Meeting February, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) nominate an ARD Board member for the California Special District Association (CSDA) Board of Directors, Seat B?

Background

The CSDA Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2023 - 2025 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network they seek to represent. **ARD is in the Sierra Network.**

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA’s member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California’s special districts before the Legislature and the State Administration. Serving on the Board requires one’s interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento. (CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the Spring, and the CSDA Annual Conference - held in the Fall. (CSDA does not reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)
- Complete all four modules of CSDA’s Special District Leadership Academy within 2 years of being elected. (CSDA does not reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).

Nomination Procedures:

Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district’s Board of Directors), for election to the CSDA Board of Directors. A copy of the member district’s resolution or **minute action** and **Candidate Information Sheet** must accompany the **Nomination Form**. The deadline for receiving nominations is March 31, 2022. Nominations and supporting documentation may be mailed or emailed.

Recommendation

Nominate and approve a willing ARD Board member for the CSDA Board of Directors Sierra Network Seat B.

Fiscal Impact

N/A

Attachments

Candidate Information Sheet
Nomination Form

Expiring Terms ([See enclosed network map](#))
(*Incumbent is running for re-election)

Northern Network	Seat B	Kim Seney, Director, Gold Mountain Community Services District*
Sierra Network	Seat B	Jerry Gilmore, Director, Truckee Sanitary District*
Bay Network	Seat B	Ryan Clausnitzer, GM, Alameda County Mosquito Abatement District*
Central Network	Seat B	Lorenzo Rios, GM, Clovis Veterans Memorial District*
Coastal Network	Seat B	Vacant
Southern Network	Seat B	Don Bartz, GM, Phelan Pinon Hills Community Services District*



**California Special
Districts Association**
Districts Stronger Together

2022 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 31, 2022 will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2022 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

**Return this form, a Board resolution/minute action supporting the candidate, and
Candidate Information Sheet by mail or email to:**

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS:

March 31, 2022 at 5:00 p.m.

8.7 Cover sheet – Vision Statement Amendment

Auburn Recreation District Policy Committee August, 2017; Policy Committee February, 2022; Board of Directors Meeting February, 2022

The Issue

Shall the Auburn Area Recreation and Park District's (ARD) amend its Vision Statement? Director Holbrook requested that this item be considered.

Background

ARD adopted Mission and Vision Statements and Core Values as part of the Strategic Plan process in 2007.

ARD revised its Mission Statement in 2009.

The ARD Policy Committee reviewed the Mission Statement, Vision Statement, and Core Values in 2017.

In February, 2022, the ARD Policy Committee reviewed the ARD Mission Statement, Vision Statement and Core Values. Those statements are attached.

The Policy Committee recommended the following changes to the Vision Statement:

VISION OF THE Auburn Area Recreation and Park District

The vision for the ARD is to be the recognized local leader in recreation and parks and to be the District residents' primary source for **recreation opportunities. leisure activity.** We will focus our resources on improving the services, programs, facilities and prudent acquisitions **for ,and** the health and happiness of our community.

Recommendation for the Board of Directors

The Policy Committee sent a positive recommendation to amend the Vision Statement as written above.

The Policy Committee also recommended having the Mission Statement stenciled on a wall in the ARD Board Room.

Fiscal Impact

There will be a cost for the stenciling (unknown at this time; quotes are being sought).

Attachments

ARD's Mission Statement, Vision Statement, and Core Values

MISSION OF THE Auburn Area Recreation and Park District

The mission of the Auburn Area Recreation and Park District is to provide an excellent system of parks, recreation facilities, programs and services that enrich the lives, health and happiness of our citizens.

Approved 2007; Amended 2009

VISION OF THE Auburn Area Recreation and Park District

The vision for the ARD is to be the recognized local leader in recreation and parks and to be the District residents' primary source for leisure activity. We will focus our resources on improving the services, programs, facilities and prudent acquisitions, and the health and happiness of our community.

Approved 2007

CORE VALUES OF THE Auburn Area Recreation and Park District

- Honesty
- Loyalty
- Integrity
- Responsibility
- Knowledge
- Fairness
- Effective Communication
- Healthy Lifestyles
- Courtesy
- Accountability
- Kindness
- Quality
- Openness
- and especially, Fun

Approved 2007

8.8 Cover sheet – 2022 ARD Friend of Recreation Nominations

**Auburn Area Recreation and Park District (ARD) Board of Directors Meeting January 27, 2022;
February, 2022**

The Issue

Shall the Auburn Area Recreation and Park District select an organization/person(s) for the 2022 “Friend of Recreation” award?

Background

Every year, ARD awards the “ARD Friend of Recreation Award” at the annual State of Community Dinner. Information on the Friend of Recreation Award is as follows:

The Auburn Area Recreation and Park District Friend of Recreation award is given to the person, organization or group that has made a significant contribution to parks, recreation and active leisure in the Auburn area. This award is presented annually at the State of the Community Dinner.

Specific criteria for nominees/winners are as follows:

- The person’s, organization’s or group’s contribution should include the last 5 years
- Volunteers, ARD employees and contract employees are eligible for the award
- Nominees from entities outside of ARD can be considered (Tevis Cup, Placer High, local youth sports organizations, etc.)

In July of 2019, the ARD Board adopted new policies and procedures for selecting the Friend of Recreation. Those procedures are as follows:

- A. Staff will put an item on the January Board of Directors meeting, asking for nominations. Board members should send a brief description as to why their nominee should be selected. Nominations will be due by the February Board meeting.
- B. Staff will announce all nominations at the February Board meeting and request that each Board member select a first and second choice. If a nominee received three first place votes, they will be selected as the next ARD Friend of Recreation. If there is no nominee with three first place votes, the process will be as follows:
 1. All first place votes will be counted as two points
 2. All second place votes will be counted as one point
 3. The nominee with the highest point total will be selected as the next Friend of Recreation
 4. If after this process there is a tie, the top two nominees will be voted on. The nominee with three votes will be declared the next ARD Friend of Recreation
- C. The ARD Friend of Recreation will be announced at the March Board meeting.

Continued, next page

At the January, 2022 Board of Directors meetings, the following nominations were received:

- The Placer County Sheriff Office: From Special Events to daily patrolling of our parks, they have showed a continued dedication to enabling the community to have a fun & be a safe place to recreate!
- Randy Spangler (Bike Park engineer and builder)
- Placer County Probation
- United Auburn Indian Community: UAIC and Thunder Valley have been a major sponsor of the Auburn Harvest Festival for the past 15+ years, and have also awarded ARD a grant for the Auburn Bike Park

Recommendation for the Board of Directors

Each Director will select a first and second place choice. If a nominee received three first place votes, they will be selected as the next ARD Friend of Recreation. If there is no nominee with three first place votes, the process will be as follows:

1. All first place votes will be counted as two points
2. All second place votes will be counted as one point
3. The nominee with the highest point total will be selected as the next Friend of Recreation
4. If after this process there is a tie, the top two nominees will be voted on. The nominee with three votes will be declared the next ARD Friend of Recreation

Fiscal Impact

N/A

Attachments

Past ARD Friend of Recreation Award winners:

2009: Laura Pinnick

2010: Eric Peach

2011: Todd Peak

2012: Patrick Remington

2013: Chic and Ingrid Koenig

2014: Mike Lynch

2015: Canyon Keepers

2016: Daryl Henry

2017: Chain Zombies

2018: Diana Boyer and Lisa Kodl

2019: Bill and Jenny Jansen

2020: Warren Tellefson

2021: The Ridge Golf Course and Event Center

The ARD Board had also requested a list of large donors to ARD. Here is a list of the top donors

United Auburn Indian Community

Armrod Charitable Foundation (The Ridge – received award in 2021)

Norma Harris

Bill and Jenny Jansen (Received award in 2019)

Auburn Rotary Club

Auburn Ale House

Lagunitas Brewing Company

Auburn Trails Alliance (mainly Diana Boyer, who received the award in 2018)

I am honored and proud to be able to nominate the Placer County Sheriff's Office for this years recipient of the

"Friend of Recreation Award".

The Placer County Sheriff's Department is so very worth of receiving the friend of recreation award for multiple reasons, that go way above and beyond what one would consider normal course of activity. Several representatives have taken a personal interest and donated personal time. Others have taken concerns and gone to extremes to be proactive and not just reactive. Bottom line the PCSO has allowed us to safely provide facilities and events for attendance and use by the community that might not be without their support. And please note, I am mainly focused on the ARD, they also help in so many ways in our greater community to facilitate and support recreation, from Search and Rescue, to patrols of facilities. Saving lives, and keeping all safe.

Following are just some examples:

Auburn Bike Park, when everyone was claiming there would be crime, the PCSO Spoke out and advised all of their commitment to the park, offering to increase and ensure extra patrols to the area, and also members of PCSO helped with the creation of the park, and further came out and supported and participated in our grand opening.

Community Events: PCSO has donated over the years countless representatives that have saved the district thousands of dollars in costs, ensuring attendees are safe, and helping us meet required security mandates. They actively work throughout the events in a most appropriate manner, ensuring safety without intimidation. From lost children to an occasional out of line guest, they handle each incident with respect and honest concern, and of course professionalism. On top of that, volunteers from PCSO are often seen at our events, bringing out community outreach booths, and some of their fun equipment such as their SWAT vehicles and more adding to the fun & helping to educate, especially our children.

Homeless / Transient issues, especially at Regional Park. The PCSO has taken the lead on this issue, working directly with staff to not only address concerns but take an active role in creating proactive / preventative actions to reduce the risks and concerns brought on by individuals who choose to violate the laws. From Trespassing to illegal drug activities and more, the PCSO has

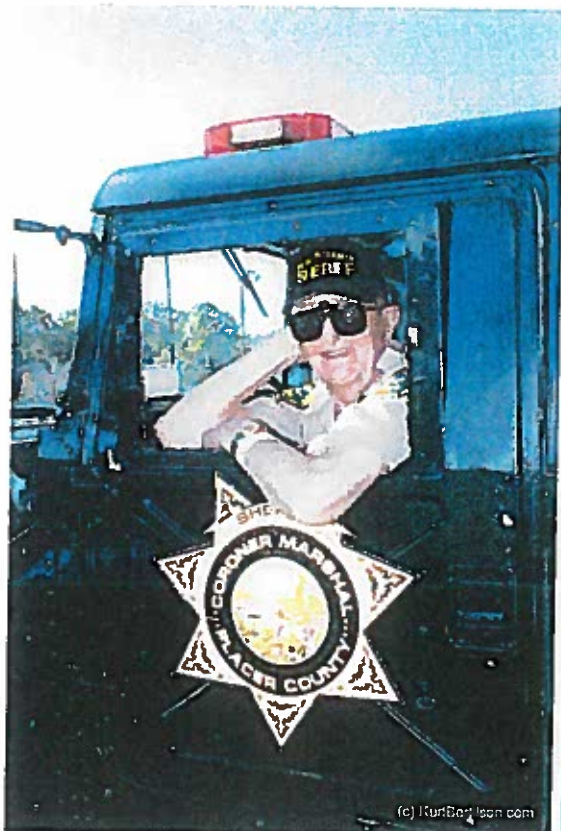
helped a ton. PCSO created a team with members of PCSO, Probation and others - they not only react but regularly take time to do patrols of the back areas, using ATV's and other means to help!

PCSO is much more than a phone number to call when we are subject to crimes, or criminal acts are being conducted on our property. They have become an active partner with the ARD, allowing all to come to our parks and feel safe.

Again I could go on, the Volunteers and members of the Search and Rescue Teams, the pilots who air evacuate, sometimes just being seen patrolling our parks is a help. I would not want to imagine the state of our parks, especially Regional - our biggest park, without their incredible service and dedication. I could easily call out some individual names, but that is not what they are about. They are a team, and should be recognized as such -

I encourage all to join me in supporting and honoring the PCSO with this years "Friend of Recreation" award.

Scott Holbrook



8.9 Cover sheet –Excluding Davey Tree Service from working with ARD

Auburn Area Recreation and Park District Board of Director’s Meeting February, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) exclude Davey Tree Service from providing services to the District? Director Ainsleigh requested that this item be considered.

Background

ARD contracts for much of the tree work needed in the District. Davey Tree Service is typically the lowest cost provider of this tree service.

Recommendation

Review and make a motion.

Staff would like to note that we have two current approved contracts with Davey for upcoming tree work.

Fiscal Impact

Unknown.

Attachments

None