

**AUBURN AREA RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS & FRIENDS OF THE AUBURN AREA
RECREATION & PARKS, INC. 501 c (3)
AGENDA
MEETING OF THE BOARD OF DIRECTORS**

6:00 P.M.

**THURSDAY, SEPTEMBER 25, 2014
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE
AUBURN, CA**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection in the District's Office at 471 Maidu Drive, Auburn, CA 95603 during normal business hours.

1.0 CALL TO ORDER

COLOR GUARD PRESENTATION - FLAG SALUTE (Pledge to the Flag)

The Board of Directors of the Auburn Area Recreation and Park District welcomes you to its meetings. Regular meetings are scheduled at 6 p.m. the last Thursday of each month. Your attendance and interest is encouraged and appreciated. Special accommodations may be made upon request to the District Administrator 72 hours in advance of the meeting.

Roll Call

Smith _____ Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation by Recreation Services Manager Sheryl Petersen, recognition of interns.

3.0 AGENDA REVIEW, CHANGES, AND APPROVAL

Motion by _____ Second by _____ to _____

Gray _____ Smith _____ Holbrook _____ Ainsleigh _____ Ferris _____

4.0 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 Board of Directors. After you are recognized by the Board Chairperson, please come to the lectern and state your name, and address for the record (optional). There is a time limitation of three minutes.

5.0 CONSENT ITEMS – (roll call vote) All matters listed under the Consent Calendar are to be considered routine by the Board of Directors and will be enacted by one motion in the form listed. There will be no separate discussion of these items unless, before the Board votes on the motion to adopt, a member or members of the Board, staff or the public requests a specific item to be removed from the Consent Calendar for separate discussion and action.

_____ **5.1 Review and Approval of Minutes of the August 28, 2014 Board of Directors Meeting**

Review and approval of minutes.

_____ **5.2 Review of Cash Requirements for August, 2014 (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Board of Directors for review and approval.

_____ **5.3 Review of Financials for August, 2014 (Standing Finance Committee)**

This item was reviewed and approved by the Standing Finance Committee and forwarded to the Board of Directors for review and approval.

_____ **5.4 ARD Personnel Policy Proposed Amendment – Interns (Program, Personnel, Policy, Fee & Legal Review Committee)**

Shall the Auburn Area Recreation and Park District Board of Directors change its policy on employee discounts to allow some discounts for interns?

_____ **5.5 Legislative Outreach Letters**

Shall the Auburn Area Recreation & Park District send a letter to our local legislators highlighting the benefits of ARD?

_____ **5.6 Resolution Number 2014-22, Transfer of Funds from Future Capital Construction Reserve Fund to the General Fund for the Regional Park Soccer Field Improvements and the Lakeside Room Roof Repairs**

Shall the ARD Board of Directors adopt Resolution Number 2014-22, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Approving the Transfer of Funds in the Amount of \$9,870.00 from the Future Capital Construction Reserves to the General Fund for the Regional Soccer Field Improvement and Goal Replacement and Transfer of Funds in the Amount of \$22,801.38 from the Future Capital Construction Reserves to the General Fund for the Completion of the Lakeside Roof for a Total of \$32,671.38?

Motion by _____ second by _____ to _____

Smith _____ Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____

Roll Call Vote

6.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS

Please see reports, fee waiver log, project list and vandalism report under item 6.0.

7.0 UNFINISHED BUSINESS

7.1 New Pickleball Courts at Regional Park (Acquisition & Development Committee)

Shall the Auburn Area Recreation & Park District Board of Directors reconsider how many pickle ball courts will be added to Regional Park?

Motion by _____ second by _____ to _____

Smith _____ Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____

7.2 Approval of Final Contract with Local 39 Operating Engineers

Shall the Auburn Area Recreation and Park District Board of Directors ratify the agreement reached with Local 39?

Motion by _____ second by _____ to _____

Smith _____ Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____

Roll Call Vote

8.0 NEW BUSINESS

_____ 8.1 Quarterly Meeting of the Friends of Auburn Area Recreation & Parks, Inc. Review of 501 c (3) Financials

A review of the Friends of the Auburn Area Recreation & Parks, Inc. Balance Sheet and Profit and Loss.

Motion by _____ second by _____ to _____

Smith _____ Holbrook _____ Gray _____ Ainsleigh _____ Ferris _____

_____ 9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

None.

_____ 10.0 **BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

No action will be taken at this time on any item announced or reported by a Board Member. The Board or a member of the Board may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter so reported, or take action to direct staff to place a matter of business on a future agenda.

_____ 11.0 **CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

_____ 12.0 **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 Board of Directors. After you are recognized by the Board Chairperson, please come to the lectern and state your name, and address for the record (optional). There is a time limitation of three minutes.

_____ 13.0 **CLOSED SESSION**

13.1 **Public Employee Performance Evaluation. (Gov. Code, 54954.5, subd. (e), 54957.)**

Title: District Administrator

_____ 14.0 **OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION**

ADJOURNMENT

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

9-19-14
Date

12:50 pm.
Time

P. Larson
Clerk to the Board

SECTION: 5.0

**ITEM: 5.1 REVIEW AND APPROVAL OF MINUTES OF THE
AUGUST 28, 2014 BOARD OF DIRECTORS
MEETING**

DESCRIPTION:

INFORMATION: SEE ATTACHED MINUTES

**STAFF
RECOMMENDATION: BOARD OF DIRECTORS REVIEW & APPROVE
MINUTES**

FISCAL IMPACT:

**Auburn Area Recreation and Park District
Minutes**

of the Meeting of the Board of Directors

Thursday, August 28, 2014, 6:00 p.m.

Canyon View Community Center

471 Maidu Drive

Auburn, CA

Board Members

Present:

Acting Chairman Scott Holbrook

Director Jim Gray

Director Jim Ferris

Director Gordon Ainsleigh

Board Members

Absent:

Director Curt Smith

Staff Present:

Kahl Muscott, District Administrator

Joe Fecko, Administrative Services Manager

Larry Gray, Facilities & Grounds Manager

Manouch Shirvanioun, Customer Service/Marketing Manager

Debbie Thomas, Youth Services Manager

Pamela Vann, Landscape Architect

Patricia Larson, Recording Secretary

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:00 p.m. by Vice Chairman Holbrook.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

None.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the agenda.

4 – 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of Minutes of the July 31, 2014 Board of Directors Meeting**
- 5.2 Review of Cash Requirements for July, 2014 (Standing Finance Committee)**
- 5.3 Review of Financials for July, 2014 (Standing Finance Committee)**
- 5.4 Resolution Number 2014-20, Resolution of the Governing Board of Directors of the Auburn Area Recreation & Park District Approving the Transfer of \$14,506.39 from the City Mitigation Fund to the General Fund for the ADA Compliant Restroom Remodel at Ashford Park (Standing Finance Committee)**
- 5.5 Facilities & Grounds Turf & Landscape Coordinator Job Description (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the consent calendar with item 5.5 being moved for discussion.

Roll Call Vote

4 – 0 Motion carries.

5.5 Facilities & Grounds Turf & Landscape Coordinator Job Description

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the Facilities & Grounds Turf & Landscape Coordinator Job Description.

4 – 0 Motion carries.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

Board reports, the fee waiver log, project list and vandalism report were provided to the Board under separate cover.

7.0 UNFINISHED BUSINESS

- 7.1 None.**

8.0 NEW BUSINESS

8.1 Election of Temporary Vice Chairman of the Auburn Area Recreation & Park District Board of Directors

Director Gray nominated Director Ferris as temporary Vice Chairman. All Board Members were in favor of Director Ferris as temporary Vice Chairman.

8.2 MOU with the Bike Park Group (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Ferris and seconded by Director Ainsleigh to approve the Memo of Understanding between Auburn Trails Alliance and the Auburn Area Recreation and Park District for Construction of Improvements, Operations, Maintenance and Fundraising for the Auburn Bike Park.

4 – 0 Motion carries.

8.3 Operation and Development Plan – Vision for USBR Properties (Acquisition & Development Committee)

A motion was made by Director Gray and seconded by Director Ferris to approve the Operation & Development Plan – Vision for USBR Properties.

4 – 0 Motion carries.

8.4 ARD Personnel Policy Manual Update (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve the Personnel Policy Manual Update.

Roll Call Vote

4 – 0 Motion carries.

8.5 Resolution Number 2014-21 – Changes to Conflict of Interest Policy (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Gray and seconded by Director Holbrook to adopt Resolution Number 2014-21, Changes to Conflict of Interest Policy.

Roll Call Vote

4 – 0 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. DRAFT Bell Road Conservation Easement – information was reviewed by the Board

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

No action will be taken at this time on any item announced or reported by a Board Member. The Board or a member of the Board may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent Meeting concerning any matter so reported, or take action to direct staff to place a matter of business on a future agenda.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

Peter Clark, 150 Virginia Street, Auburn, California gave public comment that there seems to be a lot of water on the fields at Railhead Park.

13.0 CLOSED SESSION – Closed Session was cancelled.

13.1 Public Employee Performance Evaluation. (Gov. Code, 54954.5, subd. (e), 54957.)

Title: District Administrator

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:01 p.m. by Vice Chairman Holbrook.

Board Secretary

Date

SECTION: 5.0

**ITEM: 5.2 REVIEW OF CASH REQUIREMENTS FOR
AUGUST, 2014**

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

**STAFF
RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING
FINANCE COMMITTEE AND FORWARDED TO
THE BOARD OF DIRECTORS FOR REVIEW AND
APPROVAL**

FISCAL IMPACT: \$125,573.52

Ranges: From: To: From: To:
 Check Number First Last Check Date 8/1/2014 8/31/2014
 Vendor ID First Last Checkbook ID UMPQ UMPQ
 Vendor Name First Last

Sorted By: Check Date

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
11022	F0004	Court-Ordered Debt Collections	8/1/2014	UMPQ	PMCHK00002160	\$101.74
11023	S0016	Sam's Club	8/1/2014	UMPQ	PMCHK00002160	\$1,467.15
11024	S1007	Stationary Engineers, Local 39	8/1/2014	UMPQ	PMCHK00002160	\$248.80
11025	S1010	State Disbursement Unit	8/1/2014	UMPQ	PMCHK00002160	\$87.50
011076	U0019	US Bank	8/7/2014	UMPQ	PMCHK00002163	\$23,115.51
011027	1099-178	VDR Inc DBA K9 101	8/8/2014	UMPQ	PMCHK00002162	\$220.50
011028	1099-193	Celena Polena	8/8/2014	UMPQ	PMCHK00002162	\$390.00
011029	1099-218	Auburn Gymnastics Center	8/8/2014	UMPQ	PMCHK00002162	\$682.50
011030	1099-221	Timothy Bowen	8/8/2014	UMPQ	PMCHK00002162	\$2,501.25
011031	1099-247	Clifford Johnson	8/8/2014	UMPQ	PMCHK00002162	\$39.00
011032	1099-252	Donna Lisa Otto	8/8/2014	UMPQ	PMCHK00002162	\$357.50
011033	1099-256	Annette Cowan	8/8/2014	UMPQ	PMCHK00002162	\$510.25
011034	1099-264	Philip Green	8/8/2014	UMPQ	PMCHK00002162	\$429.00
011035	1099-278	Daniella Zimmerman	8/8/2014	UMPQ	PMCHK00002162	\$247.00
011036	1099-284	Emily Rodgers	8/8/2014	UMPQ	PMCHK00002162	\$480.00
011037	1099-301	Chris Zanardi	8/8/2014	UMPQ	PMCHK00002162	\$500.00
011038	1099-49	Paula Duffy	8/8/2014	UMPQ	PMCHK00002162	\$1,865.50
011039	A0001	Recology Auburn Placer	8/8/2014	UMPQ	PMCHK00002162	\$1,205.64
011040	A0014	AT&T	8/8/2014	UMPQ	PMCHK00002162	\$774.56
011041	A0017	Airgas National Carbonation	8/8/2014	UMPQ	PMCHK00002162	\$398.16
011042	A0027	Recology Auburn Placer	8/8/2014	UMPQ	PMCHK00002162	\$1,205.95
011043	A0111	AllGood Driving School, Inc	8/8/2014	UMPQ	PMCHK00002162	\$112.50
011044	C0061	California Computer Services	8/8/2014	UMPQ	PMCHK00002162	\$300.00
011045	C0072	CIT Technology Fin. Serv., Inc	8/8/2014	UMPQ	PMCHK00002162	\$532.13
011046	C0111	CENTRAL VALLEY BROADBAND	8/8/2014	UMPQ	PMCHK00002162	\$59.95
011047	C0113	Cooks Portable Toilets & Septi	8/8/2014	UMPQ	PMCHK00002162	\$1,063.75
011048	D0008	The Davey Tree Expert	8/8/2014	UMPQ	PMCHK00002162	\$3,100.00
011049	D0015	Department of Social Services	8/8/2014	UMPQ	PMCHK00002162	\$440.00
011050	D0025	Dawson Oil Company	8/8/2014	UMPQ	PMCHK00002162	\$2,030.50
011051	F0023	Jerry Fisher	8/8/2014	UMPQ	PMCHK00002162	\$16.65
011053	J0012	Deere Credit, Inc.	8/8/2014	UMPQ	PMCHK00002162	\$990.63
011054	K0011	Kaiser Foundation Health Plan,	8/8/2014	UMPQ	PMCHK00002162	\$19,343.00
011055	K0019	Kronick, Moskovitz, Tiedemann	8/8/2014	UMPQ	PMCHK00002162	\$1,562.50
011056	L0027	Pat Larson	8/8/2014	UMPQ	PMCHK00002162	\$44.73
011057	L0034	Line Side Solar	8/8/2014	UMPQ	PMCHK00002162	\$4,000.00
011058	M0098	Meadow Vista County Water Dist	8/8/2014	UMPQ	PMCHK00002162	\$1,453.38
011059	P0007	Pacific Gas & Electric Company	8/8/2014	UMPQ	PMCHK00002162	\$713.19
011060	P0009	Farm Bureau	8/8/2014	UMPQ	PMCHK00002162	\$72.00
011061	P0035	Placer County Tax Collector	8/8/2014	UMPQ	PMCHK00002162	\$119.86
011062	S0034	Sierra Chemical Co.	8/8/2014	UMPQ	PMCHK00002162	\$1,485.69
011063	S0110	Sierra Sports Service	8/8/2014	UMPQ	PMCHK00002162	\$572.00
011064	S1003	Sutter Medical Foundation	8/8/2014	UMPQ	PMCHK00002162	\$65.00
011065	T0027	Debbie Thomas	8/8/2014	UMPQ	PMCHK00002162	\$51.26
011066	T0058	TELEPACIFIC COMMUNICATIONS	8/8/2014	UMPQ	PMCHK00002162	\$691.25
011067	TEMPD	Adrienne Davis	8/8/2014	UMPQ	PMCHK00002162	\$10.00
011068	TEMPE	Lisa Evans	8/8/2014	UMPQ	PMCHK00002162	\$5.00
011069	TEMPF	Maria Frandsen	8/8/2014	UMPQ	PMCHK00002162	\$159.00
011070	TEMPH	Johnathan Hicks	8/8/2014	UMPQ	PMCHK00002162	\$10.00
011071	TEMPK	Mariann Keaveny	8/8/2014	UMPQ	PMCHK00002162	\$105.00
011072	U0028	U.S. Bank Equipment Finance	8/8/2014	UMPQ	PMCHK00002162	\$383.82
011073	V0006	VFCAL-Friends of FEC	8/8/2014	UMPQ	PMCHK00002162	\$1,394.00
011074	V0007	Verizon Wireless	8/8/2014	UMPQ	PMCHK00002162	\$262.44
011075	W0042	Live Oak Waldorf School	8/8/2014	UMPQ	PMCHK00002162	\$420.00
011077	C0094	Curt's Auto Body	8/15/2014	UMPQ	PMCHK00002164	\$100.00
011078	D0078	Bobby Dickson	8/15/2014	UMPQ	PMCHK00002164	\$300.00
011079	P0021	Petty Cash	8/15/2014	UMPQ	PMCHK00002164	\$500.00
011080	S1007	Stationary Engineers, Local 39	8/15/2014	UMPQ	PMCHK00002164	\$248.80
011081	S1010	State Disbursement Unit	8/15/2014	UMPQ	PMCHK00002164	\$87.50
011082	1099-104	Thomas Seibel	8/22/2014	UMPQ	PMCHK00002165	\$32.50
011083	1099-149	Katie Doak	8/22/2014	UMPQ	PMCHK00002165	\$497.25
011084	1099-178	VDR Inc DBA K9 101	8/22/2014	UMPQ	PMCHK00002165	\$73.50
011085	1099-218	Auburn Gymnastics Center	8/22/2014	UMPQ	PMCHK00002165	\$1,300.00
011086	1099-243	Phillip Dallas	8/22/2014	UMPQ	PMCHK00002165	\$162.50
011087	1099-254	Ralph Kendrick	8/22/2014	UMPQ	PMCHK00002165	\$511.50
011088	1099-262	Gwenn Jones	8/22/2014	UMPQ	PMCHK00002165	\$182.00
011089	1099-264	Philip Green	8/22/2014	UMPQ	PMCHK00002165	\$273.00
011090	1099-269	Deborah Lynn	8/22/2014	UMPQ	PMCHK00002165	\$58.50

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
011091	1099-277	Foothill Karake Do	8/22/2014	UMPQ	PMCHK00002165	\$136.50
011092	1099-278	Daniella Zimmerman	8/22/2014	UMPQ	PMCHK00002165	\$416.00
011093	1099-291	Isaac Humber	8/22/2014	UMPQ	PMCHK00002165	\$117.00
011094	1099-295	Juli Land-Marx, dba Image Net	8/22/2014	UMPQ	PMCHK00002165	\$300.00
011095	1099-49	Paula Duffy	8/22/2014	UMPQ	PMCHK00002165	\$419.25
011096	1099-5	Daniel Crandall DBA:Current A	8/22/2014	UMPQ	PMCHK00002165	\$338.80
011097	1099-53	Patricia Waskowiak	8/22/2014	UMPQ	PMCHK00002165	\$45.45
011098	1099-79	Gabriel Lewin DBA Clarity Soun	8/22/2014	UMPQ	PMCHK00002165	\$150.00
011099	A0021	The Auburn Journal	8/22/2014	UMPQ	PMCHK00002165	\$149.00
011100	A0134	Advanced Intregated Pest Mana	8/22/2014	UMPQ	PMCHK00002165	\$673.50
011102	C0111	CENTRAL VALLEY BROADBAND	8/22/2014	UMPQ	PMCHK00002165	\$129.95
011103	C0113	Cooks Portable Toilets & Septi	8/22/2014	UMPQ	PMCHK00002165	\$900.00
011104	D0008	The Davey Tree Expert	8/22/2014	UMPQ	PMCHK00002165	\$4,950.00
011105	D0062	Durham School Services	8/22/2014	UMPQ	PMCHK00002165	\$1,482.48
011106	D0066	De Lage Landen	8/22/2014	UMPQ	PMCHK00002165	\$72.32
011107	F0032	Fechter & Company, CPAs	8/22/2014	UMPQ	PMCHK00002165	\$125.00
011108	G0077	Gold Country Water	8/22/2014	UMPQ	PMCHK00002165	\$143.75
011109	I0018	ITS A GAS	8/22/2014	UMPQ	PMCHK00002165	\$1,250.00
011110	M0019	Kahl Muscott	8/22/2014	UMPQ	PMCHK00002165	\$46.09
011111	M0065	Wendy Murdoch	8/22/2014	UMPQ	PMCHK00002165	\$37.50
011112	N0003	Norris Electric, Inc.	8/22/2014	UMPQ	PMCHK00002165	\$4,411.49
011113	N0012	Nevada Irrigation District	8/22/2014	UMPQ	PMCHK00002165	\$1,749.43
011114	P0005	Placer County Water Agency	8/22/2014	UMPQ	PMCHK00002165	\$5,922.13
011115	P0007	Pacific Gas & Electric Company	8/22/2014	UMPQ	PMCHK00002165	\$12,442.52
011116	P0053	Reserve Account	8/22/2014	UMPQ	PMCHK00002165	\$500.00
011117	R0025	Rotary Club of Auburn	8/22/2014	UMPQ	PMCHK00002165	\$180.00
011118	R0066	Michael A. Willis	8/22/2014	UMPQ	PMCHK00002165	\$250.00
011119	S0034	Sierra Chemical Co.	8/22/2014	UMPQ	PMCHK00002165	\$539.78
011120	S0094	Manouch Shirvanioun	8/22/2014	UMPQ	PMCHK00002165	\$81.67
011121	S0110	Sierra Sports Service	8/22/2014	UMPQ	PMCHK00002165	\$572.00
011122	S0133	Shelly's Smart Shopper	8/22/2014	UMPQ	PMCHK00002165	\$750.00
011123	S1000	State Of California/DOJ	8/22/2014	UMPQ	PMCHK00002165	\$32.00
011124	TEMPB	Greg Boyle	8/22/2014	UMPQ	PMCHK00002165	\$50.00
011125	TEMPC	Laura Carroll	8/22/2014	UMPQ	PMCHK00002165	\$240.00
011126	TEMPF	Julianna Feliz	8/22/2014	UMPQ	PMCHK00002165	\$10.00
011127	TEMPH	Tanya Hanrihan	8/22/2014	UMPQ	PMCHK00002165	\$5.00
011128	TEMPK	Rebecca Kreiner	8/22/2014	UMPQ	PMCHK00002165	\$210.00
011129	W0042	Live Oak Waldorf School	8/22/2014	UMPQ	PMCHK00002165	\$1,470.00
011130	P0072	Sheryl Petersen	8/29/2014	UMPQ	PMCHK00002166	\$553.97
011131	R0025	Rotary Club of Auburn	8/29/2014	UMPQ	PMCHK00002166	\$250.00
011132	S0016	Sam's Club	8/29/2014	UMPQ	PMCHK00002166	\$659.65
011133	S1010	State Disbursement Unit	8/29/2014	UMPQ	PMCHK00002166	\$87.50

Total Checks: 109

Total Amount of Checks: \$125,573.52

=====

SECTION: 5.0

ITEM: 5.3 REVIEW OF FINANCIALS FOR AUGUST 2014

DESCRIPTION: ACCOUNTS PAYABLE

INFORMATION: SEE ATTACHED INFORMATION

STAFF

RECOMMENDATION: THIS ITEM WAS REVIEWED BY THE STANDING FINANCE COMMITTEE AND FORWARDED TO THE BOARD OF DIRECTORS FOR REVIEW AND APPROVAL

PROFIT & LOSS

14/15 Approved Budget

	Approved Budget FY 14-15	% Of Total	August ACTUALS		YTD ACTUALS	YTD BUDGET
Operating Revenues						
Program Revenue	759,000	18%	70,252	50%	452,396	399,850
Facility Revenue	140,859	3%	31,700	23%	125,346	102,002
Misc. Revenue	44,200	1%	360	0%	13,671	2,350
Grants & Donations	50,750	1%	37,645	27%	56,580	1,750
Interest Income	35,800	1%	107	0%	13,450	14,300
Projects Revenue	330,900	8%		0%	-	-
Tax Revenue	2,495,095	60%	-	0%	1,084,476	1,079,370
In Kind	-	0%	-	0%		
Transf in from Cap Const & City Trust	314,446		-	0%		
Total Operating Revenue	4,171,050	100.00	140,064	100.0	1,745,919	1,599,622
Expenditures						
Program Expense	202,000	5%	33,762	9%	113,584	107,050
Operating & Supplies	313,835	8%	17,273	5%	119,541	134,797
Utilities Expense	219,567	5%	20,710	6%	50,418	80,525
Professional Services	24,850	1%	1,863	1%	20,504	16,650
Building & Grounds Maintenance	234,150	6%	12,359	3%	61,365	122,950
Property Tax Admin.	85,000	2%	120	0%	2,227	2,500
Wages	1,564,135	38%	203,411	56%	624,749	661,021
Benefits & Payroll Costs	718,212	17%	69,013	19%	292,827	297,531
Fixed Asset Expense	48,900	1%	-	0%	9,288	16,400
Capital Improvement Projects	685,346	16%	6,894	2%	82,360	81,650
Debt Services	15,430	0%	991	0%	8,253	4,955
Special Dept Expenses (equip res.)	55,000	1%	-	0%		
Project Expenditures	-	0%	-	0%		
Misc Expense		0%		0%		
Total Expenditures	4,166,425	100.00	366,396	100%	1,385,116	1,526,029
Net Revenue Over Expenditures	\$ 4,625	0.11	(\$226,332)		\$360,803	\$73,593
Annual Contingency Reserve (1-2%)	\$ 444,950		\$ 444,950		\$ 444,950	\$ 444,950
Annual Equip Replacement Reserve	\$ 608,531		\$ 608,531		\$ 608,531	\$ 608,531
Future Capital Construction Reserve	\$ 602,643		\$ 602,643		\$ 602,643	\$ 602,643
ADA Reserve	\$ 50,032		\$ 50,032		\$ 50,032	\$ 50,032
TOTAL RESERVES	\$ 1,706,156		\$ 1,706,156		\$ 1,706,156	\$ 1,706,156

As Of 8/31/2014
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

	Current YTD
ASSETS	
Current Assets	
Imprest Fund (Petty Cash)	\$580.00
Umpqua Bank	146,360.27
Placer County Treasure-General	2,603,077.02
ADA Reserve Account	50,031.75
Cell Tower Reserves	348,657.50
Placer County Treasurer - City Trust	247,890.17
Youth Asst. Fund	9,499.22
Atwood Fund	2,596.94
Atwood - Equip Replacement Fund	15,603.66
Arboretum Grant Fund	13,474.41
Bike Park Fund	23,983.01
Shockley Maint Fund	11,306.89
Accounts Receivable	35,555.85
A/R - 501C3 Group	7,520.00
Daycamp Receivables	9,292.45
Prepaid Liability Expense	23,075.34
Prepaid Workers Compensation Insurance	4,430.68
	<hr/>
Total Current Assets	\$3,552,935.16
Fixed Assets	
Fixed Assets: Land	\$1,156,603.12
Fixed Assets: Structures	11,310,375.22
Fixed Assets: Equipment	656,301.48
Fixed Assets: Computer Equipment & Software	115,831.70
Fixed Assets: Vehicles	211,563.58
Fixed Assets: Office Furniture & Rec Equipment	48,123.75
Construction In Progress	123,919.76
Less: Accumulated Depreciation	(7,874,369.73)
	<hr/>
Total Fixed Assets	\$5,748,348.88
	<hr/>
Total Assets	<u><u>\$9,301,284.04</u></u>

Auburn Rec & Park
Balance Sheet
As Of 8/31/2014
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

Current
YTD

LIABILITIES and EQUITY

Current Liabilities

Prepaid Revenue	\$143.00
Gift Certificates	208.00
Sales Tax Payable	74.25
Compensated Absenses	104,180.45

Total Current Liabilities	\$104,605.70
---------------------------	--------------

Long Term Liabilities

John Deere Financial Payable	\$41,925.43
------------------------------	-------------

Total Long Term Liabilities	\$41,925.43
-----------------------------	-------------

Total Liabilities	\$146,531.13
-------------------	--------------

Fund Balances

GFB: Youth Assistance Fund	\$9,499.22
GFB: General Fund Balance	731,565.13
Investments in Fixed Assets	5,752,769.89
Less: Net of Related Debt	(41,925.43)
RFB: Reserved (City Mitigation)	246,946.39
RFB: Annual Equip Replacement Reserv.	608,530.72
RFB: Annual Contingency Reserve	444,950.00
RFB: Reserved for Future Capital Construction	602,642.66
RFB: Arboretum Grant Fund	13,474.41
RFB: Reserved (Atwood)	2,596.94
RFB: Atwood III-Equip Repl Fund	15,603.66
GFB- Cell Tower Reserves	348,657.50
RFB: General Fund (ADA Reserve)	50,031.75
RFB: Shockley Maint Fund	11,306.89

Net Profit/(Loss)	358,103.18
-------------------	------------

Total Assets	\$5,752,769.89
Total Reserved Funds	\$2,302,815.49
Total Designated Funds	\$0.00
Total Unrestricted Funds	\$1,099,167.53

Date: 9/9/2014

Auburn Rec & Park
Balance Sheet
As Of 8/31/2014
For All Segment1s
For All Segment2s
For Segment3 0000 To 9999
For All Segment4s

Page: 3

Total Liabilities and Equity

Current
YTD
\$9,301,284.04

Profit & Loss

For 4/1/2014 To 8/31/2014
For Segment1 Recreation Services To Administration

For All Segment2s

For All Segment3s

For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
OPERATING REVENUE					
Park & Recreation Services	70,252.03	452,396.10	399,850.00	52,546.10	113.14
Rents & Concessions	31,699.52	125,345.94	102,002.00	23,343.94	122.89
Miscellaneous Revenue	360.00	13,671.46	2,350.00	11,321.46	581.76
Grants & Donations	37,644.70	56,579.70	1,750.00	54,829.70	3233.13
Interest Income	106.81	13,450.43	14,300.00	(849.57)	94.06
Taxes Revenue	0.00	1,084,475.88	1,079,370.00	5,105.88	100.47
TOTAL OPERATING REVENUE	\$140,063.06	\$1,745,919.51	\$1,599,622.00	\$146,297.51	109.15%
OTHER FINANCING SOURCES					
TOTAL OTHER FINANCING SOURCES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
TOTAL REVENUES	140,063.06	1,745,919.51	1,599,622.00	146,297.51	109.15
EXPENDITURES					
Program Expenses	33,762.32	113,583.52	107,050.00	6,533.52	106.10
Operations & Supplies Expense	17,272.76	119,541.20	134,797.00	(15,255.80)	88.68
Utilities Expense	20,710.34	50,418.33	80,525.00	(30,106.67)	62.61
Legal Expenses	1,562.50	6,889.75	2,000.00	4,889.75	344.49
Professional Services	300.00	16,313.74	14,650.00	1,663.74	111.36
Bldg & Grounds Maintenance	12,359.21	61,364.81	122,950.00	(61,585.19)	49.91
Property Tax Administration/LAFCO	119.86	2,226.66	2,500.00	(273.34)	89.07
Salaries Expense	203,410.85	624,749.04	661,021.00	(36,271.96)	94.51
Benefits & Payroll Costs	69,013.00	292,827.36	297,531.00	(4,703.64)	98.42
Fixed Asset Expense	0.00	9,288.41	16,400.00	(7,111.59)	56.64
Capital Improvement Projects	6,894.28	82,360.36	81,650.00	710.36	100.87

For 4/1/2014 To 8/31/2014
For Segment1 Recreation Services To Administration
For All Segment2s
For All Segment3s
For All Segment4s

	Current Month	Actual YTD	Budget YTD	Variance	Percent Of Budget
Debt Service	990.63	8,253.15	4,955.00	3,298.15	166.56
TOTAL EXPENDITURES	\$366,395.75	\$1,387,816.33	\$1,526,029.00	(\$138,212.67)	90.94%
NET REVENUE OVER EXPENDITURES	(\$226,332.69)	\$358,103.18	\$73,593.00	\$284,510.18	486.60%
ADJ. NET REVENUE OVER EXPENDITURES	(\$226,332.69)	\$358,103.18	\$73,593.00	\$284,510.18	486.60%

Item 5.4 Cover sheet – ARD Personnel Policy proposed amendment - Interns

Auburn Recreation District Policy Committee meeting September, 2014; Board of Directors meeting September, 2014

The Issue

Shall the Auburn Area Recreation and Park District (ARD) change its policy employee discounts to allow some discounts for interns?

Background

ARD has started an intern program, with the first two interns providing service in the summer of 2014.

These are unpaid internships. It has been suggested that we could extend to interns some of the discounts offered to ARD employees.

The following is an excerpt from the ARD Personnel Manual re: Employee discounts. The proposed changes are highlighted:

F. Employee Discounts

The following employee program discounts are available:

1. Facilities: Full-time employees shall receive a twenty-five percent (25%) discount on rentals at the C level rate. Part-time employees shall receive a fifteen (15%) discount on rentals at the C level.
2. Classes: Full-time employees and their dependents must pay fifty percent (50%) or the instructor's portion of classes, whichever is more, on a space available status only. In classes where enrollment is limited, the employee must pay the regular fee in order to reserve a space, or wait until the first day of the class and pay the reduced fee, if space is still available.
3. Classes: Part-time **employees, and** seasonal employees, **interns** and their dependents must pay seventy-five percent (75%) (25% discount) or the instructor's portion of classes, whichever is more, on a space available status only. In classes where enrollment is limited, the employee must pay the regular fee in order to reserve a space, or wait until the first day of the class and pay the reduced fee, if space is still available.
4. Other programs: Full-time or regularly scheduled part-time employees who wish to enroll their children in day camp or discovery club will be allowed to enroll at a fifty percent (50%) discount. (Seasonal, **and** temporary employees **and interns** are excluded from this discount.) All registration fees, enrichment activity costs within the program and extra fees for minimum days are at full price.

5. Recreational Swim: All employees, interns and their families will be entitled to “free” admission to the Marsha Skinner Memorial/Sierra and Placer Hills Pools. A list of eligible staff and family members will be maintained at each pool.
6. There will be no Out of District charges for all employees and interns who reside outside of the District.

Recommendation

Staff recommends approving the changes to the ARD Personnel Manual. Staff recommends that the Policy Committee forward this item to the Consent Calendar for the September, 2014 Board of Directors meeting.

The Policy Committee recommended approving these changes and sending the item to the Consent Calendar.

Alternatives Available to the Board of Directors

1. Do not make the change to Personnel Policy
2. Send the policy back to the staff for further review

Fiscal Impact

Negligible (less than \$200/year).

Attachments

None.

Item 5.5 Cover sheet – Letter Supporting Recreation and Park Districts

Auburn Area Recreation and Park District Board of Directors meeting September, 2014.

The Issue

Shall the Auburn Area Recreation and Park District (ARD) send a letter to our local legislators highlighting the benefits of ARD?

Background

The California Association of Recreation and Park Districts (CARPD) has reached out to state legislators, sending a letter espousing the benefits of Recreation and Park Districts. CARPD has asked that each Recreation and Park District send a letter to their local legislators highlighting the benefits of their specific district.

Recommendation for the Board of Directors

Review and approve the letters to Senator Gaines and Assembly Member Bigelow

Alternatives available to the Board of Directors

- 1) Do not approve the letters
- 2) Amend the proposed letters and approve

Fiscal Impact

There is no fiscal impact to send the letter.

Attachments

- Cover letter from CARPD
- Letters to Senator Gaines and Assembly Member Bigelow



September 10, 2014

Auburn Area Recreation & Park District
471 Maidu Drive
Auburn CA 95603

RE: Legislative Outreach Letter

Dear Kahl Muscott:

Last August 2013, CARPD sent a letter to your legislative representatives introducing CARPD and our member districts to their legislators and outlining the benefits of Recreation and Park Districts. The enclosed letter is meant to be a follow up letter specific to each member district allowing each district to highlight their District's benefits and invite their legislators to visit the District. Our goal is to help each district get to know their legislators and to build a strong relationship.

We encourage each district to complete the letter on their own letterhead and fill in the missing sections as it relates to their districts.

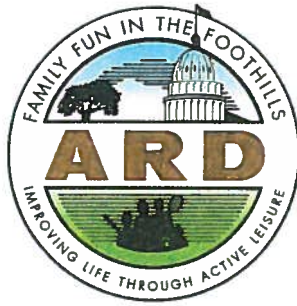
If you have any questions or are in need of additional support, please feel free to call CARPD.

Sincerely,

A handwritten signature in black ink, appearing to read 'Pat Cabulagan', is written over a light blue horizontal line.

Pat Cabulagan, Executive Director

Enclosure



AUBURN AREA RECREATION AND PARK DISTRICT

September 25, 2014

The Honorable Ted Gaines
California State Senate/Assembly
State Capitol
Sacramento, CA 95814

Re: An Introduction to Auburn Area Recreation & Park District

Dear Senator Gaines:

This is a follow up letter from CARPD (California Association of Recreation and Park Districts) to the letter of introduction sent to you back in August 2013. The Auburn Area Recreation & Park District is part of CARPD under the California Public Resources Code (Section 5780). Our members provide a wide-range of recreational, athletic, and educational activities for the youth and adults in their respective districts.

As a valued member of the community, we would like to bring to your specific attention the services we provide to the citizens of your legislative district. This list of services includes, but is not limited to senior, adult and youth recreational programming, aquatic programming, including two youth swim teams, athletic leagues for all ages, small to large community events and a whole host of camps. In addition, our parks provide a wonderful place for exercise, solitude, family time and a chance to enjoy the wonders of Auburn and the surrounding areas.

Providing these services to the community at no or very little charge is a difficult task. We ask that you show particular support for bills and measures that would appropriate funds to our cause of community service. As many have passed through the Park and Recreation system as a sports/program participant, day camper or as a seasonal staff person, we have gained an understanding of the services provided. As a result, we have established a commitment to provide an increased sense of lifelong enjoyment to all members of the community.

We invite you to stop by at any time to meet with the Auburn Area Recreation & Park District staff and witness first-hand how Park and Recreation Districts add to the quality of life in every community. If you are not available, we would like to meet with you so we may discuss the benefits of a well-funded Recreation and Park District. We appreciate the work you do, and the opportunity to work with you in the future to improve the quality of life for the residents in your district.

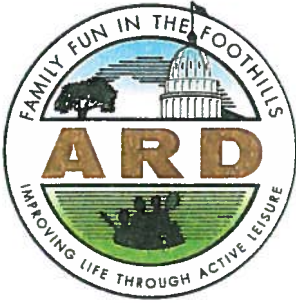
Thank you for your time and considerations.

Sincerely,

Kahl Muscott, District Administrator

Sincerely,

Scott Holbrook, Vice Chairman



AUBURN AREA RECREATION AND PARK DISTRICT

September 25, 2014

The Honorable Frank Bigelow
California State Senate/Assembly
State Capitol
Sacramento, CA 95814

Re: An Introduction to Auburn Area Recreation & Park District

Dear Assembly Member Bigelow:

This is a follow up letter from CARPD (California Association of Recreation and Park Districts) to the letter of introduction sent to you back in August 2013. The Auburn Area Recreation & Park District is part of CARPD under the California Public Resources Code (Section 5780). Our members provide a wide-range of recreational, athletic, and educational activities for the youth and adults in their respective districts.

As a valued member of the community, we would like to bring to your specific attention the services we provide to the citizens of your legislative district. This list of services includes, but is not limited to senior, adult and youth recreational programming, aquatic programming, including two youth swim teams, athletic leagues for all ages, small to large community events and a whole host of camps. In addition, our parks provide a wonderful place for exercise, solitude, family time and a chance to enjoy the wonders of Auburn and the surrounding areas.

Providing these services to the community at no or very little charge is a difficult task. We ask that you show particular support for bills and measures that would appropriate funds to our cause of community service. As many have passed through the Park and Recreation system as a sports/program participant, day camper or as a seasonal staff person, we have gained an understanding of the services provided. As a result, we have established a commitment to provide an increased sense of lifelong enjoyment to all members of the community.

We invite you to stop by at any time to meet with the Auburn Area Recreation & Park District staff and witness first-hand how Park and Recreation Districts add to the quality of life in every community. If you are not available, we would like to meet with you so we may discuss the benefits of a well-funded Recreation and Park District. We appreciate the work you do, and the opportunity to work with you in the future to improve the quality of life for the residents in your district.

Thank you for your time and considerations.

Sincerely,

Kahl Muscott, District Administrator

Sincerely,

Scott Holbrook, Vice Chairman

Item 5.6 – Cover Sheet for Resolution Number 2014-22, Transfer of Funds from Future Capital Construction Reserve Fund to the General Fund for the Regional Park Soccer Field Improvements and the Lakeside Room Roof Repairs

Auburn Area Recreation and Park District Board of Directors Meeting September 25, 2014

Subject: Transfer of funds from Future Capital Construction Reserve Fund to the General Fund.

The issue: Shall the ARD Board of Directors adopt Resolution Number 2014-22, A Resolution of the Governing Board of Directors of the Auburn Area Recreation and Park District Approving the Transfer of Funds in the Amount of \$9,870.00 from the Future Capital Construction Reserves to the General Fund for the Regional Soccer Field Improvement and Replacement and Transfer of Funds in the Amount of \$22,801.38 from the Future Capital Construction Reserves to the General Fund for the Completion of the Lakeside Roof for a Total of \$32,671.38?

Background: Both projects were to be funded by the Capital Construction Reserve Account. Both projects have been completed; the Auburn Area Recreation & Park District General Fund money was used to pay project invoices.

Recommendation: Staff recommends that the ARD Board of Directors adopt Resolution number 2014-22.

Fiscal Impact: None.

Attachment: Resolution Number 2014-22.

RESOLUTION NUMBER 2014-22

A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$9,870.00 FROM THE FUTURE CAPITAL CONSTRUCTION RESERVE ACCOUNT TO THE GENERAL FUND FOR THE REGIONAL SOCCER FIELD IMPROVEMENTS AND GOAL REPLACEMENT AND TRANSFER OF FUNDS IN THE AMOUNT OF \$22,801.38 FROM THE FUTURE CAPITAL CONSTRUCTION RESERVE ACCOUNT TO THE GENERAL FUND FOR THE COMPLETION OF THE LAKESIDE ROOF FOR A TOTAL OF \$32,671.38

WHEREAS, the Auburn Area Recreation & Park District Board of Directors approved improvements to the Regional Park soccer field as part of the FY 13/14 Project List and a repair of the Lakeside Room roof as part of the FY 14/15 Project List, and;

WHEREAS, both projects were to be funded by the Capital Construction Reserve Account, and;

WHEREAS, both projects have been completed, and;

WHEREAS, Auburn Area Recreation and Park District General Fund money was used to pay project invoices, and;

WHEREAS the Auburn Area Recreation and Park District Board of Directors wishes to transfer funds from the Future Capital Construction Reserve Account to the General Fund.

NOW, THEREFORE, BE IT RESOLVED, by the Governing Board of the Auburn Area Recreation and Park District as follows:

The Board now approves the transfer of \$32,671.38 from the Future Capital Construction Reserve Fund to the General Fund for the Regional Park soccer field improvements and the Lakeside Room roof repairs.

APPROVED, PASSED, AND ADOPTED ON September 25, 2014 by the following roll call vote:

Ayes:

Noes:

Absent:

Abstain:

Scott R. Holbrook
Vice Chairman of the Governing Board

ATTEST:

Clerk to the Governing Board

SECTION: 6.0

**BOARD REPORTS, FEE WAIVER LOG, PROJECT
LIST AND VANDALISM REPORTS**

INFORMATION:

SEE ATTACHMENTS

District Administrator
Report to the Board of Directors
September, 2014

- ARD will have two new Sierra College interns for this fall.
- F&G staff did a good job of clearing the dense thicket of trees and brush at the far north-west end of Regional Park. Reports of homeless people in the dense brush prompted calls from concerned neighbors.
- ARD's booth at the Gold Country Fair was well received. Most people asked about the Obstacle Course Race, the Auburn Community Festival and the ARD-YDL basketball program.
- Preparations continue for the Great Auburn Obstacle Course Race. Registrations are up considerably from last year.
- Bocce ball court update: Staff is working with the bocce ball advocates on new designs that will reduce the costs. Part of this design is to reduce the size of the courts from 13'x90' to 12'x80'. Pam has confirmed, through discussions with Vern Cooper, president of the Western Region Bocce Federation, that 12'x80' is a more than acceptable size for bocce courts.
- We will be installing two new gates at Sierra Pool, per direction from the Placer County Health Department. These gates are required for patron safety. The cost for both gates is approximately \$2,000.

Meetings and events attended:

9/2: Rotary
9/3: Obstacle Race committee
9/5: Special Persons Day at the Fair
9/5: Travis Deureling, Sierra College Intern
9/7: Gold Country Fair (worked ARD booth)
9/8: Meeting with bocce ball group
9/15: Finance Committee
9/15: A&D Committee
9/16: Rotary
9/17: Auburn Chamber Board of Directors meeting
9/17: CPRS DII Administrator's meeting
9/17: Policy Committee
9/18: Auburn Community Festival Committee
9/19: Rotary BBQ

Meetings and events scheduled to attend:

9/23: ARD Safety Committee
9/23: Rotary
9/25: Meet with Boy Scouts before Board meeting
9/27: Obstacle Race set-up
9/28: Obstacle Race
9/30: Rotary

Administrative Services Manager
Report to the Board of Directors
September, 2014

Staff is beginning the process for the mid-year budget revision. The revised budget will go to Finance and the Board in October. Based on the year to date numbers in August, we don't foresee any major adjustments to the budget albeit we believe that the P&L will show a larger surplus than was anticipated last March.

The Verizon contract has been signed and they are in the process of obtaining permits for construction. Barring any issues that may come up with the permit process, we expect the tower to be operational by January.

The mandatory pre-bid meeting for contractors on the solar project is scheduled for Tuesday the 23rd of September and we hope to receive bids within a few days of the meeting.

Facilities & Grounds Manager
Report to the Board of Directors
September, 2014

Enclose Placer Hills Pool equipment room (cover walls and insulate interior from freeze damage, install additional lighting).

Ball field preparation all fields (bolt rip, screen drag, line, set bases).

Remove blackberries Placer Hills Park (on perimeter of Soccer field).

Scheduled string trimming of roadway at the Shockley property.

Irrigation repairs all parks (valve replace, sprinkler replace, broken pipes, and adjustments).

Drain Splash Pool Recreation Park (pump water into main pool).

Field aeration Winchester and Christian Valley Parks.

Railhead soccer fields repair (repair low areas by filling with dirt and sand).

Install dish washer in Crafts Room at Recreation Park (for use by Kinder Care).

Build obstacles Regional Park (for Obstacle Scramble).

Clear brush and debris from corner of Richardson Drive and Dry Creek (outer edge of Regional Park).

Scheduled mowing and string trimming all District turf areas.

Daily restroom cleaning and trash disposal.

Daily cleaning of Picnic and BBQ areas.

Meadow Vista Arboretum pathway repair (damage from PG&E canal washout).

Scheduled daily cleaning of all District buildings.

Customer Service/Marketing Manager
Report to the Board of Directors
September, 2014

YDL registration is off to a good start.
 ARD's ad in Shelly's Smart Shopper continues to bring in new and repeat business
 Continue to network with businesses and local agencies in the community to promote our programs and facilities.

	8/23/14-9/18/14	8/22/13-9/18/13
Activity Registrations	\$32,000	\$24,000
Day Care/Discovery payments	\$35,000	\$29,000
Facility payments/reservations	\$15,000	\$ 8,000

Recreation Services Manager
Report to the Board of Directors
September, 2014

- Meetings attended: AAUW, SHF, ACF, Robalos Parent, Mermaid Parent.
- Met with Buttons and Bows (Square Dance).
- Created Pickle Ball brackets for 120 players.
- Distributed Obstacle Race registration forms.
- Met with two new interns.
- Met with coach from Golden Sierra High School regarding their swim team.
- Met with Live Oak School to de-brief.
- Prep for Obstacle Race.
- Articles to newspaper regarding Senior Health Fair and Community Festival.

AAUW-American Association of University Women, SHF-Auburn Senior Health Fair, PIP-Party in the Park, VFCAL-Valley Foothills Competitive Aquatics League, ACF-Auburn Community Festival, WIN- Women in Network, NNO-National Night Out

Coming up this Month

September 28	Great Obstacle Race	Regional Park
October 4	Parking Lot Sale	Recreation Park
October 8	Senior Health Fair	Regional Park Gym
October 10-12	Ms. October Softball	Beggs Field
October 13	Columbus Day	Offices Closed
October 18	Community Festival	Recreation Park

Youth Services Manager
Report to the Board of Directors
September, 2014

- Enrollment is up at all the sites and we are still getting calls for availability. We have added some extra staff on the higher days, and I am filling in as needed.
- Newcastle will have their own day camp from September 29-Oct. 2 at the Newcastle location. We offered it at Discovery Club instead of Recreation Park to attract parents who don't normally use day camp, but the enrollment is the same so far.
- All sites are busy creating their scarecrow entries for the Community Festival.
- Preparations are being made for upcoming November day camps.
- I plan to participate in the Safe Kids California walk audit on Friday, September 19 which identifies safety hazards for children who walk to school.

FEE WAIVER LOG

DATE	NAME	ORGANIZATION	RENTAL FEES	CUSTODIAL AND PERMIT FEES	WAIVED FEES	CO-SPONSORED EVENT	MONTHLY TOTAL	YTD TOTAL
Apr-14	Craig Thornley	Western States Endurance Run-Sierra Room	\$135.00	\$60.00 Staffing fee \$30.00 Alcohol permit	\$135.00	No		
Apr-14	Krista Greenlee	Auburn Marmalade Synchronized Swim Team-Sierra Room	Internal Resv.	\$100.00 Staffing fee \$30.00 Alcohol permit		Yes		
Apr-14	Jessica Sanchez	Mountain Morn's & Little Folks-Recreation Picnic site	\$90.00	\$30.00	\$90.00	No		
Apr-14	Patrick King	Auburn Moose Lodge-Recreation Picnic sites	\$100.00	\$30.00	\$100.00	No		
Apr-14	Jim Northey	Fundraising for a cancer patient-Recreation Gym	\$290.00	\$120.00	\$290.00	No		
Apr-14	Karen Neal	Cub Scouts-Pack 6 Meadow Vista-Regional Picnic sites & Amphitheater	\$190.00	\$10.00	\$190.00	No		
							\$605.00	\$605.00
May-14	Chris Pекert	Freedom Church-Regional Picnic 1	\$50.00	\$30.00	\$50.00	No		
May-14	Robin Griffiths	Placer Hills Union School-Meadow Vista picnic 1,2 & 3	\$150.00	\$90.00	\$150.00	No		
May-14	Judy Suter	Western States Trail Foundation-Board Room	\$120.00	\$0.00	\$120.00	No		
May-14	Norm Kendall	Gold Country Amutee Support Group-Regional Picnici 1	\$75.00	\$30.00	\$75.00	No		
May-14	Sunny Hayner	Sierra Foothills VA Clinic-Using the Regional Park walk path	\$0.00	\$30.00	\$0.00	No		
							\$395.00	\$1,200.00
Jun-14	Laura Moore	Girl Scout Troop 684-Kitchen at Recreation Park Building	\$100.00	\$30.00	\$100.00	No		
Jun-14	Cindy Cuffe	Placer ARC-Adult Achievement Center	\$150.00	\$30.00	\$180.00	No		
							\$280.00	\$1,480.00
Jul-14	Barb Webb	Placer Hills Education Foundation Fundraiser Picnic sites at MV Park	\$225.00	Alcohol Fee \$30.00 Custodial Fee \$100.00	\$225.00	Yes		
Jul-14	Joe Hernandez	Sierra Foothills Cycling Club- Picnic sites at MV Park	\$50.00	\$30.00	\$50.00	No		

2014/2015 Project List

PROJECT	Est. Cost	Notes	Est. completion date
<i>Ashford Park</i>			
Restroom Remodel	35,000	Project Completed	Jul-14
Recreation Park			
Lower RR replacement	45,000	Soliciting drawings needed for ADA improvements and bidding	Apr-15
Bocce Ball Courts	130,000	Continued research, design and meetings with bocce community	TBD
Solar at community center building	225,000	Project out for bid	Apr-15
Regional Park			
24 Acres Walking Path - In Kind	235,000	DG pathway by Western Care;contractor reports final approvals are imminent	TBD
MP Field Improvements	12,500	Project completed.	July, 2014
Field C Lights	12,000	Project completed	Sep-14
Pickle Ball court (convert tennis court)	25,000	Determining appropriate dimension issue and layout	Oct-14
Lakeside Room roof replacement	24,000	Project completed	May-14
Canyon View Community Center			
Bike Park - incl Design and CEQA	80,000	Working on project description for CEQA/NEPA. Review of NOA report and coordination with Dudek.	Jun-15
Railhead Park			
Shade Structure and Hardscape	125,000	Project going to bid in December	Jul-15
Playground Replacement	61,000	Project to be completed in Spring of 2015 with remainder of landscape renovation	Jul-15
Meadow Vista Park			
Entrance landscape/shade structure	20,000	Soliciting estimates from contractors and coordination with volunteers	Apr-15
Operation and Development Plan			
CEQA/NEPA costs	25,000	Ongoing staff work on document.and coordination with Dudek on CEQA work	Mar-15
Total Projects Fiscal Year	1,054,500		
Updated September 3, 2014			

Sep-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
9/3/2014	Regional	Broke all toilet paper and toilet seat fixtures in womens restroom behind shop	\$40	\$80, new receptacles for toilet paper and toilet seat covers
9/8/2014	Recreation Park	Graffiti on park tables	\$30	\$25, paint to cover over graffiti
9/12/2014	Recreation Park	Damaged metal park signs, bent/twisted them/some ripped off posts	\$25	\$5, bolts & nuts, no signs replaced
9/13/2014	Regional Park	Graffiti in portable toilets at Dry Creek	\$20	\$25, graffiti remover
9/16/2014	Regional Park	Broke water spiket off at A- Field	\$30	\$29, parts for repair
9/16/2014	Railhead Park	Graffiti/Blood in restrooms	\$50	\$25, graffiti remover

Total	Total
Labor	\$195.00
Total for	Material
Year	Total for
	Year
	\$2,595.00
	\$189.00
	\$5,773.42

8/1/2014

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
7/29/2014	Railhead Park	Graffiti in men's restroom	\$20	\$15, paint
7/31/2014	Overlook	Graffiti in men's restroom and on skate park wall	\$40	\$30, paint
8/3/2014	Placer Hills Pool	Broke mosaic, one mosaic taken, broke into storage unit and threw contents on top of pool cover	\$40	Unknown value of stolen mosaic and repair of damage \$100, replace storage container
8/6/2014	Overlook	cut two chains across road, destroyed 36' of protective insulation for cable & 20' of pvc	\$40	\$230, replacement items that were damaged or taken, chain & insulation
8/7/2014	Dog Park	Broke a memorial concrete bench	\$40	\$200
8/8/2014	Dog Park	Broke a memorial concrete bench and a table	\$40	\$500
8/8/2014	Rec Building, in front of Stella Rm	Remains of a drinking event broke off electrical covers	\$20	\$30, replace electrical covers
8/11/2014	Dog Park	Broke in to donation box, cut a small section of fence, re-located concrete bench	\$20	\$300

8/11/2014	Regional	Motor cycle crashed into chain link fence on soccer field	\$0	Eagle Fence providing estimate
8/12/2014	Railhead	Graffiti in restrooms	\$40	\$30, paint over graffiti
8/12/2014	Skate Park	Graffiti on wall	\$20	\$20, paint over graffiti
		Total Labor	\$320.00	\$1,455.00
		Total for Year	\$2,400.00	\$5,584.42

Jul-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
6/20/2014	Regional Park	Two 50' electrical cords taken after PIP	\$0	\$400
6/22/2014	Overlook	Graffiti in restrooms	\$20	\$20, graffiti remover
6/26/2014	Regional Park	Door to janitor closet at Regional Comm Ctr	\$0	\$142 additional cost for door replacement due to vandalism
6/26/2014	Regional Park	Electrical outlet covers broken by homeless	\$40	\$58.38, replacement covers
7/2/2014	Reg Comm Ctr	Doors damaged to attempted breakin, locksmith required		\$185.47, replacement parts for locking mechanisms
7/10/2014	Recreation Park	Men's stall door in back park bathroom torn off hinges	\$40	\$35, replacement part
7/11/2014	Recreation Park	Mens' stall door in Community Center torn off hinges	\$30	\$10, replacement parts
7/11/2014	Railhead Park	Graffiti in restrooms	\$20	\$25 paint to cover graffiti

Total Labor	\$150.00	Total Material	\$875.85
Total for Year	\$2,080.00	Total for Year	\$4,129.42

Jun-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS												
5/22/2014	Regional Gym Janitors Closet	Broke through door to gain access to closet	\$40	\$350, new door, protective plate, dead bolt, and re-key dead bolt												
05/28/14	Sierra Pool	Screen to window cut	\$20	\$26 re-screen												
5/28/2014	C Field @ Regional	Cut electrical wires in christy boxes	\$400													
6/9/2014	Rec Park Men's gym bathroom	Window screen torn	\$0	\$7.21 re-screen												
6/11/2011	Regional Park	Shop bathrooms, men's	\$40	\$35, graffiti remover & \$20 pant												
6/15/2014	Regional Park	Shop bathrooms, men & women	\$40	\$60, destroyed "all" toilet seat liner holders												
<table border="1"> <thead> <tr> <th>Total</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Labor</td> <td>\$880.00</td> </tr> <tr> <td>Total for</td> <td>Material</td> </tr> <tr> <td>Year</td> <td>Total for</td> </tr> <tr> <td></td> <td>Year</td> </tr> <tr> <td></td> <td>\$3,253.57</td> </tr> </tbody> </table>					Total	Total	Labor	\$880.00	Total for	Material	Year	Total for		Year		\$3,253.57
Total	Total															
Labor	\$880.00															
Total for	Material															
Year	Total for															
	Year															
	\$3,253.57															

May-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS										
4/25/2014	Skate Park	Graffiti on inside and outside wall to skate park	\$40.00	\$30, paint to cover graffiti										
4/30/2014	Regional	Broke drinking fountain on B Field	\$120.00	Repair fountain/pump field										
5/14/2014	Regional	Car crashed through landscape	\$20 clean up \$120 to replant	\$150 for new plants if district chooses to replant										
5/15/2014	Ashford	Graffiti on restrooms	\$40	\$30 for graffiti remover										
<table border="1"> <thead> <tr> <th>Total</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Labor</td> <td>\$340</td> </tr> <tr> <td>Material</td> <td>\$210.00</td> </tr> <tr> <td>Total for Year</td> <td>\$1,050</td> </tr> <tr> <td>Total for Year</td> <td>\$2,775.36</td> </tr> </tbody> </table>					Total	Total	Labor	\$340	Material	\$210.00	Total for Year	\$1,050	Total for Year	\$2,775.36
Total	Total													
Labor	\$340													
Material	\$210.00													
Total for Year	\$1,050													
Total for Year	\$2,775.36													

Apr-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
4/1/2014	Regional Park	Tried to take wire out of light poles on basketball court	\$20.00	Resurce cover plates, materials on hand
4/1/2014	Bi-Centennial	Graffiti on bridge	\$40.00	\$25, paint to cover graffiti
4/10/2014	Skate Park	Graffiti on wall	\$40.00	\$15, paint to cover graffiti
		Total	Total	
		Labor	\$100.00	Material \$40.00
		Total for	Total for	
		Year	\$710.00	Year \$2,565.36

Mar-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
3/1/2014	Regional C-Field	Broke exterior light on score booth	\$20.00	\$16.90, new light fixture
3/1/2014	Regional	Picnic table stolen	\$0.00	\$600 to \$1,000
3/2/2014	Regional C Field	Attempt to break into C Field score booth, failed	\$20.00	\$0.00, touch up paint
3/2/2014	Regional C Field	Snapped off spiket next to 3rd base dugout, water running	\$30	\$28.00 Replaced spiket and broken water pipe to spiket
3/4/2014	Ashford Park	Graffiti in men's bathrooms	\$10	\$5.00, graffiti remover
3/9/2014	Regional	Toilet Paper Fixtures taken from shop bathrooms	\$30	\$45, new dispensers
3/11/2014	Centennial Park	Graffiti	\$40	\$25, paint
3/14/2014	Regional Park	Tree Vandalism, one tree cut to ground another tree damaged	\$30	did not replace tree, just dug cut tree out.
		Total	\$180.00	\$1,119.90
		Labor	\$610.00	\$2,525.36
		Total for Year		

Feb-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
2/2/2014	Regional Park	Toilet paper dispenser broken, graffiti	\$30.00	\$55.00, acetone to remove graffiti and two new toilet paper dispensers
2/3/2014	Overlook	Car drove through two grass areas, pieces of car picked up	\$10.00	Possible tree loss, will have to wait and see if it survives
2/13/2014	Meadow Vista	Coyote taken	\$0.00	\$50 to replace
2/14/2014	Regional C-Field	Score Booth, broken in, turbine ripped off roof	\$60	\$125, new turbine for roof, new hasp for door

Total Labor	\$100	Total Material	\$230
Total for Year	\$430	Total for Year	\$1,405.46

Jan-14

Vandalism Report

DATE	LOCATION	VANDALISM	LABOR COSTS	MATERIAL COSTS
12/11/2014	Overlook Park	Graffiti, men's bathroom wall	\$20	\$10, paint to cover graffiti
12/11/2014	Regional Park	Broken bubble on play set	\$40	\$800, replacement bubble
12/21/2013	Regional Park	Broke into A & C Field Score Booth	\$20	\$15, replacement hasps
12/25/2013	Regional Park	Broke into C Field score Booth	\$20	\$35.46, new lock set
12/30/2013	Regional Park	Toilet paper dispensers taken	\$20	\$34, two new dispensers
1/2/2014	Winchester	Broke into Soccer Storage Unit	\$30	\$13, new lock replacement
1/5/2014	Regional Park	Broke in B Field Score Booth	\$20	\$23, new hinges
1/8/2014	Skate Park	Graffiti, table	\$0	\$15, paint
1/15/2014	Regional Park	Cayote taken from A Field	\$0	\$55, to replace cayote
1/22/2014	Recreation Park	Broke into gated storage area stole gas, cut gas lines on equipment, cut chain link fence for entry	\$160	\$175, chain link fence, gas, gas lines
Total			\$330.00	\$1,175.46

Item 7.1 Cover sheet – New Pickle Ball Courts at Regional Park

Auburn Area Recreation and Park District Acquisition and Development meeting July, 2014; July, 2014 Board of Director's meeting; Acquisition and Development Committee September, 2014; Board of Director's meeting September, 2014

The Issue

Shall the Auburn Area Recreation and Park District (ARD) reconsider how many pickle ball courts will be added to Regional Park?

Background

ARD converted the upper tennis court at Meadow Vista Park to four (4) pickle ball courts in the spring of 2008. Since that time, pickle ball has continued to grow in popularity, with lines for indoor pickle ball courts being added to the Recreation Park gymnasium floor in the fall of 2012 and on the Regional gym floor in the fall of 2013.

In July, 2014, due to increasing popularity and a lack of court space, the ARD Board of Directors approved converting one of the six Regional Park tennis courts into four new pickle ball courts.

Subsequent to that approval, it was determined that the set-up of the tennis courts at Regional Park was not big enough to accommodate 4 new pickle ball courts and one tennis court. An incorrect assumption was made that if a single tennis court was 120' x 60', a double tennis court would be 120' x 120'. This is not the case, as a double tennis court shares a common area between the courts and measures 120' x 108'.

ARD has three options for proceeding forward with new pickle ball courts at Regional Park.

Option #1: Convert one of the tennis courts to two pickle ball courts

Option #2: Convert one of the tennis courts to four pickle ball courts (as was approved). This conversion would create spacing issues on the courts, as the space between the courts would need to be reduced from 7' to slightly less than 5'.

Option #3: Convert one of the double courts (two courts) to six pickle ball courts. This option would provide plenty of space for the six pickle ball courts, however it would eliminate two tennis courts instead of the approved elimination of one.

Should the Board choose this option, staff recommends re-noticing the public about these possible amended plans, allowing comment before the Board makes a decision.

An attachment with these three options provides a visual description.

Recommendation

Staff recommends Option #3. Staff recommends re-noticing the public, a process that will mainly be done by posting signs at the Regional Park tennis courts. These signs will let the tennis

players and other users know what is being considered and allow them to comment before a decision is made at a future Board meeting (October at the earliest).

The Acquisition and Development Committee recommends re-noticing the public about these possible options. The Committee also would like to consider an option of making the one tennis court next to the pickle ball courts a singles only court (as opposed to the standard doubles court). This singles only court would be smaller, thereby allowing the space needed for four pickle ball courts.

Alternatives Available

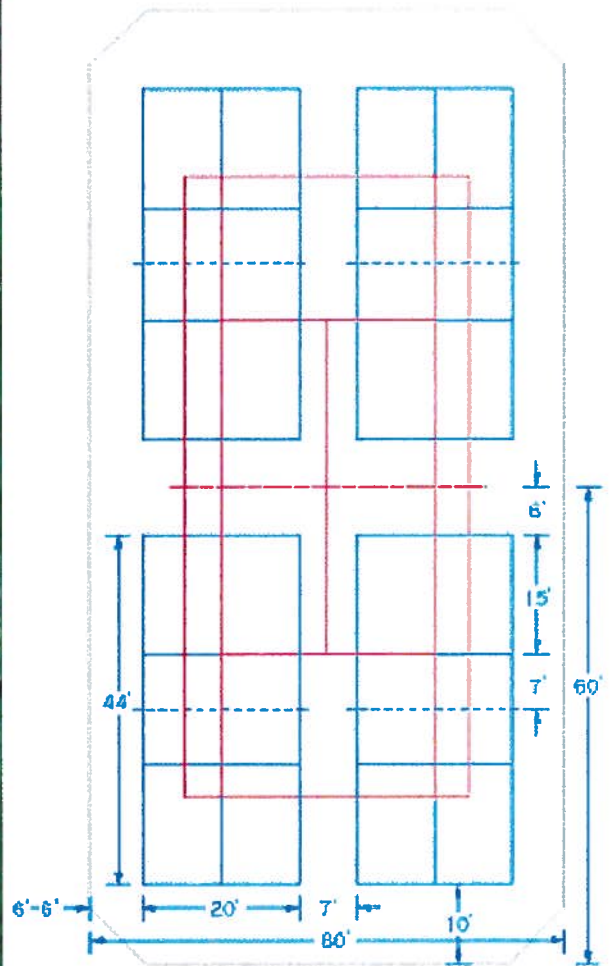
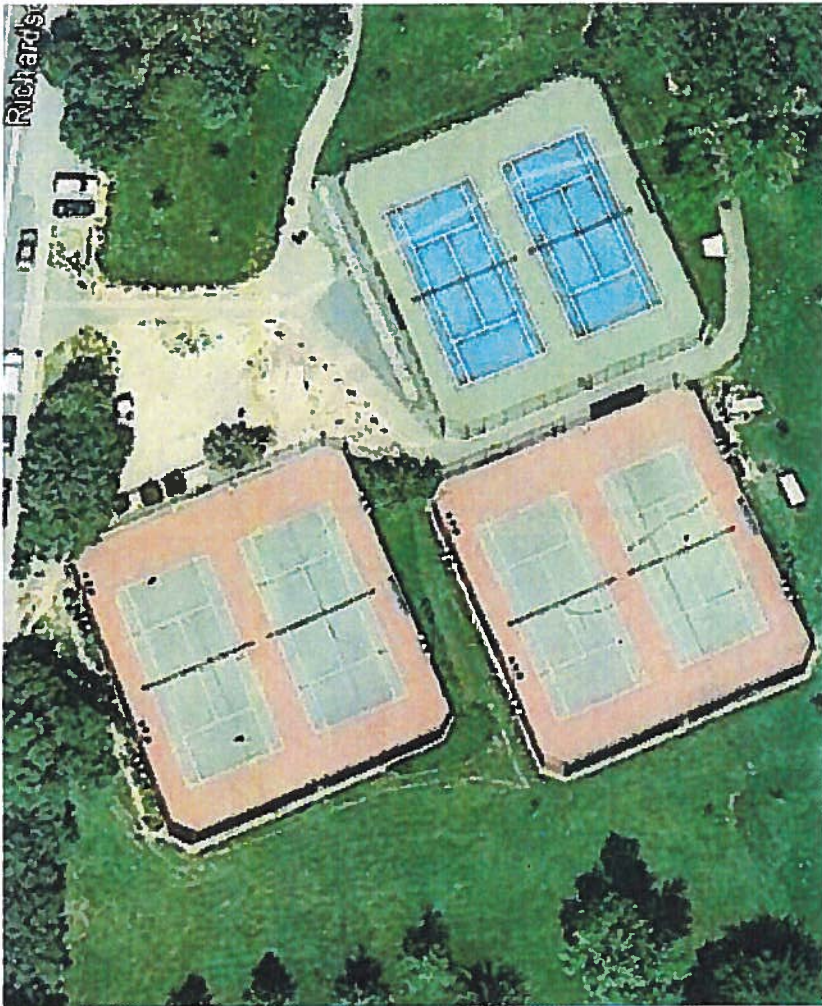
- 1) Choose Option #1 or #2

Fiscal Impact

The estimated fiscal impact to convert two existing tennis courts to six pickle ball courts is \$20,000. This project has an approved \$25,000 budget.

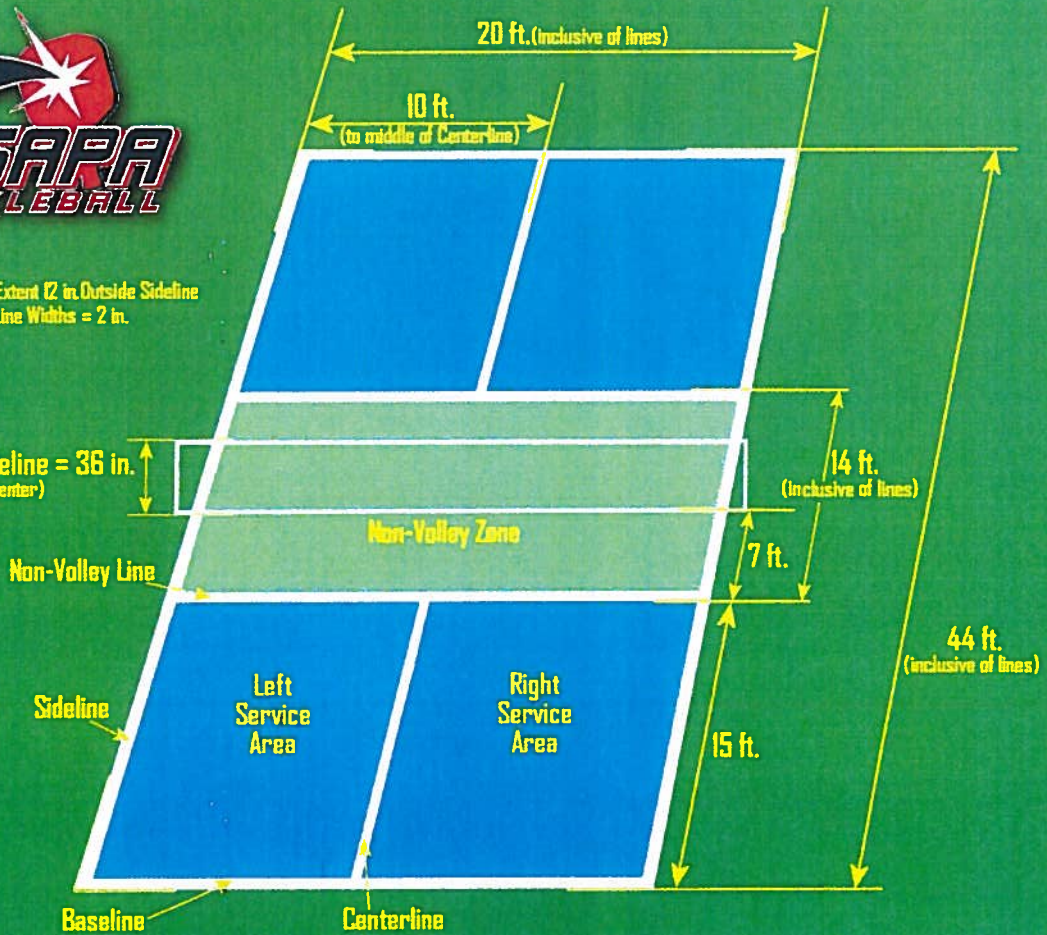
Attachments

Options for converting tennis court(s) at Regional Park
Pickle ball court dimensions from the United States Pickle Ball Association (USAPA)

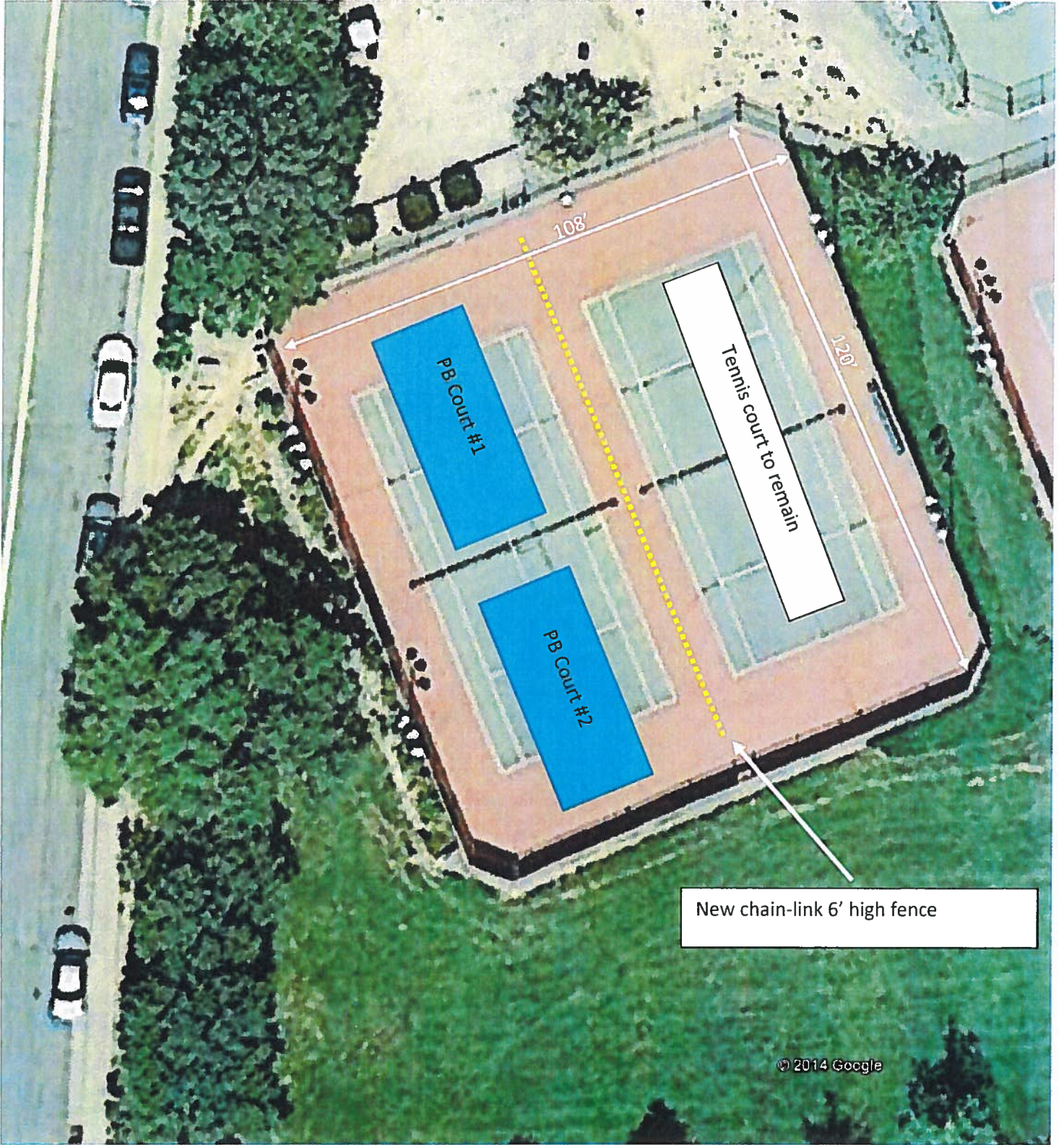


Recommend Net Posts Extend 12 in. Outside Sideline
 Recommend Line Widths = 2 in.

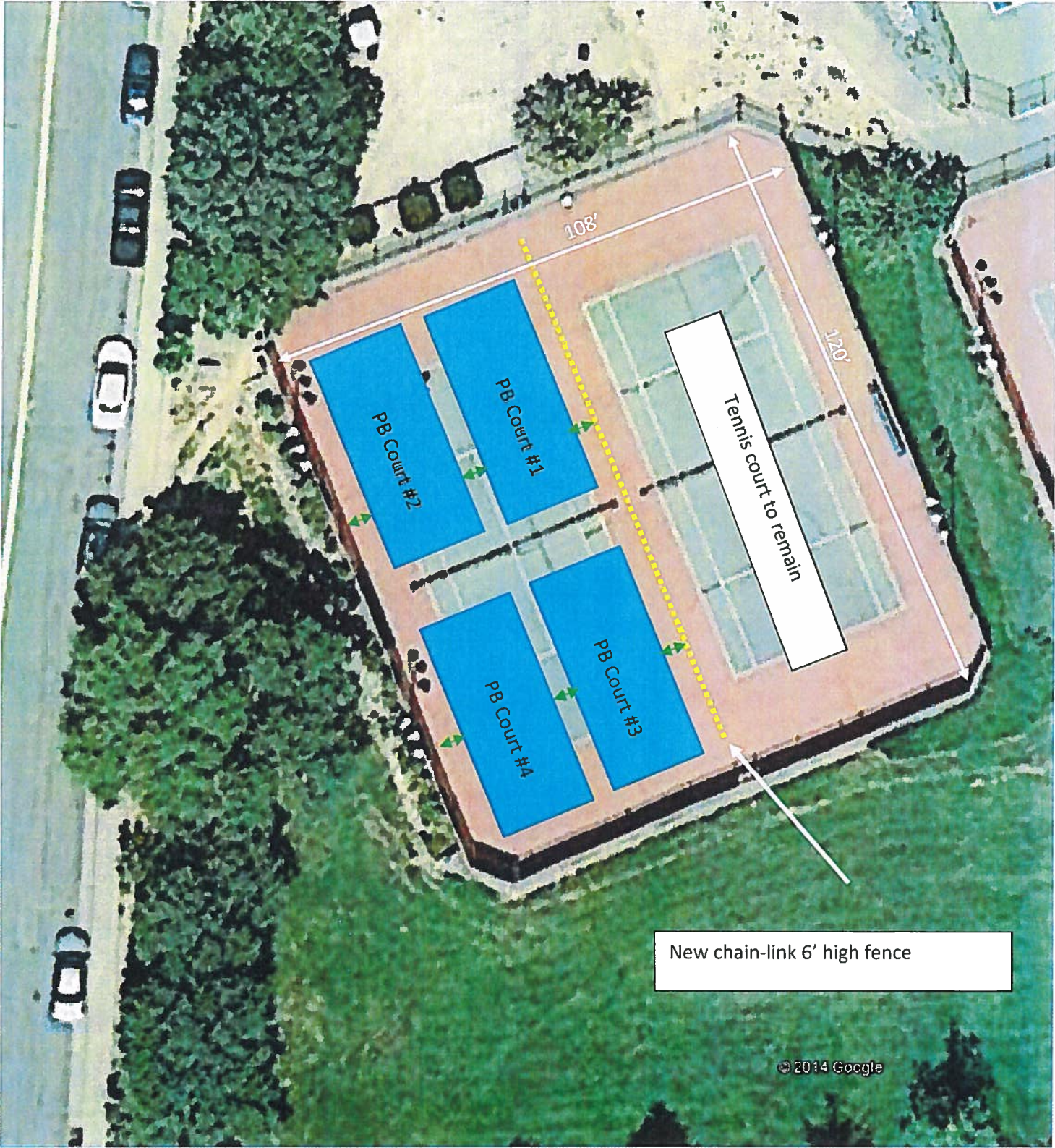
Net Height at Sideline = 36 in.
 (34 in. at Center)



Option #1

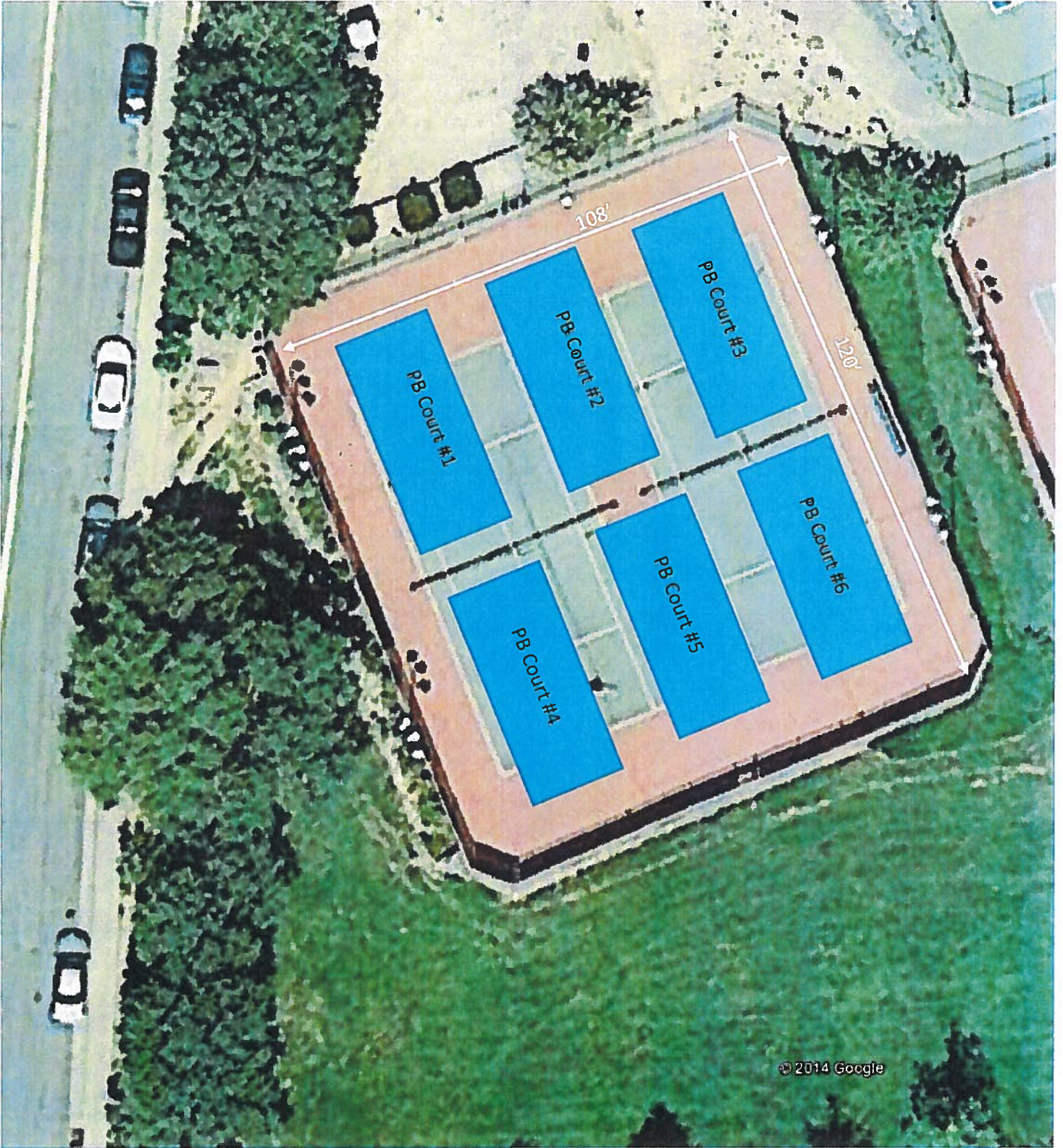


Option #2



↔ = Only 5' of space here (instead of preferred 7')

Option #3



Court drawings Not To Scale

Item 7.2 Cover Sheet for Union Contract

Auburn Area Recreation and Park District September Board of Directors meeting.

Subject: Approval of final contract with Local 39 Operating Engineers.

The Issue: Shall the Auburn Area Recreation and Park District Board of Directors ratify the agreement reached with Local 39?

Background: In June of 2014, the Board approved the tentative agreement which was necessary in order to formalize the agreement into a contract. Over the past two months, staff and the union have been correcting language in the agreement as well as typographical errors that were uncovered during review. The final contract is now complete and staff has reviewed the entire agreement.

Recommendation: Staff recommends that the Board approve the contract.

Attachments: Agreement Between Auburn Recreation District and Local 39 Operating Engineers.

**AGREEMENT BETWEEN AUBURN RECREATION DISTRICT
AND LOCAL 39 OPERATING ENGINEERS**

		PAGE
ARTICLE 1	PREAMBLE	3
ARTICLE 2	RECOGNITION	3
ARTICLE 3	TERM OF THE AGREEMENT	4
ARTICLE 4	EMPLOYEE RIGHTS	4
ARTICLE 5	EMPLOYMENT POLICIES AND PRACTICES	5
	5.1 New Hires, Employees Subject to Probationary Period.....	5
	5.2 Regular Employees	5
	5.3 Full-time Employees.....	5
	5.4 Part-time Employees.....	5
	5.5 Temporary Employees	6
	5.6 Seasonal Employees.....	6
	5.7 On-Call Employees.....	6
	5.8 Work Schedules	6
	5.9 Rest Periods	6
	5.10 Meal Periods (Breaks).....	7
	5.11 Salary Schedule.....	7
	5.12 Payment of Wages	8
	5.13 Automatic Deposit	8
	5.14 Call-in Pay	8
	5.15 Stand-by Pay	9
	5.16 Working-Out-of-Class.....	9
	5.17 Pay for Mandatory Meetings/Trainings	9
	5.18 Overtime for Employees.....	9
	5.19 Payment for Overtime.....	9
	5.20 Compensatory Time.....	10
	5.21 Salary Ranges and Merit Increases	10
	5.22 Make up time	12
	5.23 Personnel Records.....	13
	5.24 Names and Addresses	13
	5.25 Reductions in Force	13
	5.26 Voluntary Termination.....	14
	5.27 Internal Transfers.....	14
ARTICLE 6	DRUG AND ALCOHOL POLICY	
	6.1 Drug and Alcohol Abuse	14
ARTICLE 7	EMPLOYEE BENEFITS	
	7.1 Introduction.....	16

7.2 Rules for Part-time Employees: Hours Worked, Eligibility and Review Periods for Paid Time-Off Benefits	17
7.3 Leaves - General	18
7.4 Holidays	23
7.5 Benefits	24

ARTICLE 8	DISCIPLINARY ACTION	32
ARTICLE 9	GRIEVANCE PROCEDURE	36
ARTICLE 10	ARBITRATION	38
ARTICLE 11	SOLE AGREEMENT/SEVERABILITY	39

ARTICLE 1

PREAMBLE

The articles and provisions contained herein constitute a bilateral and binding agreement by and between the Auburn Area Park and Recreation District (“ARD”) and the IUOE, Stationary Engineers Local 39 (“Union”), an employee organization, and becomes effective on July 1, 2014 and ending on March 31, 2017. This agreement supersedes and replaces any and all agreements and memorandums of understandings preceding the date of this agreement. The parties agree to abide by the Personnel policies of the District unless otherwise modified herein.

ARTICLE 2

RECOGNITION

A. ARD recognizes the Union as the exclusive representative for those employees employed in the following classifications:

1. F&G grounds supervisor (F/T).
2. F&G grounds worker, crew leader (F/T).
3. F&G crew leader, project officer (F/T).
4. F&G worker, turf and landscape coordinator/turf tech (F/T).
5. F&G park worker (F/T).
6. F&G crew leader, custodian (F/T).
7. F&G worker, custodian, (F/T, P/T),
8. F&G facilities coordinator (F/T).
9. Facilities Attendant coordinator (P/T).
10. F&G park worker (P/T).
11. Sports coordinator.
12. Customer service supervisor (F/T, P/T)
13. Customer service rep (P/T).
14. Youth services program coordinator (F/T).
15. Youth services program site director (F/T).

B. In the event any new positions are created in ARD other than those fitting into the employee’s organization, written notification shall be given to the Union in a timely manner. The Union will have seven (7) working days to respond with their concerns over the creation of any non-union positions. Further, a meeting may be called to see if ARD and the Union can mutually agree on the status of the newly created positions.

However, ARD has the right to create positions not within the employees' organization over the objections of the Union.

ARTICLE 3

TERM OF THE AGREEMENT

The term of this Agreement is from July 1, 2014 to March 31, 2017

ARTICLE 4

EMPLOYEE RIGHTS

ARD and the Union recognize the right of employees to form, join, and participate in lawful activities of employee organizations and the equal alternative right of employees to refuse to form, join and participate in employee organizations

1. Payroll Deductions:

In addition to continuing existing payroll deductions for group insurance plans to which the District is or shall hereafter be a contracting party, the District agrees to establish payroll deductions for the normal and regular monthly Union membership dues, initiation fees, fair share fees and assessments, and for the IUOE Federal Political Action Committee in manner defined in section 2 of this Article.

2. On the basis of individually signed, voluntary authorized deduction forms, the District will deduct dues of (\$.05) for each hour that the employee receives wages under the terms of the Agreement, to go towards the Local 39 Federal Political Action Committee. It is agreed that these authorized deductions for the Local 39 Federal Political Action Committee (PAC) are not conditions of membership in the Stationary Engineers, Local 39 or of employment with the District and that the Local 39 Federal PAC will use such monies in making political contributions in connection with Federal, State, and local elections. Payments shall be made on a separate check to Local 39 Federal PAC, accompanied by monthly reports reflecting employee hours worked on forms provided by the Local 39 Federal PAC, shall be remitted to 1620 North Market Blvd. Sacramento, CA 95834.

The costs of administering this payroll deduction for Local 39 Federal PAC are incorporated into the economic package provided under the terms of this Agreement so that the Local 39 Federal PAC has, through its negotiation and its execution of this Agreement, reimbursed the District for the costs of such administration.

ARTICLE 5

EMPLOYMENT POLICIES AND PRACTICES

5.1 New Hires, Employees Subject to Probationary Period

The first twelve months of continuous employment at the District is considered a probationary period. All employees shall serve a probationary period of twelve (12) months, commencing with their first day of employment. During this time the employee is expected to learn job responsibilities, get acquainted with fellow employees; determine whether or not he/she is happy with the job and whether further employment with the District is appropriate. The employee's supervisor will closely monitor his/her performance.

All employees may be evaluated in writing at any time during their probationary period and a mandatory evaluation will be completed after twelve months of employment, the standard probationary period. The Department Manager shall recommend either for or against retention of the employee prior to the expiration of the probationary period.

At any time during the probationary period an employee may be immediately released from employment by the District Administrator. The employee shall not be entitled to a hearing or an appeal of any kind. Recommendation of release from employment shall be made in writing by the Department Manager to the District Administrator. District Administrator may give such employee, at any time up to and including the last day of the probationary period, written notice of his/her immediate release from employment.

5.2 Regular Employees

Regular employees are those employees who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

5.3 Full-time Employees

Full-time employees are those who are regularly scheduled to work forty (40) hours per workweek.

5.4 Part-time Employees

Part-time employees are those who are regularly scheduled to work fewer than forty (40) hours per workweek.

Benefit eligibility will be determined by the actual number of hours worked.

Part-time employees who work an average of less than twenty (20) hours per workweek are not eligible for District benefits except as mandated by State or federal law.

Any increase in part time employee's scheduled hours will be based upon the District's needs, with seniority within the classification being a factor in such determination.

5.5 Temporary Employees

Temporary employees have no regular job status and are employed for short-term assignments. Short-term assignments generally are for periods of three months or fewer; however, such assignments may be extended by the Department Head with approval of the District Administrator. Temporary employees are not eligible for employee benefits except as mandated by applicable State or Federal law. Temporary employees are eligible for CalPERS benefits if they work full-time for six continuous months or for more than 1,000 hours in a calendar year.

5.6 Seasonal Employees

Seasonal employees are employees without regular job status, who are hired for a period of up to six months. The hours worked by such employees may vary. Seasonal employees are not eligible for employee benefits except as mandated by applicable law.

5.7 On-Call Employees

On-call employees are employees who work on an on-call or as-needed basis. On-call employees have no regular job status. On-call employees are not eligible for employee benefits except as mandated by applicable law.

5.8 Work Schedules

The District's normal business hours are between 6:00 a.m. and 11:00 p.m., Sunday through Saturday. Supervisors are responsible for assigning individual employee work schedules. Work hours will vary among departments and shifts due to various District needs. All employees are expected to be at their desks or workstations ready to work at the start of their scheduled shifts.

Exchanging work schedules with other employees is discouraged. However, supervisors may authorize such an exchange. Work schedule exchanges will not be approved for the mere convenience of an employee or if the exchange interferes with normal operations or results in overtime.

The workweek begins at 12:01 a.m. Wednesday and ends at midnight on Tuesday.

When an employee is unable to report to work at the assigned time, the employee must report the reason by telephone to their immediate supervisor as soon as possible. Unauthorized absences that interfere with the orderly operation of District business may be cause for personnel action.

5.9 Rest Periods

Employees are allowed a paid fifteen-minute rest period (break) for every four hours (or major portion thereof) of work. A rest period shall be scheduled, with the Supervisor's approval, in accordance with the requirements of the nature of the work assignment and to assure that all activities conducted by the District are adequately staffed at all times. Rest periods may neither be combined with meal breaks nor used to allow an employee to come in fifteen minutes late or leave fifteen minutes early. During a paid rest period, the employee must not leave the premises.

5.10 Meal Periods (Breaks)

As required by the Fair Labor Standards Act, unpaid meal breaks shall be scheduled in the middle of the employee's work shift, no more than five (5) hours after the beginning of the workday. Unpaid meal breaks shall be a minimum of thirty minutes long but shall not exceed one hour. During an unpaid meal break an employee must be relieved of all duties and be free to leave the premises. The District will provide a break room with limited kitchen facilities at the Recreation Park main building location.

A half-hour meal break shall be taken for every work period of more than five (5) hours. For all workdays on which an employee works more than ten hours, a second unpaid meal break shall be taken. The second meal break may be waived only if:

- The total hours worked on that workday does not exceed twelve;
- There is mutual consent of the employee and department manager; and
- The first meal period of the workday was taken.

If an employee works no more than six hours in a given day the meal break may be waived by mutual consent of the employee and the employer.

Rest periods may not be combined with meal breaks or used to allow an employee to come in fifteen minutes late or leave fifteen minutes early. Meal breaks may not be used to allow an employee to come in later or leave early. Employees are expected to observe their assigned working hours and the time required for meal and rest periods.

The District will require that union employees lunch periods will begin and end at the specific site they are working in. Lunch breaks are thirty (30) minutes including travel time. However, an employee may use a District vehicle to travel to purchase a meal when on assignment away from home base, but such travel shall be included in the lunch period time.

5.11 Salary Schedule

The salary schedules and hourly wage schedules for District employees represented by Local 39, are developed through negotiation between the union and the District, and are ratified by the members and the Board of Directors. The salary ranges for each classification are located in appendix "A" and updated as general wages increase occur.

The District agrees to a COLA increase based on the base level of ARD's total revenue, defined as Program, Facility, Property tax, and RDA revenues that varies per year based on the schedule below.

July 1, 2014: 6% (3% if revenues don't meet the minimum stated here) increase provided that total District revenue remains at a minimum base level of \$3,300,000 at fiscal year- end of March 31, 2014 (revenue is defined as Program, Facility, Property Tax, and RDA revenues).

April 1, 2015: 4% (2% if revenues don't meet the minimum stated here) increase provided that total District revenue remains at a minimum base level of \$3,400,000 at fiscal year- end of March 31, 2015 (revenue is defined as Program, Facility, Property Tax and RDA revenues).

April 1, 2016: 4% (2% if revenues don't meet the minimum stated here) increase provided that total District revenue remains at a minimum base level of \$3,500,000 at fiscal year- end of March 31, 2016 (revenue is defined as Program, Facility, Property Tax and RDA revenues).

The Districts Fiscal Year runs from April 1 to March 31 and it closes its books by approximately May 31 each year. Since the increases are based on prior years closing revenue numbers, COLA increases, if any, will occur on June 30 of each year of the contract period, retroactive to April 1 of the contract year, with the exception of the first year of this contract which term shall begin in July 1, 2014, and no retroactive increases shall occur.

5.12 Payment of Wages

Except as otherwise indicated, the compensation provided shall be deemed to mean the compensation per hour. The wages of all employees shall be paid every two (2) weeks, based on a schedule of twenty-six (26) pay periods per year, normally every other Friday. Non-exempt employees shall be paid at their assigned hourly rate.

5.13 Automatic Deposit

The District requires that all permanent full time and part time employees have automatic payroll deposits. If an employee does not have a checking account, the District will provide free checking at its regular bank. Initially upon hiring and thereafter if the employee changes banks, each employee must complete a form available from the payroll department and return it to that office at least 17 days before the pay period for which the change is effective. Employees should carefully monitor their payroll deposit statements for the first two pay periods after the service begins.

5.14 Call-in Pay

The District will pay a minimum of two hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

5.15 Stand-by Pay

Any District employee who is required to be on “stand-by mode” on a day other than his or her normally scheduled work day or work hours, will be entitled to a minimum payment of \$21.00 per weekday and \$24.00 per weekend for each eight (8) hours that the employee is required to be on stand-by.

5.16 Working Out of Class

On occasion, due to operational necessity an employee may be required to perform a majority of essential duties of another classification with a higher salary range. In such cases, payment for out of class work shall be a minimum of 5% above the regular base pay of the employee for all hours worked in the higher classification.

5.17 Pay for Mandatory Meetings/Trainings

The District will pay non-exempt employees for their attendance at meetings, lectures, and training programs under the following conditions:

- Attendance is mandatory; or
- The meeting, course, or lecture is directly related to the employee's job and the employee has been notified of the necessity for such attendance by his or her supervisor.

Compensation will be at the employee’s regular rate of pay for time spent at meetings, lectures, and training programs. Any hours in excess of eight hours in a day or 40 hours in a workweek will be paid at the employee’s appropriate overtime rate.

5.18 Overtime

Employees may be required to work overtime as necessary. Overtime work requires prior authorization by the District Administrator or his/her designee. All overtime shall be recorded by the employee on his/her normal timecard, with the signed authorization form attached.

The District will attempt to distribute overtime evenly and to accommodate individual schedules. Overtime for any one employee shall not exceed eight (8) hours in any one pay period unless otherwise authorized by the District Administrator.

5.19 Payment for Overtime

The District provides compensation for all overtime hours worked by non-exempt employees in accordance with State and Federal law as follows:

- Any hours worked in excess of eight hours in one workday or 40 hours in one workweek will be treated as overtime. A workday begins at 12:01 a.m. and ends at midnight 24 hours later. Workweeks begin each Wednesday at 12:01 a.m. and end each Tuesday at 12:00 a.m.;
- Employees shall be paid at a rate of one and one-half times the employee's regular rate of pay for hours worked:
- In excess of 40 hours for the workweek;
- In excess of eight, but not more than 12, hours for the workday; and
- For the first eight hours worked on the seventh consecutive day of work. However, if a non-exempt employee works less than six hours a day, and less than 30 hours in a week, the employee will not receive overtime for the seventh consecutive day.
- Compensation for hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay;

Overtime is rounded out to the nearest quarter of an hour. Sick time, holiday, and vacation hours paid, but not worked, are not included in calculating overtime. Only actual hours worked in a given workday or workweek, and not hours scheduled, will apply in calculating overtime.

Employees who are excluded from District Benefits are eligible for overtime pay calculated at the rate of one and one-half times the employee's regular rate of pay for hours worked on a District-observed holiday. When a holiday falls on a Saturday or Sunday, the employee shall be eligible for overtime pay for hours worked on the actual holiday, not the District-observed holiday.

5.20 Compensatory Time

Non-exempt employees may substitute compensatory (comp) time in lieu of payment of overtime. Compensatory time shall be calculated at one and one-half times (1 ½) the employee's regular rate of pay. All compensatory time shall be taken within the pay period that it was earned unless such overtime occurs within 3 days of the end of that pay period. In such case, compensatory time shall be taken within the immediate next pay period. No accrual of compensatory time beyond the pay period within which it is earned shall be allowed.

5.21 Salary Ranges and Merit Increases

Employees who received a performance evaluation, but no merit increase, between April 1, 2014 and September 30, 2014, shall be eligible for a merit increase corresponding to the scoring system and resultant wage increase detailed below. Those employees shall be eligible for said merit increase on October 1, 2014, non-retroactive. The following changes to this section shall apply to all represented employees of the District:

Persons entering the employ of the District shall be paid at the minimum starting wage of the salary schedule established for the classification in which they are hired, unless otherwise approved by the District Administrator.

Merit increases may range from 0% to 5% and shall be determined on the employee's anniversary date, shall not be automatic, but shall be based on performance reports, length of service and budgetary constraints based on the criteria outlined below:

Merit increases shall occur under the following additional conditions:

July 1, 2014: provided that total District revenue remains at a minimum base level of \$3,300,000 at fiscal year- end of March 31, 2014 (revenue is defined as Program, Facility, Property Tax, and RDA revenues) a merit increase for those employees eligible for such increase shall apply.

April 1, 2015: provided that total District revenue remains at a minimum base level of \$3,400,000 at fiscal year- end of March 31, 2015 (revenue is defined as Program, Facility, Property Tax, and RDA revenues) a merit increase for those employees eligible for such increase shall apply.

April 1, 2016: provided that total District revenue remains at a minimum base level of \$3,500,000 at fiscal year- end of March 31, 2016 (revenue is defined as Program, Facility, Property Tax, and RDA revenues) a merit increase for those employees eligible for such increase shall apply.

Employees may qualify for a merit increase in the following manner:

A Performance Evaluation Form shall be prepared by the employee's supervisor not more than thirty (30) days prior to the employee's anniversary date and shall be interactively reviewed by the employee and his or her supervisor. The Performance Evaluation Form shall list several performance criteria and each of the criteria shall have a numerical point value as follows:

Outstanding:	5
Exceeds Performance Standards:	4
Satisfactory:	3
Needs Improvement:	1
Unsatisfactory:	0

There are 11 criteria (20 criteria for Supervisors) on the current Performance Evaluation Form. The District, at its discretion, may add, delete, amend, or modify the content and/or the criteria on the Performance Evaluation Form. Changes in the rating or scoring system and how it affects any merit increase of employees shall be on a "meet and confer" basis with the union. Evaluation scores and corresponding merit increase percentages are as follows:

Regular Employees

Supervisors

40-55 = 5%
36-39 = 4%
33-35 = 3%
Below 33 = 0%

54-75 = 5%
49-53 = 4%
45-48 = 3%
Below 45 = 0

An employee who scores below 33 on a performance review shall be counseled immediately and given a Performance Improvement Plan as to how his or her performance must improve. Such performance shall be reviewed again 90 days after the initial performance review. If the employee's performance improves to a Satisfactory level (33 or higher), that employee will be eligible for the corresponding merit increase (non-retroactive). If there is no improvement, the employee may be subject to disciplinary action, up to and including termination.

All job descriptions shall have a minimum starting wage and a maximum attainable wage. Each employee will have a performance review on either their anniversary date or their promotion date (if applicable), and shall be eligible for a merit increase corresponding to the evaluation criteria and score outlined above. Generally, all full-time and regular part-time employees shall serve at least one year at each wage and have a performance evaluation rating of 33 or better to qualify for advancement to the next wage. Performance Evaluation Forms shall be reviewed by the District Administrator prior to the review of an employee, and shall be approved by, and advancement shall be at, the discretion of the District Administrator.

The District will provide an appropriate venue to assure that privacy and confidentiality are maintained for performance evaluations.

5.22 Makeup Time

The District allows the use of makeup time when non-exempt employees need time off to tend to personal obligations. Makeup time worked will not be paid at an overtime rate.

Employees may take time off and then make up the time later in the same workweek, or may work extra hours earlier in the workweek to make up for time that will be taken off later in the workweek.

Makeup time requests must be submitted in writing to the employee's supervisor on the form provided by the District. Makeup time requests must be signed by the requesting employee. Requests will be considered based on the legitimate business needs of the District at the time the request is submitted. A separate written request is required each time the employee requests makeup time.

If an employee requests time off that is to be made up later in the week, the employee must submit the request at least 24 hours in advance of the desired time off. If the employee requests to make up time prior to taking time off, the employee must submit the request at least 24 hours before working the makeup time. Makeup time requests must be approved in writing before the employee takes the requested time off or works the makeup time, whichever is first.

All makeup time must be worked in the same workweek as the time taken off. Employees may not work more than 11 hours in a day or 40 hours in a workweek as a result of making up time that was or would be lost due to personal obligations.

If an employee takes time off and is unable to work the scheduled makeup time for any reason, the hours missed will normally be unpaid. However, your supervisor may arrange with you another day to make up the time if possible, based on scheduling needs. If an employee works makeup time in advance of time they plan to take off, the employee must take that time off, even if the employee no longer requires that time off.

An employee's use of makeup time is completely voluntary. The District does not encourage, discourage, or solicit the use of makeup time.

5.23 Personnel Records

Employees have a right to inspect certain documents in their personnel file, as provided by law, in the presence of a District representative at a mutually convenient time. If requested, a copy of an employee's personnel file will be provided to them within thirty (30) days at the cost of copying the files. Employees may add comments to any disputed item in the file.

The District will restrict disclosure of personnel files to authorized individuals within the District. Any request for information contained in personnel files must be directed to the Personnel Manager. Only the District Administrator or Payroll Department is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited. However, the District will cooperate with requests from authorized law enforcement or local, State, or Federal agencies conducting official investigations and as otherwise legally required. Under the California Public Records Act, personnel files are private, but the District can be mandated to release information including, but not limited to, names of employees and salary information.

5.24 Names and Addresses

The District is required by law to maintain employees' names and current addresses. Employees are responsible for notifying the District in the event of a name or address change.

5.25 Reduction in Force

Due to lack of work or lack of funds the District may need to restructure or reduce its workforce. If restructuring operations or reducing the number of employees becomes necessary, the District will attempt to provide advance notice, if possible, to help prepare affected individuals. If possible, employees subject to layoff will be informed of the nature of the layoff and the foreseeable duration of the layoff, whether short-term or indefinite.

In determining which employees will be subject to layoff, the District will take into account, among other things, requirements for continued operation of District functions, the skill, productivity, ability, and past performance of those involved, as well as seniority in current position.

The District Administrator shall prepare and submit a layoff list to the Board of Directors. Each employee subject to layoff shall be given written notice of layoff. This notice shall state the effective date and reason for such layoff.

The District recognizes its obligation to meet and confer with the Union over the decision to layoff and the impacts of any proposed layoff.

5.26 Voluntary Termination

Voluntary termination results when an employee voluntarily resigns his or her employment, or fails to report to work for three consecutively scheduled workdays without notice to, or approval by, his or her supervisor. All District-owned property, including vehicles, keys, uniforms, identification badges, and credit cards, must be returned immediately upon termination of employment.

5.27 Internal Transfers

The District will post vacancies that are open for promotional opportunities and lateral transfers, allowing for interviews of those employees that wish to apply, to the extent that those applying for such transfer or promotional opportunity are qualified for such position(s).

ARTICLE 6

DRUGS AND ALCOHOL POLICY

6.1 Drug and Alcohol Abuse

The District is concerned about the use of alcohol, illegal drugs, or controlled substances as they affect the workplace. Use of these substances, whether on or off the job, can detract from an employee's work performance, efficiency, safety, and health, and therefore seriously impair the employee's value to the District. In addition, the use or possession of these substances on the job constitute a potential danger to the welfare and safety of other employees and expose the District to the risks of property loss or damage, or injury to other persons. Inappropriate use of prescription drugs and/or over-the-counter drugs may do the same.

The following rules and standards of conduct apply to all employees either on District property or during the workday (including meals and rest periods). Behavior that violates District policy includes:

1. Possession or use of an illegal or controlled substance, or being under the influence of an illegal or controlled substance while on the job;
2. Driving a District vehicle while under the influence of alcohol or an illegal or controlled substance;
3. Distribution, sale, or purchase of an illegal or controlled substance while on duty or in the workplace.

4. Reporting to work under the influence of alcohol, illegal drugs or any other controlled substance.
5. Use of alcohol, illegal drugs or any other controlled substance while on duty or in the workplace.
6. Misuse of prescription drugs or over the counter drugs while on duty or in the workplace.

Violation of these rules and standards of conduct will not be tolerated. The District also may bring the matter to the attention of appropriate law enforcement authorities.

In order to enforce this policy, the District reserves the right to conduct searches of any and all the District property, including desks and lockers, and to implement other measures necessary to detect and deter abuse of this policy. No employee should assume that any area on District property is private. The District reserves the right to enter and search any desk or locker in the workplace.

An employee's conviction on a charge of illegal sale or possession of any controlled substance while off District property will not be tolerated because such conduct, even though off duty, reflects adversely on the District. In addition, the District must keep people who sell or possess controlled substances off the District's premises in order to keep the controlled substances themselves off the premises.

Any employee who is using prescription or over-the-counter drugs that may impair the employee's ability to safely perform the job, or affect the safety or well being of others, must notify a supervisor of such use immediately before starting or resuming work.

The District will encourage, and reasonably accommodate, employees with alcohol or drug dependencies to seek treatment and/or rehabilitation. Employees desiring such assistance should request a treatment or rehabilitation leave. The District is not obligated, however, to continue to employ any person whose performance of essential job duties is impaired because of drug or alcohol use, nor is the District obligated to re-employ any person who has participated in treatment and/or rehabilitation if that person's job performance remains impaired as a result of dependency. Additionally, employees who are given the opportunity to seek treatment and/or rehabilitation, but fail to successfully overcome their dependency will not automatically be given a second opportunity to seek treatment and/or rehabilitation. This policy on treatment and rehabilitation is not intended to affect the District's treatment of employees who violate the regulations described previously. Rather, rehabilitation is an option for an employee who acknowledges a chemical dependency and voluntarily seeks treatment to end that dependency.

All District employees are subject to drug and alcohol testing under Federal and State guidelines allowing for "reasonable suspicion testing" as follows:

Reasonable suspicion testing is authorized when management believes an employee is using illegal drugs or alcohol. It is appropriate to request a reasonable suspicion drug and alcohol test when any of the following conditions exist:

1. Direct observation of drug use and/or the physical symptoms of being under the influence of drugs or alcohol.

2. A pattern of abnormal conduct or erratic behavior.
3. Arrest or conviction for a drug related offense; or the identification of an employee as the focus of a criminal investigation into illegal drug possession, use or trafficking.
4. Information that is either provided by reliable and credible sources or independently corroborated.
5. Newly discovered evidence that the employee has tampered with a previous drug test.

ARTICLE 7

EMPLOYEE BENEFITS

7.1 Introduction

An employee holding a full-time or regular part-time position will be entitled to District benefits according to the following employment classification:

- A. Full-time employees who are regularly scheduled for 40 hours per week:

Benefits begin on the first of the month following the first thirty days of regular employment.

- B. Regular part-time employees who work an average of 30-39 hours per week;

Benefits begin on the first of the month following the first thirty days of regular employment. Such part-time employee must maintain a minimum of 30 hours per week of work. To maintain eligibility for benefits, hours worked will be monitored on a trailing twelve (12) month basis and will be calculated every quarter. The trailing 12 month period will begin on the first day of the pay period following the "hours worked" eligibility requirements for that level of benefits.

- C. Regular part-time employees who work an average of 20-29 hours per week

Benefits begin on the first of the month following the first thirty days of regular employment. Such part-time employee must maintain a minimum of 20 hours per week of work. To maintain eligibility for benefits, hours worked will be monitored on a trailing twelve (12) month basis and will be calculated every quarter. The trailing 12 month period will begin on the first day of the pay period following the "hours worked" eligibility requirements for that level of benefits.

- D. Part-time employees who work an average of less than 20 hours per week:

Part-time employees in this category and temporary, seasonal, on-call, volunteers, and Independent Contractors only qualify for participation in the retirement program as required by CalPERS. These employees do not qualify for any other benefits.

7.2 Rules for Part-time Employees: Hours Worked, Eligibility and Review Periods for Paid Time-Off Benefits.

1. Definition of Hours Worked

Whenever “hours worked” is mentioned in the District Benefits section, it refers to actual hours an employee works, and includes the number of hours the employee was paid, including holidays, personal time leave off, and credit allowed for unpaid holidays.

If the part-time employee did not meet the required level of hours to reach a benefit level during the first month of employment, he or she will be re-examined at the end of each subsequent month using the most recent trailing twelve months’ data. Upon reaching the threshold for average hours, the part-time employee will then qualify for the appropriate benefit coverage.

a. Increased Qualification

An employee who initially meets the 20-29 average hours worked per week level of benefits, may at a later date qualify for the 30-39 average hours worked per week level of benefits. After initial qualification, the employee will be monitored on a monthly basis to verify whether he or she meets the required level of hours to reach the 30-39 average hours worked per week level of benefits. If so, the increased level will begin.

2. Maintaining Benefits

Once an employee meets the required amount of working hours to become eligible for a specific level of benefits, he or she will be monitored on a trailing 12-month basis to verify that he or she still meets the “hours worked” criteria for that level of benefits. The trailing 12-month period will begin on the first day of the pay period following the “hours worked” eligibility requirement for that level of benefits.

3. Reinstatement of Benefits

If an employee fails to meet the minimum level of hours required to maintain a level of benefits at the quarterly review date, the employee will thereafter be monitored on a monthly basis to determine if he or she qualifies for reinstatement of benefits. (The criteria used to determine the level of reinstated benefits is the same as for qualification of benefits above.)

Benefits such as Holiday Pay and Personal Time Leave will be reinstated beginning the first day of the pay period following the re-qualification date.

7.3 Leaves – General – See also District Personnel Policy Manual

7.3.1 Eligibility for Leave

All full-time and regular part-time employees who work at least an average of 20 hours per week are entitled to leaves. For part-time employees of 20 or more hours, the amount of leave shall be proportional to the number of hours they work is to full-time.

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.

7.3.3 Workers’ Compensation Leave

Available leaves, including Personal Time Leave, may be used to coordinate with workers’ compensation benefits. Workers’ compensation leave runs concurrently with the maximum 12 weeks of Family/Medical Leave.

7.3.4 Bereavement Leave

Bereavement absences with pay in the event of the death of an employee’s immediate family member shall be limited to not more than three (3) days during each twelve (12) - month period. The employee’s immediate family is defined to include spouse, domestic partner, child, domestic partner’s child, brother, sister, parents or spouse’s parents. Bereavement leave will not be charged to an employee’s Personal Time Leave. An employee requiring more than three (3) days of bereavement leave may use Personal Time Leave for the excess time.

7.3.5 Personal Days

Upon successful completion of the probationary period, full-time employees receive one (1) personal day to be used on the date of their choice. One personal day is earned each year.

Personal Days may not be accrued. Use of the Personal Day must be scheduled with their Supervisor at least one (1) week in advance.

7.3.6 Unpaid Leaves of Absence

The District may grant leaves of absence to employees in certain circumstances. A request or an unpaid Leave of Absence should be made in writing as far in advance as possible. During such a leave, employees should keep in touch with their supervisor or the personnel manager, and give prompt notice of any change in their anticipated return date. If the leave expires and the employee fails to return to work without contacting his/her supervisor or the department manager, the District will assume that the employee has abandoned his/her job. Under most circumstances, upon return from a leave of absence, the employee will resume all aspects of his/her employment status that existed prior to the start of the leave.

During an unpaid Leave of Absence, the District will not continue to pay premiums for health, life or dental insurance coverage, except where required by law. However, employees may self-pay premiums under the provisions of COBRA. The Administrative Services Manager can provide additional information.

7.3.7 Family/Medical Leave

Any leave which qualifies under the Federal Family and Medical Leave Act or the State of California Family Rights Acts will be counted as family/medical leave and charged to the employee's entitlement to 12 workweeks of family/medical leave in a 12-month period. Benefits shall be continued during the Family/Medical Leave and salary will be paid for such time as the employee takes concurrent Personal Leave. If Personal Time Leave is available, it must be used concurrently with Family/Medical Leave.

7.3.8 Leaves – General

Any employee taking personal, medical (including FMLA, CFLA, pregnancy) family, or leave of absence will use all Personal Time Leave concurrently with the leave.

7.3.9 Personal Leave of Absence

A personal leave of absence without pay may be granted at the discretion of the District Administrator. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than two weeks. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay. This leave can be a combination of Personal Time Leave and/or leave without pay.

A leave of absence may be taken in one or more periods and may not exceed a total of twelve (12) weeks during a twelve (12) month period beginning with the date of the commencement of the leave. Twelve weeks is defined as sixty (60) workdays.

7.3.10 Concurrent Personal and Family/Medical Leave

Any leave taken under this provision that qualifies as leave under the state and/or federal Family and Medical Leave Acts will be counted as family/medical leave and charged to the employee's entitlement of 12 workweeks of family/medical leave in a 12-month period.

7.3.11 Jury Duty and Witness Leave

The District encourages employees to serve on jury duty when called. Non-exempt employees who have completed their probationary periods will receive full pay while serving up to 20 days of jury duty. Employees should notify their supervisor of the need for time off for jury duty as soon as a notice or summons from the court is received. The employee may be requested to provide written verification from the court clerk of performance of jury service. If on any day work time remains after any day of jury selection or jury duty, the employee will be expected to return to work for the remainder of his/her work schedule.

1. Fees Paid by the Court

Employees may retain any mileage allowance paid by the court for jury services. Other fees for jury services shall be endorsed over to the District.

7.3.12 Military Leave

Military leave shall be provided in accordance with the law. Employees who wish to serve in the military and take military leave should contact the Administrative Services Manager for information about their rights before and after such leave. Employees are entitled to reinstatement upon completion of military service, provided the employee's return or apply for reinstatement within the time allowed by law.

7.3.13 Time Off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her supervisor at least two days notice.

7.3.14 Volunteer Firefighters and Peace Officers

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter, peace officer, or emergency rescue personnel. Employees are also eligible for unpaid leave for required training. If an employee is an official volunteer firefighter, the employee should alert his/her supervisor that the employee may have to take time off for emergency duty. If possible, when taking time off for emergency duty, the employee should alert his/her supervisor before doing so.

7.3.15 Benefits During Unpaid Leave of Absence

An employee on an unpaid leave of absence does not accrue Personal Time Leave benefits. The period that an employee is on unpaid leave of absence is not considered time worked for purposes of determining eligibility for or the amount of any benefit provided by the District, unless required by law or policy. When an employee returns from an unpaid leave of absence, the eligibility and accrual dates for all benefits for which the employee is eligible will be adjusted to reflect the period of such leave. If a paid holiday falls during the period an employee is on an unpaid leave of absence, the employee will not be eligible for holiday pay.

7.3.16 Transfer of Leave Credits

Upon request of an employee and upon approval of the District Administrator, or designee, Personal Time Leave credits can be transferred from one or more employees to another employee when the receiving employee faces financial hardship due to injury or the prolonged illness of the employee, employee's child, step-child, adopted child, parent, spouse, domestic partner who has been defined and certified with the Secretary of State's office in accordance with the Family Code Section 297, spouse's or domestic partner's parent, brother, sister, or other person residing in the immediate household.

The following regulations apply to transfer of leave credit:

- a. The receiving employee must have exhausted all leave credits.
- b. The donations must be a minimum of ½ day (four hours) and will be credited as Personal Time Leave.
- c. Transfer of credits may be across departmental lines.
- d. A maximum of 75% of accrued Personal Time Leave time may be donated.
- e. All donations of Personal Time Leave shall be anonymous.

7.4 Holidays

1. All full-time employees of the District shall be entitled to the following twelve 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
Columbus 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.

2. For each holiday listed above, Regular Part-time Employees who meet and maintain the 20-29 or 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.

7.5 Benefits

7.5.1 Insurance Benefits

Each employee should consult the applicable Insurance Provider information packet for more detailed information concerning eligibility, co-payments, other charges, and benefits. Employees are required to meet all co-payment requirements and regulations of the Insurance Provider.

7.5.2 Medical Health Insurance Benefits

Medical insurance benefits become effective on the first day of the month following the first full month of continuous service. Coverage is available for full-time employees and their dependents and for regular part-time employees who work an average of 30 hours per week and their

dependents. Part-time employees who average less than 30 hours per week, seasonal employees, temporary employees, on-call employees, volunteers and independent contractors are ineligible for medical benefits.

The District contribution is made in accordance with the allowable rate as allocated by current union agreements and policies adopted by the Board of Directors.

1. Open Enrollment

An employee may change providers or coverage once a year during the December open enrollment period. Employees experiencing a change in family status may change benefits to reflect this change at any time during the year.

2. Eligibility Requirement

A part-time employee must average a minimum of 30 actual hours worked per week for a minimum of 30 days of continuous employment in order to be eligible for any medical insurance benefits.

If the employee did not meet the required level of hours to become eligible for medical insurance benefits during the first thirty days of employment, he or she would be monitored each following month to verify if he or she then qualified.

3. Review Periods

Once an employee meets the required number of weekly working hours to become eligible for medical insurance benefits, he or she will be monitored on a monthly basis to verify that he or she still meets the eligibility requirement. If the employee fails to meet the eligibility requirement at the monthly monitoring date, the employee will be allowed to maintain medical insurance coverage by paying the full cost of premiums in accordance with COBRA provisions.

It is the responsibility of the employee to monitor the hours worked.

4. Re-instatement of Benefits

If an employee failed to meet eligibility requirements to maintain medical insurance benefits at the monthly review date, the employee will thereafter be monitored on a monthly basis to verify if he or she then qualifies for a reinstatement of benefits.

Medical insurance benefits will be reinstated beginning the first day of the month following the re-qualification date, if the re-qualification date is within 6 months from the date of loss of benefits. If the re-qualification date is more than 6 months from the date of loss of benefits, the employee will be subject to a waiting period determined by the insurance provider.

Health and Welfare Benefits Detail

1. The District will pay a maximum of \$550.00 per month for the following benefits for eligible full-time employees in accordance with this agreement.

- a. Employee only medical insurance premium, and
- b. Employee only dental insurance premium, and
- c. Employee only life insurance premium.

If the total premiums do not reach the maximum amount of \$550.00 per month for the above benefits, any remaining amount of the \$550.00 per month can be used only for spouse and/or dependent's medical insurance premium, in accordance to District Personnel Policy and the District's insurance contracts.

If an employee elects medical insurance coverage for a spouse and/or dependent(s) and the premium exceeds \$550.00 per month, when combined with coverage's A.1, a and b as listed above, the District and the employee will each pay fifty percent (50%) of the amount exceeding the \$550.00 per month cap. The employee portion for said coverage shall be in accordance with the following limits:

- d. The maximum employee contribution per month for the above coverage shall not exceed \$300.00 per month, not inclusive of the equal split of increased annual health insurance premiums outlined below. All employees are subject to the equal split of increased premiums regardless of contribution, if any, that the employee is responsible for.

2. The District will pay the amount of the monthly premiums for the following benefits for eligible full-time employees, whose plans exceed the \$550.00 per month maximum for employee only insurance coverage for the following:

- a. Employee only medical insurance premium for the least expensive plan offered by the District, and;
- b. Employee only dental insurance premium, and;
- c. Employee only life insurance premium.

In the event of choosing an alternate insurance plan as allowed by the District's insurance contracts, the employee will pay any premium amount exceeding the amount of the least expensive plan offered by the District.

3. Employees will pay all costs for the following:

- a. Spouse and/or dependent dental insurance
- b. Spouse and/or dependent life insurance
- c.. All other elective insurance coverage.

4. The District shall provide two types of medical coverage for all eligible employees:

- A. Kaiser H.S.A 0/2000 deductible plan (main plan)
- B. Kaiser HMO 30 co-pay plan (alternative plan)

Employees hired after July 1, 2014 Medical Benefits:

1. The District will pay for the following benefits for eligible full time employees in accordance with District Personnel Policy and the District's insurance contracts.
 - a. Employee only medical insurance premium, and
 - b. Employee only dental insurance premium, and
 - c. Employee only life insurance premium.
2. The District will provide the Kaiser Foundation Health Savings Account Plan only.
3. Employees will pay all costs for the following:
 - a. Spouse and/or dependent medical insurance premiums
 - b. Spouse and/or dependent dental insurance
 - c. Spouse and/or dependent life insurance
 - d. All other elective insurance coverage.

Additional Terms Applicable To All Covered Employees:

1. The main District plan is the H.S.A only coverage and the HMO 30 plan is considered the alternative coverage. The HMO 30 plan is not available to those employees hired after July 1, 2014.
2. Beginning on December 1, 2014, and for the duration of this agreement, any and all increases in medical insurance premiums exceeding 8% shall be borne equally by the District and by the employee.
3. Due to open enrollment restrictions, any employee wishing to change plans from one type of coverage to another shall be allowed to do so only during the December 2014 open enrollment period and each December thereafter. Until open enrollment in December of 2014, the plans shall remain in place as is.
4. The District began offering Health Savings Accounts (HSA) for all employees beginning with open enrollment on June 1, 2008. The District will contribute 50% of the premium differential for the HSA to a debit card based HSA program. For calculation purposes, the premium differential will be based on the premium of the Kaiser HMO \$30 Co-Pay Plan. The District reserves the right to change medical

insurance coverage to an H.S.A only program at any time and to modify its contribution rate towards the debit card based H.S.A program.

ELIGIBLE PART TIME EMPLOYEES (30-39 HOURS)

Part-time eligible employee will pay twenty-five (25%) percent of the monthly premium for the employee only medical insurance premium. The part-time eligible employee will pay for all costs for spouse and/or dependent medical insurance premiums.

- a. For purposes of calculating insurance coverage of part time employee's if the employee is on Disability, Workers Compensation, or medical Leave for at least one (1) week, that period of time away from the District for medical reasons will not be used in averaging hours during a twelve (12) month period.
- b. Part time employees who average less than 30 hours per week, seasonal employees, temporary employees, on call employees, volunteers and independent contractors are ineligible for medical benefits.

7.5.3 Dental Insurance Benefits

The District offers group dental insurance coverage for full-time employees. Part-time employees, seasonal employees, temporary employees, on-call employees, volunteers and independent contractors are ineligible for dental benefits.

Dental insurance benefits become effective on the first day of the month following one full month of continuous service. The District will contribute to dental insurance benefits premiums for full-time employees in accordance with the allowable rate as allocated by current union agreements and policies adopted by the Board of Directors. A full-time employee may elect optional coverage for dependents.

7.5.4 Life Insurance Benefits

The District will provide a \$50,000 limited Life Insurance Policy for all full-time employees. Part-time, seasonal employees, temporary employees, on-call employees, volunteers and independent contractors are not eligible for life insurance benefits.

7.5.5 COBRA Continuation of Benefits

Information will be provided to all employees enrolled in the medical and dental insurance programs upon loss of eligibility for benefits, concerning options for extending insurance coverage for a limited period of time in accordance with both federal and state law. Under

COBRA, the employee is responsible for payment of the cost of all premiums. The District has the right to charge employees a two percent (2%) fee for administrative costs.

7.5.6 Non –Work Related Activities and Programs

The District or its insurer are not liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social, or athletic activity that is not part of the employee's work-related duties.

7.5.7 Retirement Benefits

Social Security is an important part of every employee's retirement benefit. The District pays a matching contribution to each employee's Social Security taxes.

The District also participates in the California Public Employee Retirement System (CalPERS) 2% at 55 retirement plan. According to guidelines established by CalPERS, all eligible employees must participate in this program. Contributions to CalPERS will be made by the District and by the employee in accordance to the guidelines established in the contracts and resolutions between the District and CalPERS, and in accordance with current union agreements and policies adopted by the Board of Directors.

In 2013, the State of California passed a law mandating that all new government employees share 50% of CalPERS retirement premiums, up to a cap of 7% for employees hired before January 1, 2013 and 6.5% for employees hired after January 1, 2013. It was also recommended that existing government employees share 50% of CalPERS retirement premiums within five (5) years.

For employees hired prior to January of 2013, beginning on July 1, 2014, the District will begin implementing this employee sharing of CalPERS retirement costs as follows:

July 1, 2014 a pre-tax deduction of 3% shall be reflected on all employee payroll checks and contributed to their CalPERS account.

April 1, 2015 an additional pre-tax deduction of 2% shall be reflected on all employee payroll checks and contributed to their CalPERS account.

April 1, 2016 an additional pre-tax deduction of 2% shall be reflected on all employee payroll checks and contributed to their CalPERS account.

Employees hired after January 1, 2013 should see the Administrative Services Manager for the current percentage rate (rate varies each year and is determined by CalPers).

Refer to the CalPERS literature for a complete description of eligibility and services. You may obtain this information from the Administrative Services Manager.

The District also provides a Section 457 deferred compensation plan for eligible employees. The District will match up to \$250 per year for full time employees towards the 457 deferred compensation plan. Part time employees will be eligible for 75% of the matching funds, or \$187.50. This matching benefit will be reviewed annually and will only be available if the Board of Directors determines it is reasonable within the District's budgetary restrictions. . For information regarding eligibility, contributions and benefits contact the Administrative Services Manager. All eligible participants will receive a summary document.

7.5.8 Disability Insurance

Each employee contributes to the State of California to provide disability insurance mandated by the California Unemployment Insurance Code. Contributions are made through a payroll deduction. Disability insurance is payable when an employee cannot work because of illness or injury not caused by employment at the District or when the employee is entitled to temporary workers' compensation at a rate less than the daily disability benefit amount. Specific rules and regulations governing disability are available from the State of California Employment Development Department.

The District will withhold employee contributions for Paid Family Leave in accordance with the law.

7.5.10 Employee Discounts

The following employee program discounts are available:

- a. Facilities: Full-time employees shall receive a 25% discount on rentals at the C level rate. Part-time employees shall receive a 15% discount on rentals at the C level rate.
- b. Classes: Full-time employees and their dependents must pay 50% or the instructor's portion of classes, whichever is more, on a space available status only. In classes where enrollment is limited, the employee must pay the regular fee in order to reserve a space, or wait until the first day of the class and pay the reduced fee, if space is still available.
- c. Classes: Part-time and seasonal employees and their dependents must pay 75% (25% discount) or the instructor's portion of classes, whichever is more, on a space available status only. In classes where enrollment is limited, the employee must pay the regular fee in order to reserve a space, or wait until the first day of the class and pay the reduced fee, if space is still available.
- d. Other programs: Full-time or regularly scheduled part-time employees who wish to enroll their children in day camp or discovery club will be allowed to enroll at a 50% discount. (Seasonal and temporary employees are excluded from this discount.) All

registration fees, enrichment activity costs within the program and extra fees for minimum days are at full price.

- e. Recreational Swim: All employees and their families will be entitled to “free” admission to the Marsha Skinner Memorial/Sierra and Placer Hills Pools. A list of eligible staff and family members will be maintained at each pool. Employees and their families who do not submit a list of names will be responsible for paying the daily entry fee to the pool
- f. There will be no Out of District charges for all employees who reside outside of the District.

7.5.11 External Employee Education

Some employees may need to attend training programs, seminars, conferences, lectures, meetings, classes, courses or other outside activities for the benefit of the District or the individual employees if the training directly relates to the employees’ job responsibilities. Attendance at such activities, whether mandated by the District or requested by the individual employee, requires written approval of the District Administrator. An employee wishing to attend any of the activities listed above must submit a written request detailing all relevant information, including date, hours, location, cost, expenses, and the nature, purpose, and justification for attendance.

For attendance at events required or authorized by the District, customary and reasonable expenses will be reimbursed upon submission of proper receipts and advanced approval of the District Administrator. Acceptable (reimbursable) expenses generally include registration fees, materials, meals, transportation, and parking.

Time spent in attendance at authorized outside activities will be considered hours worked for non-exempt employees and will be compensated in accordance with normal payroll practices.

Neither reimbursement nor credit for time in attendance shall be provided for an employee’s voluntary attendance, outside of normal working hours, at formal or informal educational sessions, even if such sessions may lead to improved job performance. While the District generally encourages all employees to improve their knowledge, job skills, and qualifications, such activities do not qualify for reimbursement or compensation under this policy unless prior written approval is obtained.

7.5.12 Promoting Healthy Bodies

The District’s mission is to promote activities that enrich the lives of our citizens and employees. As such, the District encourages all employees to join a health club/gym that offers those types of activities that promote cardiac health, weight loss, weight maintenance, aerobics, etc. The District will contribute 50% of membership dues (up to a maximum of \$25.00 per month, or \$300 per year) for “employee only” memberships at a licensed, full service health club. Employees must pay for their membership in full and present a receipt to the accounting

department for reimbursement. This benefit is available to all employees who work a minimum of 20 hours per week.

7.5.13 Hepatitis Vaccinations

The District will pay for the series of three Hepatitis vaccinations for all employees who have the potential to be exposed to the disease. It is understood that such vaccinations are on a purely voluntary basis and that the District does not require any employee to participate in the procedure.

7.5.14 Boot Reimbursement and Uniform Allowance

The District provides an annual boot and uniform allowance of \$250 per employee to the following classifications:

- Facilities and Grounds supervisor,
- Facilities and Grounds worker, crew leader,
- Facilities and Grounds crew leader, project officer,
- Facilities and Grounds worker, turf and landscape coordinator/turf tech,
- Facilities and Grounds park worker I &II
- Facilities and Grounds crew leader, custodian
- Facilities and Grounds worker, custodian
- Facilities and Grounds facilities coordinator
- Facilities Attendant coordinator
- Sports Coordinator
- Customer Service Rep

Beginning July 1 of each year the District, at its own cost, will annually provide five (5) T-shirts and one CarHart type work jacket (every other year) with ARD logo and staff identification to each covered employee in the classifications referenced. Female District employees will be provided women's t-shirts and will purchase their own approved women's pants using the uniform allowance described above.

Each covered employee in the referenced classifications will purchase their own approved* work boots and pants and submit a receipt for same. The District will reimburse each covered employee for the boot/pants purchase from the annual uniform allowance referenced above. There will be no reimbursement without a receipt.

ARTICLE 8

DISCIPLINARY ACTION

- A. Any employee may be subjected to personnel action.

1. As used here-in, “personnel action” may include, but is not limited to, dismissal or other disciplinary action, such as reduction of pay, suspension from duties, demotion, or disciplinary probation.
2. Rules outlining acceptable conduct of employees are necessary for the orderly operation of any business or organization and for the benefit and protection of the rights and safety of all employees. Examples of impermissible conduct that may lead to disciplinary action are identified below to promote an understanding of what is considered to be unacceptable conduct and to encourage consistent action by ARD in the event of a violation. However, it is impossible to provide an exhaustive list of all types of conduct that may result in disciplinary action. The following list will, therefore, contain only some examples of conduct that may lead to disciplinary action, including possible termination.

B. Examples of Grounds for personnel Action, but not limited to:

Fraud in securing job position

Incompetency

Inefficiency

Inexcusable neglect of duty

Insubordination

Dishonesty

Being under the influence of alcohol or drugs while on duty

Absence from the workplace without notification and approved leave

Conviction of a felony or conviction of a misdemeanor, which is of such nature as to affect the employee’s ability to perform the duties and responsibilities of their position. A plea of guilty or a conviction following a plea of no contest is deemed to be a conviction within the meaning of this section.

Discourteous treatment of the public or other employees

Improper political activity as governed by the Federal Hatch Act and the California Government Code

Willful disobedience

Any failure of good behavior, either during or outside of duty hours which is of such nature that it causes discredit to the District

Physical or mental disability which prevents the employee from performing essential job functions of their duties and responsibilities as determined by competent medical authority

Failure to possess or keep in effect any license or certificate required in the job description of the position.

C. Any employee violating the District's personnel policies and / or the rules and regulations of employee conduct may also be subject to disciplinary action.

D. Persons Authorized to Initiate Personnel Action

The District Administrator or direct supervisor shall have the authority to initiate personnel action against an employee.

E. Dismissal of Personnel

Discharge is the permanent removal of an employee from service. The District Administrator has the authority to dismiss any employee who has clearly failed to meet established performance or behavior standards

F. Disciplinary probation

Any employee may be placed on disciplinary probation status for a period of up to ninety (90) days at any time by the District Administrator, when in the District Administrator's opinion; the employee is not meeting the performance or conduct standards of the District. The District Administrator will determine, upon completion of the disciplinary probationary period, whether an employee will be continued on disciplinary probation; subject to other personnel action; dismissed; or retained as an employee in good standing.

G. Personnel Action Procedures and Appeal

Notice of Proposed Action

1. The employee normally will be given advance notice of dismissal or other proposed personnel action. The employee will be given ten (10) calendar days to respond to the Notice of Proposed Personnel Action or Dismissal. The employee can respond orally or in writing to the District Administrator or designee. However, if the District Administrator has reasonable cause to believe that retention of an employee pending review, or their response to the Notice of Proposed Personnel Action, will result in damage to the employee, fellow workers, or the general public, then the District Administrator or designee Board

of Directors may suspend said employee immediately without pay and without benefits pending the employee's response and pending any appeal or hearing.

2. The proposed personnel action or proposed dismissal shall be served on the employee, either personally or by registered or certified mail and first class mail. All timelines in this section shall be extended five (5) calendar days for mailing.
3. During the notice period, the employee is on normal pay status and normally remains on the job unless said employee has been suspended without pay and benefits pending termination. An employee will not be paid during the notice period if he or she is unavailable to work, absent without leave, or in jail.
4. Contents of the Notice of Intent to Suspend, Discipline or Proposed Dismissal shall include:
 - a. A statement of the nature of the personnel action identifying suspension, demotion, reduction of pay, disciplinary probation, and/or dismissal.
 - b. The effective date of the action
 - c. A statement of the reasons for such personnel action to allow the employee a fair opportunity to refute the charges
 - d. A statement advising the employee of his or her response to the Notice of Proposed Action to the District Administrator; the procedure and time limit in which an appeal must be made; and the required content of the appeal notice.

5. Response

An employee may respond orally or in writing with respect to any dismissal or personnel action to the District Administrator or his designee within ten (10) calendar days of receiving a Notice of Proposed Dismissal or Notice of Proposed Personnel Action. The timeline shall be extended five (5) calendar days for mailing. After considering such response or lack of response the District Administrator or his designee shall render a decision supporting dismissing or modifying the Notice of Proposed Action.

When the decision of the District Administrator or his designee orders discipline in the form of suspension without pay, reduction in pay, demotion or termination from employment, the employee or the Union may request an appeal before an arbitrator in accordance with Article 10.

6. Failure to File Appeal Notice

If the employee against whom personnel action is filed fails to file an appeal or Notice of Appeal within the time specified, the personnel action shall be deemed final.

H. Maximum Period of Suspension

Any suspension invoked under this section against any one person shall not exceed ninety (90) days in any twelve (12) month period.

I. Citizen's Complaints

Complaints filed by an individual against any person in the District shall be verified and supported by an affidavit of one or more witnesses.

J. The District will provide an appropriate venue to assure that privacy and confidentiality are maintained for disciplinary/counseling sessions.

ARTICLE 9

GRIEVANCE PROCEDURE

A. Definitions

1. A grievance is a detailed, written allegation that there has been a violation, misinterpretation, or misapplication of the specific written terms of this agreement.
2. A grievant is an employee or the Union making the claim
3. A day referred to in this article means any day on which the District's central administrative offices are open for business.

B. Informal Level

1. Within seven (7) days of the alleged violation, a grievant shall informally discuss the claim with his/her supervisor.

C. Formal Level

1. Level One
 - a. Within seven (7) days of the informal conference and if no resolution has been reached, the grievant may present a grievance in writing on the prescribed District form to his/her supervisor.

- b. The grievance shall be clear, legible, and a concise statement of the facts and the specific provisions of the agreement that have allegedly been violated.

2. Level Two

- a. If the grievant is not satisfied with the decision at Level One, the grievant may appeal using the prescribed District form to the District Administrator within seven (7) days of receiving the Level One decision.
- b. The appeal shall include copies of all information from preceding levels and a clear, legible, and concise statement of the reasons for the appeal.

3. Level Three

- a. If the grievant is not satisfied with the Step Two decision, within ten (10) grievant working days after the termination of Step Two the grievant may submit a written request to the District Administrator requesting the appointment of a mediator to hear the grievance in an attempt to resolve the grievance.
- b. The request shall include a copy of the original grievance, the Step two decision, and a clear, concise statement of the reasons for the request.

- D. Within three (3) grievant working days of receiving the request, the District Administrator shall request the California SMCS to appoint a mediator to mediate the grievance, unless the District and the grievant are able to agree to a mediator.
- E. The mediation shall be held within fifteen (15) calendar days of the receipt of the Step Three request by the District Administrator, unless the SMCS is unable to provide a mediator within that period, in which case the mediation shall occur as soon as possible.
- F. The mediation process shall be confidential.
- G. If the mediation results in an agreement between the parties that resolves the grievance, the agreement will be reduced to writing.
- H. Discussions during the mediation process, including, but not limited to, any offers of settlement or admissions, may not be used by either party in the subsequent grievance process.
- I. All costs for services of the mediator, including, but not limited to, per diem expenses, and travel and subsistence expense, will be borne equally by the District and the Union if the parties opt to use a mediator/advisory arbitrator that is not provided by the SMCS. All other costs will be borne by the party incurring them.

1. Level Four

- a. If the grievant is not satisfied with the decision at Level Three, the grievant may appeal to Arbitration as stated in Article 10 of this MOU.
- b. The decision of the Arbitrator regarding the grievance shall be final.

ARTICLE 10 ARBITRATION

- A: After all of the steps of Article 8 and Article 9 have been exhausted and if the aggrieved employee/s is not satisfied with the District Administrator's decision the Union may submit the grievance to arbitration. Appeals for disciplinary actions and/or grievances shall be filed with the District Administrator and the parties shall mutually select a qualified arbitrator. If the parties fail to select an arbitrator within ten (10) days after the appeal is filed, the parties shall prepare a joint request to the State Mediation and Conciliation Service for a list of five (5) qualified arbitrators. The parties shall each strike two (2) names from the list and the remaining person shall be accepted as the arbitrator. The first party to strike will be determined by the flip of a coin.
- B. The hearing shall be scheduled as expeditiously as possible upon the request of either party. If the accepted arbitrator cannot hear the case within a mutually accepted time, but no later than ninety (90) days of selection, the parties may jointly request another list from the State Mediation and Conciliation Service.
- C. The hearing shall be held at a mutually agreeable location which shall be determined by the parties. The District shall make available appropriate facilities for such hearings.
- D. The hearing shall be recorded or, at the option of and with the agreement of the parties, reported by a court reporter. If one party requests a copy of the transcript, the requesting party shall pay the full cost. If the parties jointly request the transcript, the cost shall be shared equally.
- E. The fees and expenses of the arbitrator, a court reporter and transcript if required by the arbitrator, shall be shared equally by the parties.
- F. The District agrees that employees shall not suffer loss of compensation for time spent as a witness at an arbitration hearing held pursuant to this procedure. The Union agrees that the number of witnesses requested to attend and their scheduling shall be reasonable.
- G. The arbitrator shall prepare a written proposed decision on the matter which shall be sent to the parties.
- H. The parties shall have ten (10) days from the mailing of the proposed decision to file exceptions thereto with the arbitrator. Such exceptions shall be based solely on material errors in the determination of facts or conclusions of law, and shall be

submitted simultaneously to the arbitrator and the opposing party. The arbitrator shall review the exceptions within ten (10) days of receipt and affirm or amend the proposed decision. If no exceptions are filed by the parties, the arbitrator's proposed decision becomes final and binding upon the parties.

ARTICLE 11

SOLE AGREEMENT SEVERABILITY

This Agreement when signed by the parties hereto, and approved by the ARD Board of Directors, supersedes all other Agreements and supplements, and represents the sole agreement between the parties.

Neither party shall be obligated to meet and confer during the term of this Agreement on any matter within the scope of bargaining. However, if during its term, the parties hereto should mutually agree to modify, amend or alter the provisions of the Agreement in any respect, any such change shall be effective only if and when reduced to writing and executed by the authorized representative of the District and the Union. Any such changes validly made shall become a part of this Agreement and subject to the terms.

The waiver of any breach or condition of this Agreement by either party shall not constitute a precedent in the future enforcement of all terms and conditions herein.

INTERNATIONAL UNION OF
OPERATING ENGINEERS,
LOCAL 39, AFL-CIO

Auburn Area Recreation and Parks District

By _____
Jerry Kalmar, Business Manager

By _____
Kahl Muscott,
District Administrator

By _____
Tony DeMarco , President

By _____
Scott Holbrook,
Vice-Chairperson, Board of
Directors

By _____
Chuck Thiel, Business Representative

By _____
Jerry Fisher, Shop Steward

By _____
Victor Galbraith, Bargaining Team Member

By _____
David Madruga, Bargaining Team Member

Union Job Descriptions

F&G grounds supervisor (F/T)	\$19.60	to	\$26.27
F&G grounds worker, crew leader (F/T)	\$16.14	to	\$22.28
F&G worker, turf and landscape coordinator/turf tech (F/T).	\$16.14	to	\$22.28
F&G park worker I (F/T, P/T).	\$11.79	to	\$15.80
F&G park worker II (F/T, P/T).	\$13.99	to	\$18.76
F&G worker, custodian, (F/T, P/T),	\$12.66	to	\$16.96
F&G facilities coordinator (F/T).	\$15.38	to	\$20.62
Sports coordinator.	\$17.99	to	\$24.21
Customer service rep (P/T).	\$12.11	to	\$16.23
Customer service rep (P/T). - under 20 hrs	\$11.76	to	\$15.77
Youth services program coordinator (F/T)	\$15.98	to	\$21.42
Youth services program site director (F/T)	\$13.00	to	\$17.42

Item 8.1 FRIENDS OF ARD Cover sheet - Review of 501 c3 Financials

**Friends of the Auburn Area Recreation and Parks Inc. ("Friends") Board meeting
September, 2014**

The Issue

A review of the Friends of the Auburn Area Recreation and Parks Inc. Balance Sheet and Profit and Loss.

Background

A Balance Sheet and Profit and Loss for the current year are attached.

Recommendation

Review the Friends Balance Sheet and Profit and Loss; provide comment, direction (if any)

Fiscal Impact

None

Attachments

Balance Sheet for the Friends of the Auburn Area Recreation and Parks, Inc.

Profit and Loss (1/1/14 – 8/31/14) for the Friends of the Auburn Area Recreation and Parks, Inc.

501C-3
Friends of ARD
Balance Sheet
As of August 31, 2014

Assets

Umpqua Bank Account	7,910.53	
Total Assets		7,910.53
Total Assets		7,910.53

Liabilities

Auburn Community Festival Account	4,613.92	
ARD's Youth Assistance	1,140.00	
ARD's National Night Out	237.50	
ARD's Happy Tails	237.50	
ARD's Auburn Scramble	475.00	
ARD's Movies in the Park	712.50	
Accts Payable/ ARD	7,500.00	
Total Liabilities		14,916.42

Owner's Equity

Owner's Equity	3,396.98	
Loss to date for 2014	(10,402.87)	
Total Owners Equity		(7,005.89)
Total Liabilities and Owners Equity		7,910.53

Friends of Auburn Area Recreation and Park District

Profit and Loss

For 1/1/2014 To 8/31/2014

	<u>CURRENT MO</u>	<u>YTD</u>
REVENUE		
Youth Assistance Fund Donations	-	1,200.00
Envision Expo Sponsorships	-	1,150.00
Movies in the Park Sponsorships	-	750.00
Auburn Pump Track Revenue	169.00	1,184.00
Auburn Community Festival Revenue	2,000.00	5,662.00
Happy Tails Sponsorship	-	250.00
Party in the Park Donations	-	1,500.00
Great American Obstical Scramble Event	-	500.00
National Night Sponsorship	-	250.00
State of California (refund)	10.00	10.00
TOTAL REVENUE	2,179.00	12,456.00
EXPENSES		
Legal Expenses		647.50
Auburn Pump Track Donate to ARD	16,369.10	16,452.47
Auburn Comm Fesitval Donate to ARD	3,241.40	3,241.40
Envision Expo Donate to ARD	-	1,092.50
Expensed to Donate for Party in the Park	-	1,425.00
TOTAL EXPENSES	19,610.50	22,858.87
NET LOSS	<u>(17,431.50)</u>	<u>(10,402.87)</u>

(Unaudited)

EVENT LOGIN | CREATE EVENT ACCOUNT | CONTACT US | E-EDITION | SUBSCRIBER SERVICES | COUPONS & DEALS | AUBURN TRADER | SPECIAL SECTIONS

August 25, 2014 | Your Neighbor Since 1872

Auburn Journal

Currently **64°F** Clear
Tomorrow High **86°F** Low **63°F**

NEWS | SPORTS | LIVING | OPINION | MULTIMEDIA | CALENDAR | OBITUARIES | CLASSIFIEDS

Saturday Aug 23 2014 | 2 comments

ShareShareShare 0

Wheeling in fiesta fare



Attendees queue up to check out the menus and sample dishes during the second annual Auburn Recreation District Food Truck Fiesta at Recreation Park Friday evening. The event featured live music, vendors, a pop-up bike park for kids of all ages — and, of course, food trucks.



YOUR LOCAL HARDWARE STORE

2/\$7

LOCAL Expert Service
LOCAL Advice

Your Choice
8oz Insect Repellent
17.5oz Wasp/Hornet Spray

True Value

BEHIND EVERY PROJECT IS A **True Value**

for more BARGAINS OF THE MONTH & more!

Keywords:

Auburn Recreation District Food Truck Fiesta

CONTRIBUTE TO THIS STORY

- SEND LETTER TO THE EDITOR
- SEND STORY IDEAS
- SEND CORRECTIONS
- SIGN UP FOR OUR EMAIL NEWSLETTER

Related Stories

Lake Clementine power-generation plans to be aired in Auburn

Auburn's three Rotary clubs have a first: three women presidents

Speeders, beware: CHP plane up there

Kirby: Advertise the position Placer County Republican Party forges Nov. 4 election slate

MercyMe in Concert

harvestamerica.com

Free Live Simulcast Oct 5th. Find Out How to Tune In!

EMERITUS AT EMERALD HILLS
Retirement, Assisted Living, Alzheimer's & Memory Care

Emeritus at Emerald Hills is located in the beautiful town of Auburn. Close to highways, shopping centers, doctor's offices and hospitals. Call us today to schedule a free tour!

Our Family is Committed to Yours.

888-506-8748
11550 Education St., Auburn • www.Emeritus.com
LIC. 017131822

Auburn Journal Special Sections

Latest Section :



Foothills Entertainer
September 2014

View All Sections

COOL PRICES FOR HOT AUGUST!

10X10 Climate Control Units

NOW ONLY \$68.95

While Supplies Last • New Customers Only!
Present this ad at time of purchase. Offer ends 8/30/14.

click

QUARTZ DRIVE

2014 BEST OF THE BEST

FREE use of truck!

A good way to blow off steam



PHILIP WOOD • AUBURN JOURNAL

Sharpening his form

Brennan McDade of Meadow Vista flings his disc at Auburn Regional Park Tuesday afternoon while sharpening his skills at disc golf. McDade comes to the park a couple of times a week to throw the discs, and he said it's a good way to relax and blow off steam.

Auburn Journal
8-27-14

EVENT LOG IN | CREATE EVENT ACCOUNT | CONTACT US | 4 EDITION | SUBSCRIBE | SERVICES | COUPONS & DEALS | AUBURN TRADER | SPECIAL SECTIONS

September 2, 2014 | Your Neighbor Since 1872

Auburn Journal

Currently **82°F** Clear
Tomorrow **High 88°F**
Low 63°F

NEWS | SPORTS | LIVING | OPINION | MULTIMEDIA | CALENDAR | OBITUARIES | CLASSIFIEDS

Sunday Aug 31 2014 | 5 comments

Sharðharðshare 1

Vandals, park plans topics of ARD meeting

Board members discuss deterrence options and potential of area parks

By: Eyragon Eidam of the Auburn Journal



Board members talked through a number of topics at Thursday night's Auburn Recreation District Board of Directors meeting.

Among the many topics, members approved the transfer of \$14,506.39 from the city mitigation fund to the general fund for the ADA compliant remodel of the restrooms at Ashford Park.

The board members also approved the organization's updated conflict of interest policy, which had not been updated in almost a decade.

Kahl Muscott, district administrator for Auburn Recreation District, said the review of the policy was part of a California Fair Political Practices Commission review request.

An attorney reviewed the district policy for revisions and it has since been approved by the board.

Vandalism at two community parks was also a major topic of discussion among the four board members present at the meeting.

While the Ashley Memorial Dog Park suffered broken concrete picnic tables and benches, mosaic artwork at the Placer Hills Pool was taken



you're invited to our
GRAND REOPENING

ANYTIME FITNESS

Join the Celebration!!!
Friday September 5th, 1 pm - 5 pm

Join for \$1.00 Enrollment
+ one month Free! • or
2 personal training sessions

off the wall and thrown on the ground.

Muscott said the district is always dealing with small acts of vandalism throughout the properties they oversee, but said a spike in the activity was apparent in the month of August.

Director Scott Holbrook suggested the use of battery-powered motion sensing lights to deter would-be vandals and Director Jim Ferris suggested the implementation of neighborhood watch-style signage in the affected parks.

Since the beginning of the year, more than \$6,000 in damage has been done to district property.

Much of the damage was attributed to teenagers because the damage occurred just before the beginning of the school year.

Board members also approved a vision plan for Overlook Park, Railhead Park and the Maidu property.

Related Stories

- McClintock expresses police militarization concerns
- Labor Day focus is fun in the sun
- Folsom Lake spillway keeps to schedule, budget
- Auburn hair salon employees pull suicidal man from locked, smoking car
- Nevada Irrigation District dusts off 1926 plan for dam in Meadow Vista-Cofax area

Need Concrete Delivered?

landgrafsmobilemixconcreteinc.com
Fresh Mixed Concrete Delivered 24/7 Call For Prices & Same Day Delivery

Never Clean Your Gutters Again!
Gutterglove

Time to get ready for Fall!
Click Here

All About **GUTTERS**

Consumer Reports #1 Rated Gutter Guard

AWNINGS

Auburn Journal Special Sections

Latest Section :



Foothills Entertainer
September 2014

View All Sections

Auburn Drug Co.
Downfall Since 1896

2013 BEST OF THE BEST
Truly a step back in time...

CLICK HERE!

- Save Time
- Same Co-Pay
- Excellent Customer Service

GOOD NEIGHBOR PHARMACY
815 Lincoln Way • Auburn • 885-6524
M-F 9-6 • Sat 9-5 • Closed Sun

UNCHAIN YOURSELF from Cash Payments

The plan encompasses potential improvements which could be made to the properties over the next 10 years.

Muscott presented the board with proposed artwork for the ARD skate park, which was approved.

Muscott also said the Aug. 22 Food Truck Fiesta was more successful than the previous year. How much money was raised at the event is undetermined at this time.

Keywords:

Auburn Recreation District board of directors Kahl Muscott Director Scott Holbrook Director Jim Ferris overlook park Railhead Park Maidu property Food Truck Fiesta ARD skate park Ashford Park

CONTRIBUTE TO THIS STORY

- SEND LETTER TO THE EDITOR
- SEND STORY IDEAS
- SEND CORRECTIONS
- SIGN UP FOR OUR EMAIL NEWSLETTER

Add a comment

[Comment](#)

Pablo Sust Top Commenter - Newcastle, California
 I hate vandalism, it has absolutely no purpose other than deprive others of the use of what was vandalized. I consider it worse than theft.
[Reply](#) [Like](#) 4 August 31 at 6:36am

Kathleen Harris
 Not mentioned in the article was that the vandals, who are also thieves, stole money out of Ashley Memorial Dog Park's locked contribution box (twice), ultimately destroying the box and taking the lock. They also left broken glass in the park, injuring at least one dog. AMDP volunteers donated the time and resources to fabricate a new box, purchase two new locks, repair and replace the damaged tables & benches and clean up the glass. None of ARD's money was used for these things, and the dogs were the final victims of this criminal behavior, since that money is our only source of funding for trees, walkways, waterfall maintenance, shade structures and chairs, additional tables and benches, and waste bags -- the amenities which make our park the "little slice of heaven" that it is.
 Kathleen Harris
 Ashley Memorial Dog Park
 Foundation President
[Reply](#) [Like](#) 2 August 31 at 9:25am

Scott Holbrook Top Commenter - CEO/Jenitor at Scott's Econo Lube N' Tune & Brakes
 To clarify the source of damage is not known for sure. The head of Facilities and Grounds noted that there seem to be spikes in vandalism when school is out of session - It is sad that we need to track and budget for vandalism - which if it stays on track like it is now could exceed \$10,000 for this calendar year - (and note the vandalism costs do not include preventative measures such as signage, cameras or lighting) - It is sad, when on one hand we are having fundraisers to help pay for a facility such as a Bike Park - on the other general funds are spent on vandalism
[Reply](#) [Like](#) 1 August 31 at 7:47am

Karlyn Gleaves
 I hope the bench I donated to the dog park in my late husbands memory was not ruined
[Reply](#) [Like](#) August 31 at 3:27pm

Tori Murrill Connolly Top Commenter - Auburn, California
 Glad to know the policy was cleaned up re conflicts of interests.
[Reply](#) [Like](#) August 31 at 9:24am

Facebook social plugin

This Weeks Inserts

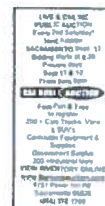


PetSmart USA 34 Days Left

Big Lots Expires this Saturday

[View All](#)

Flyerboard



Local display advertising by PaperG

This Weeks Inserts



Save on Cell Phones RadioShack



Rock the Hallway with Denim Styles and Great Fits Walmart USA



The Biggest 10 For \$10 Mix & Match Sale! Big Lots



Grocery Favorites Lucky Supermarkets

[View All](#)

EVENTS | PRIVATE INVESTIGATION | CONTACT | ADVERTISING | COUPONS & DEALS | AUBURN JOURNAL | SPECIAL SECTIONS

September 8, 2014 | Your Neighbor Since 1872

Auburn Journal

Currently **81°F** Clear
Tomorrow High **88°F** Low **61°F**

NEWS | SPORTS | LIVING | OPINION | MULTIMEDIA | CALENDAR | OBITUARIES | CLASSIFIEDS

Friday Sep 05 2014 | 0 comments

Share 0

Falling all over ourselves

By: Kahl Muscott, for the Auburn Journal



Fall is my favorite time of year. It's not that I have big issues with the other seasons, but the months of September to November help to fill my spirit. I think it has always been this way for me - cooler weather, football and the impending holiday season. Working at the Auburn Recreation District has definitely added to my appreciation of this time of year. Throughout the year, ARD offers great programs, camps and classes. However I think the biggest difference in fall is the events we offer.

In October I get the opportunity to participate in my favorite Auburn event, the Auburn Community Festival. This is the harvest-themed festival that has taken place at Recreation Park for the past 17 years. Giant pumpkins (well over 1,000 pounds), magnificent scarecrows, live music and great food mix together with lots of families and friends to create a magical day at one of the most unique parks in all of California. This year's festival takes place Oct. 18, and as always is free to attend. The Geno Linarez Memorial Ms. October Softball Tournament is another great weekend during the fall. This invite-only tournament brings in a dozen of the best women's softball teams for a home run frenzy, with all proceeds going to the

FULL SERVICE REPAIR CENTER

FREE SHUTTLE!

LUBE, OIL & FILTER SERVICE \$29.95 + TAX

Like Us on facebook (530) 823-9469

ARD Youth Assistance Fund (more on this scholarship-type assistance in a later column). While Ms. October is technically a tournament, Jerry Fisher and his beehive of helpers run it more like an event. Music blares, silly contests take place and a raffle brings in even more donations. The 26th year of this tournament takes place Oct. 10-12 at Beggs Field. Lastly, the fall offers up one of ARD's newest events, the Great Auburn Obstacle Race. This 5k fun-run through Regional Park features 20-plus obstacles, from basic walls and ladders to more eclectic challenges such as a raft crossing of the pond and the pumpkin pie(p). And yes, of course there is a mud-pit.

If you have never run an obstacle race, this is the place to start. The course also offers plenty of challenge for obstacle race junkies, the Jedi Warriors of our times. All runners will be chip timed, and early registrants will receive a t-shirt. Registration is only \$25, and teams of 10 can register for \$200. This is a great team-building opportunity for your office staff, sports team or family. The event takes place Sunday, Sept. 28.

Keywords:
Kahl Muscott Auburn Area Recreation and Park District Great Auburn Obstacle Race Auburn Community festival Geno Linarez Memorial Ms. October Softball Tournament ARD Youth Assistance Fund

Related Stories

- Another View: Domestic violence should not go unpunished
- Another View: Appreciate those you love and count your blessings
- Just say no to 'Thigh Gap'
- Media Life: Auburn motorhead couple gets "American Pickers" star treatment
- Another View: McClintock's idea to nuke VA health care is essentially DOA

Find Concrete Contractors

homeadvisor.com
Read Reviews & Get Quotes From Local Contractors. Free Search!

Caring Tree Children's Dentistry

Inspiring Healthy Habits That Grow With Your Child

A practice where you and your children will be heard and respected

Now serving two locations:

Auburn 360 Wall Street, Ste. F 530-823-9106	Grass Valley 1061 E. Main Street #101 530-272-9026
---	--

www.caringtreechildrensdentistry.com

Auburn Journal Special Sections

Latest Section :

Foothills Entertainer
September 2014

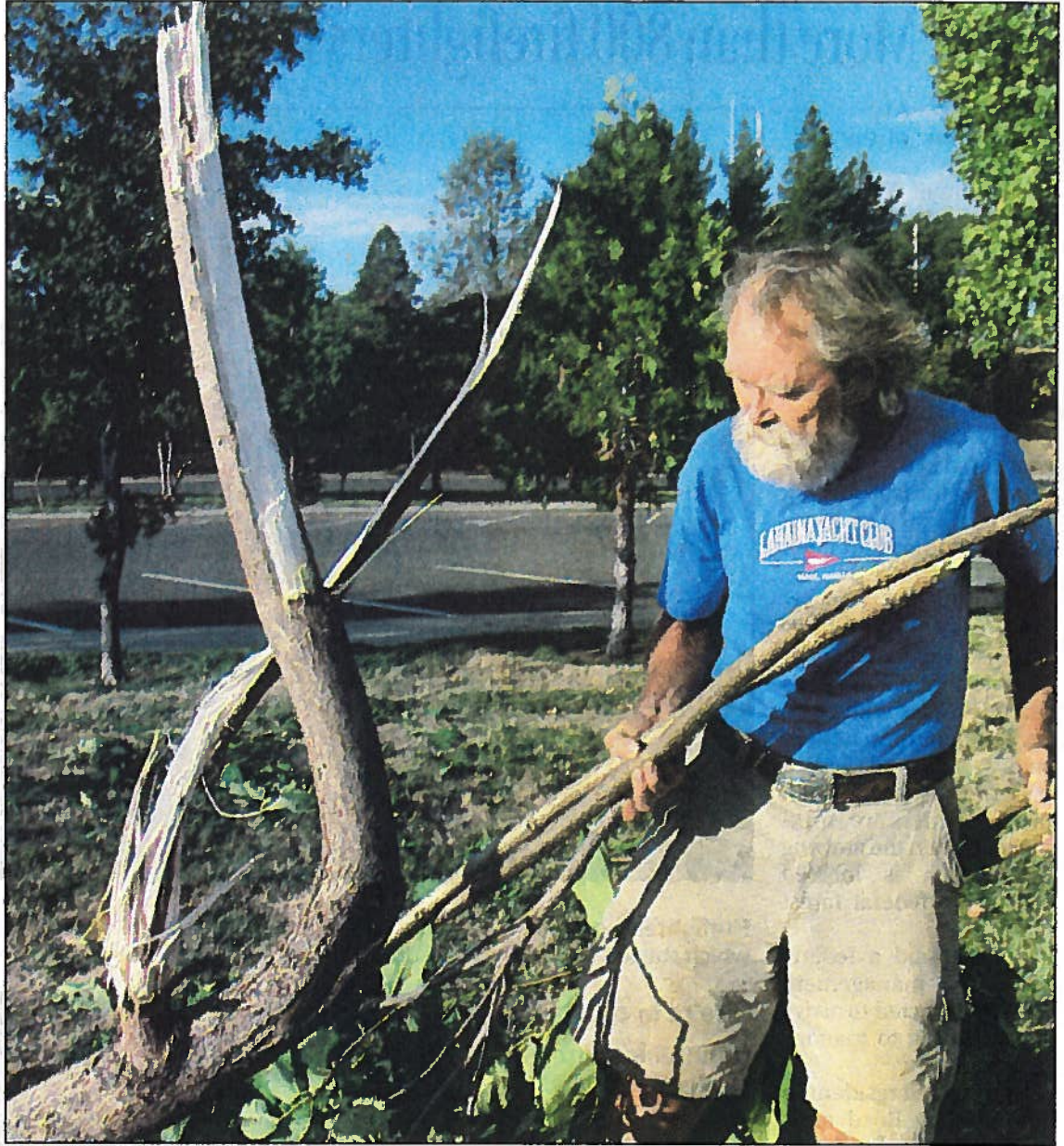
[View All Sections](#)

Helping Buyers and Sellers

"Fred always goes above and beyond my expectations in all aspects of the buying and selling experience. I highly recommend Fred and his staff to anyone looking to buy or sell a home" -Ed Prokopik (Buyer & Seller)

[view current homes on the market](#)

Sierra Pacific Real Estate
Making Your Transaction Easier
530-878-6100
16898 Placer Hills Rd
Meadow Vista, CA



GUS THOMSON • AUBURN JOURNAL

Vandalism discovered at Auburn's Overlook Park

Gordy Ainsleigh, an Auburn Recreation District board member, moves vandalized tree branches from Overlook Park in Auburn. The branches on two catalpa trees – a deciduous tree native to the Eastern U.S. – were torn off in an act of vandalism believed to have taken place overnight Friday, Ainsleigh said. Ainsleigh has planted several oaks and other shade trees at the park off Pacific Avenue over the past 14 years. "I don't understand people who want to make the world more ugly," Ainsleigh said.

Auburn Journal 9-16-14