

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE  
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**  
**WEDNESDAY, JULY 22, 2020, 1:15 PM.**  
**CANYON VIEW COMMUNITY CENTER, FOOTHILLS ROOM**

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

The public may participate in the meeting through Zoom. The link for this meeting is <https://zoom.us/j/93045687106>. The public can use this link and/or call **1 669 900 6833** Webinar ID: 930 4568 7106 to participate.

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

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

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

**1.0 CALL TO ORDER**

Holbrook \_\_\_\_\_ Ainsleigh \_\_\_\_\_

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

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

**4.0 BUSINESS**

**4.1 Approval of Minutes from the June 17, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 4 – 5)**

**Recommendation:** Review and approve minutes.

**4.2 Rock Creek Mobile Home Park Encroachments at Regional Park (Pages 6 – 8)**

Shall the Auburn Area Recreation and Park District (ARD) discuss encroachments into Regional Park made by residents of Rock Creek Mobile Home Park?

**4.3 Changes to the Youth Services Program Coordinator Job Description (Pages 9 – 12)**

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Youth Services Program Coordinator?

**4.4 Resolution Number 2020-24: Authorizing Mark Brunner as Representative for State Licensed After School Facilities (Pages 13 – 14)**

Shall the Auburn Area Recreation and Park District (ARD) approve and adopt Resolution Number 2020-24, authorizing Mark Brunner, Recreation Services and Youth Services Manager, as ARD's representative in regard to establishing state licensed after school care facilities?

**4.5 Increase in Wage Scales Per tentative Union Contract (Pages 15 – 16)**

Shall the Auburn Area Recreation and Park District (ARD) change pay scales for certain union job descriptions per tentative union contract agreement, based on some underpaid positions?

**4.6 CalPERS Change in Auburn Area Recreation and Park District's Medical Family Benefit (Pages 17 – 23)**

Shall the Auburn Area Recreation and Park District (ARD) recommend approving changes to the Medical Section of our Personnel Policy to include the CalPERS Medical coverage for the Represented Union Staff and Non-Represented Staff hired after February 1, 2020?

**4.7 Reusable, Recyclable or Compostable Food Containers and Utensil Use Within ARD and by Vendors at ARD Events (Pages 24 – 28)**

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

**4.8 Approval of Legal Bills**

**Recommendation:** Review and approval of legal bills.

**4.9 Discussion Items: None.**

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

None.

**5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**


None.

**ADJOURNMENT**

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

7-17-20  
Date

12:45 pm  
Time

  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes  
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting  
Wednesday, June 17, 2020 at 12:00 PM  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA 95603**

**1.0 CALL TO ORDER**

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 12:09 p.m.

**ROLL CALL**

Directors Ainsleigh and Holbrook were present.

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

The agenda was approved by Directors Ainsleigh and Holbrook.

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

None.

**4.0 BUSINESS**

**4.1 Approval of Minutes from the May 20, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the May 20, 2020 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Directors Ainsleigh and Holbrook.

**4.2 Rock Creek Mobile Home Park Encroachments at Regional Park**

Directors Holbrook and Ainsleigh did not send this item to the Board of Directors. Direction was given for an update at the July 2020 Policy meeting.

**4.3 Approval of Legal Bills – The legal bills were approved by the Committee.**

**Discussion Items:**

None.

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

None.

**5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNED**

As there was no further business, the meeting was adjourned at 12:38 p.m.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

## **Item 4.2 Cover sheet – Rock Creek Mobile Home Park Encroachments at Regional Park**

**Auburn Area Recreation and Park District Policy Committee meeting May, 2020; June, 2020; July, 2020**

### **The Issue**

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

### **Background**

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

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

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

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

### **Recommendation for the Policy Committee**

Review and discuss. Forward to the Board when ready

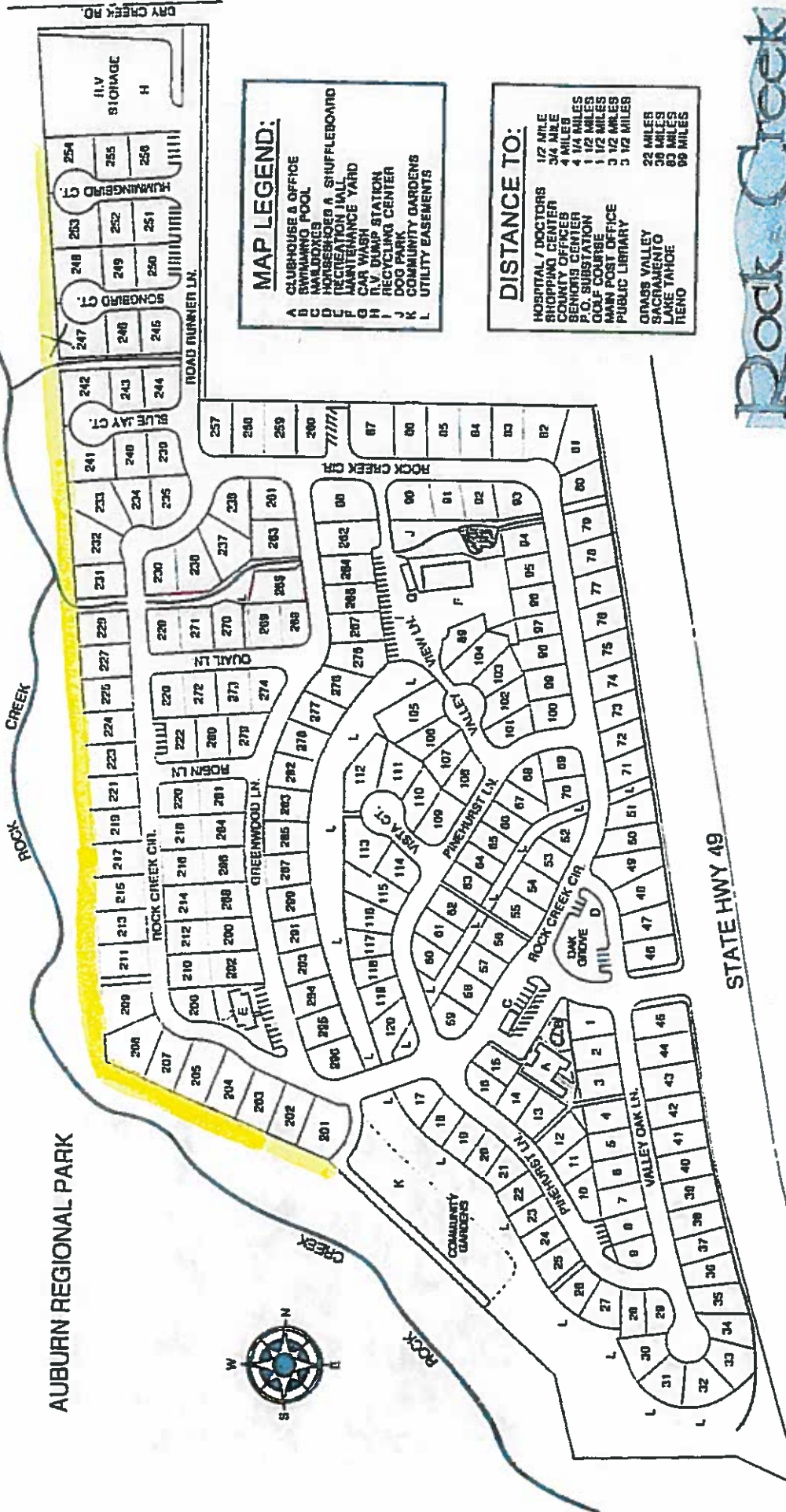
### **Fiscal Impact**

Unknown at this time

### **Attachments**

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

**AUBURN REGIONAL PARK**



**MAP LEGEND:**

- A CLUBHOUSE & OFFICE
- B SWIMMING POOL
- C MANHOLES
- D IMPROVED A STUFFLEBOARD
- E TREATMENT WALL
- F MAINTENANCE YARD
- G CAR WASH
- H T.V. VIEW STATION
- I RECYCLING CENTER
- J DOG PARK
- K COMMUNITY GARDENS
- L UTILITY EASEMENTS

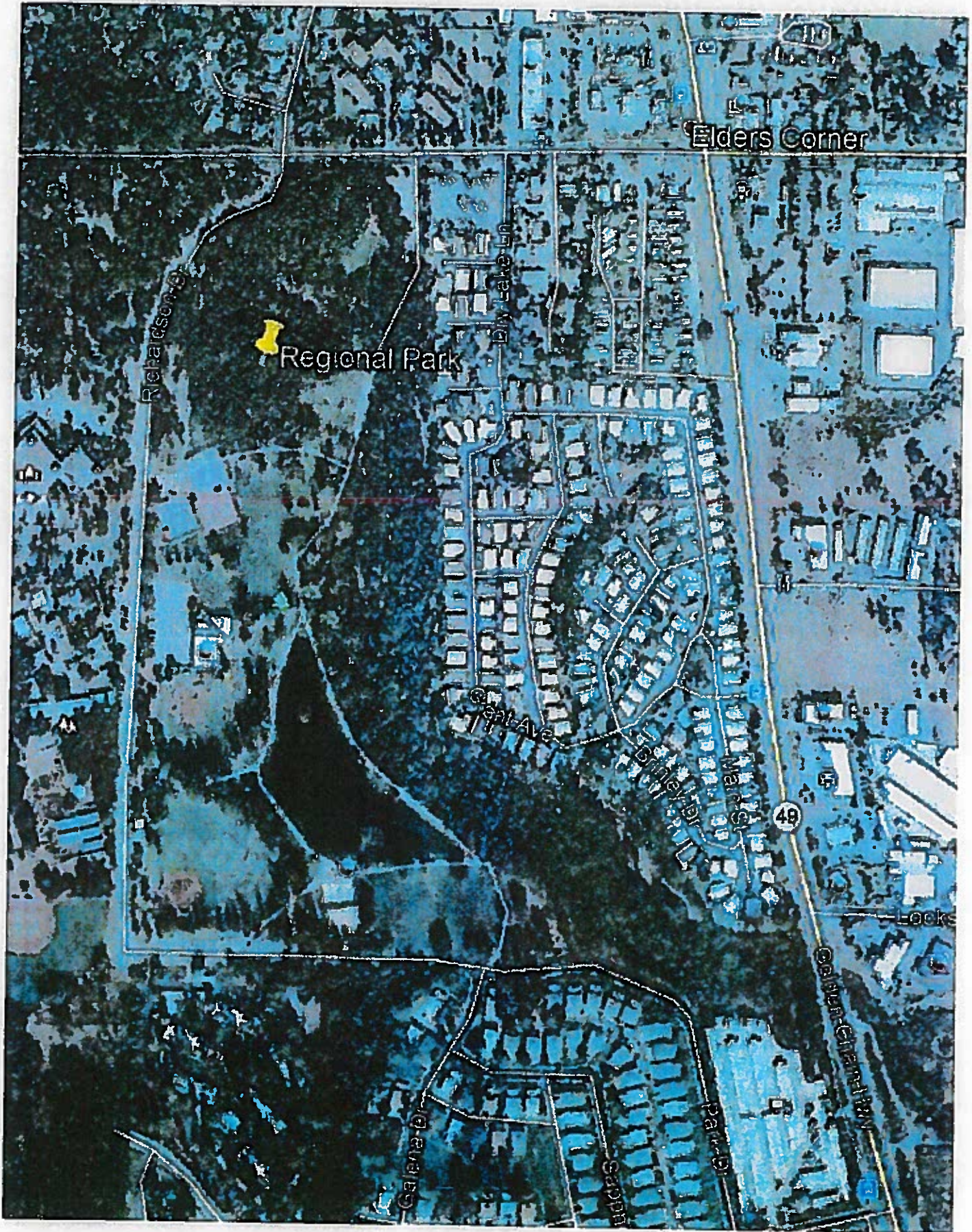
**DISTANCE TO:**

- 1/2 MILE
- HOSPITAL / DOCTORS
- SHOPPING CENTER
- COUNTY OFFICE
- SENIOR'S CENTER
- P.O. SUBSTATION
- GOLF COURSE
- MAIN POST OFFICE
- PUBLIC LIBRARY
- 22 MILES
- ORISS VALLEY
- 36 MILES
- SACRAMENTO
- 83 MILES
- LAKE TAHOE
- 99 MILES
- RENO

**Rock Creek**  
**MOBILE HOME PARK**  
 3765 Grass Valley Hwy • Auburn CA 95602

MAP FOR ILLUSTRATION PURPOSES ONLY  
 NOT TO SCALE

RetireAtRockCreek.com  
 rockcreek@wavecable.com  
 530-885-0141





## **Item 4.3 Cover sheet – Amendments to Youth Services Program Coordinator Job Description**

**Auburn Area Recreation and Park District Policy Committee meeting July, 2020**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Youth Services Program Coordinator?

### **Background**

As a result of organizational and budgetary changes due to the COVID-19 crisis, ARD has hired a Youth Services Program Coordinator. The last time that ARD has employed this position was approximately 8 years ago.

Staff has reviewed the job description and made a few suggested changes.

### **Recommendation for the Policy Committee**

Send a positive recommendation to the Board to approve the changes to the Youth Services Program Coordinator job description. Send this item to the Consent Calendar at the July, 2020 Board meeting.

### **Fiscal Impact**

N/A

### **Attachments**

Youth Services Manager Program Coordinator job description (proposed amendments highlighted)

## YOUTH SERVICES PROGRAM COORDINATOR

**DEFINITION AND PURPOSE:** Under the general direction of the Youth Services Manager, the Youth Services Program Coordinator will develop and implement a program of enrichment and recreation activities for Day Camp, **Discovery Club/Childcare**, and **Preschool** and accept program responsibility in the Youth Services Manager's absence. The Coordinator may also be assigned as a Site Director.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Plan and supervise total Day Camp program and **Discovery Club/Childcare**, including staff, and provides training
- Exhibit creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations
- Provide effective classroom management
- Plan and execute all field trips and special events at Day Camp
- ~~Plan a snack calendar and prepare a food order based on inventory needs~~
- Maintain accurate and current files on all children in the Day Camp program
- Oversee payments, including subsidy cases for **Day Camp and Discovery Club/Childcare**. Follow up with outstanding accounts. Process paperwork in a timely manner
- Conduct disaster drills for the safety of all children and staff at **Day Camp**.
- Responds quickly to all safety related issues
- Report suspected child abuse to Child Protective Services in a timely manner. Alert the Youth Services Manager and provide a copy of the paperwork submitted
- Address Workers' Compensation accidents immediately and follow through in accordance with the policies and practices of the District. Report all accidents/incidents/injuries to the Youth Services Manager and process essential paperwork in a timely manner
- Create and maintain an appealing classroom **Day Camp** environment, adapting for changing seasons and themes. Oversee sanitary practices and cleanliness of the facility
- Purchase and gather supplies for **Day Camp and Discovery Club/Childcare**
- Alert the Youth Services Manager regarding **Day Camp and Discovery Club/Childcare** issues with payments, parents, safety, building maintenance or any area directly impacting the program
- Maintain positive relationships with parents, school personnel, co-workers, other District employees and the public in accordance with good customer service practices and District policies
- Provide input for staff reviews as requested
- Fulfills duties of Site Director if assigned or substituting for a Director

### EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- Plan/participate in special events, community involvement and/or field trips
- Attend departmental meetings as scheduled
- Other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

Exhibit a basic competency in core subjects to assist students with homework; possess good communications skills, both oral and written, including basic computer skills; ability to follow program procedures and demonstrate good judgment, especially in regard to safety; knowledge of Title 22, Division 12, meeting all State Licensing requirements as applicable. Department of Justice clearance, including Child Abuse Index; effective classroom management skills; creativity and attention to detail and follow-through; positive staff management and problem-solving skills.

## **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

Candidate must fulfill the requirements for a Director as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.

High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed fifteen units of Early Childhood Education, including Administration.

**Or** Six units in Early Childhood Education, of which three units are Administration, and nine units toward a teacher/recreational or related degree for a total of 15 units. Units and training hours may be combined to meet the total educational requirement. A minimum of four years' experience supervising children.

**Or** A.A. degree from an accredited college or university with at least 3 units in Early Childhood Education or related areas and 3 units in Administration. A minimum of two years' experience supervising children.

**Or** B.A. degree from an accredited college or university with at least 3 units of Early Childhood Education or related areas and 3 units in Administration. A minimum of one year of experience supervising children.

**Or** Child Development Site Supervisor Permit.

**Or** Child Development Program Director Permit.

Any other new licensing requirements as they arise.

~~Preschool directors: Early Childhood Education units required (no related areas accepted). A.A. and B.A. degrees must have a major or emphasis in early childhood education or child development. All other requirements for preschool child care centers apply.~~

In addition to the above, two or more years of experience in staff management is required.

## **LICENSES, CERTIFICATES AND IMMUNIZATIONS**

Current First Aid and CPR certifications are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

*Youth Services Program Coordinator - Job Description*

*REVISED July, 2020*

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

#### **WORK ENVIRONMENT**

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required.

**COMPENSATION:** Full-time union position.  
Part-time/temporary/seasonal non-union position.

Wage rate range

\$19.07 - \$25.56

\$17.83 - \$23.91 (non-Calpers)

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

## **Item 4.4 Cover sheet – Resolution #2020-24: Authorizing Mark Brunner as Representative for State Licensed After School Facilities**

**Auburn Area Recreation and Park District Policy Committee meeting July, 2020**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) approve and adopt Resolution #2020-24, authorizing Mark Brunner, Recreation Services and Youth Services Manager, as ARD's representative in regard to establishing state licensed after school care facilities?

### **Background**

The State of California Department of Social Services Community Care Licensing requires that agencies designate a representative to establish state licensed after school care facilities. Debbie Thomas was designated in 2006. With Debbie's retirement, ARD must now designate Mark Brunner, the (acting) Youth Services Manager.

### **Recommendation for the Policy Committee**

Send a positive recommendation to the Board to approve Resolution #2020-24, authorizing Mark Brunner, Recreation Services and Youth Services Manager, as ARD's representative in regard to establishing state licensed after school care facilities.

Staff also recommends sending this item to the Consent Calendar at the July 30, 2020 Board meeting.

### **Fiscal Impact**

N/A

### **Attachments**

- Resolution #2020-24

**RESOLUTION NUMBER 2020-24**

**A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT AUTHORIZING MARK  
BRUNNER, RECREATION SERVICES AND YOUTH SERVICES MANAGER, AS  
THE DISTRICT'S REPRESENTATIVE IN REGARD TO ESTABLISHING STATE  
LICENSED AFTER SCHOOL CARE FACILITIES**

**WHEREAS** it has been determined by the State of California Department of Social Services Community Care Licensing that a resolution from the Auburn Area Recreation and Park District is required to authorize Mark Brunner, Recreation Services and Youth Services Manager as the District's representative in regard to establishing state licensed after school care facilities, and

**WHEREAS**, the Auburn Area Recreation and Park District Board of Directors now intends to authorize Mark Brunner, Recreation Services and Youth Services Manager, as the District's representative in regard to establishing state licensed after school care facilities, **THEREFORE**

**BE IT RESOLVED** that the Auburn Area Recreation and Park District Board of Directors authorizes Mark Brunner, Recreation Services and Youth Services Manager, as the District's representative in regard to establishing state licensed after school care facilities,

**APPROVED, PASSED, AND ADOPTED ON July 30, 2020 by the following roll call vote:**

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

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**Scott R. Holbrook**  
**Chairman of the Governing Board**

**ATTEST:**

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**Clerk to the Governing Board**

**Item 4.5 Cover Sheet for Increase in Wage scales Per Tentative Union Contract**

Auburn Area Recreation and Park District Board for Policy and Procedure Committee meeting  
July, 2020

**The Issue:** Shall the Auburn Area Recreation and Park District change pay scales for certain union job descriptions per tentative union contract agreement, based on some underpaid positions?

**Background:** Some of the current job descriptions are underpaid and need to be updated, based on current salary surveys from multiple Parks and Recreation Districts. Averages were determined and some underpaid positions were presented to the board. Minimum wage increases will eventually hit this department and it is preferred to address it before it is mandatory. These increases are included in the current budget.

ARD Policy on salary schedules:

**2.20 Salary Schedule Ranges**

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors. Salary schedules and hourly wage schedules shall be reviewed periodically. Should the Board of Directors approve an increase in a salary or hourly wage schedule for a job description, all employees in the job description will receive a commensurate salary or wage increase.

**Recommendation:** Staff recommends the Policy Committee review and recommend this item be forwarded to the Board of Directors for approval.

**Fiscal Impact:** \$17,667 for fiscal year 2020-2021

**Attachment:** Spreadsheet of proposed Wage Scale changes.

	<b>Old Pay Scales</b>		<b>New Pay Scales</b>
	27.91 37.41	<i>no change</i>	27.91 37.41
1) F & G Supervisor (F/T)			
2) Rec Sports Coordinator (F/T)	21.48 28.90	<i>no change</i>	21.48 28.90
3) Youth Serv. Program Coordinator (F/T)	19.92 26.69	<i>no change</i>	19.92 26.69
4) F & G Senior Park Worker/Pool Operator (F/T)	18.85 26.57	<i>no change</i>	18.85 26.57
5) F & G Facilities Coordinator (F/T)	18.85 26.57	<i>no change</i>	18.85 26.57
6) Youth Serv. Program Site Director (F/T)	17.58 23.56	<i>no change</i>	17.58 23.56
7) F & G Park Worker (F/T)	16.28 21.82	3% incr	16.77 22.47
8) F & G Custodian (F/T)	15.12 20.24	6% incr	16.03 21.48
F & G Custodian (P/T)	13.00 17.42	16% incr	15.05 20.17
9) F & G Park Worker (P/T)	14.07 18.85	7% incr	15.05 20.17 (Combine Seas, Temp)
10) F & G Facilities Attendant/Custodian (P/T)	14.07 18.85	7% incr	15.05 20.17
11) Customer Service Rep (F/T)	15.00 20.10	.3% incr	15.05 20.17



**Item 4.6 Cover Sheet for CalPERS Change in Auburn Area Recreation and Park District's Medical Family Benefit**

Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting, July, 2020.

**The Issue:** Shall the Personnel, Policy, Fee & Legal Review Committee recommend approving changes to the Medical Section of our Personnel Policy to include the CalPERS Medical coverage for the Represented Union Staff and Non-Represented Staff hired after February 1, 2020.

**Background:** There are two proposed actions:

- 1) **Changing the District's Personnel Policy to reflect the language in the new contract between the District and the Union**  
The Board of Directors' approved the District moving the Represented Union Staff's medical insurance policies to CalPERS with predetermined limits of \$530 for EE only, \$1000 for EE + 1, and \$1300 for EE + family in June, 2020.

It has been determined that this will save the District in annual premiums and, should the employees elect the PERSelect plan, it will also save the employees in deduction payments.

- 2) **Adding coverage for non-represented staff hired after 2/1/2020**  
The Non-Represented Staff hired after February 1, 2020 currently do not have the same option to insure spouses and/or family. Staff recommends adjusting the Policy to include the same provisions as the Represented Union Staff to the Non-Represented staff. (currently no staff exists in this category)

This item serves to update the policy to reflect these changes.

**Recommendation:** Staff recommends approving both proposed changes to the District's Personnel Policy: 1) changing the District's family benefit plan to reflect CalPERS coverage for Represented Union Staff and 2) instilling the same limits/options for the Non-Represented Staff hired after February 1, 2020.

**Fiscal Impact:** Action #1 - The fiscal impact for 2020-2021 is a potential savings of \$6,422. This amount has been budgeted in the FY 20/21 Budget.

Action #2 – the fiscal impact is unknown and will depend on the family status of future non-represented new-hires

**Attachments:** Medical Policy regarding CalPERS Health Insurance.

## Medical Health 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.

The District provides a comprehensive medical insurance plan for eligible employees and their dependents. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage. Details about medical insurance coverage are available in a separate publication distributed by the Administrative Services Manager.

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 thirty (30) hours per week and their dependents. Part-time employees who average less than thirty (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.

### **Open Enrollment**

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

### HEALTH AND WELFARE BENEFITS DETAIL

## Medical Health Insurance Benefits for Non-Represented Employees

### A. CalPERS Medical plan available to Non-represented employees

As per CalPERS policy, employees have a choice of **multiple** medical providers.

**1. Anthem Blue Cross**

**2. Kaiser**

**3. Blue Shield**

~~4. United Healthcare~~

~~5. Pers~~

~~6. PORAC Region 1~~

~~7. Western Health Advantage~~

The Administrative Services Manager has detailed information regarding each of these plans, including sub classifications that some of these plans offer.

For Non-represented employees, the District shall contribute the following maximum premium amounts toward any plan chosen by an employee:

\$605 for a single employee

\$1210 for an employee and dependent

\$1595 for a family plan

~~An employee may opt out of District provided coverage for themselves, for themselves and/or a dependent, or for themselves and/or their family. However, the Affordable Care Act mandates that all employees have health insurance coverage. Consequently, any employee that opts out of a District provided health insurance plan must find coverage independently from the Auburn Recreation District. The District will reimburse an employee's medical insurance premium up to the stated amounts above, provided that an invoice from a medical insurer is provided monthly to the accounting department. The District cannot pay the premium directly to the insurance provider.~~

~~Alternatively, an employee may choose to be covered by the District's CalPERS insurance coverage and not provide coverage to their dependents through CalPERS. In such a case, the District will pay the premium for the employee's coverage and reimburse the employee for the premium for dependents coverage up to the maximum amounts listed above, inclusive of the CalPERS employee premium. The employee must provide an invoice from the medical insurer monthly to the accounting department for reimbursement. The District cannot pay the premium directly to the insurance provider.~~

Additionally, the District will ~~continue to~~ pay employee only dental and life insurance ~~as before~~ for eligible employees.

Eligible part time, non-represented employees working 30 or more hours per week will ~~continue to~~ be able to obtain ~~partial employee only~~ medical coverage. ~~ARD will contribute 75% of the premium.~~ Coverage is for employee only and no dental or life insurance is provided by the District.

### **Non-Represented Employees hired after February 1, 2020:**

For Non-represented employees hired after February 1, 2020, the District will provide Medical Insurance Coverage as listed above ~~except that such coverage is for the employee only.~~ ~~Should an eligible full time employee wish to include~~

~~dependent or family coverage, he or she may purchase said coverage through the Districts medical insurance policy via payroll deduction or directly via check.~~

below for the Represented Employees.

Eligible part time, non-represented employees working 30 or more hours per week will be able to obtain medical coverage. ARD will contribute \$397.50 (75% of \$530) towards their plan of choice through the CalPERS. Coverage is for employee only and no dental or life insurance is provided by the District.

## Medical Health Insurance Benefits for Represented Employees

### CalPERS Medical plan available to Union-represented employees

As per CalPERS policy, employees have a choice of multiple medical providers.

The Administrative Services Manager has detailed information regarding each of these plans, including sub classifications that some of these plans offer.

For Union-represented employees, the District shall contribute the following maximum premium amounts toward any plan chosen by an employee:

\$530 for a single employee

\$1000 for an employee and dependent

\$1300 for a family plan

### Kaiser Health Plans for represented employees

~~Kaiser H.S.A 0/2000 deductible plan (main plan)~~

~~Kaiser HMO 30 co-pay plan (alternative plan)~~

- ~~1. The District's main medical plan is H.S.A coverage and the HMO 30 plan is the alternative coverage.~~
- ~~2. Beginning on December 1, 2014, 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 Mid-September to

Mid-November ~~December 2014~~ open enrollment period. ~~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.~~

5. ~~The District will pay a maximum of \$550.00 per month for the following benefits for eligible full time employees in accordance to District Personnel Policy and the District's insurance contracts;~~

a. ~~Employee only medical insurance premium, and~~

b. ~~Employee only dental insurance premium, and~~

e. ~~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 1.a, 1 and 2 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:~~

~~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. All employees are subject to the equal split of increased premiums regardless of contribution, if any, that the employee is responsible for.~~

6. ~~The District will pay the amount of the monthly premiums for the following benefits for eligible full time employees, in accordance to District Personnel Policy and the District's insurance contracts, for employees whose plans exceed the \$550.00 per month maximum for employee only insurance coverage for the following:~~

1. ~~Employee only medical insurance premium for the least expensive plan offered by the District, and;~~

2. ~~Employee only dental insurance premium, and;~~

3. 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.

7. Employees will pay all costs for the following:

1. Spouse and/or dependent dental insurance.

### **Employees hired after March 31, 2014:**

a. 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:

1. Employee only medical insurance premium, and

2. Employee only dental insurance premium, and

3. Employee only life insurance premium.

e. Employees will pay all costs for the following:

1. Spouse and/or dependent medical insurance premiums;

2. Spouse and/or dependent dental insurance;

3. Spouse and/or dependent life insurance.

4. All other elective insurance coverage.

d. 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 \$35 Co Pay Plan. The District reserves the right to change medical insurance coverage to an HSA only program at any time and to modify its contribution rate towards the debit card based HSA program.

Beginning on December 1, 2014, any and all increases in medical insurance premiums shall be borne equally by the District and by the employees.

Additionally, the District will ~~continue to~~ pay employee only dental and life insurance ~~as before~~ for eligible employees.

Eligible part time, Union-represented employees working 30 or more hours per week will be able to obtain medical coverage. ARD will contribute \$397.50 (75% of \$530) towards their plan of choice through the CalPERS. Coverage is for employee only and no dental or life insurance is provided by the District.

## **Item 4.7 Cover sheet – Reusable, recyclable or compostable food containers and utensil use within ARD and by vendors at ARD events.**

**Auburn Area Recreation and Park District Board of Director’s meeting February, 2020; Policy Committee meeting July, 2020**

### **The Issue**

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

### **Background**

ARD currently uses plastics in several ways, including:

#### **Youth Services:**

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

#### **Recreation Services:**

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

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

### **Recommendation**

Discuss and provide direction for staff.

### **Fiscal Impact**

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

### **Attachments**

Cup costs





**Kraft Recyclable Paper Cups 16 oz - 50 Pcs Pack**

**\$9.10 / Pack**

Buy 2-12 Packs **\$7.91** / Pack 13% off

Buy 20+ Packs **\$6.86** / Pack 24% off

1

.14¢ each

Home > Biodegradable > Cups > Cold Cups

**SKU DMRE-16 COLD Cup 16 oz. PLA Lined Fiber - Made in USA**

Less than 154 ea. (case pricing)

	Qty
pack of 12	\$11.27
pack of 50	\$16.99
pack of 150	\$44.82
pack of 250	\$59.77
pack of 500	\$92.57
case of 1000	\$149.27

Buying 1 COLD Cup 16 oz. PLA Lined Fiber - Made in USA Saves

0.1 miles of driving emissions

0.1 days of bulb energy

Your cart's impact by choosing "Plant Based" vs. Styrofoam™

.149¢ each



Get Lid for this cup here >

MADE IN U.S.A.

**16 ounce Compostable Cups - Made in USA**


Disposable Cold Cups - Biodegradable Cups

Paper Cups - Reinforced with Polylactic Acid (PLA) - a corn based resin lining making these cups fully compostable. Using Ecotainer products lowers usage of petrochemicals and reduces waste being sent to landfills.

Home Page > Products > Cold Cups > Minimal Branded > 16 oz. Minimally Branded Cold Cups

**ECO PRODUCTS**

**16 oz. Minimally Branded Cold Cups**



MINIMALLY BRANDED

Click Here for Larger Image

A minimally branded compostable drink cup that makes a big environmental statement.

- Use lid EP-FLCC
- Top Diameter: 3.75in
- Bottom Diameter: 2in
- Height: 5in

Item Code: EP-CC16-MB

Fulfilled By: 

Case 1000 Price: \$183.74 <b>Sale: \$146.99</b> Save 20% Out of stock	Pack 50 Price: \$12.93 <b>Sale: \$10.28</b> Save 20% Out of stock
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.146¢ each

**Highlights:**  
A minimally branded compostable drink cup that makes a big environmental statement.

- Use lid EP-FLCC
- Top Diameter: 3.75in
- Bottom Diameter: 2in
- Height: 4in

# Regular plastic

Home & Household • Household Supplies • Paper & Plastic • Disposable Drinkware • Cups



Roll over image to zoom in



## AmazonBasics 16-Ounce Disposable Plastic Cups, Clear/Translucent - Pack of 240

by AmazonBasics

★★★★★ 1,202 ratings

Price: **\$20.99** FREE Shipping on your first order. Details & FREE Returns

Available at a lower price from other sellers that may not offer free Prime shipping

Color: **Clear/Translucent**



Material	Plastic
Item Weight	5.54 Pounds
Capacity	16 Fluid Ounces
Item Dimensions L x W x H	11.78 x 11.6 x 7.68 inches
Product Specifications (Unit)	240 count

### About this item

- 240 transparent plastic party cups
- Each cup holds 16 ounces of your favorite cold beverage
- Stacked together and wrapped in individual sleeves for easy handling
- Ideal for parties, as well as home or food-service use
- Disposable—no cleanup necessary

Buy new: **\$20.99**

FREE Shipping on your first order. Details & FREE Returns

Arrives: **Thursday, July 23**

Fastest delivery: **Tomorrow**  
Order within 14 mins. Details

In Stock

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from and sold by Amazon.com

Item arrives in packaging that reveals what's inside. To hide it, choose Ship in Amazon packaging at checkout.

Add gift options

Select delivery location

0875/each



Roll over image to zoom in



## [200 Count] 16oz Clear Plastic Disposable Cups - Premium 16 oz (Ounces) Crystal Clear PET Cup (No Lids) for Cold Drinks Iced Coffee Tea Juices Smoothies Slush Soda Cocktails Beer Sundae Kids Safe

by Harvest Pack GOURMET SHOWCASE

★★★★★ 209 ratings

Amazon's Choice in 16 oz clear plastic cups 16 oz

Price: **\$25.80** & FREE Shipping Details & FREE Returns

Item Package Quantity: **200**

200

Size: **16 Ounce**

12oz 16 Ounce 20oz

Material	Plastic
Item Weight	4.01 Pounds
Capacity	16 Fluid Ounces
Product Specifications (Unit)	200 Count

Show

**\$25.80**

& FREE Shipping Details & FREE Returns

Arrives: **Thursday, July 23**  
Details

Fastest delivery: **Friday, July 17**  
Order within 14 hrs. Details

In Stock

Qty: 1

Add to Cart

Buy Now

Secure transaction

Sold by Harvest Pack and Fulfilled by Amazon

Add gift options

Select delivery location

Add to List

Add to Wedding Registry

01295

Other articles:

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

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

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

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

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

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

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

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Link to text of SB1335: [https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201720180SB1335](https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201720180SB1335)

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

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

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

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

From Wikipedia, the free encyclopedia