

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA
TUESDAY, NOVEMBER 10, 2020, 1:00 PM.**

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

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

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://zoom.us/j/99881617820>. The public can use this link and/or call **1 669 900 6833** Webinar ID: 998 8161 7820 to participate.

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

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

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

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 October 21, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3 – 4)**

Recommendation: Review and approve minutes.

**4.2 ARD Encroachment Policy – Fuels and Fire Reduction Program
(Pages 5 – 6)**

Shall the Auburn Area Recreation and Park District (ARD) create a fuels and fire reduction program?

4.3 ARD’s Medical Family Benefit Policy (Pages 7 – 16)

Shall the Program, Personnel, Policy, Fee & Legal Review Committee recommend approving changes to the Personnel Policy for an annual 50/50 adjustment based on new premiums in District benefits for the CalPERS medical coverage for employees?

4.4 Approval of Legal Bills

Recommendation: Review and approval of legal bills.

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:

11-6-20
Date

11:35 AM
Time

T. Larson
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, October 21, 2020 at 1:00 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 1:05 p.m.

ROLL CALL

Directors Holbrook and Ainsleigh were present.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director Ainsleigh.

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 September 16, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the September 16, 2020 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Directors Holbrook and Ainsleigh.

4.2 Rock Creek Mobile Home Park Encroachments at Regional Park

Directors Holbrook and Ainsleigh reviewed this item and forwarded it to the Board of Directors for review and approval.

4.3 ARD Encroachment Policy

Directors Holbrook and Ainsleigh reviewed this item and forwarded it to the Board of Directors for review and approval with changes made.

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

4.5 Discussion Item:

1. Proposed Board and Committee Meeting Schedule for November and December, 2020. This item was reviewed.

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

None.

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 1:16 p.m.

Board Secretary

Date

Item 4.2 Cover sheet – ARD Encroachment Policy – Fuels and Fire Reduction Program

Auburn Recreation District Policy Committee meeting September, 2020; Board of Directors meeting September 2020; Policy Committee October, 2020; Board of Directors meeting October, 2020; November, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) create a fuels and fire reduction program?

Background

From the discussions about the existing encroachments at Regional Park came a discussion about creating a policy regarding encroachments on to any ARD property.

A DRAFT policy is attached.

Also attached is the City of Auburn's fuels reduction/modification program and related documents.

The Board discussed this proposed policy at the September Board of Directors meeting and sent it back to the Policy Committee for further review and recommendation.

The Policy Committee reviewed this item at the October Committee meeting and made several changes. The Policy Committee's proposed changes are included in the attached document.

The Board approved the following Policy at the October Board of Directors meeting:

Effective November 1, 2020, neighbors on the boundary of District property shall not make or maintain any improvements, structures, landscaping, or leave any unattended personal property on ARD property. With appropriate permission and permits, neighbors may participate in fuels and fire reduction programs.

The Board asked staff to create a Fuels and Fire Reduction Program and return to the Board for review. That document is attached.

Recommendation for the Policy Committee

Review recommend approval of the attached Fuels and Fire Reduction Program. Forward to the Board for review and approval.

Fiscal Impact

N/A

Attachments

DRAFT Fuels and Fire Reduction Program

Auburn Area Recreation and Park District Fuels and Fire Reduction Program

This program allows a process for homeowners whose lands are adjacent to properties managed by the Auburn Area Recreation and Park District (ARD) to perform fuel reduction/modification work on ARD lands in an effort to reduce the risk of wildfire damage to improved property(s). This program consists of an application process, approval process, site inspection prior to and after completed projects under the direction of ARD staff.

Components of this program include:

- An application must be submitted to ARD for consideration and approval
- All applications must be approved prior to any work being performed
- Approvals will be based on the need to achieve Defensible Space or implement and or maintain a Shaded Fuel Break
- A minimum of 100 feet of Defensible Space must be provided around your home prior to approval of your application (Areas within the 100' on ARD land must be included in the application to achieve the full 100' of defensible space as part of the approval process)
- It is recommended that neighboring private property owners join together and submit larger area projects rather than single parcel submittals
- Site visits by ARD or local fire agencies will be conducted to: verify need for work, mark and identify areas of work, discuss methods of treatment/prescriptions, review safety practices, and review all requirements and conditions
- All fuel reduction/modification activities and costs are the responsibility of the applicant; there is no obligation of ARD for project costs or reimbursement
- The applicant will be responsible for any costs associated with damage to ARD lands, violation of conditions of approval, and remediation to any associated damages
- An agreement and release of liability must be signed upon project approval and prior to start of work
- All work performed will follow established fuel reduction/modification prescriptions such as: defensible space; Public Resource Code (PRC), Placer County Code, Auburn Municipal Code (AMC), and the American River Canyon Shaded Fuel Break prescription
- All work must be in compliance with environmental requirements of which may be subject to mitigation measures by the applicant
- All applicants receiving project approval will ensure safe equipment use and fire safety practices at all times
- Additional requirements, conditions, and specifications will be outlined in the approved application, these must be adhered to

Applications will be processed in a timely manner as resource availability permits. There may be limitations placed on work projects during certain periods of the year due to weather, endangered species nesting periods, and events using ARD lands.

For additional information about this program contact:
The Auburn Area Recreation and Park District (530) 885-8461 ext. 102

Item 4.3 - Cover Sheet for ARD's Medical Family Benefit Policy

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

The Issue: Shall the Program, Personnel, Policy, Fee & Legal Review Committee recommend approving changes to the Personnel Policy for an annual 50/50 adjustment based on new premiums in District benefits for the CalPERS medical coverage for employees?

Background: The Board of Directors approved July 2020; CalPERS Health Insurance coverage for Union Represented employees as well as all employees hired after April 1, 2017 the following ARD Benefit:

\$530 for an employee only
\$1000 for an employee and dependent
\$1300 for a family plan
\$397.50 for a part time employee

The Board of Directors approved January 2020; CalPERS Health Insurance coverage for Non-Union employees hired prior to April 1, 2017 the following ARD Benefit:

\$605 for an employee only
\$1210 for an employee and dependent
\$1595 for a family plan
75% of premium for a part time employee

Recommendation: Staff recommends changing the District's family benefit plan policy to include a provision to split annually any differences in premium between ARD and the employee.

Alternative Options:

- 1) No change to policy, employee portion rises or falls due to the change in premium. The District benefit does not change.
- 2) 25%/75% split of any changes to annual premiums.
- 3) ARD benefit and employee contribution both change by the same percentage, whatever that increase or decrease is for the new premium average.
- 4) Increase ARD's portion to pay 100% of Employee Only, no change to dependent coverage levels.

Fiscal Impact:

The fiscal impact for 2020/2021 is \$4,041 based on the employees that we have enrolled for January 2021 and the proposed 50/50 option, which is within the budgeted benefit expense assumption. The estimated fiscal impact for 2021/2022 is \$16,164.

Attachments:

Health Medical Policy
Current, New, and option spreadsheets

HEALTH AND WELFARE BENEFITS DETAIL

Medical Health Insurance Benefits for Non-Represented Employees

CalPERS Medical plan available to Non-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 Non-represented employees, **the District shall adjust ARD's contribution annually, sharing the increase or decrease with the employees 50/50.** The District shall contribute the following maximum premium amounts toward any plan chosen by an employee **for calendar years 2020 & 2021:**

<u>2020</u>	<u>2021</u>	
\$605	\$653	for a single employee
\$1,210	\$1,259	for an employee and dependent
\$1,595	\$1,659	for a family plan

Additionally, the District will pay employee only dental and life insurance for eligible employees.

Eligible part-time, non-represented employees working 30 or more hours per week will be able to obtain partial employee only medical coverage. The District shall contribute **a maximum of \$605 until the premium reaches 75% of the current maximum for a single employee (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 below for the Represented Employees.

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 and non-represented employees hired after February 1st. 2020, the District shall adjust ARD's contribution annually, sharing the increase or decrease with the employees 50/50. The District shall contribute the following maximum premium amounts toward any plan chosen by an employee for calendar years 2020 & 2021:

<u>2020</u>	<u>2021</u>	
\$530	\$551	for a single employee
\$1000	\$1,040	for an employee and dependent
\$1300	\$1,352	for a family plan

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-~~October~~ ~~November~~ open enrollment period.

Additionally, the District will pay employee only dental and life insurance 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 75% of the current maximum for a single employee \$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.

ELIGIBLE PART-TIME EMPLOYEES (30-39 HOURS)

~~Part-time eligible employees will pay twenty-five percent (25%) 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.

1. For purposes of calculating insurance coverage of part-time employees if the employee is on Disability, Worker's 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.
2. For premiums exceeding the maximum amount as allowed by the tentative union agreement, an employee may elect to participate in the District's Cafeteria 125 Plan, and any applicable premiums may be deducted from the employee's paycheck.
3. 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.

Current Policy				
# of EEs	Levels	2020 Premiums	Employee's Portion	ARD's Portion
Hired after April 1, 2017 or Union				
Employee Only				
9	Pers Select	\$520	0	\$520
2	Kaiser	\$768	\$238	\$530
EE + Dependand				
5	Pers Select	\$1,041	\$41	\$1,000
1	Western Health	\$1,464	\$464	\$1,000
Family				
2	Pers Select	\$1,353	\$53	\$1,300
1	Kaiser	\$1,998	\$698	\$1,300
Part Time EE				
1	Pers Select	\$520	\$130	\$390
1	Western Health	\$732	\$334	\$398
Hired Before April 1, 2017				
Employee Only				
1	Kaiser	\$768	\$163	\$605
EE + Dependand				
0	Kaiser	\$1,537	\$327	\$1,210
Family				
1	Pers Select	\$1,353	\$0	\$1,353
3	Kaiser	\$1,998	\$403	\$1,595
Part Time EE				
4	Kaiser	\$768	\$192	\$576
1	Western Health	\$900	\$225	\$675
			\$4,778	\$26,150

New Year Policy (Option #1)				
# of EEs	Levels	2021 Premiums	Employee's Portion	ARD's Portion
Hired after April 1, 2017 or Union				
	Employee Only			
9	Pers Select	\$562	\$32	\$530
2	Kaiser	\$814	\$284	\$530
	EE + Dependand			
5	Pers Select	\$1,133	\$133	\$1,000
1	Western Health	\$1,464	\$464	\$1,000
	Family			
2	Pers Select	\$1,473	\$173	\$1,300
1	Kaiser	\$2,158	\$858	\$1,300
	Part Time EE			
1	Pers Select	\$562	\$164	\$398
1	Western Health	\$757	\$359	\$398
Hired Before April 1, 2017				
	Employee Only			
1	Kaiser	\$814	\$209	\$605
	EE + Dependand			
0	Kaiser	\$1,627	\$417	\$1,210
	Family			
4	Kaiser	\$2,115	\$520	\$1,595
	Part Time EE			
4	Kaiser	\$814	\$209	\$605
1	Western Health	\$941	\$336	\$605
			\$7,173	\$26,536
		Currently	\$4,778	\$26,150
		Impact	\$2,395	\$386

Proposal 50/50 Split of Change

# of EEs	Levels	2021 Premiums	Employee's Portion	ARD's Portion
Hired after April 1, 2017 or Union				
	Employee Only			
9	Pers Select	\$562	\$11	\$551
2	Kaiser	\$814	\$263	\$551
	EE + Dependant			
6	Pers Select	\$1,133	\$93	\$1,040
	Family			
2	Pers Select	\$1,473	\$121	\$1,352
1	Kaiser	\$2,158	\$806	\$1,352
	Part Time EE			
1	Pers Select	\$562	\$149	\$413
1	Western Health	\$757	\$344	\$413
Hired Before April 1, 2017				
	Employee Only			
1	Kaiser	\$814	\$161	\$653
	EE + Dependant			
0	Kaiser	\$1,627	\$368	\$1,259
	Family			
4	Kaiser	\$2,115	\$456	\$1,659
	Part Time EE			
4	Kaiser	\$814	\$209	\$605 Freeze
1	Western Health	\$941	\$336	\$605 Freeze
			\$5,881	\$27,497
		Currently	\$4,778	\$26,150
		Impact	\$1,103	\$1,347

25/75 Split of Change (Option #2)

# of EEs	Levels	2021 Premiums	Employee's Portion	ARD's Portion
Hired after April 1, 2017 or Union				
	Employee Only			
9	Pers Select	\$562	\$0	\$562
2	Kaiser	\$814	\$252	\$562
	EE + Dependand			
6	Pers Select	\$1,133	\$73	\$1,060
	Family			
2	Pers Select	\$1,473	\$95	\$1,378
1	Kaiser	\$2,158	\$780	\$1,378
	Part Time EE			
1	Pers Select	\$562	\$140	\$422
1	Western Health	\$757	\$335	\$422
Hired Before April 1, 2017				
	Employee Only			
1	Kaiser	\$814	\$173	\$641
	EE + Dependand			
0	Kaiser	\$1,627	\$344	\$1,283
	Family			
4	Kaiser	\$2,115	\$424	\$1,691
	Part Time EE			
4	Kaiser	\$814	\$209	\$605 Freeze
1	Western Health	\$941	\$336	\$605 Freeze
			\$5,428	\$27,950
	Currently		\$4,778	\$26,150
	Impact		\$650	\$1,800

Change equal by % (in this case 8%) (Option #3)				
# of EEs	Levels	2021 Premiums	Employee's Portion	ARD's Portion
Hired after April 1, 2017 or Union				
	Employee Only			
9	Pers Select	\$562	\$0	\$562
2	Kaiser	\$814	\$242	\$572
	EE + Dependand			
6	Pers Select	\$1,133	\$53	\$1,080
	Family			
2	Pers Select	\$1,473	\$69	\$1,404
1	Kaiser	\$2,158	\$754	\$1,404
	Part Time EE			
1	Pers Select	\$562	\$133	\$429
1	Western Health	\$757	\$328	\$429
Hired Before April 1, 2017				
	Employee Only			
1	Kaiser	\$814	\$161	\$653
	EE + Dependand			
0	Kaiser	\$1,627	\$320	\$1,307
	Family			
4	Kaiser	\$2,115	\$392	\$1,723
	Part Time EE			
4	Kaiser	\$814	\$209	\$605 Freeze
1	Western Health	\$941	\$336	\$605 Freeze
			\$5,056	\$28,322
			\$4,778	\$26,150
	Currently Impact		\$278	\$2,172

Employee only paid in full/others no change (Option #4)				
# of EEs	Levels	2021 Premiums	Employee's Portion	ARD's Portion
Hired after April 1, 2017 or Union				
9	Employee Only			
	Pers Select	\$562	\$0	\$562
2	Kaiser	\$814	\$252	\$562
EE + Dependand				
6	Pers Select	\$1,133	\$133	\$1,000
	Family			
2	Pers Select	\$1,473	\$173	\$1,300
1	Kaiser	\$2,158	\$858	\$1,300
Part Time EE				
1	Pers Select	\$562	\$140	\$422
1	Western Health	\$757	\$335	\$422
Hired Before April 1, 2017				
1	Employee Only			
	Kaiser	\$814	\$0	\$814
EE + Dependand				
0	Kaiser	\$1,627	\$417	\$1,210
	Family			
4	Kaiser	\$2,115	\$520	\$1,595
	Part Time EE			
4	Kaiser	\$814	\$209	\$611
1	Western Health	\$941	\$336	\$611
			\$6,233	\$26,051
Currently			\$4,778	\$26,150
Impact			\$1,455	(\$99)