

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**

WEDNESDAY, JULY 20, 2022, 12:30 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://us06web.zoom.us/j/88348466565>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 883 4846 6565 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 _____ Ferris _____

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 22, 2022 Program, Personnel, Policy,
Fee & Legal Review Committee Meeting (Pages 3–4)**

Recommendation: Review and approve minutes.

4.2 ARD Policy Change: Native Tree and Plant Policy (Page 5)

Shall the Auburn Recreation District (ARD) consider a policy to plant only appropriate drought resistant trees and plants, as is possible and feasible? Director Lynch has requested that this item be considered.

4.3 Approval of Legal Bills

None.

Discussion items:

1. Shaping Public Opinion - A discussion on a topic that was featured at the 2022 CARPD Conference. Director Holbrook requested that this item be discussed. **(Page 6)**
2. Travel, Training, Education and Govt. Per Diem Reimbursement Policy Review
A review of ARD's policies on travel, training, education and government reimbursement policies. Director Holbrook requested that these policies be reviewed. **(Page 7-11)**

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

None.

6.0 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:

7/15/2022
Date

11:15 Am
Time

Cathy Wayford
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, June 22, 2022 at 12:30 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 12:34 p.m.

ROLL CALL

Director Holbrook and Director Ferris were present.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by the Committee.

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, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the May 18, 2022, Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Ferris and Director Holbrook.

4.2 ARD Policy Change: Time Clock Approvals

Director Holbrook and Director Ferris reviewed and approved to forward item to the consent calendar.

4.3 Approval of Legal Bills

Director Holbrook and Director Ferris reviewed and approved the legal bill from Cole Huber LLP Attorneys.

Discussion items:

Shaping Public Opinion. The Committee agreed to send this item to the next Program, Personnel, Policy, Fee & Legal Review Committee meeting in July, 2022. Director Holbrook will provide more information at that time.

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

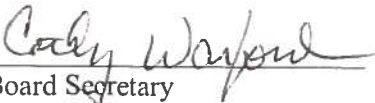
None.

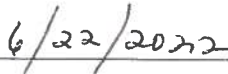
6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 12:40 p.m.


Board Secretary


Date

4.2 Cover sheet – Native Tree and Plant Policy

Auburn Area Recreation and Park District Policy Committee Meeting July, 2022

The Issue

Shall the Auburn Recreation District (ARD) consider a policy to plant only appropriate drought resistant trees and plants, as is possible and feasible? Director Lynch has requested that this item be considered.

Background

ARD plants trees, plants and shrubs throughout its park system. The trees tend to be a mixture of native, drought tolerant trees and non-native shade trees. The shade trees are always planted in irrigated lawn areas or in areas that provide irrigation for the trees. Plants and shrubs also are a mixture.

It has been suggested that ARD should not be planting non-native trees in natural area on ARD property. ARD should also be planting drought-resistant plants to cut down on watering and water use.

Director Lynch has suggested the following language for a new policy:

XLIV. Native Tree and Plant Policy

ARD strongly encourages the use of appropriate drought-resistant California native trees and plants (not including grasses) on ARD managed property, as is possible and feasible.

Recommendation for the Policy Committee

Review and send a recommendation to the Board.

Fiscal Impact

The fiscal impact to creating this policy is nominal.

Attachments

None

Discussion Item #1: Shaping Public Opinion

Auburn Area Recreation and Park District (ARD) Policy Committee Meeting June, 2022

The Issue

A discussion on a topic that was featured at the 2022 CARPD Conference. Director Holbrook requested that this item be discussed.

Background

The 2022 CARPD Conference featured a session regarding using an agency's website and activity guide to help shape public opinion. Per the instructor, some possible ways of doing this include;

- Sharing articles about the great things the agency is doing
- Inviting the public to participate in agency meetings, functions, events
- Explaining how the agency is cutting costs

Recommendation

Review and discuss

Attachments

None

Discussion Item #2: Travel, Training, Education and Govt. Per Diem Reimbursement Policy Review

Auburn Area Recreation and Park District (ARD) Program, Policy, Fee and Legal Review Committee
July, 2022

The Issue

A review of ARD's policies on travel, training, education and government reimbursement policies. Director Holbrook requested that these policies be reviewed.

Background

In fall, 2017, ARD adopted and amended its policies in regards to travel, training, education and government reimbursements. The following is from the staff report that went to the Board in 2017:

ARD has received a copy of the California Special District (CSDA) Sample Policy Manual. Upon review, one of the policies that needed amending was the policy travel, training, education and reimbursements. These amendments would affect both the Board of Directors and ARD employees.

Working with the ARD Policy Committee, staff has prepared proposed changes to these policies based on the CSDA Sample Policy Manual and reviews of other agency policies.

A copy of ARD's current travel, training, education and government reimbursement policies is attached.

Recommendation for the Policy Committee

Review and provide direction

Fiscal Impact

N/A

Attachments

Current ARD travel, training, education and government reimbursement policies for Board and staff

From the ARD Personnel Policy Manual

4.17 Expense Accounts

The District reimburses employees for business expenses monthly. Employees who have expense accounts or who have incurred business expenses must submit required receipts to the Accounts Payable Department at least fourteen days prior to receiving reimbursement from the District.

Any questions about the District's expense reimbursement policy will be answered by the Administrative Services Manager. Expenditures must be incurred according to District Policy and receipts must be submitted to the accounting department no later than thirty (30) days after the expense is incurred.

5.5

G. External Employee Training, Education and Conferences

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.

The District shall reimburse employees for conference tuition and registration expenses, and for per diem expenses. Per diem expenses, when appropriate, shall include meals, lodging, and travel. All expenses for which reimbursement is requested by an employee or their supervisor, or which are billed to the District by an employee, shall be submitted to the District Administrator, together with validated receipts. Unless the Board or this policy establishes other permitted reimbursement rates for travel, meals, lodging and other actual and necessary expenses, the District will reimburse expenses at the U.S. General Services Administration (GSA) rate for travel, meals, lodging and other actual and necessary expenses as established in the current year's schedule. Reimbursement for alcoholic beverages will not be allowed.

Expenses to the District for employee training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations recommended by the District, and by:

Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

Employees traveling together whenever feasible and economically beneficial.

Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

Upon returning from educational conferences, seminars, trainings, and professional meetings where expenses are reimbursed by the District, employees will either prepare a written or verbal report for their supervisor. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library.

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.

From the ARD Board Procedures and Responsibilities Manual

Section IV

BOARD MEMBERS COMPENSATION, REIMBURSEMENT FOR EXPENSES, TRAVEL, EDUCATION AND CONFERENCES

Board Member Compensation Board Members are eligible for compensation and reimbursement for necessary and actual District related activities in accordance with California Public Resource Code 5784.15 and as supplemented by Chapter 2 (commencing with Section 20200) of Division 10 of the California Water Code:

1. The Board of Directors may provide, by ordinance or resolution, that each of its members may receive compensation in an amount not to exceed two hundred fifty dollars (\$250) for attending each meeting of the Board.
2. The maximum compensation in any calendar month shall be five hundred dollars (\$500).

3. In addition, members of the Board of Directors may receive their actual and necessary traveling and incidental expenses incurred while on official business.
4. A member of the Board may waive or designate to another entity, any and/or all compensation and/or reimbursement.
5. For the purposes of this section, a meeting of the Board of Directors includes but is not limited to, regular meetings, special meetings, closed session, emergency meetings, Board field trips, district public hearings, or meetings of a committee of the Board. It may also include any appearance and/or participation of a Board Member acting in a capacity as a representative of the Board of Directors, purposes benefiting District business, attendance or participation at meetings or gatherings of other agencies or organizations that have a relationship with the Auburn Recreation District, and training or educational seminars or classes that relate to the position of a Director.

Training, Education and Conferences Members of the Board of Directors are encouraged to attend educational conferences, seminars, trainings, and professional meetings when the purpose of any such activity is to improve District operation. There is no limit as to the number of Directors attending a particular activity when it is apparent that attendance is beneficial to the District, as long as a majority of the members of a body do not discuss issues related to their local agency's business. Directors shall not attend conference or training event when it is apparent that there is no significant benefit to the District. Directors shall not be paid or reimbursed for any tour, event, activity or journey that is not beneficial to the District.

It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. Cash advances or use of District credit cards for these purposes is not permitted.

The Administrative Services Manager shall reimburse Directors for conference tuition and registration expenses, and for per diem expenses. Per diem expenses, when appropriate, shall include meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Administrative Services Manager, together with validated receipts. Unless the Board or this policy establishes other permitted reimbursement rates for travel, meals, lodging and other actual and necessary expenses, the District will reimburse expenses at the U.S. General Services Administration (GSA) rate for travel, meals, lodging and other actual and necessary expenses as established in the current year's schedule. Reimbursement for alcoholic beverages will not be allowed.

Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences, with anticipated expenses over \$500, shall be approved by the Board of Directors prior to the District incurring any reimbursable costs.

Expenses to the District for Board of Directors' training, education, and conferences should be kept to a minimum by utilizing recommendations for transportation and housing accommodations recommended by the Administrative Services Manager, and by:

Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

Directors traveling together whenever feasible and economically beneficial.

Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

A Director shall not be reimbursed for expenses incurred at any educational conference, seminar, training, or professional meeting event if such event occurs after the District has announced that Director's pending resignation, or if such event occurs after an election in which it has been determined that the Director will not retain his or her seat on the Board.

Upon returning from educational conferences, seminars, trainings, and professional meetings where expenses are reimbursed by the District, Directors will either prepare a written or verbal report for presentation at the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

Any appeals for non-payment will be handled by the Board of Directors as an agenda item.