

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

1:00 pm

WEDNESDAY, APRIL 22nd

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/96333990288>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 963 3399 0288 to participate.

People using the Zoom website will be able to see and hear the Policy 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

Roll Call

Ainsleigh _____ Holbrook _____

2.0 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. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Committee. People only calling in should press #9 to telephonically raise your hand. 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 March 18, 2020 Policy Committee meeting

Recommendation: Review and approve minutes

4.2 Letter to Placer County regarding the proposed expansion at Hidden Falls Regional Park

Shall the Auburn Area Recreation and Park District (ARD) send a letter to Placer County regarding the proposed expansion at Hidden Falls Regional Park?

4.3 Park and Facility Closure Policies

Shall the Auburn Area Recreation and Park District (ARD) create policies that address the closures of parks, buildings, structures, amenities and/or facilities?

4.4 Approval of Legal Bills

Recommendation: Review and approve legal bills

5.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

None

6.0 ITEMS TO BE CONSIDERED AT FUTURE POLICY COMMITTEE MEETINGS

ADJOURNMENT

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

Date

Time

District Administrator

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, March 18 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 1:02 p.m.

ROLL CALL

Director Holbrook was present; Director Ainsleigh was absent.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director 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 February 19, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the February 19, 2020 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Holbrook.

4.2 Amending Board Procedures and Responsibilities Manual – Elections of Officers and Roll Call Votes

Director Holbrook reviewed and approved the proposed policy as written. Director Holbrook did not approve Alternative #1. This item was sent to the Board for approval.

4.3 Changes to Youth Services Manager Job Description

Director Holbrook recommended approving the changes. Director Holbrook forwarded these changes to the Consent Calendar of the March 2020 Board meeting.

- 4.4 **ARD Youth Services Department Policy Changes**
These changes were incorporated in the Special Board meeting that followed the Policy Committee meeting.
- 4.5 **Letter Opposing AB 2093 Email Retention**
Director Holbrook recommended approving the letter as written and forwarding to the Board of Directors meeting.
- 4.6 **Approval of Legal Bills**
There were no bills to approve.

Discussion Item:

- I. Discussion of Hidden Falls Regional Park Trails Expansion Project SEIR – Director Holbrook recommended that staff review the SEIR and send to the Board for review. Bring back to Policy in April.

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 1:33 p.m.

Board Secretary

Date

Item 4.2 Cover sheet – Hidden Falls Regional Park Trails Expansion Project SEIR

Auburn Area Recreation and Park District Policy Committee Meeting, March, 2020; April, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) review and provide comment on the Hidden Falls Regional Park Trail Expansion Project Draft Subsequent Environmental Impact Report (SEIR)? Director Holbrook has asked that this item be considered.

Background

Placer County is proposing to expand Hidden Falls Regional Park's natural-surface, multi-use trail network onto approximately 2,765 additional acres of land owned by the Placer Land Trust (where the County holds trail easement rights), or owned by the County or where the County owns easements. Approximately 30 miles of trails (including existing and proposed trails) within the expansion areas would be added to the 30+/-miles of existing trails within the existing park boundary. Three new parking areas and an additional overflow area within the existing HFRP parking area are also proposed, as well as other amenities such as bridges, overlooks, picnic benches and tables, restrooms, drinking fountains and equestrian amenities.

Placer County has used Area #5 Park Dedication Fees for previous development at Hidden Falls, and is expected to use more for this expansion.

At the March Policy Committee meeting, it was suggested that the SEIR be reviewed by staff, and that possibly a letter be sent to the County.

Michael Scheele has reviewed the SEIR and found no issues.

A letter sent in 2010 regarding the funding of Hidden Falls is attached, to use as a template or for information should sending a new letter be desired.

Recommendation

Review and provide direction.

~~The 60-day public review and comment period ends April 20, 2020.~~ **The Public Comment period has been extended to May 20, 2020.**

Fiscal Impact

Unknown at this time

Attachments

Information and maps regarding the Hidden Falls Regional Park Trail Expansion Project and associated Draft Subsequent Environmental Impact Report
2010 Letter to the Board of Supervisors re: funding for Hidden Falls

**COMMUNITY DEVELOPMENT / RESOURCE AGENCY
Environmental Coordination Services Division**

SECOND AMENDED NOTICE OF AVAILABILITY OF A DRAFT SEIR FOR PUBLIC REVIEW

***** Amended to change the Public Meeting from March 26, 2020 to May 14, 2020 at 5:00 p.m., and to extend the Public Review and Comment Period to May 20, 2020. *****

Monitor the County's website at <https://www.placer.ca.gov/2537/Hidden-Falls-Regional-Park-Trail-Network> for future updates as further notices will be sent by email and updated on the website, but will not be sent via USPS.

PROPOSED PROJECT: Hidden Falls Regional Park Trails Expansion Project (PLN19-00187)
(State Clearinghouse No. 2007062084)

PUBLIC REVIEW AND COMMENT PERIOD: February 20, 2020 through May 20, 2020

PROJECT LOCATION: The proposed trail expansion areas are located northeast, east and west of the existing Hidden Falls Regional Park (HFRP), and south of the Bear River in Placer County, approximately 40 miles northeast of Sacramento.

PROJECT DESCRIPTION: The County is proposing to expand the HFRP natural-surface, multi-use trail network onto approximately 2,765 additional acres of land owned by the Placer Land Trust (where the County holds trail easement rights), or owned by the County or where the County owns easements. Approximately 30 miles of trails (including existing and proposed trails) within the expansion areas would be added to the 30+/-miles of existing trails within the existing park boundary. Three new parking areas and an additional overflow area within the existing HFRP parking area are also proposed, as well as other amenities such as bridges, overlooks, picnic benches and tables, restrooms, drinking fountains and equestrian amenities.

SIGNIFICANT ENVIRONMENTAL EFFECTS: The Draft SEIR identified potentially significant project impacts with respect to Visual Impacts to Garden Bar Road and increases in Vehicle Miles Traveled (VMT) in the Existing Plus Project and Cumulative Plus Project scenarios. These impacts were found to be significant and unavoidable.

PUBLIC MEETINGS: A public meeting to receive comments on the Draft SEIR is scheduled for:

- ▲ May 14, 2020 – Placer County Planning Commission, 3091 County Center Drive, Auburn, at 5:00 PM.

The meeting agenda will be available at the following link up to 1 week prior to the meeting for updated information:
<https://www.placer.ca.gov/AgendaCenter/Planning-Commission-53>

WHERE DRAFT SEIR MAY BE REVIEWED: The Draft SEIR is available for review during normal business hours at the Auburn Library (350 Nevada Street), Lincoln Library (485 Twelve Bridges Drive), the Placer County Community Development Resource Agency offices in Auburn (3091 County Center Drive) and the County Clerk-Recorder's Office (2954 Richardson Drive, Auburn). The Draft SEIR is also available online at:

<https://www.placer.ca.gov/2537/Hidden-Falls-Regional-Park-Trail-Network>

SEND WRITTEN COMMENTS TO: Placer County Community Development Resource Agency, Environmental Coordination Services, 3091 County Center Drive, Suite 190, Auburn, CA 95603; or fax (530) 745-3080; or email cdraecs@placer.ca.gov no later than 5:00 p.m. on May 20, 2020.

Comments received during the public review period (February 20, 2020 through May 20, 2020) will be responded to in the Final SEIR.

For more information on the project, please contact Parks Administrator Andy Fisher at (530) 889-6819.

HIDDEN FALLS REGIONAL PARK TRAIL EXPANSION PROJECT FAQ'S

1. Would there be showers at the proposed Twilight Ride property?

- No. Showers have never been (and will not be) a part of the Project Description for the Twilight Ride property, or any other part of the expansion areas.

2. Is a concession building and a barn still proposed for the Twilight Ride property?

- No. Concessions as well as horse-boarding have been removed from the Project Description. Only a restroom building is proposed for the Twilight Ride property. Any on-site structures are proposed to blend with the rural characteristics of the area.

3. Would there be night lighting in the parking areas?

- Since the trail expansion areas would be closed from dawn to dusk, there is no lighting proposed for the new potential parking areas on the Garden Bar Road parcel, the parking area on the Harvego Bear River Preserve area or at the Twilight Ride property. The only exception to that would be potential low-level lighting for restrooms at each parking area. Any lighting utilized for the proposed structures would meet night sky lighting standards, and as such, would direct light downward and not upwards or out.

4. Would all the existing oak trees be removed on the Twilight Ride property?

- No. Because the proposal is to utilize Tree Preservation funds for a portion of the purchase, the Blue Oak Woodland area in the southern portion of the 40-acre parcel would be preserved in perpetuity. The parking areas are being planned specifically in areas that would require virtually no tree removal.

5. Would all 50 acres of the Twilight Ride property look like one big parking lot?

- No. Of the entire 50 acres, less than 5 acres is proposed to be paved for an access driveway and automobile parking, and the proposed parking areas would be located on the back 40 acres, which are not visible from Bell Road. Although portions of the parking areas could be visible from the adjacent neighbors' homes, the County is committed to working with concerned neighbors on appropriate screening to minimize their views of the proposed project. On the 40-acre parcel, an automobile and horse trailer parking area is being proposed on the northwest quadrant. No parking or structures would be built in the pond areas, located on the west side of the 40-acre parcel. Those areas are to remain in their natural state.

6. Would the trail expansion areas be open during the night?

- No. Like the portion of the park currently available to the public, the hours of operation would be dawn to dusk, and the gates at each of the parking area locations would be closed and locked every evening.

7. Would additional Rangers be added for the new areas?

- Yes. We find that the current Hidden Falls Ranger program is an effective tool for assisting visitors and enforcing rules. With the expansion, County staff would propose increasing the number of Rangers to maintain the current proportion of staffing to park acreage levels.

8. What would be done to help limit over-crowding on weekends?

- We have learned a lot from usage at the Mears entrance and would apply that knowledge to the proposed parking areas so that they function smoothly from the outset. The new parking areas would utilize the reservation system for the weekends and other peak usage days in order to limit the amount of traffic on local roadways. Additionally, "No Parking" signs could be placed along the entrance roads as necessary in order to confine parking to the designated parking areas.

9. How would fire dangers be addressed?

- Local residents have voiced the concern that visitors to the proposed expansion areas might cause wildfires. Since the opening of the existing park in 2006, there has never been a wildfire started by the public. While we cannot guarantee that there will never be a visitor-related fire, the County has invested more than half a million dollars to reduce the risk of wildfire and provide rapid access to Fire and Emergency Service personnel within the current park area. There are approximately 120 acres of shaded fuel breaks (areas on the tops of the hills where the trees have been trimmed up and the understory thinned) and goats are used annually to maintain those fire break areas. Also, there is a 12,000-gallon water tank on site, 3 helistops, and with the installation of the bridges, the north side of Raccoon Creek is accessible by fire crews. We are planning and evaluating similarly high levels of fire safety maintenance and preparedness within the proposed expansion areas.

10. What about public safety, including vandalism and theft?

- The Parks Division works closely with the Placer County Sheriff's Office to address public safety at all its facilities, from Roseville to Lake Tahoe. Park Rangers would be assigned to the proposed expansion areas to help enforce County ordinances and to patrol the areas.

11. How would the increased traffic from the expansion affect the Bell Road area?

- The Traffic Study being prepared for the Subsequent EIR will not only analyze how additional traffic from the project would affect the local roadways, but also will look at any cumulative effects from other known projects.

12. Would cattle grazing in the expansion areas still be allowed if the public is allowed on the properties?

- Yes. We have been informed by the Placer Land Trust (PLT) that it intends to continue cattle grazing on all of the property it owns within the proposed trail expansion areas. For those areas where PLT holds a conservation easement, the property owners may continue to graze cattle if they so desire. Other respected agencies such as the East Bay Regional Park District in the Bay Area have successfully integrated cattle grazing with public trail use.

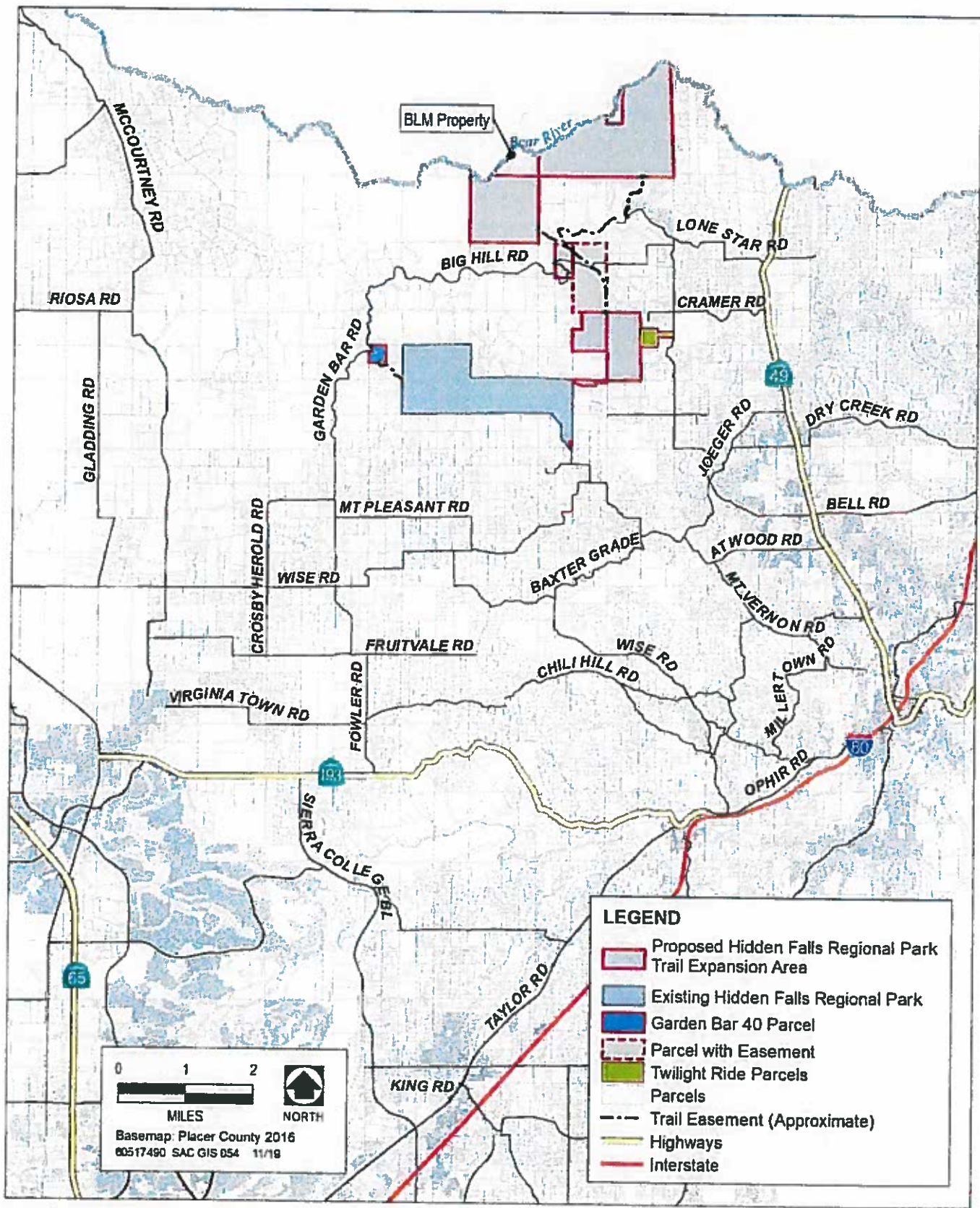
13. Why were the Placer Legacy Open Space Fund and Tree Preservation Fund approved as partial funding sources for the Twilight Ride property?

- Placer County manages the Placer Legacy program, which grew out of the County General Plan. As it was being developed in the late 1990's, one of the key goals was to "conserve natural features necessary for access to a variety of outdoor recreation opportunities." The Legacy Program contributed to the purchase of the existing Hidden Falls Park and helped the Placer Land Trust (PLT) fund the acquisition of the expansion areas. Purchase of the Twilight Ride property would give the public access to the trail expansion areas. The use of the Tree Preservation Fund monies would protect and preserve the existing oak woodland habitat on the property. This area is contiguous to the 4,000 acres of oak woodland preserved by the PLT. Since the Tree Preservation

Fund contribution would constitute 33 percent of the total Twilight Ride property acquisition cost, at least 33 percent of the property would be preserved as oak woodland habitat.

14. What is the schedule for the Subsequent Environmental Impact Report, and how can I voice my opinions? (Revised 2/20/20)

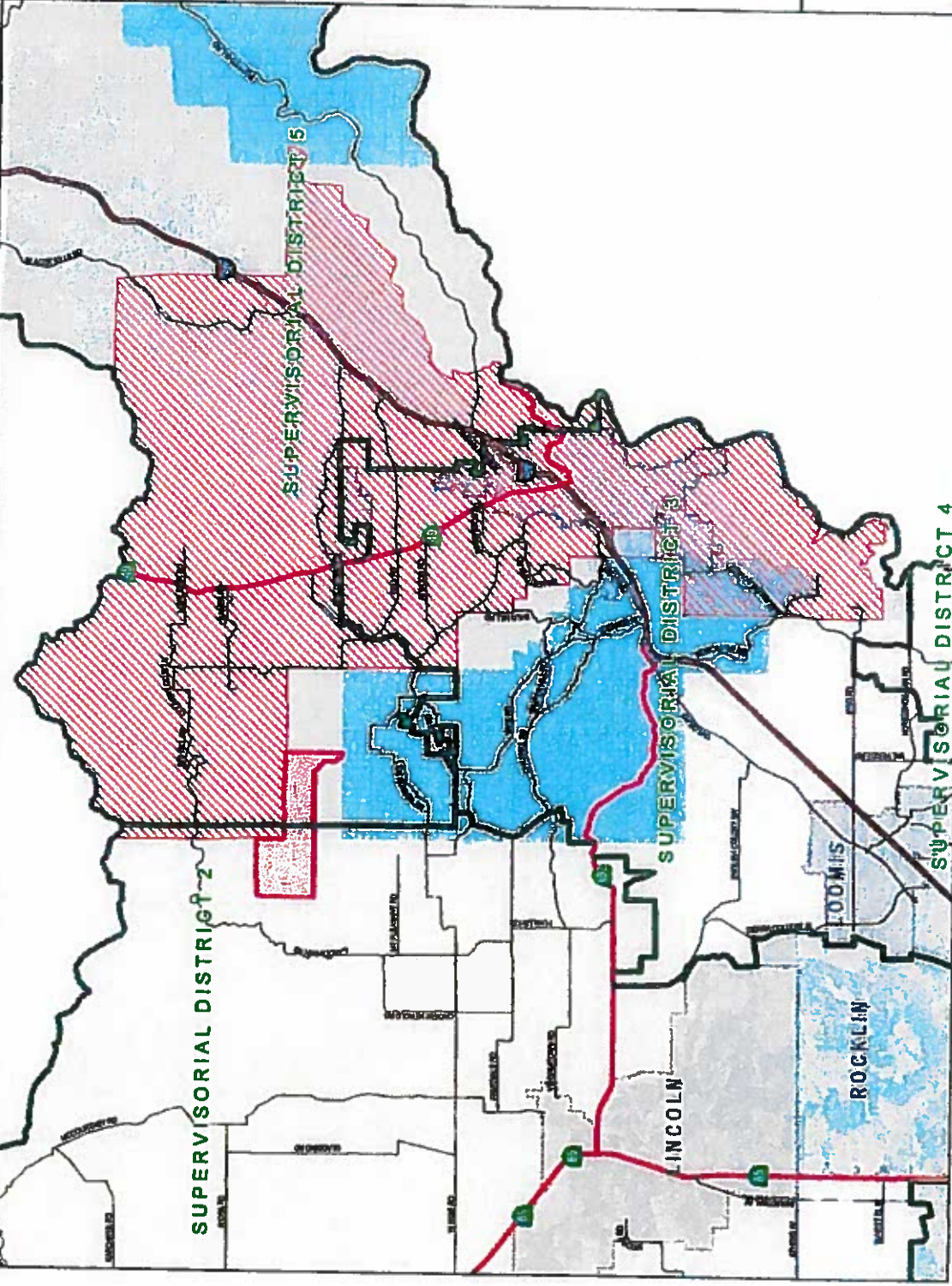
- A Notice of Preparation (NOP) was previously issued for the Project, and a public comment period ran from January 31 – March 1, 2017, with 45 comment letters being received. Because the project description was amended to reflect the potential use of the Twilight Ride parcels, a Revised NOP went out on June 4, 2018 and another 30-day public review and comment period ran from June 5 – July 6, 2018. During that review period, the County received over 70 comment letters from the public, both in favor of and against the project. Comments received during both the initial comment period and the subsequent comment period will be addressed in the Draft Subsequent EIR. The following tentative schedule includes multiple opportunities for public comment:
 - a. February 20, 2020 - Draft Subsequent Environmental Impact Report (SEIR) will be available for public review and comment through April 20, 2020. Planning Commission will hold a meeting on March 26, 2020, at which public comment on the Draft SEIR will be accepted.
 - b. Spring 2020 – Staff will present the item at the North Auburn and Rural Lincoln MACs as well as the Parks Commission.
 - c. Summer/Fall 2020 – Final SEIR to be published. Board of Supervisors hearing on the request for a CUP Modification and Certification of the SEIR.



Source: AECOM 2019

Exhibit 3-2. Project Vicinity Map

Placer County Recreation Fee Area Boundary Exhibit



Placer County Parks

County Recreation Fee Area Boundary Exhibit

- Legend**
- Highway
 - Placer Boundary
 - City Limits
 - Hidden Falls Boundary
 - Auburn Recreation District Boundary
 - Placer County Recreation Fee Areas
 - Area #14 - Bear River / Applegate
 - Area #15 - Ophir Newcastle
 - Area #4 - Foresthill/Tood Valley
 - Area #5 - Auburn Rec District/Meadow Vista
 - Area #6 - City of Lincoln Area
 - Area #7 - Loomis Basin Area
 - Parcels



S.V.A.C.Parcels/Recreation Fee Districts

5/28/10

Placer County Board of Supervisors
175 Fulweiler Ave.
Auburn, CA 95603

Supervisors,

This letter is being sent on behalf of the Auburn Area Recreation and Park District (ARD) Board of Directors. We are asking that you not approve the proposed use of \$150,000 of Area 5 Park Mitigation Fees for improvements associated with Phase II of Hidden Falls Regional Park. It is the Board's position that using this money for Hidden Falls does not meet the intended purpose of why the money was collected. While there are certainly users from Area 5 that visit Hidden Falls, it is a large, regional park, attracting users from all over northern California. By using Area 5 funds, you are funding improvements for people outside of our area.

An alternative would be to use Park Mitigation Fees from the 13 Placer County Recreation Fee Areas located on the west side of the County. Currently, County staff is proposing to use fees from only three of these areas, despite the fact that residents from all over Placer County visit Hidden Falls.

If the \$150,000 is removed from Area 5, Placer County will cause ARD to suspend or permanently cancel several projects that will have a direct impact on residents in Area 5. The list of affected projects may include a park encompassing asphalt pathway at Recreation Park, the community's main recreation center, a major renovation of the Meadow Vista soccer field, a new soccer field at Railhead Park and ADA improvements to playgrounds at various parks. All of these projects will directly benefit Area 5 users.

The Auburn Recreation District provides parks and recreation services for the residents of ARD/Area 5. As elected representatives of the District, we ask that you respect our recommendations on how Park Mitigation Fees are spent in Area 5.

Thank you,

Jim Gray
Chairman, ARD Board of Directors

Item 4.3 Cover sheet – ARD Park and Facility Closures Policies

Policy Committee meeting April 22, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) create policies that address the closures of parks, buildings, structures, amenities and/or facilities?

Background

As a result of the COVID19 situation, the ARD Board of Directors adopted the following policy at the April 13, 2020 Special Board Meeting:

“The District Administrator shall have the authority to make closures and restrictions in District areas based on the recommendation and input from APD, PCSO, Placer County, the State of California or other appropriate sources. The Board of Directors shall be notified of any action taken.”

It has been suggested that the creation of more detailed policies on closures be created. Those suggested policies are attached.

Recommendation for the Policy Committee

Review and make changes, if any. Send to the Board of Directors with a recommendation.

Fiscal Impact

N/A

Attachments

Proposed policy on Park, Facility and Amenity Closures

PROPOSED

XXXX. Park, facility and amenity closures

From time to time, due to a variety of reasons, there may be a need to close parks, buildings, structures, amenities and/or facilities at ARD.

The following is a clarification of when and how these closures are to be conducted.

- A. **Eminent safety issue:** At any time a structure or facility is found in such a state that there is an immediate safety concern any District employee has the authority to prevent access. This may include monitoring the situation and preventing public access until additional staff or resources can be obtained to appropriately repair or secure the structure. Staff must notify management immediately and document the issue as is called out in related policy and procedure manuals.
- B. **Potential Safety Issue:** Any issue or concern, witnessed or noticed by staff, the public or outside public agencies must be reported to District management to assess the issue and take appropriate action as deemed necessary. The issue will be reviewed and the situation evaluated to determine further action, if any.
- C. **Damage Prevention and Asset Protection:** District staff and/or Administration shall, at their earliest opportunity, close facilities, fields, structures or amenities should there be a high likelihood of damage by the use. Closures of sports fields should follow the guidelines and procedures found in section XXI of this policy manual.
- D. **Directive of other officials:** Administration will shut down any facility ordered by an authorized state, county or other official. The District Administrator will notify the Board of Directors of the directive and actions taken.
- E. **Subjective Closures:** This includes any potential or actual closures that may not be clear or which may not have a consensus on the public safety or asset protection value. These closures shall be discussed with Board Chairperson, and if necessary, the entire Board for direction and action as may be needed. The District Administrator shall have the ability to err on the side of caution and shall have the ability to initially close a park, building, structure, amenity and/or facility prior to Board action and/or direction.