

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

WEDNESDAY, FEBRUARY 17, 2016, AT 2:00 PM

**CANYON VIEW COMMUNITY CENTER
471 MAIDU DRIVE, 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 in the District's Office at 471 Maidu Drive, Auburn, CA 95603.

1.0 CALL TO ORDER

Holbrook _____ Lynch _____

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 January 20, 2016 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Recommendation: Review and approve minutes.

4.2 Picnic Rental Fees for Fee Waiver Groups

Shall the Auburn Area Recreation and Park District amend its Fee Waiver Policy by reducing the fees waived for picnic unit rentals?

4.3 Approval of Legal Bills

Recommendation: Review and approve legal bills for November and December, 2015.

Discussion Items:

1. Review of how Board and Committee meeting minutes are done.
2. ARD Friend of Recreation nominees.
3. Review of top ten donors to ARD for the last ten years.

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

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

Revised Board Procedures & Responsibilities Manual.

ADJOURNMENT

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

2-12-16
Date

11:15am
Time

E. J. Matt for P. Larson
Secretary to the Board

Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, January 20, 2016, 2:00 p.m.
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 2:02 p.m.

ROLL CALL

Directors Holbrook and Lynch were both 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 December 9, 2015 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the December 9, 2015 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by the Committee.

4.2 Change in Policy on Late Payments

Directors Holbrook and Lynch reviewed and approved a change in policy imposing a late fee for funds received after due dates for District activities and forwarded this item to the Board of Directors for review and approval.

4.3 Policy on Salary Schedules/Ranges and Related Increases

Directors Holbrook and Lynch reviewed the proposed amendment to the policy on salary schedules/ranges and related increases and forwarded it to the Board of Directors with a split recommendation.

4.4 Wage Increase for Youth Services Site Director

Directors Holbrook and Lynch reviewed and approved a wage increase for the Youth Services Site Director and forwarded it to the Board of Directors for review and approval.

4.5 Policy Regarding Property Found at District Parks and Facilities

The policy regarding property found at District Parks and Facilities was reviewed and approved by Directors Holbrook and Lynch and forwarded to the Board of Directors for review and approval.

4.6 Rental Fees for Bocce Courts

Directors Holbrook and Lynch reviewed and approved the rental fees for Bocce Ball Courts and forwarded them to the Board of Directors for review and approval.

4.7 Amending ARD Surveillance Equipment Policy

Directors Holbrook and Lynch reviewed and approved the amendment to the ARD Surveillance Equipment Policy and forwarded it to the Board of Directors for review and approval.

4.8 Approval of Legal Bills

Directors Holbrook and Lynch reviewed and approved the legal bills for November and December, 2015.

Discussion Items:

1. Review of how Board and Committee meeting minutes are done – this item will be discussed at the February, 2016 Program, Personnel, Policy, Fee & Legal Review Committee meeting.

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

None.

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

Revised Board Procedures & Responsibilities Manual.

List of largest donors in the last ten years.

ADJOURNED

As there was no further business, the meeting was adjourned at 3:09 p.m.

Board Secretary

Date

Item 4.2 Cover sheet – Reducing Fee Waivers for ARD Picnic Unit Rentals

**Auburn Area Recreation and Park District Program, Policy, Personnel and Fee Committee
February, 2016**

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend its Fee Waiver Policy by reducing the fees waived for picnic unit rentals?

Background

ARD picnic sites are highly sought after between April-October. Frequently people make paid reservations a year in advance. During the same period, many non-profit organizations plan to hold community or fundraising events. These groups request to have 100% of their fees waived. In 2015 we had 22 requests totaling \$2,500 in waived fees, and in 2014, 18 requests resulting in \$2,300.00 in waived fees.

Staff is proposing to reduce the fees waived for picnic units from 100% to 50% during the months of April – October. Staff is also proposing that all groups pay the custodial fee, including fee waiver eligible groups.

The current fees to rent a picnic unit are \$50 for a half day, \$75 for a full day. The current custodial fee is \$30.

Staff is proposing the following **changes** to the Fee Waiver Policy:

XXIX. Policy & Procedures for Fee Waivers

Fee waivers may be granted to non-profit organizations, schools, other public agencies and ARD co-sponsored events, **with the exceptions listed below**. ARD staff can approve fee waivers up to a dollar amount of \$1,500. Fee waivers over this amount will be sent to the Finance Committee and finally to the Consent Calendar. Denied fee waivers can be appealed to the ARD Board of Directors. Appeals should be made in writing and sent to the Customer Service/Marketing Manager at least 7 days before the next ARD Board of Director's meeting.

Exceptions to the Fee Waiver Policy:

- A. **Picnic Unit Rentals during the month of April – October are eligible for a 50% fee waiver for all qualifying groups. The custodial fee and alcohol permit fee will not be waived.**

Recommendation for the Policy Committee

Review the proposed changes to the ARD Fee Waiver Policy and provide a positive recommendation to the Board.

Alternatives Available to the Policy Committee

- 1) Do not make changes to the fee waiver policy re: picnic units
- 2) Direct staff to provide further research and information.

Fiscal Impact

None

Attachments

None

Discussion Item # 1. Cover sheet – Review of ARD Minutes of the Board

Auburn Recreation District Policy Committee meeting January, 2016, February, 2016

The Issue

A review of how minutes are taken and recorded at the Auburn Area Recreation and Park District (ARD).

Background

The question of how minutes are taken and recorded at ARD came up at a recent Board of Directors meeting. ARD policy on minutes (from the Board Procedures Manual):

MINUTES OF BOARD. The official minutes of the District Board shall be kept by the Clerk to the Board with the record of each particular type of business transacted set off under the proper headings. All matters brought to the attention of the Board shall be duly noted in the minutes for each matter taken up and considered by the Board and shall include sufficient description to fully acquaint any uninformed reader of the minutes at a later date of the subject matter under consideration. Acronyms and initials shall not be used unless, on first reference, the matter for which the acronyms or initials stand has been set forth in full. The minutes need not reflect the verbatim remarks of any member of the Board or any other person. Board Members or members of the public wanting to have their comments maintained verbatim must provide the Clerk a written transcript of the comments at the time of the meeting which will be kept on file at the District. All regular and special meetings of the Board shall be recorded. Tape recordings may be destroyed 60 days after the meeting so recorded provided that the minutes of the meeting at which the tape was made have been first approved by the Board. The provisions of this section shall be directory and not mandatory.

Recommendation for the Policy Committee

Review and provide direction. Amendments and updates to the policy are in order, at minimum amending the time that tape recordings must be kept, per the recently adopted Records Retention Policy.

Fiscal Impact

N/A

Attachments

Info regarding minutes from the California Special District Association (CSDA)

CSDA

Minutes

The minutes represent an official record of the district's actions. The Board Secretary takes the minutes and retains them as part of the district's official records. The purpose of the minutes is:

- To record actions voted upon.
- To communicate background information.
- To provide perspective on issues.
- To provide an historic record of your proceedings.

How minutes are taken differ from district to district. Basically, there are three ways minutes are prepared:

1. Recorded actions voted upon: the motion, the maker, the second, and the vote (ayes and noes).
2. A summary of actions plus a summary of the discussion.
3. Detail of actions plus a record of entire discussion (*verbatim*).

Meetings are now often recorded and the entire meeting is captured *verbatim*. If this is the case in your district, a policy needs to be adopted whereby the public can gain access to the recorded tapes.

Minutes Checklist

Note any procedures or features apply to your district.

- ✓ There is agreement on the amount of content in the minutes.
- ✓ Minutes accurately reflect that happens in your meetings.
- ✓ There is agreement on the background information provided in the minutes.
- ✓ Your district follows the agreed-upon process to correct the minutes.
- ✓ Staff is encouraged to "clean up the rough statements" made in meetings.
- ✓ Minutes are completed and distributed in a timely manner.
- ✓ Members do not spend too much time modifying or correcting the minutes at meetings.
- ✓ Minutes are used to reflect actions of your district rather than political statements.

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings

POLICY NUMBER: 5060

5060.1 The Secretary or Deputy Secretary of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

5060.1.1 Copies of a meeting's minutes shall be distributed to Directors as part of the information packet for the next regular meeting of the Board, at which time the Board will consider approving the minutes as presented or with modifications. Once approved by the Board, the official minutes shall be kept in a fireproof vault or in a fire-resistant, locked cabinet.

5060.1.2 Unless directed otherwise, an audio tape recording of regular and special meetings of the Board of Directors will be made. The device upon which the recording is stored shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days. Members of the public may inspect recordings of Board meetings without charge on a playback machine that will be made available by the District.

5060.1.3 Motions, resolutions or ordinances shall be recorded in the minutes as having passed or failed, and individual votes will be recorded unless the action was unanimous. All resolutions and ordinances adopted by the Board shall be numbered consecutively, starting new at the beginning of each year. In addition to other information that the Board may deem to be of importance, the following information (if relevant) shall be included in each meeting's minutes:

- Date, place and type of each meeting;
- Directors present and absent by name;
- Administrative staff present by name;
- Call to order;
- Time and name of late arriving Directors;
- Time and name of early departing Directors;
- Names of Directors absent during any agenda item upon which action was taken;
- Summary record of staff reports;
- Summary record of public comment regarding matters not on the agenda, including names of commentators;
- Approval of the minutes or modified minutes of preceding meetings;
- Approval of financial reports;
- Record by number (a sequential range is acceptable) of all warrants approved for payment;
- Complete information as to each subject of the Board's deliberation;

Record of the vote of each Director on every action item for which the vote was not unanimous;
Resolutions and ordinances described as to their substantive content and sequential numbering;
Record of all contracts and agreements, and their amendment, approved by the Board;
Approval of the annual budget;
Approval of all polices, rules and/or regulations;
Approval of all dispositions of District assets;
Approval of all purchases of District assets; and,
Time of meeting's adjournment.

Discussion Item #2: Cover sheet – ARD Friend of Recreation Award Review

Auburn Area Recreation and Park District (ARD) Policy Committee February, 2016

The Issue

A review and discussion of the ARD Friend of Recreation Award.

Background

Since 2009, ARD has recognized the “Friend of Recreation” every year at the annual State of the Community Dinner.

The ARD Friend of Recreation award is given to the person, organization or group that has made a significant contribution to parks, recreation and active leisure in the Auburn area.

Specific criteria are as follows:

- **The person’s, organization’s or group’s contribution should include the last 5 years**
- **Volunteers, ARD employees and contract employees are eligible for the award**
- **Nominees from entities outside of ARD can be considered (Tevis Cup, Placer High, local youth sports organizations, etc.)**

Past Award winners:

2009: Laura Pinnick
2010: Eric Peach
2011: Todd Peak
2012: Patrick Remington
2013: Chic and Ingrid Koenig
2014: Mike Lynch
2015: Canyon Keepers

Guidelines and procedures on how the winner is chosen are as follows:

- 1) The District Administrator will facilitate the process
- 2) Nominations are sent to the District Administrator
- 3) All nominations are presented to the ARD Board of Directors
- 4) Each Board member notifies the District Administrator or his/her first and second choice
- 5) If a nominee receives 3 first place votes, they are declared the winner
- 6) If no nominee receives 3 first place votes, votes will be counted as follows:
 - a. 1st place vote = 2 points
 - b. 2nd place vote = 1 point
- 7) In the event of a tie, the Board would do a revote, with only the tying nominees on the ballot

Recommendation

Review and discuss. It was mentioned at the last Board meeting that there may be some interest in having a discussion at Board level regarding each year's nominees.

Fiscal Impact

N/A

Attachments

None

Top Ten Donors to ARD - ten years

1	United Auburn Indian Community	\$26,000
2	Norma Harris - Harris Industrial	\$16,400
3	Armrod Charitable Foundation	\$9,000
4	Union Pacific RR	\$8,500
5	Ceronix	\$8,000
6	Old Town Pizza	\$5,500
7	Umpqua Bank	\$6,250
8	Rotary of Auburn	\$4,450
9	Maki Heating & A/C	\$3,750
10	Tango /Local Heroes	\$3,100