

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

MONDAY, OCTOBER 17, 2022, 11:30 AM

**CANYON VIEW COMMUNITY CENTER, BOARD ROOM
AUBURN, CA**

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 knuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/84584973005>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 845 8497 3005 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 knuscott@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 September 21, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills

None.

Discussion items:

1. SDLF District of Distinction Accreditation (**Pages 5-11**)

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:

10/14/2022
Date

11:00 AM
Time

Cathy Dawson
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, September 21, 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 12:32 PM

ROLL CALL

Director Holbrook was present. Director Ferris 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 August, 2022 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the August 17, 2022, Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Holbrook.

4.2 Increase in Wage Scales, Pay Rate Increases

Director Holbrook reviewed the Increase in Wage Scales, Pay Rate Increases and forwarded for review and approval by the Board of Directors.

4.3 ARD's Medical Family Benefit Policy Update

Director Holbrook reviewed the ARD's Medical Family Benefit Policy Update and forwarded for review and approval by the Board of Directors.

4.4 Shaping Public Opinion

Director Holbrook reviewed the Shaping Public Opinion documents. Mark Brunner, Recreation Services Manager, shared information on our Facebook page showing how social media posts look and the sharing of ARD's information.

4.5 Approval of Legal Bills

None.

Discussion items:

1. SDLF District of Distinction Accreditation. This item was discussed and will be sent back to the Program, Personnel, Policy, Fee & Legal Review Committee in October.

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 1:08 PM.

Cathy Warford
Board Secretary

October 5, 2022
Date

Discussion Item #1: Cover sheet – SDLF District of Distinction Accreditation

Auburn Area Recreation and Park District Policy Committee meeting September, 2022;
October, 2022

The Issue

Shall the Auburn Area Recreation and Park District (ARD) seek SDLF District of Distinction Accreditation?

Background

The Special District Leadership Foundation (SDLF) District of Distinction (DoD) is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

ARD has already completed one part of the DoD, when it completed the Transparency Checklist (some updates may need to be made). The next big step would be to complete the tasks on the DoD application. The biggest challenge of the application is completing the training section, which states (in part) “Documentation showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas: Governance Training: Six hours of basic governance training.”

Per Amber Phelen, SDLF Program Assistant:

The best way for your board and executive staff to achieve this requirement is for them to attend the [SDLA Conference](#). There is one coming up September 18, 2022 in Napa. By attending the full conference they are eligible to earn the [Certificate in Special District Governance](#) that also elevates your District of Distinction to [higher levels](#). If they are not able to attend the full conference, there may be pre-conference workshops of one of the modules offered in 2023, however those dates have not yet been announced. Taking just one of the SDLA modules would qualify for the basic level District of Distinction.

Additionally, they can complete the following:

Board Member Best Practices LIVE Workshop, (2023 date not yet announced) PLUS, TWO on-demand webinars:

- Board Member and District Liability Issues
- Who Does What? Best Practices in Board / Staff Relations

Please let me know if you have any other questions.

[Kahl: Thanks Amber. I do have some follow up questions.](#)

[We will not be able to make the SDLA Conference. So my understanding is that the only way for our agency to obtain the District of Distinction designation is to do the following:](#)

- 1) Each Board member and executive staff takes one of the SDLA modules.
 - a. Are these all in-person trainings? Amber: They were offered virtually in 2022, but the board has not confirmed that will happen again in 2023.
 - b. These modules would not be available until 2023, correct? A new virtual module 1 was just added to the schedule in December. Display event - Virtual Workshop: SDLA Module 1 Governance Foundations (csda.net)

OR

- 2) Each Board member and executive staff attends a Best Practices LIVE (I assume that means in-person) Workshop PLUS two additional on demand webinars, as listed below Best Practices was offered virtually in 2022, but the board has not confirmed that will happen again in 2023.

Update:

There is a virtual workshop being offered in early December that will help meet the requirements for the training section of the District of Distinction Accreditation. Here are the details:

Virtual Workshop: SDLA Module 1 Governance Foundations

Instructor: Scott Carroll, CSDM, Costa Mesa Sanitary District

This course teaches the foundational knowledge and skills that identify and define the essential building blocks of a successful board , focusing on the critical elements of governance: effective trustees, board mindset, structure, process and protocols, individual/team standards, and the board's role and responsibilities.

9:00 a.m. - 12:00 p.m. each day

\$175 CSDA Member

\$260 Non-member

Eligible for SDRMA Credit Incentive Points.

When

12/6/2022 9:00 AM - 12/7/2022 12:00 PM

ARD will also need to renew its District Transparency Certificate of Excellence (first obtained in April, 2019).

Recommendation for the Policy Committee

Review and provide direction

Fiscal Impact

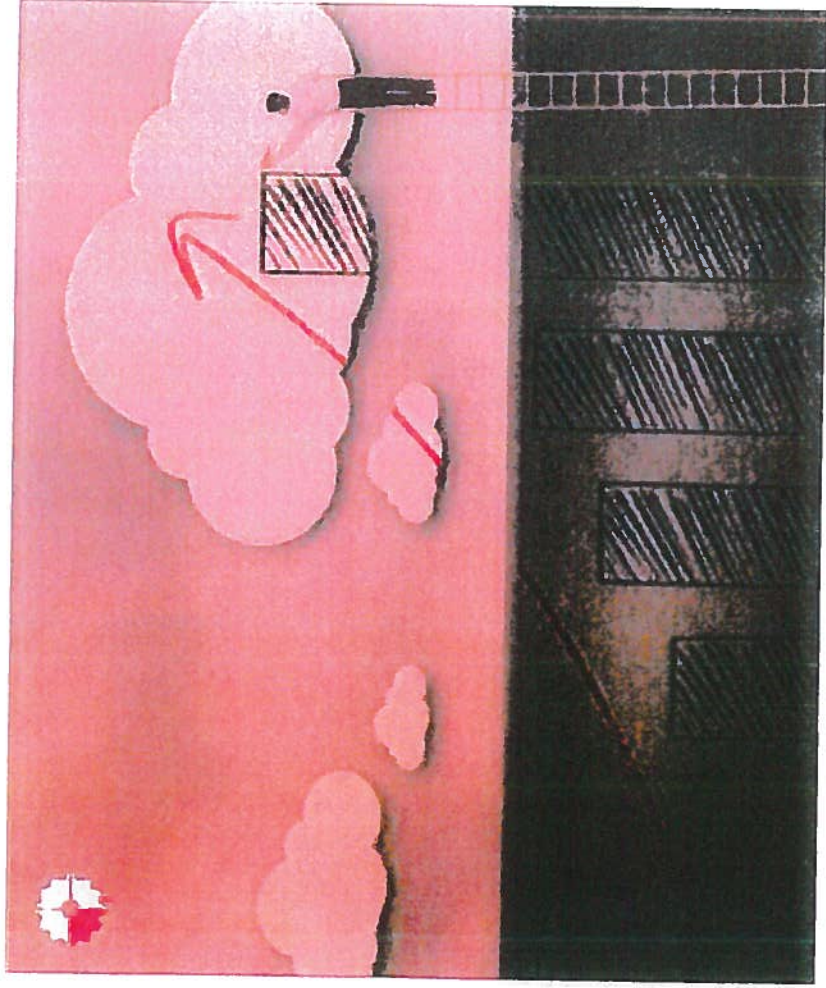
Costs for training, unknown at this time

Attachments

Information about the SDLF District of Distinction Accreditation
SDLF District of Distinction application



/ PROGRAMS



SDLF's Level Up Challenge - 2022

In a time where proper fiscal management and responsibility in public agencies is paramount and the task of governing these agencies has become even more complex, regulated, and costly, it has become increasingly important to demonstrate to constituents that districts have sound fiscal management policies and practices ~~in~~ ^{main} ~~place~~ among other areas of importance in ~~district~~ ^{navigation} operations. (Press Enter).

The District of Distinction Accreditation is designed as a way for districts to highlight their prudent fiscal practices & effectively operate and govern a speci

ar

Chat-How Can We Help?

How Does it Work?

Easy SPECIAL DISTRICT LEADERSHIP FOUNDATION

1. Make the commitment to Level Up TODAY!
2. Complete the Transparency Checklist
3. Complete the District of Distinction Application
4. **Get Recognized for Your Efforts!**

What Does a Participating District Receive?

- A professional plaque for public display at the district
- Use of the SDLF District of Distinction recipient logo on the district's website, social media platforms, letterhead, and/or other public outreach materials
- Presentation of the plaque at a district board meeting or the CSDA Annual Conference
- Recognition on social media and in the CSDA eNewsletter

In addition, SDLF will randomly select ten (10) participating special districts that meet the challenge by November 30, 2022 to receive the following additional benefits:

- A district highlight and article in an issue of California Special District magazine
- Special recognition and highlight on the SDLF website
- Announcement of your district's achievement in a special SDLF press release sent to major newspapers in your area and statewide
- A letter sent from SDLF directly to your California legislators and county Local Agency Formation Commission (LAFCo) notifying them of your district's accomplishment

Challenge Timeline = February 15, 2022 through November 30, 2022

DOD Seal and Levels



Skip
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navigation

Earn the right to use the program's seal as visual proof that your special district stands out from others. Complete multiple SDLF programs and obtain vario of accredita platinum!

Chat-How Can We Help?



SHOWCASE YOUR COMMITMENT TO EXCELLENCE

District of Distinction Application

The District of Distinction is an accreditation program that enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply for designation as a District of Distinction by submitting financial audits, policies and procedures and proof of training received by directors and executive staff.

Requirements:

FINANCIAL AUDITS

Districts must demonstrate they undergo regular financial audits, have no major deficiencies and apply any recommendations to future years.

What to submit:

- Copies of the three most recent district audits, including financial statements (3 letters) SAS 114 - *The Auditor's Communication with Those Charged with Governance*, SAS 115 - *The Auditor's Communications on Internal Control Related Matters*, and management letter. Each audit, including findings and recommendations, will be reviewed by a member of the Certification & Audit Review Advisory Committee. Committee members are volunteers from the special district community, including district controllers, directors of finance and CSDM certified general managers.

POLICIES AND PROCEDURES

Districts must demonstrate that their operations conform to all statutes and regulations under state law as reflected in a policies and procedures manual. Policies and procedures should focus on governance, ethics, board conduct, district finances, reserves, reimbursement/compensation, etc.

What to submit:

- Copy of your district's current approved policies and procedures manual.
- Copy of your district's Board minute action on adopting and/or having reviewed the policies and procedures manual within the past year.

TRAINING

What to submit:

Documentation on showing class attendance, such as certificate of completion for each board member, general manager and other executive staff members (as identified by the board) in the following areas:

- Governance Training:** Six hours of basic governance training. (New board members and executive staff must complete within the past 5 years) *Governance Foundations*, offered by CSDA's Special District Leadership Academy, satisfies this requirement. Other courses may qualify as well, however will need to be submitted for review by SDLF. Also, *Board Member Best Practices* (3 hours) plus 2 approved webinars will satisfy that requirement. Approved webinars are: *Board Member and District Liability Issues*, *Must Have Communication Protocols for Board & Staff*, and *Who Does What? Best Practices in Board Staff Relations*.
*Districts with boards larger than 7 need at least a majority of total board members completing this training requirement.
- Ethics Training:** Documentation verifying completion of AB 1234 ethics compliance training within the last two years.
- Harassment Prevention Training:** Documentation verifying completion of AB 1825 harassment prevention training within the last two years.

OTHER

Districts must also include the following items with the accreditation/re-accreditation application:

What to submit:

- Board of Directors roster
- List of executive staff, including titles
- Completed application for accreditation/re-accreditation
- Accreditation/re-accreditation application fee
- Completed SDLF District Transparency Certificate of Excellence

Who should apply to be a District of Distinction?

Any California special district that wants to demonstrate publicly the effectiveness of its operations. Applying for this designation shows that your district understands and respects the responsibilities inherent to providing essential public services in a fiscally responsible manner.

What does a district receive for completing the program?

Districts of Distinction earn the right to use the program's seal on district materials and a plaque honoring their accomplishment. SDFL will also send a letter to a local publication and notify legislators on a district's behalf.

How does a district apply?

Districts interested in earning the Districts of Distinction designation must complete the application and submit it along with the required documentation. Applications must also be accompanied by an application fee.

If my district is a member of the Special District Risk Management Authority (SDRMA), will getting a District of Distinction accreditation save me money on my premiums?

Yes. SDRMA offers Credit Incentive Points (CIPs) if your district earns the District of Distinction accreditation which can provide significant premium discounts. For more information, contact SDRMA at 800.537.7790 or visit www.sdrma.org.

RE-ACCREDITATION

How long is the designation valid?

The Districts of Distinction designation is valid for three years and a district may be re-accredited by submitting the application and all current required documents for review along with the re-accreditation fee.

Fees

The fees are on a sliding scale, based on a district's budget:

INITIAL ACCREDITATION & RE-ACCREDITATION

Annual operating budget	Fee
\$0-299,999	\$125
\$300,000-749,999	\$150
\$750,000-999,999	\$175
\$1,000,000--2,999,999	\$200
\$3,000,000 or more	\$250

Submit this application along with all required documentation and payment to:

Special District Leadership Foundation
 1112 I Street, Suite 200
 Sacramento, CA 95814
 Phone: 916-231-2909 • Fax: 916-442-7889 • sdlf.org

Electronic filing is preferable.
info@sdlf.org

District:

Mailing Address

City:

State:

Zip:

Contact Name:

Title:

Phone:

Fax:

Email:

Website:

Assembly Member(s)*:

Senator*:

Local Newspaper(s):

I certify that the information submitted is accurate and complete to the best of my knowledge. Signature: _____

SILVER, GOLD OR PLATINUM RECOGNITION

Board Members who have received Certificate in Special District Governance: (attach additional pages if necessary)

Date:

Date:

Date:

General Manager:

Has earned Certificate in Special District Governance

Has completed Certified Special District Manager (CSDM)

PAYMENT

Total \$

Check Visa Mastercard Discover American Express

Acct. Name:

Acct. Number:

Expiration Date:

Authorized Signature

*Includes all state legislators representing the district's area of operation