

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA
WEDNESDAY, MARCH 18, 2020, 1:00 PM.**

**CANYON VIEW COMMUNITY CENTER, SIERRA ROOM
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. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (530) 537-2187. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

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 February 19, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Recommendation: Review and approve minutes.

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

Shall the Auburn Area Recreation and Park District (ARD) amend the Board Procedures and Responsibilities Manual to include election of officers language, roll call language and various other minor edits?

4.3 Changes to Youth Services Manager Job Description

Shall the Auburn Area Recreation and Park District (ARD) approve changes to the Youth Services Manager job description?

4.4 ARD Youth Services Department Policy Changes

Shall the Auburn Area Recreation and Park District (ARD) change/add several policies related to the Youth Services Department?

4.5 Letter Opposing AB 2093 Email Retention

Shall the Auburn Area Recreation and Park District (ARD) send a letter opposing AB 2093, a bill which would require all public agencies, including special districts, to retain all emails related to the public's business for two years? The California Special District Association (CSDA) has put out a call to action to oppose this bill.

4.6 Approval of Legal Bills

Recommendation: Review and approval of legal bills.

Discussion Items:

1. Discussion of Hidden Falls Regional Park Trails Expansion Project SEIR.

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:

3-13-20
Date

1:55 p.m.
Time

P. Laramie
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, February 19, 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

Director Ainsleigh was present, Director Holbrook was absent.

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 January 22, 2020 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the January 22, 2020 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Ainsleigh.

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

Director Ainsleigh reviewed and recommended some changes to the Board Procedures and Responsibilities Manual for the election of officers. Director Ainsleigh forwarded this item to the March, 2020 Policy meeting for Director Holbrook's review and input.

4.3 Donor Policies, Procedures and Recognition

Director Ainsleigh reviewed the Donor Policies, Procedures and Recognition Policies and Procedures. Director Ainsleigh requested changes be made to this policy and forwarded to the Board of Directors for consideration as follows:

Alternate #1 – Donors in the above-mentioned categories will be recognized on the District’s “Donor Tree”, located at a location like Recreation Park. The monetary donors will be recognized with inscribed tree leaves of the same color in sizes corresponding to the donation, and volunteer donors will be recognized with birds.

- 4.4 **Approval of Legal Bills** – Director Ainsleigh reviewed and approved the legal bills.

Discussion Item:

1. Discussion of RDA Passthrough – Director Ainsleigh discussed that the RDA should go to the ARD General Fund Budget. This item was not recommended to be sent to the Board of Directors.

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 1:42 p.m.

Board Secretary

Date

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

Auburn Area Recreation and Park District January 2020 Policy committee; February, 2020 Policy Committee; March 2020 Policy Committee

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend the Board Procedures and Responsibilities Manual to include election of officers language, roll call language and various other minor edits? Director Lynch has requested that these edits be considered.

Background

It is proposed that the ARD Board Procedures and Responsibilities Manual be amended for the following items (please reference the attached version of the manual with proposals highlighted):

- That the ARD Vice Chairperson be assigned the administrative duties related to the District Administrator's Performance Evaluation
- That policies and procedures for the election of officers be included in the Manual
- That the word "normally" or "customarily" be added to the section describing the regular ARD Board meetings
- That clean-up language removing a reference to the "Secretary" position be made
- That clean-up language on voting be made

CA PRC 5784.7 states the following with regard to election of officers:

(a) Within 45 days after their first election and after each general district election or unopposed election, or at the beginning of each new term for members of an appointed board, the board of directors shall meet and elect its officers.

(b) The officers of a board of directors are a chair and vice chair. A board of directors may create additional officers and elect members to those positions, provided that no member of a board of directors shall hold more than one office.

Recommendation for the Policy Committee

Review and make any suggested edits. Send to the ARD Board with a positive recommendation.

An alternative to the election process was made at the February Committee meeting. That alternative language is included in the attachment.

Fiscal Impact

There is no fiscal impact to amending these policies and procedures

Attachments

**ARD Board Procedures and Responsibilities Manual (pages 1 – 9)
Examples of how other agencies elect officers**

II
BOARD PROCEDURES
and
RESPONSIBILITIES

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The Code of Conduct is to establish and uphold uniform standards of professional conduct for Board Members. Board Members must be fully aware of the ethical responsibilities of their position and must strive to live up to the highest possible standards.

The Code of Conduct requires during the course of performing Board Member duties a Board Member must:

1. behave honestly and with integrity;
2. act with care and diligence;
3. relate to others with consideration, respect, courtesy;
4. comply with all applicable laws and District policies and procedures;
5. maintain appropriate confidentiality as appropriate and required;
6. disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent);
7. use District resources in a proper manner;
8. not use a Board Member's , privilege, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for the Board Member or any other person;
9. conduct themselves in appearance and behavior in such a manner appropriate for the position of public trust they hold;
10. be responsible for their own standard of professional performance and take every reasonable opportunity to enhance and improve their level of knowledge and confidence;
11. be accountable for adherence to the Code of Conduct.

Section II

RESPONSIBILITIES AND DUTIES OF THE BOARD

A policy as used herein, is a definite course of action adopted by the Board of Directors. It defines what shall be done, what purpose shall be pursued, what principles shall govern, what programs shall be followed, what financial procedure shall operate, what personnel practices shall be, and what course of action shall be taken. Policies are guidelines for everyone in the organization, employees and volunteers, in all applicable situations. Only the Board of Directors can change policy or vote exceptions.

Policy determination is the responsibility of the Board alone. Policy execution is the responsibility of the District Administrator and staff.

BOARD RESPONSIBILITIES.

1. Board Members should understand that parks and recreation plays a significant and important role in the Community.
2. Board Members should look objectively at their responsibility as a Board Member, ensure District keeps abreast of the Recreation needs of the Community, and assess changing needs on an annual basis.
3. Board Members should have the courage to resist pressures of all types and insist upon high standards for themselves and the District.
4. Board Members should be aware of their role as Board Members, acting in concert with their fellow Board Members without usurping the function of the District Administrator.
5. Board Members should attend all regularly scheduled Board Meetings and/or assigned Committee Meetings.
6. Board Members should be informed and prepared to the best of their ability.
7. Review, evaluate, and approve the following:
 - A. Evaluate and make recommendations regarding policies.
 - B. Approve fees and charges for recreation facilities and parks.

- C. Approve policies for use of community centers, pools, parks, and other facilities.
- D. Approve salary schedules and new job descriptions.
- E. Hear appeals in accordance with the District's Personnel Policy.
- F. Approve the fiscal year operating budget.
- G. Review monthly financial expenditures.
- H. Recommend budgetary items for fiscal Capital Outlay Budget for new projects.
- I. Approve acquisition of new sites.
- J. Approve types of facilities that should be planned for development.
- K. Inspect Capital Improvement Facilities over \$25,000 prior to final acceptance.

BOARD DUTIES.

- 1. To perform their legal responsibility.
- 2. To approve policy and ordinances.
- 3. To select, employ, supervise and if necessary, dismiss the District Administrator.
- 4. To review, approve and oversee the budget and financial reports.
- 5. To assure there are effective policies.
- 6. To maintain good public relations.

DUTIES OF CHAIRPERSON:

It shall be the duty of the Chairperson to preside at all meetings of the Board; to appoint committees and to call special meetings when it may be deemed appropriate and in accordance with policies and applicable laws.

DUTIES OF THE VICE-CHAIRPERSON:

The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.

The Vice-Chairperson is also responsible for circulating, collecting and tabulating the District Administrator's Annual Performance Review, to be shared with the rest of the Board and the Administrator when completed.

LEASES, CONTRACTS, ETC.:

All leases, contracts, etc., entered into by the Board and receiving Board approval, shall be signed by the Chairperson and/or the District Administrator or as authorized by other Board action.

Section III BOARD PROCEDURES AND CONDUCT OF BOARD MEETINGS

ELECTION OF CHAIRPERSON AND VICE-CHAIRPERSON

The Chairperson and Vice-Chairperson shall be elected at the last scheduled Board of Directors meeting of each year. The election shall take place at the conclusion of all business items and will use the following procedures with the Chairperson being nominated and elected first, followed by the nomination and election of the Vice Chairperson:

Each Board Member has the right to nominate another Board Member. No second is required for a nomination.

Elections proceed by voting on nominees in the order in which they were nominated. Members first vote on the election of the first nominee. If that person does not receive a minimum of three (3) votes, then a vote is taken on the second Board Member nominated, and so on, until a Board Member receives three votes. If a nominee is elected, a vote is not taken on the remaining nominees. since the position is filled. If no one is elected, nominations and voting are reopened, following the same procedures, until the position is filled.

Alternative #1: Each Board member will submit their first and second place choices on a slip of paper to the District Administrator. The District Administrator will tabulate the votes and read aloud each Board member's nominations. If a Board member receives three or more first place votes, that person will be the new Chairperson. If no Board member receives at least three votes, the votes will be scored, with a first-place vote being scored as two points and second-place votes being scored as one. If there is a tie after this scoring, the top two vote getters will be re-voted on, with each Board member only voting for their first choice.

The new Chairperson shall make appointments to each Standing Committee after the elections. The appointments shall be made no later than December 31st of each year.

COMMITTEES – DEFINITIONS & RESPONSIBILITIES FOR EACH COMMITTEE:

PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE.

The Program, Personnel, Policy, Fee and Legal Review Committee has an agenda, is generally composed of two Board Members and is responsible for the following:

1. Review and possibly revise all written policies sent for recommendation.
2. These policies can be brought by Board, staff or via legal mandate.
3. Draft policies should be prepared by staff. Upon review, corrections and/or revisions will be forwarded to the Board or to the District's attorneys for further action as required.
4. Review all new job descriptions and proposed changes to current job descriptions.
5. Review the District's Activity Guide.
6. Review proposals from the Board or public for new programs or services to be offered.
7. Review proposed changes to all rentals and other fees. This includes, but is not limited to: Processing fees, rental fees, custodial fees, and public swim fees. Program fees will not be reviewed unless specifically requested by a Board member, staff or member of the public.
8. Review and approve/disapprove all legal billings received by the District.

FINANCE COMMITTEE.

The Finance Committee has an agenda, is generally composed of two Board Members and is responsible for the following:

1. Review and forward to the Board all monthly financial statements as presented by staff. This should include summaries of all checks and other payments made. This review is for the purpose of accuracy and comparison with budget.
2. Evaluation of budget performance.
3. Review fiscal impact of items, if such items are above District Administrator limits.

4. Review the fiscal impact of new job descriptions and proposed changes to current job descriptions.
5. Review the fiscal impact of changes to the project list.

ACQUISITION & DEVELOPMENT COMMITTEE.

The Acquisition & Development Committee has an agenda, is generally composed of two Board Members and is responsible for the following:

1. Review the staff prepared project list and send recommendations to the Board for approval.
2. Review and track the Board approved project list.
3. Make recommendations to the Board for changes in the approved project list.
4. Review and approve all contracted projects prior to final payment.
5. Review and make recommendations for construction or projected related contracts.
6. Review proposed acquisitions and make recommendations to the Board.

PROCEDURES FOR THE CONDUCT OF BOARD AND COMMITTEE MEETINGS.

The Board of Directors of the Auburn Area Recreation & Park District deems it advisable to establish written procedures for the conduct of its Board meetings to conform with current legislation as it relates to the Ralph M. Brown Act, California Government Code Section 54950 et. seq., and proper parliamentary procedure, pursuant to the authority provided in Public Resources Code Section 5782, hereby adopts the following procedural rules for the conduct of its meetings:

Regular Meetings – The regular meetings of the Board of Directors shall normally customarily be held on the last Thursday of each month at 6:00 p.m. The November and December Board meetings will be scheduled in consideration of recognized holidays. All regular meetings shall be held at the Canyon View Community Center, 471 Maidu Dr., Auburn, California unless otherwise noticed. An agenda containing a brief general description of each matter to be considered or discussed must be posted at least 72 hours prior to the meeting in accordance with Chapter IV of Government Code Section 54954.2.

Board Policy on Attendance of Regular Board Meetings – Pursuant to Government Code Section 1770 (g), it shall be Board policy that an office will become vacant upon the case of any Board member who has been absent from the Board meetings for a period of three consecutive months.

Government Code Section 1770: An office becomes vacant on the happening of any of the following events before the expiration of the term:

Government Code Section 1770 (g): His or her ceasing to discharge the duties of his or her office for the period of three consecutive months, except when prevented by sickness, or when absent from the state with the permission required by law.

If a Board member is going to be absent at a Board meeting, the Board Chairperson or District Administrator should be notified prior to the meeting.

Board Policy on Rescheduling and Attendance of Committee Meetings

Committee Meetings – Once an Agenda has been posted and a committee meeting has been scheduled, committee meetings may not be cancelled unless by mutual agreement that both committee members are unable to attend.

If a committee member is unable to attend a committee meeting, the other member of the committee will conduct the meeting.

Special Meetings – Special Board meetings may be called at any time by the presiding officer of the Board of Directors, or by a majority of the members of the Board of Directors by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with by any member who at, or prior to the time the meeting convenes, files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public. Government Code Section 54956 of the Public Resource Code.

Emergency Meetings – An Emergency meeting shall be called as provided in Section 54956.5 of the Government Code of the State of California in the event of work stoppage or crippling disaster. Such a meeting may be called with one (1) hour notice.

Closed Session – All items to be considered in closed session must be described in the notice or agenda for the meeting. Prior to each closed session, the body may orally announce the subject matter of the closed session. If final action is taken in closed session, the body must report the action in open session in accordance with Chapter IV of Government Code Section 54954.2, 54954.5, 54957.1, and 54957.7.

CONDUCT OF BUSINESS:

Any meeting of the Board of Directors may be adjourned to a time and place specified in the order of adjournment. Unless otherwise noticed, meetings shall be held at the District office located at 471 Maidu Drive, Auburn, California.

At the December meeting of each calendar year or at the first meeting of a newly seated Board of Directors, the Board of Directors shall elect a Chairperson and Vice Chairperson to serve for a period of one (1) year or until the election of their successors.

Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. Rosenberg's Rules of Order may be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Rosenberg's Rules of Order.

Writings which are public records, except those exempt from public disclosure as provided by the Government (or other) Code, which are distributed prior to commencement of a public meeting, or during a public meeting, shall be made available for prior inspection upon request.

PRESIDING OFFICER – DESIGNATION. The Chairperson, or in his/her absence the Vice-Chairperson, shall take the chair at the hour appointed for the meeting and shall call the Board to order. In the absence of the Chairperson and the Vice-Chairperson, ~~the Secretary of the Board the~~

senior Board Member shall call the Board to order, whereupon a Temporary Chairperson shall be selected by the Board Members present. Upon the arrival of the Chairperson or the Vice-Chairperson, as the case may be, the person who is then presiding shall relinquish the chair at the conclusion of the business then before the Board.

CHAIRPERSON – POWERS AND DUTIES. The Chairperson shall act as the Presiding Officer and shall assume his/her place and duties, as such, immediately following his/her election.

He/she shall preserve order and decorum at all Board meetings, state questions coming before the Board, announce its decision on all subjects and decide all questions of order; subject, however, to appeal by a Board Member to the Board as a whole, in which event the majority shall govern and conclusively determine such questions of order.

He/she may vote on all questions on Roll Call vote. His/her name should be called last.

The Chairperson shall sign all ordinances and resolutions adopted and contracts approved by the Board at meetings at which he/she is in attendance. In the event of his/her absence, the District Administrator or other individual as approved by Board Action shall sign such documents.

The Presiding Officer shall control public debate so that repetitive or irrelevant statements are not made, so that where public participation is in order, everyone will have a chance to speak before other persons have a second chance to speak, to expedite business at hand and to prevent Board meetings from being used as a forum for libel, slander or otherwise defamation of persons, under the cloak of “public privilege.”

ROLL CALL. Before proceeding with the business of the Board, the Clerk to Board shall call the roll of the members and the names of those present shall be entered in the minutes.

GAINING THE FLOOR. Every Board Member desiring to speak shall first address the chair and gain recognition by the Presiding Officer. Such member shall confine himself/herself to the question under debate, avoiding reference to character and indecorous language. Every Board Member desiring to question the District staff shall, after recognition by the Presiding Officer, address their questions to the District Administrator, who shall be entitled to answer either for themselves or designate a member of the staff or other for that purpose.

INTERRUPTIONS OF A BOARD MEMBER. A Board Member, once recognized, shall not be interrupted while speaking unless called to order by the Presiding Officer, or unless a point of order or personal privilege is raised by another Board Member, or unless the speaker chooses to yield to a question by another Board Member. If a Board Member, while speaking, is called to order, he/she may not proceed. A Board Member, when speaking, shall speak to the subject matter of the item on the floor and shall keep his/her remarks to a reasonable length. If a Board Member fails to do so, he/she may be called to order by a point of order.

Members of the District staff, after recognition by the Presiding Officer, shall hold the floor until completion of their remarks or until recognition is withdrawn by the Presiding Officer.

PROPRIETY OF CONDUCT OF BOARD. Members of the Board must observe order and decorum and shall not by conversation or otherwise, delay or interrupt the proceedings of the Board or in any way make or disturb any other member of the Board while speaking or refuse to obey the order of the Board or Presiding Officer, except as in this Resolution otherwise provided.

PUBLIC COMMUNICATION. No person shall be entitled to make an oral presentation to the Board under "Public Comment" or at any other time or place who has not been recognized by the Presiding Officer.

The public shall have the opportunity to address each item placed on the agenda after each agenda item has been called and introduced by the Chairperson or presented by staff, and before motion by the Board.

ORAL PRESENTATION BY MEMBER(S) OF AUDIENCE. The purpose of oral presentations at Board meetings, as well as written presentations, is to hear the public expression thereon and to assist the Board by advising the Board of facts and circumstances not otherwise known to it. The Board considers that such presentations are helpful to it in arriving at its decisions. However, presentations that are repetitive of previous presentations and/or irrelevant to the issue in question are not helpful and are thus out of order.

The Board welcomes information and expressions of opinion from members of the public on any item which it may be considering. However, in an effort to maintain proper decorum, the following provisions shall apply to oral presentation by the public:

1. The Presiding Officer or Board may bar from further audience before the Board at that meeting any person who:
 - A. Makes any personal, impertinent or defamatory remarks;
 - B. Becomes boisterous or disruptive while addressing the Board;
 - C. Speaks without being recognized by the Presiding Officer; or
 - D. Violates any rules of order established by this Resolution or the Board.

The ruling of the Presiding Officer to bar an individual from further audience at that meeting shall be final and conclusive, subject only to right of appeal by any Board Member to the entire Board, as provided by in this Policy.

2. Any person who engages in disorderly conduct, such as hand clapping, stamping of feet, whistling, using profane language, yelling or similar demonstration which conduct disturbs the peace and good order of the meeting, shall be guilty of a misdemeanor and, at the request of the Presiding Officer of the Board, the Sergeant-at-Arms shall remove any such person from the Board chambers, or place them under arrest, or both.
3. Any person who refuses to comply with the lawful order of the Presiding Officer shall be guilty of a misdemeanor and at the request of the Presiding Officer or the Board, the Sergeant-at-Arms shall remove such person from the Board chambers or place them under arrest, or both.
4. In the event that the Board shall take the action specified in subparagraphs A, B, or C of this section, such actions may be taken by motion adopted by the Board.

ADDRESSING THE BOARD – SPOKESPERSON FOR GROUPS OR SPOKESPERSON FOR GROUPS OF PERSONS. In order to expedite matters and avoid repetitious presentations, whenever a group of persons wish to address the Board on the same subject matter, it shall be proper for the Presiding Officer to inquire whether or not the group has a spokesperson and, if so, that he/she be heard with the speakers from the group following such spokesperson to be limited to facts not presented by the group spokesperson.

ADDRESSING THE BOARD – PROCEDURE. Each person desiring to address the Board shall approach the podium, state their name and address for the record (optional) and state the subject which they wish to discuss (unless they are speaking to an agenda item), state whom they represent if there on behalf of an organization or other persons, and shall limit their remarks to three (3) minutes. If it is determined that circumstances such as the presence of many speakers or the need to hear a lengthier presentation exists, the Presiding Officer, with the consent of the Board, may grant more or less time for public comment. Such changes to the time limit shall be enforced fairly and without regard to speakers' viewpoints. Speakers shall confine remarks to the subject matter which was previously stated or which is pending before the Board. No person shall address the Board unless they have first been recognized by the Presiding Officer.

All remarks shall be made to the Board as a whole, and not to any member thereof. No questions shall be asked of any Board Member or member of the District staff without first obtaining permission of the Presiding Officer. Any person violating this procedure while addressing the Board shall be called to order by the Presiding Officer.

After public comments have been made on an agenda item, each Board Member will be allowed time to address the matter and ask questions regarding the information presented by members of the public. Once a motion and second has been made on the matter, no further questions of the public will be allowed.

COMMUNICATIONS. Interested parties or their authorized representatives may address the Board by written communication in regard to the subject matter then under discussion.

ENFORCEMENT OF ORDER. The District Administrator may be designated by the Presiding Officer as Sergeant-at-Arms of the Board and shall carry out all lawful orders of the Presiding Officer for the purpose of maintaining order at the Board meeting. In the absence of the District Administrator, the Presiding Officer may designate any person to act as Sergeant-at-Arms. Any Board Member may move to require the Presiding Officer to enforce rules and an affirmative vote of the majority of the Board shall require him/her to do so.

POINT OF PERSONAL PRIVILEGE. The right of a Board Member to address the Board on a question of personal privilege shall be limited to cases in which his/her integrity, character or motives are questions, or where the welfare of the Board is concerned. A Board Member raising the point of personal privilege may interrupt another Board Member who has the floor only if the Presiding Officer recognizes the privilege.

POINTS OF ORDER. The Presiding Officer shall determine all points of order subject to the right of any Board Member who requests full board ruling on the question, and the question shall be: "Shall the decision of the Presiding Officer be sustained?" The majority vote shall conclusively determine such question of order.

PRIVILEGE OF CLOSING THE DEBATE. The Board Member moving the adoption of an ordinance, resolution or motion shall have the privilege of closing debate, subject to Board majority voting the debate should be continued.

DIVISION OF A QUESTION. If a matter contains two or more divisible propositions, the Chairperson may, and upon the request of a Board Member shall, unless appealed, divide the same.

VOTING. The passage of **all** motions shall be by **roll call** vote and entered upon the record. All ordinances, resolutions and actions involving money shall be by roll call vote. A vote of the Board shall be registered by members by voting "aye" for affirmance or "nay" or "no" for

negative vote, upon his or her name being called by the Clerk to the Board. The results of any vote shall be audibly announced by the Clerk to the Board and recorded in the minutes of the meetings as they vote.

Every member should vote unless disqualified for cause, but no Board Member shall be forced to vote. **A member who does not vote shall be listed as such in the minutes.**

Any member who abstains from a vote shall audibly announce that he/she is abstaining **and be recorded as such in the minutes..**

CONFLICTS – ABSTENTIONS. A Board Member who is disqualified by reason of conflict of interest shall be recorded as “absent.” An abstention for reasons other than conflict of interest shall have the same effect as “not voting” on either side of the motion.

CHANGE OF VOTE. After the roll has been completed but before the result of the vote is announced, a member may change his or her vote. A member may not change his or her vote after the vote has been announced unless a majority consent is obtained.

ABSTRACT OF BOARD MEMBER’S REMARKS. A Board Member may request of the Presiding Officer the privilege of having an abstract of his/her statement on any subject matter under consideration by the Board entered in the minutes. A Board Member may prepare a written statement on any subject under consideration by the Board and have same entered in the minutes immediately, during and at the time the subject matter is under discussion by Board.

RIGHT TO RECORD REASONS FOR DISSENT. Any Board Member shall have the right to have the reasons for his or her dissent or his or her protest to any action before the Board entered in the minutes. Such dissent or protest shall be entered in the minutes and shall be made in substantially the following manner. “I would like the minutes to show that I am opposed to this action for the following reasons.”

A Board Member may file a written statement with the Clerk to the Board to be entered into the minutes setting forth the reasons for his or her dissent or protest to any action during the meeting and at the time the subject of the action is under consideration.

RECONSIDERATION. A motion to reconsider any action taken by the Board may be made only at the meeting when such action was taken. It may be made either immediately or during the same session of a recessed or adjourned session thereof. Such a motion to reconsider shall be made only by one of the Board Members who voted with the prevailing side. Nothing herein shall be construed to prevent any Board Member from making or remaking the same or another motion at a subsequent meeting of the Board.

FAILURE OF AN ITEM TO PASS. In the event that any matter comes before the Board requiring preliminary action to be taken, such as public hearings, or recommendation of a standing committee, three (3) negative votes against the adoption of such action shall be deemed to be a rejection of the proposed matter or item, unless the same is reconsidered or further affirmative action on the matter or item is taken at the same meeting of the Board. In the event of such rejection, further consideration of the same matter or item shall require that such preliminary steps be repeated prior to taking further action on the matter or item.

PROCEDURAL RULES – VIOLATION SHALL NOT INVALIDATE. Insofar as practicable, the business of the Board shall be conducted substantially in the order and manner provided in this resolution; provided, however, that the failure to observe or enforce such procedural rules

Good morning,

Looking for examples of procedures for how your agency elects its Chairperson, Vice-Chairperson and Secretary. Is it a voice vote? Do you rotate? Rock-paper-scissors? :)

Any information is appreciated.

Thank you!

Kahl Muscott
District Administrator
Auburn Area Recreation and Park District
Auburn CA
(530) 885-8461 ext. 102

2. RE: Election of officers

0 LIKE



Delia Granados

Actions ▾

Posted 6 hours ago

REPLY ▾

Our officers are elected by rotation.

Delia Granados
District Clerk

Examples from other agencies



Desert Recreation District
Indio CA
(760) 347-3484

[➤ ORIGINAL MESSAGE](#)

3. RE: Election of officers

0 LIKE



Terri Viehmann

[Actions ▼](#)

Posted 4 hours ago

[REPLY ▼](#)

We are in the process of documenting our practice. For the past 40 years our Board has rotated the position of President and Vice President. We operate on a calendar year. At our December Board meeting the Board nominates the upcoming year President and Vice President. It is never a surprise. They nominate the next person in line. Each Board member serves one year and rotates off.

Terri Viehmann
District Clerk
Tahoe City Public Utility District
Tahoe City CA
(530) 580-6052

[➤ ORIGINAL MESSAGE](#)

4. RE: Election of officers

0 LIKE

Loren Stephen-Porter

Actions ▾

Posted 4 hours ago

REPLY ▾

This is our policy:

- **SELECTION OF OFFICERS:**

Should a Director desire to serve as an Officer, s/he has the responsibility to express such desire to the rest of the Board.

It is desirable that Directors take turns as an Officer.

The Board shall not have a "lock step" rotation system for selecting Officers.

- **OFFICER ELECTIONS:**

At the first meeting following the election or appointment of new Director(s) and at the last scheduled meeting of the calendar year (during a non-election year), the Board shall elect a President and Vice President to serve until the election of his/her successor.

Assumption of the Board Officer positions is effective at the conclusion of the meeting of the Board of Directors at which the election occurred.

Upon the occurrence of a vacancy, the Board shall fill such vacancy in accordance with the law (Health and Safety 13852). An interim election may be held upon the written request of the majority of the Directors in office at the time.

- **BOARD OFFICER - TERM OF OFFICE:**

Once elected, Board Officers shall serve in their nominated position for a one-(1) year term.

Board Officers may be removed from a Board Officer position by a 4/5 vote of the Board (4 out of 5 Members).

- **The Board Secretary is appointed by the Board:**

The Board shall appoint a Secretary, who shall be a permanent employee of the District.

Hope this helps!

 Loren Stephen-Porter
 Executive Assistant/Board Secretary
 North County Fire Protection District (San Diego County)
 Fallbrook CA
 (760) 723-2012
lstephen@ncfire.org

[▶ ORIGINAL MESSAGE](#)



1112 "I"
 Street,
 Suite 200
 Sacramento
 CA, 95814

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CALIFORNIA SPECIAL DISTRICTS ALLIANCE



4.3 Cover sheet – Changes to ARD Youth Services Manager Job Description

Auburn Recreation District Policy Committee meeting March, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) approve changes to the Youth Services Manager job description?

Background

A few minor changes are proposed for the ARD Youth Services Manager job description. These changes to the job description are highlighted in the attached document.

Recommendation for the Policy Committee

Review and forward to the Consent Calendar a positive recommendation to approve the proposed changes to the Youth Services Manager job description.

Fiscal Impact

N/A

Attachments

Proposed changes to Youth Services Manager job description.

YOUTH SERVICES MANAGER

DEFINITION AND PURPOSE: Under the general direction of the District Administrator, the Youth Services Manager will be responsible for developing and implementing the major functions of the Discovery Club, Day Camp and other related programs. The Manager is responsible for training a staff of Coordinators, Directors and others to assist with these duties. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer youth service staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Maintains a positive relationship with parents, school administration, general public and staff. Acts as a Department liaison with various community groups
- Responsible for maintaining accurate and up to date files on all site activities. Prepares and presents analytical reports on programs and services
- Oversees disaster drills, promotion of playground/program safety as required
- Responsible to follow through on all accident and injury reports
- Responds quickly to all safety related issues
- Coordinates the use of school facilities, and solicits other community resources in the implementation of programs. Participates in various Departmental, District and community committees
- Design, implement and monitor yearly budgetary guidelines for all above programs
- Review and approve department time on the time clock system; ensure that all entries are correct
- Responsible to keep staff informed of and ensuring compliance with District policies and procedures as well as Federal, State and local requirements, including Title 22, Division 12, of Community Care Licensing
- Works closely with District Administration and District Office in matters related to the Youth Services programs
- Creates and distributes program marketing materials.
- Ensure completion of paperwork by all new departmental hires
- Answers telephone and responds to questions from the public

NON-ESSENTIAL JOB FUNCTIONS:

- Responsible for all purchasing of program supplies
- Ensure informative voice mail outgoing messages are current
- Plans/participates in special events, community involvement and/or field trips
- Assist with class, event and meeting set-up
- Prepare and deliver departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to Youth Services programs; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing and spreadsheets, preferably on PC based systems; have knowledge of the following: Theories, principles and practices common to Youth Services, after-school Discovery Clubs and Summer Day Camps; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High school diploma or equivalent and 18 years of age or older. Completion of 15 semester units in Early Childhood Education or related units which must include Administration class dealing with Title 22 (State Licensing Requirement) plus a minimum of four years supervising elementary/preschool-aged children.

And/Or: an A.A. degree from an accredited college or university with a minimum of two years supervising elementary /preschool aged children. 15 units in Early Childhood Education or related units must be included within degree units including 3 units of Administration for Title 22.

And/Or: a BA degree from an accredited college or university with at least one year experience supervising elementary or preschool aged children. 15 units in Early Childhood Education or related units must be included within/extra of degree units including 3 units of Administration for Title 22.

Any other new licensing requirements will have to be completed as required.

Two or more years of experience in staff management. Must have working knowledge of before/after school programs and policies.

LICENSES, CERTIFICATES AND IMMUNIZATIONS

Current First Aid and CPR certifications **compliant with licensing** are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment **or if you travel outside of the United States.**

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor,

*Youth Services Manager - Job Description
REVISED March, 2020*

temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required.

COMPENSATION: Salaried exempt non-union position.

Wage rate range

\$24.94 - \$33.43

Auburn Area Recreation and Park District is an Equal Opportunity Employer.

Item 4.4 Cover sheet – ARD Youth Services Department Policy Changes

Auburn Recreation District Policy Committee meeting March, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) change/add several policies related to the Youth Services Department?

Background

The ARD Youth Services Manager is proposing several changes and additions to policy, mainly regarding refunds and payments. These changes to the District Policy Manual are highlighted in the attached document.

Recommendation

Review and send a positive recommendation to the Board of Directors to approve the proposed changes to the Youth Services Dept. policies from the ARD Policy Manual.

Fiscal Impact

N/A

Attachments

Proposed changes to Youth Services policies.

Proposed changes to ARD Youth Services Dept. policy
From the District Policy Manual (proposed changes highlighted)

D. ARD Youth Services Refund Policy Regarding Refunds/credits/day changes.

1. ARD Day Camp

- a. All requests for refunds, credits or day changes must be made on the proper change form and must go through the day camp director. Credits are good for one year from the date of issuance. (moved from b.)
- b. In order to receive full refunds or credits, or to move days that are already paid, requests must be made by Friday, 5:00 p.m. two weeks prior to the session due date on the proper change form. This includes field trips.
- c. ~~After the two week mark and until the due date, ARD will issue a 50% refund or credit.~~ In order to receive half refund or credit, including moving days, requests must be made on the proper change form by Friday, 5:00 p.m., one week prior. This includes field trips.
- d. ~~After the due dates, 5:00 p.m. on the last Friday prior to the session,~~ days may not be moved and no refunds or credits will be issued except for illness with a doctor's note citing the specific dates a child may not attend. This includes field trips. ARD does not offer make-up dates for classes or swim lessons missed due to field trips.
- e. There is no refund for other ARD classes, camps or swim lessons missed due to field trips or events, nor does ARD offer a part-time discount to participants of these activities other than the half day rate at the session times offered.
- f. ARD does not extend credits/refunds/day changes for students who are suspended from the program for any reason.
- g. ARD offers credits (not refunds) for days paid in the event of an unexpected day camp closure due to acts of nature or other circumstances beyond our control.
- h. Payments on account will be accepted from subsidy groups who contract with ARD to provide care for approved campers.
- i. All refunds or credits through Daycareworks must be authorized by the Youth Services Manager, processed by Customer Service and documented with Accounting.
- j. In the event of power outages with poor air quality and/or temperatures above 90 degrees, we will only offer the morning session until 12:30 and close for the afternoon. Credits, not refunds, will be offered at that time.

2. ARD Discovery Club

- a. Days must be contracted and paid in advance and may not be changed or moved once payment is received.
- b. No credits or refunds for unused days except in the event of an illness with a doctor's note stating specific dates that a child may not attend.
- c. Discovery Club does not operate on the school's late starts, early dismissals or school closures due to severe weather, now days, power outages, or other circumstances beyond the program's control. There are no credits or refunds for those days.
- d. Payments on account will be accepted from subsidy groups who contract with ARD to provide care for approved students.
- e. All refunds or credits through Daycareworks must be authorized by the Youth Services Manager, processed by Customer Service and documented for Accounting.

3. ARD KinderReady Preschool

- a. If class is cancelled due to circumstances beyond the program's control, credit (not refunds) will be issued. Otherwise, no credits or refunds are given for absences.
- b. If a family needs to leave the program, they are required to give a 30-day notice.
- c. Payments on account will be accepted from Inspire to provide care for approved students.

Item 4.5 Cover sheet – Letter Opposing AB 2093 Email Retention

Auburn Area Recreation and Park District Policy Committee meeting March, 2020

The Issue

Shall the Auburn Area Recreation and Park District (ARD) send a letter opposing AB 2093, a bill which would require all public agencies, including special districts, to retain all emails related to the public's business for two years? The California Special District Association (CSDA) has put out a call to action to oppose this bill.

Background

CSDA has requested that special districts write letters to local and state legislators opposing AB 2093 (Gloria). Assembly Bill 2093 (Gloria) will require all public agencies, including special districts, to retain all emails related to the public's business for two years. The practical effect of this is that every public agency will need to keep all emails, sent and received, including out-of-office and spam emails for two years. The bill states that this is to be done in furtherance of the California Public Records Act (CPRA) to ensure that the State will not need to reimburse public agencies for any additional costs associated with this new mandate. AB 2093 is identical to a bill from last year, AB 1184 (Gloria, 2019), which was opposed by CSDA and vetoed by Governor Newsom. The Governor's veto Message stated:

“I am returning Assembly Bill 1184 without my signature. This bill would require state and local public agencies to retain every public record transmitted by e-mail for at least two years. This bill does not strike the appropriate balance between the benefits of greater transparency through the public's access to public records, and the burdens of a dramatic increase in records-retention requirements, including associated personnel and data-management costs to taxpayer. Therefore, I am unable to sign this bill.”

The impact of AB 2093 will require many agencies to purchase additional servers to store the massive amounts of data contained in the emails. Additionally, many agencies will likely need to hire additional staff to respond to CPRA requests in order to review and filter through all the additional emails agencies are maintaining. AB 2093 will also likely result in lengthened response times to CPRA requests.

While we all support transparency, this bill does not create greater transparency, it is simply a data retention bill. AB 2093 makes no changes to what agencies are required to disclose or what is exempt from disclosure under the CPRA. Draft documents and internal memos remain exempt from disclosure should an agency wish to exercise that exemption.

This bill will have negative impacts on all public agencies that aren't currently retaining all of their emails for two years.

Recommendation for the Policy Committee

Review and send a recommendation to the Board to send a letter opposing AB 2093.

Alternatives available to the Board of Directors

- 1) Do not approve the letter.
- 2) Amend the proposed letter and approve.

Fiscal Impact

There is no fiscal impact to send the letter.

Attachments

Proposed ARD letter opposing AB 2093.

[Your Agency's Letterhead (REQUIRED)]

3/27/2020

The Honorable Todd Gloria
California State Assembly
State Capitol
Sacramento, CA 95814

RE: Assembly Bill 2093 (Gloria) – Oppose [As Introduced]

Dear Assembly Member Gloria:

The Auburn Area Recreation and Park District (ARD) is respectfully opposed to your Assembly Bill 2093, which will require all public agencies to maintain all transmitted emails related to agency business for at least two years. ARD provides recreation and park services to 45,000 residents in the Auburn/Meadow Vista area and features 11 parks, 3 community centers, the area's only public pools as well as dozens of classes, camps, leagues and events.

To be clear, this is not a transparency bill, it is a data storage bill. The public will have no greater access to public records under AB 2093, nor will they have less. This bill creates no new disclosures or exemptions of records. This bill only mandates that public agencies retain all emails related to agency business for two years and avoids the constitutionally-required mandate subvention process declaring that the provisions of the bill are in furtherance of the California Public Records Act (CPRA).

While this measure is intended to improve public access to government records, in practice it will merely increase the burdens for both public agencies and CPRA requesters. The vast majority of emails consist of auto-replies, spam, and insignificant routine communications of minimal public interest. As the bulk of these emails increases, the burden to search through them and locate responsive records in the event of a CPRA request rises accordingly. Under the CPRA, the requester may be required to bear the cost of this data extraction - and indiscriminately mandating that emails be retained will thus make CPRA requests more expensive, perversely impeding public access. Moreover, for those costs that cannot be passed on to the requester, the public agency has no source for reimbursement, and must divert funds from other public programs. Compelling public agencies to retain masses of routine emails - which neither the sender nor recipient otherwise thought important enough to save - imposes significant burdens on all concerned for minimal public benefit. This point is corroborated by the Department of Finance's analysis of AB 1184 (Gloria, 2019), a bill that is completely identical to AB 2093 that was vetoed by Governor Newsom. In their analysis of AB 1184, the Department of Finance wrote that "[t]he retention of non-pertinent e-mails and the need to search through those e-mails, particularly for less specific CPRA requests, increases the amount of time needed to complete CPRA requests. This makes compliance with the CPRA more difficult in these instances and *produces worse outcomes for persons and entities submitting those requests* [emphases added]."

To further underscore this point, the Governor's veto message of AB 1184 read "[t]his bill does not strike the appropriate balance between the benefits of greater transparency through the public's access

AB 2093 (Gloria) – Oppose
Page 2 of 2

to public records, and the burdens of a dramatic increase in records-retention requirements, including associated personnel and data-management costs to taxpayer.”

AB 2093 will add millions of dollars in costs annually to the state and local agencies, including school districts. Public agencies will be forced to pay for additional data storage space as well as hire additional staff to sort through the millions of emails that are exempt from disclosure under the CPRA but mandated to be retained under AB 2093 in order to respond to public records act requests. Without the ability to be reimbursed for this costly unfunded mandate, public agencies will be forced to either raise fees and taxes or cut services to the communities they serve.

It is for these reasons that the Auburn Area Recreation and Park District must respectfully oppose AB 2093 (Gloria). Should you have any questions about our position, please feel free to contact us.

Sincerely,

Kahl Muscott, District Administrator
Auburn Area Recreation and Park District

CC: Raquel Mason, Legislative Assistant, Office of Assembly Member Todd Gloria
[Raquel.mason@asm.ca.gov]
Dillon Gibbons, Senior Legislative Representative, California Special Districts Association
[advocacy@cnda.net]

Discussion Item #1. Cover sheet – Hidden Falls Regional Park Trails Expansion Project SEIR

Auburn Area Recreation and Park District Policy Committee Meeting, March, 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.

Recommendation

Review and provide direction.

The 60-day public review and comment period ends April 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

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

AMENDED NOTICE OF AVAILABILITY OF A DRAFT SEIR FOR PUBLIC REVIEW

***** Amended to change Public Meeting on 3/26/2020 from 10:00 a.m. to 5:00 p.m. *****

Placer County has released a Draft Subsequent Environmental Impact Report (SEIR) for the project listed below:

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

PUBLIC REVIEW AND COMMENT PERIOD: February 20, 2020 through April 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 EIR is scheduled for:

- ▲ March 26, 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 April 20, 2020.

Comments received during the public review period (February 20, 2020 through April 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.

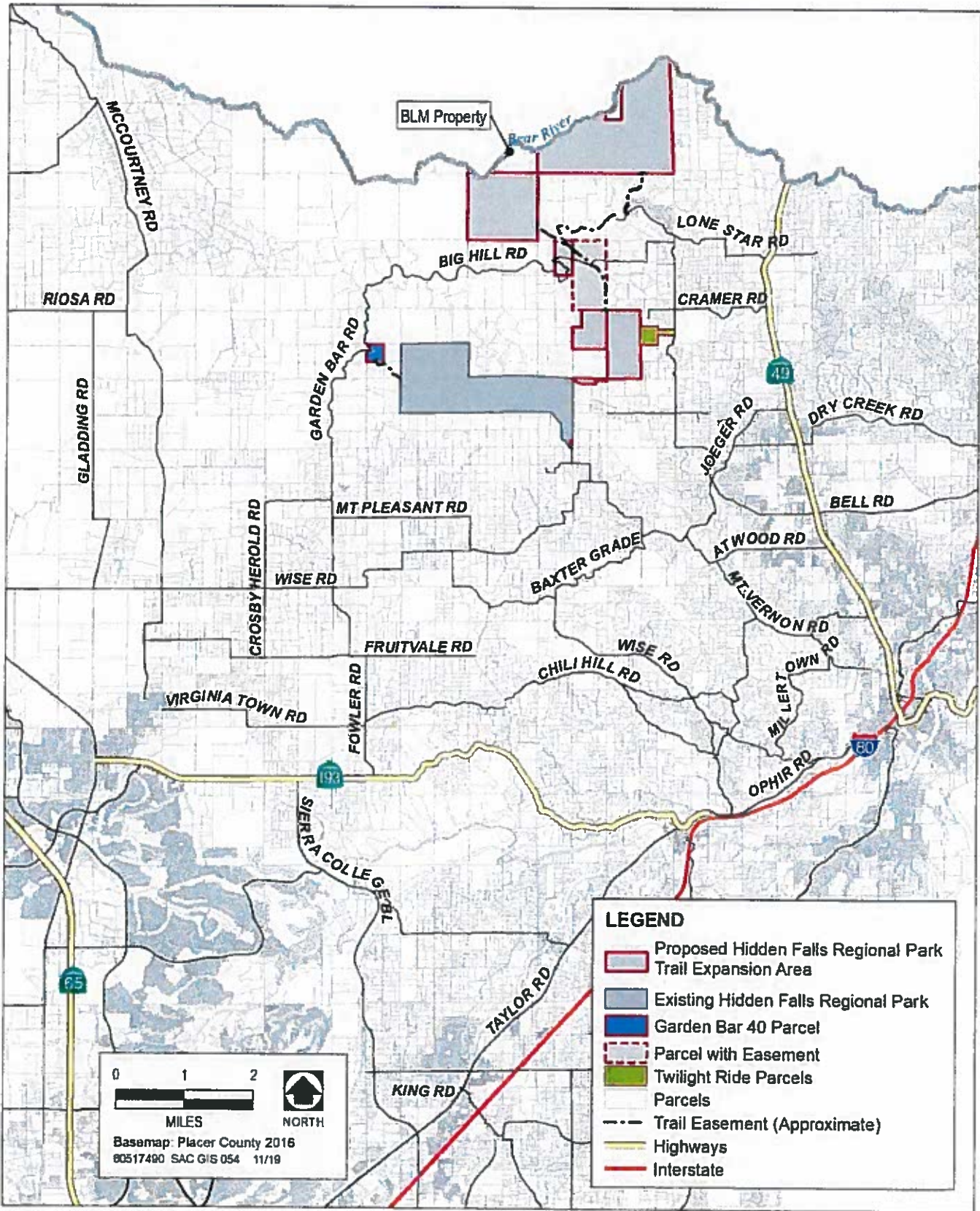
13. Why were the Placer Legacy Open Space Fund and Tree Preservation Fund approved as partial funding sources for the Twilight Ride property?

- 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)

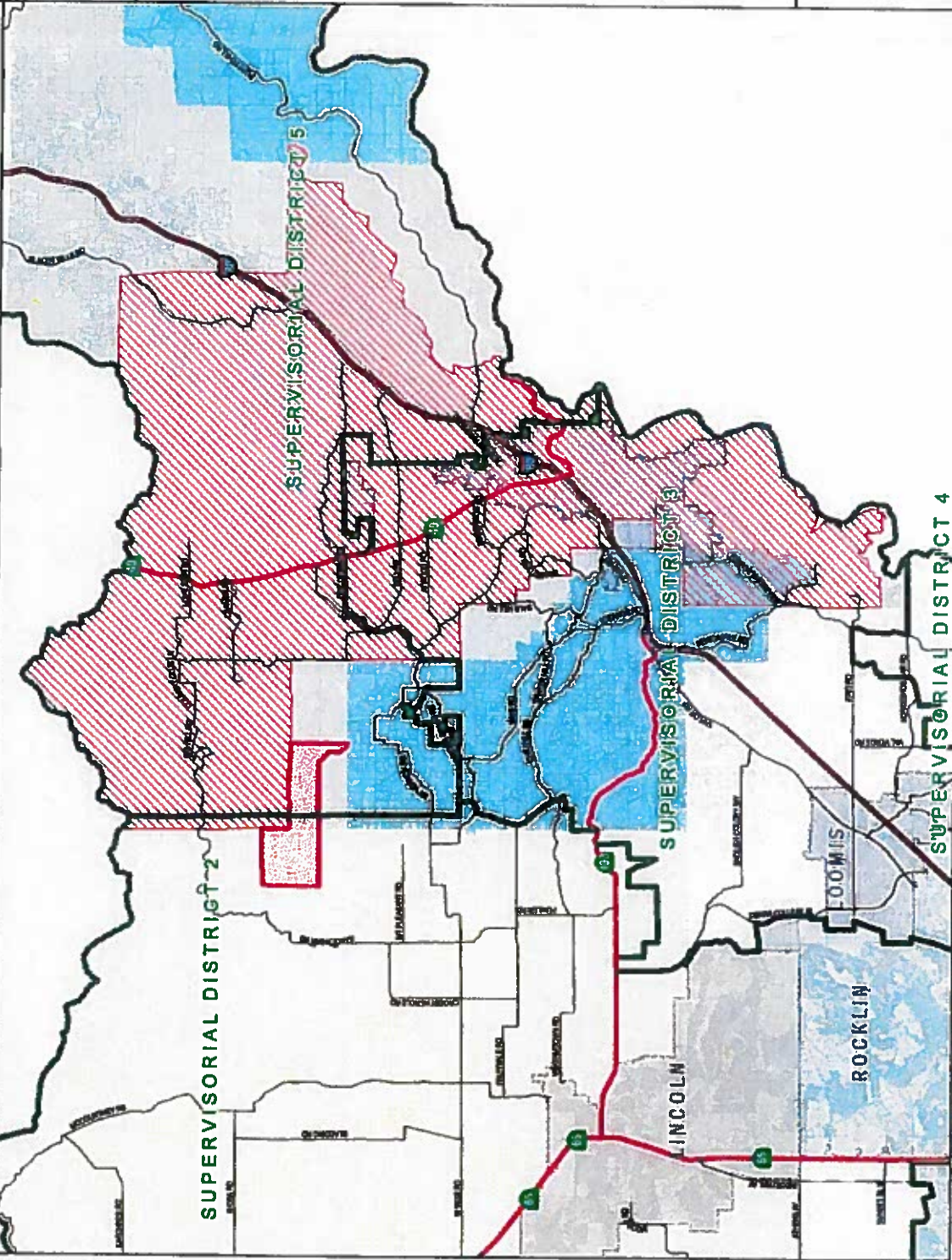
- A Notice of Preparation (NOP) was previously issued for the Project, and a public comment period ran from January 31 – March 1, 2017, with 45 comment letters being received. Because the project description was amended to reflect the potential use of the Twilight Ride parcels, a Revised NOP went out 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 - Ophioc Newcastle
 - Area #4 - Foresthill/Todd Valley
 - Area #5 - Auburn Rec District/Meadow Vista
 - Area #6 - City of Lincoln Area
 - Area #7 - Loomis Basin Area
 - Parcels



S:\A\G\Placer\Recreation Fee Districts