

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**
WEDNESDAY, OCTOBER 20, 2021, 1:00 PM
CANYON VIEW COMMUNITY CENTER, FOOTHILL ROOM
AUBURN, CA 95603

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://us06web.zoom.us/j/85714527001>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 857 1452 7001 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

1.0 CALL TO ORDER

Holbrook _____ 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 22, 2021 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3 – 4)**

Recommendation: Review and approve minutes.

4.2 District Policy Proposed Amendment – Smoking and Vaping (Page 5)

Shall the Auburn Area Recreation and Park District (ARD) change its policy regarding the prohibitions on smoking to include vaping and e-cigarettes?

4.3 Approval of Legal Bills.

4.5 Discussion item:

1. Proposed Board and Committee Meeting Schedule for November and December, 2021. (Pages 6 – 7)

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:

10-15-21
Date

12:00 pm
Time


Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, September 22, 2021 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 1:09 p.m.

ROLL CALL

Directors Holbrook and Ainsleigh were present.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by the Committee.

3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.

None.

4.0 BUSINESS

4.1 Approval of Minutes from the August 18, 2021 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the August 18, 2021 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by the Committee.

4.2 Renewing and Updating Facility Use Agreement with the American Red Cross

The Committee reviewed and approved Renewing and Updating Facility Use Agreement with the American Red Cross and forwarded it to the consent calendar for review and approval.

4.3 Resolution Number 2021-17, Proposed Fee Increases: Facility and Field Rentals; Public Swim

The Committee reviewed and approved Resolution Number 2021-17, Proposed Fee Increases: Facility and Field Rentals; Public Swim and forwarded it to the Board of Directors for review and adoption.

4.4 Approval of Legal Bills – There were no legal bills.

4.5 Discussion Items: None.

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 1:22 p.m.

Board Secretary

Date

Item 4.2 Cover sheet – District Policy proposed amendment – Smoking and Vaping

Auburn Recreation District Policy Committee meeting October, 2021

The Issue

Shall the Auburn Area Recreation and Park District (ARD) change its policy regarding the prohibitions on smoking to include vaping and e-cigarettes?

Background

The ARD Personnel Personnel Policy and Procedure Manual states the following regarding smoking:

4.11. Smoking

Smoking is not allowed in any enclosed area of the facility or within twenty-five (25) feet of an entrance to a facility. Additionally, smoking is prohibited in park areas that have been posted as non-smoking.

Staff is recommending that the policy be changed to include a prohibition on vaping and e-cigarettes. The proposed new policy would read as follows:

4.11. Smoking and Vaping

It is the policy of the District to prohibit smoking and vaping while on duty. Smoking and vaping are allowed only on breaks and is not allowed in any enclosed area of a facility, within twenty-five (25) feet of an entrance to a facility and/or in all District vehicles. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

Recommendation for the Policy Committee

Staff recommends that the Policy Committee review and send a positive recommendation to the Board of Directors to amend, as proposed, the policy on smoking and vaping.

Fiscal Impact

N/A

Attachments

None

Discussion Item #1. – Proposed Board and Committee Meeting Schedule for November and December, 2021

The proposed Board and Committee Meeting schedule for November and December, 2021 is listed below as follows:

November, 2021

Acquisition & Development	Tuesday, November 9, 2021 at 10:00 a.m.
Program, Personnel, Policy, Fee & Legal Review	Wednesday, November 10, 2021 at 1:00 p.m.
Standing Finance	Wednesday, November 10, 2021 at 2:00 p.m.

December, 2021

Acquisition & Development	Tuesday, December 7, 2021 at 10:00 a.m.
Program, Personnel, Policy, Fee & Legal Review	Wednesday, December 8, 2021 at 1:00 p.m.
Standing Finance	Wednesday, December 8, 2021 at 2:00 p.m.

November 2021

December 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11 OFF - Veterans Day	12	13
14	15	16	17	18 Board Meeting	19	20
21	22	23	24	25 OFF - Thanks- giving	26 OFF	27
28	29	30				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 Board Meeting	17	18
19	20	21	22	23 OFF - Christmas Eve (observed)	24 OFF - Christmas (observed)	25
26	27	28	29	30	31 OFF - New Year's Day (observed)	