

**Auburn Area Recreation and Park District**  
**Minutes**  
**of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting**  
Wednesday, July 19, 2017, 2:00 p.m.  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA 95603

**1.0 CALL TO ORDER**

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 2:05 p.m.

**ROLL CALL**

Directors Holbrook and Lynch were both present.

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

The agenda was approved by the Committee.

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

None.

**4.0 BUSINESS**

**4.1 Approval of Minutes from the June 21, 2017 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the June 21, 2017 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by the Committee.

**4.2 Resolution Number 2017-08, A Resolution Opposing Potential Use of Mitigation Fees at Hidden Falls Regional Park**

Directors Holbrook and Lynch reviewed Resolution Number 2017-08, A Resolution Opposing Potential Use of Mitigation Fees at Hidden Falls Regional Park and forwarded it with minor revisions made to the July, 2017 Board of Directors meeting for the Board's review and approval.

**4.3 Amending ARD's Refund Policy for Youth Services**

Directors Holbrook and Lynch reviewed and approved the amended ARD Refund Policy for Youth Services and forwarded it to the Board of Directors for review and approval.

**4.4 Approval of Legal Bills**

The legal bills from June, 2017 were reviewed and approved by the Committee.

**Discussion Items:**

None.

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

The following items were requested for review at future Program, Personnel, Policy, Fee & Legal Review Committee Meetings by Director Holbrook:

- Obtain a quote from SDRMA
- Review the District Transparency Checklist
- Review Reserve Policies
- Get a copy of the CSDA Sample Policy Handbook
- Do we have a Balance Budget Policy
- Review travel reimbursement policy; Government per diem
- Review Mission and Vision Statement – post on walls
- Review new hire packet
- Review employee review policies, forms, etc.
- Review layoff policy
- Review how PTO is established for exempt employees
- Review investment policies

**5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNED**

As there was no further business, the meeting was adjourned at 2:49 p.m.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

