

**Auburn Area Recreation and Park District**  
**Minutes**  
**of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting**  
Wednesday, October 18, 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 2:13 p.m.

**ROLL CALL**

Directors Holbrook and Lynch were present.

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

The agenda was approved by Directors Holbrook and Lynch.

**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 September 20, 2017 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the September 20, 2017 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by the Committee.

**4.2 ARD's Employee Merit Increases, Review Policies and Forms**

Directors Holbrook and Lynch reviewed ARD's Employee Merit Increases, Policies and Forms and forwarded it to the November, 2017 Policy meeting for further review.

**4.3 Policy for Balanced Budget Requirement**

The committee reviewed and approved the Policy for Balanced Budget Requirement and forwarded it to the Board of Directors meeting consent calendar.

**4.4 Travel, Training, Education and Government Per Diem Reimbursement Policy Amendments**

Directors Holbrook and Lynch reviewed the Travel, Training, Education and Government Per Diem Reimbursement Policy Amendments and forwarded them to the Board of Directors for review and approval with minor changes.

**4.5 Public Records Act Request Policy**

Directors Holbrook and Lynch reviewed the Public Records Act Request Policy and forwarded it to the Board of Directors for review and approval.

**4.6 Approval of Legal Bills**

There were no legal bills for September, 2017.

**Discussion Items:**

1. An update of efforts to complete the CSDA Transparency Certificate of Excellence – information was provided to the committee, staff will continue to update the Transparency Certificate of Excellence.

**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**

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 investment policy – Director Holbrook requested a review of Placer County’s investment policy with an overview of how money is invested. There is also an option through the CSDA investment pool that Director Holbrook also requested information on.

**ADJOURNED**

As there was no further business, the meeting was adjourned at 2:55 p.m.

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

\_\_\_\_\_  
Date

