

**AUBURN AREA RECREATION AND PARK DISTRICT  
SPECIAL MEETING OF THE BOARD OF DIRECTORS AGENDA**

**1:30 PM**

**WEDNESDAY, MARCH 18, 2020  
CANYON VIEW COMMUNITY CENTER, SIERRA ROOM  
471 MAIDU DRIVE  
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 in the District's Office at 471 Maidu Drive, Auburn, CA 95603 during normal business hours. 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**

The Board of Directors of the Auburn Area Recreation and Park District welcomes you to its meetings. Regular meetings are scheduled at 6 p.m. the last Thursday of each month. The November and December Board meetings will be scheduled in consideration of recognized holidays. Your attendance and interest is encouraged and appreciated. Special accommodations may be made upon request to the District Administrator 72 hours in advance of the meeting.

**Roll Call**

Holbrook \_\_\_\_ Gray \_\_\_\_ Ainsleigh \_\_\_\_ Ferris \_\_\_\_ Lynch \_\_\_\_

**3.0 AGENDA REVIEW, CHANGES, AND APPROVAL**

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
Holbrook \_\_\_\_ Gray \_\_\_\_ Ainsleigh \_\_\_\_ Ferris \_\_\_\_ Lynch \_\_\_\_

**Roll Call Vote**

**4.0 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 Board of Directors. After you are recognized by the Board Chairperson, please come to the lectern and state your name, and address for the record (optional). There is a time limitation of three minutes.

**5.0 BUSINESS**

**5.1 Proposed Policy – Advancing of PTO During Declaration of Emergency**

Shall the Auburn Area Recreation and Park District (ARD) create a policy that would allow for advancement of PTO during Emergency Declarations?

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

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Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**5.2 ARD Youth Services Department Policy Changes; Approval of Refunds Due to the COVID-19 Situation**

1. Shall the Auburn Area Recreation and Park District (ARD) change/add several policies related to the Youth Services Department, including changes related to Federal/State/local emergencies?
2. Shall the Board approve current refunds based on this policy?

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

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Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**5.3 Resolution Number 2020-10: Transfer of City Trust Funds for the Bike Park (Phase One and Ramps)**

Shall the Auburn Area Recreation and Park District (ARD) approve and adopt Resolution Number 2020-10?

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

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Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**5.4 Resolution Number 2020-09: Transfer of Capital Construction Reserves and City Trust Funds for the James Field Major Renovations**

Shall the Auburn Area Recreation and Park District (ARD) approve and adopt Resolution Number 2020-09?

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

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Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**5.5 Cancellation of March, 2020 Board of Directors Meeting**

Shall the Auburn Area Recreation and Park District (ARD) cancel the March 26, 2020 Board of Director's meeting as a result of the COVID-19 situation?

Motion by \_\_\_\_\_ Second by \_\_\_\_\_ to \_\_\_\_\_

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Holbrook \_\_\_\_\_ Gray \_\_\_\_\_ Ainsleigh \_\_\_\_\_ Ferris \_\_\_\_\_ Lynch \_\_\_\_\_

**Roll Call Vote**

**ADJOURNMENT**

AUBURN AREA RECREATION AND PARK DISTRICT  
This agenda is hereby certified to have been posted as follows:

3-17-20  
Date

1:28 pm.  
Time

P. Larson  
Clerk to the Board

## **Item 5.1 Cover sheet – Proposed Policy – Advancing of PTO During Declaration of Emergency**

**Auburn Area Recreation and Park District Special Board meeting March 18, 2020**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) create a policy that would allow for advancement of PTO time during Emergency Declarations?

### **Background**

The current COVID-19 situation has led to extraordinary measures being taken locally and around the world, including the loss of work for employees due to a lack of work or recommendations for people to stay home due to age or underlying medical conditions. ARD employees are already experiencing this, and there is a possibility for more to come.

A proposed new policy would allow for PTO (a combination of sick and vacation time) to be advanced to an employee who is not working due to a federal, state or local Declaration of Emergency is attached. This proposed policy has been vetted and partially written by CSDA contract attorney Patti Eyres.

### **Recommendation for the Board of Directors**

Review and approve the policy on PTO advancement as written.

### **Fiscal Impact**

As this advancement would be repaid, there would be no fiscal impact.

### **Attachments**

Proposed Personnel Policy §5.3, AA - Declaration of Emergencies Leaves

## **Proposed policy: Declaration of Emergency Leaves**

### **ARD Personal Policy Manual, Section 5.3 Leaves**

**AA. In the event of a Federal, State or local declaration of emergency requiring extended closures of parks, facilities and programs that result in a loss of or lack of work, the District will permit the following:**

- 1. Employees will be permitted to authorize the District to apply all accrued leave balances, including PTO. Should an employee exhaust all accrued leave balances, and upon the employee's written request, the District will advance the employee up to a maximum of eighty (80) hours of PTO. This negative accrual balance will be brought back to zero by the employee, through earned accruals for hours worked in the subsequent months.**
- 2. Employees who leave before their balance is zeroed out will have their final paycheck reduced by the appropriate amount to reach a zero balance. As a condition of advancing the PTO hours, employees submitting the request must include a signed payroll deduction authorization to allow the district to deduct any remaining balance from advanced PTO that has not been zeroed out on the date of separation.**
- 3. Employees may elect to use authorized unpaid time during these extended leaves necessitated by a Federal, State or local declaration of emergency requiring extended closures of parks, facilities and programs**
- 4. Probationary employees may use all accrued leave time, including PTO without having to complete their probationary period. The remainder of time off pursuant to a declaration of emergency will be unpaid and will not be counted toward the employee's probationary period. The probationary period will resume upon resumption of operations.**
- 5. All employees who are enrolled in the District's Health insurance benefits plan on the effective date of the emergency declaration shall remain in full coverage during the extended closure period, regardless of paid or unpaid leave status. Employees who make a personal premium contribution from their payroll checks will remain responsible to reimburse the District for all personal premium contributions.**

## **Item 5.2 Cover sheet – ARD Youth Services Department Policy Changes; Approval of Refunds Due to the COVID-19 Situation**

**Auburn Recreation District Special Board Meeting March 18, 2020**

### **The Issue**

1. Shall the Auburn Area Recreation and Park District (ARD) change/add several policies related to the Youth Services Department, including changes related to Federal/State/local emergencies?
2. Shall the Board approve current refunds based on this policy?

### **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, which were proposed prior to the COVID-19 situation, are highlighted in the attached document.

The proposed changes added because of the COVID-19 situations are highlighted and in red text.

### **Recommendation**

There are two proposed actions by the Board:

1. Review, make modifications (if any) and approve the changes to Youth Services policy.
2. Approve the refunds that currently need to be given due to the COVID-19 situation

### **Fiscal Impact**

The estimated Fiscal Impact of refunding Discovery Club and Day Camp due to the COVID-19 situation is \$38,000

### **Attachments**

Proposed changes to Youth Services policies

**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. ARD may offer refunds if a Federal, State or local emergency is declared. If the totality of refunds exceeds \$25,000, the District Administrator will obtain approval of the Board.
- i. Payments on account will be accepted from subsidy groups who contract with ARD to provide care for approved campers.
- j. All refunds or credits through Daycareworks must be authorized by the Youth Services Manager, processed by Customer Service and documents forwarded to accounting.
- k. 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. ARD may offer refunds if a Federal, State or local emergency is declared. If the totality of refunds exceeds \$25,000, the District Administrator will obtain approval of the Board.
- d. 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.
- e. Payments on account will be accepted from subsidy groups who contract with ARD to provide care for approved students.
- f. All refunds or credits through Daycareworks must be authorized by the Youth Services Manager, processed by Customer Service and documents forwarded to 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. ARD may offer refunds if a Federal, State or local emergency is declared. If the totality of refunds exceeds \$25,000, the District Administrator will obtain approval of the Board.
- c. If a family needs to leave the program, they are required to give a 30-day notice.
- d. Payments on account will be accepted from subsidy groups who contract with ARD to provide care for approved students.



## **Item 5.3 Cover Sheet: Resolution #2020-10: Transfer of City Trust Funds for the Bike Park (Phase One) and ramps**

**Auburn Area Recreation and Park District March, 2020 Finance committee meeting.**

**The Issue:** Shall the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2020-10 a resolution authorizing the transfer of funds from the City Trust in the amount of \$145,000 to reimburse the general fund for the building of the Bike Park (Phase One) and ramps.

**Background:** In February, 2019, the Board of Directors authorized a Project List authorizing 225,000 for the Bike Park Construction; \$50,000 to be funded by the City Trust Fund.

At the October 30<sup>th</sup>, 2019 Board meeting, the Board of Directors approved the updated Project List, increasing the construction to \$370,000; increasing funding from the City Trust to \$145,000.

F. Loduca Co. was awarded the contract for the construction of the Bike Park. Ramps were purchase from Progressive Bike Ramps. Giuliani & Kull was awarded the contract for the construction documents. The District spent a total of \$309,705.16 as of the end of February, to handle the necessary requirements to almost complete the installation and construction of the Bike Park (Phase One) and the ramps. All expenses were paid out of the general fund.

**Recommendation:**

Staff recommends that the Board of Directors review and recommend approval and adoption of Resolution #2020-10, a resolution approving the transfer of City Trust Funds in the amount of \$145,000 to the General Fund as this is an appropriate use of these reserves.

**Attachment:** Resolution Number 2020-10

**RESOLUTION NUMBER 2020 - 10**

**A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$145,000 FROM THE CITY TRUST FUND TO THE GENERAL FUND.**

**WHEREAS, in October 30, 2019 the Auburn Area Recreation & Park District Board of Directors approved the project list for Fiscal Year 2019/2020, and;**

**WHEREAS, one of the approved projects, the Bike Park (Phase One) and ramps have been completed and reserve funds need to be transferred, and;**

**THEREFORE, the Auburn Area Recreation and Park District Board of Directors does hereby resolve the following:**

**That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$ \$145,000 from the City Trust Fund for completion of the Bike Park (Phase One) and ramps to the General Fund.**

**APPROVED, PASSED, AND ADOPTED ON March 18, 2020 by the following roll call vote:**

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

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**Scott R. Holbrook  
Chairman of the Governing Board**

**ATTEST:**

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**Clerk to the Governing Board**

## **Item 5.4 Cover Sheet: Resolution #2020-09: Transfer of Capital Construction Reserves and City Trust Funds for the James Field Major Renovations**

**Auburn Area Recreation and Park District Mar, 2020 Finance committee meeting.**

**The Issue:** Shall the Auburn Area Recreation and Park District (District) approve and adopt Resolution #2020-09, a resolution authorizing the transfer of funds from the City Trust Funds in the amount of \$132,631 to reimburse the general fund for the major renovations of James Field at Recreation Park.

**Background:** In February, 2019, the Board of Directors authorized a Project List authorizing 250,000 for the Recreation Park's James Field Major Renovation, to be funded by the Capital Construction reserve.

At the October 30, 2019 Board meeting, the Board of Directors approved the updated Project List, increasing the project to \$412,600; increasing funding to \$112,600 from the City Trust Fund.

At the February 27, 2020 Board meeting, the Board of Directors approved the contingency increase as well as the final project cost of \$432,231; increasing the funding from the City Trust Fund to \$132,231.

Yamasaki Landscape Architect was awarded the contract for the design documents. Norris Electrical was hired for some of the electric needs. Clean Cut Landscape was awarded the contract for the reconstruction of James Field. The District spent a total of \$437,179 to handle all of the necessary requirements to complete the installation and reconstruction of James Field. All expenses were paid out of the general fund.

**Recommendation:**

Staff recommends that the Board of Directors review and recommend approval and adoption of Resolution #2020-09, a resolution approving the transfer of the Capital Construction Reserved in the amount of \$50,000 and the City Trust funds in the amount of \$132,231 to the General Fund as this is an appropriate use of these reserves.

**Attachment:** Resolution Number 2020-09

**RESOLUTION NUMBER 2020 - 09**

**A RESOLUTION OF THE GOVERNING BOARD OF DIRECTORS OF THE  
AUBURN AREA RECREATION AND PARK DISTRICT APPROVING THE  
TRANSFER OF FUNDS IN THE AMOUNT OF \$50,000 FROM THE CAPITAL  
CONSTRUCTION RESERVES AND \$132,231 FROM THE CITY TRUST FUND TO  
THE GENERAL FUND**

**WHEREAS, in October 30, 2019 the Auburn Area Recreation & Park District Board of Directors approved the project list for Fiscal Year 2019/2020, and;**

**WHEREAS, one of the approved projects, the James Field Major Renovations have been completed and reserve funds need to be transferred, and;**

**THEREFORE, the Auburn Area Recreation and Park District Board of Directors does hereby resolve the following:**

**That the Auburn Area Recreation and Park District Board of Directors hereby transfers \$50,000 from the Capital Construction Reserves and \$132,231 from the City Trust Fund for completion of James Field Major Renovations to the General Fund.**

**APPROVED, PASSED, AND ADOPTED ON March 18, 2020 by the following roll call vote:**

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

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**Scott R. Holbrook  
Chairman of the Governing Board**

**ATTEST:**

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**Clerk to the Governing Board**

## **Item 5.5 Cover sheet – Cancellation of March, 2020 Board of Directors Meeting**

**Auburn Area Recreation and Park District Special Board meeting March 18, 2020**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) cancel the March, 2020 Board of Director's meeting as a result of the COVID-19 situation?

### **Background**

The current COVID-19 situation has led to extraordinary measures being taken locally and around the world, including the cancellation of many meetings.

Current ARD Board Policy states "The regular meetings of the Board of Directors shall be held on the last Thursday of each month at 6:00 p.m.". A change to this policy, proposed before the COVID-19 situation, stating that the meetings will "customarily" be held on the last Thursday of each month was to be considered at the March Board meeting.

A March 12, 2020 Executive Order signed by Governor Newsom relaxed certain aspects of the Brown Act, including teleconferencing for meetings.

### **Recommendation for the Board of Directors**

Review and make a recommendation.

Staff notes that two reserve fund transfer requests are scheduled to come to the Board in March, 2020. If those transfer requests do not happen, the District will show a loss for FY 19/20.

### **Fiscal Impact**

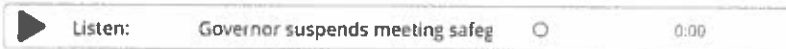
N/A

### **Attachments**

Article on Governor's Executive Order re: Brown Act

# Governor suspends meeting safeguards in Brown and Bagley-Keene Acts in response to coronavirus crisis

Published: March 12, 2020



Earlier today Governor Gavin Newsom issued an [Executive Order](#) announcing that he has suspended meeting requirements of the Brown Act and Bagley-Keene Act in response to the increasing threat posed by the Coronavirus.

The order authorizes state and local bodies to hold public meetings by teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local or state agencies.

The Governor further ordered that “all requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.”

Both the Brown Act and Bagley-Keene Act contain safeguards for the public when a state or local agency meets by teleconference. The Governor expressly suspended these safeguards in the Executive Order.

Specifically, the following teleconference requirements are suspended until the Governor lifts the emergency:

- A. State and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- B. Each teleconference location be accessible to the public;
- C. Members of the public may address the body at each teleconference conference location.
- D. State and local bodies post agendas at all teleconference locations;
- E. At least one member of the state body be physically present at the location specified in the notice of the meeting; and
- F. During teleconference meetings, at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

The Executive Order requires state and local agencies that meet by teleconference under the order to:

- (i) Give advance notice of each public meeting, according to the timeframe otherwise prescribed by the Bagley-Keene Act or the Brown Act, and use the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) Consistent with the notice requirement in paragraph (i), each state or local body must notice at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the public meeting, consistent with the public’s rights of access and public comment otherwise provided for by the Bagley Keene Act and the Brown Act, as applicable (including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act).

In addition to the mandatory conditions set forth above, the Executive Order urges all state and local bodies to “use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency

and provide the public access to their meetings.”

The Order does not affect other key provisions of either act, including requirements to notify the public on each agenda of what is to be discussed at an open or closed session of the teleconferenced meetings, or the ability of the public to obtain agenda packets or other documents used by decision-makers for the meetings. Nor does the order change what the respective bodies are required to publicly report after they meet in closed session.

If you have any questions about the application of the Executive Order please contact CNPA Staff Attorney [Brittney Barsotti](#) (916-288-6006).

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Posted in [Legislative Bulletin](#)

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[← CNPA cancels May 16 California Journalism Awards Gala](#)

[Simon Grieve is new CNPA president →](#)

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## DEPARTMENTS

INTERIM EXECUTIVE DIRECTOR  
Chuck Champion • 916-288-6015

ACCOUNTING  
Jennifer Davee • 916-288-6031  
Ashley Plunkett • 916-288-6012

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Vanessa Henderson • 916-288-6017

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Simon Birch • 916-288-6010

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Joe Witt • 916-288-6021

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## DIRECTORIES

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