

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE PROGRAM,  
PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**

**WEDNESDAY, AUGUST 20, 2025, 12:30 PM**

**CANYON VIEW COMMUNITY CENTER, BOARD ROOM  
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 by contacting the District Administrator at [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) or by calling (530) 537-2186 (M-F).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/83579990439>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 835 7999 0439 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](mailto:kmuscott@auburnrec.com) at least 48 hours in advance to request an auxiliary aid or accommodation.

**1.0 CALL TO ORDER**

Ainsleigh \_\_\_\_\_ Holbrook \_\_\_\_\_

**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 July 23, 2025 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)**

Recommendation: Review and approve minutes.

**4.2 Approval of Legal Bills**

None.

**4.3 Change \$3,000 Asset threshold to \$10,000 (Pages 5-6)**

Should the Auburn Area Recreation and Park District (District) change the \$3,000 Asset threshold to \$10,000 in the District Policy Manual?

**4.4 ARD Policy Change Proposal: P/T Dental insurance with no Cost to the District (Page 7)**

Should the Auburn Area Recreation and Park District (District) amend its Personnel Policy Manual to offer dental insurance for P/T 30+ hour employees if they wish to pay the premium in full?

**Discussion items:**

None.

**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:

Aug 14, 2025  
Date

1:30 p.m.  
Time

Cathy L. Sawyer  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes of the Program, Personnel, Policy, Fee & Legal  
Review Committee Meeting  
Wednesday, July 23, 2025 at 12:30 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 12:30 PM.

**ROLL CALL**

Director Ainsleigh and Director Holbrook were present.

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

The agenda was approved by the Committee as written.

**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, 2025 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The Committee reviewed and approved the minutes from June 18, 2025, Program, Personnel, Policy, Fee & Legal Review Committee.

**4.2 Approval of Legal Bills**

There were none.

**4.3 District Policy proposed amendment – Purchasing limits for the F&G Manager**

The Committee forwarded the District Policy proposed amendment – Purchasing limits for F&G Manager to the Board for consideration with a split recommendation. Director Holbrook would like to remove the monthly budget amount and Director Ainsleigh was fine with the proposed change as is.

**Discussion items:**

None.

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

None.

## 6.0 ITEMS PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 12:40 PM.

Board Secretary

Date \_\_\_\_\_

### 4.3 Cover Sheet: Change \$3,000 Asset threshold to \$10,000

Auburn Area Recreation and Park District Program, Personnel, Policy, Fee and Legal Review committee meeting, August 2025.

#### The Issue

Shall the Auburn Area Recreation and Park District change the \$3,000 Asset threshold to \$10,000 in the District Policy Manual?

#### Background

Nigro and Nigro, PC were hired by the Board of Directors to do our annual audit for Auburn Area Recreation and Park District. Per their recommendation, while presenting the audited financials, our Fixed Asset Capitalization Policy needs revising.

The Auditor commented during our audit, *"The District's capitalization threshold of \$3,000 is very low given the size of the District. We recommend that the District increase the capitalization threshold to \$10,000 to reduce the amount of tracking needed for capital assets."*

This is an echo of the feedback received from our last auditor, Richardson and Company, LLC, which was included in our audit recommendations for 2020. At that time Ingrid Richardson requested that we increase the threshold to \$5,000. The Policy was changed to increase the amount to \$3,000 at that time.

#### Fixed Asset Capitalization Policy

These procedures concern the acquisition, movement, sale, disposal, physical inventory and depreciation of fixed assets. The objective is to provide a tool for controlling property acquisition, availability, transference and disposal.

- A. Description of Fixed Assets. Fixed assets include land, buildings and structures, equipment or any related capital lease. These items are further defined as follows:
3. Equipment includes moveable personal property of a relatively permanent nature and of significant value. Relatively permanent nature should be interpreted as having a useful life expectancy of three or more years. Significant value shall be defined as all equipment acquisitions with a cost in excess of ~~\$3,000~~ **\$10,000**. The cost of equipment includes purchase price, freight charges, sales, use and transportation taxes and installation charges less discounts received.
  4. Items under ~~\$3,000~~ **\$10,000** are to be capitalized to the extent that they are a part of a permanent improvement project, the cumulative cost of which exceeds the ~~\$3,000~~ **\$10,000** parameter.
  5. All computer hardware purchased through the District is to be capitalized if the cost is in excess of ~~\$3,000~~ **\$10,000**.

**Recommendation**

Staff recommends the Fixed Asset Capitalization Policy be increased to a \$10,000 threshold. Staff requests that this change be forwarded to the Board of Directors for review and adoption.

**Fiscal Impact**

Possibly saving staff time of \$1,200.00 annually.

**Attachments**

None.



#### 4.4 Cover sheet – ARD Policy Change Proposal: P/T Dental Insurance with no Cost to District

Auburn Area Recreation and Park District Policy Committee meeting August, 2025

##### The Issue

Should the Auburn Area Recreation and Park District (District) amend its Personnel Policy Manual to offer dental insurance for P/T 30+ hour employees if they wish to pay the premium in full?

##### Background

The District currently has 5 employees who work 30 hours average that have not been offered dental insurance because we do not pay for dental for part-time employees, per policy. However, four of the employees indicated that they would consider enrolling if it were possible.

##### Proposed Personnel Policy Manual Change

#### APPENDIX A

##### **C. Dental Insurance Benefit**

The District offers group dental insurance coverage for full-time employees. Part-time employees averaging 30 hours or more per week are offered group dental insurance coverage for the cost of the premium. Deductions are non-taxed.

~~Part-time employees~~, seasonal employees, temporary employees, on-call employees, volunteers and independent contractors are ineligible for dental benefits.

Dental insurance benefits become effective on the first day of the month following one full month of continuous service. The District will contribute to dental insurance benefits premiums for full-time employees in accordance with the allowable rate as allocated by current union agreements and policies adopted by the Board of Directors. A full-time employee may elect optional coverage for dependents.

##### Recommendation

Staff recommends that the Policy Committee forward a positive recommendation to the Board of Directors to approve adjusting the Personnel Policy Manual to allow offering Dental to 30+ hour employees at their cost.

##### Fiscal Impact

None. Part-time employees would pay for their own dental coverage.

##### Attachments

None