

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

WEDNESDAY, OCTOBER 22, 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 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/81467828519>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 814 6782 8519 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

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 August 20, 2025 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills

There are none.

4.3 Youth Assistance Fund (YAF) Scholarship Fund Review (Pages 5-8)

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors review the Youth Assistance (scholarship) policies and funds? Director Holbrook has requested this review.

4.4 ARD Policy Review: Reusable, recyclable or compostable food containers and utensils (Pages 9-10)

Shall the Auburn Area Recreation and Park District (ARD) review its policy on reusable, recyclable or compostable food containers and utensils? This item was requested by Director Holbrook.

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:

Oct. 17, 2025
Date

10:00 AM
Time

Cathy Warford
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, August 20, 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 12:39 PM.

ROLL CALL

Director Ainsleigh was present. Director Holbrook was absent

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director Ainsleigh 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 July, 2025 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Director Ainsleigh reviewed and approved the minutes from July 23, 2025, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

There were none.

4.3 Change \$3,000 Asset threshold to \$10,000

Director Ainsleigh forwarded the Change \$3,000 Asset threshold to \$10,000 to the consent calendar for review and approval.

4.4 ARD Policy Change Proposal: P/T Dental insurance with no Cost to the District

Director Ainsleigh forwarded the ARD Policy Change Proposal: P/T Dental insurance with no Cost to the District to the consent calendar for review and approval.

Discussion items:

None.

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

Director Ansleigh suggested at the next Acquisition and Development Committee that they discuss replacing the turf at the Dog Park with Bermuda grass.

6.0 ITEMS PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 12:48 PM.

Cathy Warford
Board Secretary

August 26, 2025
Date

4.3 Cover sheet – Youth Assistance (Scholarship) Fund Review

Auburn Area Recreation and Park District Policy Committee October, 2025

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors review the Youth Assistance (scholarship) policies and funds? Director Holbrook has requested this review.

Background

ARD's current policy on the Youth Assistance Fund reads as follows:

XIII. Fundraising and Donations

B. Auburn Area Recreation & Park District Youth Assistance Fund (Scholarship)

The Auburn Area Recreation and Park District wants every child to have an opportunity to participate in its various recreational programs. In an effort to provide affordable programming, the District has established a Youth Assistance Fund to provide scholarships to assist lower income individuals and families. Income qualifications will be based on 75% of the Placer County Office of Education (PCOE) Schedule of Income Ceilings for Child Care and Development Programs. All requests for the Youth Assistance Fund Scholarship need to be accompanied by proof of income. This information will be kept confidential. The Youth Assistance Fund Scholarship is designed for participation in District recreation programs only; it cannot be used for Youth Services programs such as Discovery Club or Day Camp. All donations will be put in a single account wherein District applicants may receive up to \$150 per activity per child and Out-of-District applicants may receive up to 70% of aid. Requests for aid will be awarded based on the availability of funds. The maximum use for the scholarship is up to three scholarships per child, per year (once per child per activity guide). Foster children may receive funds once their status as a foster child has been established.

The money received from vending machine profits from the Recreation Park vending machine will be used to fund the Youth Assistance Fund.

The Recreation Services Manager will determine exceptional needs for Youth Assistance funding and bring it to the attention of the District Administrator and Administrative Services Manager for consideration.

Information about current ARD income guidelines, Placer County guidelines and State of California income guidelines are attached.

Recommendation for the Policy Committee

Review and provide direction and/or a recommendation to the Board.

Fiscal Impact

There is currently (as of 8/31/25) \$75,788 in the YAF, not including the \$5,000 we received at the September, 2025 Board meeting.

The following is an 8-year review of the Youth Assistance Fund:

<u>Year</u>	<u>Revenue (donations)</u>	<u>Expenses (scholarships provided)</u>
17/18	\$19,083	\$18,512
18/19	\$26,607	\$16,191
19/20	\$16,802	\$15,594
20/21	\$8,923	\$361 (COVID)
21/22	\$29,759	\$10,085
22/23	\$23,368	\$12,913
23/24	\$18,254	\$20,197
24/25	\$31,417	\$13,265

Attachments

ARD application and information for the Youth Assistance Fund (current)

AUBURN AREA RECREATION AND PARK DISTRICT

123 Recreation Drive

Auburn, CA 95603

APPLICANT INFORMATION FOR YOUTH ASSISTANCE FUND

Who Qualifies?

Any child who meets the age requirements of the specific program, who would not otherwise be able to pay for the program, or for whom payment would result in the family applying money which should be used for other pressing needs is eligible. The family income must be under a certain amount. This amount changes depending on the number of people in the family. These eligibility amounts are patterned after the formula established by the State Department of Education for subsidized programs as reflected in the table below:

Family Eligibility for Subsidized Programs

Family Size	1 or 2	3	4	5	6	7	8	9	10
Family Income Limit	4,596	5,198	6,018	6,981	7,944	8,125	8,305	8,486	8,667

(monthly gross) *revised 9/29/2023*

The parent or legal guardian of a candidate must complete the attached Youth Assistance Fund application **and submit proof of income.** Once the application is received, it is reviewed for eligibility requirements. Applicants will be notified of their qualification status prior to registration deadlines. Full or partial assistance may be approved.

The funds are secured through the generosity of local businesses, community groups, and individuals. There may not be enough funds to provide for all the families who meet the eligibility requirements.

At all times, the dignity and privacy of applicants and their families will be respected throughout the process.

PLEASE NOTE: This assistance fund is not intended for ARD's Discovery Club or Day Camp.

**AUBURN AREA RECREATION AND PARK DISTRICT
APPLICATION FOR YOUTH ASSISTANCE FUND**

Directions: Please provide the information asked for on this application. Attach proof of income (copy of most recent pay stub, etc). **Proof of income is required every time.** All information will remain confidential and will only be reviewed by the Youth Assistance Fund Coordinator.

All youth (17 and younger) are eligible for youth assistance three (3) times per year. Each child is eligible to take one class, program, league or lesson during the winter/spring season (January – April), the summer season (May – August) and fall (September – December). The Youth Assistance Fund can not be used for any ARD Discovery Club or Day Camp.

Return this form, proof of income and class registration form to the Recreation Park customer service office, 123 Recreation Dr., Auburn, CA 95603.

Participant Information

Name of Child: _____

Full Address: _____

Phone: _____ Birth Date: _____

Parent/Legal Guardian Information

Name: _____

Occupation: _____ # of family members in household: _____

Total Gross (before taxes) monthly income: _____

If unemployed, any source of income: _____

Program desiring assistance for: _____

If there is any additional information you would like to provide (extenuating circumstances, etc.) that would assist us in determining need, please use this space to explain.

I verify that the information provided in this application is true and complete. I understand that any false statements on this application shall be cause for disqualification from funding assistance.

Parent/Legal Guardian signature: _____ Date: _____

Proof of income must accompany all Youth Assistance Fund applications.

4.4 Cover sheet – ARD Policy Review: Reusable, recyclable or compostable food containers and utensils

Auburn Area Recreation and Park District Policy Committee meeting

The Issue

Shall the Auburn Area Recreation and Park District (ARD) review its policy on reusable, recyclable or compostable food containers and utensils? This item was requested by Director Holbrook.

Background

In 2020, the ARD Board of Directors adopted the following policy:

XII. Reusable, recyclable or compostable food containers and utensils

The District wishes to move away from environmentally damaging food packaging, containers and utensils to sustainable alternatives. To accomplish this goal, the District will institute the following policies and procedures:

A. ARD Youth Services and Recreation Services programming: As of September 1, 2020, ARD will only order reusable, recyclable or compostable food/beverage containers and utensils for its programs. These programs will be allowed to use existing stocks of plastic and non-recyclable containers and utensils through August 31, 2021.

B. ARD events:

Beginning January 1, 2021, vendors at ARD events will be encouraged to only use reusable, recyclable or compostable food/beverage containers and utensils. A 10% discount on applicable vendor fees will be offered to those vendors that only use reusable, recyclable or compostable food/beverage containers and utensils.

Beginning January 1, 2023, all vendors at ARD events will be required to only use reusable, recyclable or compostable food/beverage containers and utensils.

Beginning January 1, 2021, District staff will only order reusable, recyclable or compostable beverage/beverage containers for events. District staff will be allowed to use existing stocks of plastic and non-recyclable food/beverage containers and utensils through October 31, 2021

Recommendation for the Policy Committee

Review and provide direction and/or send a recommendation to the Board.

Fiscal Impact

Unknown.

Attachments

None.