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

WEDNESDAY, NOVEMBER 12, 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/89777452962. The public can use this link and/or call 1 669 900 6833 Webinar ID: 897 7745 2962 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 October 22, 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 Creation of a Youth and Community Assistance Fund (Pages 5-8)

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors create a Youth and Community Assistance Fund?

4.4 Proposed ARD Policy Modification: Reusable, recyclable or compostable food containers and utensils (Pages 9-11)

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

4.5 Amendments to Rec Aide III Job Description (Pages 12-14)

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Rec Aide III position?

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:

Nov 6, 2025 — Date
1:45pm — Time
Cathy Danford — Secretary to the Board

Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, October 22, 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 12:36 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 August, 2025 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The Committee reviewed and approved the minutes from August 20, 2025, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

There were none.

4.3 Youth Assistance Fund (YAF) Scholarship Fund Review

Director Holbrook suggested that there was too much money going into the Youth Assistance Fund. He suggested that we rename the fund and expand the ways that the funding could be used, while keeping a cap for the Youth Assistance at $25,000 per year. Director Ainsleigh suggested that the fund be rename to "Youth and Community Assistance." The Committee would like this item to be brought back to Policy in November.

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

4.5 Director Holbrook recommended that we modify the policy to make it a recommendation that reusable, recyclable or compostable food containers and utensils be used, as opposed to a mandate. Director Ainsleigh agreed. This item will be forwarded to the Board of Directors with these proposed changes.

Discussion items:

None.

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

Director Ansleigh suggested that we buy a light board for next year's Dead Fest since we cannot count on them being there every year. The lights could also be used for special projects i.e., Santa's Chest and other ARD events.

6.0 ITEMS PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 1:00 PM.

Cathy Warford
Board Secretary

Oct 23, 2025
Date

4.3 Cover sheet – Creation of a Youth and Community Assistance Fund

Auburn Area Recreation and Park District Policy Committee November, 2025

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors create a Youth and Community Assistance Fund?

Background

ARD currently has a policy in regards to the Youth Assistance (Scholarship) Fund. That policy is 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.

In October, 2025, the ARD Policy Committee reviewed the Youth Assistance Scholarship Fund, including the financial health of the Fund. The following is an 8-year review of the Youth Assistance Fund:

Year	Revenue (donations)	Expenses (scholarships provided)
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

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.

It was noted that the Youth Assistance Scholarship Fund is flush with cash. It was also noted that ARD could use additional funding for other District activities, such as events and projects.

The Policy Committee recommended that staff draft a policy that would create the Youth and Community Fund, opening up the possibility that donations could benefit several different ARD activities. A DRAFT policy is attached. The Policy Committee also advocated that the Youth Assistance (Scholarship) Fund maintain a balance of at least $25,000.

Recommendation for the Policy Committee

Review the DRAFT policy, make appropriate changes, and send the following recommendation to the Board:

1) That the Board adopt the new Youth and Community Fund policy.
2) That all existing monies in the Youth Assistance (Scholarship) Fund, as of 12/1/2025, remain in that funding reserve.

Fiscal Impact

The fiscal impact will be dependent on the donations received.

Attachments

Proposed DRAFT Youth and Community Assistance Policy

DRAFT Proposed new policy for the Youth and Community Assistance Fund

XIII. Fundraising and Donations

A. Fundraising

All proposed fundraisers and fundraising must be reviewed and approved by the District Administrator prior to a commitment of District resources.

B. Youth and Community Assistance Fund

The Auburn Area Recreation and Park District has established a Youth and Community Assistance Fund to provide scholarships and supplemental funding for programs, events and projects throughout the District. Donors may specify how their donation is to be spent, or may make a general donation to be used at the District's discretion.

District staff will submit a request to the Board of Directors to use funds for events and projects. Funding requests for the Youth Assistance Fund will be handled by District staff, per the guidelines below, to maintain confidentiality. Requests will include the amount of funding requested and the purpose(s) for the funding.

Available capital for the Youth Assistance Scholarship Fund shall be maintained at a minimum of $25,000. Should funding fall below this amount, the District will actively encourage all donors to support the Scholarship Fund before sponsoring any other fund.

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

The categories for donations are as follows:

1. 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 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.

2. District events Donors may make a monetary donation to one or more District events. These donations will be used to help underwrite the cost of District events, which are often free to attend.

3. District projects Donors may make a monetary donation to one or more District projects. These donations will be used to help cover the cost of District projects, which may include new projects, infrastructure projects, bench donations and tree donations.

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

Auburn Area Recreation and Park District Policy Committee meeting, October, 2025; Board of Directors meeting, October, 2025; Policy Committee, November, 2025

The Issue

Shall the Auburn Area Recreation and Park District (ARD) modify 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

This item was reviewed at the October Policy Committee and Board meetings. The item was sent back to the Policy Committee for consideration for further review and possible changes. Proposed changes to this policy are attached.

Recommendation for the Policy Committee

Review the proposed changes, provide comments, and forward to the Board with a positive recommendation.

Fiscal Impact

N/A

Attachments

Proposed changes to the reusable, recyclable or compostable policy

Proposed edits to District Policy

November, 2025

XII. Reusable or 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~~ recommends the following policies and procedures:

A. ARD Youth Services and Recreation Services programming: ~~As of September 1, 2020,~~ ARD recommends ~~will only~~ ordering reusable, or 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, Or 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~~

ARD recommends food vendors use community services to donate excess eatable food that would normally be disposed, to programs focused on feeding hungry people or animals.

4.5 Cover sheet – Amendments to Rec Aide III Job Description

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

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Rec Aide III position?

Background

ARD staff would like to make some modifications to the existing Rec Aide III job description. These modifications will allow for more flexibility in how we use a person in that role.

Staff has reviewed the job description and made a few suggested changes.

Recommendation for the Policy Committee

Review and send a positive recommendation to approve the amendments to the Rec Aide III job description. Recommend sending this item to the Consent Calendar.

Fiscal Impact

N/A

Attachments

Rec Aide III job description (proposed amendments highlighted)

RECREATION AIDE III

DEFINITION AND PURPOSE: Under the general direction of the Recreation Services Manager, the Recreation Aide III performs tasks and duties in support of recreation programs and operations. The Recreation Aide III works directly with both internal and external customers.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Assisting the Recreation Services Manager and Sports Coordinator with adult and youth sports and activities
- Assisting with special events
- Moving, setting up/cleaning up equipment and equipment inventory
- Assisting with program registration
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Responds quickly to all safety related issues
- Responsible to report all accidents and injuries to the appropriate individual(s) as well as complete and submit appropriate accident reports
- Customer Service including office visitors, telephone communication and letters
- Program and event promotion, including flyer design, and distribution
- Assists in managing and utilizing computer software programs RecTrac and WebTrac by providing accurate data entry
- Office administration tasks including, filing, emailing, creation of labels, mailings, and general office support
- Instructor payments for independent contractors teaching classes

NON-ESSENTIAL JOB FUNCTIONS:

- Assisting in the conducting of special recreation activities and events
- Assisting in the organization of games, recreational activities, and events
- Assist other ARD Departments with tasks or project
- ~~Moving, setting up equipment and equipment inventory~~
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to multi-task, work independently and as part of a team; make reports and keep accurate records; ability to work well with people, get along with others, and follow directions. Analyze and resolve unusual situations through application of District policy; ability to perform data entry; familiarity with Microsoft Windows, Excel, and Publisher applications; establish and maintain cooperative working relationships with District employees, volunteers and the general public.

EDUCATION REQUIREMENTS AND QUALIFYING SKILLS

High School diploma or equivalent; some college course work is desirable.

Minimum one year experience as an administrative or office assistant.

LICENSES AND CERTIFICATES

American Red Cross First Aid and CPR certification desirable.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The need to climb stairs and lift, carry and push equipment and supplies weighing up to 50 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled building environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend and holiday shifts. This position requires you to carry out your duties on-site.

COMPENSATION: Seasonal/Part-time non-union position.

Wage rate range

$19.87 - $24.90

Auburn Area Recreation and Park District is an Equal Opportunity Employer.