

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

**WEDNESDAY, DECEMBER 10, 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/89468853244>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 894 6885 3244 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 November 12, 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 Proposed Changes to the Youth Assistance Fund/Creation of a Community Assistance Fund (Pages 5-8)**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors modify the policy regarding the Youth Assistance Fund, possibly creating a Community Assistance Fund?

**4.4 Annual Investment Policy and Authority for Investment Policy (Pages 9-10)**

Shall the Auburn Area Recreation and Park District assign authority to the Administrative Services Manager (Treasurer) for a one-year period to assume full responsibility to invest or to reinvest funds of the District, or to sell or exchange securities so purchased?

**4.5 Use of Artificial Intelligence (AI) Policy (Pages 11-13)**

Shall the Auburn Area Recreation and Park District (ARD) create a policy addressing how artificial intelligence (AI) is used at the District?

**4.6 Memorial for Jim Ferris (Pages 14-16)**

Shall the Auburn Area Recreation and Park District (ARD) consider naming the Foothill Room at the Canyon View Community Center (CVCC) after Jim Ferris?

**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:

Dec 5, 2025  
Date

9:30 AM  
Time

Cathy Wayford  
Secretary to the Board

**Auburn Area Recreation and Park District  
Minutes of the Program, Personnel, Policy, Fee & Legal  
Review Committee Meeting  
Wednesday, November 12, 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 12:32 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 October, 2025 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The Committee reviewed and approved the minutes from October 22, 2025, Program, Personnel, Policy, Fee & Legal Review Committee.

**4.2 Approval of Legal Bills**

There were none.

**4.3 Creation of a Youth and Community Assistance Fund**

Director Holbrook recommended that Youth Assistance Fund be the priority and a balance over \$25,000 be used for other community events. Director Ainsleigh suggested ARD leave as the Youth Assistance Fund and that any extra funding go towards programs and projects that benefit youth access to Recreation. This item will be forwarded to the Board of Directors.

**4.4 Proposed ARD Policy Modification: Reusable, recyclable or compostable food containers and utensils**

Director Holbrook recommended that ARD eliminate the policy or as an alternative go with the proposed changes. Director Ainsleigh recommended going with the proposed changes, or as an alternative eliminating the policy. This item will be forwarded to the Board of Directors.

#### **4.5 Amendments to Rec Aide III Job Description**

Director Holbrook approves the staff's recommendation. Director Ainsleigh also approved. This item will be forwarded to Consent.

#### **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 1:05 PM.

Cathy Wayford  
Board Secretary

11/17/2025  
Date

### **4.3 Cover sheet – Proposed Changes to the Youth Assistance Fund/Creation of a Community Assistance Fund**

**Auburn Area Recreation and Park District Policy Committee November, 2025; Board of Directors, November, 2025; Policy Committee December, 2025**

#### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors modify the policy regarding the Youth Assistance Fund, possibly creating a 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:

<b><u>Year</u></b>	<b><u>Revenue (donations)</u></b>	<b><u>Expenses (scholarships provided)</u></b>
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.

This item was sent to the Board to review at the November, 2025 Board meeting. The Board sent the item back to the Policy Committee to consider keeping the Youth Assistance Scholarship Fund as it is (with one amendment) and to consider creating a separate Community Assistance Fund.

#### **Recommendation for the Policy Committee**

Review the proposed changes/additions to policy, amend as needed, and send to the Board with a positive recommendation.

#### **Fiscal Impact**

The fiscal impact will be dependent on the donations received.

#### **Attachments**

Proposed changes to 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. 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 \$300 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.

#### **C. Community Assistance Fund**

The Auburn Area Recreation and Park District has established a Community Assistance Fund to provide supplemental funding for 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, either per event/project or at budget or budget revision time. Requests will include the amount of funding requested and the purpose(s) for the funding.

The categories for Community Assistance Fund donations are as follows:

1. 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.
2. 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: Annual Investment Policy and Authority for Investment Policy**

**Auburn Area Recreation and Park District Program, Personnel, Policy, Fee & Legal Review Committee Meeting, December 2025.**

### **The Issue**

Shall the Auburn Area Recreation and Park District assign authority to the Administrative Services Manager (Treasurer) for a one-year period to assume full responsibility to invest or to reinvest funds of the District, or to sell or exchange securities so purchased?

### **Background**

#### **District Policy**

##### **II. Purchasing**

**F. All purchases must be against unencumbered funds. No officer or employee of the District may request by purchase acquisition any purchase order or award any contract for the acquisition of materials, supplies, equipment or services unless there exists an unencumbered budget appropriation of funds. If funds are encumbered, a request for transfer of funds from a reserve account must accompany the purchase order. Fund transfers from reserve accounts must be approved by the Board.**

In November 2022, the Board of Director's approved an updated Investment Policy for the District. This policy requires the Board of Directors to review and approve the Investment Policy if any changes are made to the policy. It also requires assigning authority to someone to make the deposits and or draw from those funds when the District's need arise, per Board Direction or per District Policy. The Board of Directors assigned this authority to the Administrative Services Manager (Veona Galbraith) for a one-year period. For Auburn Area Recreation and Park District; the authority does not include choosing specific stock investments to be purchased or sold.

Government Code § 53646: *In the case of any other local agency, the treasurer or chief fiscal officer of the local agency may annually render to the legislative body of that local agency and any oversight committee of that local agency a statement of investment policy, which the legislative body of the local agency shall consider at a public meeting. Any change in the policy shall also be considered by the legislative body of the local agency at a public meeting.*

Government Code § 53607: *The authority of the legislative body to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased, may be delegated for a one-year period by the legislative body to the treasurer of the local agency, who shall thereafter assume full responsibility for those transactions until the delegation of authority is revoked or expires, and shall make a monthly report of those transactions to the legislative body. Subject to review, the legislative body may renew the delegation of authority pursuant to this section each year.*

Government Code § 53607 states authority to invest or to reinvest funds of a local agency, or to sell or exchange securities so purchased may be delegated for a one-year period to the Treasurer of the local agency. As ARD does not have a Treasurer, it is recommended that that authority be given to the Administrative Services Manager. Therefore, it seems prudent to include this as part of the District's Investment policy and require a one-year delegated authority.

The Board of Directors shall annually delegate, for a one-year period, the Administrative Services Manager of the District to assume the responsibility for the transactions that will be submitted for investment or withdraw, per Board Direction, Board Approved District Policies or Board Approved Budgets.

**Recommendation**

Staff recommends the Program, Personnel, Policy, Fee & Legal Review Committee submit a positive recommendation for the Investment Policy and the authority of the same for the following one-year period and forward this to the Board of Directors for their approval.

**Fiscal Impact**

None

## **4.5 Cover sheet – Use of Artificial Intelligence (AI) Policy**

**Auburn Area Recreation and Park District (ARD) Program, Policy, Fee and Legal Review  
Committee December, 2025**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) create a policy addressing how artificial intelligence (AI) is used at the District?

### **Background**

The creation of an AI policy is important as ARD steers through this rapidly evolving feature in our professional and personal lives. Per Google AI:

“An organization should create an AI policy to mitigate significant legal, financial, and reputational risks, while simultaneously establishing a framework to maximize AI's benefits such as increased efficiency and innovation. The policy provides essential guardrails for employees, ensuring responsible and ethical use of the technology.”

ARD staff and Board recently attended a meeting where the Placer County Water Agency (PCWA) presented their new AI Policy, why they adopted it, and how they use it.

A proposed ARD AI policy is attached, borrowing heavily from the PCWA policy.

### **Recommendation for the Policy Committee**

Review, suggest possible changes, and forward to the Board of Directors with a positive recommendation.

### **Fiscal Impact**

N/A

### **Attachments**

Proposed Artificial Intelligence (AI) policy

## **Proposed addition to the ARD Personnel Policy Manual**

### **4.2 Use of Electronic Media**

#### **E. Artificial Intelligence (AI) Usage Policy**

The purpose of this policy is to establish clear guidelines for the responsible, ethical, and secure use of AI technologies across the District. By leveraging AI tools, the District aims to enhance operational efficiency, improve programming, projects and events, and support informed decision-making, while safeguarding against potential risks such as bias, misinformation, and privacy breaches. This policy applies to all employees, contractors, and third-party contractors/vendors using AI technologies on behalf of the District. It encompasses all AI tools, including generative AI, machine learning systems, and predictive analytics platforms, whether deployed internally or accessed through third-party services.

##### **1. Principles for AI Use**

AI tools must be utilized in a manner that aligns with District values and complies with applicable laws and regulations. The following principles apply:

- a. **Ethical Use:** AI systems must be used to enhance equity, efficiency, and innovation while avoiding any malicious or harmful applications.
- b. **Human Oversight:** All decisions significantly impacting individuals' rights or access to services must include meaningful human oversight.
- c. **Transparency:** The use of AI tools should be disclosed to stakeholders.
- d. **Accountability:** Employees are responsible for verifying the accuracy, compliance, and appropriateness of AI-generated outputs.

##### **2. Data Privacy and Security**

- a. **Prohibited Data:** Do not input personally identifiable information (PII), protected health information (PHI), or any sensitive or confidential data into AI systems.
- b. **Compliance:** Adhere to data privacy regulations related to the District when using AI technologies.
- c. **Public Records:** Treat AI prompts and outputs as potentially subject to public records requests.

##### **3. Prohibited Uses**

The following activities are explicitly prohibited:

- a. Using AI for real-time or covert biometric identification without consent.
- b. Automated decision-making without human review when it significantly affects individuals' rights or access.
- c. Generating content that perpetuates bias, discrimination, or misinformation.
- d. Entering confidential or sensitive organizational data into AI platforms without prior approval.

#### **4. Responsibilities**

- a. Employees: Ensure responsible use of AI, including verifying content accuracy, avoiding bias, and reporting issues.
- b. Supervisors: Provide training on AI tools and monitor compliance with this policy.
- c. Third-Party Contractors/Vendors: Must adhere to contractual obligations ensuring ethical AI use and data security.

## **4.6 Cover sheet – Memorial for Jim Ferris**

**Auburn Area Recreation and Park District Policy Committee December, 2025**

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) consider naming the Foothill Room at the Canyon View Community Center (CVCC) after Jim Ferris?

### **Background**

Jim Ferris served on the ARD Board of Directors from December, 2008 until mid/late-2022. Jim was also the founder of the Auburn State Recreation Area (ASRA) Canyon Keepers, serving as the chair of this active and important organization for 10 years. The Canyon Keepers held their monthly meetings in the Foothills Room at CVCC.

Members of the ARD Board of Directors, staff and the community have inquired as to naming the Foothills Room after Jim.

ARD Policy on naming facilities and creating memorials is as follows:

#### **XVI. Naming Public Facilities**

During the master-planning phase and/or prior to Board approving final plans and specifications on any park or public building, an open period of approximately two weeks will be announced giving individuals, staff and the Board an opportunity to suggest names for the facility.

A press release will be sent out notifying the public, and interested individuals could submit the appropriate form giving staff some information regarding the suggested name. Names should be submitted to the District Administrator.

Staff, along with an established committee or selection committee, will review all names and prioritize and recommend a name for finalization by the Board of Directors. The Board would receive all names submitted along with the staff/committee evaluation.

Land or gifts with deed restrictions may not follow these guidelines.

Names must be in accordance to District policy as noted.

##### **A. Parks:**

1. Name to reflect geographical location, historical references or feature of park, or significant or unusual natural features.
2. Named after a significant individual(s).

##### **B. Buildings:**

1. Name to reflect the services provided in facility.



2. Name to reflect geographical location.
3. Named after significant individual(s).

C. Criteria for naming a facility after an individual:

1. Individual must have made a significant contribution to the facility by:
  - a. Donation of land or large financial contribution to the facility.
  - b. Contributed substantially and improved the quality of life in the Auburn Area Recreation and Park District (Area 5). This could relate to involvement with parks and recreation or other public agency.
2. Each public facility or place within parks, such as ball fields, groves, walkways, trails and buildings could be named after selected individuals in their honor as desired and appropriate.

D. Criteria for creating memorials in an individual's name:

1. Individual must have made a significant contribution to the facility by:
  - a. Donation of land or large financial contribution to the facility.
  - b. Contributed significantly and improved the quality of life in the Auburn Area Recreation and Park District (Area 5). This could relate to involvement with parks and recreation or other public agency.
1. The memorial should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a bench with a plaque. All costs of the improvement shall be the responsibility of the donor. The donor may submit information and recommendation to the District Administrator regarding relevant history of the person to be memorialized, type of improvement desired and verbiage requested. Final decisions regarding the improvement, including, but not limited to, materials, equipment, location and labor will be made by the District.

E. Criteria for Memorial Tree plantings

1. Memorial Trees may be planted in District Parks as approved by the District. A plaque no larger than 5" x 7" can be requested to be placed by the base of a memorial tree on a case-by-case basis. All costs for the tree planting, including a plaque, shall be the responsibility of the donor. Final decisions regarding the tree species, location and labor will be made by the District.

**Recommendation for the Policy Committee**

Review and provide a positive recommendation to the Board of Directors.

Staff feels that Jim Ferris more than meets the criteria for naming a facility after an individual. Naming the Foothills Room after Jim Ferris would be appropriate.

**Fiscal Impact**

None to ARD

**Attachments**

None