

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, January 21, 2026 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 12:31 PM.

ROLL CALL

Director Ainsleigh and Director Holbrook were present. Director Holbrook arrived at 12:38 PM.

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

The Policy Committee reviewed and approved the minutes from December 10, 2025, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

There were no Legal Bills.

4.3 Amendments to the Administrative Services Manager Job Description

The Policy Committee reviewed and approved the Amendments to the Administrative Services Manager Job Description and sent this item to Consent Items for the Board of Directors to review and approve.

4.4 Use of Artificial Intelligence (AI) Policy

The Policy Committee reviewed the Use of Artificial Intelligence (AI) Policy and would like the District Administrator, Kahl Muscott, to have our Legal Counsel review the policy to see if it is needed. If ARD has not heard back from the Legal Counsel by Friday, the Policy Committee would like to send this item to the Board of Directors for review and comment.

4.5 Shockley Property Dispossession

The Policy Committee would like the District Administrator, Kahl Muscott, to check with both Placer Land Trust and Placer County to see if there is any interest in the Shockley Property

Discussion items:

1. Review of ARD's Adopt-A-Park Program – this item was discussed and sent to the Board of Directors for review.
2. Creation of a Volunteer of the Year Award – this item was discussed.

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 1:09 PM.

Cathy Warford
Board Secretary

Jan 27, 2026
Date