

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, February 18, 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 12:32 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 January, 2026 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The Policy Committee reviewed and approved the minutes from January 21, 2026, 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 the Amendments to the Administrative Services Manager Job Description. There was a split decision.

Director Holbrook recommends approving the Administrative Services Manager Job Description as amended.

Director Ainsleigh recommends adding the following amendments (red font) to the Administrative Services Manager Job Description:

EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES:

Education: Degree from an accredited four-year college or university with a degree in accounting, business administration, public administration or a closely related field.

Experience: Minimum of **two five** years increasingly responsible administrative and fiscal experience, including the maintenance of accounting and fiscal records, preferably with a public agency.

Or any combination of education and administrative and fiscal experience to meet qualification.

Must have taken, or be taking, 8 semester credit or 12 quarterly credit classes in personnel management at an accredited college or university, or comparable professional education program.

WORK ENVIRONMENT:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing documents, inspecting projects and facilities and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to ~~25~~ 35 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including **wet-rain, wind, hot heat to 112°F and cold, traction-impaired wet and frosty surfaces to 20°F** and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. 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. **Must be willing to wear appropriate eye and ear protection.**

4.4 Proposed ARD Ordinance #1 Amendment: Restriction of e-bike use in parks

The Policy Committee reviewed the Proposed ARD Ordinance #1 Amendment: Restriction of e-bike use in parks and forwarded this item to the Board of Directors.

Discussion items:

Review of ARD’s Adopt-A-Park Program – 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 1:00 PM.

Cathy Warford
Board Secretary

Feb 25, 2026
Date