

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

WEDNESDAY, JULY 22, 2026, 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/84488791795>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 844 8879 1795 to 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 June 17, 2026 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills

There is one.

4.3 Future Capital Construction and Equipment Reserve Minimum Balance Policy
(Pages 5-6)

Shall the Auburn Recreation District (ARD) consider amending its policies on the Future Capital Construction and Equipment Reserves, requiring a minimum balance of \$200,000 to be maintained in each? The Finance Committee has requested that this item be considered.

Discussion items:

1. MOU Policy Review **(Pages 7-8)**
2. MOU Renewal with the Auburn Pickleball Club **(Pages 9-14)**

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:

July 17, 2020
Date

11:00 AM
Time

Cathy Wainford
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, June 17, 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 12:30 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 May 2026 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The Policy Committee reviewed and approved the minutes from May 20, 2026, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

There were no legal bills.

Discussion items:

1. MOU Policy Review – this item will be brought back to the Committee in July with possible changes per direction from the Committee.
2. MOU Renewal with the Auburn Pickleball Club – this item was not discussed with members of the Auburn Pickleball Club.

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

Director Ainsleigh made a public comment regarding Kurt Bertilson. He feels Kurt should be able to proceed with the Pergola project.

6.0 ITEMS PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 12:56 PM.

Cathy W. Gifford
Board Secretary

June 23, 2026
Date

4.3 Cover sheet – Future Capital Construction and Equipment Reserve Minimum Balance Policy

Auburn Area Recreation and Park District Finance Committee Meeting, June, 2026; July, 2026; Policy Committee, July, 2026

The Issue

Shall the Auburn Recreation District (ARD) consider amending its policies on the Future Capital Construction and Equipment Reserves, requiring a minimum balance of \$200,000 be maintained in each? The Finance Committee has requested that this item be considered.

Background

ARD Policies on Restricted Reserves is as follows:

I. Budget

- E. ARD Restricted Reserve Funds. In accordance with Public Resource Code, Section 5788.9, the Board of Directors of the Auburn Area Recreation & Park District establishes the following funds:

1. Contingency: Contributions to this fund may occur at any time but will be maintained at \$70,000. Any monies from this fund that are spent for Board approved expenditures shall be replenished prior to any other reserve being funded.

2. Equipment: Contributions to this fund may occur at any time but an amount of \$50,000* will be added to the fund at the beginning of each new fiscal year. This fund can only be spent at the Board's discretion. These funds are to be used for additions to the current District inventory or to replace equipment that has expended its useful life and/or has broken down and is beyond economical repair and must be replaced.

* The \$50,000 amount is a figure based on staff's projections to accumulate sufficient funds to pay for the District's requirements through Fiscal Year 2017. As such this amount is changeable based on the Board's desires.

3. Capital Construction: Contributions to this fund may occur at any time but will be included in the budget each fiscal year on an "as available" basis. This yearly amount, if any, is part of the expenditure budget and can only be spent at the Board's discretion.

4. ADA Compliance: Contributions to this fund may occur at any time but will be included in the budget each fiscal year at a minimum amount of \$5,000 per year. The money in this reserve account will be used to fund costs and improvements related to the Americans with Disabilities Act at parks and facilities in the District.

The Board shall establish a policy of contributing 1-5% of the annual expenditure figure to reserves. During each budget cycle, Staff will provide recommendations to the Board for these contributions as appropriate based on the plans and goals of the District.

5. Unfunded CalPERS Pension Funding GASB 68: Contributions or Prefunding may occur at any time but will be included in the budget each fiscal year at an amount that represents at least \$60,000. Staff is to allocate 40% to directly Prefund CalPERS. Staff

is to allocate 60% to a section 115 Trust. The CalPERS UAL peaks in the year 2032 with an additional required payment of \$142,000. This required allocation should continue until ARD has reduced its peak to less than an annual \$100,000 (or until 90% funded, whichever is first). This will prevent the District from over funding. Once that has been achieved, 100% of the \$60,000 will be put into a section 115 Trust.

The Finance Committee has requested that staff prepare a DRAFT of policy provide a guideline for planning and budgeting purposes.

Proposed changes to the policy are as follows:

2. Equipment: Contributions to this fund may occur at any time but an amount of \$50,000* will be added to the fund at the beginning of each new fiscal year. As a guideline, the District will not plan nor budget for this fund to drop below a balance of \$100,000 at the end of any Fiscal Year. This fund can only be spent at the Board's discretion. These funds are to be used for additions to the current District inventory or to replace equipment that has expended its useful life and/or has broken down and is beyond economical repair and must be replaced.

* The \$50,000 amount is a figure based on staff's projections to accumulate sufficient funds to pay for the District's requirements through Fiscal Year 2017. As such this amount is changeable based on the Board's desires.

3. Capital Construction: Contributions to this fund may occur at any time but included in the budget each fiscal year on an "as available" basis. As a guideline, the District will not plan nor budget for this fund to drop below a balance of \$100,000 at the end of any Fiscal Year. This yearly amount, if any, is part of the expenditure budget and can only be spent at the Board's discretion.

Staff has provided the following documents for the Finance Committee to consider:

- 1) A copy of the current Obsolescence List (through FY 2043). This the list that ARD uses to purchase new equipment using Equipment Reserve Funds. No modifications have been made to this List for the purposes of this review, as direction will be needed due to the complex nature of moving around the replacement of equipment.
- 2) A copy of the current Five-Year Project List
- 3) A copy of the current Five-Year Project List in "Sandbox" format. This "Sandbox" provides a way for staff and the Board to look at possible ways to meet the stated goal of keeping a minimum balance of \$100,000.

Recommendation for the Policy Committee

The Finance Committee recommends that the Policy Committee review and adopt the amended policy, as written.

Fiscal Impact

As shown on each report

Attachments

None

Discussion Item # 1: Cover sheet – MOU Policy Review

Auburn Area Recreation and Park District Policy Committee June, 2026; July, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) review its policy on Memorandums of Understanding (MOU)? Director Holbrook requested that this item be reviewed.

Background

ARD District Policy states the following:

XIV. Policy on Memorandums of Understanding/Agreement and Public/Private Joint Ventures/Outside Entities Building on ARD Property (hereafter referred to as "Agreements")

All Agreements must be approved by the District Administrator and/or the Board of Directors.

The Board of Directors will be notified of all Agreements.

Agreements with an estimated annual value of less than \$25,000 may be approved by the District Administrator.

Agreements with an estimated annual value of \$25,000 or more will be approved by the Board of Directors.

Agreements without a maximum 90-day termination clause will be approved by the Board of Directors.

The District Administrator may forward any Agreement to the Board of Directors for approval.

Proposed changes could include:

XIV. Policy on Memorandums of Understanding/Agreement and Public/Private Joint Ventures/Outside Entities Building on ARD Property (hereafter referred to as "Agreements")

All Agreements must be approved by the District Administrator and/or the Board of Directors.

The Board of Directors will be notified of all Agreements.

Agreements with an estimated annual value of less than \$25,000 may be approved by the District Administrator.

Agreements with an estimated annual value of \$25,000 or more will be approved by the Board of Directors.

Agreements with more than a 30-day termination clause will be approved by the Board of Directors.

Agreements will not include any clause that requires ARD or the Friends of ARD 501 c3 to provide financial services, in any form.

The District Administrator may forward any Agreement to the Board of Directors for approval.

ARD currently has MOUs/Agreements with the following organizations (date of most recent amendment in parenthesis):

The Meadow Vista Arboretum (2001 + 2012 development/maintenance)**
Ashley Memorial Dog Park (2007)
Western States Endurance Run for Overlook Park mod (2010)
Western States Trail Foundation for Overlook Park mod (2010)
Placer County Sheriff's Office (2011)
American Red Cross Shelter Agreement (2012)
The Auburn Trails Alliance re: Bike Park (2014)
The Meadow Vista Community Center (2016)
Meadow Vista Water Users Agreement (2023)
The City of Auburn (2023)
The Auburn Pickleball Club (2023)**

** These agreements involve ARD managing funds/finances

Note: the above list does not include lease agreements or the USBR Managing Partner Agreement.

Recommendation for the Policy Committee

Review and provide direction.

Fiscal Impact

N/A

Attachments

None

Discussion Item # 2: Cover sheet – MOU Renewal with the Auburn Pickleball Club

Auburn Area Recreation and Park District Policy Committee June, 2026; July, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) renew its Memorandum of Understanding (MOU) with the Auburn Pickleball Club (APC)? Director Holbrook requested that this item be considered.

Background

ARD terminated its MOU with the APC in April, 2026 due to issues with receiving timely and/or complete financial reporting from the APC. These delays and/or incomplete financial reports caused operational issues for ARD staff. This MOU had a 90-day termination clause. This MOU will be officially terminated July 31, 2026.

ARD District Policy states the following:

XIV. Policy on Memorandums of Understanding/Agreement and Public/Private Joint Ventures/Outside Entities Building on ARD Property (hereafter referred to as "Agreements")

All Agreements must be approved by the District Administrator and/or the Board of Directors.

The Board of Directors will be notified of all Agreements.

Agreements with an estimated annual value of less than \$25,000 may be approved by the District Administrator.

Agreements with an estimated annual value of \$25,000 or more will be approved by the Board of Directors.

Agreements without a maximum 90-day termination clause will be approved by the Board of Directors.

The District Administrator may forward any Agreement to the Board of Directors for approval.

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Placer County Sheriff's Office (2011)
American Red Cross Shelter Agreement (2012)
The Auburn Trails Alliance re: Bike Park (2014)

The Meadow Vista Community Center (2016)
Meadow Vista Water Users Agreement (2023)
The City of Auburn (2023)
The Auburn Pickleball Club (2023)**

** These agreements involve ARD managing funds/finances

Note: the above list does not include lease agreements or the USBR Managing Partner Agreement.

Recommendation for the Policy Committee

Review and provide direction.

Fiscal Impact

N/A

Attachments

MOU with the Auburn Pickleball Club (expires 7/31/26)
MOU with the Auburn Pickleball Club, with proposed changes

Memorandum of Understanding between the Auburn Pickleball Club and the Auburn Area Recreation and Park District for Operations and Administration of the Auburn Pickleball Club

Whereas, the Auburn Area Recreation and Park District (ARD) is a Special District created in 1948 to provide recreation and park services for the greater Auburn and Meadow Vista areas, and

Whereas the mission of ARD is to provide an excellent system of parks, recreation facilities, programs and services that enrich the lives, health and happiness of our citizens, and

Whereas, ARD is desirous of working with the community to form a pickleball club, and

Whereas, the Auburn Pickleball Club's (APC) mission is to provide organized recreational and competitive pickleball play by facilitating lessons, recreational and competitive play, and social events with the purpose of creating revenue to assist ARD in pickleball facilities use, upkeep and expansion., and

Whereas, ARD and the Auburn Pickleball Club agree that a mutual partnership to fundraise and administer a pickleball club is in the best interest of the community.

Now therefore, ARD and Auburn Pickleball Club hereby agree as follows:

- 1) The Auburn Pickleball Club acknowledges and understands that ARD pickleball courts, tennis courts and gymnasiums are public facilities and are used for a variety of classes, leagues, tournaments and general drop-in play. Auburn Pickleball Club use of these facilities will be scheduled with ARD in advance.
- 2) The Auburn Pickleball Club finances will operate through the "Friends of the Auburn Area Recreation and Park District" 501(c)(3)" organization. The Auburn Pickleball Club agrees that it will adhere to all "Friends" policies and procedures.
- 3) The Auburn Pickleball Club will have its own set of bylaws that provide instruction on how the Auburn Pickleball Club will operate.
- 4) All improvements to ARD facilities, other than routine maintenance, must be approved by ARD. Prior to beginning any project or phase of a project, funding must be in place. Routine maintenance shall be defined as clean up and repairs that do not alter the layout or features of an ARD facility.
- 5) The Auburn Pickleball Club agrees and understands that improvements may require permissions and permits from ARD and/or other governmental agencies. Proper time should be allotted to receive these permissions and permits.
- 6) Auburn Pickleball Club volunteers must follow ARD volunteer guidelines and rules.
- 7) ARD agrees that the Auburn Pickleball Club is not responsible for the conduct of members of the general public using the facilities during non-Auburn Pickleball Club usage.
- 8) ARD reserves the right to close facilities for any purposes deemed necessary.

Specifically, the Auburn Area Recreation and Park District (ARD) will be responsible for the following:

- a. Providing accurate information on calendars and facility availability
- b. Providing accounting and financial services for the Auburn Pickleball Club through the "Friends of the Auburn Area Recreation and Park District" 501(c)(3)". These accounting services do not include building, tracking or promoting membership in the Auburn Pickleball Club.

Specifically, the Auburn Pickleball Club will be responsible for the following:

- a. Providing financial and/or in-kind assistance for organized recreational and competitive pickleball play by facilitating lessons, recreational and competitive play, and social events with the purpose of creating revenue to assist ARD in pickleball facilities use, upkeep and expansion.
- b. Building, tracking or promoting membership in the Auburn Pickleball Club.
- c. Creation, monitoring and maintenance of an Auburn Pickleball Club website.

The term of this Memorandum of Understanding shall be one year, from the date of signing, with an automatic renewal at the end of each year unless terminated or amended. This MOU may be terminated by either party by giving the other party 90 days written notice. Notice must be delivered by certified U.S. mail to:

Auburn Area Recreation and Park District
c/o District Administrator
471 Maidu Dr. Suite 200
Auburn, CA 95603

Auburn Pickleball Club

Dated: _____

Kahl Muscott, ARD District Administrator

Dated: _____

Name, APC Chairperson

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Auburn Area Recreation and Park District
c/o District Administrator
471 Maidu Dr. Suite 200
Auburn, CA 95603

Auburn Pickleball Club

Dated: _____

Kahl Muscott, ARD District Administrator

Dated: _____

Name, APC Chairperson