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

TUESDAY, NOVEMBER 10, 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/89892497685. The public can use this link and/or call 1 669 900 6833 Webinar ID: 898 9249 7685 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 October 21, 2026 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills

None.

4.3 ARD Policy Amendment – Use of ARD Fields and Lights by User Groups (Pages 5-8)

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors amend its policy on field and field light use by User Groups? Director Holbrook requested that this item be considered.

4.4 District Policy proposed amendment – Check signing authority and electronic payments (Pages 9-10)

Shall the Auburn Area Recreation and Park District (ARD) amend its policy on check signing authority, allowing Board Members to approve invoices for Automated Clearing House (ACH) payments?

4.5 Use of Artificial Intelligence (AI) Policy (Pages 11-14)

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

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, 2026	1:30 pm	Cathy Warford
Date	Time	Secretary to the Board

Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, October 21, 2026 at 11:30 AM
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 11:30 PM.

ROLL CALL

Director Holbrook was present. Director Ainsleigh came in at 11:33 PM.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by Director Holbrook 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 September 2026 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Director Holbrook reviewed and approved the minutes from the September 16, 2026, Policy Committee meeting.

4.2 Approval of Legal Bills

The legal bill was approved.

4.3 ARD Policy Amendment – Use of Fields and Lights by User Groups

This item was tabled and forwarded to November's Policy Committee for further review.

4.4 Shockley Property Future

This item was forwarded to the Board of Directors as a discussion item for review.

4.5 District Policy proposed amendment – Requirements for Overtime

The Policy Committee sent a positive recommendation to the Board of Directors to approve 4.5 District Policy proposed amendment – Requirements for Overtime. The Committee recommended sending this item to the Consent Calendar.

4.6 MOU Policy Review

The Policy Committee would like to table this item for now.

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 12:17 PM.

Cathy Warford
Board Secretary

Nov. 2, 2026
Date

4.3 Cover sheet – ARD Policy Amendment – Use of ARD Fields and Lights by User Groups

Auburn Recreation District Policy Committee meeting, October, 2026; November, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) Board of Directors amend its policy on field and field light use by User Groups? Director Holbrook requested that this item be considered.

Background

Following discussions at a recent ARD Board of Directors meeting, a request was made by Director Holbrook to review and possibly amend ARD policies on the use of ARD fields and field lights. Field light usage has been an issue in the past with certain User Groups as there have been instances of unscheduled use, lights being left on, and keys being passed around/copied.

Proposed changes to the policy, as well as a few clean-up items, are attached.

ARD staff also sought legal counsel review regarding information presented at the Board meeting, mainly about the legality of ARD policies regarding the use of fields and lights. ARD's legal counsel provided the following statement after review:

> "The District has adopted reasonable use policies for authorizing use of its fields and recreational facilities. These do not involve any type of discriminatory conduct prohibited by the Fourteenth Amendment. They do not involve unlawful class-based distinctions and are supported by an ample legal basis."

This item was reviewed at the October, 2026 Policy Committee meeting. It was decided to review the proposed amendments and bring the item back to the November Policy Committee meeting.

Recommendation for the Policy Committee

Review and provide a positive recommendation that the ARD Board of Directors approve the amendments to the ARD District policy about the use of fields and lights.

Fiscal Impact

N/A

Attachments

EXISTING ARD Policy on use of outdoor fields and facilities, with proposed changes highlighted.

EXISTING ARD Policy on use of outdoor fields and facilities, with proposed changes highlighted

XXI. Use of Outdoor Fields and Facilities

A. Field use policies for private renters:

1. All renters must adhere to the Field Availability Policy.

2. The District reserves the right to cancel any event with or without advance notice. District functions take priority in all cases. Renter will schedule fields from the master schedule with the Customer Service Office.

3. Fields will be assigned on a first come, first served basis, except for historic/regular User Groups (ex. Little League use of baseball fields in the spring).

4. A renter may contract with the District to prepare fields for an event for additional fees, to be paid in full prior to field preparation. This service is only provided if the District has available staffing to meet the request.

5. Fields are expected to be left in the same condition that they were found in. A fee for additional maintenance work required by the District to bring the field(s) back to acceptable playing condition may be charged to the responsible party. Future reservations will not be permitted until this fee is paid. Deposits may be required.

6. The District reserves the right to deny any rental request for the use of fields. Complaints or problems related to a specific customer's use will be taken into consideration when a rental application is submitted for use of fields.

7. Rained out reservations may be rescheduled or fees refunded if requested the first working day after the rain out.

8. A strict 10:45pm curfew will be enforced for all week night and weekend play, unless prior authorization is obtained by Special Permit.

9. No person or commercial enterprise may use a District park or facility for financial gain unless authorized by Special Permit or they are running a District sanctioned class or activity. Associated rental fees may be charged.

B. Field Use Policies for User Groups:

1. A User Group is defined as an organization that regularly rents fields or facilities from the District. Generally, all youth sports organizations are considered User Groups.

2. All User Groups must adhere to the field availability policy detailed in section C.

3. User Groups will prepare a schedule at least two months in advance and submit to the Customer Service/Marketing Manager.

4. A User Group may contact with the District to prepare fields for an event for additional fees, to be paid in full prior to field preparation.

5. The use of field lights will be strictly controlled. User Groups must adhere to the scheduled time for the use of the lights, and pay for any incidental overages. Abuse or failure to scheduled light usage on the fields will result in the following:

   a. First offense: warning
   b. Second offense - $200 penalty. This penalty must be paid before field lights can be used again
   c. Third offense - $300 penalty and loss of field lights for the rest of the season

6. The District reserves the right to deny any rental request for the use of fields. Complaints or problems related to a specific User Group will be taken into consideration when a rental application is submitted for use of fields.

7. Rained out reservations may be rescheduled or fees refunded if requested the first working day after the rain out.

8. A strict 10:45pm curfew will be enforced for all week night and weekend play, unless prior authorization is obtained by Special Permit.

9. No food or beverages may be sold at any field without a special use permit or contract, and must meet all state, county and local ordinances and regulations.

10. Parking is allowed only in designated areas.

11. No public-address systems or other amplification units will be allowed, unless first approved through a Special Permit. All such approvals must adhere to ARD Ordinance # 1 G.

12. No person shall willfully make or continue a loud, unnecessary, or unusual noise or indulge in riotous, boisterous, threatening, or indecent conduct, or abusive, threatening, profane or indecent language within a park in such a manner as to disturb the public peace or to materially disrupt the quiet enjoyment of reasonable persons of normal sensitivity who are lawfully present in the park or on nearby properties.

13. Renters will be required to compensate the District for any damage to fields or equipment that may occur during the renter's period of use.

C. Field Availability Policy:

The Auburn Area Recreation and Park District has established a three-level code system to indicate the availability of a field for use by a user group or renter.

The three codes are as follows:

RED – Signified that the field is not available for use. Any violation of this code will result in the user group or renter being financially responsible for damage caused to the field. The user group will be responsible for payment of any rental fees for the use of the field and/or fines levied by ARD. The user group or renter assumes all liability for injuries that occur due to field conditions.

YELLOW – ARD cautions against use of the field. The field has not been prepared for use; however, the user group may use the field at its own discretion. The user group or renter assumes all liability for injuries that occur due to field conditions. The user group or renter is responsible for improving and preparing the field to acceptable standards for its own use. The user group or renter will be financially responsible for any damage to the field and rental fees associated with the field.

GREEN – The field is available for public or reserved use for their designated purpose.

The Auburn Area Recreation and Park District will update the "Rain-out-line" (530) 885-8461 Ext. 454 by 11:00 a.m. each day. ARD will make periodic updates throughout the day when applicable.

Signs with the field use policy displayed on them will be posted at all ARD fields.

D. Field Fees & Proceedings:

1. Fees: Refer to established Schedule of Fees as approved by Board of Directors.
2. Procedure:

   a. Reservation of fields may be made up to 1 (one) year in advance.

   b. Fields are available for single use rentals for a minimum rental time of two hours.

E. Facility & Field Rental Fees. All fees are payable in full at the time of the reservation. No permit will be issued to rent District facilities and/or fields until all outstanding bills are paid in full or payment arrangements are made with written approval of the District Administrator or designee.

For any season, User Groups must pay in advance according to their submitted reservation schedule for the entire season. Payment arrangements may be made with prior written approval of the District Administrator or designee to issue the permit for the season with an agreed upon payment schedule. In all cases, full payment must be made by the start of the User Group's season. If payment is not received by the due date, the District has the right to revoke the existing permit. In the event of potential revocation, a written notice will be sent to the contact person of record with the District. The District will charge a 1 ½ % per month late fee on all accounts receivable paid 30 days or more after the due date, assessed on a daily basis.

4.4 Cover sheet – District Policy proposed amendment – Check signing authority and electronic payments

Auburn Recreation District Policy Committee meeting November, 2026

The Issue

Shall the Auburn Area Recreation and Park District (ARD) amend its policy on check signing authority, allowing Board Members to approve invoices for Automated Clearing House (ACH) payments?

Background

An increasing amount of ARD vendors and contractors are requesting payment via automated banking. ARD uses Automated Clearing House (ACH) payments. ACH is a nationwide electronic network used in the United States to transfer funds between bank and credit union accounts.

From the District Policies and Procedures Manual:

II. Purchasing

E. District Policy for Check Signing Authority. It shall be the policy of the District to have check signing authority assigned as follows:

1. For checks up to $7,000: Signature by the District Administrator *or* the Administrative Services Manager. Full documentation for the purchase must accompany the check.

2. For checks between $7,000 and $15,000: Signatures by the District Administrator *and* the Administrative Services Manager. In the absence of one of these staff members, a Board Member must provide the second signature. Full documentation for the purchase must accompany the check.

3. For checks exceeding $15,000: Signatures by the District Administrator *or* the Administrative Services Manager *and* a Board Member. Full documentation for the purchase must accompany the check.

4. Checks issued to government entities, publicly regulated utility companies, and employee benefit organizations, shall require only one signature by either the District Administrator or the Administrative Services Manager for unlimited amounts.

To accommodate the requests for ACH payment, staff are proposing the following amendments to this policy:

2. For checks between $7,000 and $15,000: Signatures by the District Administrator *and* the Administrative Services Manager. In the absence of one of these staff members, a Board Member must provide the second signature. Board Member approval via a signature on the accompanying invoice may be used when an automated payment (ACH) is requested. Full documentation for the purchase must accompany the check.

3. For checks exceeding $15,000: Signatures by the District Administrator *or* the Administrative Services Manager *and* a Board Member. Board Member approval via a signature on the accompanying invoice may be used when an automated payment (ACH) is requested. Full documentation for the purchase must accompany the check.

Recommendation for the Policy Committee

Review and send a positive recommendation to the Board to amend the policy on check signing authority, as written. Staff also recommends that this item be placed on the Consent Calendar.

Fiscal Impact

N/A

Attachments

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; Board of Directors meeting December, 2025; Policy Committee meeting, January, 2026; Board of Directors meeting, January, 2026; November, 2026

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 reviewed and discussed creating an AI policy earlier this year. At that point, it was decided to postpone approving an AI Policy until a later date.

CAPRI, who provides liability insurance for ARD, has an upcoming Visit (inspection). One of the criteria that ARD will be scored on for the Visit is having an AI Policy in place.

Staff used a template provided by the Special District Risk Management Association (SDRMA; they provide ARD's Worker's Comp insurance) to help create a proposed policy. That policy, with highlighted proposed changes from the template, is attached.

Recommendation for the Policy Committee

Review the proposed AI Policy and send a positive recommendation to the Board to approve and adopt the policy.

Fiscal Impact

N/A

Attachments

Proposed Artificial Intelligence (AI) policy

Proposed ARD Artificial Intelligence (AI) Policy, V2

Special District Risk Management Association (SDRMA) template used – ARD changes from the template are highlighted

4.2 Use of Electronic Media

E. Artificial Intelligence (AI) Usage Policy

This policy applies to all District employees regarding the use of any third-party or publicly available AI tools, including, but not limited to, ChatGPT, Google Bard, DALL-E, Midjourney, and other similar applications that mimic human intelligence to generate answers, work product, or perform certain tasks.

Nothing in this policy is designed or intended to interfere with, restrain, or prevent employee communications regarding wages, hours, or other terms and conditions of employment or any other rights protected by the National Labor Relations Act.

Guidelines

DO:

- Understand that AI tools may be useful but are not a substitute for human judgment and creativity.
- Understand that many AI tools are prone to "hallucinations," false answers or information, or information that is stale, and therefore responses must always be carefully verified by a human.
- Treat every bit of information you provide to an AI tool as if it will go viral on the Internet, attributed to you and the District, regardless of the settings you have selected within the tool (or the assurances made by its creators).
- Inform your supervisor when you have used an AI tool to help perform a task. This does not apply to generally acceptable uses of AI (see list below).
- Verify that any response from an AI tool that you intend to rely on or use is accurate, appropriate, not biased, not a violation of any other individual or entity's intellectual property or privacy, and consistent with District policies and applicable laws.
- If using a AI notetaker application, the District employee is responsible for personally reviewing the notes to ensure accuracy.
- When using a AI notetaker application, the District employee will be responsible for clearly obtaining consent of all participating parties at the beginning of the meeting or conversation where AI is taking notes.
- Be hyper aware that malicious chatbots can be designed to steal or convince you to divulge information.

DO NOT:

- Do not use AI tools to make or help you make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- Do not upload or input any confidential, proprietary, or sensitive District or District member information or personal information into any AI tool. Examples include passwords and other credentials, protected health information, personnel material, information from documents marked "Confidential," "Sensitive," or "Proprietary," or any other nonpublic District information that might be of use to competitors or ill-wishers or harmful to the District if disclosed. This may breach your or the District's obligations to keep certain information confidential and secure, risks widespread disclosure, and may cause the District's rights to that information to be challenged.
- Do not upload or input any personal information (names, addresses, likenesses, etc.) about any person or entity into any AI tool.
- Do not represent work generated by an AI tool as being your own original work. Inform your manager or supervisor when you have used an AI tool to help perform a task.
- Do not use an AI notetaker application for privileged or confidential conversations.
- Do not integrate any AI tool with internal District software without first receiving specific written permission from your supervisor and District's IT contractor.

Generally Acceptable and Unacceptable Uses

~~Use of AI in any instance must be expressly disclosed to your manager or supervisor.~~

Generally acceptable uses of AI include the following. If you are unsure, or the situation is unique, contentious, or confidential, please consult with your manager or other supervisor *prior* to using AI. Use in these instances are generally acceptable: ~~must still be disclosed to your manager or supervisor.~~

- For general-knowledge questions meant to enhance your understanding on a work-related topic.
- To brainstorm ideas related to pending projects.
- To create formulas for spreadsheets.
- To prepare an initial draft of an email or letter.
- To summarize online research or to create outlines for pending projects.
- To take notes during a meeting, which you later will review and confirm comport with your memory of meeting deliberations.
- When other software used for marketing and flyers (ex. Canva) uses AI to help create an image and/or art.

Absolutely unacceptable uses include:

- Using any text created by an AI as the exclusive final work product of any kind.

- Copying and pasting, typing, or in any way submitting District or District member information or personnel data into the AI.
- Failing to properly cite an AI when used as a resource.

Violations

Violating this policy may result in disciplinary action, up to and including termination, and could result in legal action. If you are concerned that someone has violated this policy, report this behavior to your supervisor, manager, or the District Administrator.