

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, August 25, 2016, 6:00 p.m., Canyon View Community Center
471 Maidu Drive, Auburn, CA**

Board Members

Present: Chairman Jim Ferris
Director Mike Lynch
Director Scott Holbrook
Director Gordon Ainsleigh

Board Members

Absent: Director Jim Gray

Staff Present:

Kahl Muscott, District Administrator
Joe Fecko, Administrative Services Manager
Brian Simpson, Facilities & Grounds Manager
Manouch Shirvanioun, Customer Service/Marketing Manager
Pam Vann, Landscape Architect
Patricia Larson, Recording Secretary

FLAG SALUTE

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:00 p.m. by Chairman Ferris.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Jerry Fisher, Sports Coordinator gave a presentation to the Board of Directors of a check in the amount of \$250.00 for the Youth Development League for Girls' Basketball.

Kahl Muscott, District Administrator gave a presentation to the Board of Directors highlighting Landscape Architect Pam Vann 's work on various projects during her eight-years of employment with the Auburn Recreation District. Pam Vann will retire from the District at the end of August, 2016.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Director Holbrook and seconded by Director Ferris to approve the agenda as written.

Roll Call Vote

Director Ferris – Yes
Director Lynch – Yes
Director Ainsleigh – Yes
Director Holbrook – Yes
Director Gray – Absent

4 – 0 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and Approval of the July 28, 2016 Auburn Area Recreation & Park District Minutes of the Board of Directors & Friends of the Auburn Area Recreation & Parks, Inc. 501 c (3)**
- 5.2 Review of Cash Requirements for July, 2016 (Standing Finance Committee)**
- 5.3 Financials for July, 2016 (Standing Finance Committee)**
- 5.4 Fee Waiver Request for Foothill Quilters Guild (Standing Finance Committee)**
- 5.5 Project Manager Job Description Creation (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Ainsleigh and seconded by Director Holbrook to approve items 5.2 and 5.3 of the Consent Calendar. Items 5.1, 5.4, and 5.5 were moved for discussion.

Roll Call Vote

Director Ferris – Yes
Director Lynch – Yes
Director Ainsleigh – Yes
Director Holbrook – Yes
Director Gray – Absent

4 – 0 Motion carries.

5.1 Review and Approval of the July 28, 2016 Auburn Area Recreation & Park District Minutes of the Board of Directors & Friends of the Auburn Area Recreation & Parks, Inc. 501 c (3)

Director Lynch requested this item be pulled to suggest that in the future the numbers do not need to be changed when an item is moved on the agenda.

A motion was made by Director Lynch and seconded by Director Ainsleigh to approve the July 28, 2016 Auburn Area Recreation & Park District Minutes of the Board of Directors & Friends of the Auburn Area Recreation & Parks, Inc. 501 c (3).

Roll Call Vote

Director Ferris – Yes
Director Lynch – Yes
Director Ainsleigh – Yes
Director Holbrook – No
Director Gray – Absent

3 – 1 – 0 Motion carries.

5.4 Fee Waiver Request for Foothill Quilters Guild (Standing Finance Committee)

A motion was made by Director Lynch and seconded by Director Ferris to approve the fee waiver request for Foothill Quilters Guild.

Roll Call Vote

Director Ferris – Yes
Director Lynch – Yes
Director Ainsleigh – Yes
Director Holbrook – Abstain
Director Gray – Absent

3 – 0 – 1 Motion carries.

5.5 Project Manager Job Description Creation (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Holbrook and seconded by Director Lynch to approve the Project Manager Job Description.

Director Ferris – Yes
Director Lynch – Yes
Director Holbrook – Yes
Director Ainsleigh – No
Director Gray – Absent

3 – 1 – 0 Motion carries.

A recess was taken at 6:45 p.m, the meeting reconvened at 6:50 p.m.

6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS

Board reports, fee waiver log, project list, and vandalism reports were provided to the Board under separate cover.

7.0 UNFINISHED BUSINESS

7.1 24-Acre Project Amending Foothill Scope of Work Contract (Acquisition & Development Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve amending the existing contract with Foothill Associates for planning and design of the 24-acre project with the option to go up to \$10,000.

Roll Call Vote

- Director Ferris – Yes
- Director Holbrook - Yes
- Director Ainsleigh – Yes
- Director Lynch – No
- Director Gray – Absent

3 – 1 – 0 Motion carries.

8.0 NEW BUSINESS

8.1 Request for Proposals for Auditor (Standing Finance Committee)

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve sending out Requests for Proposals to audit firms for the next three-year audit cycle.

Roll Call Vote

- Director Lynch – Yes
- Director Ainsleigh – Yes
- Director Holbrook – Yes
- Director Ferris – Abstain
- Director Gray - Absent

3 – 0 – 1 Motion carries.

8.2 GASB 68 Reserve (Standing Finance Committee)

A motion was made by Director Lynch and seconded by Director Ferris to approve option number 4. of the recommendation, which reads as follows: Set a goal to fund fifty percent of the liability (\$229,000) and amortize this amount over five years with the addition of an annual review by the Board of Directors.

An amended motion was made by Director Holbrook and seconded by Director Ferris to approve ten percent of the total unfunded liability transferred into the reserve account annually up to fifty percent of the full liability with an annual review by the Board of Directors.

Roll Call Vote

- Director Ferris – Yes
- Director Lynch –Yes
- Director Ainsleigh – Yes
- Director Holbrook – Yes
- Director Gray - Absent

4 – 0 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

- 1. County Mitigation Fund, current balance \$255,141.

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

No action will be taken at this time on any item announced or reported by a Board Member. The Board or a member of the Board may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent Meeting concerning any matter so reported, or take action to direct staff to place a matter of business on a future agenda.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

Correspondence was attached.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – the Board gave consensus to cancel closed session.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:31 p.m. by Chairman Ferris.

Board Secretary

Date

