

**Auburn Area Recreation and Park District  
Minutes  
of the Meeting of the Board of Directors  
Thursday, December 20, 2012, 6:00 p.m.  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA**

**Board Members**

**Present:** Chairman Scott Holbrook  
Vice Chairman Curt Smith  
Director Gordon Ainsleigh  
Director Jim Ferris  
Director Jim Gray

**Board Members**

**Absent:** None.

**Staff Present:**

Kahl Muscott, District Administrator  
Joe Fecko, Administrative Services Manager  
Larry Gray, Facilities & Grounds Manager  
Manouch Shirvanioun, Customer Service/Marketing Manager  
Sheryl Petersen, Recreation Services Manager  
Debbie Thomas, Youth Services Manager  
Patricia Larson, Recording Secretary

**1.0 CALL TO ORDER**

The Meeting of the Board of Directors was called to order at 6:01 p.m. by Chairman Holbrook.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Presentation from Jerry Fisher, Sports Coordinator to volunteer of the month Sean Jimenez ARD/YDL coach.

Presentation from Joe Fecko, Administrative Services Manager to Kathy Van Dam, Account Clerk I as employee of the month for December, 2012.

Presentation of a plaque from District Administrator Kahl Muscott to Director Scott Holbrook, outgoing Board Chairman for 2012.

### **3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Smith and seconded by Director Gray to approve the agenda with item number 10.1 being moved to 6.1 for discussion.

4 – 1 Motion carries.

Director Holbrook voted no.

### **4.0 PUBLIC COMMENT**

None.

### **5.0 CONSENT ITEMS**

**5.1 Review and Approval of Minutes of the November 29, 2012 Meeting of the Board of Directors**

**5.2 Cash Requirements for November, 2012 (There was no Finance Committee Meeting in the month of December 2012)**

**5.3 Amendment to ARD Ordinance #1, Section 5. E. to Include Intoxicants (Second Reading by Title Only)**

A motion was made by Director Gray and seconded by Director Ainsleigh to approve the Consent Calendar.

#### **Roll Call Vote**

4 – 1 Motion carries.

Director Holbrook voted no.

### **6.0 ITEMS REMOVED FROM CONSENT CALENDAR FOR SEPARATE ACTION**

#### **6.1 Item 10.1, Pump Track (Bike Park) Discussion became item 6.1**

A rough time line was provided to the Board of Directors regarding the pump track. Staff talked to PCWA regarding the canal, there will be challenges with the canal. The people involved in this project are happy with the proposed site of the Overlook Park area, however, alternate sites have been discussed and may need to be considered. A letter regarding the project description will be sent to Drew Lessard of the United States Bureau of Reclamation. The Board of Directors would like to review this letter before it is submitted to the Bureau. It was also discussed that it would be helpful to have two ARD Board members on the committee for this project which would probably consist of the two members of the Acquisition & Development Committee.

## **7.0 ADMINISTRATOR'S AND DEPARTMENTAL REPORTS**

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

## **8.0 UNFINISHED BUSINESS**

None.

## **9.0 NEW BUSINESS**

### **9.1 Election of Officers and Consider Committee Meeting Assignments**

Director Holbrook nominated Director Smith as Chairman of the ARD Board of Directors for 2013.

Director Ferris nominated Director Gray as Chairman of the ARD Board of Directors for 2013.

The Board appointed Director Gray as Chairman of the ARD Board of Directors for 2013.

Director Gray nominated Director Smith as Vice Chairman of the ARD Board of Directors for 2013.

The Board appointed Director Smith as Vice Chairman of the ARD Board of Directors for 2013.

### **Director Gray appointed committee meeting assignments as follows:**

Acquisition & Development Committee - Directors Ainsleigh & Gray

Finance Committee - Directors Smith & Holbrook

Program, Personnel, Policy & Fee Committee - Directors Holbrook & Ferris

User Group Liaisons - Directors Gray & Ainsleigh

Legal Review Committee - Directors Holbrook & Ferris

Committee for District Administrator's Goals & Assessments - Directors Holbrook & Ferris (It will be reviewed as to whether this committee is still needed).

The District Administrator standing committees will remain the same.

**9.2 Letter of Support for State Parks**

A motion was made by Director Ferris and seconded by Director Ainsleigh to approve the letter of support for State Parks which will be mailed to Jim Micheaels of the California Department of Parks and Recreation.

5 – 0 Motion carries.

**10.1.1 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

- 1. Pump Track (Bike) at Overlook Park - this item was moved up to 6.1 for discussion.
- 2. Shooting Range, the Board of Director discussed that there is a lot of interest for a shooting range. ARD does not have the funding for this expensive project.

**11.0 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.

**12.0 Board Members:**

Jim Ferris, Jim Gray, Scott Holbrook, Gordon Ainsleigh & Curt Smith.

**12.1 Chairman Appointments:**

<b>Acquisition &amp; Development Committee</b>	Directors Gray & Ainsleigh
<b>Party in the Park</b>	Directors Holbrook, Ferris & Staff
<b>Program, Personnel, Policy &amp; Fee Committee</b>	Directors Holbrook & Ferris
<b>Finance Committee</b>	Directors Holbrook & Smith
<b>User Group Liaisons</b>	Directors Gray & Ainsleigh
<b>Legal Review Committee</b>	Directors Holbrook & Ferris
<b>Committee for District Administrator’s Goals &amp; Assessments</b>	Directors Holbrook & Ferris
<b>Sergeant at Arms</b>	District Administrator Kahl Muscott

**12.2 District Administrator Appointed Standing Committee:**

**Strategic Plan Review Steering Committee** Directors Holbrook, Ferris, Kahl Muscott, Joe Fecko, Pamela Vann

**Marketing and Program Plan Committee** Director Ferris & Staff

**ADA (American's With Disabilities Act) Transition Plan Committee** Director Ferris, Kahl Muscott, Joe Fecko, Pamela Vann

**Adopt A Park Committee** Director Ainsleigh, Director Ferris, Kahl Muscott, Larry Gray

**12.3 Media Representatives** Director Holbrook & District Administrator Kahl Muscott

**12.4 Parliamentarian** District Administrator Kahl Muscott

**13.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

1. Informational: Thank you to the Sponsors of this year's Festival of Lights Parade.

**14.0 ITEMS TO BE CONSIDERED AT FUTURE BOARD MEETINGS**

None.

**14.1 FOLLOW-UP INFORMATION FROM THE PREVIOUS BOARD AND/OR COMMITTEE MEETINGS**

None.

**14.2 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**15.0 PUBLIC COMMENT**

None.

**16.0 CLOSED SESSION** – The Board went into Closed Session at 6:55 p.m.

**16.1 Public Employee Performance Evaluation. (Gov. Code, 54954.5, subd. (e), 54957.)**

**Title: District Administrator**

**17.0 OPEN SESSION** - No reportable action taken.

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at 7:01 p.m. by Chairman Holbrook.

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date