

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, September 29, 2022 6:00 PM**

**Board Members Present:** Chairman Mike Lynch  
Director Jim Gray  
Director H. Gordon Ainsleigh

**Board Members Absent:** Director Jim Ferris  
Director Scott Holbrook

**Staff Present:** Kahl Muscott, District Administrator  
Mark Brunner, Recreation Services Manager  
Veona Galbraith, Administrative Services Manager  
Caleb Porter, Youth Services Manager  
Mike Scheele, Landscape Architect/Project Manager  
Manouch Shirvanioun, Customer Service/Marketing Manager  
Jesse Williams, Facilities & Grounds Manager  
Cathy Warford, Recording Secretary

**Staff Excused:** None.

**1.0 CALL TO ORDER**

The Meeting of the Board of Directors was called to order at 6:01PM by Chairman Lynch.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

A presentation was given from District Administrator, Kahl Muscott, to Placer Community Foundation Philanthropic Services Manager, Jessica Hubbard, for the funds that were raised at the Ain't Necessarily Dead Festival for Mosquito Fire Relief.

A presentation was given from Youth Services Manager, Caleb Porter, to Youth Services Associate Site Director, Audrey Warren, as employee of the month for September, 2022.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Gray and Second by Director Ainsleigh to approve the agenda as written.

**Roll Call Vote**

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

3 – 0 Motion carries.

- 4.0 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 Board of Directors. If you have a public comment, please use the “Raise your hand” feature through Zoom. You will be un-muted after you are recognized by the Board Chairperson. People only calling in should press #9 to telephonically raise your hand. Please state your name, and address for the record (optional). There is a time limitation of three minutes.

Ken Piscitelli gave a public comment to Board and ARD staff in regard to JJ Laymon’s hard work at Meadow Vista Park. He went on to say that the park looked the best it has in a long time and that JJ set the standards real high for park maintenance.

Ken suggested that the cracks on the Meadow Vista Tennis court be repaired. He also asks when the bid or any bids to repair the cracks on the existing Tennis and Pickleball courts it be understood that the work will be completed within 45 days.

Susan Weiss, from Applegate/Meadow Vista area. She would like the Board to consider putting in another Dog Park to serve the Meadow Vista/Applegate area. Director Lynch suggested Cindy contact the Ashley Memorial Dog Park Organization. He said they might be able to give some good ideas and maybe willing to take on the project.

**5.0 CONSENT ITEMS**

- 5.1 Review and approval of Minutes of the Special Board of Directors from August, 2022**
- 5.2 Review and approval of Minutes of the Board of Directors from August, 2022**
- 5.3 Review of Cash Requirements for August, 2022 (Standing Finance Committee)**
- 5.4 Review of Financials for August, 2022 (Standing Finance Committee)**

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

**Roll Call Vote**

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

3 – 0 Motion carries.

**6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS**

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

**7.0 UNFINISHED BUSINESS**

None.

**8.0 NEW BUSINESS**

**8.1 Resolution #2022-22 Mid-Year Budget Revision for Fiscal Year 2022/2023**

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the Mid-Year Budget Revision for Fiscal Year 2022/2023.

**Roll Call Vote**

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

3 – 0 Motion carries.

**8.2 Amending 2022/2023 Project List and CIP**

A motion was made by Director Gray and seconded by Director Lynch to continue to or begin preliminary work and provide appropriate environmental analysis of the projects on the amended FY 22/23 Project List and Five Plan update.

**Roll Call Vote**

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

3 – 0 Motion carries.

**8.3 Amendment of the Obsolescence List**

A motion was made by Director Gray and seconded by Director Ainsleigh to approve the Amendment of the Obsolescence List.

**Roll Call Vote**

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

3 – 0 Motion carries.

#### **8.4 Purchase of a new water heater at Recreation Park Community Center**

A motion was made by Director Lynch and seconded by Director Gray to authorize staff to purchase and install a tankless water heater, as described in the Water Heater Pros bid, for an amount not to exceed \$24,000.

##### **Roll Call Vote**

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

3 – 0 Motion carries.

#### **8.5 Increase in Wage Scales, Pay Rate Increases**

A motion was made by Director Lynch and seconded by Director Gray to approve an increase to the pay scales and provide modest pay increases for certain management job descriptions for the following positions: Landscape Architect, Project Manager, Recreation Services Manager and Facilities and Grounds Manager

##### **Roll Call Vote**

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

3 – 0 Motion carries.

#### **8.6 ARD's Medical Family Benefit Policy Update**

A motion was made by Director Gray and seconded by Director Ainsleigh to approve updating the contribution limits based on the amended Health Benefit policy for those employees hired prior to February 1, 2020 and align them with the Union Negotiated Health Benefit Plan beginning January 1, 2023.

##### **Roll Call Vote**

Director Ainsleigh – Yes  
Director Ferris – Absent  
Director Gray – Yes

Director Holbrook – Absent

Director Lynch – Yes

3 – 0 Motion carries.

**8.7 ARD’s Policy Change: Native Tree and Plant Policy**

A motion was made by Director Ainsleigh that the word “strongly” be taken out of Native Tree and Plant policy.

**Roll Call Vote**

Director Ainsleigh – Yes

Director Ferris – Absent

Director Gray – Yes

Director Holbrook – Absent

Director Lynch – Yes

3 – 0 Motion carries.

A second motion was made by Director Lynch and Director Gray to approve ARD’s Policy Change: Native Tree and Plant Policy.

**Roll Call Vote**

Director Ainsleigh – Yes

Director Ferris – Absent

Director Gray – Yes

Director Holbrook – Absent

Director Lynch – Yes

3 – 0 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

9.1 County Mitigation Fund, current balance \$113,375.

9.2 California Employers’ Pension Prefunding Trust (CEPPT) Fund. Item was discussed.

**10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

None.

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT**

None.

**13.0 CLOSED SESSION**

None.

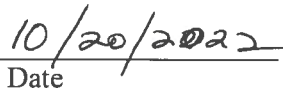
**14.0 OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:53 PM.

  
Board Secretary

  
Date