

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, May 26, 2022 6:00 p.m.**

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

**Board Members Absent:** None.

**Staff Present:** Kahl Muscott, District Administrator  
Veona Galbraith, Administrative Services Manager  
Manouch Shirvanioun, Customer Service/Marketing Manager  
Mark Brunner, Recreation Services Manager  
Caleb Porter, Youth Services Manager  
Jesse Williams, Facilities & Grounds Manager  
Mike Scheele, Landscape Architect/Project 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 6:00 p.m. by Chairman Lynch.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

A presentation was given from Faculty and Grounds Manager, Jesse Williams, to Senior Park Worker, Vincent Lopez-Garcia, as employee of the month for May, 2022.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

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

**Roll Call Vote**

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

5 – 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 wanted to ask the Board of Directors if there will ever be enough interest in adding new Pickel Ball courts in the Meadow Vista or Auburn areas?

There is a need for more Pickel Ball courts as lately we have had in both Regional and Meadow Vista more and more people (Lake of the Pines and Winchester) come to our areas to play.

Would there be a way to convert a Tennis court into a Pickel Ball court? Maybe paint Pickel Ball court lines on the Tennis court. If no Tennis players are there, then the Tennis court could be used to play Pickel Ball.

**5.0 CONSENT ITEMS**

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

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

**Roll Call Vote**

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

5 – 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 #2022-16: Canyon View Community Center Door Locks and Upgrades Project – Award of Contract.**

A motion was made by Director Holbrook and seconded by Director Gray to adopt Resolution Number 2022-16, a resolution awarding a contract for the ARD CVCC Locks and Upgrades Project to Yuba Lock and Safe, Inc.

**Roll Call Vote**

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

5 – 0 Motion carries.

**8.2 Associate Site Director (License Exempt) Job Description Creation**

A motion was made by Director Holbrook and seconded by Director Ferris to approve the job description with the changes, wherever it says “facility” we change it to “program”.

**Roll Call Vote**

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

3 – 2 Motion carries.

A second motion was made and approved by Director Lynch and seconded by Director Gray to approve to abolish the old preschool job description.

**Roll Call Vote**

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

4 – 1 Motion carries.

**8.3 Resolution #2022-15: Moving Residual Funds to the Future Capital Construction Fund and UAL at CalPERS**

A motion was made by Director Holbrook and seconded by Director Lynch to adopt

Resolution #2022-15, a resolution transferring FY21/22 surplus/residual funds split between the Future Capital Construction Fund and the Equipment Reserves.

**Roll Call Vote**

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

5 – 0 Motion carries.

**8.4 Resolution #2022-17: Preparation of Atwood III Engineer’s Report for FY 2022/2023**

A motion was made by Director Holbrook and seconded by Director Gray to adopt Resolution #2022-17, a resolution directing SCI Consulting Group to prepare the Engineer’s Report for Fiscal Year 2022-23 for the proposed continuation of the assessments which provide important revenues to fund park and recreation improvements and services for the “Atwood Ranch III Landscaping and Lighting Assessment District”.

**Roll Call Vote**

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

5 – 0 Motion carries.

**8.5 Resolution #2022-18: Atwood III FY 22-23 Intention to Levy Assessments; Engineer’s Report; Notice of Hearing**

A motion was made by Director Lynch and seconded by Director Ferris to adopt Resolution #2022-18, a resolution declaring the Board’s intention to levy the continued assessments for fiscal year 2022-23, preliminarily approve the Engineer’s Report for the Atwood Ranch III Landscaping and Lighting Assessment District, and provide for the notice of a public hearing on June 30, 2022, regarding levying the continued annual assessments for fiscal year 2022-23.

**Roll Call Vote**

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

4 – 1 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

- 9.1 County Mitigation Fund, current balance \$558,375.
- 9.2 Shockley Property Improvement and Maintenance Costs.
- 9.3 California Employers' Pension Prefunding Trust (CEPPT) fund.

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

On May 22, 2022, at the 4th Annual Spring Smash Tournament at Rusch Park, Citrus Heights. Director Lynch received a Silver Metal, in the 65+, 4.0 category.

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT**

None.

**13.0 CLOSED SESSION**

**13.1 Public Employee Performance Evaluation (Gov Code 54954.5, subd. (e), 54947.)**

**Title: District Administrator**

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

The ARD Board of Directors came out of closed session at 7:23pm and reported out that the District Administrator had a satisfactory evaluation.

**ADJOURNMENT**

The meeting was adjourned at 7:24pm.

Cathy Wrayford  
Board Secretary

5/26/2022  
Date