

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Auburn Area Recreation & Park District  
Thursday, June 30, 2016, 6:00 p.m.  
Canyon View Community Center  
471 Maidu Drive, Auburn, CA**

**Board Members  
Present:**

Chairman Jim Ferris  
Director Mike Lynch  
Director Jim Gray  
Director Scott Holbrook  
Director Gordon Ainsleigh

**Board Members  
Absent:**

None

**Staff Present:**

Kahl Muscott, District Administrator  
Joe Fecko, Administrative Services Manager  
Brian Simpson, Facilities & Grounds Manager  
Manouch Shirvanioun, Customer Service/Marketing Manager  
Sheryl Petersen, Recreation Services Manager  
Pam Vann, Landscape Architect  
Veona Galbraith, 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**

None.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

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

**Roll Call Vote**

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

3 – 0 Motion carries.

**4.0 PUBLIC COMMENT**

None.

**5.0 CONSENT ITEMS**

**5.1 Review and Approval of the May 26, 2016 Auburn Area Recreation & Park District Minutes of the Board of Directors**

**5.2 Review of Cash Requirements for May, 2016 (Standing Finance Committee)**

**5.3 Financials for May, 2016 (Standing Finance Committee)**

A motion was made by Director Lynch and seconded by Director Holbrook to approve the Consent Calendar.

**Roll Call Vote**

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

3 – 0 Motion carries.

**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 Adoption and Approval of Resolution Number 2016-07; A Resolution of the Board of Directors of the Auburn Area Recreation and Park District, Approving Engineer’s Report, Confirming Diagram and Assessment and Ordering the Continuation of Assessments for Fiscal Year 2016-17 for the Atwood Ranch III Landscaping and Lighting Assessment District (Acquisition & Development Committee)**

A public hearing was held, there was no public comment.

A motion was made by Director Holbrook and seconded by Director Ferris to adopt Resolution Number 2016-07, A Resolution of the Board of Directors of the Auburn Area Recreation and Park District, Approving Engineer’s Report, Confirming Diagram and Assessment and Ordering the Continuation of Assessments for Fiscal Year 2016-17 for the Atwood Ranch III Landscaping and Lighting Assessment District.

**Roll Call Vote**

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

3 – 0 Motion carries.

**7.2 Resolution Number 2016-08, Resolution Requesting Collection of Charges on Tax Roll for Tax Year 2016-17 (Acquisition & Development Committee)**

A motion was made by Director Lynch and seconded by Director Holbrook to adopt Resolution Number 2016-08, Resolution Requesting Collection of Charges on Tax Roll for Tax Year 2016-17 for Atwood III.

**Roll Call Vote**

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

3 – 0 Motion carries.

**Director Ainsleigh arrived at 6:10 p.m.**

**7.3 Recreation Park Sierra Pool (Acquisition & Development Committee)**

A motion was made by Director Holbrook and seconded by Director Ferris to move the Sierra Pool Re-plaster project from the current approved project list to the 2017/2018 project list.

**Roll Call Vote**

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

3 – 0 Motion carries.

**8.0 NEW BUSINESS**

**8.1 Annual Update of Obsolescence List (Standing Finance Committee)**

A motion was made by Director Holbrook and seconded by Director Ferris to update the obsolescence list by funding the shortfall for future years from the fiscal year surplus.

**Roll Call Vote**

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

3 – 1 Motion carries.

**8.2 Master Riparian Vegetation Management Permit Contract (Acquisition & Development Committee)**

Jack Sanchez gave public comment regarding the steelhead salmon coming back to the Auburn streams.

A motion was made by Director Lynch and seconded by Director Ferris to approve authorizing the District Administrator to enter into a contract with Dudek for professional services to prepare the Master Riparian Vegetation Management Permit applications and CEQA documents.

**Roll Call Vote**

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

3 – 1 Motion carries.

**8.3 Youth Services Job Description Amendments Per CA SB792 (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Lynch and seconded by Director Ainsleigh to approve the amendments to the job descriptions for the Youth Services Department.

**Roll Call Vote**

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

4 – 0 Motion carries.

**8.4 Resolution Number 2016-09: Changes to Conflict of Interest Policy (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Lynch and seconded by Director Holbrook to adopt Resolution Number 2016-09: Changes to Conflict of Interest Policy

**Roll Call Vote**

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

4 – 0 Motion carries.

**8.5 California Special Districts Association 2016 Board Elections for Seat B**

A motion was made by Director Holbrook and seconded by Director Ferris to vote for Gil Albiani for the CSDA Board.

**Roll Call Vote**

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

4 – 0 Motion carries.

**Director Gray arrived at 6:45 p.m.**

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Regional Dry Creek Trail Project – the Board discussed this item with the recommendation to keep it on the ten-year plan for 2025 and send it back to the Acquisition & Development Committee and back to the Board for approval.
2. Update on Legal Request for Proposals for legal services – the District Administrator informed the Board that 39 Requests for Proposals were sent out to law firms.
3. 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**

None.

**12.0 PUBLIC COMMENT**

None.

**13.0 CLOSED SESSION** – closed session began at 7:02 p.m.

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

**Title: District Administrator**

**14.0 OPEN SESSION** – open session began at 7:22 p.m. – the Board reported that the District Administrator was given a “satisfactory” evaluation for the 2015/2016 evaluation period.

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at 7:22 p.m. by Chairman Ferris.

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Board Secretary

\_\_\_\_\_  
Date