

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, July 29, 2021, 6:00 p.m.**

**Board Members**

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

**Board Members  
Absent:** None.

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

**1.0 CALL TO ORDER**

The Meeting of the Board of Directors was called to order at 6:03 p.m. by Chairman Ainsleigh.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

A presentation was given from Sports Coordinator Jerry Fisher to ARD Summer Youth Volleyball Coaches.

Director Scott Holbrook announced receiving a check in the amount of \$5,000 as a donation from The Armrod Charitable Foundation for the Ain't Necessarily Dead Festival.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

A motion was made by Director Holbrook and seconded 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**

None.

**5.0 CONSENT ITEMS**

**5.1 Review and Approval of Minutes of the Board of Directors Meeting from June 24, 2021**

**5.2 Review of Cash Requirements for June, 2021 (Standing Finance Committee)**

**5.3 Review of Financials for May, 2021 (Standing Finance Committee)**

**5.4 Review of Financials for June, 2021 (Standing Finance Committee)**

**5.5 COLA for Recreation Services Manager Job Description (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Holbrook and seconded by Director Ferris 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 Annual Audit for Fiscal Year 2020/2021 (Standing Finance Committee)**

A motion was made by Director Holbrook and seconded by Director Ferris to approve the Annual Audit for Fiscal Year 2020/2021.

**Roll Call Vote**

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

5 – 0 Motion carries.

**8.2 Placer County Auditor-Controller Memo of Understanding (MOU) (Standing Finance Committee)**

A motion was made by Director Holbrook and seconded by Director Gray to approve the Placer County Auditor-Controller Memo of Understanding (MOU).

**Roll Call Vote**

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

5 - 0 Motion carries.

**8.3 Columbus Day Swap (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Ainsleigh and seconded by Director Lynch to turn the Columbus Day Holiday into personal time off (PTO) to be calculated as PTO based on the amount of time worked for full-time and part-time employees. This item will need to be negotiated for Union Employees.

**Roll Call Vote**

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

3 – 2 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. Curt Smith memorial bench at the Auburn Bike Park – there was discussion that a bench is needed at Railhead Park which may be an appropriate place for a bench with a memorial plaque for Curt Smith. There was also discussion to divide the amount of \$360.00 amongst the Board, which is approximately the cost of a plaque. The Board asked District Administrator Kahl Muscott to decide how to proceed about the bench, ARD could possibly pay for the bench if it is needed at Railhead Park. Director Ferris indicated he would go to the City Council and Meddlers for donations for this project.
2. Rescheduling the September, 2021 Board of Directors Meeting – it was discussed by the Board Members to re-schedule the September 2021 Board Meeting to Tuesday, September 28, 2021 at 6:00 p.m. in order for Board Members to attend the State of the Community Dinner scheduled for Thursday, September 30, 2021.
3. County Mitigation Fund, current balance \$792,000.

**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.

Director Holbrook left the meeting at 7:25 p.m.

**13.0 CLOSED SESSION – Closed Session was cancelled.**

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at 7:27 p.m. by Chairman Ainsleigh.

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

\_\_\_\_\_  
Date

