

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, December 17, 2020, 6:00 p.m.**

Board Members

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

**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/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 6:00 p.m. by Chairman Holbrook.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation of an appreciation plaque was given by District Administrator Kahl Muscott to outgoing Chairman Scott Holbrook

Presentations of service awards were given to Youth Services Site Director Casey Casl of 10 years, Customer Service/Marketing Manager Manouch Shirvanioun of 15 years, Administrative Services Manager Veona Galbraith of 20 years, and District Administrator Kahl Muscott of 20 years.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

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

Roll Call Vote

Director Holbrook – Yes
Director Gray – Yes
Director Ainsleigh – Yes
Director Ferris – Yes
Director Lynch – 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 November 19, 2020

5.2 Review of Cash Requirements for November, 2020 (Standing Finance Committee)

5.3 Review of Financials for November, 2020 (Standing Finance Committee)

5.4 Resolution Number 2020-32 to Transfer Funds from the Unfunded Liability Reserves and the Equipment Reserves (Standing Finance Committee)

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

Roll Call Vote

Director Holbrook – Yes

Director Gray – Yes

Director Ainsleigh – Yes

Director Ferris – Yes

Director Lynch – 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

7.1 Resolution Number 2020-34 Approving a Debt Management Policy, Per Government Code Section 8855 (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Lynch and seconded by Director Gray to adopt Resolution Number 2020-34 approving a Debt Management Policy, Per Government Code Section 8855.

Roll Call Vote

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

5 – 0 Motion carries.

7.2 Public Hearing – Resolution Number 2020-37 Re: Energy Savings Performance Contract: Approving a Site Lease and a Lease Agreement; Making Certain Determinations Relating Thereto; and Authorizing Certain Other Actions in Connection Therewith

The Public Hearing opened at 6:40 p.m.

Staff presentation: District Administrator Kahl Muscott gave a staff presentation on Resolution Number 2020-37 Re: Energy Savings Performance Contract: Approving a Site Lease and a Lease Agreement; Making Certain Determinations Relating Thereto; and Authorizing Certain Other Actions in Connection Therewith

Public Comment: None

Board Discussion/Action – the Board discussed Resolution Number 2020-37 Re: Energy Savings Performance Contract: Approving a Site Lease and a Lease Agreement; Making Certain Determinations Relating Thereto; and Authorizing Certain Other Actions in Connection Therewith

Close Public Hearing – the Public Hearing was closed at 6:45 p.m.

A motion was made by Director Holbrook and seconded by Director Ferris to adopt Resolution Number 2020-37 Re: Energy Savings Performance Contract: Approving a Site Lease and a Lease Agreement; Making Certain Determinations Relating Thereto; and Authorizing Certain Other Actions in Connection Therewith.

Roll Call Vote

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

5 – 0 Motion carries.

8.0 NEW BUSINESS

8.1 Increase in Minimum Wage (Program, Personnel, Policy, Fee & Legal Review Committee)

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve the increase in minimum wages based on upcoming mandate minimum wage increases as well as increases for job descriptions that succeeded those needed to be raised by law.

Roll Call Vote

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

5 - 0 Motion carries.

8.2 Resolution Number 2020-35: Notice of Categorical Exemption Recreation Park Ballfield Lighting Lamp Replacement Project (Acquisition & Development Committee)

A motion was made by Director Gray and seconded by Director Ainsleigh to adopt Resolution Number 2020-35: Notice of Categorical Exemption Recreation Park Ballfield Lighting Lamp Replacement Project.

Roll Call Vote

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

5 - 0 Motion carries

8.3 Resolution Number 2020-36: ARD Solar Panel Installation Projects (Acquisition & Development Committee)

A motion was made by Director Gray and seconded by Director Lynch to adopt Resolution Number 2020-36: ARD Solar Panel Installation Projects.

Roll Call Vote

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

5 - 0 Motion carries.

8.4 Election of ARD Chairperson and Vice-Chairperson

Director Holbrook nominated Director Ainsleigh for Chairman.

The Board elected Director Ainsleigh as Chairman with three yes votes.

Director Holbrook nominated Director Lynch as Vice Chairman.

The Board elected Director Lynch as Vice Chairman with three yes votes.

The Committees will stay as they are with the current committee members on them. If any Committee Members wish to change, they may contact Chairman Ainsleigh.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. CARPD Board Vacancy – information was attached.
2. Correspondence from Girl Scout Troop 1209 – correspondence was attached.
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

None.

12.0 PUBLIC COMMENT

None.

13.0 CLOSED SESSION – Closed Session was cancelled.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 7:02 p.m. by Chairman Ainsleigh.

Board Secretary

Date