

**Auburn Area Recreation and Park District  
Minutes  
of the Meeting of the Board of Directors  
Thursday, August 28, 2014, 6:00 p.m.  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA**

**Board Members**

**Present:** Acting Chairman Scott Holbrook  
Director Jim Gray  
Director Jim Ferris  
Director Gordon Ainsleigh

**Board Members**

**Absent:** Director Curt Smith

**Staff Present:**

Kahl Muscott, District Administrator  
Joe Fecko, Administrative Services Manager  
Larry Gray, Facilities & Grounds Manager  
Manouch Shirvanioun, Customer Service/Marketing Manager  
Debbie Thomas, Youth Services Manager  
Pamela Vann, Landscape Architect  
Patricia 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 Vice Chairman Holbrook.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

None.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

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

4 – 0 Motion carries.

**4.0 PUBLIC COMMENT**

None.

**5.0 CONSENT ITEMS**

- 5.1 Review and Approval of Minutes of the July 31, 2014 Board of Directors Meeting**
- 5.2 Review of Cash Requirements for July, 2014 (Standing Finance Committee)**
- 5.3 Review of Financials for July, 2014 (Standing Finance Committee)**
- 5.4 Resolution Number 2014-20, Resolution of the Governing Board of Directors of the Auburn Area Recreation & Park District Approving the Transfer of \$14,506.39 from the City Mitigation Fund to the General Fund for the ADA Compliant Restroom Remodel at Ashford Park (Standing Finance Committee)**
- 5.5 Facilities & Grounds Turf & Landscape Coordinator Job Description (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the consent calendar with item 5.5 being moved for discussion.

**Roll Call Vote**

4 – 0 Motion carries.

**5.5 Facilities & Grounds Turf & Landscape Coordinator Job Description**

A motion was made by Director Ainsleigh and seconded by Director Gray to approve the Facilities & Grounds Turf & Landscape Coordinator Job Description.

4 – 0 Motion carries.

**6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS**

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

**7.0 UNFINISHED BUSINESS**

- 7.1 None.**

**8.0 NEW BUSINESS**

**8.1 Election of Temporary Vice Chairman of the Auburn Area Recreation & Park District Board of Directors**

Director Gray nominated Director Ferris as temporary Vice Chairman. All Board Members were in favor of Director Ferris as temporary Vice Chairman.

**8.2 MOU with the Bike Park Group (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Ferris and seconded by Director Ainsleigh to approve the Memo of Understanding between Auburn Trails Alliance and the Auburn Area Recreation and Park District for Construction of Improvements, Operations, Maintenance and Fundraising for the Auburn Bike Park.

4 – 0 Motion carries.

**8.3 Operation and Development Plan – Vision for USBR Properties (Acquisition & Development Committee)**

A motion was made by Director Gray and seconded by Director Ferris to approve the Operation & Development Plan – Vision for USBR Properties.

4 – 0 Motion carries.

**8.4 ARD Personnel Policy Manual Update (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Ainsleigh and seconded by Director Ferris to approve the Personnel Policy Manual Update.

**Roll Call Vote**

4 – 0 Motion carries.

**8.5 Resolution Number 2014-21 – Changes to Conflict of Interest Policy (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Gray and seconded by Director Holbrook to adopt Resolution Number 2014-21, Changes to Conflict of Interest Policy.

**Roll Call Vote**

4 – 0 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

1. DRAFT Bell Road Conservation Easement – information was reviewed by the Board

**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**

Peter Clark, 150 Virginia Street, Auburn, California gave public comment that there seems to be a lot of water on the fields at Railhead Park.

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

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

**Title: District Administrator**

**ADJOURNMENT** - As there was no further business, the meeting was adjourned at 7:01 p.m. by Vice Chairman Holbrook.

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

\_\_\_\_\_  
Date