

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, December 12, 2019, 6:00 p.m., Canyon View Community Center
471 Maidu Drive, Auburn, CA**

Board Members

Present: Chairman Jim Ferris
Director Jim Gray
Director Scott Holbrook
Director Mike Lynch

Board Members

Absent: Director H. Gordon Ainsleigh

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
Mike Scheele, Landscape Architect/Project Manager
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 Chairman Ferris.

(PLEDGE TO THE FLAG)

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

A presentation of employee of the month was given to Facilities & Grounds Park Worker Megan Frost by Facilities & Grounds Manager Jesse Williams.

A presentation of a plaque was made by District Administrator Kahl Muscott to outgoing Chairman Jim Ferris.

A slide show of photos was shown of Director Lynch's trip to Nepal and Bhutan.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

Director Lynch made a motion with the motion being seconded by Director Ferris to amend the agenda and move item 8.1 to after 11.0.

Roll Call Vote

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

3 – 1 – 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 21, 2019

5.2 Review of Cash Requirements for November, 2019 (Standing Finance Committee)

5.3 Job Description Update for Account Clerk II (Program, Personnel, Policy, Fee & Legal Review Committee)

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

Roll Call Vote

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

4 – 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 Minimum Wage Increase

A motion was made by Director Lynch and seconded by Director Gray to approve the minimum wage increase.

Roll Call Vote

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

4 – 0 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

1. County Mitigation Fund, current balance \$487,738.

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.

The Board gave consensus to send the item of the election procedure for the Board and the Vice Chairman being in charge of the District Administrator's evaluation to the Program, Personnel, Policy, Fee & Legal Review Committee in January, 2019.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

11.1 Election of Officers

Chairman

Director Lynch nominated Director Holbrook for Chairman.

Director Gray nominated Director Lynch for Chairman.

Director Lynch nominated Director Ainsleigh for Chairman.

The Board elected Director Holbrook as Chairman with four yes votes. Director Ainsleigh was absent.

Vice Chairman

Director Holbrook nominated Director Gray for Vice Chairman.

Director Lynch nominated Director Ainsleigh for Vice Chairman.

Director Gray nominated Director Lynch for Vice Chairman.

Director Holbrook nominated Director Ferris for Vice Chairman.

Director Holbrook nominated Director Gray for Vice Chairman.

The Board elected Director Gray as Vice Chairman with 4 yes votes. Director Ainsleigh was absent.

13.0 PUBLIC COMMENT

None.

14.0 CLOSED SESSION – There were no topics for closed session.

ADJOURNMENT - As there was no further business, the meeting was adjourned at 6:50 p.m. by Chairman Holbrook.

Board Secretary

Date