

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, March 30, 2023 6:00 PM**

**Board Members Present:** Chairperson Jim Gray  
Vice-Chairperson Scott Holbrook  
Director H. Gordon Ainsleigh  
Director Sue Ingle  
Director Mike Lynch

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

**1.0 CALL TO ORDER**

The Meeting of the Board of Directors was called to order at 6:00 PM by Chairperson Gray.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

A presentation was given from Facilities and Grounds Manager, Jesse Williams, Park Worker, Jonathan Laymon, as employee of the month for March, 2023.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

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

**Roll Call Vote**

Director Ainsleigh – Yes  
Chairperson Gray – Yes  
Vice-Chairperson Holbrook – Yes  
Director Ingle - Yes  
Director Lynch – Yes

5 – 0 Motion carries.

**4.0 PUBLIC COMMENT**

Rachel Harris would like Auburn Area Recreation and Park District to purchase 2 Basketball Hoops so that the hoops can be raised and lowered. She would like to have them installed at Recreation Park.

## **5.0 CONSENT ITEMS**

- 5.1 Review and approval of Minutes of the Board of Directors from February, 2023**
- 5.2 Review of Cash Requirements for February, 2023 (Standing Finance Committee)**
- 5.3 Review of Financials for February, 2023 (Standing Finance Committee)**
- 5.4 Amendment of the Obsolescence List (Standing Finance Committee)**
- 5.5 Resolution #2023-11: Transfer of Equipment Reserve Funds in the amount of \$82,973 (Standing Finance Committee)**
- 5.6 Added language on selected Job Descriptions (Program, Personnel, Policy, Fee & Legal Review Committee)**
- 5.7 COLA Wage Increase (Program, Personnel, Policy, Fee & Legal Review Committee)**
- 5.8 District Administrator Contract Amendment - COLA (Program, Personnel, Policy, Fee & Legal Review Committee)**
- 5.9 Review of Policies Regarding Park, Facility and Amenity Closures (Program, Personnel, Policy, Fee & Legal Review Committee)**
- 5.10 Auburn Area Recreation and Park District's Refund Policy Amendments (Program, Personnel, Policy, Fee & Legal Review Committee)**

A motion was made by Director Gray and seconded by Director Lynch to pull 5.5 Resolution #2023-11: Transfer of Equipment Reserve Funds in the amount of \$82,973 and to approve the consent calendar as modified.

### **Roll Call Vote**

Director Ainsleigh – Yes  
Chairperson Gray – Yes  
Vice-Chairperson Holbrook – Yes  
Director Ingle - Yes  
Director Lynch – Yes

5 – 0 Motion carries.

A second motion was made by Director Ainsleigh and seconded by Director Ingle approve the 5.5 Resolution #2023-11: Transfer of Equipment Reserve Funds in the amount of \$82,973.

**Roll Call Vote**

Director Ainsleigh – Yes  
Chairperson Gray – Yes  
Vice-Chairperson Holbrook – Yes  
Director Ingle - Yes  
Director Lynch – Yes

5 – 0 Motion carries.

**6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS**

Board reports were provided to the Board under separate cover.

**7.0 UNFINISHED BUSINESS**

None.

**8.0 NEW BUSINESS**

**8.1 Fee Waiver request for Placer High School Grad Night**

A motion was made by Director Holbrook and seconded by Director Lynch to approve a fee waiver of 20%.

**Roll Call Vote**

Director Ainsleigh – No  
Chairperson Gray – No  
Vice-Chairperson Holbrook – Yes  
Director Ingle - No  
Director Lynch – Yes

2 – 3 Motion fails.

A second motion was made by Director Ainsleigh and seconded by Director Ingle to approve a fee waiver of 15%.

**Roll Call Vote**

Director Ainsleigh – Yes  
Chairperson Gray – Yes  
Vice-Chairperson Holbrook – No  
Director Ingle - Yes  
Director Lynch – Yes

4 – 1 Motion carries.

**8.2 Additional Pickleball Courts/Options for Pickleball**

A motion was made by Director Holbrook and seconded by Director Ainsleigh to repair the courts as suggested by staff. Convert the Meadow Vista court to a multi-use court for a 3-month period and revisit the issue.

Director Holbrook would like the site selection for the Regional Pickleball Courts to be brought to the April Acquisition and Development Committee meeting.

**Roll Call Vote**

Director Ainsleigh – Yes  
Chairperson Gray – Yes  
Vice-Chairperson Holbrook – Yes  
Director Ingle - Yes  
Director Lynch – Yes

5 – 0 Motion carries.

**8.3 FY 2023/2024 Project list and Future Plan Update**

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the FY 2023/2024 Project list and Future Plan Update.

**Roll Call Vote**

Director Ainsleigh – Yes  
Chairperson Gray – Yes  
Vice-Chairperson Holbrook – No  
Director Ingle - Yes  
Director Lynch – Yes

4 – 1 Motion carries.

**8.4 Extension of Managing Partner Agreement between ARD and U.S. Bureau of Reclamation**

A motion was made by Director Holbrook and seconded by Director Lynch to send a letter to U.S. Bureau of Reclamation, notifying them of ARD’s desire to extend the existing Managing Partner Agreement.

**Roll Call Vote**

Director Ainsleigh – Yes  
Chairperson Gray – Yes  
Vice-Chairperson Holbrook – Yes  
Director Ingle - Yes  
Director Lynch – Yes

5 – 0 Motion carries.

**8.5 Public Hearing: Final Budget and Resolution #2023-10 for Fiscal year 2023/2024**

The Board held a Public Hearing to approved the Final Budget for FY 23/24. A motion was made by Director Holbrook and seconded by Director Ingle to approve the Final Budget and Resolution #2023-10 for Fiscal year 2023/2024.

**Roll Call Vote**

Director Ainsleigh – No  
Chairperson Gray – Yes  
Vice-Chairperson Holbrook – No  
Director Ingle - Yes  
Director Lynch – Yes

3 – 2 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

- 9.1 County Mitigation Fund, current balance \$450,000 – item was discussed, not action taken.
- 9.2 Placer County Investment Report – item was discussed, not action taken.
- 9.3 Review of 2016 Tree Inventory – item was discussed, not action taken.

**10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS**

Director Holbrook would like the site selection for the Regional Pickleball Courts to be brought to the April Acquisition and Development Committee meeting.

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT**

None.

**13.0 CLOSED SESSION**

None.

**14.0 OPEN SESSION – REPORT/ACTION ON OR ABOUT CLOSED SESSION**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:57 PM.

  
Board Secretary

  
Date