

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, February 23, 2023 6:00 PM**

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

Board Members Absent: 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
Jesse Williams, Facilities & Grounds Manager
Cathy Warford, Recording Secretary

Staff Excused: Mike Scheele, Landscape Architect/Project Manager

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 Administrative Services Manager, Veona Galbraith, to Account Clerk I, Theresa Milam, as employee of the month for February, 2023.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

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

Roll Call Vote

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

4 – 0 - 1 Motion carries.

4.0 PUBLIC COMMENT

None.

5.0 CONSENT ITEMS

- 5.1 Review and approval of Minutes of the Board of Directors from January, 2023**
- 5.2 Review and approval of the Special Minutes of the Board of Directors from January, 2023**
- 5.3 Review of Cash Requirements for January, 2023 (Standing Finance Committee)**
- 5.4 Review of Financials for January, 2023 (Standing Finance Committee)**
- 5.5 Resolution #2023-5: Transfer of \$55,000 from the Future Capital Construction Reserves for the Roof at Christian Valley Community Center (Standing Finance Committee)**
- 5.6 Swim Aide Job Description**

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

Roll Call Vote

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

4 – 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 Preliminary Budget and Resolution # 2023-6 for Fiscal Year 2023/2024

A motion was made by Director Holbrook and seconded by Director Ingle to approve the Preliminary Budget and Resolution # 2023-6 for Fiscal Year 2023/2024.

Roll Call Vote

Director Ainsleigh – Yes

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

3 – 1 Motion carries.

8.2 Resolution # 2023-08: Preparation of Atwood III Engineer’s Report for FY 2023/2024

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve Resolution # 2023-08: Preparation of Atwood III Engineer’s Report for FY 2023/2024.

In the future, Director Holbrook would like this item to go automatically go to Consent Items.

Roll Call Vote

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

4 – 0 Motion carries.

8.3 Amendment of the Obsolescence List

A motion was made by Director Holbrook and seconded by Director Ingle to approve the Amendment of the Obsolescence List.

Roll Call Vote

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

4 – 0 Motion carries.

8.4 Resolution # 2023-09: ARD Winchester Park Booster Pump Replacement Project-Award of Contract

A motion was made by Director Ingle and seconded by Director Ainsleigh to approve Resolution # 2023-09: ARD Winchester Park Booster Pump Replacement Project-Award of Contract.

Roll Call Vote

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

4 – 0 Motion carries.

8.5 Resolution # 2023-07: Purchase of a New Rotary Mower

A motion was made by Director Ingle and seconded by Director Gray to approve Resolution # 2023-07: Purchase of a New Rotary Mower.

Roll Call Vote

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

3 – 1 Motion carries

An amended motion was made by Director Holbrook and seconded by Director Ingle to have a 1% percent contingency funding clause in the contract.

Roll Call Vote

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

2 – 2 Motion fails.

A second amended motion was made by Director Ingle and seconded by Director Ainsleigh to have a 5% percent contingency funding clause in the contract.

Roll Call Vote

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

3 – 1 Motion carries.

8.6 2023 ARD Friend of Recreation Nominations

The ARD Board of Directors voted on the nominations for the 2023 Friend of Recreation Award. Their votes on 1st and 2nd place, were:

Director Gray: 1. Heidi and Bud Rietjens; 2. Placer County Sheriff
Director Holbrook: 1. Placer County Sheriff; 2. Heidi and Bud Rietjens
Director Ainsleigh: 1. Placer County Sheriff; 2. Heidi and Bud Rietjens
Director Ingle: 1. Jim Ferris; 2. Placer County Sheriff
Director Lynch: Absent

Per policy, the Placer County Sheriff was named the 2023 ARD Friend of Recreation.

8.7 CSDA Board of Directors Call for Nominations – Seat C

A motion was made by Director Gray and seconded by Director Holbrook to approve the nomination of Scott Holbrook for the CSDA board of Directors Seat C.

Roll Call Vote

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

4 – 0 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

- 9.1 FY 2023/2024 Project List and Future Plan Update – item was discussed. This item will be brought back to the Board in March.
- 9.2 County Mitigation Fund, current balance \$450,000.
- 9.3 Placer County Investment Report – item was discussed.
- 9.4 California Employers; Pension Prefunding Trust (CEPPT) Fund – item was discussed.
- 9.5 Board of Member Training Status – item was discussed.

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

Director Ingle and Director Ainsleigh met with Patrice Taylor and Stewart Feldman at Meadow Vista Arboretum to understand their needs.

Director Gray wanted to remind everyone that Kahl Muscott’s review was coming up and that they should send in all their comments to Director Holbrook in a timely manner.

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 7:11 PM.

Cathy Wayford
Board Secretary

2/24/2023
Date