

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, March 28, 2024 6:00 PM**

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

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

**Absent:** Mark Brunner, Recreation Services Manager

**1.0 CALL TO ORDER**

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

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Presentation from, Facilities and Grounds Manager, Jesse Williams, to Park Worker, Krystal Friel, as employee of the month for March, 2024.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

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

**Roll Call Vote**

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

5 - 0 Motion carries.

**4.0 PUBLIC COMMENT**

Chairperson Holbrook gave a public comment about the Auburn Area Recreation and Park District calendar that was created back in 2018. He suggested that it might be nice to put another calendar out.

## **5.0 CONSENT ITEMS**

- 5.1 Review and approval of Minutes of the Board of Directors from February, 2024**
- 5.2 Review of Cash Requirements for February, 2024 (Standing Finance Committee)**
- 5.3 Review of Financial for February, 2023 (Standing Finance Committee)**
- 5.4 Resolution #2024-6 Transfer \$30,356 from the Equipment Reserves to the General Fund. The Sugar Pine Ridge Park Irrigation Pump install is complete. (Standing Finance Committee)**
- 5.5 Resolution #2024-7: Transfer \$41,622 from the COVID Relief Fund Reserves and \$29,869 from the Future Capital Reserve funds to the General Fund for the cost to complete the Ashford Park Plumbing upgrade for \$15,711, the Recreation Park Plumbing upgrade for \$15,000 and the Splash Pool Repairs for \$40,780. (Standing Finance Committee)**

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

### **Roll Call Vote**

Director Ainsleigh – Yes  
Director Gray – Yes  
Chairperson Holbrook – Yes  
Vice-Chairperson 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 Final Budget and Resolution # 2024-05 for Fiscal year 2024-2025**

A motion was made by Vice-Chairperson Ingle and seconded by Director Lynch to approve the Final Budget and Resolution # 2024-05 for Fiscal year 2024-2025.

**Roll Call Vote**

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

3 – 2 Motion carries.

**8.2 Resolution 2024-08; Accepting Grant Deed for the Atwood Ranch III Nature Preserve and Park (Lots B and C)**

A motion was made by Director Lynch and seconded by Vice-Chairperson Ingle to approve Resolution 2024-08; Accepting Grant Deed for the Atwood Ranch III Nature Preserve and Park (Lots B and C).

**Roll Call Vote**

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

3 – 2 Motion carries.

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

A motion was made by Director Gray and seconded by Chairperson Holbrook to approve FY 2023/2024 Project List and Future Plan Update.

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

4 - 1 Motion carries.

**8.4 Final 2024-2025 Obsolescence List**

A motion was made by Director Lynch and seconded by Vice-Chairperson Ingle to approve the Final 2024-2025 Obsolescence List

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

5 - 0 Motion carries.

**8.5 COLA Wage Increase**

A motion was made by Vice-Chairperson Ingle and seconded by Director Lynch to approve the COLA Wage Increase.

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

4 - 1 Motion carries.

**8.6 District Administrator Contract Amendment - COLA**

A motion was made by Chairperson Holbrook and seconded by Vice-Chairperson Ingle to approve the District Administrator Contract Amendment – COLA.

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

5 - 0 Motion carries.

**8.7 Resolution #2024-09: ARD Placer Hills Pool Fence & Mowband Project - Award of Contract**

A motion was made by Director Lynch and seconded by Director Gray to approve Resolution #2024-09: ARD Placer Hills Pool Fence & Mowband Project Project-Award of Contract.

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

4 – 0 - 1 Motion carries.

**8.8 Proposed Fee Change – Out of District Fees for Facility Rentals**

A motion was made by Director Lynch and seconded by Director Gray to approve leaving the District Fees for Facility Rentals as is and making no changes to the Out of District Fees for Facility Rentals.

Director Ainsleigh – No  
Director Gray – Yes

Chairperson Holbrook – Abstain  
Vice-Chairperson Ingle - Yes  
Director Lynch – Yes

3 – 1 - 1 Motion carries.

#### **8.9 LAFCO Election for Special District Representative Alternate**

A motion was made to nominate Joshua Alpine, Placer County Water Agency as the District Representative on LAFCO.

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

4 – 0 - 1 Motion carries.

A motion was made to nominate H. Gordan Ainsleigh, Auburn Area Recreation and Park District Director as the first choice and Judy Friedman, Tahoe City Public Utility District Director as the second choice for the Alternate Special District Representative on LAFCO.

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

3 – 1 - 1 Motion carries.

#### **9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

- 9.1 Dog Run Area at Railhead Park – was discussed.
- 9.2 County Mitigation Fund, current balance \$710,000 – was discussed.
- 9.3 City Mitigation Fund, current balance \$258,396 (Available Funds - \$13,396) – was not discussed.
- 9.4 Placer County Investment Report, January 31, 2024 – was not discussed.

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

Vice-Chairperson Ingle wanted to let the Board and Staff know she would be volunteering at the Roller-Skating Night and at the Floating Egg Hunt over the weekend.

#### **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 7:06 PM.

Cathy Warford  
Board Secretary

April 2, 2024  
Date