

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, May 30, 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
Mark Brunner, Recreation Services Manager
Caleb Porter, Youth Services Manager
Cathy Warford, Recording Secretary

Absent: Jesse Williams, Facilities & Grounds 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, Youth Services Manager, Caleb Porter, to Youth Services Program Leader III, Ileana Ramos, as employee of the month for May, 2024.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by the Director Ainsleigh to move 5.2 Review Approval of Minutes of the Board of Directors from April, 2024 and a second motion by Director Gray to move 5.5 Update to Check Signing Authority, 5.7 Bereavement Leave and 5.8 ARD's Pregnancy / Reproductive Loss Policy to after the Consent Items.

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

None.

5.0 CONSENT ITEMS

- 5.1 **Review and approval of the Minutes of the Special Board of Directors from April, 2024**
- 5.3 **Review of Cash Requirements for April, 2024 (Standing Finance Committee)**
- 5.4 **Review of Financial for April, 2024 (Standing Finance Committee)**
- 5.6 **District Policy Proposed Amendment – Purchasing Limits (Program, Policy, Fee & Legal Review Committee)**
- 5.9 **Resolution #2024-12: Requesting Election Services from Placer County (Program, Policy, Fee & Legal Review Committee)**

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

Roll Call Vote

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

5 – 0 Motion carries.

- 5.2 **Review and approval of Minutes of the Board of Directors from April, 2024**

This item was tabled until the next Board of Directors meeting in June, 2024.

- 5.5 **Update to Check Signing Authority (Program, Policy, Fee & Legal Review Committee)**

A motion was made by Vice-Chairperson Ingle and seconded by Director Lynch to approve the Update to Check Signing Authority.

Roll Call Vote

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

5 – 0 Motion carries.

5.7 Bereavement Leave (Program, Policy, Fee & Legal Review Committee)

A motion was made by Director Gray and seconded by Vice-Chairperson Ingle to approve the Bereavement Leave.

Roll Call Vote

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

5 – 0 Motion carries.

5.8 ARD’s Pregnancy / Reproductive Loss Policy (Program, Policy, Fee & Legal Review Committee)

A motion was made by Director Gray and seconded by Director Ainsleigh to approve the ARD’s Pregnancy / Reproductive Loss Policy.

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 Resolution 2024-13: Atwood III FY 24-25 Intention to Levy Assessments; Engineer’s Report; Notice of Hearing

A motion was made by Vice-Chairperson Ingle and seconded by Director Lynch to approve Resolution 2024-13: Atwood III FY 24-25 Intention to Levy Assessments; Engineer’s Report; Notice of Hearing.

Roll Call Vote

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

5 – 0 Motion carries.

8.2 Fee Waivers Policy Review

This item failed to receive a motion.

8.3 Review of Emergency Action – Regional Park Sewer Lift Station Emergency Repairs

A motion was made by Director Lynch and seconded by Director Gray to approve the Review of Emergency Action – Regional Park Sewer Lift Station Emergency Repairs.

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

5 - 0 Motion carries.

8.4 Appointment a Liaison to the Auburn City Council

This item failed to receive a motion.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

- 9.1 County Mitigation Fund, current balance \$710,000 – was not discussed.
- 9.2 City Mitigation Fund, current balance \$259,129 (Available Funds - \$22,930) – was not discussed.
- 9.3 Placer County Investment Report, March 31, 2024 – was not discussed.
- 9.4 CEPPT Account Update, March 31, 2024 – was discussed.

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

None.

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 6:54 PM.

Cathy Warford
Board Secretary

June 19, 2024
Date