

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, January 30, 2025 6:00 PM**

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

**Staff Present:** Kahl Muscott, District Administrator  
Veona Galbraith, Administrative Services Manager  
Jesse Williams, Facilities & Grounds Manager  
Mike Scheele, Landscape Architect/Project Manager  
Manouch Shirvanioun, Customer Service/Marketing 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 6:19 PM by Chairperson Ingle.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

Presentation from, District Administrator, Kahl Muscott, to District Landscape Architect/Project Manager, Michael Scheele, as employee of the month for January, 2025.

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

5 – 0 Motion carries.

**4.0 PUBLIC COMMENT**

Chairperson Ingle welcomed Kelly Davis as a new member of the Auburn City Council.

Elaine Thorton Marriott gave a public comment in regard to Marriott Meadows 24 Acres. She wanted to know when the project was getting started. It was explained that due to funding the project had been postponed and might need to be done in phases.

Director Ainsleigh gave a public comment in regard to Facilities and Grounds staffing. He said it was wonderful that we were at 100% staffing but he suggested that we negotiate with the Union to give the bottom 2 tiers a raise.

Director Holbrook gave a public comment thanking Manouch Shirvanioun for the work he has done with the Auburn Chamber.

## **5.0 CONSENT ITEMS**

- 5.1 Review and approval of Minutes of the Board of Directors from December, 2024**
- 5.2 Review of Cash Requirements for December, 2024 (Standing Finance Committee)**
- 5.3 Review of Financial for December, 2024 (Standing Finance Committee)**
- 5.4 Resolution #2025-1: Transfer \$63,575 from the Future Capital Reserve funds to the General Fund for the cost to complete the following Rec Park Projects; the Picnic Apron, the Splash Pool painting, the Topo Engineering for the Playground ADA access, the Placer Hills Pool mow strip and the Electrical Infrastructure at Overlook Park (Standing Finance Committee)**
- 5.5 Resolution #2025-2 Transfer \$46,716 from the Equipment Reserves to the General Fund for the New Truck (Standing Finance Committee)**
- 5.6 Increase in Minimum Wage (Standing Finance Committee)**

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve the Consent Items.

### **Roll Call Vote**

Director Ainsleigh – Yes  
Vice-Chairperson Gray – Yes  
Director Holbrook – Yes  
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 California CLASS Prime Fund**

A motion was made by Director Holbrook and seconded by Director Gray to approve transferring up to \$1 M to the California CLASS Prime Fund, the amount to be determined by staff.

#### **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 Annual Investment Policy and Authority for Investment Policy and Updating Investment Policy**

A motion was made by Director Lynch and seconded by Director Ainsleigh to approve Annual Investment Policy and Authority for Investment Policy and Updating the Investment Policy.

#### **Roll Call Vote**

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

4 – 1 Motion carries.

### **8.3 LAFCO Nominations for Vacant Special District Commissioner**

A motion was made by the Board of Directors to nominate Director Scott Holbrook to be nominated for the open Special Placer LAFCO vacant seat.

#### **Roll Call Vote**

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

4 – 1 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

9.1 2024 Events P&L – was discussed

9.2 2025 ARD Friend of Recreation Award – was discussed. District Administrator, Kahl Muscott, ask the Board of Directors to send in their recommendation to him by Tuesday, February 18 so that he could put this item on the Board of Directors agenda for February.

9.3 County Mitigation Fund, current balance \$518,320 – was not discussed.

9.4 City Mitigation Fund, current balance \$194,657 (Available Funds - \$14,657) – was not discussed.

9.5 Placer County Investment Report, November 30, 2024 – was not discussed.

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

None.

**11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL**

None.

**12.0 PUBLIC COMMENT**

Director Ainsleigh had a question about Bocce Ball. After the game would it be acceptable to drink wine? District Administrator, Kahl Muscott, said the Bocce Ball group would have to rent the facilities and purchase a permit to have alcohol on the premises.

**13.0 CLOSED SESSION**

None.

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

None.

**ADJOURNMENT**

The meeting was adjourned at 7:20 PM.

Carly Warford  
Board Secretary

Feb 6, 2025  
Date