

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, May 29, 2025 6:00 PM**

**Board Members Present:** Director H. Gordon Ainsleigh  
Director Jim Gray  
Director Scott Holbrook Director Holbrook departed at 7:01 PM  
Chairperson Sue Ingle  
Vice-Chairperson Mike Lynch

**Absent:** None

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

**Absent:** 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 Ingle.

**2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS**

None.

**3.0 AGENDA REVIEW, CHANGES AND APPROVAL**

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

**Roll Call Vote**

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

5 – 0 Motion carries.

**4.0 PUBLIC COMMENT**

None.

**5.0 CONSENT ITEMS**

**5.1 Review and approval of Minutes of the Board of Directors from April, 2025**

**5.2 Review of Cash Requirements for April, 2025 (Standing Finance Committee)**

**5.3 Review of “Preliminary” Financials for March, 2025 (Standing Finance Committee)**

**5.4 Review of Financials for April, 2025 (Standing Finance Committee)**

**5.5 Boundary Policy between ARD staff and minors (Policy Committee)**

**5.6 ARD Field Use Policy Amendments (Policy Committee)**

Director Gray would like to pull 5.1 Review and approval of Minutes of the Board of Directors from April, 2025 and Vice-Chairperson Lynch would like to pull 5.6 ARD Field Use Policy Amendments.

A motion was made by Director Ainsleigh and seconded by Vice-Chairperson Lynch to approve Consent Calendar items 5.2, 5.3, 5.4 and 5.5.

**Roll Call Vote**

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

5 – 0 Motion carries.

A second motion was made by Director Ainsleigh and seconded by Vice-Chairperson Lynch to approve 5.1 Review and approval of Minutes of the Board of Directors from April, 2025 with corrections.

**Roll Call Vote**

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

4 – 1 Motion carries.

A third motion was made by Director Holbrook and seconded by Director Ainsleigh to approve 5.6 ARD Field Use Policy Amendments as written.

**Roll Call Vote**

Director Ainsleigh – Yes  
Director Gray – Yes  
Director Holbrook – Yes

Chairperson Ingle - Yes  
Vice-Chairperson Lynch – No

4 – 1 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 #2025-07: Appointment of a Finance Officer**

A motion was made by Vice-Chairperson Lynch and seconded by Director Gray to approve Resolution #2025-07: Appointment of a Finance Officer

#### **Roll Call Vote**

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

4 – 1 Motion carries.

### **8.2 Resolution #2025-13: Transfer of COVID Relief Funds of \$203,000 to the Future Capital Construction Reserves**

A motion was made by Director Holbrook and seconded by Vice-Chairperson Lynch to approve Resolution #2025-13: Transfer of COVID Relief Funds of \$203,000 to the Future Capital Construction Reserves.

#### **Roll Call Vote**

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

5 – 0 Motion carries.

### **8.3 Resolution #2025-14: Contract Approval for Overlook Park Modular Building Siding Replacement**

A motion was made by Director Holbrook and seconded by Director Ainsleigh to approve Resolution #2025-14: Contract Approval for Overlook Park Modular Building Siding Replacement.

**Roll Call Vote**

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

5 – 0 Motion carries.

**8.4 Resolution #2025-15: Atwood III FY 25-26 Intention to Levy Assessments; Engineer's Report; Notice of Hearing**

A motion was made by Director Ainsleigh and seconded by Director Gray to approve Resolution #2025-15: Atwood III FY 25-26 Intention to Levy Assessments; Engineer's Report; Notice of Hearing.

**Roll Call Vote**

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

4 – 1 Motion carries.

**9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS**

- 9.1 MV Park Partner Update – this item was discussed and moved up to before 8.1.
- 9.2 County Mitigation Fund, current balance \$518,320 – was not discussed.
- 9.3 City Mitigation Fund, current balance \$197,170 (Available Funds - \$17,171) – was discussed.
- 9.4 Placer County Investment Report as of March 31, 2025 – was discussed.
- 9.5 CEPPT Account Update Summary as of March 31, 2025 – was not 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**

**13.1 Public Employee Performance Evaluation (Gov Code 54954.5, subd. (e), 54947.)**

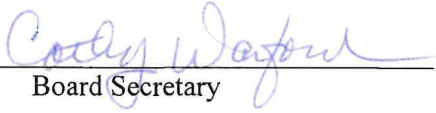
**Title: District Administrator**

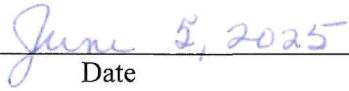
**14.0 OPEN SESSION Report/Action on or About Closed Session**

None.

**ADJOURNMENT**

The meeting was adjourned at 7:03 PM.

  
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Board Secretary

  
\_\_\_\_\_  
Date