

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, July 31, 2025 6:00 PM**

Board Members Present: Director H. Gordon Ainsleigh
Director Jim Gray
Director Scott Holbrook Director Holbrook departed at 6:31 PM
Chairperson Sue Ingle

Absent: Vice-Chairperson Mike Lynch

Staff Present: Kahl Muscott, District Administrator
Veona Galbraith, Administrative Services Manager
Mark Brunner, Recreation Services/Youth Services Manager
Jesse Williams, Facilities & Grounds Manager
Manouch Shirvanioun, Customer Service/Marketing Manager
Cathy Warford, Recording Secretary

Absent: 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 Ingle.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation from, Recreation Services Manager, Mark Brunner, to Lifeguard, Jamie Ranlett, as employee of the month for July, 2025.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A Motion was made by Chairperson Ingle to move 8.1 Annual Audit for Fiscal Year 2024-2025, 8.2 Resolution #2025-21: ARD Mariott Meadows Park Fencing Improvements Project-Award of Contract and 8.4 District Policy proposed amendment – Purchasing limits before 6.0 ADMINISTRATOR’S AND DEPARTMENTAL REPORTS.

Roll Call Vote

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

4 – 0 Motion carries.

4.0 PUBLIC COMMENT

Chairperson Ingle made a presentation with Barbara Fralick. As part of the Leadership Auburn class this year, we funded Flag Pole installation at Recreation Park. We had a plaque made that

will need to be mounted before the ceremony which will be held on September 11th at 12:00pm. Chairperson Ingle is hoping that everyone will attend.

5.0 CONSENT ITEMS

- 5.1 Review and approval of Minutes of the Board of Directors from June, 2025**
- 5.2 Review of Cash Requirements for June, 2025 (Standing Finance Committee)**
- 5.3 Review of Financials for June, 2025 (Standing Finance Committee)**
- 5.4 Resolution #2025-19: Transfer of Future Capital Construction Reserves of \$20,400 to the General Fund (Standing Finance Committee)**
- 5.5 Resolution #2025-20: Transfer of \$80,000 from the Equipment Reserve Fund to the General Fund (Standing Finance Committee)**
- 5.6 Memorandum of Understanding between ARD and Local 39**

A motion was made by Director Ainsleigh to pull 5.1 Review and approval of Minutes of the Board of Directors from June, 2025.

Roll Call Vote

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

4 – 0 Motion carries.

A second motion was made by Director Ainsleigh and seconded by Director Holbrook to approve 5.2 Review of Cash Requirements for June, 2025, 5.3 Review of Financials for June, 2025, 5.4 Resolution #2025-19: Transfer of Future Capital Construction Reserves of \$20,400 to the General Fund, 5.5 Resolution #2025-20: Transfer of \$80,000 from the Equipment Reserve Fund to the General Fund and 5.6 Memorandum of Understanding between ARD and Local 39

Roll Call Vote

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

4 – 0 Motion carries.

A third motion was made by Chairperson Ingle and seconded by Director Holbrook to approve 5.1 Review and approval of Minutes of the Board of Directors from June, 2025 with corrections noted.

Roll Call Vote

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

3 – 0 - 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 Annual Audit for Fiscal Year 2024-2025

A motion was made by Director Holbrook and seconded by Chairperson Ingle to approve 8.1 Annual Audit for Fiscal Year 2024-2025.

Roll Call Vote

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

4 – 0 Motion carries.

8.2 Resolution #2025-21: ARD Mariott Meadows Park Fencing Improvements Project-Award of Contract

A motion was made by Director Holbrook and Direct Gray to approve 8.2 Resolution #2025-21: ARD Mariott Meadows Park Fencing Improvements Project-Award of Contract.

Roll Call Vote

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

4 – 0 Motion carries.

8.3 District Administrator contract amendment – Review Merit Increase

A motion was made by Director Gray and seconded by Director Ainsleigh to approve 8.3 District Administrator contract amendment – Review Merit Increase.

Director Ainsleigh wanted to thank District Administrator Muscott because after his favorable review he only ask for his CPI.

Roll Call Vote

Director Ainsleigh – Yes

Director Gray – Yes

Director Holbrook – Absent

Chairperson Ingle - Yes

Vice-Chairperson Lynch – Absent

3 – 0 Motion carries.

8.4 District Policy proposed amendment – Purchasing limits

A motion was made by Director Holbrook and seconded by Chairperson Ingle to approve the proposed changes as recommended by Director Holbrook to 8.4 District Policy proposed amendment – Purchasing limits.

Roll Call Vote

Director Ainsleigh – Yes

Director Gray – Yes

Director Holbrook – Yes

Chairperson Ingle - Yes

Vice-Chairperson Lynch – Absent

4 – 0 Motion carries.

8.5 Placer LAFCO Alternate Special District Representative Selection

A motion was made by Director Ainsleigh and seconded by Chairperson Ingle to elect Jim Holmes as the Special District Alternate Representative for LAFCO.

Roll Call Vote

Director Ainsleigh – Yes

Director Gray – Yes

Director Holbrook – Absent

Chairperson Ingle - Yes

Vice-Chairperson Lynch – Absent

3 – 0 Motion carries.

9.0 ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

9.1 County Mitigation Fund, current balance \$548,569.85 – this item was not discussed.

9.2 City Mitigation Fund, current balance \$198,469 (Available Funds - None) – this item was discussed.

9.3 Placer County Investment Report as of May 31, 2025 – this item was not discussed.

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

Director Ainsleigh would like to change the title of 10.0. Director Gray and Chairperson Ingle thought the title of 10.0 is fine just like it is.

Director Gray wanted to make a comment about the Big Truck event. It was a great event and he felt everything went well.

Chairperson Ingle ask that next year the Concrete Truck be moved to a different location. The horn was very loud and made the little children cry. District Administrator Muscott said that the truck was not suppose to be located there, it should be been located by the Fire Trucks.

Director Gray wanted to know if we send out “Thank You” cards to everyone that came in. District Administrator Muscott said we do send out emails.

Chairperson Ingle said how successful the event was! The kids love it!

Director Ainsleigh made the comment that ARD had never done an acknowledgement to the Park Partners for all the work that they have done. Director Ainsleigh thinks that somewhere down the line ARD should. District Administrator Muscott said we have spoke to Kurt Berlison and he does not want to be recognized.

Director Ainsleigh wanted to make the Board of Directors aware that when individuals volunteer ARD need to acknowledge their work.

Chairperson Ingle said that we should send Kurt Berlison a “Thank you Card” and that the Board of Directors sign the card at the August meeting.

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 Sesson

None.

ADJOURNMENT

The meeting was adjourned at 7:04 PM.

Cathy Warford
Board Secretary

August 7, 2025
Date