

**Auburn Area Recreation and Park District  
Minutes of the Meeting of the Board of Directors  
Thursday, November 20, 2025 6:00 PM**

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

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

Director Gray mentioned that Jim Huddleston recently passed away. He also wanted to the Board and Staff to know that Carmel, California has banned pickleball at the only public park with courts.

Chairperson Ingle distributed the Board Procedures & Responsibilities to the Board of Directors. Chairperson Ingle thought the Board did an overall really good job with the Code of Conduct but she felt they could do a better job with respecting one another.

## **5.0 CONSENT ITEMS**

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

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

**5.3 Amendments to Rec Aide III Job Description (Policy Committee)**

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

### **Roll Call Vote**

Director Ainsleigh – Yes

Director Gray – Yes

Director Holbrook – Yes

Chairperson Ingle - Yes

Vice-Chairperson 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 Proposed Changes to the Youth Assistance Fund/Creation of a Youth and Community Assistance Fund**

No motion was made on this item. The Board of Directors would like this item sent back to the Policy Committee for further review and discussion.

**8.2 Proposed ARD Policy Modification: Reusable, recyclable or compostable food containers and utensils**

A motion was made by Director Holbrook and seconded by Director Ainsleigh to eliminate the Proposed ARD Policy Modification: Reusable, recyclable or compostable food containers and utensils

### **Roll Call Vote**

Director Ainsleigh – Yes

Director Gray – No

Director Holbrook – Yes

Chairperson Ingle - Yes

Vice-Chairperson Lynch – No

3 – 2 Motion carries.

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

- 9.1 County Mitigation Fund, \$518,320 – this item was not discussed.
- 9.2 City Mitigation Fund, \$390,333, with \$150,333, that is not encumbered – this item was not discussed.
- 9.3 California CLASS as of September 30, 2025 – this item was not discussed.
- 9.4 Placer County Investment Report as of June 30, 2025 – this item was not discussed.
- 9.5 CEPPT Account Update Summary – July through September Statement – this item 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 (Govt. Code §§ 54954.5, subd. (e), 54957.)

**Title: District Administrator**

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

The Board came out of Closed Session at 7:16 PM. There was no reportable action.

### **ADJOURNMENT**

The meeting was adjourned at 7:17 PM.

Cathy Wapner  
Board Secretary

Nov. 24, 2025  
Date