

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, December 18, 2025 6:00 PM**

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

Absent: Director Jim Gray

Staff Present: Kahl Muscott, District Administrator
Kasey Casl, Youth Services Manager
Jesse Williams, Facilities & Grounds Manager
Mike Scheele, Landscape Architect/Project Manager
Cathy Warford, Recording Secretary

Absent: Veona Galbraith, Administrative Services Manager
Mark Brunner, Recreation Services
Manouch Shirvanioun, Customer Service/Marketing 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, District Administrator, Kahl Muscott, to the Meadow Vista Park Partners, as Volunteers of the Month for December, 2025.

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

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

A motion was made by Vice-Chairperson Lynch and seconded by Chairperson Ingle to approve the agenda as written.

Roll Call Vote

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

4 – 0 Motion carries.

4.0 PUBLIC COMMENT

Ben Swan, a resident of Auburn, wishes to honor his father, Carl Swain, for his 50 years of service to the Auburn Little League. The Board has recommended that Ben submit Letters of Recommendation to them. Kahl Muscott, District Administrator, suggested that Ben send the

Letters of Recommendation to him so they can be gathered together and presented to the Board of Directors at the next Board of Directors meeting.

5.0 CONSENT ITEMS

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

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

5.3 Review of Financial for October, 2025 (Standing Finance Committee)

5.4 Review of Financial for November, 2025 (Standing Finance Committee)

5.5 Use of Artificial Intelligence (AI) Policy (Policy Committee)

5.6 Annual Investment Policy and Authority for Investment Policy (Policy Committee)

Director Lynch requested that 5.5 Use of Artificial Intelligence (AI) Policy be pulled.

A motion was made by Director Holbrook and seconded by Vice-Chairperson Lynch to approve the 5.1, 5.2, 5.3, 5.4 and 5.6.

Roll Call Vote

Director Ainsleigh – Yes

Director Gray – Absent

Director Holbrook – Yes

Chairperson Ingle - Yes

Vice-Chairperson Lynch – Yes

4 – 0 Motion carries.

5.5 Use of Artificial Intelligence (AI) Policy (Policy Committee)

No motion was made on 5.5 Use of Artificial Intelligence (AI) Policy. It was decided after a lengthy discussion the Board of Directors would send this item back to the Policy Committee for further discussion.

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 Sierra Pool Heater – Repair vs. Replace Approval

The Board of Directors suggested that the Auburn Area Recreation and Park District let the heater run its course and replace it when it breaks.

Roll Call Vote

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

3 – 0 - 1 Motion carries.

8.2 Transfer #2025-28: Transfer Contingency Funds to the CLASS (California Cooperative Liquid Assets Securities System) from the CEPPT in the amount of \$380,000 and Placer County Treasury in the amount of \$70,000

A motion was made by Director Holbrook and seconded by Vice-Chairperson Lynch to approve the Transfer #2025-28: Transfer Contingency Funds to the CLASS (California Cooperative Liquid Assets Securities System) from the CEPPT in the amount of \$380,000 and Placer County Treasury in the amount of \$70,000.

Roll Call Vote

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

4 – 0 Motion carries.

8.3 Proposed Changes to the Youth Assistance Fund/Creation of a Community Assistance Fund

A motion was made by Director Ainsleigh and seconded by Vice-Chairperson Lynch to approve the Proposed Changes to the Youth Assistance Fund/Creation of a Community Assistance Fund. Vice-Chairperson Lynch would like to revisit this item in another year.

Roll Call Vote

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

4 – 0 Motion carries.

8.4 Memorial for Jim Ferris

A motion was made by Director Ainsleigh and seconded by Vice-Chairperson Lynch to approve the renaming of the Foothill Room at the Canyon View Community Center (CVCC) after Jim Ferris.

Roll Call Vote

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

4 – 0 Motion carries.

8.5 Election of ARD Chairperson and Vice-Chairperson

A motion was made by Director Holbrook to nominate Vice-Chairperson Lynch as Chairperson in 2026.

Roll Call Vote

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

4 – 0 Motion carries.

A motion was made by Director Holbrook to nominate Director Gray as Vice-Chairperson in 2026.

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

4 – 0 Motion carries.

8.6 ARD Committee Appointments

Chairman Lynch would like to keep Committee assignments the same as they were in 2025, except replacing Vice-Chairperson Gray from the 501 (c) (3) with Director Ingle.

Roll Call Vote

Director Ainsleigh – Yes
Director Ingle – Yes
Director Holbrook – Yes

Chairperson Lynch - Yes
Vice-Chairperson Gray – Absent

4 – 0 Motion carries.

ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

- 9.1 Creation of a Volunteer of the year Award – this item was discussed and being sent to the Policy Committee in January.
- 9.2 County Mitigation Fund, \$518,320 – this item was not discussed.
- 9.3 City Mitigation Fund, \$391,579, with \$151,579, that is not encumbered – this item was not discussed.
- 9.4 California CLASS as of November 30, 2025 – this item was not discussed.
- 9.5 Placer County Investment Report as of October 31, 2025 – 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.)

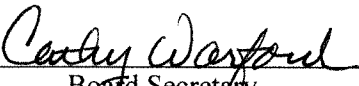
Title: District Administrator

14.0 OPEN SESSION Report/Action on or About Closed Session

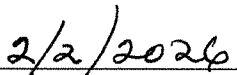
None.

ADJOURNMENT

The meeting was adjourned at 7:14 PM.



Board Secretary



Date