

**Auburn Area Recreation and Park District
Minutes of the Meeting of the Board of Directors
Thursday, January 29, 2026, 6:00 PM**

Board Members Present: Director H. Gordon Ainsleigh
Vice-Chairperson Jim Gray
Director Scott Holbrook. Director Holbrook left at 6:56 PM.
Director Sue Ingle
Chairperson Mike Lynch

Staff Present: Kahl Muscott, District Administrator
Kasey Casl, Youth Services Manager
Jesse Williams, Facilities & Grounds Manager
Mike Scheele, Landscape Architect/Project Manager
Mark Brunner, Recreation Services
Manouch Shirvanioun, Customer Service/Marketing Manager
Cathy Warford, Recording Secretary

Absent: Veona Galbraith, Administrative Services Manager

1.0 CALL TO ORDER

The Meeting of the Board of Directors was called to order at 6:11 PM by Chairperson Lynch.

2.0 INTRODUCTIONS, PRESENTATIONS AND ANNOUNCEMENTS

Presentation from, Facility and Grounds Manager, Jesse Williams, to Facility and Grounds Supervisor, David Madruga, as employee of the month for January, 2026.

3.0 AGENDA REVIEW, CHANGES AND APPROVAL

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

Roll Call Vote

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

5 – 0 Motion carries.

4.0 PUBLIC COMMENT

Kurt Bertilson, a resident of Meadow Vista, spoke during the public comment period. He asked how he could work more effectively with the Auburn Area Recreation and Park District and the Park Partners in the future. It was suggested that he attend the next Acquisition and Development Committee meeting in February to discuss possible projects, bringing a draft scope of work, estimated timeline, and the budget needed to complete the project.

Manouch Shirvanioun, Marketing and Customer Service Manager with the Auburn Recreation and Park District, made a public comment regarding the Amendment to the Administrative Services Manager Job Description.

Chairperson Lynch reminded the Board of Directors to continue to act in an orderly and respectful way toward other members of the Board.

5.0 CONSENT ITEMS

- 5.1 Review and approval of Minutes of the Board of Directors from December, 2025**
- 5.2 Review of Cash Requirements for December, 2025 (Standing Finance Committee)**
- 5.3 Review of Financial for December, 2025 (Standing Finance Committee)**
- 5.4 Resolution #2026-1: Transfer \$38,531 of Future Capital Reserve Funds for Completed Projects (Standing Finance Committee)**
- 5.5 Amendments to the Administrative Services Manager Job Description (Policy Committee)**

Vice-Chairperson Gray requested that 5.1 Review and approval of Minutes of the Board of Directors from December, 2025 be pulled. Chairperson Lynch asked that 5.5 Amendments to the Administrative Services Manager Job Description be pulled.

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

Roll Call Vote

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

5 – 0 Motion carries.

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

A motion was made by Director Ainsleigh and seconded by Director Ingle to approve the 5.1 Review and approval of the Minutes of the Board of Directors with the recommended changes.

Roll Call Vote

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

5 – 0 Motion carries.

5.5 Amendments to the Administrative Services Manager Job Description (Policy Committee)

A motion was made on 5.5 Amendments to the Administrative Services Manager Job Description to be sent back to the Policy Committee as a Discussion Item for further review and discussion.

Roll Call Vote

Director Ainsleigh – Yes
Vice-Chairperson Gray – Yes
Director Holbrook – Yes
Director Ingle - Yes
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 Use of Artificial Intelligence (AI) Policy

A motion was made by Director Ingle and seconded by Director Holbrook to go with what was recommended by the Staff and not create a policy at this time and revisit at a later date.

Roll Call Vote

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

4 – 1 Motion carries.

ITEMS FOR DISCUSSION AND INFORMATIONAL ITEMS

- 9.1 2026 Friend of ARD Award – call for nominations – was discussed.
- 9.2 Review of ARD’s Adopt-A-Park Program – was discussed.
- 9.3 2025 Events P&L Review – was discussed.
- 9.4 5 Year History of Volunteer and Work Release Hours – was discussed.
- 9.5 County Mitigation Fund, current balance \$518,320 – was discussed.
- 9.6 City Mitigation total is \$392,838, with \$152,838 not encumbered – was discussed.
- 9.7 California CLASS as of December 31, 2025 – was discussed.

- 9.8 Placer County Investment Report as of November 30, 2025 – was discussed.
- 9.9 Placer County Investment Report as of December 31, 2025 – was discussed.
- 9.10 CEPPT Account Update Summary as of December 31, 2025 – was discussed.

Chairperson Lynch would like to add Required Training for the Board of Directors under 9.0 Items for Discussion and Informational Items.

10.0 BRIEF ANNOUNCEMENTS AND REPORTS FROM BOARD MEMBERS

None.

11.0 CORRESPONDENCE/COMMUNICATIONS AND INFORMATIONAL

None.

12.0 PUBLIC COMMENT

Patsy Lynch, Auburn resident, made a public comment that Ashley Park is always full of cars.

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 7:21 PM.

Cathy Wayfoul
Board Secretary

Feb. 4, 2026
Date