

FRIENDS OF THE AUBURN AREA RECREATION AND PARKS, INC. 501 (c) (3)
SPECIAL ADVISORY COMMITTEE AGENDA

WEDNESDAY, JUNE 17, 2026, 10:30 AM

CANYON VIEW COMMUNITY CENTER, BOARD ROOM
471 MAIDU DRIVE
AUBURN, CA

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/81257866403>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 812 5786 6403 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

I. Call to Order

Chairman Lynch _____ Director Ingle _____

President Muscott _____ Treasurer Galbraith _____

Advisory Committee Chairman Bud Rietjens _____

Advisory Committee Member Heidi Rietjens _____

Advisory Committee Member Barbara Fralick _____

II. PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

III. Review and Approval of the April 22, 2026, Friends of the Auburn Area Recreation and Parks, Inc. 501 (c) (3) Advisory Committee Minutes. (Page 3)

IV. Review of the 501 (c) (3) Financials & Checks from the 501 (c) (3) account

None this month.

V. New Business

None this month.

VI. Discussion

1. Status of STRIPE payment.
2. Current status of expenditures (in the PayPal account) needing documentation.
3. Draft new APC-ARD MOU for review. **(Pages 4-5)**

VII. Adjournment

FRIENDS OF THE AUBURN AREA RECREATION AND PARKS, INC. 501 (c) (3)

This agenda is hereby certified to have been posted as follows:

June 12, 2026
Date

1:30 pm
Time

Cathy Warford
Secretary to the Board

Friends of the Auburn Area Recreation and Parks, Inc. 501 (c) (3)
Minutes of the
Meeting of the Advisory Committee
Wednesday, April 22, 2026, 10:30 AM
Canyon View Community Center
471 Maidu Drive, Auburn, CA

I. CALL TO ORDER

The Meeting of the Friends of the Auburn Area Recreation and Parks, Inc. was called to order at 10:32 AM by Chairman Lynch.

Members present were Chairman Mike Lynch, Director Ingle, President Kahl Muscott, Treasurer Veona Galbraith, Advisory Committee Chairman Bud Rietjens, Advisory Committee Chairman Heidi Rietjens and Advisory Committee Member Barbara Fralick.

II. PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name address and for the record (optional). There is a time limitation of three minutes.

None.

III. Review and Approval of the January 21, 2026 Friends of the Auburn Area Recreation and Parks, Inc. 501 (c) (3) Advisory Committee Minutes.

The minutes were reviewed and approved by the Committee.

IV. Review of the 501 (c) (3) Financials and Checks from the 501 (c) (3) account – as of March 31, 2026.

The Committee reviewed the 501 (c) (3) Financials and Checks from the 501 (c) (3) account and forwarded this item to the Consent Calendar for review and approval.

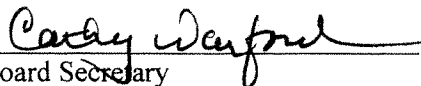
V. New Business

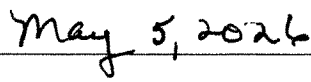
None.

VI. Discussion

1. Review of the ARD – Auburn Pickleball Club MOU. The 501 (c) (3) Committee sent a recommendation to the ARD Board of Directors to terminate the lease between ARD and the Auburn Pickleball Club.
2. Auburn Pickleball Club Report – an update was given by Barbara Fralick.

VII. ADJOURNMENT – As there was no further business, the meeting was adjourned at 10:59 AM.


Board Secretary


Date

Discussion Item # 3:

Memorandum of Understanding (MOU) between the Auburn Pickleball Club and the Auburn Area Recreation and Park District for Operations and Administration of the Auburn Pickleball Club

Whereas, the Auburn Area Recreation and Park District (ARD) is a Special District created in 1948 to provide recreation and park services for the greater Auburn and Meadow Vista areas, and

Whereas the mission of ARD is to provide an excellent system of parks, recreation facilities, programs and services that enrich the lives, health and happiness of our citizens, and

Whereas, ARD is desirous of working with the community to **promote pickleball recreation** and form a pickleball club, and

Whereas, the Auburn Pickleball Club's (APC) mission is to provide organized recreational and competitive pickleball play by facilitating lessons, recreational and competitive play, and social events with the purpose of creating revenue to assist ARD in pickleball facilities use, upkeep and expansion., and

Whereas, ARD and the Auburn Pickleball Club agree that a mutual partnership to fundraise and administer a pickleball club is in the best interest of the community.

Now therefore, ARD and Auburn Pickleball Club hereby agree as follows:

I. General Provisions:

- a. The Auburn Pickleball Club acknowledges and understands that ARD pickleball courts, tennis courts and gymnasiums are public facilities and are used for a variety of classes, leagues, tournaments and general drop-in play. Auburn Pickleball Club use of these facilities will be scheduled with ARD in advance.
- b. The Auburn Pickleball Club finances will operate through the "Friends of the Auburn Area Recreation and Park District" **501(c)(3)" (FRIENDS)** organization. The Auburn Pickleball Club agrees that it will adhere to all **FRIENDS "Friends"** policies and procedures.
- c. The Auburn Pickleball Club will have its own set of bylaws that provide instruction on how the Auburn Pickleball Club will operate. **These bylaws will be posted on the APC webpage.**
- d. All improvements to ARD facilities, other than routine maintenance, must be approved by ARD. Prior to beginning any project or phase of a project, funding must be in place. Routine maintenance shall be defined as clean up and repairs that do not alter the layout or features of an ARD facility.
- e. The Auburn Pickleball Club agrees and understands that improvements may require permissions and permits from ARD and/or other governmental agencies. Proper time should be allotted to receive these permissions and permits.
- f. Auburn Pickleball Club volunteers must follow ARD volunteer guidelines and rules. **The APC will report all volunteer hours on a form and in a manner as specified by ARD.**
- g. ARD agrees that the Auburn Pickleball Club is not responsible for the conduct of members of the general public using the facilities during non-Auburn Pickleball Club usage.
- h. ARD reserves the right to close facilities for any purposes deemed necessary.

- II. 2. Specifically, The Auburn Area Recreation and Park District (ARD) will be responsible for the following:
 - a. Provide the following services using existing ARD systems:
 - 1. **Memberships: Collect and account for APC memberships on the ARD website and give APC regular reports on names, dates, amount and emails of those signing up. These services do not include building, tracking, renewal notices, or promoting membership, which are the responsibility of the APC.**
 - 2. **Donation System: Provide for online donations to APC and pickleball programs and projects be done through the exiting FRIENDS webpage. ARD will provide a specific Donate category for APC/Pickleball.**
 - 3. **Special events: Special Events and programs (like the pickleball ladder) will be done through the regular ARD events system.**
 - 4. **Webpage: ARD will provide an APC webpage on the ARD website with links to APC memberships, donations, events, etc. APC will provide contend for the APC webpage.**
 - b. Providing accurate information on calendars and facility availability
 - ~~c. Providing accounting and financial services for the Auburn Pickleball Club through the "Friends of the Auburn Area Recreation and Park District" 501(c)(3)" (FRIENDS). These accounting services do not include building, tracking or promoting membership in the Auburn Pickleball Club.~~
 - d. **APC understands and agrees to pay the ARD administration fee for maintaining the FRIENDS financial system (currently set at 5%) out of pickleball funds. APC agrees that one-third of the FRIENDS liability insurance costs will come from pickleball funds.**
- III. Specifically, the APC will be responsible for the following:
 - a. Providing financial and/or in-kind assistance for organized recreational and competitive pickleball play by facilitating lessons, recreational and competitive play, and social events with the purpose of creating revenue to assist ARD in pickleball facilities use, upkeep and expansion.
 - b. **That APC reimbursements claims will be made using the current ARD system including using a form approved by ARD and with the attachment of all receipts/documentation required by ARD.**
 - c. **The APC will minimize requesting ARD order and pay directly for pickleball related items. In this regard, for smaller expenses (less than \$500) individuals from APC would normally purchase the pickleball related item(s) and then be reimbursed by using the ARD expense claim reimbursement process.**

This MOU may be revised at any time upon written and signed approval of both ARD and APC.

The term of this Memorandum of Understanding shall be one year, from the date of signing, with an automatic renewal at the end of each year unless terminated. ~~or amended.~~ This MOU may be terminated by either party by giving the other party a 90 day written notice. ~~Notice must be delivered by certified U.S. mail to:~~

Auburn Area Recreation and Park District
c/o District Administrator
471 Maidu Dr. Suite 200
Auburn, CA 95603

Auburn Pickleball Club

Signed _____ Date: _____
Kahl Muscott, ARD District Administrator

Signed _____ Date: _____
APC Chairperson