ARBUCKLE PARKS AND RECREATIONS DISTRICT
PO BOX [TBA]
ARBUCKLE, CA 95912

FEBRUARY 12, 2008 – 7:00 PM
JOHNSON JUNIOR HIGH LIBRARY
MEETING MINUTES

1. **Appoint Board Officers**
   The following board members were appointed to the following positions: Shelly Murphy as President, Debbie Charter as Vice President, Jason Bremmer as Treasurer, and Lloyd Green Jr as Secretary.
2. **Regularly Scheduled Meetings**
   President Shelly Murphy discussed to have the Arbuckle Parks and Recreations District monthly meetings to be held the Second Tuesday of Every Month at 7PM located at the Johnson Junior High Library. Jason Bremmer, motioned to hold the Monthly Meetings as discussed. Debbie Charter Second. Motion Passed.
3. **Procedures**
   Kim Vann discussed the financial procedures for the funding of the Arbuckle Parks and Recreations district and noted that there is currently a flat fee charged per dwelling and currently the district has $42,816 allocated for use as of February 4, 2008. The County will handle the warrant process under the Arbuckle Park and Recreations District Account Number 03175.

   Funds collected from the parcels within the district will be deposited with the following schedule: 45% in December, 45% in April, and the remaining 10% in June. The County Auditor will give a detailed report before the monthly meeting that will show deposits, withdrawals, and current balance.

   In order for the County to write warrants under the Arbuckle Parks and Recreations District Account, a claim form must be submitted to the County Auditor and an appropriate warrant will be written. The warrant process can take 45 to 60 days. Shelly Murphy expressed a concern about Payroll for Employees and Kim Vann discussed that Payroll would be operated differently than a Warrant Process. A action was needed to assign singers to the claim form, it is required to have two (2) signers to submit the form. Jim Geyer moved to have the President, Shelly Murphy, and the Treasurer, Jason Bremmer, to be the signers for the claim forms. Debbie Charter, second the motion. The motion passed.

Shelly Murphy expressed a concern regarding General Liability and Executive Officers Insurance and does our board need to get it. Kim Vann agreed to look into the specifics of the Counties D&O and liability requirements and return to the board with her findings.

A post office box will need to be registered in the Arbuckle Parks and Recreations District Name. Shelly Murphy assigned Secretary Lloyd Green Jr. to obtain the Post Office Box. Jason Brimmer commented that Lloyd will need a check to register the Post Office Box, Kim Vann will send Lloyd a Claim Form to be signed by both Shelly Murphy and Jason Brimmer before being submitted to the County Auditor. Lloyd then can pick up the check and register the Post Office Box.

4. **Brown Act**

Kim Vann discussed the importance of the board members to be familiar with the Brown Act and its responsibility it plays on the board's actions. Kim will try to get Henry [Last Name] from the county to explain and distribute materials to the board members at the next meeting.

Meeting agendas are to be posted prior to every meeting in two locations in Arbuckle. Meeting Agendas and Minutes must be available to all board members and only one (1) copy is required for public viewing during the time of the meeting.

Board Members are to prevent serial meetings and when the board is outside its normal meeting, members can not discuss items or actions between one another.

Kim Vann Noted that on every agenda, the public comments should note that each person is limited to 3 minutes and the board reserves the right to end public comment before the allocated 20 minutes. It was recommended to have the public comments section at the beginning of every meeting and all public making a statement must state their names before beginning. A sign in sheet is also recommended.

5. **Financial**

The Arbuckle Parks and Recreations District will be responsible for maintaining the following parks: Wee Park, LaVanche Hursh Community Park, Veterans Memorial Park, and Ball Four Park. The board will discuss the Request for Bids and Proposals at the next meeting.

Ball Four Park is owned by the Arbuckle Public Utility District. The district has expressed some intrest in turning over ownership to the Arbuckle Parks and Recreations District. Shelly Murphy appointed Debbie Charter and Jason Breemer to research the Land Deed for Ball Four Park. Jason and Debbie Agreed to meet with the Little League committee to discuss the current construction.

The board discussed about obtaining an area for future programs. Jim Geyer brought attention to the board that the Odd Fellows Building was available. Shelly Murphy appointed Jim Geyer and volunteered herself to speak with the Odd Fellows Directors about possibly renting space.

6. **Manager**

   A discussion regarding A Parks and Recreations District manager concluded that currently the board does not need a Manager at this time; however, when one is needed the board will hire a qualified individual.

7. **Responsibilities of District**

   This item has been moved to the next meeting.

8. **Members of the Public**

   No public comment.

The Meeting was adjourned at 8:34 PM.

RESPECTFULLY SUBMITTED:

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LLOYD GREEN JR, SECRETARY

ARBUCKLE PARKS AND RECREATIONS DISTRICT
PO BOX
ARBUCKLE, CA 95912

MARCH 11, 2008 – 7:00 PM 7:02 Shelly
JOHNSON JUNIOR HIGH LIBRARY
MEETING MINUTES

1. **ROLL CALL OF OFFICERS / MEMBERS**
   I. Shelly Murphy - *Present*
   II. Debbie Charter – *Present*
   III. Lloyd Green Jr. – *Present*
   IV. Jason Bremmer – *Present*
   V. Jim Geyer – *Absent*
2. **APPROVE THE MINUTES OF THE PREVIOUS MEETING(S)**
   I. A Motion was made by DEBBIE CHARTER to accept the minutes with the noted Changes. Motion was seconded by JASON BREMMER. The Motion Passed.
3. **TREASURERS REPORT**
   I. Treasurer JASON BREMMER noted the balnce of the Arbuckle Parks and Recreations District is $42,816. A motion was made by DEBBIE CHARTER to accept the treasures report; seconded by LLOYD GREEN JR.. The Motion Passed.
4. **PUBLIC COMMENTS**
   NO, public comments were made at this time.
5. **DISCUSSION & ACTION ITEMS**
   I. **SCI CONSULTING:** Blair Aas congratulated the board on its achievements to successfully form the district. Blair answered many questions the board had including the levy administration process, the engineers report, project assessment proceeds, and how the district is to spend its funds and acquire additional funding sources. The assessment is tied to a Bay Area CPI and the estimated assent will rise each year; however it is up to the board to accept the rise of the CPI and hold a public hearing to accept the amount. If an additional amount is needed exceeding the estimated CPI, the board will have to place a new ballot measure.

   The park impact fee, NEXUS Study was discussed and determined that it is required to establish the legal and policies for new development. The impact fee will assess the developer a few to represent that particular dwellings share of parks and facilities to serve them so existing residents do not have to bare the cost of the development. KIM VANN noted, "This is the only legal action to collect an impact fee; two impact fees can be collected, the general assessment and the QUINBEE fee. KIM VANN explained that the QUINBEE can require for a new subdivision to allocate a section of land to be set aside for parks or fees can be collected for use on future park expansion projects.

A special meeting was scheduled for March 31, 2008 at 7PM to discuss the Master Plan.

II. **BROWN ACT:** KIM VANN brought a binder that explains the Brown Act for anyone who is interested. Secretary LLOYD GREEN JR. will hold on to the binder and bring it to every meeting for reference.

III. **RESPONSABILITIES OF THE DISTRICT:** This item has been moved to the MARCH 31st, General Plan Meeting.

IV. **DIRECTORS AND OFFICERS INSURANCE:** SHELLY MURPHY has been assigned to obtain quotes from various companies and bring back them back to the board at our next regular scheduled meeting.

6. COMMITTEE REPORTS

I. **BALL FOUR PARK COMMITTEE:**

DEBBIE CHARTER went to the Public Utility District and spoke with JIM SCHIEMER about the Ball Four Park Property. JIM SCHIEMER recalled that the park was purchased from the family trust in 1964 for $50. DEBBIE CHARTER expressed that the Arbuckle Parks and Recreations District would be in favor in buying or transferring the deed of the property, JIM SCHIEMER agreed and mentioned the PUD would be billing to donate the shed, riding lawn mower, sprinkler parts, push mower, and other equipment.

The Building and Planning Department consulted on the permit issue with the Little League Building and said that the current permits continue with the property and not the property owner. Henry Rodegerts will do the Land Deed transfer for the Ball Park Property. KIM VANN is going to research the title to resolve any additional questions on the deed and the property.

JASON BREMMER spoke with the Little League Foundation and asked what the expectations the organization foresees with APRD. The Little League expressed they would like to have their fields maintained, chalking fields before each game, fix sprinklers, additional drinking fountains, trash cans, dugout maintenance, restrooms and a possible second ball field.

II. **ARBUCKLE SWIMMING POOL COMMITTEE REPORT**

DEBBIE CHARTER will contact JIM GEYER and setup a meeting with PATRICA HAMILTON to discuss the contract with the school district.

III. **ODD FELLOWS BUILDING COMMITTEE REPORT**
JIM GEYER and MARRY GRIMMER reported that the Odd Fellows would be interested in the Arbuckle Parks and Recreations District being apart of their building. DEBBIE CHARTER asked if a deal could be made with the Odd Fellows and to have a quote/bid made for the repairs, construction and flooring to accommodate a proposed budget.

IV. **REQUEST FOR PROPOSALS/BIDS SWIMMING PROGRAM MANAGER**
DEBBIE CHARTER moved to publish the RFP for a Swimming Program Manager in the Sun Herald. JASON BREMMER Seconded. Motion Passed.

LLOYD GREEN JR will post the RFP in the upcoming Sun Herald and will run the ad for 2 weeks or 4 consecutive runs. A deadline was set for April 7th and to have the items mailed to the APRD or dropped off at the Public Utility District Office.

7. **ADJOURNED AT 10:01 PM**

MINUTES POSTED April 8, 2008

Lloyd Green Jr.

LLOYD GREEN JR. – SECRETARY

ARBUCKLE PARKS AND RECREATIONS DISTRICT
PO BOX 1376
ARBUCKLE, CA 95912

APRIL 08, 2008 – 7:00 PM
JOHNSON JUNIOR HIGH LIBRARY
MEETING MINUTES

1. **ROLL CALL OF OFFICERS / MEMBERS**
   a. Shelly Murphy – *Present*
   b. Debbie Charter – *Present*
   c. Lloyd Green Jr. – *Present*
   d. Jason Bremmer – *Absent*
   e. Jim Geyer – *Present*

2. **APPROVE THE MINUTES OF THE PREVIOUS MEETING(S) 03/11/08, 03/31/08**
   The minutes from March 11, 2008 were reviewed and a motion was made by DEBBIE CHARTER to accept the minutes from March 11, 2008 as presented. Seconded by LLOYD GREEN JR; motion PASSED. The minutes from March 31 were absent and will be presented at the next scheduled meeting a report given by LLOYD GREEN JR.

3. **TREASURERS REPORT**
   The treasurer JASON BREMMER was absent and was unable to give the treasurers report. SHELLY MURPHY briefly reported the APRD has $42,816 in the bank with two bills pending for posting in the Colusa County Sun Herald and a reimbursement to LLOYD GREEN JR for the Post Office Box Registration.

4. **PUBLIC COMMENTS**
   No public comments were given at this time.

5. **DISCUSSION & ACTION ITEMS**

   a. **DETERMINE TERM DATE FOR OFFICERS**
   This item was moved to the next scheduled meeting due to the absence of JASON BREMMER.

   b. **APPROVE RESOLUTION NO 08-1, INTENTION TO LEVY ASSESSMENT FOR FISCAL YEAR 2008-09, AND PRELIMINARY APPROVAL OF ENGINEERS REPORT AND PROVIDING FOR NOTICE OF PUBLIC HEARING.**
   SHELLY MURPHY gave a brief explanation of the “Intention to Levy Assessment” and determined that the assessment should not be raised at this time. The board discussed the assessment and determined to have a public hearing on the regular scheduled meeting for July 8,

2008. The public hearing must be posted in a public place and in the Colusa County Sun Herald 10 days before the scheduled date. SCI volunteered to post the public hearing notice in the Sun Herald.

A motion was made by JIM GEYER to accept Resolution No. 08-1. DEBBIE CHARTER seconded the motion; the motion PASSED.

c. **DISCUSS DRAFT MASTER PLAN**
SHELLY MURPHY reported that she is drafting a master plan as per the discussions in the March 31st meeting. She will send an email to all board members to review the draft.

d. ACCEPT CSI NEXUS STUDY QUOTE AND APPROVE TO MOVE FORWARD UNDER CONTRACT CONDITIONS.
The board discussed and reviewed the costs of the Nexus Study that was recommended by KIM VANN. The CSI Nexus Study will be made in two payments: once after the first draft in the amount of $5,000 and the second after the second/final draft in the amount of $4,750.

A motion was made by JIM GYER to accept the costs of the CSI Nexus Study. DEBBIE CHARTER seconded the motion; the motion PASSED
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e. **REVIEW AND APPROVE PJUSD CONTRACT FOR 2008-09 POOL SEASON.**
JIM GEYER made a motion to accept the PJUSD pool contract with updated changes. LLOYD GREEN JR seconded the motion; the motion passed.

f. **REVIEW INSURANCE QUOTES AND CHOOSE CARRIER AND APPROVE RESOLUTION NO. 08-2.**
SHELLY MURPHY was assigned the task to acquire multiple insurance quotes for the APRD. She returned with three companies in which one returned a official proposal. The Special District Risk Management Authority quoted $2500 a year with a mandatory $427 membership fee. The APRD has the option to select an additional $1,200 workers compensation program. JIM GEYER moved to accept the insurance quote from SRMA, DEBBIE CHARTER seconded the motion; the motion PASSED.

DEBBIE CHARTER moved to accept and authorize the execution of the sixth amended joint powers agreement and approving membership in the Special District Risk Management Authority, JIM GEYER seconded the motion; the motion PASSED.

g. **BEGIN BUDGET REVIEW PROCESS**
A Budget committee was formed to begin this process and research additional information. This committee includes: SHELLY MURPHY, JASON BREMMER, and LLOYD GREEN JR. DEBBIE CHARTER noted that the ARC currently pays $700 for the three (3) parks maintenance.

h. **DISCUSS CARNITAS FEED INVOLVEMENT**
The APRD board expressed an interest in participating in the Carnitas Feed held by the ARC. The Arbuckle Parks and Recreations “Non-Profit” in the past has hosted entertainment for kids during the carnitas cook-off. After some brief discussion on the plans, JIM GEYER moved to approve the kids entertainment, jump house, as long as there is enough volunteers. DEBBIE CHARTER seconded the motion; the motion passed.

i. **[ADDED AGENDA ITEM] REVIEW & APPROVE SWIM PROGRAM PROPOSALS**
Only one proposal was presented to the APRD. MARRY GRIMMER proposed her outline and proposal to provide a swimming lesion, and swimming aerobics program. The board reviewed the proposal and suggested a few changes. JIM GEYER moved to approve the swim program administrator proposal and asked to have MARRY GRIMMER be in charge of contacting the school district to approve scheduling times of programs. DEBBIE CHARTER seconded the motion; the motion passed.

j. [ADDED AGENDA ITEM – MOTION MADE BY JIM GYER, SECONDED BY DEBBIE CHARTER] BALL FOUR PARK PROPERTY AQUIREMENT

JIM GEYER moved to purchase the Arbuckle Public Utility District in the cost of one dollar ($1); if the APUD approves the Deed Transfer/Purchase, the APRD will authorize and proceed with the escrow process with the condition if the APRD were to be canceled the property deed will be turned back to APUD as use for public property. DEBBIE CHARTER seconded the motion; the motion PASSED. SHELLY MURPHY is to draft an agreement/proposal letter to APUD and deliver to JIM SCHEIMER.

6. COMMITTEE REPORTS

a. **BALL FOUR PARK COMMITTEE *[JASON BREMMER, DEBBIE CHARTER]***
No report at this time.

b. **ARBUCKLE SWIMMING POOL COMMITTEE REPORT *[JIM GEYER, DEBBIE CHARTER]***
No report at this time.

c. **ODD FELLOWS BUILDING COMMITTEE REPORT *[JIM GEYER, SHELLY MURPHY]***
No Report at this time.

d. **GRANT APPLICATIONS**
SHELLY MURPHY asked that if anyone knew of any grant writers or to look around for grant writers who would be interested in volunteering for the APRD.

MEETING ADJORED at 9:47 PM

Parks & Rec
July 8th
6:30

ARBUCKLE PARKS & RECREATION DISTRICT

ARBUCKLE PARKS AND RECREATIONS DISTRICT
PO BOX 1376
ARBUCKLE, CA 95912

MAY 13, 2008 – 7:00 PM
JOHNSON JUNIOR HIGH LIBRARY
MEETING MINUTES

1. ROLL CALL OF OFFICERS / MEMBERS

a. Shelly Murphy – President [PRESENT]
b. Debbie Charter – Vice President [PRESENT]
c. Lloyd Green Jr. – Secretary [PRESENT]
d. Jason Bremmer – Treasurer [PRESENT]
e. Jim Geyer – Board Member [PRESENT]

2. APPROVE THE MINUTES OF THE PREVIOUS MEETING(S) 03/31/08, 04/08/08

DEBBIE CHARTER moved to accept the minutes of the previous meetings for 03/31/2008 and 04/08/2008. JIM GEYER seconded the motion. The motion passed.

3. TREASURERS REPORT

JASON BREMMER handed out the preliminary draft budget with the current known expenses. He discussed on keeping a running balance on the budget and presenting the board with a report at the meetings. The board discussed the possibility of maintaining our own checkbook versus the county having control and it was decided to continue allowing the county to maintain the APRD checkbook until notified or decided otherwise.

4. PUBLIC COMMENTS

No public comments were made at this time.

5. OLD BUSINESS

a. **Insurance Update**
SHELLY MURPHY reported that we now have insurance at an annual expense of $2500. The board also discussed the option of future workers compensation insurance.

b. **Summer Swim Program**

i. **Approve advertising for swim instructors**
The board set to run advertising for the Friday Colusa Sun Herald Publication [May 16, 21, 28 & 23]

ii. **Set date for interviews**
MARY GRIMMER will announce when the interviews will be and contact the board members to obtain volunteers.

iii. **Establish interview/hearing committee**

c. **Determine Term Date for Officers**
The new official term dates for officers is: November 3, 2009 for LLOYD GREEN JR, and SHELLY MURPHY. November 3, 2011 for DEBBIE CHARTER, JASON BREMMER, and JIM GEYER. Secretary LLOYD GREEN will file this with the county clerk.

6. NEW BUSINESS

a. **Summer Fitness Proposal**
MARY GRIMMER presented her proposal for the Summer Fitness Program and JIM GEYER moved to accept MARY'S proposal with the exception of scheduling. JASON BRIMMER seconded the motion; the motion passed.

b. **Maintenance Request for Proposals Review**

   i. **Opening and reading of sealed proposals for Park Maintenance**
   All five of the submitted applications were publically announced and read aloud. The board moved into Closed Session at 8:58 PM.

   ii. ***CLOSED SESSION* - Discuss Maintenance bid and select proposal/contract**

c. **Appoint Budget Formation/Review Committee**
JASON BREMMER and SHELLY MURPHY volunteered to be on the budget formation and review committee.

d. **Appoint Master Plan Committee**
Postponed to the next meeting.

7. COMMITTEE REPORTS

a. Balfour Park Committee *[Jason Bremmer, Debbie Charter]*
Resolution 08-05 was passed by the Public Utility District to proceed with gifting the property to the Arbuckle Parks and Recreations District.

b. Master Plan Committee *[Shelly Murphy]*
Sent Draft Master Plan to SCI and awaiting a quote.

c. Odd Fellows Building Committee *[Jim Geyer, Shelly Murphy]*
No items to report at this time.

d. Arbuckle Swimming Pool Committee *[Jim Geyer, Debbie Charter]*
No items to report at this time.

6/11/08 approved
Shelly Murphy

Minutes Respectfully Submitted
June 10, 2008

Lloyd Green Jr.
Secretary

ARBUCKLE PARKS AND RECREATIONS DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

JULY 8, 2008 - 7:00 PM

JOHNSON JUNIOR HIGH LIBRARY

MEETING MINUTES

1. **ROLL CALL OF OFFICERS / MEMBERS**

    a. Shelly Murphy - Present

    b. Debbie Charter - Present

    c. Lloyd Green Jr. - Present

    d. Jason Bremmer - Present

    e. Jim Geyer - Absent

2. **APPROVE AGENDA**
DEBBIE CHARTER moved to approve the agenda as presented. JASON BREMMER second the motion. The motion passes unanimously.

3. **APPROVAL OF MINUTES OF THE PREVIOUS MEETING 06/10/08**
The minutes from the previous meeting (06/10/2008) were unavailable and will be presented at the next meeting for approval.

4. **TREASURERS REPORT**
JASON BREMMER reported that the estimated balance is $90,000. The county auditor is supposed to send a monthly report on expenditures and account receivables. JASON BREMMER and SHELLY MURPHY attended a meeting with the county auditor and discussed deposits, check writing procedures, and received two rubber stamps for depositing checks into the county managed account.

5. **PUBLIC COMMENTS**
There were no public comments made during this time.

6. **OLD BUSINESS**

a. **Parks Maintenance Contract** -- There was some discussion on taking care of park maintenance issues in which DEBBIE CHARTER outlined some major and minor issues that she has been experiencing with the maintenance contractor. SHELLY MURPHY and DEBBIE CHARTER agreed to speak and discuss these issues with the contract holder.

b. **Term Date Notice to County Clerk: Additional Signatures** -- Item has been moved to the next board meeting.

c. **County Council progress on Balfour Park** -- SHELLY MURPHY contacted county council and is awaiting an answer on proceeding with the next step. Due to the lack of communication, SHELLY MURPHY was advised to discuss the issue with Supervisor KIM VANN.

Shelly re-write this *

d. **Workers Compensation** - SHELLY MURPHY reported that volunteers are not covered under our workers compensation insurance. Due to the proposal given by MARY GRIMMER, and accepted by the board for Summer Programs; MARY GRIMMER is not covered under the boards Worker Compensation due to lack of payment. The board discussed about paying MARY GRIMMER to proceed with coverage. MARY GRIMMER was not present to discuss this issue; the agenda item has been moved to the next meeting.

7. **NEW BUSINESS**

a. **Public Hearing Re: Levying of Annual Assessment** - There were no public comments during the time of opening public hearing. The board read and discussed the Levying of Annual Assessment report.

b. **Approve Resolution approving Final Engineers Report and Levying Annual Assessments** - The Resolution to approve the Final Engineers report and Levying Annual Assessments was read aloud and no discussion was made. The assessment passes with Ayes at four (4) and Noes at zero (0) with Jim Geyer absent for vote.

Voted to have 2 signatures on checks

c. **Payroll Requirements for County - There** is some increasing issue on the county being able to continue paying out payroll. The board discussed the option of opening a bank account at the local bank to deposit program and fundraiser monies and pay-out payroll. DEBBIE CHARTER moved to have SHELLY MURPHY and JASON BREMMER open a bank account at Umpqua Bank. The account signers for the account have been designated as President [SHELLY MURPHY], Vice President [DEBBIE CHARTER], and Treasurer [JASON BREMMER]. LLOYD GREEN JR. Seconded the motion; the motion passed unanimously.

d. **Discuss Preliminary Proposal for Oddfellows building rental** - The board discussed the possibility to rent out the Odd Fellows Building. With favorable discussion the board discussed to work on construction and repair quotes and rental contract.

e. **Discuss Board Member/Officer Responsibilities** - Due to scheduling conflicts with LLOYD GREEN JR., SHELLY MURPHY has accepted the responsibility to draft and post the monthly meeting agenda. The board discussed purchasing a digital recorder to make recording meeting minutes easier for both the secretary and temporary replacement during the absence of the secretary.

8. **COMMITTEE REPORTS**

a. Balfour Park Committee *[Jason Bremmer, Debbie Charter]*
The Little League will be putting in new lights for the ball field.

b. Odd Fellows Building Committee *[Jim Geyer, Shelly Murphy]*
The Committee reported that we are moving forward.

c. Arbuckle Swimming Pool Committee *[Jim Geyer, Debbie Charter]*
No Report at this time.

Respectfully Submitted, LLOYD GREEN JR.

Arbuckle Parks & Recreation District
P. O. Box 1376 * Arbuckle, CA 95912
August 12, 2008 – 7PM
Johnson Jr. High Library

Meeting Minutes

1. CALL TO ORDER
President Shelly Murphy call the meeting to order at 7:06PM
Members Present: Shelly Murphy, Debbie Charter, Jason Bremmer, Jim Geyer
Absent: Lloyd Green
Others Present: Mary Grimmer, Andrew Pina and Cathy Pitts

2. APPROVE AGENDA
Motion made by Jim Geyer and seconded by Debbie Charter to approve the agenda
Motion carried

3. APPROVE MINUTES OF PREVIOUS MEETING
Motion by Debbie Charter and second by Jason Bremmer to accept wording change to item 6d (Workman's Comp) to read – Shelly Murphy reported that volunteers are not covered under the worker's compensation insurance. Since Mary Grimmer's swim program proposal indicated she would be volunteering her time she would not be considered an employee and therefore as a volunteer not covered under Workman's Compensation. The board discussed whether Mary might need to be paid something in order to have her covered by workers comp. Since Mary was not present to discuss this issue the agenda item has been moved to the next meeting. And also to add to 7c (Payroll Requirements for County) that the motion also stated that checks were to require (2) signatures.

4. TREASURER'S REPORT
Jason reported that a new statement balance had not been received from the county. We should have approximately $88,000.00 that is being held in the County fund. There is $6,676.96 in the Umpqua Account. A.D.I. Payroll Services were contracted to do our payroll @ $120 per monthly as/when needed. It was determined that this invoice can be paid out of assessment monies and a requisition form will be submitted to the County for reimbursement. The Non-Profit Parks & Rec has filed for dissolution and when authorized will disperse any remaining funds to the District. This amount is approximately $5,000 and per Resolution is to be earmarked for facilities. Furthermore, the P & R District will acquire all of their assets (i.e. program equipment, supplies, etc.) and assume liabilities of phone and storage unit. Jim Geyer motioned to accept the Treasurer's Report and it was seconded by Debbie Charter, motion carried.

5. PUBLIC COMMENT

Cathy Pitts owner of Eureka Hill Ranch would like to submit a proposal to teach Pet Education Classes. We will look into the insurance needs for this program. Cathy will come back to the next meeting with a full proposal.

6. OLD BUSINESS

A. Programs - Mary Grimmer reported on swim lessons/swim fitness classes. She reported that enrollment in both classes was down this summer compared to last but that everyone was enthused about programs. There were no complaints and instructors did a great job. Next year she will make arrangements for instructors to attend both Lifesaving and WSI classes during the winter.

Fitness Program - Mary submitted a proposal for the extension of the current fitness program. The morning session is proposed at PHS North Gym and the continuing Mon/Wed. evening aerobics will still be at JJH. Karee Benton, Mary Grimmer & Terri Lemoore will be taking fitness instruction classes. Motion by Jason and second by Jim to accept Fitness Proposal. Motion Carried

Volleyball Program - Mary also presented a proposal for a Co-Ed Adult Volleyball program. PHS Volleyball coaches, Kara Zamora and Kim Travis will work with Mary. Program to be held in North Gym. Motion made by Jason and seconded by Jim to accept proposal and for the purchase of volleyballs and bags. Motion Carried

Soccer Program – Mary submitted a proposal on behalf of herself and Horacio Mendoze to hold a Soccer Camp. The camp would run from 9am -11:30 am each Saturday in September. The camp will be open to all children 6 years of age through the 6th grade. Motion by Jim, seconded by Jason to accept proposal and to purchase shirts and soccer balls for each child enrolled in program. Motion carried.

Basketball Program – Mary submitted a proposal to run the Little Bears Basketball program. Program open to children Pre-K through 6th grades. Program to run same as previous years. She will fill out use permits through the district for Arbuckle Elementary Multi Room, PHS North Gym and JJH Multi Room. Schedules will run based on site availability. Motion by Jim, second by Debbie. Motion Carried

B. Maintenance of Parks – Jim will work with Rene (Arana's 5 Star Landscaping) on park issues per contract. Shelly and Debbie will work on letter of documentation due to lack of contract fulfillment and send to them.

C. OddFellows Building – Jim motioned and Jason seconded to have Shelly draw up the following proposal and submit to the Odd Fellows for their August meeting. Motion Carried

D. Balfour Park Deed – Kim Vann will check on this issue.

7. NEW BUSINESS

a. Assessments – SCI moving forward on filing documents with County for the 08-09 Assessment. Currently assessment districts throughout California are being reviewed based on actual benefit however, SCI feels this is not an issue for this Parks & Recreation as it has direct benefit to the community and those paying the assessment.
b. Nexus Study – Tabled until next meeting
c. Year End Dates/Budgeting – need Lloyd to look back on minutes to verify fiscal year beginning/ending dates

8. BALFOUR PARK – Jason will check with Little League President, Mike Voorhees on the status of the snack bar building. He will report back at next meeting.

Meeting adjourned by President Shelly Murphy at 10:55 pm

Respectively Submitted
Acting Secretary
Debbie Charter
Debbie Charter

Arbuckle Parks & Recreation District
P. O. Box 1376 * Arbuckle, CA 95912
September 9, 2008 – 7PM
Johnson Jr. High Library

Meeting Minutes

1. CALL TO ORDER
President Shelly Murphy call the meeting to order at 7:10PM

Members Present:	Shelly Murphy, Debbie Charter, Jim Geyer
Absent:	Lloyd Green, Jason Bremmer
Others Present:	Mary Grimmer, Andrew Pena

2. APPROVE AGENDA
M/S/C (Jim Geyer – Debbie Charter) to approve agenda.

3. APPROVE MINUTES OF PREVIOUS MEETING
M/S/C (Debbie Charter – Jim Geyer) to approve minutes of previous meeting.

4. TREASURER'S REPORT
In Jason's absence Shelly reported that a new statement had not been received by the county but that the balance as of 8-21-08 for the P&R account (held at the county) was approximately $90,248.98 and that the P&R checking account at Umpqua Bank was $6,137.54.

   M/S/C (Jim Geyer – Debbie Charter) to pay bills.

5. PUBLIC COMMENT
No public comments

6. UNFINISHED BUSINESS

   a. Programs - Mary Grimmer reported that 48 children were currently enrolled in the Soccer Camp. It was mentioned that there was a wonderful response from parents.
   Fitness – slow take off this session, M/W High Impact and T/Th low impact
   Volleyball – M/W is for adults 18 & older – no children attending without parent supervising and they are not to be outside unsupervised. Class is to only use P&R equipment not high school equipment.

   b. Maintenance of Parks – Jim met with Rene and Ismael (Arana's 5 Star Landscaping) concerning job responsibilities at all three parks. Jim will work with Rene on park issues per contract. Jim went out for a bid from Richard's Tree Service to prune trees at Balfour Park. Jim was authorized to sign contract in the amount of $6,326.00.

   c. Term Date Notice

   d. Odd Fellows accepted proposal on a local level but needs main Odd Fellows authority to send standard lease agreement language for lease development.

e. Balfour Park Deed – Kim Vann says that the deed is at the title company for finalization. Discussed Balfour Park use permit (free rental) this is still the responsibility of the PUD pending transfer of title. Questions regarding Little League Field and proposed uses after P&R take over ownership. Mary Grimmer expressed community concerns that the proposed field lighting would be over used. Board confirmed that the lights would only be for Little League or P&R sponsored programs or events. Shelly will write a letter to Little League expressing concern over condition of building and support of lights.

f. Budget Committee – this will be discussed at the October meeting.

g. Nexus Study – moved to next month.

7. NEW BUSINESS

a. New programs – Mary Grimmer presented the upcoming events that in the past were sponsored by the non-profit Parks & Rec.

M/S/C (Jim Geyer – Debbie Charter) to continue the Halloween Costume Parade/Bounce House and Christmas Lights Contest with new individual and neighborhood categories.

Meeting adjourned by President Shelly Murphy at 8:30 pm

Respectively Submitted
Acting Secretary
Debbie Charter

Arbuckle Parks & Recreation District
P. O. Box 1376 * Arbuckle, CA 95912
October 14, 2008 – 7PM
Johnson Jr. High Library

Meeting Minutes

1. CALL TO ORDER

President Shelly Murphy call the meeting to order at 7:10PM
Members Present: Shelly Murphy, Debbie Charter, Jason Bremmer
Absent: Lloyd Green, Jim Geyer
Others Present: Mary Grimmer, Andrew Pena

2. APPROVE AGENDA

Motion made by Jason Bremmer and seconded by Debbie Charter to approve the agenda.
Motion carried

3. APPROVE MINUTES OF PREVIOUS MEETING

Approval tabled until the next meet due to the lack of a quorum with Jason unable to vote due to absence at September meeting.

4. TREASURER'S REPORT

Jason reported that the Umpqua Checking has a balance of $6,708.94 as of 9/30/08 and that the County of Colusa Balance is $66,426.60 as of 9/21/08

5. PUBLIC COMMENT

Andrew Pena announced that there will be a PHS Sports Field Meeting will on Tuesday, October 22nd @6pm – PHS Library

6. OLD BUSINESS

a. *Programs* - Mary Grimmer reported that there is a retired high school teacher that is now living in our community who is interested in starting a Math Center.

   Flyers will be going out about upcoming programs -Little Dribblers Basketball/Halloween Costume Parade/Xmas Lights Contest (November 30th). Basketball signups will be on Nov. 1st & 4th and the program will begin on January 17th. Mary also reported that Volleyball and fitness are running well. Soccer went great with only positive comments and the program made a little profit having 49 kids signed up.

b. *Maintenance of Parks* – Balfour Park trees have been trimmed and park is looking better. We still have issues with certain details not being taken care of in parks by Arana's Landscaping. Trees still need staking and Renee needs to be made aware that he is responsible if they are lost due to winds.

c. *Odd Fellows* - A meeting will be held between Shelly, Debbie, Mike Doherty and Clark Ornbaun on Tuesday, November 11, 2008 to discuss final agreement on partnership between P&R and Odd Fellows lease/remodel on building.

d. *Balfour Park Deed* –Shelly talked to County Counsel as to where the title was at. It was reported last month that it was at the title company but this does not seem to be the case. Shelly will follow up again with Mr. Rodegert and report back.

e. *Budget Committee* –APRD will be using the same fiscal year as the county of Colusa. It will be from July 1st thru June 30th. Board will need to schedule a Budget Committee meeting in the near future.

f. *Nexus Study* – Blair Aas from SCI Consultants consulted by phone regarding Nexus Study. Concerns over including school facilities as that would show the P&R's current level of service to be about 5 acres per 1,000 residents which is what most cities desire. The Draft Master Plan also indicates this is our current level if school facilities are included, without them it's approximately 2-4 acres per 1,000. Board will need to discuss further, finalize Master Plan and formally adopt the Nexus study in order to move forward. Blair will e-mail the next steps that need to be taken as well as a draft Resolution for the Board to adopt.

7. NEW BUSINESS

a. New programs & event planning – Nothing new to report

8. COMMITTEE REPORTS

a. Balfour Park Committee/Little League Field – Jason attended LL last meeting. They discussed which project (the new snack bar or lights) they could complete with their current funding and what additional funding was needed to finish both. P&R Board expressed that it could look into participating at some level since the Park will ultimately be owned and maintained by the APRD. Once the Deed is finalized and LL has determined its final needs after fundraising Board will discuss again.

Meeting adjourned by President Shelly Murphy at 9.40 pm

Respectively Submitted
Acting Secretary
Debbie Charter

Debbie Charter

Arbuckle Parks & Recreation District
P. O. Box 1376 * Arbuckle, CA 95912
November, 2008 – 7PM
Johnson Jr. High Library

Meeting Minutes

1. CALL TO ORDER

President Shelly Murphy call the meeting to order at 8:10PM
Members Present: Shelly Murphy, Debbie Charter, Jason Bremmer
Absent: Lloyd Green, Jim Geyer
Others Present: Mary Grimmer

2. APPROVE AGENDA

Motion made by Jason Bremmer and seconded by Debbie Charter to approve the agenda
Motion carried

3. APPROVE MINUTES OF PREVIOUS MEETING
   Jason motioned/Debbie 2nd to approve minutes from October 14th meeting.
   Motion carried
4. TREASURER'S REPORT
   Motion by Debbie/2nd by Jason to pay bills in the amount of $9,166.43. Motion Carried. Jason mentioned that Charlene Vaughn/Matsom & Isom could do payroll for approx. $75 per month. Jason and Shelly will meet with Charlene to discuss options.
5. PUBLIC COMMENT- None
6. OLD BUSINESS

   Programs: –
   a. Mary Grimmer reported on the Basketball (Little Dribblers) Program. The teams will consist of Pre-K thru 4th grade, still considering a program for 5th & 6th graders.
      Aerobics – attendance is low
      Christmas Lights Contest – applications are due by Nov. 30th/ Judging will start on Dec. 1st. Santa and Fire Truck are reserved. Santa will be handing out candy canes under the LaVanche Hursh structure, in case of rain it will be in the front entrance of Pride Real Estate.

   b. *Maintenance of Parks* - We still have issues with certain details not being taken care of in parks by Arena's Landscaping. Shelly and Debbie will write a letter about job performance.

   c.. *Odd Fellows* - Shelly and Debbie met with Mike Doherty & Clark Ornbaun about partnership between AP&R and the Odd Fellows. They gave us a copy of the lease from their superiors and we need to fill in the blanks and get it back to them so they can forward onto their main office. Discussed possibility of heat/air. Odd Fellows will "own" the project but AP & R will be closely involved. Hudspeth Construction will be contracted to draw up the plan. Once we have the plan and have approval then we'll get final bid. Odd Fellows and AP & R will work together to make all decisions.

d.. *Balfour Park Deed* –Motion to pass Resolution #08-4 accepting gift of Balfour Park which is being "gifted" by the APUD to AP&R. Motion by Jason/2nd by Debbie. Motion Carried.

e.. Budget Committee –Arbuckle Parks & Rec will be using the same fiscal year as the county of Colusa. It will be from July 1st thru June 30th. We will have a Budget Committee – The Budget Committee (AP&R board) will meet on Tuesday, January 13th @6pm to work on budget.

f. Nexus Study –

7. NEW BUSINESS
   a. Lloyd Green Jr. sent in his letter of resignation to Board President Shelly Murphy. Debbie motioned to approved Resolution 08-5 accepting Lloyd's resignation and appointing Andrew Pena in his place. Jason 2nd . Motion Carried.
   b. PJUSD Sports Field Upgrade – Project will take at least 12 months to complete. PHS girl's softball will play/practice @ Balfour Little League Park. A representative from this group will attend our next meeting to explain this project.
   c. Swimming Pool – 2008 swimming season

8. – COMMITTEE REPORTS –
   a. Balfour Park –Deed
   b. Little League Park -

Meeting adjourned by President Shelly Murphy at 9.12 pm

Respectively Submitted
Acting Secretary
Debbie Charter

Debbie Charter

Shelly Murphy

Arbuckle Parks & Recreation District
P. O. Box 1376 * Arbuckle, CA 95912
December 9, 2008 – 6:30PM
Johnson Jr. High Library

Meeting Minutes

1. CALL TO ORDER

President Shelly Murphy call the meeting to order at 6:35PM
Members Present: Shelly Murphy, Debbie Charter, Jason Bremmer, Andrew Pina
Absent: Jim Geyer
Others Present: Duffy Bailey, Julie Driver, Jake Driver, Kim Travis, Mary Grimmer

2. APPROVE AGENDA

Motion made by Jason Bremmer and seconded by Debbie Charter to approve the agenda
Motion carried

3. APPROVE MINUTES OF PREVIOUS MEETING
   Debbie motioned/Jason 2nd to approve minutes from October 14th meeting.
   Motion carried
4. TREASURER'S REPORT
   County of Colusa Acct. - $65,362.80 (as of 10-31-08)
   Umpqua Bank Acct. - $8,610.18 (as of 12-8-08)
   Motion by Debbie/2nd by Jason to pay bills. Motion Carried.
5. PUBLIC COMMENT- Duffy spoke on behalf of the PHS Athletic Field Sub Committee on ideas for new baseball/softball field. Committee is made up of faculty/parents/students. Plan is to relocate baseball/softball fields. Grant received to replace football lights which interfere with baseball games/practices (unsafe). $250,000 to relocate ball fields and soccer field. Looking for collaborative partners for financial help. Also looking to Board of Supes. (Prop. 40 funds). Project cannot be built in one year. Short term plan is to make improvements to existing fields. Looking for organization to partner with district to receive grant. State will fund ½ of project. Has to be cash, not in-kind donations. The AP&R's demands on school facilities has increased – no fee has ever been charged. School Board looking to establish fee for facility use by outside groups. School Admin. Is looking at outside usage. Developer fees cannot be used for play areas – must build classrooms. Suggested that maybe a 90 ft. baseball field could be built using the soccer/grassy area of Balfour Park for temporary high school ball field until new athletic facility could be completed. Then P&R could use PHS soccer field. The committee would like to have this project on the P&R Master Plan. Question was asked if State would still match funds on property not owned by the school district?
   a. Summary
      i. Looking to reconfigure current baseball/softball fields at PHS
      ii. Adding another baseball field (90 ft) at Balfour Park

iii. Girls softball field moved to JJH
iv. Little League would stay the same

Next Meeting of the PHS Athletic Facility December, 16 @6pm

6. OLD BUSINESS

Programs: –

a. Mary Grimmer reported on the Basketball (Little Dribblers) Program. Possibility of using both north and south gyms. Jason will go to the district office to confirm gym schedule & sites

b. Christmas Lights Contest – a lot of confusion over light contest as a whole.

b. *Maintenance of Parks* - We still have issues with certain details not being taken care of in parks by Arena's Landscaping. Shelly and Debbie will write a letter about job performance.

c.. *Odd Fellows* - Shelly and Debbie met with contractors and architect. They recommended a full termite check. This project is a work in progress. They will all meet again and refine plans to proceed.

d.. *Balfour Park Deed* –Motion to pass Resolution #08-4 accepting gift of Balfour Park which is being "gifted" by the APUD to AP&R. Motion by Jason/2nd by Debbie. Motion Carried.

e.. Budget Committee –Jason will take resolution to County Counsel, Henry Rodegerdts. Still no news as to when title will be changed over.

f. Nexus Study – tabled till next meeting

7. NEW BUSINESS

a. No new programs
b. Alsco-Geyer wants to landscape north freeway entrance if AP&R will maintain. Discussion was had but no decision was made.
c. Assessment consideration for non-profit????
d. Assessment – Melanie SCI

8. – COMMITTEE REPORTS –

a. Balfour Park – Little League Park – not enough funding for both snack bar and lights. Snack bar is not funding is ~~complete~~ with electrical and ball field is stubbed for lights. $6,000 is needed for electrical and to set the transformer/$9,428.68 to set the pole

Meeting adjourned by President Shelly Murphy at 9.20 pm

Items to be agendized for the next meeting:
Swimming Pool

Respectively Submitted
Acting Secretary
Debbie Charter