



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

Meeting Minutes
JANUARY 18, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:15pm on **01/18/2011** at 309 5TH STREET, ARBUCKLE

Roll call of officers / Members

Ellen Voorhees conducted a roll call. The following persons were present:
Jason Bremmer
Shanna O'Sullivan
Andrew Pina-Arrived at 7:23pm
In attendance were Mary Grimmer,
Shelly Murphy-Absent

II. Approval of Agenda

Jason Bremmer Motions to approve, 2nd by Shanna O'Sullivan. Motion Carried

III. Approval of Minutes of 11/16/2010

Jason Bremmer Motions to approve, 2nd by Shanna O'Sullivan. Motion Carried

IV. Treasurers Report

- a) Ellen Voorhees Presents current Bills
- b) Ellen to discuss with Shelly the Cross Electric Bill
- c) Ellen to discuss with Debbie Charter the Gazebo Upkeep
- d) Jason Bremer updates members on current bank balance.
 - 1. Account Balance in County \$126,528.70
 - 2. Account Balance at Umpqua \$54,408.94
- e) Jason motions to approve bills to be paid, 2nd by Andrew, Motion Carried

V. Public Comments –_No Public Comments

VI. Old Business:

- A. Mary G. reports that Basketball program(s) are going great.
- B. Shelly to discuss payment made on the 5th of the month regarding the Karate class
- C. Shanna motions to give Jerry Vega a pay raise, 2nd by Jason, Motion Carried
- D. Jason presents updated Contract from Aranas Landscaping, Jason to coordinate with Aranas to amend contract to show the 5th, this is in regards to the when payment is to be paid to Aranas. Currently the contract asks that bill is to be paid on the 1st of the month.
- E. School District has not provided a bill to the APRD for usage of Pool. Ellen has spoken with Melanie Brackett to attempt to get this resolved in a timely manner.
- F. Santa on the Fire truck went well. Santa paid a visit an estimated 150 kids.

VII. Adjournment

Ellen Voorhees adjourned the meeting at **8:30pm** Minutes submitted by: Andrew Pina



ARBUTLE PARKS AND RECREATION DISTRICT
PO BOX 1376
ARBUTLE, CA 95912

Meeting Minutes
FEBRUARY 15, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUTLE PARKS AND RECREATION DISTRICT** at 7:50pm on 02/15/11 at 309 5TH STREET, ARBUTLE

II. Roll call of officers / Members

Ellen Voorhees conducted a roll call. The following persons were present:

Jason Bremmer
Shanna O'Sullivan
Shelly Murphy
Ellen Voorhees

The following persons were absent: Andrew Pina
In attendance was Mary Grimmer

III. Approval of Agenda: Jason Bremmer moved to approve the agenda and Shanna O'Sullivan seconded it. The motion passed.

IV. Approval of minutes from last meeting

Jason Bremmer moved to approve the minutes from the January meeting and Shanna O'Sullivan seconded. The motion passed. Shelly Murphy abstained from voting.

V. Treasurer's Report

- a. Shelly Murphy presented current bills- the Arana bill includes \$300 for new flowers.
- b. Shanna O'Sullivan moved to approve paying of bills, 2nd by Jason Bremmer.
- c. Shelly Murphy updated members on estimated bank balances after the current bills were paid.
 1. Account Balance in County \$117,469.71
 2. Account Balance at Umpqua \$56,987.80
- d. Arana should not mow the Little League field; Jason Bremmer would call him to remind him.
- e. Shelly Murphy discussed to process of dealing with a delinquent check.
- f. Possibilities to ensure timely payments from future outside programs: paperwork signed that states payments need to be received by a certain day per month and/or we collect all funds and distribute the outside person's percentage back to him.
- g. Shanna O'Sullivan moved to accept the treasurer's report and current balances, Jason Bremmer seconded it. The motion passed.

VI. Public Comments - No Public Comments

VII. New Business:

- a. Letter for ACF/Fred Pitts- Ellen Voorhees volunteered to write a letter showing APRD's support.
- b. There is a portion of the lot behind Pride Realty that is not being maintained- Ellen Voorhees to talk to Debbie Charter about it. It is possible that Arana needs to maintain it.
- c. The Oddfellows are looking for a renter for the downstairs of their building. There is much work that would have to be done for us to hold programs there, including new floors, heating/air units and electrical work. They are proposing that APRD pay for the renovations and then use it rent free for a time. How much this would cost is unknown. There were bids turned in to complete this work, Ellen Voorhees wondered where those were. Mary Grimmer stated the contractor that built her house had submitted a bid, she would check with him to see if he could re-send it. Shelly Murphy believes Debbie Charter might still have the various bids and plans for the building. Shelly also suggested going in 50/50 on the renovations with Oddfellows instead of paying the whole amount. Ellen Voorhees would follow up on this issue.
- d. Shanna O'Sullivan requested we change the day of the meetings to the 3rd Thursday. Ellen Voorhees will add it to the agenda for the next meeting.

VIII. Old Business:

- a. Programs Update
 - 1) Kayre Benton turned in a bunch of hours, some of them going back to last April. Options for paying Kayre in a more timely fashion were discussed including: averaging her hours and paying her monthly or keeping all of her hours and paying her just twice a year.
 - 2) Mary Grimmer brought up paying the \$75/month fee for payroll when during certain months we only have a cleaning person- perhaps the cleaning person would agree to being paid quarterly.
 - 3) Ballet Folklorico fundraising needs to be clearer to the board. Mary Grimmer will invite Patty to the next meeting.
 - 4) Williams men's basketball league was reported to be negatively impacting turnout at our league.
 - 5) Duffy Bailey wants to meet next month to talk about the pool.
 - 6) Mary Grimmer is considering volleyball this summer for kids.

IX. Adjournment

Ellen Voorhees adjourned the meeting at **8:54pm**. Minutes submitted by Shanna O'Sullivan.



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

Meeting Minutes
MARCH 17, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:07pm** on **03/17/2011** at **309 5TH STREET, ARBUCKLE**

II. Roll call of officers / Members

Ellen Voorhees conducted a roll call. The following persons were present:

Jason Bremmer
Andrew Pina
Shanna O'Sullivan
Shelly Murphy

In attendance were Mary Grimmer, Steve Burgess

III. Approval of minutes from last meeting

Motion by Shanna O'Sullivan to approve minutes / 2nd by Jason Bremmer / Motion Carried

IV. Treasurers Report

- a) Shelly Murphy presents current bills
- b) Jason motions to approve paying of bills, 2nd by Shannon O'Sullivan

V. Public Comments – Steve Burgess inquires about Bids for Landscaping. Shelly advises Steve of our current status and procedures for bidding.

VI. New Business:

- A. 8th Grade Fundraiser to consist of Children Sweeping Streets and cleaning up parks. This is to take place on 04/15/11
- B. Shelly and Ellen go over SCI expectations.
- C. Shelly goes over the County Audit. Shelly and Ellen to contact Charlene Vaughn of Matson and Isom regarding the Audit

VII. Old Business

- A. Oddfellows looking to rent space to APRD. Currently Estimated cost of \$70,000.00-\$100, 00.00 for updated work that would need to be done to update the building. Mary G. has received the Bid.

- B. Mary G. to run a Volleyball Camp. Ellen to work on the Kincaid Returned Check issue. Aerobics class doing well. Payroll for the Janitorial services to be paid every two months.
- C. Jason to contact Arana's in regards to the upkeep of the parks and their services.
- D. Ellen met with Melanie regarding the Facilities Usage Fee. Ellen and Mary to go over the fee and compare our True usage of said times. Mary to create a spreadsheet to better track when School Facilities are being used. Shanna motions to have Mary create spreadsheet. 2nd by Jason. Motion Carried.
- E. Shelly to call ARC to see if Folk Dance group can perform at the Spring Fiesta / Carnitas Day Fundraiser.
- F. Andrew motions to change the Monthly meeting Date to the 3rd of every month to better accommodate all board members schedules. 2nd by Jason.

VIII. Adjournment

Eleen Voohees adjourned the meeting at **8:30pm**.

Minutes submitted by: Andrew Pina

Minutes approved by:



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

Meeting Minutes

05/19/2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:08pm** on **05/19/2011** at 309 5TH STREET, ARBUCKLE

Roll call of officers / Members

Ellen Voorhees conducted a roll call. The following persons were present:

Jason Bremmer
Andrew Pina
Shanna O'Sullivan
Shelly Murphy

In attendance were Charles Burges of the City of Williams, Tim Miller of the Williams Parks and Recreation, Charlene Vaughn of Matson and Isom and Mary Grimmer

II. Approval of Agenda from previous meeting

Motion by Jason to approve Agenda / 2nd by Shanna / Motion Carried

III. Approval of Minutes of the previous meeting

Motion by Shelly to approve minutes with changes to VI C. Sharleen to show as Charlene and VII. B. Kincaid to show as KinCannons / 2nd by Shanna / Motion Carried

IV. Treasurers Report –

- A. Shelly Presents Current Bills
- B. Charlene Vaughn provides update regarding the Audit from the County. She provides recommendations. Charlene will continue to handle the payroll for APRD
- C. Andrew motions to approve paying bills / 2nd by Shanna / Motion Carried

V. Public Comments

- A. Tim Miller of the William Parks and Recreation discusses interest in an interleague Men's Basketball Program. Games to be played possibly on Sundays and Thursdays.
- B. Tim also discusses Youth Soccer program

VI. New Business

- A. Ellen Pursuing Property Grant / items in our favor: **1.** In Kind Funding **2.** Area with no Green Space
– Property would be purchased in College City
- B. Duffy Bailey to run Tennis Camp

VII. Old Business

- A. Andrew has updated web site.
- B. Cannons Karate has not signed Certified Letter sent by Ellen
- C. Swim Team sign ups have gone well
- D. Arana's has completed the removal of bushes at Balfour Park
- E. Folklorico has completed its season and had estimated 5-8 performances.
- F. Mary Grimmer to provide profit/loss on the Carnitas.

VIII. Adjournment

Ellen adjourned the meeting at 8:43pm

Minutes submitted by: Andrew Pina

Minutes approved by:



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

Meeting Minutes

JUNE 16, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:05pm on **06/16/11** at 309 5TH STREET, ARBUCKLE

Roll call of officers / Members

Ellen Voorhees – President conducted roll call. The following persons were present:

Shelly Murphy- Treasurer / Jason Bremmer Vice President / Andrew Pina Secretary
Shanna O’Sullivan-Member

II. Approval of Agenda

Shelly Motions to approve Agenda with the additions of:

Under New Business – add B. PHS Fields

Under Olds Business – add E. College City, 2nd by Shanna O’Sullivan. Motion Carried

III. Approval of Minutes of 05/19/11

Shelly Motions to approve May 19, 2011 meeting minutes with the corrections to:

Section1 to show Members present as Charles to show as Charles Burgess of the City of William,
Tim Miller of the City of Williams Parks and Recreation and Charlene Vaughn of Matson and
Isom – 2nd by Shanna O’Sullivan. Motion Carried

IV. Treasurers Report

- a) Shelly Murphy Presents current Bills
- b) Shelly Murphy updates members on current bank balance.
- c) Cross Electric Bill to be forwarded to ARC regarding invoice/bill in the amount of 3,320.56
- d) Jason motions to approve bills to be paid, 2nd by Andrew, Motion Carried

V. Public Comments – No Public Comments

VI. New Business:

- A. Jason Bremmers Term as Vice President to end this year. Jason currently undecided if he will continue his term for Re-Election.
Shelly Murphy’s Term as Treasurer to end this year. Shelly expressed that she may not look to continue on the APRD Board.

- B. Shelly has met with the School District. High School to consider whether to pursue a J.V. Baseball team. Joint Powers Agreement is discussed.

VII. Old Business

- A. Mary Grimmer reports on Swim Team and Swim Lessons. Tennis only had two people sign up. Flag Football had 12 sign up. Swim team looking to purchase a total of 4 Blocks, Swim Team to Purchase 3 Blocks. Motion by Shana to purchase 1 Block for the Swim Team, 2nd By Andrew, Motion Carried.

Jason to provide Cash form Men's Basketball. No Checks were given for the Men's Basketball.

- B. Ellen provides Contract submitted by Arana's Five Star Landscaping. Arana's to add DBA/AKA to the Certificate of Liability Insurance. Arana's to also add APRD as Certificate Holder.
- C. Melanie of SCI to be contacted about our next meeting. Next Meeting to take place on 07/19/11
- D. Monies/Funds at Umpqua to be use for payroll.
- E. Ellen Voorhees to attend meeting with the County of Colusa in regards to Title Issue with property in College City. Meeting to take place June 28th 2011 Ellen working on possible Grant to coincide with possible Deeding of Land to APRD. Jason Motions to authorize Ellen to sign and execute any and all needed documents that may need Signatures immediately to expedite any title transfer that may occur the night of June 28th 2011 2nd by Shelly. Motion Carried.

VIII. Adjournment

IX.

Ellen Voorhees adjourned the meeting at **8:36pm**.

Minutes submitted by: Andrew Pina

Minutes approved by:



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

Meeting Minutes

JULY 19, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:10pm on **07/19/2011** at 309 5TH STREET, ARBUCKLE

Roll call of officers / Members

Ellen Voorhees – President conducted roll call. The following persons were present:

Shelly Murphy- Treasurer / Jason Bremmer Vice President / Andrew Pina Secretary
Shanna O’Sullivan-Member

II. Approval of Agenda

Shanna Motions to approve Agenda with the additions of:

Changes to SCI – 6. A to show as Resolution, 11-1 approving engineer’s report, confirming diagram and assessment Intension to the levy assessment for Fiscal Year 2011-2012 and SCI Update August 18th date of Public Hearing

III. Approval of Minutes of 06-16-2011

Shelly motions to approve Minutes, 2nd by Shanna – Motion Carried

IV. Treasurers Report

- a) Shelly Murphy Presents current Bills
- b) Shelly Murphy updates members on current bank balance.
- c) Bills to be added: Lloyds Printing-\$16.16 - Benton \$474.74 – Mary G. \$418.80 - Lincoln Equipment- \$8,387.95
- d) Shelly motions to approve bills to be paid, 2nd by Shanna, Motion Carried

V. Public Comments – No Public Comments

VI. New Business:

- A. Andrew to provide prices for Mega Phone for possible purchase to cover sound system needs of the APRD
- B. To update our park rental agreement Ellen is to call county regarding Alcohol Ordinance. Once information is received APRD to consider possibly updating our Park Rental Contract agreement.
- C. Monies/Funds at Umpqua to be use for payroll.

D. Shanna to prepare Job Description along with Mary Grimmer and Ellen

VII. Old Business

- A. Mary Grimmer reports on Swim Team and Swim Lessons. Softball has 4 teams and is going well. Flag Football and Volleyball are also doing well. Kincannons has received Notice of failure to pay.
- B. Aranas new contract has been received and is all Clear
- C. County Counsel has property appraised at \$50,000.00 Original appraisal was listed at \$5,000.00 The higher appraised amount poses concern for APRD in its attempt at qualify for Grants. Andrew to contact known appraisers and see about having one of them appraise said property located in College City.
- D. Andrew to attend any future meeting with PJUSD on behalf of APRD in regards to the Joint Efforts of New Fields.
- E. Williams Soccer is discussed. APRD to help with program to be run with the city of Williams to oversee program.

VIII. Adjournment

IX.

Ellen Voorhees adjourned the meeting at **8:40pm.**

Minutes submitted by: Andrew Pina

Minutes approved by:



**ARBUCKLE PARKS AND RECREATION DISTRICT
PO BOX 1376 ARBUCKLE, CA 95912**

Meeting Minutes AUGUST 18, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:10pm on **08/18/2011** at 309 5TH STREET, ARBUCKLE

Roll call of officers / Members

Ellen Voorhees – President conducted roll call. The following persons were present:
Shelly Murphy- Treasurer / Jason Bremmer Vice President / Andrew Pina Secretary, Shanna O'Sullivan-Member
In attendance: Mary Grimmer / Matt Alonzo / Chris O'Sullivan / Melanie Lee of SCI consulting Group

II. Approval of Agenda

Shanna Motions to approve Agenda with the additions of:

Add to Old Business: 7. F – Poll Rental Agreement with PUJSD, 7. G – Park Rental Agreement, 2nd by Jason / Motion Carried.

III. Approval of Minutes of August 18, 2011

Shelly motions to approve Minutes with updates to show:

- IV. Treasures Report to add Lincoln Equipment \$8,387.95
- VI. New Business D. Correct Mary Wilson to show as Mary Grimmer
- 2nd by Jason – Motion Carried

IV. Treasurers Report

- a) Shelly Murphy Presents current Bills
- b) Shelly Murphy updates members on current bank balance.
- c) Shanna motions to approve bills to be paid, 2nd by Jason, Motion Carried

V. Public Comments –

Matt Alonzo and Chris O'Sullivan advise board of their intent on creating a Youth Baseball Committee. Committee being created in attempt to build more baseball fields as well as softball fields. They will be holding their 1st meeting on Thursday 08/25/11 Andrew to attend.

VI. New Business:

- A. Car show to take place on Oct 30th Mary Grimmer to handle the Prizes.

VII. Old Business

- A. Melanie with SCI Consulting Group advises board on the 11-2 Resolution for Fiscal Year 2011-2012. Shelly motions to approve 2nd by Jason – Motion carried.
- B. Shanna reports that the AYSO Soccer will be holding signups in Arbuckle on 08/25/11 at the APRD building. Mary grimmer looking to have the game days for the Youth Basketball season to be November 5th, 12 & 19th December 3, 10 January 14, 21 & 28th. Mary Grimmer also looking to have the Christmas Light take place on December 18th.
- C. Ellen has submitted the Grant for possible purchase/upgrades to property located in College City. Approval or denial expected to take place at the end of December 2011. Andrew to contact known appraiser to have property appraised. Ellen to look into current condition of the well.
- D. Andrew reports no New Update to the Joint Efforts of New Fields with PJUSD
- E. Shanna, Mary and Ellen present to the board:

APRD Job Description for the Part Time Recreation Supervisor 2. Recreation Manager Job Description
Both items to be reviewed by all Board Members for possible approval at the next meeting.
- F. Shelly presents the Pool Rental Agreement she has received from the School District. Shanna motions to approve Agreement Andrew 2nd – Motion Carried.
Shelly to propose to the School District to allow APRD to be a part of the New Hire Process of employees to the Pool

Ellen spoke with County Counsel regarding the park agreement. Board to consider update to agreement

III. Adjournment Ellen Voorhees adjourned the meeting at 9:20pm. Minutes submitted by: Andrew Pina



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

Meeting Minutes
SEPTEMBER 8, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:55pm on 09/08/2011 at 309 5TH STREET, ARBUCKLE

Roll call of officers / Members

Ellen Voorhees – President conducted roll call. The following persons were present:

Jason Bremmer Vice President / Andrew Pina Secretary /Shanna O’Sullivan-Member

The Following were absent: Shelly Murphy- Treasurer

In attendance were Mary Grimmer, Mike Duffy and Chris O’Sullivan

II. Approval of Agenda

Shanna O’Sullivan Motions to approve 2nd by Jason – Motion carried

III. Approval of Minutes from March 17, 2010

Shanna O’Sullivan Motions to approve minutes from last meeting with changes to Correct the Spelling of Matt’s Last Name to show as Alonso where needed, 2nd by Jason Bremmer – Motion Carried

IV. Treasurers Report

- a) Ellen Voorhees Presents current Bills
- b) Andrew Pina motions to approve bills to be paid, 2nd by Shanna O’Sullivan , Motion Carried
- c) Ellen provides the Arbuckle Parks and Recreation of Bank Balance & Monthly Bills to Andrew

V. Public Comments – None

VI. Old Business:

- A. Ellen Voorhees reads to the board Ordinance No. 01-11 – Shanna motions to approve 2nd by Jason – Motion Carried
- B. Chris O’Sullivan and Duffy Bailey update APRD Board on plans to move forward for a stronger unity amongst APRD, PJUSD and their group of citizens currently known as AYFC (Arbuckle Youth Field Committee) – AYFC is not an official business group neither non-

profit or for profit. Their hopes are to provide input for better soccer fields and Baseball/Softball Fields. A list of what they consider needs that would benefit all citizens / residents / visitors to Arbuckle is being put together. The next session of AYFC will meet on 09/29/2011

VII. New Business

- A. Programs - Volleyball-Season has ended / Aerobics will continue on Tuesdays / Jason preparing for the upcoming Basketball season. He will be holding a meeting at the APRD office on Monday Night 09/12/11 @ 6:30pm / Jason has moved the adult Basketball season to Monday nights for the next month a half - season will go back to Sundays thereafter. / Mary Grimmer has a driver ready to drive Santa / Mary looking to start a Tumbling class for Pre K and will up the age group depending on the response/signups. / Mary has placed the Advertisement for employees ages 14 and up. Shanna updates board with the progress of the upcoming Soccer season.
- B. Ellen advises board that there is no Well located at the College City property. Cost to add a well estimated at \$9,000.00
- C. Joint effort of new fields with PJUSD – No New Updates
- D. One application received – Closing date for applications is September 30th 2011
- E. Car Show – Programs in progresss
- F. Rental Agreement has been moved to next month's meeting
- G. Board Positions – No letters of interest has been received. Jason has expressed interest in continuing on the board should no letters of interest be received. Deadline for letters of interest is October 4th 2011. Jason and Shelly's term are set to currently end on December 2nd.
- H. Rental Agreement has been moved to next month's meeting

VIII.

Ellen Voorhees adjourned the meeting at **8:34pm**

Minutes submitted by: Andrew Pina

Minutes approved by:



ARBUTLE PARKS AND RECREATION DISTRICT
PO BOX 1376
ARBUTLE, CA 95912

Meeting Minutes
SEPTEMBER 8, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUTLE PARKS AND RECREATION DISTRICT** at 7:10pm on **08/18/2011** at 309 5TH STREET, ARBUTLE

Roll call of officers / Members

Ellen Voorhees – President conducted roll call. The following persons were present:

Shelly Murphy- Treasurer / Jason Bremmer - Vice President / Andrew Pina - Secretary
Shanna O'Sullivan-Member

In attendance: Mary Grimmer / Matt Alonzo / Chris O'Sullivan / Melanie Lee of SCI consulting Group

II. Approval of Agenda

Shanna Motions to approve Agenda with the additions of:

Add to Old Business:

- 7. F – Poll Rental Agreement with PUJSD
- 7. G – Park Rental Agreement

2nd by Jason / Motion Carried.

III. Approval of Minutes of August 18, 2011

Shelly motions to approve Minutes with updates to show:

- IV. Treasures Report to add Lincoln Equipment \$8,387.95
 - VI. New Business D. Correct Mary Wilson to show as Mary Grimmer
- 2nd by Jason – Motion Carried

IV. Treasurers Report

- a) Shelly Murphy Presents current Bills
- b) Shelly Murphy updates members on current bank balance.
- c) Shanna motions to approve bills to be paid, 2nd by Jason, Motion Carried

V. Public Comments –

Matt Alonzo and Chris O'Sullivan advise board of their intent on creating a Youth Baseball Committee. Committee being created in attempt to build more baseball fields as well as softball fields. They will be holding their 1st meeting on Thursday 08/25/11 Andrew to attend.

VI. New Business:

- A. Car show to take place on Oct 30th Mary Grimmer to handle the Prizes.

VII. Old Business

- A. Melanie with SCI Consulting Group advises board on the 11-2 Resolution for Fiscal Year 2011-2012. Shelly motions to approve 2nd by Jason – Motion carried.
- B. Shanna reports that the AYSO Soccer will be holding signups in Arbuckle on 08/25/11 at the APRD building. Mary grimmer looking to have the game days for the Youth Basketball season to be November 5th, 12 & 19th December 3, 10 January 14, 21 & 28th. Mary Grimmer also looking to have the Christmas Light take place on December 18th.
- C. Ellen has submitted the Grant for possible purchase/upgrades to property located in College City. Approval or denial expected to take place at the end of December 2011. Andrew to contact known appraiser(s) to have property appraised. Ellen to look into current condition of the well.

- D. Andrew reports no New Update to the Joint Efforts of New Fields with PJUSD

- E. Shanna, Mary and Ellen present to the board:

1. APRD Job Description for the Part Time Recreation Supervisor
2. Recreation Manager Job Description

Both items to be reviewed by all Board Members for possible approval at the next meeting.

- F. Shelly presents the Pool Rental Agreement she has received from the School District. Shanna motions to approve Agreement Andrew 2nd – Motion Carried. Shelly to propose to the School District to allow APRD to be a part of the New Hire Process of employees to the Pool

Ellen spoke with County Counsel regarding the park agreement. Board to consider update to agreement

VIII. Adjournment

Ellen Voorhees adjourned the meeting at 9:20pm.

Minutes submitted by: Andrew Pina

Minutes approved by:



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

Meeting Minutes
OCTOBER 13, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:35pm** on **10/13/11** at **309 5TH STREET, ARBUCKLE**

II. Roll call of officers / Members

Ellen Voorhees conducted a roll call. The following persons were present:

Jason Bremmer

Shanna O'Sullivan

Ellen Voorhees

The following persons were absent: Andrew Pina

In attendance were Mary Grimmer and Meghan Miller

III. Approval of Agenda: Shelly Murphy moved to approve the agenda, Jason Bremmer seconded it. The motion passed.

IV. Approval of minutes from last meeting: Shelly Murphy moved to table approving the September 8th minutes until the next meeting. Jason Bremmer seconded. The motion passed.

V. Treasurer's Report

- a. Shelly Murphy presented current bills
- b. Jason Bremmer moved to approve paying of bills, 2nd by Shanna O'Sullivan.
- c. Shelly Murphy updated members on estimated bank balances.
 1. Account Balance in County \$127,161.64
 2. Account Balance at Umpqua \$51,778.69

VI. Public Comments – Meghan Miller who applied for the recreation supervisor position came to introduce herself.

VII. Old Business:

- a. Programs:
 - 1) Mary Grimmer reported that summer programs (volleyball, tennis, football) had made a small profit.
 - 2) Karye Benton's aerobic classes are currently breaking even. Mary's classes are making a profit which she would like to use to purchase more steps and kettleballs.
 - 3) The Halloween carnival is on the Saturday of the car show. Mary decided to have the kids earn tokens at each booth which they could redeem at a store instead of a prize at each individual booth.
 - 4) Basketball is approaching. Coaches were announced as well as number of teams in each age group. Mary is still working on a final schedule.
 - 5) Shanna O'Sullivan reported that AYSO soccer is going well.
 - 6) Jason Bremmer reported that no one from men's basketball wants to play in the girl's gym.
- b. College City Park Grant:

Ellen Voorhees reported that it would cost around \$10,000 to dig a new well. The county assessor, Wayne Zoller is looking into an appraisal for us.
- c. Moving the meeting date: Shanna O'Sullivan motioned to change the meeting date to the 2nd Thursday of each month. Jason Bremmer seconded. The motion passed.
- d. Manager/Supervisor position:
 - 1) Only two people applied for the Manager position. Three people applied for the supervisor position.
 - 2) Jason and Ellen volunteered to be the interview committee.
 - 3) Salaries were discussed at \$750-950/month for the supervisor and \$1000-1500 for the manager.
- e. Board Positions: Amy Washburn and Jody Ehrke submitted letters of interest by the deadline. They will be sworn in December 2, 2011. Shelly Murphy motioned to approve these two people for the board. 2nd by Jason Bremmer. The motion passed.
- f. Second reading on Park Ordinances: The second reading happened tonight. The ordinance takes effect 30 days from this meeting date.
- g. Arbuckle Youth Field Committee (AYFC) Jason Bremmer reported that this group met and discussed putting out a survey to determine what people would like to see in their community. They also discussed developing a skate park. Ellen reported that she had contacted the owners of the field behind the little league park. It is 1.01 acres and they are asking \$100,000. She also mentioned that Balfour park was decided to be used strictly as a park.
- h. Brown Act: 3 board members at a meeting where parks are being discussed is a violation of the Brown Act.
- i. Kincannon's update: Ellen reported that the first installment of \$554 had been received from the Kincannon's. The 2nd installment was on its way.

VIII. New Business: No new business

IX. Adjournment

Ellen Voorhees adjourned the meeting at **9:40pm**. Minutes submitted by Shanna O'Sullivan.



ARBUCKLE PARKS AND RECREATION DISTRICT

Meeting Minutes NOVEMBER 10, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:05pm on 11/10/11 at 309 5TH STREET, ARBUCKLE

Roll call of officers / Members

Ellen Voorhees – President conducted roll call. The following persons were present:
Andrew Pina Secretary / Shanna O'Sullivan-Member / Shelly Murphy- Treasurer / Jason Bremmer- Vice President
In attendance were Mary Grimmer, Patricia Garcia, Meghan Miller, Judy Ehrke and Amy Washburn

II. Approval of Agenda

Shelly Motions to approve agenda with addition of New Business: New Supervisor and Manager Salary, closed session. 2nd by Andrew – Motion carried

Approval of Minutes from :September 8, 2011 & October 13, 2011

Andrew motions to approve minutes from September 8, 2011 with changes to correct the spelling of Mike Duffy to Duffy Bailey – 2nd By Shanna

October 13, 2011- Shanna Motions to approve minutes from October 13, 2011- 2nd by Shelly

III. Treasurers Report

- a) Shelly Presents current Bills
- b) Andrew Pina motions to approve bills to be paid, 2nd by Shanna O'Sullivan , Motion Carried

IV. Public Comments – None

V. Old Business:

- A. Mary Grimmer –Basketball program sign ups are up from previous year. Santa scheduled to travel around on the 18th. Aerobics going well. Mens basketball still going on in boys gym. Patricia Garcia presents her Ballet Folklorico proposal. Ellen motions to approval Ballet Folklorico proposal pending concerns that need to be addressed with our accountant 2nd by Shanna-Motion Carried
- B. New APRD manager: Mary Grimmer
Supervisor: Meghan Miller
- C. ARC Car Show went well
- D. & E. Mary Grimmer to meet with School District
- F The ARFCG (Arbuckle Recreation Filed Community Group) did not meet
- G. Ellen Reads the Ordinance. Ticket will be issued for Violations. Ellen to look into fee for Violations.

V Ellen Voorhees adjourned the meeting at 8:30pm

Closed Session: (8:30pm-8:44pm)

Salary:Manager-\$1,250.00 based on 80 hours a month Supervisor- \$850.00 based on 80 hour month

Ellen Voorhees called to order the regular meeting at 8:44pm and adjourns the monthly meeting at 8:45pm

Minutes submitted by: Andrew Pina



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

Meeting Minutes

DECEMBER 6, 2011

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:04pm on 12/06/11 at 309 5TH STREET, ARBUCKLE

Roll call of officers / Members

Ellen Voorhees – President conducted roll call. The following persons were present:
Andrew Pina Secretary /Shanna O’Sullivan-Member / Shelly Murphy- Treasurer /
Jason Bremmer- Vice President

In attendance were Mary Grimmer, Patricia Garcia, Meghan Miller, Judy Ehrke and Amy Washburn

II. Approval of Agenda

Andrew Motions to approve agenda with addition to:

New Business

- A. Appointment of Oath of Office for New Board Member(s)
- B. Little League - 2nd by Shanna - Motion carried

III. Approval of Minutes from 11/10/11 :

Shelly Motions to approve minutes from 11/10/2011 with correction to VI. Old Business D. and E. to be combined as one item. Correction to VII - Closed Session wording.- 2nd by Shelly

IV. Treasurers Report

- a) Shelly Presents current Bills
- b) Andrew Pina motions to approve bills to be paid with the removal of Ellen \$107.30 as this has been resolved/paid, PG&E to be added-amount not to exceed \$350.00 - 2nd by Shanna O’Sullivan , Motion Carried

V. Public Comments – None

VI. New Business:

- A. Andrew administers the oath of Office to Amy Washburn and Jody Ehrke
- B. Office positions are now as follows:

President: Ellen Voorhees

Vice President: Jody Ehrke

Treasurer: Shanna O'Sullivan

Secretary: Andrew Pina

Member at Large: Amy Washburn

- C. Little League would like to Plant more trees / Add more shade cover / Look into Roof old snack shack that need to be replaced / Possibility of moving the Pay Structure closer to ball field. Ellen to meet with Little League.

VII. Old Business:

- A. Halloween Costume Contest has seen a loss of \$107-Per Mary Grimmer this is simply due to purchases of prizes. Enough prizes have been purchased for use in next year's Halloween Costume Contest. Folkloriko to hold sign ups and continue during school year. Yoga not in APRD building, moved offsite. Basketball going well. Christmas –Santa to ride 12/18/11
- B. Positions have been filled
- C. Did not meet
- D. & E. Mary G. has not met with Dianna (School District)
- F. The Arbuckle Recreation Field Community Group did not meet
- G. Ellen working on verbiage and look into Fine/Penalty

ARPD did not receive Grant, board members to look into other avenues/ideas for other possible Grants/loans and or present ideas for needs of the community of Arbuckle.

Ellen Voorhees adjourns the monthly meeting at 8:21pm

Minutes submitted by: Andrew Pina

Minutes approved by:

Addendum to December minutes:

The December minutes:

The minutes reflect that fact that board position have changed. It should be stated that Jason Bremmer and Shelly Murphy and finished their terms and Amy Washburn and Jody Ehrke were sworn in, each for a four year term. As is our practice, the signees for our checking account are our President, Vice President and Treasurer. These offices are held by Ellen Voorhees-President, Jody Ehrke-Vice President and Shanna O'Sullivan-Treasurer. These offices were approved in the December minutes and the December minutes were approved in January.

Respectfully submitted,

Ellen Voorhees

Jan. 18, 2012