



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

Meeting Minutes
JANUARY 26TH

I. Call to order

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:10 p.m. on 1/26/2015 at 309 5th street, Arbuckle.

Roll call of officers / Members

Ellen Voorhees conducted roll call. The following person were present:

Jody Ehrke, Vice President
Amy Washburn, Secretary
Shanna O'Sullivan, Treasurer
Andrew Pina, Member

In Attendance:

Fred Perry, employee
Mary Grimmer, employee
Kim Vann, County Supervisor
Jason Hofhenke, Little League Improvement Committee
Jeff Hoebel, Little League Improvement Committee
Chris O'Sullivan, Little League Improvement Committee

- II. **Approval of Agenda:** Jody Ehrke motioned and Shanna O'Sullivan seconds to approve the agenda submitted for the January 26th meeting with the addition of 5.d. Development Impact Fees. Motion carries.
- III. **Approval of minutes from last meeting:** Minutes from 12/15/14 to be tabled until February Meeting.
- IV. **Treasurer's Report:**
- a. Shanna O'Sullivan approved account balances (county & Umpqua). Jody Ehrke motioned to accept and Andrew Pina seconds, motion carries.
 - b. Shanna O'Sullivan presented bills for January. Jody Ehrke motions to pay bills as submitted and Andrew Pina seconds. Motion carries.
 - c. Due to late meeting date in the month of February, Jody Ehrke motions to approve payment of February bills and Amy Washburn seconds, motion carries.
- V. **Public Comments:** Kim Vann, County Supervisor, came to speak with us about property in College City that is owned by the County. This will be placed on the February agenda for discussion.

VI. **New Business:**

- a. Structural improvements at the Little League Field: Hoebel, Hofhenke and O'Sullivan presented options for improvement to the existing little league field. Shanna O'Sullivan motions to approve the improvements and Jody Ehrke seconds, motion carries.
- b. Hiring of a swim coach: Jody Ehrke motions to approve hiring of a swim coach and Shanna O'Sullivan seconds, motion carries.
- c. Review for pay increase for Program Director: Ellen will do a review of current Program Director. Shanna will look at pay/salary numbers for facilities manager, program manager and accountant.
- d. Development Impact Fees: fees collected within county for new development. Impact fee account – Kim Vann will contact Peggy Scroggins to mark money to project for Expanded Parks' Facilities.

VII. **Old Business:**

- a. Programs:
 - i. T Ball (spring programs) February Signups
 - ii. Basketball is wrapping up
 - iii. Tot Tumbling – Susie Lytal will teach program for children 3-5
- b. Balfour Park Plans: winter was slow due to weather. Progress on soccer field should continue in spring.
- c. Hiring of Accountant: Interviews will be held on February 4th.
- d. Hiring of Facilities Manager: Jody Ehrke motions to accept Fred Perry's application pending salary approval. Amy Washburn seconds, motion carries.

VIII. **Adjournment**

Ellen Voorhees adjourned the meeting at 9:15 p.m.

Next meeting on February 23, 2015

Minutes submitted by Jody Ehrke



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

Meeting Minutes
FEBRUARY 23, 2015

I. Call to order

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:07 p.m. on 2/23/2015 at 309 5th street, Arbuckle.

Roll call of officers / Members

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

Jody Ehrke, Vice President
Amy Washburn, Secretary
Shanna O'Sullivan, Treasurer

The following members were absent:

Andrew Pina, Member

In Attendance:

Fred Perry, employee
Mary Grimmer, employee
Kim Vann, County Supervisor
Celia, Cal Sun Representative

Approval of Agenda: Ellen Voorhees motioned and Shanna O'Sullivan seconds to approve the agenda submitted for the February 23rd meeting.

Approval of Minutes:

Minutes from December 15, 2014 were approved by Shanna O'Sullivan and Jody Ehrke as submitted.

Minutes from January 26th meeting were approved by Jody Ehrke and Amy Washburn as submitted.

II. Treasurer's Report:

- a. Shanna O'Sullivan presented account balances (county & Umpqua). Ellen Voorhees motioned to accept and Amy Washburn seconds, motion carries.
- b. Shanna O'Sullivan presented bills for January. Ellen Voorhees motions to pay bills as submitted and Jody Ehrke seconds. Motion carries.
- c. Shanna O'Sullivan and Fred Perry presented a 2014/2015 budget and projected 2015/2016 budget. Upon board review, it was found that labor is getting more costly due to employees with more experience and higher labor rates.
- d. Mary Grimmer presented programs' expenses and profits for the years 2008-current and projected expenses and profit for 2015/2016 year. Mary showed a \$10,000 deficit for the 2015/2016 in labor as opposed to 2014/2015. The board reviewed ways to increase program fees

to increase revenue, possibly increasing pool usage fees and asking the school district to do the same.

III. **Public Comments:** Kim Vann, County Supervisor, and a Cal Sun representative, came to speak with us about the property in College City that is being put forward to APRD by the county.

IV. **New Business:**

- a. College City property deeded from Colusa County: the county of Colusa has put forward the property in College City, parcel number in Book D, pg 45 052 to deeded to APRD. A Cal Sun representative came to discuss with us what they would be willing to contribute to the development of the property, which includes the loan of machinery, labor, fuel, and surveying. They would not be willing to provide the new well that is needed or maintenance of the park. The decision of wether or not to accept the deed, is being tabled until next meeting for the board to further discuss finances of developing and maintaining property.
- b. SDI Timeline has been tabled until the March 23rd, meeting.

V. **Old Business:**

- a. Programs: Mary reported that basketball is running at a profit. Aerobics attendance numbers seem to be down.
- b. Balfour Park Plans: Phase II (the soccer field) 0improvements are moving ahead. Equipment is secured for leveling.
- c. Hiring of Treasurer: Has been tabled for the March 23rd meeting.
- d. Structural improvements at the Little League Field: The county requires an encroachment permit which was signed by Jody.
- e. Hiring of swim coach: Is still in progress, expect a report at the March 23rd meeting.
- f. Pay increase for a Program Director: Still in progress. Mary is going to review her actual hours worked for the past two years.

VI. **Adjournment**

Jody Ehrke adjourned the meeting at 9:03 p.m.
Next meeting on March 23, 2015
Minutes submitted by Amy Washburn



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

Meeting Minutes
MARCH 23, 2015

I. Call to order

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:36 p.m. on 3/23/2015 at 309 5th street, Arbuckle.

Roll call of officers / Members

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

Amy Washburn, Secretary
Shanna O'Sullivan, Treasurer
Andrew Pina, Member

The following members were absent:

Jody Ehrke, Vice President

In Attendance:

Fred Perry, employee
Mary Grimmer, employee
Nina Collins

Approval of Agenda: Shanna O'Sullivan motioned and Amy Washburn seconds to approve the agenda submitted for the March 23rd meeting.

Approval of Minutes:

Minutes from February 23rd meeting were approved by Shanna O'Sullivan and Amy Washburn with corrections to reflect the following changes- language from "deeded by Colusa County" to read "being put forward by Colusa County to be deeded to APRD", basketball is profitable not running at its first profit and Jody Ehrke closed the meeting.

II. Treasurer's Report:

- a. Shanna O'Sullivan presented account balances (county & Umpqua). Andrew Pina motions to accept and Amy Washburn seconds, motion carries. Future account balance statements will be presented with monthly reconciliations of County and Umpqua accounts to assist in making a more readable budget.
- b. Shanna O'Sullivan presented bills for March, Ellen Voorhees motions to pay bills as submitted and Amy Washburn seconds. Motion carries. Ellen Voorhees motions to make standard practice to approve all regular monthly bills to be paid before our regular monthly meeting as it is scheduled later in the month than when bills are actually due. Amy Washburn seconds. Motion carries.
- c. Budget is still under review. Shanna O'Sullivan, Fred Perry, Ellen Voorhees and Mary Grimmer will be meeting before our next monthly meeting to discuss in further detail.

III. **Public Comments:**

Nina Collins is in attendance to make the board aware of the concerns that the neighbors to the west of the park have regarding children walking through the park while construction equipment is in use. She suggests some kind of signage or notification be sent to families. The board agrees to send home a letter in AES and JJH student backpacks and use the school district auto dialer.

IV. **Old Business:**

- a. Programs: Mary Grimmer reported that t-ball will be starting shortly. Tot tumbling is using new equipment. This class has two dedicated employees aside from the instructor to help manage the young children. Summer programs to include volleyball, kickball, and open gym. Dates on those TBA. Movie in the park will be hosted by APRD again this year with a Colusa High School student organizing the event. The suggested movie is Back To The Future. A firm date will be set by next meeting.
- b. Balfour Park Plan/Soccer Field: Dave McCullough has started the ground work phase of the improving the soccer field. A fence will be installed by Morgan Fence Company on the 6th of April. Ellen Voorhees approved the amount of \$3000.00 to purchase materials and install the fence. It will connect with the existing fence at the East side of the park, run along Hall Street and stop just before the Sherriff substation. The location of the fence has been pushed back six feet from the original placement of the edge of the right away to accommodate the safety of the children walking along the park/street edge.
- c. Hiring of Treasurer: Has been tabled until the board can review the budget.
- d. Structural improvements at the Little League Field: Boulders are being relocated closer to the edge of the parking lot near the play structure to be used as a boundary. Fred met with Tyco to install security cameras. Two have been installed, waiting for Tyco to return and finish installation of the other two. Fred suggests the installation of a back flow system in the park near the Little League Snack bar. Shanna O'Sullivan makes a motion to approve the system, Andrew Pina seconds. Motion carries.
- e. Hiring of swim coach: Is still in progress, expect a report at the April 27th meeting.
- f. Pay increase for a Program Director: Has been tabled until the board can review the budget.
- g. Development Impact Fees: Nothing to report.
- h. College City Property deeded from Colusa County: Has been tabled until the board can review the budget.
- i. SDI Timeline: Ellen will follow up and confirm timeline by the April 27th meeting.

V. **Adjournment**

Ellen Voorhees adjourned the meeting at 9:51 p.m.

Next meeting on April 27th, 2015

Minutes submitted by Amy Washburn



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

Meeting Minutes

APRIL 27, 2015

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:05pm on 04/27/15 at 309 5TH STREET, ARBUCKLE

Roll call of officers / Members

Ellen Voorhees – President conducted roll call. The following persons were present:
Shanna O’Sullivan-Treasurer
Andrew Pina – Member

In attendance: Mary Grimmer, Fred Perry, Nancy Cutter and Nina Collins

Absent: / Jody Ehrke – Vice President / Amy Washburn- Secretary

II. Approval of Agenda

Shanna Motions to approve the agenda – 2nd by Andrew Motion Carried

Approval of March minutes moved to next Meeting – May 18, 2015

III. Treasurers Report

- a) Shanna Presents current Bills and account balances
- b) Andrew motions to approve bills as presented 2nd by Ellen - Motion Carried
- c) Andrew motions to approve account balances as presented 2nd by Ellen – Motion Carried

IV. Public Comments

Nancy Cutter and Nina Collins both express concerns on the New Fence put up at Balfour Park and have questioned why it was put up. Ellen explains main reason was for concern of the renovated Soccer field in which the fence will be used to prevent soccer ball going into the street. There is also an attempt to limit the amount of public traffic flow walking/crossing on the soccer field. It is also mentioned that 10th and Nelson as well as 10th and Garrett do not have stop signs and perhaps we should look into it. ARPD agrees that this should be looked into further. A Grant is also being sought after for sidewalk placement along the park.

V. New Business –

- A. Andrew motions to approve Resolution 5-1 directing preparation of the engineer’s report for the continuation of the parks and recreation maintenance assessment district with an increase of 13.36% 2nd by Shanna – Motion Carried

VI. Old Business:

- A. Mary advises board that programs are running great. Mary will have 2 shifts for employees to work the Spring Fiesta / Carnitas feed. There may be as many as 16 new Life Guards/employees this summer for the Pool. Mary Grimmer will also complete the WSI (Water Safety Instruction) Course. This course is Red Cross Certified.
- B. Fred advises the board that Balfour Park has received 10 Loads of Compost and Top Soil which has been delivered for use at the Soccer Field. Seeding and Fertilization to take place in 2-3 weeks.
- C. Board agrees that the hiring of a Treasurer is not within the ARPD's current Budget at this time.
- D. Little League Field- No parking signs have been put along the 1st base side fencing.
- E. No applications has been received for the Hiring of a swim coach
- F. Shanna motions for Approval of Pay increase for the Program Director Salary – 2nd by Ellen – Motion Approved. The percentage of the increase has yet to be determined and will be discussed at the next board meeting.
- G. The Development Impact Fees has been moved to Next Month's Meeting.
- H. College City Property Deed from Colusa County discussion has been moved to next month.
- I. SDI Timeline: 05/18 - 06/22 & 07/27

Next Board meeting May 18, 2015

Ellen Voorhees adjourned the meeting at **8:58pm**

Minutes submitted by: Andrew Pina

Minutes approved by:



ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

May 18th, 2015

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:08 pm on 05/18/15 at 309 5TH STREET, ARBUCKLE.

Roll call of officers / Members

Ellen Voorhees, President.
Jody Ehrke, Vice President
Shanna O'Sullivan, Treasurer
Amy Washburn, Secretary
Andrew Pina, Member

In attendance: Fred Perry

II. Approval of Agenda and Previous Meeting Minutes

- a. Jody Ehrke moved to approve the April 27th agenda with the change of lettering and the addition of line item i. By Laws Discussion. Andrew Pina seconds the motion, carried.
- b. Shanna O'Sullivan moved to approve the March 23rd 2015 meeting minutes and they were seconded by Jody Ehrke. April 27th meeting minutes were approved by Shanna O'Sullivan with the changes under section V. New Business from Resolution 5-1 to Resolution 15-1. Also the Grant being sought is a joint effort between PJUSD and Colusa County for sidewalk placement along Balfour Park.

III. Treasurers Report

- a) Shanna Presents current Bills and account balances for Umpqua bank and the County
- b) Jody motions to approve bills as presented 2nd by Andrew - Motion Carried
- c) Jody motions to approve account balances as presented 2nd by Amy – Motion Carried

IV. Public Comments

Juan Manuel Garcia attended the meeting on behalf of Holy Cross Church to discuss improvements and plans at Balfour park. They are concerned about construction activities during their event planned for June 28th. They are advised to stay on the North side of the park and soccer goals should be back in place for them to use.

V. New Business –

- A. Shanna motions to approve Resolution 15-2 directing preparation of the engineer's report for the continuation of the parks and recreation maintenance assessment district with an increase of 13.36% 2nd by Jody – Motion Carried

VI. Old Business:

- A. Discussion of programs and Carnitas Feed is postponed until next meeting.
- B. Fred provided a park improvement budget for the board to review detailing expenses to date and projected expenses for the fiscal 2015/2016 year.
- C. Arbuckle Little League continues to work on their projects at Balfour on the Little League field.
- D. Hiring of a swim coach is still a task Mary is working on.
- E. Jody moved to approve a pay increase for the Program Director position from \$18,000 to \$25,200. The increase is based on 100 hours per month at \$21.00 per hour. The previous rate was based on 80 hours per month at \$18.75/hour. Ellen 2nds. Pay increase becomes effective next fiscal year.
- F. Discussion of Development Impact Fees has been moved to next month's meeting.
- G.. After some discussion of the salary of the Project Manager position, the board decides to finish the project out as it is and from there determine the need of a Project Manager.
- H. A copy of Resolution 15-2 was given to each board member for review. Resolution 15-2 is intended to continue levy assessments for fiscal year 2015-2016 upon preliminarily approving engineers report and providing for notice of public hearing.
- I. Ellen is going to develop by laws for APRD.

Next regular meeting is June 22nd, at 7:00pm

Ellen Voorhees adjourned the meeting at **9:20pm**

Minutes submitted by: Amy Washburn



ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

June 22, 2015

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:05 pm on 06/22/15 at 309 5TH STREET, ARBUCKLE.

Roll call of officers / Members

Ellen Voorhees, President.
Jody Ehrke, Vice President
Shanna O'Sullivan, Treasurer
Amy Washburn, Secretary
Andrew Pina, Member

In attendance: Jennifer Per-Lee

II. Approval of Agenda and Previous Meeting Minutes

- a. Jody moved to approve the June 22nd agenda with the addition of B. under New Business, Notice of Elective Offices to be filed and C. SDRAMA Board of Directors Elections Ballot. Andrew Pina seconds.
- b. Minutes from May 18th meeting were approved by Jody and Andrew as submitted.

III. Treasurers Report

- a. Shanna Presents current Bills and account balances for Umpqua bank and the County
- c. Jody motions to approve bills as presented 2nd by Amy - Motion Carried
- d. Andrew motions to approve account balances as presented 2nd by Jody – Motion Carried

IV. Public Comments

None

V. New Business –

- a. Public hearing opened at 7:20 for discussion regarding resolution 15-3, preparation of the engineer's report for the continuation of the parks and recreation maintenance assessment district. As there was no public comment, the hearing closed at 7:20. Shanna moved to approve resolution 15-3, and seconded by Andrew Pina. Motion passed.
- b. APRD notified that the seats held by Jody Ehrke and Amy Washburn are up for election.
- c. All board members voted on SDRMA Board of Directors.

VI. Old Business:

- a. Fred provided a brief summary of Balfour Park. Fence is up on the South of the park along 10th street. The south west corner of the park has been leveled and grass seed has been planted.
- b. No change to structural improvements at the Little League field to report on.
- c. Discussion of Development Impact fees are postponed until a later date.

Next regular meeting is July 27th, at 7:00pm

Ellen Voorhees adjourned the meeting at **8:45 pm**

Minutes submitted by: Amy Washburn



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

Meeting Minutes
JUNE 22, 2015

I. Call to order

Ellen Voorhees called to order the annual meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:20pm** on **6/22/15** at 309 5TH STREET, ARBUCKLE

II. Roll call of officers / Members

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

Ellen Voorhees - President
Jody Ehrke - Vice President
Shanna O'Sullivan – Absent
Amy Washburn - Secretary
Andrew Pina - Member

In attendance: Jennifer Per-Lee

III. New Business:

- a. Public hearing opened at 7:20 for discussion regarding resolution 15-3, preparation of the engineer's report for the continuation of the parks and recreation maintenance assessment district. As there was no public comment, the hearing closed at 7:20. Shanna O'Sullivan moved to approve resolution 15-3, and seconded by Andrew Pina. Motion passed.

IV. Public Comments: –none

- V. Adjournment:** Ellen Voorhees adjourned the meeting at 7:20 pm.

Minutes submitted by Amy Washburn



ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

July 27, 2015

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:05 pm on 07/27/15 at 309 5TH STREET, ARBUCKLE.

Roll call of officers / Members

Ellen Voorhees, President.
Jody Ehrke, Vice President-Absent
Shanna O'Sullivan, Treasurer
Amy Washburn, Secretary
Andrew Pina, Member

In attendance: Fred Perry

II. Approval of Agenda and Previous Meeting Minutes

- a. Andrew Pina motions to approve the July 27th meeting agenda with the addition of an Approval of 2015 Annual Meeting Minutes, Amy Washburn seconds the motion.
- b. Minutes from the June 22nd meeting were approved by Andrew Pina and Shanna O'Sullivan with the change of letter b. under New Business and removal of d. and e. under old business.
- c. Andrew Pina makes a motion to approve the Annual Meeting minutes, Shanna O'Sullivan seconds.

III. Treasurers Report

- a. Shanna O'Sullivan presents current bills and tables balances for Umpqua and the county.
- b. Andrew Pina motions to approve bills as presented 2nd by Amy - Motion Carried

IV. Public Comments

None

V. New Business –

- a. The board approves movie in the park. Date and time to be announced.
- b. Discussion of line items to be included on the bid for mowing parks. Fred will come up with a bid proposal to present at next meeting.

VI. Old Business:

- a. No changes to Balfour Park plans to report on at this time.
- b. Discussion of Development Impact fees are postponed until a later date.

c. No update of summer programs to report on.

Next regular meeting is August 24th, at 7:00pm

Ellen Voorhees adjourned the meeting at **8:15 pm**

Minutes submitted by: Amy Washburn



ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

August 24, 2015

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:03 pm on 08/24/15 at 309 5TH STREET, ARBUCKLE.

Roll call of officers / Members

Ellen Voorhees, President.
Jody Ehrke, Vice President
Shanna O'Sullivan, Treasurer
Amy Washburn, Secretary
Andrew Pina, Member

In attendance: Fred Perry, Facilities Manager
Mary Grimmer, Program Manager

II. Approval of Agenda and Previous Meeting Minutes

- a. Jody Ehrke motions to approve the August 24th meeting agenda with the additions of g. under Old Business and July Account Balances under Treasurer's Report. Shanna O'Sullivan seconds the motion.

III. Treasurers Report

- a. Shanna O'Sullivan presents account balances for Colusa and County and Umpqua bank for the July 27th and August 24th meetings. Jody Ehrke moves to approve July account balances and Andrew Pina seconds. Andrew Pina moves to approve account balances for August, Amy Washburn seconds.
- b. Jody Ehrke motions to approve bills as presented 2nd by Andrew Pina - Motion Carried
- c. Jody Ehrke makes a motion to approve removal of line item APR Transfer-Designated for Facility on the Treasurer's Report and move funds of (\$4005.66) into line item From County for Payroll. Andrew Pina seconds, motion carries.

IV. Public Comments

None

V. Old Business:

- a. Fred Perry reported on Balfour Park improvements. The sheriff substation is painted, the decomposed granite path is installed and guard rail in parking area near substation is installed. Signage will be going up on Nelson and in the parking lot near substation
- b. Discussion of Development Impact fees are postponed until a later date.
- c. Summer programs are complete. Mary will have a swim meeting in September for parents to come and discuss improvements to the program.

d. Name and date of movie is to be announced.

e. Spyres Mowing has started on clean up in Lavanche Hursh park. Work should be completed by October.

f. Fred will submit an advertisement in the Sun Herald looking for a company to mow, edge and maintain landscape on a weekly bases by the next meeting date

g. Names of anyone interested in the two open positions coming up for re-election need to be submitted to the county by September 30th.

Next regular meeting is September 28th, at 7:00pm

Ellen Voorhees adjourned the meeting at **8:18 pm**

Minutes submitted by: Amy Washburn



ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

September 28, 2015

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:03 pm on 09/28/15 at 309 5TH STREET, ARBUCKLE.

Roll call of officers / Members

Ellen Voorhees, President.
Jody Ehrke, Vice President
Shanna O'Sullivan, Treasurer
Amy Washburn, Secretary
Andrew Pina, Member -absent

In attendance: Fred Perry, Facilities Manager
Mary Grimmer, Program Manager
Melissa Bailke Rick
Chuck Wayman
Kathryn Shahan
Phil and Eileen Mazza

II. Approval of Agenda and Previous Meeting Minutes

- a. Jody Ehrke motions to approve the September 28th meeting agenda with the correction of d. under Old Business to read park bid proposal and the addition of g under Old Business, coming elections for open positions and appointments. Shanna O'Sullivan seconds the motion.
- b. Jody Ehrke motions to approve the August 24th meeting minutes Shanna O'Sullivan 2nds.

III. Treasurers Report

- a. Shanna O'Sullivan presents account balances for Colusa and County and Umpqua bank for August. Jody Ehrke moves to approve August account balances and Amy Washburn seconds.
- b. Jody Ehrke motions to approve bills as presented 2nd by Amy Washburn- Motion Carried

IV. Public Comments

- a. Phil and Eileen Mazza are requesting the use of the APRD building and advertisement for Financial Fitness Club. Their goal is to teach financial literacy. The program takes approximately 3hours/week of facility use for 47 weeks. The board is going to consider their request and discuss again at next month's meeting.

V. New Business:

a. Ellen and Mary met with PJUSD to discuss pool repairs and maintenance. The idea of “in kind” option is a consideration for facility use by APRD for repairs and maintenance by PJUSD.

VI. Old Business

- a. Balfour Park plans, specifically the soccer field and fence planting is tabled until next meeting.
- b. Fall programs are in progress. Kari Benton is switching yoga to evening. The Fun Run date is October 25th.
- c. Movie in the park attendance was good. It was suggested that maybe next time the flyer go out in Spanish as well as English.
- d. The park maintenance bid was awarded to Spyres Landscape on a month to month basis. Jody Eherke moves to approve the hiring of Spyres, Amy Washburn 2nds. Jody Ehrke moves to approve the 30 day notice of intent to sever ties with Aranas Landscape Service. Amy Washburn 2nds. Concrete path in WEE Park is complete. A few of the sprinkler heads are not functioning and need to be repaired.

Ellen Voorhees adjourned the meeting at 8:29 pm

VI. Closed Session: (8:29pm-8:45pm)

- a. Discussion of open board positions and recommendations to the board of supervisors.

Next regular meeting is scheduled for October 26, 2015

Minutes submitted by: Amy Washburn



ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

October 26th 2015

I. Call to order

Shanna O'Sullivan called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:15 pm on 10/26/15 at 309 5TH STREET, ARBUCKLE.

Roll call of officers / Members

Ellen Voorhees, President-Absent
Jody Ehrke, Vice President-(Arrived @ 7:30)
Shanna O'Sullivan, Treasurer-Present
Amy Washburn, Secretary-Present
Andrew Pina, Member-Present

In attendance: Mary Grimmer, Program Manager
Melissa Baikie

II. Approval of Agenda and Previous Meeting Minutes

- a. Amy Washburn motions to approve the October 26th meeting agenda, Andrew Pina seconds. The motion passes.
- b. Andrew Pina motions to approve the October 26th meeting minutes, Amy Washburn seconds. The motion passes.

III. Treasurers Report

- a. Shanna O'Sullivan presents account balances for Colusa and County and Umpqua bank for the October 26th meeting. Amy Washburn moves to approve September account balances and Andrew Pina seconds.
- b. Andrew Pina motions to approve bills as presented. Seconded by Amy Washburn - Motion Carried

IV. Public Comments

None

V. New Business:

- a. Amy Washburn moves to approve the resignation of Shanna O'Sullivan, Treasurer effective November 16, 2015. Andrew Pina seconds, motion passes.
- b. Board reviewed By Laws drafted by Ellen. The minor changes suggested will be submitted to Ellen for a redraft.
- c. Board position changes are tabled until November 16th meeting.
- d. Amy Washburn moves to approve the purchase of a laptop, printer and external hard drive for treasurer duties, not to exceed the amount of \$1000.00. Shanna O'Sullivan seconds, motion carries.

IV. Old Business

- a. Discussion of soccer field and fence planting tabled
- b. Basketball draft held on October 26th. Teams should start practice in a couple of weeks. Mary is working on a schedule. Lower attendance than expected at the carnival, possibly due to car exhibits blocking the entrance. Fun run had approximately same participation as previous year.
- c. Board discussed facility use for Financial Fitness program. Shanna O'Sullivan moved to approve the use of APRD building for the program, Amy Washburn seconds. Motion passes. APRD will not endorse or advertise for them.

Next regular meeting is November 16th, at 7:00pm

Shanna O'Sullivan adjourned the meeting at 8:07 pm

Minutes submitted by: Amy Washburn



ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

November 16, 2015

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:04 pm on 11/16/2015 at 309 5TH STREET, ARBUCKLE.

Roll call of officers / Members

Ellen Voorhees, President-Present
Jody Ehrke, Vice President-Absent
Shanna O'Sullivan, Treasurer-Present
Amy Washburn, Secretary-Present
Andrew Pina, Member-Present

In attendance: Mary Grimmer, Program Manager
Fred Perry, Facilities Manager
Melissa Baikie
Charles Wayman

Ivan and Edella Maldonado
Scott Gessford

II. Approval of Agenda and Previous Meeting Minutes

- a. Andrew Pina motions to approve the November 16th meeting agenda, Amy Washburn seconds. The motion passes.
- b. Amy Washburn motions to approve the October 26th meeting minutes, Andrew Pina seconds. The motion passes.

III. Treasurers Report

- a. Shanna O'Sullivan presents account balances for Colusa and County and Umpqua bank for the November 16th meeting. Andrew Pina moves to approve November account balances and Amy Washburn seconds.
- b. Andrew Pina motions to approve bills as presented. Seconded by Amy Washburn - Motion Carried
- c. Shanna O'Sullivan submitted the 2016 budget to the county and is going to follow up with them regarding any changes that need to be made.

IV. Public Comments

Melissa Baikie reported that the Williams Community Center is hosting a dedication ceremony at the Williams VFW on Wednesday, November 18th, at 5:00pm.

V. New Business:

- a. Shanna O'Sullivan moves to appoint Andrew Pina as Treasurer effective December 4th 2015. This appointment ends December 2017. Amy Washburn 2nds, motion carries.
- b. Scott Gessford, Ivan Maldonado and Edella Maldonado were present to discuss the addition of a boxing program to APRD. They anticipate enrollment to be 30 kids ages 8-18, and 3 adults coaching. Costs include a membership by APRD to USA Boxing Association \$300, certification of each coach \$90/coach, and \$65/participant for membership fees. They have

accessibility to equipment at a reduced cost i.e. a boxing ring to scale, speed bags etc. They are looking to APRD for a facility and financial assistance.

IV. Old Business

- a. Ellen and Fred are going to meet to plan tree and shrub plantings along the fence on Hall Street at Balfour.
- b. The adult volleyball and tot tumbling programs are finished.
- c. Minor changes are needed to make Bylaws complete. Ellen will make them and resubmit at the next meeting for approval.
- d. Financial Fitness would like to meet Thursday evenings at 7:30 and possibly Monday morning after 10:00 starting in December. APRD is charging them a fee of \$25.00 for facility use and Financial Fitness needs to provide insurance.
- e. APRD is holding it's next meeting on December 8th at 6:30 and will swear in new members. The new positons are as follows:

Treasurer, Andrew Pina
Secretary, Jody Ehrke,
Vice President, Charles Wayman
Member, Melissa Baikie

Amy Washburn moves to approve the new positons effective December 4th, Shanna O'Sullivan 2nds.

- f. Shanna O'Sullivan's moves to approve the addition of Spyres Mowing as a standing bill to be submitted to the county prior to monthly APRD meetings. Andrew Pina 2nds.

Next regular meeting is December 8th, at 7:00pm

Ellen Voorhees adjourned the meeting at 8:39 pm

Minutes submitted by: Amy Washburn



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

309 5TH STREET, ARBUCKLE

MINUTES
DECEMBER 8, 2015

I CALL TO ORDER

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 6:50 p.m. on 12/8/15 at 309 5th Street, Arbuckle.

Roll call of officers / Members

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

Melissa Baikie, member
Chuck Wayman, vice chair
Andrew Pina, Treasurer
Jody Ehrke, Secretary
Ellen Voorhees, President, chair

In Attendance:

Mary Grimmer, employee
Idela Maldonado, public

II APPROVAL OF AGENDA

Andrew Pina motioned and Melissa Baikie seconds to approve the agenda submitted for the December 8th meeting with 5b "Boxing Program" being removed from New Business.

III APPROVAL OF MINUTES FROM LAST MEETING: Minutes to be tabled from November 16th meeting to January 18, 2016 meeting.

IV TREASURERS REPORT: Report and proposed bills to be tabled until January 2016 meeting. Regular bills to be paid on time. Any bills out of ordinary, the board will be notified. Treasurer's laptop update is on hold until January.

V PUBLIC COMMENTS: No public comment

VI NEW BUSINESS:

C. Oath of Office taken and signed by; Jody Ehrke, Melissa Baikie-Rick and Chuck Wayman.

VII OLD BUSINESS:

a. Idela Maldonado proposed a startup budget for the proposed Boxing Program for kids and adults. Board will check with ARC about building and Insurance. Will discuss

further at January Meeting. The proposed cost would be \$2320.00, asking APRD to help with these costs.

b. Programs;

- 1 Karrie Benton will be suspending her December classes
- 2 Rec Basketball is up and running. Picture day is done. Many compliments from out of towners towards our program; referring and overall program.
- 3 Chuck Wayman proposed an addition to the Men's League. Holding games on the weekends to include teams from other towns. Jody Ehrke will check with PJUSD for approval.

c. By laws have been revised, accepted and adopted. Motion by Jody Ehrke and seconded by Andrew Pina.

VIII ADJOURNMENT

Ellen Voorhees adjourned the meeting at 8:00 p.m.

Next meeting on January 18, 2016

Minutes submitted by Jody Ehrke, Secretary

Steve Langlois, Contractor, spoke to board prior to meeting about water damage in building. Board will contact Zack, building owner, to inquire about damage and possible solution.