

**ARBUCKLE PARKS AND RECREATION DISTRICT**  
**P.O. BOX 1376**  
**ARBUCKLE, CA 95912**

**Meeting Minutes**  
**1-17-2013**

I. Call to Order

Ellen Voorhees called to order the regular meeting of the Arbuckle Parks and Recreation District at 7:08 p.m. on 01-17-2013 at 309 5<sup>th</sup> Street, Arbuckle

II Roll Call of officers/members

Ellen Voorhees-President conducted roll call. The following persons were present: Shanna O'Sullivan-Treasurer, Jody Ehrke-Vice President, Amy Washburn-member,

The following were absent: Andrew Pina-Secretary

In attendance: Mary Grimmer & Jeff Hoebel

Approval of Agenda

Amy Washburn Motions to approve the agenda with the additions of Items C. & D. added to the Treasurers report (C. motion to have money designated to a park improvement fund, and D. Approve checks written from Umpqua account from last fiscal year).

2<sup>nd</sup> by Shanna O'Sullivan – motioned carried.

Approval of Minutes from November 8, 2012

Shanna motions to approve minutes / 2<sup>nd</sup> by Amy W. – motioned carried

III Treasures Report

a. Shanna presents current accounts (county & Umpqua). Shanna provided copies of County Annual Audit. As per County audit it was suggested by County that we move funds to an interest bearing account. We declined this move as funds in account are declining and the future balance will not be as large.

b. Shanna presents bills to be paid. Jody E. motions to pay bills /2<sup>nd</sup> by Amy W. – motions carried

c. Jody E. motions to have money designated for Park Improvement Fund in the amount of \$150,000, 2<sup>nd</sup> by Amy W. – motions carried

d. Amy W. motions to approve checks written from Umpqua account last fiscal year (11/12), 2<sup>nd</sup> by Jody E. – motion carried.

IV Public Comments

A programs

a. end of season meeting regarding basketball to be held Thursday, February 7<sup>th</sup> @ 6pm.

- b. Heater to be purchased for aerobics classes. `1<sup>st</sup> by Jody E / 2<sup>nd</sup> by Amy W. – motion carried.
- c. Zumba children & family night to be held in early February (TBA).
- d. Tball clinic to take place this spring
- e. \Tot Tumbling with continue for another session
- f. A new program called **10 Minutes to Change your Life** to take place this spring.
- g. Facebook is helping with advertising and program announcements
- B ADT Security – to be discussed when Andrew is present
- C Jeff Hoebel reviewed and discussed **wish/want** list for Park improvements
  - 1 Park Plan by Jeff , starting with tree limitations
- D Website cost \$690.00 for 5 years. Mary Grimmer used her own personal funds to pay fees. She is working on a receipt from Godaddy.com for reimbursement.

Next meeting will be held on Thursday February 7<sup>th</sup> @ 7 p.m.



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

***Meeting Minutes***  
FEBRUARY 7, 2013

**I. Call to order**

**Ellen Voorhees** called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:00pm on 1/17/13 at 309 5<sup>TH</sup> STREET, ARBUCKLE

**Roll call of officers / Members**

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

Absent: Jody Ehrke – Vice President

In attendance: Mary Grimmer and Curtis Pyle

**II. Approval of Agenda**

Amy Motions to approve agenda / 2<sup>nd</sup> by Shanna – Motion carried

**III. Approval of Minutes**

1. Amy Motions to approve Minutes from January 17, 2013 / 2<sup>nd</sup> by Shanna – Motion Carried

**IV. Treasurers Report**

- a) Shanna Presents current Bills
- b) Amy motions to approve bills, 2<sup>nd</sup> by Andrew - Motion Carried

**V. Public Comments**

Curtis Pyle has brought his concern over the care of Trees and plants in the area(s) that are overseen by APRD. He has offered his services at half his regular rate to assist using his expertise in the field of Horticulture. Shanna to advise Curtis to provide a contract.

Amy motions to hire Cutis 2<sup>nd</sup> by Shanna – Motion Carried.

**VI. New Business –**

- a. Building Issues- Ellen has spoken with Zack Harwell and has brought to his attention the concerns that we have on the building we use. Termites, Water Leak and Possible Roof Damage. We are in hopes that Zack will be able to resolve concerns in a timely manner.
- b. Odd Fellows Building – They are looking to rent out space to APRD. At this time it is not in the best interest for us to do so.

- c. SDRMA (Special District Risk Management Authority) elections – SDRMA looking for new members.
- d. LAFCO Arbuckle Municipal Service Review – They are meeting on 02/07/13 at 3:00

**VII. Old Business:**

- A. Programs – All programs running great and smoothly. No new programs were brought up at the annual APRD review.
- B. Andrew to contact Sean at ADT/TYCO to set up 3<sup>rd</sup> camera at Balfour Park
- C. Balfour Park Plans – Jeff Hobel is putting together a Park Plan and should have this ready to present to the board at its next meeting.

**Ellen Voorhees** adjourned the meeting at **7:55pm**

Minutes submitted by: Andrew Pina

Minutes approved by:



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

***Meeting Minutes***

APRIL 10, 2013

**I. Call to order**

**Ellen Voorhees** called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **6:52pm** on **4/10/13** at **309 5<sup>TH</sup> STREET, ARBUCKLE**

**II. Roll call of officers / Members**

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

Amy Washburn

Shanna O'Sullivan

Ellen Voorhees

Andrew Pina

Jody Ehrke – left at 6:55pm

In attendance were Mary Grimmer

**III. Approval of Agenda:** Shanna O'Sullivan moved to approve the agenda, Jody Ehrke seconded it. The motion passed.

**IV. Approval of minutes from last meeting:** Shanna O'Sullivan moved to approve the minutes dated 3/14/13, Amy Washburn seconded. The motion passed.

**V. Approval of Resolution 13-1:** This resolution is necessary so the Engineer's report can be prepared in order for us to levy our assessment. Shanna O'Sullivan moved to pass resolution 13-1, Amy Washburn seconded. The motion passed unanimously.

**VI. Treasurer's Report**

- a. Shanna O'Sullivan presented current bills
- b. Amy Washburn moved to approve paying of bills, 2<sup>nd</sup> by Andrew Pina. Mary Grimmer asked for approval of Tball Clinic Tshirts and hats to be paid before the next meeting. Should cost roughly \$300. Amy Washburn moved to pay the forthcoming bill, Andrew Pina seconded.
- c. Shanna O'Sullivan updated members on estimated bank balances.
  1. Account Balance in County \$174,702.83
  2. Account Balance at Umpqua \$6889.96

**VII. Public Comments – none**

**VIII. Old Business:**

- a. Programs:
- 1) Mary Grimmer reported an issue with getting lifeguards trained for the summer. They do not have a trainer.
  - 2) Mary is working on getting programs set up for the summer including: football, baseball, basketball, science camp, open gym, swim team, tennis, **movies in the park** and art.
  - 3) Current programs: Tball has 2 full teams and is going well. Tot tumbling is full. Zumba has had many changes in dates/times. Men's basketball has 2 groups: first group is the T-Th group, 2<sup>nd</sup> group is a Tuesday class run by Scott Burnum.
  - 4) Mary Grimmer reported that the bounce house has been rented for Carnintas.
- b. Park Benches: Little league approved \$5500 in their budget for park benches. Discussion was had as to where to place them. It was decided to place 4 tables in the area to the south of the snack bar and one table between the snack bar and the bleachers.
- c. Park rental: No complaints were received regarding the stations of the cross which took place before Easter. Andrew Pina brought up the idea of a noise ordinance. It was decided that the language in the park rental agreement combined with the county noise ordinance was sufficient for now.
- d. Park improvement:
- 1) Drawings of a potential park plan were submitted by Jeff Hoebel. The board considered them. Ellen recommended we get a projected maintenance budget together for the new parts of the park.
- e. **Water Treatment: Shanna hired someone to test the drinking fountains. Waiting for report.**

**IX. New Business:** No new business

**X. Adjournment**

**Ellen Voorhees** adjourned the meeting at **8:25 pm**. **Next meeting May 16<sup>th</sup> at 7:30pm** Minutes submitted by Shanna O'Sullivan.



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

***Meeting Minutes***

MAY 16, 2013

**I. Call to order**

**Ellen Voorhees** called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:41pm on 5/16/13 at 309 5<sup>TH</sup> STREET, ARBUCKLE

**Roll call of officers / Members**

Ellen Voorhees – President conducted roll call. The following persons were present:  
Andrew Pina - Secretary / Amy Washburn-Member / Shanna O’Sullivan-Treasurer /Jody Ehrke – Vice President

In attendance: Mary Grimmer

**II. Approval of Agenda**

Amy Motions to approve agenda 2<sup>nd</sup> by Jody – Motion Carried

**III. Approval of Minutes**

1. Andrew Motions to approve Minutes from April 10, 2013 2<sup>nd</sup> by Shanna - Motion Carried

**IV. Treasurers Report**

- a) Shanna Presents current Bills
- b) Jody motions to approve bills, 2<sup>nd</sup> by Amy - Motion Carried

**V. Public Comments**

None

**VI. New Business –**

- a. Jody Motions to approve the Engineers Report with the correction of page 1 which references the Park Acreage(s) Under District Parks. 2<sup>nd</sup> by Amy – Motion Carried. Ellen to inquire about our next step.
- b. Ellen, Andrew and Shanna’s terms are scheduled to end on 12/06/13 Ellen looks to continue her term on the board with Andrew not to continue unless his services are truly needed. Shanna also at this time looks to continue.

**VII. Old Business:**

- A. Programs – All programs running great. Discussion was held in regards to possible re-imbusement fee for the Life Guard Training. \$70 a person Mary to also look into the County Paying for this.
- B. Carnitas went well with no issues to report.
- C. Ellen met with Andy Geyer who will bid for the Irrigation at Balfour Park. Ellen met with rep from Richards Tree and has been advised that cost of removing Trees at Balfour can be as much as \$20,000.00 The Play Structure currently being looked at may have a cost of up to \$30,000.00 With that fee being on the more excessive side Ellen will be speaking with Tracy with All About Playgrounds to look into a more less expensive play structure for Balfour Park. Shanna to look into estimate for Soccer Filed as there is concern that not enough attention being given to what may be a more important area of need for Balfour.
- D. Ernesto inquired with Mary about using the Soccer Field for usage for the season with his league to start immediately. Field Usage Forms have not been filled out and not enough time has been given to the board for such approval. Andrew motions to Deny Ernestos request – 2<sup>nd</sup> by Amy
- E. Credit Card has been cancelled as the County is not happy with invoice being provided and late fees are starting to accumulate.

**Ellen Voorhees** adjourned the meeting at **9:35pm**

Minutes submitted by: Andrew Pina

Minutes approved by:



**ARBUCKLE PARKS AND RECREATION DISTRICT  
P.O. BOX 1376  
ARBUCKLE, CA 95912**

**Meeting Minutes  
6/13/2013**

I. Call to Order

Ellen Voorhees called to order the regular meeting of the Arbuckle Parks and Recreation District at 7:08 p.m. on 06-13-2013 at 309 5<sup>th</sup> Street, Arbuckle

II Roll Call of officers/members

Ellen Voorhees-President conducted roll call. The following persons were present: Shanna O'Sullivan-Treasurer, Jody Ehrke-Vice President, Amy Washburn-member,

The following were absent: Andrew Pina-Secretary

In attendance: Mary Grimmer, Melany Lee & Jen PerLee

Approval of Agenda

Amy Washburn Motions to approve the agenda  
2<sup>nd</sup> by Shanna O'Sullivan – motioned carried.

Approval of Minutes from May Minutes

We will table May Minutes until July Meeting.

III Treasures Report

- a. Shanna presents current accounts (county & Umpqua).
- b. Shanna presents bills to be paid. Amy W.. motions to pay bills with Change of \$75 to Matsom and Isom /2<sup>nd</sup> by Jody E. – motions carried
- c. County and Charlene (Matsom & Isom) recommend a maximum balance of \$35,000.00 be the annual estimated payroll transfer.

IV Public Comments

No comments

V New Business

- a. Public Hearing for Resolution 13-1, Motion by Amy W. to open public hearing , 2<sup>nd</sup> by Jody E., motion carried.  
Motion to close 13-1 by Shauna O., 2<sup>nd</sup> by Jody E., motion carried.  
Motion by Shauna O. to approve 13-3, 2<sup>nd</sup> by Amy W., motioned carried.
- b. Signed new pool contract (no action needed).
- c. 13-4 Resolution- County will conduct election and we APR will reimburse
- d. County the cost. Motion by Shauna O., 2<sup>nd</sup> by Jody E., motion carried.  
Form 700 – Board Members will file disclosure statement to County (Ellen V., Shauna O., and Andrew P. must file by 8/9/13).

VI Old Business

- a. Programs-Mary Grimmer stated that Open Gym attendance is down.  
Movie at Little League Park to be held on Saturday June 15, 2013. Zumba program is finished. Summer programs are all up and running as planned.
- b. Ellen met with play equipment planner who had many great ideas.  
Additional meeting to be held at end of month (july).
- c. Park rental- we discussed park renters getting alcohol permits through ABC-we will work on our Ordinance being in line with Counties Park/Alcohol agreements.
- d. Credit Card has been paid in full and cancelled.
- e. Review of Resolution 13-1 – passed
- f. Review of Resolution 13-2 – passed
- g. Special Distrcit's Elections were voted on by board.

Next meeting will be held on ???



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

***Meeting Minutes***

JULY 11, 2013

**I. Call to order**

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

**Roll call of officers / Members**

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

Absent / Jody Ehrke – Vice President

In attendance: Mary Grimmer

**II. Approval of Agenda**

Andrew Motions to approve agenda with the addition of E. - Old Business (PJUSD Joint Powers Agreement) 2<sup>nd</sup> by Amy – Motion Carried

**III. Approval of Minutes**

1. Shanna Motions to approve Minutes from May 16, 2013 2<sup>nd</sup> by Amy - Motion Carried
2. Shanna Motions to approve Minutes from June 13, 2013 2<sup>nd</sup> by Amy - Motion Carried

**IV. Treasurers Report**

- a) Shanna Presents current Bills
- b) Andrew motions to approve bills with follow up to the Ben Toilet Invoice/Handicap Bill, 2<sup>nd</sup> by Amy - Motion Carried

**V. Public Comments**

Ruben and Ailed Saavedra inquire about our fitness programs and would like to insure they do not overlap APRD’s schedule. Ruben and Ailed currently run free programs out of their home and look forward to utilizing Local Parks. Their programs tend to take place after 6:00pm M-F

**VI. New Business –**

**VII. Old Business:**

- A. Mary advises board the Zumba has been put on hold. Men’s Basketball going well. Soft Ball may not continue next year as it has become our most difficult program to run as smooth as we would like, such as adults drinking and arguing with one another as well as with the umpires. Swim Team,

Low Impact going well. Movie in the Park has received GREAT review. Turnout is estimated between 100-125 people. Movie in the Park is an event we look to see continue in the near future.

- B. Soccer Field-Ellen spoke with Andy and he advised that we would need a Booster Pump, Electrical Panel and Clock and that we should figure the Grass amount using .10 per Square Foot. He has come up with an early estimate of \$14,000.00. Ellen also provides printout of Play Structure which is estimated to cost \$40,000.00. Ellen will provide other possible play structures to the board at our next meeting.
- C. With concerns over the Alcohol ordinance and the ability to enforce them, Ellen has spoken with the County and has advised the Board that our Alcohol ordinance can be enforced as we have the ordinance listed under the **Special District Ordinance**.
- D. Andrew clarifies that he does not wish to continue as Secretary however will continue on the Board if no one in the community elects to join the board. Filing deadline is 08/09/13 – Incumbents deadline is 08/14/13
- E. Shanna to speak with Duffy Bailey and see what we can do about getting together a PJUSD Joint Powers Agreement.

**Ellen Voorhees** adjourned the meeting at **9:10pm**

Minutes submitted by: Andrew Pina

Minutes approved by:



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

***Meeting Minutes***  
**SEPTEMBER 17, 2013**

**I. Call to order**

**Ellen Voorhees** called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:04pm on 09/17/13 at 309 5<sup>TH</sup> STREET, ARBUCKLE

**Roll call of officers / Members**

Ellen Voorhees – President conducted roll call. The following persons were present:  
Andrew Pina - Secretary / Shanna O’Sullivan - Treasurer / Jody Ehrke – Vice President

Absent: Amy Washburn - Member

In attendance: Mary Grimmer

**II. Approval of Agenda**

Jody motions to approve Agenda with addition of New Business to be added,  
Appointment to the Board and C. Budget for 2013-2014 / Shanna 2<sup>nd</sup> Motion Carried.

**III. Approval of Minutes**

1. The approval of minutes for 8.15.13 has been moved to next month’s meeting.

**IV. Treasurers Report**

- a) Shanna Presents current Bills
- b) Andrew motions to approve bills 2<sup>nd</sup> by Jody - Motion Carried

**V. Public Comments**

None

**New Business** – A. Meeting with High School moved to next month.

B. Shanna reads letter that we received for the county regarding appointments to the board of APRD. Andrew to contact Rose Gallo-Vasquez and advise that he will continue as a board member.

C. Also went over the County Audit Letter regarding our Budget for 2013-2014

**VI. Old Business:**

- A. Mary advises board that Men's Basketball going well. Movie in the Park is once again a HUGE success. Turnout estimated to be 450-600 attendees. Mary to look into purchase of a Move Projector. Adult Volleyball had a turnout of 18 participants. Pool season is over and went well.
- B. Fun Run Flyers have gone out.
- C. Mary took a poll of the 4<sup>th</sup> and 5<sup>th</sup> grade to see which one(s) appealed to them. Jody motions to approve the play structure known as 41535458854 Play Builder Treehouse Matrix with the dimensions to be approved at a later time. 2<sup>nd</sup> by Shanna – Motion Approved. Shanna and Ellen are going to meet with Andy and Fred regarding Soccer Field improvements.

Next Board meeting October 10<sup>th</sup> @ 7:00pm

**Ellen Voorhees** adjourned the meeting at **8:12pm**

Minutes submitted by: Andrew Pina

Minutes approved by:



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

***Meeting Minutes***

NOVEMBER 21, 2013

**I. Call to order**

**Jody Ehrke** called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at 7:05pm on 11/21/13 at 309 5<sup>TH</sup> STREET, ARBUCKLE

**Roll call of officers / Members**

Jody Ehrke – Vice President conducted roll call. The following persons were present:  
Andrew Pina - Secretary / Amy Washburn-Member / Shanna O’Sullivan - Treasurer/

In attendance: Mary Grimmer; Fred Perry

Absent: / Ellen Voorhees – President

**II. Approval of Agenda**

Shanna Motions to approve the agenda with the addition(s) of approving August 15<sup>th</sup> 2013 meeting minutes and also add form from Arbuckle Almond Fun Run Committee 2<sup>nd</sup> by Jody – Motion Carried

**III. Approval of Minutes**

1. Shanna motions to approve October 10, 2013 meeting minutes 2<sup>nd</sup> by Jody - Motion Carried
2. Shanna motions to approve August 15, 2013 meeting minutes 2<sup>nd</sup> by Amy – Motion Carried

**IV. Treasurers Report**

- a) Shanna Presents current Bills and account balances
- b) Andrew motions to approve bills for the Month(s) of November and December - 2<sup>nd</sup> by Amy - Motion Carried
- c) Andrew motions to approve account balances 2<sup>nd</sup> by Amy – Motion Carried

**V. Public Comments**

None

**VI. New Business –**

- A. Santa event coming together as Driver and Truck are in place. Santa Event to take place on 12/15/2013

**VII. Old Business:**

- A. Mary advises board that Men's Basketball, Volleyball and Zumba are going well. Youth Basketball has started. New Sweat shirts to be ordered. Amy motions to approve a max payment to Bentos Promotion not to exceed \$4,000 2<sup>nd</sup> by Shanna – Motion approved
- B. Fun Run had a good turnout. Also received a letter from the Arbuckle Almond Fun Run Committee for Andrew, Jody, Shanna and Amy to sign. Copy of Letter placed in Secretary Binder.
- C. Fred Perry presents the Balfour Park Plans/Schematics. Fred asks board to inquire about having the Police Trailer moved over for improvements for soccer field. Board to decide if the Police Trailer should be moved over in same area or possibly be removed for park entirely. Invoice from All About Play also given to board in the amount of \$45,830.45
- D. Jeff Duning is our new contact person at ADT/Tyco

Next Board meeting January 16, 2014

**Jody Ehrke** adjourned the meeting at **9:03pm**

Minutes submitted by: Andrew Pina

Minutes approved by: