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

Meeting Minutes

FEBRUARY 13, 2014

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATIONDISTRICT** at **7:02pm** on **2/13/14** at 309 5TH STREET, ARBUCKLE

II. Roll call of officers / Members

Ellen Voorhees conducted a roll call. The following persons were present:
Ellen Voorhees-President
Jody Ehrke- Vice President - Absent
Shanna O'Sullivan-Treasurer
Amy Washburn-Member
Andrew Pina- Secretary
In attendance were Mary Grimmer

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

IV. Approval of minutes from last meeting: Shanna O'Sullivan moved to approve the minutes dated 1/16/14, Andrew Pina seconded. The motion passed.

V. Treasurer's Report

a. Shanna O'Sullivan presented current bills
b. Shanna O'Sullivan moved to approve paying of bills, 2nd by Amy Washburn. Shanna O'Sullivan updated members on estimated bank balances.
   1. Account Balance in County $157,776.98
   2. Account Balance at Umpqua $8665.38
c. Board has recognized that Charlene Vaughn, representing Matsom & Isom Accounting has access to Umpqua checking account.

VI. Public Comments –none

VII. Old Business:

a. Programs:
    a. Mary Grimmer reported on Programs: tot tumbling, t-ball, Zumba and adult volley ball coming soon. Dates and times yet to be determined.
    b. Basketball end of season coaches meeting was productive and helpful. Please refer to February 6th meeting minutes.

b. Balfour Park plans:
    a. As of date, phase 1 of park improvement is nearly complete. Fred is waiting for parts to be sent for steps. There is also possibly a problem with the turn buckles on the matrix. All About Play is to advise on how to proceed with installation. Morning Star has offered to reassemble the old play structure and help with reinstallation.
    b. Motion made by Shanna O'Sullivan to hire a company for gopher control in Balfour Park, Andrew Pina seconded. Motion passed.
    c. Board decided to table any further discussion of Little League practice field and have agreed to revisit the topic sometime in the fall.
    d. Shanna O'Sullivan made a motion to establish the boundaries of proposed soccer field to be "blue line" on the proposed park map. Motion seconded by Andrew Pina and passed.

VIII. New Business:

a. Oaths of new officers were taken, and certificates of appointments have been signed and submitted.

b. New officers are as follows: Ellen Voorhees-President, Jody Ehrke- Vice President, Shanna O'Sullivan-Treasurer, Amy Washburn Secretary, Andrew Pina-Member.

c. Statement of Facts Roster of Public Agency Filing has been completed and sent to the State of California, Secretary of State.

IX. Adjournment

Ellen Voorhees adjourned the meeting at **8:25 pm**. Minutes submitted by Amy Washburn.

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

Meeting Minutes
MARCH 13, 2014

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:08pm** on **3/13/14** at 309 5TH STREET, ARBUCKLE

II. Roll call of officers / Members

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

In attendance were Mary Grimmer

III. Approval of Agenda: Shanna O'Sullivan motioned to approve the March 13 agenda, Andrew Pina seconded. The motion passed.

IV. Approval of minutes from last meeting: Jody Ehrke motioned to table the February 13 minutes, Andrew Pina second. The motion passed.

V. Treasurer's Report

a. Shanna O'Sullivan presented current bills
b. Andrew Pina moved to approve bank balances and paying of bills, second by Jody Ehrke.
c. Ellen moved to transfer funds from the county to Umpqua in the amount of $12,000 to cover payroll expenses. Seconded by Amy Washburn, motion passed.

VI. Public Comments – none

VII. Old Business:

a. Programs:
   1. T-ball and tot tumbling already have enrolled participants. Susie Lytal is leading tot tumbling.
   2. Adult volleyball will begin in April.

b. Website

   1. Mary is looking for the website format to change. Sam Serafini has volunteered to setup online registration for yearly programs.

c. Balfour Park improvement:
   1. Phase one is complete. Phase two which includes leveling of the open park area, irrigation repair and installation of a soccer field will begin in June.

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

VIII. **Adjournment**

Ellen Voorhees adjourned the meeting at **7:47 pm**. Minutes submitted by Amy Washburn

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

Meeting Minutes
APRIL 17, 2014

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:41pm** on **4/17/14** at 309 5TH STREET, ARBUCKLE

II. Roll call of officers / Members

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

In attendance were Mary Grimmer

III. Approval of Agenda: Amy Washburn motioned to approve the April 13 agenda, Jody Ehrk**e** seconded **,** motion passed.

IV. Approval of minutes from last meeting: Jody Ehrke motioned to table the February/March minutes, Shanna O'Sullivan seconds. The motion passed.

V. Treasurer's Report

a. Shanna O'Sullivan presented current bills
b. Jody Ehrke moved to approve bank balances and paying of bills, second by Shanna O'Sullivan.

VI. Public Comments – none

VII. New Business:

a. Ellen moves to approve resolution 14-1, direction preparation of the engineer's report for the continuation of the parks and recreation maintenance assessment district, Shanna O'Sullivan seconded, motion passed.

VI. Old Business:

1. Programs:

   1. Mary discussed returning APRD summer programs, fitness dance class, open gym, junior guard and swim team, swim lessons, art, tennis camp. Football, golf, basketball clinic, baseball clinic, soccer and volleyball will be offered through PHS.

   2. Movie in the park has a tentative date for June 13.

b. Parks

   1. A motion was made by Shanna O'Sullivan to approve the purchase of permanent garbage cans in Balfour Park. They will be bought through All About Play. Jody Ehrke seconds, motion passes.

   2. Alsco Geyser will be passing along the irrigation work at Balfour to someone else.

VIII. Adjournment

Ellen Voorhees adjourned the meeting at **8:52 pm**. Minutes submitted by Amy Washburn

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

Meeting Minutes

MAY 14, 2014

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:10pm** on **5/14/14** at 309 5TH STREET, ARBUCKLE

II. Roll call of officers / Members

Ellen Voorhees conducted a roll call. The following persons were present:
Ellen Voorhees - President
Jody Ehrke - Vice President
Shanna O'Sullivan – Treasurer (arrived at 7:18)
Amy Washburn - Secretary
Andrew Pina - Member

In attendance: Fred Perry

III. Approval of Agenda: Andrew Pina motioned to approve the May 14th agenda, Jody Ehrk**e** seconds **,** motion passed.

IV. Approval of minutes from last meeting: Andrew Pina motioned to approve the April 17 minutes, Shanna O'Sullivan seconds. The motion passed.

V. Treasurer's Report

a. Shanna O'Sullivan presented current bills
b. Andrew Pina moved to approve bank balances and paying of bills, second by Jody Ehrke.

VI. Public Comments – none

VII. New Business:

a. Jody moves to approve resolution 14-2, direction preparation of the engineer's report for the continuation of the parks and recreation maintenance assessment district, Andrew Pina seconded, motion passed.
   a. Under the new resolution there will be no increase in tax assessment.

VI. Old Business:

1. Programs update tabled until May meeting

2. Balfour Park plans: Irrigation is operating at full capacity and running smoothly. Halbert Charter has volunteered to head up the demo portion of the second phase of the park revitalization, possibly scheduled for June. Fred advised that the play structure needs an additional 4 inches of fill. Jody motioned to purchase 38.5 cubic yards the purchase amount not to exceed $2000, Shanna O'Sullivan 2nd.

VIII. Adjournment

Ellen Voorhees adjourned the meeting at **8:04 pm**.

Minutes submitted by Amy Washburn

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

Meeting Minutes

JUNE 14, 2014

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:12pm** on **6/14/14** 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: Fred Perry and Jennifer Perle

III. Approval of Agenda: Andrew Pina motioned to approve the June 14th agenda, Jody Ehrk**e** seconds**,** motion passed.

IV. Approval of minutes from last meeting: Jody Ehrke motioned to approve the May 14th minutes, Andrew Pina seconds. The motion passed.

V. Treasurer's Report:

a. Ellen Voorhees presented current bills
b. Amy Washburn moved to approve bank balances and paying of bills, second by Andrew Pina.

VI. Public Comments –none

VII. New Business:

a. Public hearing opened at 7:20 for discussion regarding resolution 14-3, 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. Jody Ehrke moved to approve resolution 14-3, and seconded by Andrew Pina. Motion passed.

VI. Old Business:

1. Programs update: Mary advises that Parks and Recreation will now be responsible to pay life guards/ student employees of the high school.

2. Balfour Park plans: Fred presented a proposal submitted by Richard's Tree Service to remove trees. Jody Ehrke moves to approve the proposal as submitted not to exceed $7250. Andrew Pina 2nds, motion passes.

VIII. Adjournment Ellen Voorhees adjourned the meeting at 8:40 pm.

Minutes submitted by Amy Washburn

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

Meeting Minutes

JULY 17, 2014

I. Call to order

Jody Ehrke called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:45pm** on **7/17/14** at 309 5TH STREET, ARBUCKLE

II. Roll call of officers / Members

Jody Ehrke the conducted roll call. The following persons were present:

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

The following persons were absent:

- Ellen Voorhees, President

III. Approval of Agenda: Two additions were made to the agenda under the New Business section

a. Annual County Budget Review and Approval

b. County Audit

Jody Ehrke motioned to approve the July 17th agenda with changes, Amy Washburn seconds**,** motion carries.

IV. Approval of minutes from last meeting: Andrew Pina motioned to approve the June 14th minutes as submitted, Shanna O'Sullivan seconds. The motion passed.

V. Treasurer's Report:

a. Shanna O'Sullivan presented current bills and bank balances
b. Amy Washburn moved to approve bank balances and paying of bills, second by Andrew Pina.

VI. Public Comments –none

VII. New Business

a. 2014-2015 Annual County Budget Review was presented by Shanna O'Sullivan. The board reviewed the budget as submitted. No changes were made. It was moved by Andrew Pina to approve the budget as submitted by the county, Amy Washburn seconds, motion carries.
b. 2013-2014 County Audit was presented by Shanna O'Sullivan. It was found that no recommendations were made by the county for the previous year's audit.

VIII. Old Business:

A. Programs update: All programs are running smoothly.

B. Balfour Park plans: The second phase of the park improvement is underway. Trees, stumps and concrete have been removed. The direction of the sheriff substation is going to be changed to run North/South. A new door lock needs to be installed on the door to the APRD storage portion of the substation. Andrew Pina moved to approve the hiring of a locksmith, not to exceed $500.00. Amy Washburn seconds the motion, motion passes. Camera and Balfour: Andrew continues to be in contact with Tyco on the addition of a camera in Balfour Park near the play structure.

C. Gophers: Gopher control is still an issue and the board continues to look for a solution for eradication.

IX. Adjournment

Jody Ehrke adjourned the meeting at 8:40 pm.

Minutes submitted by Amy Washburn

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

Meeting Minutes
AUGUST 14, 2014

I. Call to order

Ellen Voorhees called to order the regular meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:04pm** on **8/14/14** at 309 5TH STREET, ARBUCKLE

II. Roll call of officers / Members

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

- Ellen Voorhees, President
- Shanna O'Sullivan , Treasurer
- Amy Washburn, Secretary
- Andrew Pina, Member

The following persons were absent:

- Andrew Pina, Member (7:30)
- Jody Ehrke, Vice President

III. Approval of Agenda: Shanna O'Sullivan moved to approve the August 14 agenda, Amy Washburn seconds, motion passes.

IV. Approval of minutes from last meeting: Shanna O'Sullivan moved to approve the August 14 agenda, Amy Washburn seconds, motion passes.

V. Treasurer's Report:

a. Shanna O'Sullivan presented current bills and bank balances
b. Amy Washburn moved to approve bank balances and paying of bills, second by Shanna O'Sullivan.

VI. Public Comments –none

VII. New Business

a. PJUSD would like to make an "in kind" agreement to purchase a class size set of weights to be used for 7th and 8th grade PE. APRD can use them for aerobics classes. PJUSD will give us a facility use credit for the purchase price of the weights. Ellen Voorhees make a motion to approve the "in kind" agreement, Shanna O'Sullivan seconds, motion carries.
b. Ellen Voorhees presents the idea of hiring of an assistant to the Treasurer to help with paying bills, making county deposits, checking mail etc. This person would also assist Mary in tracking profitability.

VIII. Old Business:

A. Programs update: All programs are running smoothly, the pool is open after the start of school and is being used every day that it is open. Yoga starts in October. Movie in the park is Saturday, August 16. The move playing will be The Lego Movie.

B. Balfour Park plans: Fred Perry submitted a current activity log for Balfour Park Improvements. Currently the substation has been moved to a position where the front faces the west. The electricity is reconnected, and the Sheriff's department is again ready for occupancy.

C. Camera and Balfour: Andrew continues to be in contact with Tyco on the addition of a camera in Balfour Park near the play structure. At the next meeting a representative will bring a sample of a camera with night vision.

D. Gophers: Gopher control is still an issue and the board continues to look for a solution for eradication. Ellen is contacting Jeff Hass as a possibility to help with that. Shanna O'Sullivan moves to approve the hiring of a contractor for control and maintenance of the gophers. Andrew Pina seconds-motion carries.

IX. Adjournment

Ellen Voorhees adjourned the meeting at 8:11 pm.

Minutes submitted by Amy Washburn

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

Meeting Minutes

SEPTEMBER 11, 2014

I. Call to order

Jody Ehrke called to order the annual meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:07pm** on **9/11/14** at 309 5TH STREET, ARBUCKLE

II. Roll call of officers / Members

Jody Ehrke conducted roll call. The following persons were present:

- Jody Ehrke, Vice President
- Shanna O'Sullivan , Treasurer
- Amy Washburn, Secretary
- Andrew Pina, Member
- Ellen Voorhees (8:15 arrival)
- Mary Grimmer

III. Approval of Agenda: Andrew Pina motioned to approve the August 14th agenda with changes, Shanna O'Sullivan seconds**,** motion carries.

IV. Approval of minutes from last meeting:

A. Shanna O'Sullivan motioned to approve the August 14th minutes along with the Annual Meeting Minutes, seconded by Andrew Pina. The motion passed.

V. Treasurer's Report:

a. Shanna O'Sullivan presented current bills and bank balances
b. Amy Washburn moved to approve bank balances and paying of bills, second by Andrew Pina.

VI. Public Comments –none

VII. New Business

a. Second annual Arbuckle Fun Run is currently being planned. The event will take place on October 26. It is currently operating as its own entity.

VIII. Old Business:

a. Programs update: Aerobics is getting strong attendance for all time slots. Youth basketball signups are scheduled for some time in November.

b. Balfour Park plans: Gopher control is currently being implemented by Fred Perry. Hope to see results in the next few weeks. He is also working on refurbishing the irrigation.

c. Board is still looking to hire an assistant for the Treasurer's position. According to county rate of pay should be approximately $15.00 per hour or $500 per month. .

IX. Adjournment

Jody Ehrke adjourned the meeting at 8:41 pm.

Minutes submitted by Amy Washburn

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

Meeting Minutes

OCTOBER 15, 2014

I. Call to order

Ellen Voorhees called to order the regular monthly meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:32pm** on **10/15/14** at 309 5TH STREET, ARBUCKLE

II. Roll call of officers / Members

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

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

In Attendance:

- Mary Grimmer
- Shawn Shepard with Tyco Security

III. Approval of Agenda: Jody Ehrke motioned to approve the September 11th agenda, Andrew Pina seconds**,** motion carries.

IV. Approval of minutes from last meeting:

A. Andrew Pina motioned to approve the September 11th minutes, seconded by Jody Ehrke. The motion passed.

V. Treasurer's Report:

a. Shanna O'Sullivan presented current bills and bank balances
b. Ellen Voorhees moved to approve bank balances and paying of bills, second by Andrew Pina.

VI. Public Comments –none

VII. New Business

a. Car Show is currently being planned for October 26th. APRD will again host the bounce house. Employees are scheduled to monitor throughout the entire event.

VIII. Old Business:

a. Programs update: Basketball numbers and teams were presented by Mary Grimmer. A motion was made by Shanna O'Sullivan to approve slated coach's list. Jody Ehrke seconds, motion passes.

b. Balfour Park plans: No current updates were given

c. Cameras at Balfour: Shawn Shepard from Tyco attended the meeting to demonstrate security camera options. Jody Ehrke made a motion to approve the updated Tyco contract which will include: replacing existing cameras and adding one mini dome cameras and upgrading the DVR with a unit that will record in megapixels as opposed to analog.

d. Gophers: No current updates were given.

e. Hiring of treasurer: Matson & Isom would be available to do bookkeeping duties. Shanna will follow up on rate they will charge.

IX. Adjournment

Ellen Voorhees adjourned the meeting at 8:05 pm.

Minutes submitted by Amy Washburn

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

Meeting Minutes

NOVEMBER 24, 2014

I. Call to order

Ellen Voorhees called to order the regular monthly meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:05pm** on **11/24/14** at 309 5TH STREET, ARBUCKLE.

II. Roll call of officers / Members

Jody Ehrke conducted roll call. The following persons were present:

- Jody Ehrke, Vice President
- Amy Washburn, Secretary
- Andrew Pina, Member

In Attendance:

- Mary Grimmer
- Fred Perry

III. Approval of Agenda: Jody Ehrke motioned to approve the October 15th agenda, Andrew Pina seconds**,** motion carries.

IV. Approval of minutes from last meeting:

A. Andrew Pina motioned to approve the October 25th minutes, seconded by Jody Ehrke. The motion passed.

V. Treasurer's Report:

a. Amy Washburn presented current bills. with the addition of Mary Grimmer being reimbursed for 2015 Swim team purchases.
b. Amy Washburn moved to approve paying of bills with the addition of Mary Grimmer being reimbursed for 2015 Swim team purchases, second by Andrew Pina. Bank and County balances are tabled until November meeting.

VI. Public Comments –none

VII. Old Business:

a. Programs update: Basketball numbers and teams were presented by Mary Grimmer. Basketball is going smoothly. Santa is scheduled for December 14th, schedule is going up around town.

b. Balfour Park plans: No current updates.

c. Cameras at Balfour: A contract has been drawn up between Tyco and APRD and will be signed and submitted at the December meeting.

d. Gophers: No current updates were given.

e. Hiring of treasurer: Tabled for December meeting.

VIII. Adjournment

Jody Ehrke adjourned the meeting at 8:05 pm.

Minutes submitted by Amy Washburn

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

Meeting Minutes

DECEMBER 15, 2014

I. Call to order

Ellen Voorhees called to order the regular monthly meeting of the **ARBUCKLE PARKS AND RECREATION DISTRICT** at **7:05pm** on **12/15/14** at 309 5TH STREET, ARBUCKLE.

II. Roll call of officers / Members

Jody Ehrke conducted roll call. The following persons were present:

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

The following persons were absent:

- Andrew Pina, Member

In Attendance:

- Mary Grimmer
- Fred Perry

III. Approval of Agenda: Shanna O'Sullivan motioned to approve the December15th meeting agenda with the addition of Facilities Manager to New Business, Jody Ehrke seconds**,** motion carries.

IV. Approval of minutes from last meeting:

A. Jody Ehrke motions to approve the November 24th minutes, seconded by Shanna O'Sullivan. The motion passed.

V. Treasurer's Report:

a. Shanna O'Sullivan presents bills for November and December. Jody Ehrke moves to approve November and December bills, Amy Washburn seconds.
b. Due to a late meeting date in the Month of January, Jody Ehrke moves to approve January bills, Ellen Voorhees 2nds, motion passes.
c. Colusa County will be charging $4.17 per month to monitor water faucets with a back flow device. Shanna O'Sullivan moves to approve the charge and Jody Ehrke 2nds.

VI. Public Comments –None.

VII. Old Business:

a. Programs update:

   1. Basketball: some conflict between Arbuckle and Colusa boys 5th/6th grade teams. Ellen Voorhees, Mary Grimmer and Jenny Lay of Colusa are in discussions to prevent future reoccurrences.

b. Balfour Park plans: No current updates, weather has been to poor to advance plans any further. Expect more progress in early 2015.

c. Hiring of Treasurer assistant and Facilities Manager: A post for the positon will put into the Colusa Sun Herald newspaper, December or January.

VIII. Adjournment

Jody Ehrke adjourned the meeting at 8:05 pm.

Minutes submitted by Amy Washburn