

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

January 18, 2016

I. Call to order

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:05 p.m. on 1/18/2016 at 309 5th street, Arbuckle.

Roll call of officers / Members

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

Melissa Baikie-Rick, member

Chuck Wayman, Vice Chair

Andrew Pina, Treasurer

Jody Ehrke, Secretary

Ellen Voorhees, Chair

In Attendance:

Ailed Saavedra,

Mary Grimmer, employee

- II. **Approval of Agenda:** Melissa Baikie-Rick motioned and Chuck Wayman seconds to approve the agenda submitted for the January 18th meeting. Motion carries.
- III. **Approval of minutes from last meeting:** Minutes were approved with corrections for both November and December of 2015 meetings. Andrew Pina motioned and Chuck Wayman seconds. Motion carries.
- IV. **Treasurer's Report:**
- a. Andrew Pina submitted account balances for December and January (county & Umpqua). Melissa Baikie-Rick motioned and Chuck Wayman seconds, motion carries.
 - b. Andrew Pina presented bills for January. Jody Ehrke motions to pay bills as submitted and Chuck Wayman seconds. Motion carries.
 - c. Ellen Voorhees will research Frontier Phone service cost for APRD.
- V. **Public Comments:** Ailed Saavedra is volunteering to maintain our website and possibly moving from Godaddy.com to another server. Fred will send Ailed passwords for Godaddy.com.

VI. **New Business:**

- a. Loan options for new buildings. Possibilities for a new space, a new structure, looking for low cost loans or grants. What types of funding programs might APRD qualify for?

VII. **Old Business:**

- a. Boxing program consideration will have to wait until we have more information about current building conditions.
- b. Programs
 - i. Kerrie is back conducting classes.
 - ii. Aerobics has had very consistent attendance.
 - iii. Men's basketball is having returns.
 - 1. Referees and jerseys will need to be ordered for tournaments
 - iv. Adult volleyball will start soon
 - v. Rec Basketball program is going well and will be wrapping up this month. A program meeting will be held on 2/4/16.
 - vi. Tball clinic is having signups this month and will begin in March
 - vii. Tot tumbling will begin in March through April
 - viii. Line dancing class will begin during the summer.
 - ix. Carnitas carnival will be managed this year by Melissa Baikie-Rick
- c. Building update- Ellen Voorhees spoke with the owner, Zack. Steve Langlois is working with Zack to find a solution for the water damage to the building.
- d. Pool update-in-kind improvement were discussed with PJUSD (ie., permanent equipment, diving boards, guard towers, etc.).
- e. Park updates-winter pruning is being done. Fence and bushes were discussed for the south side of the park. Gophers are under control. Adjournment

Ellen Voorhees adjourned the meeting at 9:04 p.m.

Next meeting on February 15, 2016

Minutes submitted by Jody Ehrke

Arbuckle Parks and Recreation District
PO Box 1376 ~ 309 5th Street, Arbuckle
Arbuckle, CA 95912
February 15th, 2016 ~ 7:00 pm
Meeting Minutes

1. ROLL CALL OF OFFICERS / MEMBERS:

- a. Melissa Baikie-Rick – Member
- b. Chuck Wayman – Vice Chair
- c. Andrew Pina – Treasurer
- d. Ellen Voorhees – Chair
- e. Mary Grimmer
- f. Guests: Melba Bradsher & Debbie Moore
- g. Absent: Jody Ehrke – Treasurer

2. AGENDA & JANUARY MINUTES APPROVAL

- a. February agenda was approved: Chuck moved/Melissa 2nd/Unanimous
- b. January minutes are tabled until March meeting

3. TREASURER'S REPORT – Andrew Pina

- a. Account Balances: Approval tabled until March meeting, pending corrections to Umpqua total
 - i. Projected Balance at County: \$43,094.84
 - ii. Projected Balance at Umpqua: \$58,271.52 less the \$2,033.80 noted in error on report for Payroll Expenses > To be adjusted: To go off of Gross Accounts rather than Umpqua statement
- b. Approve Monthly Bills
 - i. Total Bills at \$11,883.52: Approved: Chuck/Melissa/Unanimous

4. Public Comments

- a. Debbie Moore recently sent a letter of complaint regarding basketball coach stating that another child claimed to hear said coach make negative comments about her grandson player, a 6th grader, consequently deterring him from going back for the last game of the season.
 - i. Ellen detailed how adults set the tone for activities; adult supervision is in place; a lack of adult volunteer's increases need for additional support via teen coaches.
 - ii. Ellen shared Moore's concerns with coach; coach denounced claims made against him; This was a teaching moment regardless and coach was coached on interpersonal skills with children and an emphasis was made on exercising "positive reinforcement" as a motivational tool with children (for example, advised to not call on a child who is weaker in a skill to demonstrate, but rather call on a child that is stronger in that skill to set the example). Coach agreed completely with the coaching strategies and understood the benefits.
 - iii. Debbie Moore & Ellen agreed that coach's coaching by Ellen was an appropriate resolution.

5. Old Business

a. Loan Options for New Building

- i. Andrew: His options did not produce
- ii. Chuck: Construction Loan from US Bank @ 4-5%
- iii. Ellen: Special District Association "SDRMA" (Special District Risk Management Authority) was contacted and she explained that we are in the Exploring Phase of this project, looking at \$300,000 loan. Our last 3 audits are required and they were sent to SDRMA Rep last week. Ellen will continue working with SDRMA during Exploring Phase.
 - 1. Andrew received a SDRMA Questionnaire which Ellen will follow up on.
- iv. Ellen to contact Kim Vann for APRD to take the property in College City as it will be an additional asset to build credibility for loan options. Melissa/Chuck/Unanimous.

b. Programs - Mary

- i. Basketball: Profit made at \$224.70
- ii. Donation was made to Facility Use Fund of \$1,492.63
- iii. (Grand) Parent Complaint made regarding Gabe (see Public Comments for additional details). It should be noted that the data presented was not firsthand knowledge, but rather information from a chain of at least 2-3 children before reaching an adult.

- iv. Tball: Boys numbers to drop this year due to Little League changing their age limits; Gabe to cover Mary's roll for two weeks in Mary's absence
- v. Carnitas Carnival Games: Melissa to cover in Mary's absence
- vi. Ailed Garcia-Saavedra has access to APRD website and got Go Daddy discount and cleaned it up
- vii. Prices going up for all summer programs
- viii. Melissa suggested a FasTrack form for families who participate year round, every year: Mary will look into further.
- ix. 100& Compliance Safety talk to happen with Duffy
- x. Chuck: Men's Basketball jerseys are \$25-30; Williams starts March 1st; working on getting referees lined up

c. Building Update

- i. We may soon have a new roof

d. Pool Update

- i. Slide Price about \$20,000; 1 meter about \$10-15,000; no 2 meter; Duffy/School in favor; Lincoln pools to get back to Mary

e. Park Update

- i. Fred fixed toilet seat & has plans to fix sheetrock in back of building

6. Adjourned at 8:30

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ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

March 21, 2016

I. Call to order

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:01 p.m. on 3/21/2016 at 309 5th street, Arbuckle.

Roll call of officers / Members

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

Melissa Baikie-Rick, member

Chuck Wayman, Vice Chair

Andrew Pina, Treasurer

Jody Ehrke, Secretary

Ellen Voorhees, Chair

In Attendance:

Mary Grimmer, employee

- II. **Approval of Agenda:** Jody Ehrke motioned and Chuck Wayman seconds to approve the agenda with the addition of **f. programs, under Old Business** submitted for the March 21, 2016 meeting. Motion carries.

Approval of minutes from last meeting: Minutes were approved with corrections for February of 2016 meeting. Melissa Baikie-Rick motioned and Chuck Wayman seconds. Motion carries.

III. **Treasurer's Report:**

- a. Andrew Pina submitted account balances for February 2016 (county & Umpqua). Melissa Baikie-Rick motioned and Chuck Wayman seconds, motion carries. Andrew reported that the wrong formula had been used for payroll in December and January and has been balanced and rectified for the February payroll.
- b. Andrew Pina presented bills for February. Jody Ehrke motions to pay bills as submitted and Chuck Wayman seconds. Motion carries.

IV. **Public Comments:** no comment

Loan options for new buildings. Possibilities for a new space, a new structure, looking for low cost loans or grants. What types of funding programs might APRD qualify for?

- V. Old Business:
- a. Loan options for new building. Ellen has submitted financing application to the SDRMA.
 - b. Building update. Possibly new roof, Steve Ritchie and Zach Harwell are working on it.
 - c. Pool update. Questions about pool improvements. Mary reported that quotes from Lincoln Aquatics had many possibilities and options (i.e., reconditioned boards, guard stands, ladders & anchors, slide). APRD to pay for improvements with in-kind agreement with PJUSD for programs.
 - d. Park update. Fred sent a report that stated he will have his crew continue to take care of garbage and maintenance while he is absent. No new progress to report.
 - e. Carnitas. 5/1/16, Melissa will cover carnival duties this year.
 - f. Programs:
 - i. Open gym for basketball with Kara Spooner
 - ii. Adult softball will be taking teams and being organized by Michael Barber
 - iii. Swim Lessons will have multiple sessions with cost of \$55:
 1. 6/16-6/16 & 6/20-6/23
 2. Mini 6/27-6/30
 3. 7/11-7/14 & 7/18-7/21

Jr. Guard will last 5 weeks
 - iv. Tot tumbling is going well
 - v. T-ball is going well
 - vi. Duffy Bailey will offer Tennis Camp, details to follow
 - vii.

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

Next meeting on April 18, 2016

Minutes submitted by Jody Ehrke

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

April 18, 2016

I. Call to order

Chuck Wayman called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:06 p.m. on 4/18/2016 at 309 5th street, Arbuckle.

Roll call of officers / Members

Chuck Wayman conducted roll call. The following person were present:

Melissa Baikie-Rick, member

Chuck Wayman, Vice Chair

Andrew Pina, Treasurer

Jody Ehrke, Secretary

Absent: Ellen Voorhees

In Attendance:

Mary Grimmer, employee

II. Approval of Agenda: Melissa Baikie-Rick motioned and Andrew Pina seconds to approve the agenda submitted for the April 18, 2016 meeting. Motion carries.

Approval of minutes from last meeting: Minutes were approved for April of 2016 meeting. Melissa Baikie-Rick motioned and Andrew Pina seconds. Motion carries.

III. Treasurer's Report:

- a. Andrew Pina submitted account balances for March 2016 (county & Umpqua). Melissa Baikie-Rick motioned and Jody Ehrke seconds, motion carries.
- b. Andrew Pina presented bills for April 2016, Jody Ehrke motions to pay bills as submitted and Melissa Baie-Rick seconds. Motion carries.
- c. It was motioned to transfer \$22,000.00 to Umpqua account. Moved by Jody Ehrke & seconded by Melissa Baie-Rick.
- d. A preliminary budget was discussed for upcoming fiscal year. Questions being researched pertain to maintenance structure category.

IV. Public Comments: no comment

- V. **New Business:** Approval of Resolution 16-1; it was motioned by Jody Ehrke and seconded by Andrew Pina. Motion carries to approve. Resolution 16-1 was signed by Chuck Wayman (for Ellen Voorhees) and Jody Ehrke, and returned to SCI.
- VI. Old Business:
- a. Loan options for new building. Waiting on response
 - b. Building update. No update
 - c. Pool update.
 - i. Mary is in the process of staffing and scheduling summer schedule.
 - ii. The improvements to the pool were prioritized and voted on. It was moved by Jody Ehrke and seconded by Andrew Pina that the following improvements be made for an estimated total of \$ 19,000.00. 1. Five ladders 2. A 2-meter board (1ft. cement and 1 ft. board) 3. A Guard stand 4. Board refinishing. Motion carries.
 - d. Park update. No update
 - e. Carnitas. 5/1/16, Melissa will cover carnival duties this year.
 - f. Programs:
 - i. Adult softball signups are going well and being organized by Michael Barber
 - ii. Swim Lessons and Swim Team are taking signups.
 - iii. World's largest swim lesson will be held on June 24, 2016
- VII. Closed Session - The board went into closed session at 8:45 p.m. and came out at 8:58.

Chuck Wayman adjourned the meeting at 9:02 p.m.

Next meeting on May 16, 2016

Minutes submitted by Jody Ehrke

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

May 16, 2016

I. Call to order

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:02 p.m. on 5/16/2016 at 309 5th street, Arbuckle.

Roll call of officers / Members

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

Ellen Voorhees, Chair

Melissa Baikie-Rick, member

Chuck Wayman, Vice Chair

Andrew Pina, Treasurer - absent

Jody Ehrke, Secretary

In Attendance:

Mary Grimmer, employee

Fred Perry, employee

- II. **Approval of Agenda:** Jody Ehrke motioned and Chuck Wayman second to approve the agenda with corrections of **5a. Approval of Resolution 16-2** for the May 16, 2016 meeting. Motion carries.

Approval of minutes from last meeting: Minutes were approved for May of 2016 meeting. Chuck Wayman motioned and Melissa Baikie-Rick seconds. Motion carries.

III. Treasurer's Report:

- a. Mary Grimmer submitted for Andrew Pina account balances for April 2016 (county & Umpqua). Chuck Wayman motioned and Jody Ehrke seconds, motion carries.
- b. Mary Grimmer submitted for Andrew Pina bills for April 2016, Jody Ehrke motions to pay bills as submitted and Melissa Baie-Rick seconds. Motion carries.

- IV. **Public Comments:** no comment

V. New Business:

- a. Approval of Resolution 16-2, a resolution of intention to continue to levy the assessment. It was motioned by Chuck Wayman and seconded by Melissa Baikie-Rick. Motion carries to approve.

- b. Formation of 501(c)3-Melissa Baikie-Rick will research filing for a such status.
- c. Melissa Baikie-Rick researched and drafted a code of conduct for employees and volunteers that will be included in application.
- d. It was motioned by Melissa Baikie-Rick and seconded by Chuck Wayman to allow Little League to permanently place BBQ behind snack bar. Little League can use that space for their needs, they must present plan to APRD Board for authorization prior to starting project.

VI. Old Business:

- a. Loan options for new building. Wait until budget is settled (July/August).
- b. Building update. No update
- c. Pool update-a late fee will be added to any late registrations for swim lessons.
- d. Programs & interviews-Interviews and hiring has been done for the summer.
- e. Park update-Fred is keeping up with regular maintenance, area behind memorial park needs attention.
- f. Carnitas-went well.
- g. Approval of Resolution 16-1 has been signed and submitted
- h. Budget-looked at assessments for 2016-17 per SCI. Ellen Voorhees will investigate assessment cap.
- i. SCI-park 20 year plan-a discussion continues for a long-term plan for the parks.
- j. Pool price increase- It was discussed and approved to raise gate fees at the pool from \$1.00 to \$1.50. With the rising cost of minimum wage and maintenance fees the pool needs to increase fees to offset costs. It was moved by Jody Ehrke and seconded by Chuck Wayman, motion carried.

Ellen Voorhees adjourned the meeting at 8:48 p.m.

Next meeting on June 13, 2016

Minutes submitted by Jody Ehrke

Arbuckle Parks and Recreation District

PO Box 1376 ~ 309 5th Street, Arbuckle

Arbuckle, CA 95912

June 16th, 2016 ~ 7:00 pm

Meeting Minutes

1. ROLL CALL OF OFFICERS / MEMBERS:

- a. Melissa Baikie-Rick – Member
- b. Chuck Wayman – Vice Chair
- c. Andrew Pina – Treasurer
- d. Ellen Voorhess – Chair
- e. Mary Grimmer
- f. Guests: Melanie Lee, SCI
- g. Absent: Jody Ehrke – Secretary

2. AGENDA & JANUARY MINUTES APPROVAL

- a. June agenda was approved, pending correction to date from May 14th to 16th”: Moved by Melissa Baikie-Rick/Second Chuck Wayman/Unanimous
- b. May minutes were approved, pending correction to “Minutes were approved for April...”: Moved by Melissa Baikie-Rick/Second Chuck Wayman/Unanimous

3. TREASURER’S REPORT – Andrew Pina

- a. Account Balances: County Funds at \$48,408.48 & Umpqua @ 66,758.05: Approved: Moved by Melissa Baikie-Rick/Second Chuck Wayman/Unanimous
- b. Approve Monthly Bills
 - i. Total Bills at \$20,752.92: Approved: Moved by Melissa Baikie-Rick/Second Chuck Wayman/Unanimous

4. Public Comments

- a. None

5. New Business:

- a. Public Hearing: Opened at 7:13; no comments from the public; Closed at 7:13
 - i. Resolution 16-3: Reviewed and passed: Moved by Andrew Pina/Second Chuck Wayman/Unanimous
- b. Camera at Little League Park: Andrew to pursue resetting the password with Tyco

6. Old Business

- a. Review Resolution 16-1
- b. Review Resolution 16-2
- c. Pool update – Some renovations were not executed
- d. Programs – Likely due to price increases, attendance is down for swimming. Should level off in near future.; Early Aerobics 6:30 wants a Bootcamp
- e. College City Park update - We acquired deed to College City property on May 15th; Block 8, 1.6 Acres, APN 022-052-001-000. Hope to know by Aug. & Sept. what we will be doing with the property: play structure/grants/well permit/etc.
- f. BBQ Stand at Little League park – No updates as of yet
- g. Formation of 501©3 - Ellen & Melissa to try to work on in Aug. College City resident Jacque Oathout wants to join.
- h. Employee & board code of conduct: Tabled

7. Adjourned: 8:48 pm

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

July 20, 2016

I. **Call to order**

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 6:05 p.m. on 7/20/2016 at 309 5th street, Arbuckle.

Roll call of officers / Members

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

Ellen Voorhees, Chair

Melissa Baikie-Rick, member

Andrew Pina, Treasurer -

Jody Ehrke, Secretary

Absent; Chuck Wayman

In Attendance:

Mary Grimmer, employee

Fred Perry, employee

II. **Approval of Agenda:** Jody Ehrke motioned and Melissa Baikie-Rick second to approve the agenda as submitted. Motion carries.

Approval of minutes from last meeting: Minutes were approved for June of 2016 meeting. Jody Ehrke motioned and Andrew Pina seconds. Motion carries.

III. **Treasurer's Report:**

a. Andrew Pina submitted account balances for June 2016 (county & Umpqua). Melissa Baikie Rick motioned and Jody Ehrke seconds, motion carries.

- i. County Balances have been updated & corrected per Andrew & County from December 2015 to current.
- ii. Program payroll and expenses need to be separate from assessment fees to reflect appropriate funding. Assessment fees to cover parks & pool & APR director/managers. Program fees to cover programs and payroll.
- iii. All pool gate fees will be deposited directly to Umpqua account
- iv. Money transferred to Umpqua to cover July payroll, in August we will transition to funds being coded and separated (assessments/programs)

- b. Andrew Pina submitted Bills for July 2016. Melissa Baikie Rick motioned and Jody Ehrke seconds, motion carries.

IV. **Public Comments:** no comment

V. **New Business:**

- a. Tree Trimming at Lavanche Hursh and KIA Parks-Fred will get a bid for work from Richards Tree service to trim overgrowth trees in parks.
- b. Camera at Little League Park – Ellen is currently working with Tyco to fix the monitor.

VI. **Old Business:**

- a. Programs – Mary reported that swim lessons and swim team are currently active.
- b. No tennis camp this summer
- c. Aerobics are going well

Ellen Voorhees adjourned the meeting at 7:10 p.m.

Next meeting TBD

Minutes submitted by Jody Ehrke

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

August 15, 2016

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 8/15/2016 at 309 5th street, Arbuckle.

Roll call of officers / Members

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

Ellen Voorhees, Chair

Melissa Baikie-Rick, member

Andrew Pina, Treasurer

Jody Ehrke, Secretary

Chuck Wayman, Vice Chair

II. **Approval of Agenda:** Jody Ehrke motioned and Melissa Baikie-Rick second to approve the agenda as submitted. Motion carries.

Approval of minutes from last meeting: Minutes were approved for July of 2016 meeting. Melissa Baikie-Rick motioned and Chuck Wayman seconds. Motion carries.

III. **Treasurer's Report:**

a. Andrew Pina submitted account balances for July 2016 (county & Umpqua). Melissa Baikie Rick motioned and Chuck Wayman seconds, motion carries.

b. Andrew Pina submitted Bills for August 2016. Melissa Baikie Rick motioned and Jody Ehrke seconds, motion carries.

IV. **Public Comments:** no comment

V. **New Business:**

a. Tree Trimming at Lavanche Hursh and KIA Parks-nothing to report

VI. **Old Business:**

a. Camera at Balfour Park-repaired, time stamp was wrong (ADMIN)

b. Programs-no report

c. Formation of 501(c) 3-board established; Lisa Correa, Jaki Oathout, Michael Voorhees

d. Employee and Board code of conduct-review with each new program and at time of hire (kept in secretary binder).

e. Budget-considering a September budgetary meeting

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

Next meeting September 19, 2016

Minutes submitted by Jody Ehrke

Arbuckle Parks and Recreation District

PO Box 1376 ~ 309 5th Street, Arbuckle, CA 95912

October 24, 2016

Meeting Minutes

I. CALL TO ORDER

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:08 pm on October 24th, 2016 at 309 5th Street, Arbuckle, CA

ROLL CALL OF OFFICERS / MEMBERS

Ellen Voorhees conducted rollcall and the following people were present:

Ellen Voorhees – Chairperson

Chuck Wayman – Vice Chairperson

Andrew Pina – Treasurer

Melissa Baikie-Rick – Member at Large

Mary Grimmer – Manager

- o Secretary Jody Ehrke arrived late therefore Melissa Baikie-Rick took the minutes for the whole meeting

II. AGENDA & MINUTES

- a. October Agenda: A motion to approve the agenda was made by Chuck Wayman, seconded by Andrew Pina and the motion carried by a unanimous vote
- b. September 22nd Regular Meeting: A motion to approve the minutes was made by Andrew Pina, seconded by Chuck Wayman and the motion carried by a unanimous vote
- c. September 26th Budget Meeting Minutes: A motion to approve the minutes pending corrections to the following names was made by Chuck Wayman, seconded by Andrew Pina and the motion carried by a unanimous vote
 - i. Sonia **Ortega**
 - ii. Janet **Dawley**
 - iii. Charlene **Vaughn**

III. TREASURER'S REPORT

As of October 24th, 2016 – Presented by Andrew Pina

- a. Account Balances
 - i. \$52,240.94 in funds at County
 - ii. \$71,802.60 in funds at Umpqua
 - iii. \$124,043.54 in Total Estimated Assets
- b. Monthly Bills
 - i. Andrew advised that the September report was updated with the Payroll Expense showing \$4,658.21. A motion was made to accept the change by Chuck Wayman, seconded by Melissa Baikie-Rick and the motion carried by a unanimous vote
- c. A motion to accept the October bills and balances was made by Melissa Baikie-Rick, seconded by Chuck Wayman and the motion carried by a unanimous vote
- d. Andrew gave Ellen the \$9,338.00 deposit for October; Hence forth, Ellen is to receive funds directly from Mary and be the second counter; Andrew is to provide Ellen with deposit slips

IV. PUBLIC COMMENTS

- a. None

V. OLD BUSINESS

- a. Tree Trimming & General Park Maintenance
 - i. Tree Trimming has already been approved for Richard's Tree Service
 - ii. Spyres: Fred says more work needs to be contracted out, tabling this until Ellen has more information
- b. Programs
 - i. Mary Grimmer reported that we had lost the use of the elementary school; Practices are being squeezed together wherever we can & Mary will talk to coaches about it; Interviews went well with a possible couple more lined up; Mary to see if elementary school music room is available for a Pre-K music class with Melissa Baikie-Rick
- c. Budget and Budget Meeting Recap: No motions were made
- d. Park Improvements with ARC: Fred is coordinating with ARC, nothing new to be reported
- e. Future Plans and Projects
 - i. We are deficit spending at a rate of about \$12,000 annually
 - ii. It should be noted that the school district has the pool open about a month longer than APRD actually uses it
 - iii. Janet Dawley made new credit and debit codes for us to streamline accounting: Pool; Park; Programs; Events
 - iv. Mary is to do all warrants, except her own

VI. NEW BUSINESS

- a. None

VII. ADJOURNMENT

The meeting was adjourned by Ellen Voorhees at 8:46 pm

Next meeting is TBD

Minutes submitted by Melissa Baikie-Rick

Arbuckle Parks and Recreation District

PO Box 1376 ~ 309 5th Street, Arbuckle, CA 95912

November 21, 2016

Meeting Minutes

I. CALL TO ORDER

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:08 pm on November 21st, 2016 at 309 5th Street, Arbuckle, CA

ROLL CALL OF OFFICERS / MEMBERS

Ellen Voorhees conducted rollcall and the following people were present:

Ellen Voorhees – Chairperson

Chuck Wayman – Vice Chairperson

Andrew Pina – Treasurer

Melissa Baikie-Rick – Member at Large

Mary Grimmer – Manager

- o Secretary Jody Ehrke arrived late therefore Melissa Baikie-Rick took the minutes for the whole meeting

II. AGENDA & MINUTES

- a. November Agenda: A motion to approve the agenda was made by Chuck Wayman, seconded by Andrew Pina and the motion carried by a unanimous vote
- b. October 24th Regular Meeting: A motion to approve tabling October meeting minutes pending Melissa's submission, was made by Chuck Wayman, seconded by Andrew Pina and the motion carried by a unanimous vote

III. TREASURER'S REPORT

As of November 21st, 2016 – Presented by Andrew Pina

- a. Account Balances: Tabling account balances until next meeting
- b. Monthly Bills
 - i. A motion was made by Chuck Wayman to approve November bills; it was seconded by Jody Ehrke and the motion carried by a unanimous vote
 - ii. A motion was made by Melissa Baikie-Rick to approve all standard December bills as well as the costs of the t-shirts and projected Spyres charges, Chuck Wayman seconded and the motion carried by a unanimous vote

IV. PUBLIC COMMENTS

- a. None

V. OLD BUSINESS

- a. Programs: Basketball is raring to go though we have only one gym to work with so we are combining practices; Santa is good to go; Ellie Geyer to conduct Tot Tumbling class in the Spring; We agree to having Fitness/Kaya with Better Body Fitness start on site pending contract submission, offering two morning & two evening classes weekly at a rate of 25% of her fees if using our equipment or flat rate of \$50/week if not, agreement will be reviewed quarterly but is subject to review and changes at any time
- b. Park Improvements with ARC: No new data
- c. Future Plans: No new data

VI. NEW BUSINESS

- a. Contract with Spyres Mowing: Melissa Baikie-Rick moved to approve paying Spyres up to \$1,900 on a month to month basis, Jody Ehrke seconded and the motion carried by a unanimous vote
- b. Officer Elections: A rotation has occurred and the new directors slate is as follows:
 - Secretary – Melissa Baikie-Rick
 - Treasurer – Jody Ehrke, Check Signatory
 - Vice Chairperson – Chuck Wayman, Check Signatory
 - Chairperson – Ellen Voorhees, Check Signatory
 - Member at Large – Andrew Pina
- i. A motion to approve the officers slate was made by Jody Ehrke, was seconded by Andrew Pina and the motion carried by a unanimous vote

VII. ADJOURNMENT

The meeting was adjourned by Ellen Voorhees at 8:15 pm
Next meeting is January 16th at 7 pm at 309 5th Street, Arbuckle, CA
Minutes submitted by Melissa Baikie-Rick