

ARBUCKLE PARKS AND RECREATION DISTRICT
PO BOX 1376
ARBUCKLE, CA 95912
Meeting Minutes
February 17, 2020

I. **Call to order**

Jody Ehrke called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:15 p.m. on 2/17/2020 at 309 5th street, Arbuckle.

Roll call of officers / Members

PRESENT	Jody Ehrke, Secretary Andrew Pina, Treasurer Susie Lytal, member Mary Grimmer, Program Director
ABSENT	Chuck Wayman, Vice Chair Ellen Voorhees, Chair

- II. **Approval of Agenda:** Jody Ehrke & Susie Lytal motioned to approve the agenda with the change of January of 2020 minutes for approval, and the addition of –d. under Old Business. Motion passed

Approval of Minutes: -January 2020 minutes to be tabled.

III. **Treasurer's Report:**

- a. **Account balances-**No change or update from January balances.
- b. **Monthly bills-** \$21,280.72 Motioned by Jody Ehrke & Susie Lytal-motion approved
 - i. (code 6 - capital Improvements \$28,809) Andrew Pina & Jody Ehrke motioned to approve SCI dates, engineers report and service contract for 2021-motion approved

IV. **Public Comments** No Comment

V. **New Business**

- a. Programs-adding *photo release non-authorization* to sign-up forms.
- b. Basketball review
 - i. Arbuckle – no parents, coaches or community members attended with concerns.
 - ii. Countywide-after meeting with county representatives, there will be changes to next year's program
- c. Contract with Spyers Mowing-Susie Lytal and Andrew Pina motioned to dismiss Spyers from contract as of March 31, 2020.
- d. Parks-Tree for Garden Club (ARC) Class will be held for free

VI. **Old Business**

- a. Perkins Committee-
- b. Colusa County funding projects from CDBG Program Income Fund-attached/tabled

Next meeting 3/16/2020

Jody Ehrke adjourned the meeting at 8:25 p.m.

Minutes submitted by Jody Ehrke

ARBUCKLE PARKS AND RECREATION DISTRICT
PO BOX 1376
ARBUCKLE, CA 95912
Meeting Minutes
March 16, 2020

I. **Call to order**

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:08 p.m. on 3/16/2020 at 309 5th street, Arbutle.

Roll call of officers / Members

PRESENT	Chuck Wayman, Vice Chair Ellen Voorhees, Chair Jody Ehrke, Secretary Andrew Pina, Treasurer
	Mary Grimmer, Program Director
ABSENT	Susie Lytal, member

- II. **Approval of Agenda:** Jody Ehrke & Andrew Pina motioned to approve the agenda with a strike of the November Minutes to be approved, and the addition of the January and February Minutes for approval. -Motion passed

Approval of Minutes: -January 2020 minutes approved with the correction of account balance to show \$144,218.09, motioned by Jody Ehrke and Chuck Wayman-motion passed. February Minutes-tabled.

III. **Treasurer's Report:**

- a. **Account balances-**January & February account balances motioned and approved by Andrew Pina & Chuck Wayman.
- b. **Monthly bills-** March bills Motioned by Jody Ehrke & Andrew Pina- approved

IV. **Public Comments** No Comment

V. **New Business**

- a. Colusa County Funding projects from CDBG Program Income fund
- b. Approval of Resolution 20-1—Motioned by Ellen Voorhees & Andrew Pina-motion passed
- c. Pool-lifeguards-TBA due to COVID
- d. Future resolution dates and annual meeting-6/15/20 Annual, & 5/18/20 Resolution Mtg.
- e. Corona Virus protocol-discussion
- f. Park Improvement
 - i. -Ellen Voorhees & Andrew Pina motioned to purchase sod for LaVanche Park-motion passed
 - ii. Jody Ehrke & Chuck Wayman motioned to approve up to \$15,000 for purchase of lawnmower-motion passed

VI. Old Business

- a. Programs –Tball clinic – canceled due to COVID
- b. Contract with Spyers Mowing- 3/31/2020 contract will be void

Next meeting TBA

Ellen Voorhees adjourned the meeting at 8:11 p.m.

Minutes submitted by Jody Ehrke

ARBUCKLE PARKS AND RECREATION DISTRICT
PO BOX 1376
ARBUCKLE, CA 95912
Meeting Minutes
May 18, 2020

I. **Call to order**

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:06 p.m. on 5/18/2020 at 309 5th street, Arbuckle.

Roll call of officers / Members

PRESENT	Chair Ellen Voorhees, Chair Jody Ehrke, Secretary Susie Lytal, member
ABSENT	Chuck Wayman, Vice Andrew Pina, Treasurer
Present	Mary Grimmer, Program Director

- II. **Approval of Agenda:** Jody Ehrke & Susie Lytal motioned to approve the agenda the addition of the February 2020 Minutes to be approved -Motion passed
****April 2020 Meeting canceled due to COVID-19**

Approval of Minutes: -February & March 2020 minutes approved, motioned by Susie Lytal & Ellen Voorhees-motion passed.

III. **Treasurer's Report:**

- a. **Account balances-**March & April estimated account balances-discussion
- b. **Monthly bill-** March bills Motioned by Jody Ehrke & Susie Lytal- approved

- IV. **Public Comments** No Comment

V. **Old Business**

- a. Review of Resolution 20-1 which was passed on 3/16/2020, directing preparation of the engineer's report for the continuation of the parks and recreation maintenance assessment district-discussion

VI. **New Business**

- a. Pool-
 - i. maintenance in progress by PJUSD
 - ii. Red Cross certified program
 - iii. Lifeguard training and classes TBA due to COVID
- b. Future resolution dates and annual meeting date set for June 15, 2020
- c. Aerobics – TBA due to COVID
- d. Basketball backboard-to be donated
- e. Softball-TBA due to COVID

ARBUCKLE PARKS AND RECREATION DISTRICT
PO BOX 1376
ARBUCKLE, CA 95912
Meeting Minutes
June 15, 2020

I. **Call to order**

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:15 p.m. on 6/15/2020 at 309 5th street, Arbutle.

Roll call of officers / Members

PRESENT	Chuck Wayman, Vice Chair Jody Ehrke, Secretary Andrew Pina, Treasurer
ABSENT	Ellen Voorhees, Chair Susie Lytal, member
Present	Mary Grimmer, Program Director

- II. **Approval of Agenda:** Jody Ehrke & Andrew Pina motioned to approve the agenda as submitted -Motion passed

Approval of Minutes: May 2020 minutes tabled

III. **Treasurer's Report:**

- a. **Account balances-**no report
- b. **Monthly bill-** May bills to be paid

- IV. **Public Comments** No Comment

V. **Old Business**

- a. Programs
 - i. Softball-to begin next month with social distancing, liability waivers and signage. Dug outs to be closed and players to separate outside the fence.
 - ii. Men's Basketball-to begin next month with social distancing, liability waivers and signage. Players to keep appropriate spacing off the court.
- b. **Pool-**proper liability waiver signage to be posted
 - i. Donation boxes to be posted at pool. These funds will allow free swim to kids throughout the summer.
 - ii. Snack bar
- c. **Movie in the Park-2 or 3** movies will be played during the month of July with social distancing. Details to follow
- d. **COVID-19 Protocols-**any and all programs will have liability waivers and signage posted. Any confirmed cases will be reported to the County Health Department

e. Park Rentals-

- i.** Jr. Bears-park rental to be reapproved for the 2020 season per youth football program's health and safety guidelines.
- ii.** Travel Ball request for field use-to be approved per baseball organization's health and safety guidelines. In-kind payment being required in the form of set-up/clean up help for APRD's Movie's in the Park.

f. Resolution 20-1 -review

g. Resolution 20-2- review

VI. New Business

- a.** Motion by Andrew Pina and Jody Ehrke was made for the passage of Resolution 20-3, approving the engineer's report, confirming diagram and assessment, and ordering the continuation of the levy of assessment for the fiscal year 2020-2021. Motion Passed

Next meeting –TBA July of 2020

Chuck Wayman adjourned the meeting at 8:15 p.m.

Minutes submitted by Jody Ehrke

- f. Passage of Resolution 20-2, a resolution of intention to continue to levy the assessments for fiscal year 2020-2021, preliminarily approving engineer's report, and providing for notice of public hearing. Motioned by Jody Ehrke and Susie Lytal-motion passed.
- g. June 15, 2020 annual meeting set.

Next meeting –June 15, 2020

Ellen Voorhees adjourned the meeting at 7:45 p.m.

Minutes submitted by Jody Ehrke

ARBUCKLE PARKS AND RECREATION DISTRICT
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No July meeting held due to COVID.

Submitted by Jody Ehrke

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

August 17, 2020

I. **Call to order**

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:15 p.m. on 8/17/20 at 309 5th street, Arbuckle.

Roll call of officers / Members

PRESENT	Ellen Voorhees, Chair
	Chuck Wayman , Vice Chair
	Jody Ehrke, Secretary
	Mary Grimmer, Program Director
ABSENT	Susie Lytal– Member
	Andrew Pina, Treasurer

- II. **Approval of Agenda:** Jody Ehrke and Ellen Voorhees moved to approve the agenda with the addition of May 2020 Minutes, and addition of Conflict of Interest under New Business. Motioned by Jody Ehrke and Ellen Voorhees, motion passed.

III. **Approval of minutes from last meeting:**

- a. June minutes-tabled
- b. Approval of May Minutes – Motioned by Ellen Voorhees and Chuck Wayman, motion passed.

IV. **Treasurer’s Report**

- a. Bills were submitted for July/August of 2020, Ellen Voorhees motions and Jody Ehrke seconds to approve the bills, motion carries.
 - i. Bills - \$5,276.89
- b. Account Balances (County & Umpqua) – Ellen Voorhees and Jody Ehrke motion to accept balances, motions carries.

V. **Public Comments:** no comment

VI. **New Business:**

- a. Resolution 20-04 – Approval of Resolution directing preparation of the 2020-2021 Engineer’s Report for the continuation of the parks and recreation maintenance assessment district was moved by Chuck Wayman and Jody Ehrke, motion passed.
- b. Grant 68 – qualifies for \$177,000 with \$44,000 in match funds of APRD
- c. Conflict of Interest – discussion

VII. Old Business-

a. Parks/Programs-

- i. Youth basketball and Men's Basketball-no movement at this time due to COVID
- ii. Pool-Closed due to COVID
- iii. COVID protocols- current and being followed
- iv. Park Rentals
 1. Jr Bears renewal of park rental contract approval-discussion
 2. Little League-discussion
 - a. Trash at field is a problem

Chuck Wayman the meeting at 7:55 p.m.

Minutes submitted by Jody Ehrke

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

September 21, 2020

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 9/21/20 at 309 5th street, Arbuckle.

Roll call of officers / Members

PRESENT	Ellen Voorhees, Chair Chuck Wayman , Vice Chair Jody Ehrke, Secretary Mary Grimmer, Program Director Susie Lytal– Member Andrew Pina, Treasurer
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Absent

II. Approval of Agenda: Jody Ehrke and Ellen Voorhees moved to approve the agenda with the addition of June Annual minutes from last meeting:

- a. June Annual minutes-tabled
- b. Approval of August and June Minutes – Motioned by Susie Lytal and Chuck Wayman, motion passed.

III. Treasurer’s Report

- a. Bills were submitted for September of 2020, Chuck Wayman motions and Susie Lytal seconds to approve the bills, motion carries.
 - i. Bills - \$1,912.72
- b. Account Balances (County & Umpqua) – Ellen Voorhees and Jody Ehrke motion to accept balances, motions carries.

IV. Public Comments: no comment

V. New Business:

- a. Resolution 20-05 a resolution of the Arbuckle parks and Recreation board adopting the fiscal year 2020/2021 final budget for special districts operating funds. It was moved by Andrew Pina and seconded by Jody Ehrke, motion passed.
- b. Halloween Events – due to COVID, the annual APRD Halloween events have been canceled.

VI. Old Business-

- a. Parks/Programs-
 - i. Balfour Park –a gate and lock to be placed with AFD approval to eliminate unwarranted vehicle access.
- b. Resolution 20-04 – Grant 68 project-discussion

Ellen Voorhees adjourned the meeting at 7:40 p.m.

Minutes submitted by Jody Ehrke

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

October 19, 2020

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 10/19/20 at 309 5th street, Arbuckle.

Roll call of officers / Members

PRESENT	Ellen Voorhees, Chair Chuck Wayman , Vice Chair Jody Ehrke, Secretary Mary Grimmer, Program Director
Absent	Susie Lytal– Member Andrew Pina, Treasurer

II.

- a. **Approval of Agenda:** Jody Ehrke and Chuck Wayman motioned to approve the agenda as submitted, motion passed.
- b. **Approval of Minutes:** Ellen Voorhees and Chuck Wayman motioned to approve the September Minutes as submitted, motion passed.

III. Treasurer’s Report

- a. Bills were submitted for October of 2020, Chuck Wayman motions and Jody Ehrke seconds to approve the bills, motion carries.
 - i. Bills - \$10,594.05
- b. Account Balances (County & Umpqua) – Jody Ehrke and Chuck Wayman motion to accept balances, motions carries.

IV. Public Comments: no comment

V. New Business:

- a. Santa Event – Due to COVID Santa Event has been tabled
- b. Dog Station at park – Due to high volume of pet owners using park we will provide waste bags for dogs.
- c. Signage at parks
 - i. ARC Requesting more no smoking signs-signs will be placed at parks
 - ii. COVID signs at Balfour park are missing-signs will be replaced

VI. Old Business-

- a. Parks/Programs-
 - i. Balfour Park –Meeting set with Casey Cox to place gate/lock at park.
 - ii. Flag football- adhering to guidelines at practice and games
 - iii. Softball-no adult softball this year
 - iv. Basketball-no adult basketball this year due to lack of facilities
- b. Grant 68 project-\$50,000 to be earmarked for Balfour park through grant.
 - i. Awning memorial signage

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

October 19, 2020

Ellen Voorhees adjourned the meeting at 7:48 p.m.

Minutes submitted by Jody Ehrke

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

November 16, 2020

I. **Call to order**

Ellen Voorhees called to order the regular monthly meeting of the ARBUCKLE PARKS AND RECREATION DISTRICT at 7:06 p.m. on 11/16/20 at 309 5th street, Arbuckle.

Roll call of officers / Members

PRESENT	Ellen Voorhees, Chair Andrew Pina, Treasurer Jody Ehrke, Secretary Mary Grimmer, Program Director Susie Lytal– Member
Absent	Chuck Wayman , Vice Chair

II.

- a. **Approval of Agenda:** Jody Ehrke and Ellen Voorhees motioned to approve the agenda as submitted, motion passed.
- b. **Approval of Minutes:** Ellen Voorhees and Jody Ehrke motioned to approve the October Minutes as submitted, motion passed.

III. **Treasurer’s Report**

- a. Bills were submitted for November of 2020, Jody Ehrke motions and Andrew Pina seconds to approve the bills, motion carried.
 - i. Bills - \$3,925.81
 - ii. \$30,000.00 transfer from County to Umpqua (Parks and Facilities) motioned by Jody Ehrke and Andrew Pina, motion carried.
- b. Account Balances (County & Umpqua) – Jody Ehrke and Andrew motion to accept balances, motions carries.

IV. **Public Comments:** no comment

V. **New Business:**

- i. Post Office-rocks-continue to upkeep at Post Office. Bushes and rocks to be maintained.
- ii. Soccer Net at Balfour-replace nets
- iii. Junior Bears Football season-practice only at park

ARBUCKLE PARKS AND RECREATION DISTRICT

PO BOX 1376

ARBUCKLE, CA 95912

Meeting Minutes

November 16, 2020

VI. Old Business-

- a. Programs – no basketball due to COVID (no gym availability)
- b. Grant 68 project-possible erection of awning before Christmas
- c. Park Rental Fees
 - i. Junior Bears-tabled
 - ii. Arbuckle Little League-tabled
- d. Santa Event/Gingerbread Contest-offer on Friday due to overlapping events
- e. Park Improvements-
 - i. Benches-replaced
 - ii. Garbage cans-additional added
 - iii. Dog Stations ordered
 - iv. No Smoking signs ordered

Ellen Voorhees adjourned the meeting at 7:57 p.m.

Minutes submitted by Jody Ehrke