



Regular Meeting Minutes
Monday February 12, 2024
101 Meadowbrook Loop, Chester
Email: arpd01@frontier.com

Agenda Item	Discussion Item	Action
Director Roll Call/Quorum Est	The following Directors were present: _x_ Director, Terra Ayers _x_ Director, Wally Bird _x_ Treasurer, Susan Espana _x_ Director, Anne Kassebaum ___ 2 nd Vice President, Charlie Plopper	
Additional Roll Call:	AB___ Secretary/ Office Manager, Chelsea Harrison	
1. Start meeting time	6:01 pm	
2. Guests	None	
3. & 4. Corrections, Deletions, Additions Agenda	No Changes to the agenda	All Approve
5. Public Comment on non-agenda items	None	No Action Required
6. Public Comment for agenda items	None	No Action Required
7. Review and approval of Minutes	Kassebaum moved to approve minutes of January 8 meeting; Ayers seconded.	All Approve
8. Treasurer's Report	Cash reconciliation report for January presented by Espana. New format shows history of last 6 months. Report attached to minutes Cash balance Jan is \$127,472; Bird asked where funds come from, Espana said from activities/event. Large expense last month was the roof repair. Event coordinator	All Approve

	compensation same as last year. Donations – discussion about doing a donation drive. The Almanor Foundation possible being the fundraiser for general donations. Ayers makes motion to approve Treasurers report, Kassebaum second	
	New Business	
9. Little League	Discussion about the charge to use the field. Espana emailed Gage Wade a draft contract for field use. Kassebaum motioned to charge \$1200 for the 2024 season and a \$300 refundable deposit and Bird second.	All Approved
10. Per Capita Update	New rules/careful sign delivered. Need to install fence posts. Harrison to get prices for poles and volunteers to install.	No Action Required
11. SNC Update 12. Trails Update	There is a meeting coming up on Feb 22 for trail development. Received a \$67K advance from grant. 15% can be used for operating costs. Volunteer hours need to be logged to turned in regularly. Bird discussed the land details for the trail by 1 st Ave. Discussion about what is the liability for the area behind the high school. Look at have the area exempt from the grant. Discussion about Collins lack of engagement.	No Action Required
13. CSDA membership	Board email discussion. Espana motioned to approve the CSDA membership fee of \$240, Kassebaum second.	All approved
14. Facility Inspection forms	Bird requested a list of facilities to complete the inspections. Espana suggests meeting with Little league and ARPD board and volunteers to complete.	No Action Needed
15. SPPC Project	Pavers update. Bird shared product research. Volunteer install ideas. Pavers bid to be sent out. Espana mentioned there is about \$50K available and will send Bird sample bid documents.	No action needed
16. Background checks	Ayers researched youth serving organizations requirements. Regular volunteer equaling 16 hours per month require a LIVE scan. Including all admin and board. Discussion about a volunteers manual with categories. Harrison to see if Lassen sheriff can come over for LIVE scan process. Espana started an employee handbook.	No Action Required
17. CAPRI Update	Progress is going very well.	No Action Required
18. ARPD Office Manager	Welcome Chelsea Harrison as new office manager.	
19. Staff exit process	Espana motioned to remove Heather Patchens from the charge accounts and as a signer on the Plumas Bank account, Kassebaum second.	All Approved
	Old Business	
20. Field Maintenance	Irrigation break in the field to be done in the spring.	
21. Building Maintenance	Nothing	
22. ARPD Officer roles	Espana motioned to nominate Anne Kassebaum as president, Ayers second .	All Approved

	Ayers motioned to approve Plumas Bank signers will be Susan Espana and Anne Kassebaum and all other names will be removed, Bird seconded.	
	Meeting adjourned at 7:40 pm	

The next regular meeting of the Almanor Recreation and Park District will be Monday March 11th, at 6pm

_____ ARPD Board Secretary

_____ ARPD Board Member/Title

_____ ARPD Board Member/Title