



Regular Meeting Minutes
Monday, March 13, 2023
101 Meadowbrook Loop, Chester
Email: arpd01@frontier.com

Agenda Item	Discussion Item	Action
Director Roll Call/Quorum Est	The following Directors were present: <input checked="" type="checkbox"/> Director, Terra Ayers <input checked="" type="checkbox"/> Director, Bob Burton <input checked="" type="checkbox"/> Treasurer, Susan Espana <input type="checkbox"/> Safety Coordinator, Josh Herman <input checked="" type="checkbox"/> 2 nd Vice President, Charlie Plopper	
Additional Roll Call:	<input checked="" type="checkbox"/> Secretary/ Office Manager, Heather Patchen <input checked="" type="checkbox"/> Field Maintenance, Dan Smith	
1. Start meeting time	6:02 pm	
2. Guests	Anne Kassebaum- Lake Almanor Chamber of Commerce	
3., 4. Corrections, Deletions, Additions Agenda	All approve agenda with addition of Safety Committee Meeting	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	Susan makes motion to approve February 12 th minutes with change of Mile High 100 route that only century riders go out to Domingo Springs, not metric. Terra seconded, Bob and Charlie aye.	All Approve

8. Treasurer's Report	Susan presented, treasurer report through end of January because February reports had not been received in time for meeting. YTD office expenses \$18,580.57, program expenses \$20,438.82, total revenue \$19, 956.17 revenue over under expenses \$-19,956.17 for the fiscal year. Cash on hand \$67, 961.17 Bob makes motion to approve treasurer report as presented Charlie seconded, Susan and Terra aye.	All Approve
New Business		
9. Chester Little League	Bob makes motion to approve Chester Little League 2023 contract with a change to remove the first sentence for #4 under the heading "For the 2023 calendar year, the rental fees will be as follows." The additional cleaning notes needed to be added to the contract are to rake and screen the field after use. The total contract amount for the year is \$600 with \$300 of that as a cleaning deposit. Terra seconded, Susan and Charlie aye.	All Approve
10. Per Capita Update	Susan presented, all the Per Capita Grant monies has been spent, so the remaining monies are from the matching grant funds and the retainer held by the State and these monies total \$119,800. Remaining list of items needed for the park project estimated to cost \$89,750. Dan has provided the Board with a verbal amount of \$21,000 each for the three gazebo/shade structures needed for the picnic tables. He requests \$6000 each for a total deposit of \$18,000 to be paid first prior to work beginning on gazebo/shade structures. Dan also states that a permit will need to be pulled for the gazebo/shade structures with Plumas County, Susan will check to see if permit is in the works or if one will need to be created. Bob makes motion to approve the gazebo/shade structure cost verbally provided by Dan Smith Construction at \$21,000 each for three with the total cost not to exceed \$63,000 and to approve the deposit of \$6,000 each for a total deposit of \$18,000 for metal materials, Charlie seconded, Terra and Susan aye.	All Approve
11. Mile High Route	Bob will attend a meeting Wednesday with locals from Westwood to discuss the logistics of having the bike ride go through town on it's way to A-21. Susan was able to secure Timberhouse Brewery to donate the beer for the event. Still need to find local caterer to provide the lunch at the finish. Will eliminate the century ride lunch and instead provide a more supplied rest stop in Westwood for those riders. Susan and another volunteer Jack will take the needed ABC course to obtain the daily license for the event to serve beer.	No Action Required
12. Fun Run Update	Bob presented, will be sending out letters to local agencies informing them and asking for letters of support for the Chester Fun Run on July 4 th . These approval letters from the corresponding agencies are needed to obtain the necessary Cal Trans permit. Susan suggests having the children of Chester Elementary and Chester	No Action Required

	High School create the event t-shirt design. The other Board members suggest doing kindergarten through 8 th grade for participants.	
13. Poker Paddle Update	Susan presented, Poker Paddle for this year is Saturday July 22 nd . Plumas Pines has agreed to let us stage the event there and will also provide lunch. Looking to bring the payment process in house using the Streamline payment system on our website. Bob suggests doing more promotion of event which may bring more paddlers to event. Susan suggests that we should cap the event at 100 people in order to be sure we can provide a well-run event.	No Action Required
14. 2023 Sponsorship Opportunities	Bob presented, looking to streamline sponsorships opportunities for local businesses. Provided a letter to the Board for review which outlines different sponsorship opportunities from an all-inclusive sponsorship to individual event sponsorship. The Board agreed the letter and sponsorship opportunities looked good and approves moving forward with letter.	No Action Required
15. Trails Update	Charlie presented, working with Lassen Land & Trail Trust and Maidu Summit Consortium which is looking to create and connect twelve different trail sections which would run from the Pacific Crest trail located on Hwy 36E to Susanville. For Earth Day this year would like to have a public clean up at Walker Lake.	No Action Required
16. Sierra Nevada Conservancy Update	Charlie presented, the title transfer for the Almanor Rail Trail donation from Collins Pine needs to be completed prior to the June meeting of the Sierra Nevada Conservancy for them to approve the grant funding needed for planning. Final documentation is in the works, but property lines need to be assessed to confirm property lines. Everything with ARPD and Conservation Partners, LLC (Legal Counsel) is on track.	No Action Required
17. Board Member Roles	Bob presented; the Bylaws have certain roles for board members. Would like to have Susan take over the President role, but for that to happen will need to have someone take over the Treasurer. Asks board to look for someone to take on the responsibility of Treasurer.	No Action Required
18. Safety Committee Meeting	Heather presented, having a heart healthy and ladders do's and don'ts.	No Action Required
	Old Business	
19. Field Maintenance	Dan presented, valve for irrigation system cost is estimated at \$550 will have Heather create claim for payment to Western Nevada Supply. Benches are almost done will need to have brackets installed on them to hold them down on cement pad for picnic tables.	No Action Required
20. Building Maintenance	Nothing to report.	No Action Required
	Next Month Agenda Items	

21. Adjournment	7:48 pm All approve adjournment.	All Approve

The next regular meeting of the Almanor Recreation and Park District will be April 10, 2023, at 6pm

_____ ARPD Board Secretary

_____ ARPD Board Member/Title

_____ ARPD Board Member/Title