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REGULAR MEETING MINUTES

Monday, September 14, 2026 – 6:00 PM

Director Roll Call/Quorum Est.

Board of Directors:

Anne Kassebaum, President: Present

Susan Espan, Treasurer: **Present**

Wally Bird, Board Director: **Present**

Additional Roll Call:

Chelsea Harrison, Secretary: **Present**

Guests: None noted.

1. Start Meeting

The meeting was called to order at approximately **6:08 PM**.

2. Welcome Guests

No guests were in attendance.

3. Agenda

Susan motioned to approve, Wally seconded. Approved.

4. Agenda: Corrections – Deletions – Acceptance

The agenda was reviewed and accepted.

5. Review and Approval of Regular Meeting Minutes for August 10, 2026

Susan motioned to approve the regular meeting minutes from August 10, 2026, Wally seconded. The minutes were approved.

6. Public Comment for Non-Agenda Items

No public comments were presented.

7. Public Comment for Agenda Items

No public comments were presented.

8. Review and Approval of Treasurer's Reports

The Treasurer presented the financial reports as of August 31, 2026. The Board discussed current fiscal-year revenues and expenses, the budget impact of the parking lot project, and increased water utility costs. The Board also reviewed the cash reconciliation, including the county cash balance, SNC cash account, restricted funds, and operating balance. Discussion also included the projected increase in water utility rates and the potential impact on Little League-related field costs. Anne motioned to approve the Treasurer's Report, Wally seconded. Approved

NEW BUSINESS

9. Field Use Contracts

The Board discussed field-use contracts and adult softball tournaments. The Board discussed the need for future adult softball tournaments and All-Star games to be formally incorporated as supplements to the Little League contract. The purpose is to ensure appropriate liability coverage and proper processing of revenues and expenses through the District.

10. Parking Lot Proposal

The Board reviewed the proposal from All Phase for parking lot maintenance, including crack cleaning, rubberized crack treatment, sealcoating, and restriping for \$16,500. Wally motioned to approve, Anne Seconded. Approved. Anne will sign the All Phase contract.

OLD BUSINESS

11. Finance Policies

The Board continued discussion regarding finance policies, including debit card usage and transaction procedures. A smaller finance meeting will be scheduled to continue reviewing the policy and debit card procedures.

12. Budget

The Board discussed updating the budget to reflect the parking lot expenses and increased water utility costs. The Treasurer will revise the budget accordingly.

13. Collins Pine Lease Renewal

The Board discussed the Collins Pine lease renewal. The renewal agreement had been hand-delivered, but no response had been received. Anne will follow-up regarding the status of the renewal.

14. Sponsorships

The Board discussed current sponsorships and donations. Premier Landscaping provided a **\$500 soccer team sponsorship**. Sponsor giveaways had been completed and thank-you notes were sent. The Board also discussed a **\$7,000 donation from Jim Carlson**, The Board will follow up to obtain an official address for sending a formal thank-you letter and tax documentation.

15. Board Recruitment

The Board discussed continued recruitment for Board members and the need for a replacement Treasurer. The Board discussed potential candidates and the importance of continuing recruitment efforts.



16. SNC Grant Bike Trail Update

The Board reviewed the status of the SNC grant and bike trail project. The grant term is scheduled to expire at the end of December, with approximately **\$25,000 remaining**. The County has agreed to subdivision map act exemptions and lead agency status. Collins has conceptually agreed to exempt the section from Highway 36 to First Avenue. An upcoming meeting will be held with the involved parties to finalize the legal descriptions and required documentation. The Board will also consult with the engineer to confirm the legal description and applicable exemption. The Board discussed publishing an article in the newsletter regarding the recent donation to the bike trail project.

17. Field Maintenance

The Board discussed ongoing field maintenance concerns, including vole holes, yellow-jacket activity, and low areas in the field that have created concerns for soccer players. The Board also discussed the shed door repair, which cost approximately \$200. **Motion:** Anne motioned to approve contacting Premier Landscaping regarding field leveling, with a budget cap of **\$1,500 for labor and materials**, Wally seconded. Approved The Board also discussed obtaining quotes for two rounds of pre-emergent and post-emergent chemical treatments for the following year.

18. Almanor Park Project

The Board discussed several park project items, including:

- Obtaining an estimate from Wild Hair in Quincy for a metal Prop 68 sign using existing project funds.
- Coordinating installation of shade sails.
- Addressing incorrect Plumas County Tourism advertising.
- Coordinating repairs to park benches with Mr. Brown at Chester High School

19. Closed Session – Litigation

The litigation agreement was reported as signed and finalized.

NEXT MEETING

The next regular monthly meeting has been changed to **Monday, October 19, 2026, at 6:00 PM** to accommodate board schedules at the Almanor Recreation and Park District office building.

ADJOURNMENT

The meeting was adjourned.

Respectfully submitted,

Chelsea Harrison

ARPD Board Secretary