



Regular Meeting Minutes
Wednesday, November 12, 2025
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, Wally Bird x__ Treasurer, Susan Espana x__ President, Anne Kassebaum	
Additional Roll Call:	__ Secretary/ Office Manager, Chelsea Harrison	
1. Start meeting time	6:10pm	
2. Guests	None	
3. & 4. Corrections, Deletions, Additions Agenda	Anne motioned to approve, Susan seconded	Approved
5. Public Comment on non-agenda items	None	
6. Public Comment for agenda items	None	
7. Review and approval of Minutes	Susan motioned to approve, Anne seconded	Approved
8. Treasurer's Report	Susan reported the October financials. It was noted that team photos for soccer came under budget at \$1,928.36. Anne ordered a debit card from Plumas Bank that will be tied to the checking account. This will allow for ease of monthly payments of utilities such as: Frontier, PG & E, Waste Management and Water. It was also discussed to eliminate the current landline - as we are paying approximately \$40 a month for a line that rarely receives incoming phone calls. A motion was made by Anne to have a minimum of \$1,200 in the checking account at all times to have automatic withdrawals for	Approved Approved

	<p>ongoing monthly utilities and to eliminate the current landline and replace it with Google Voice. Wally seconded the motion.</p> <p>Susan will give Anne access to the checking account at Plumas Bank in order for her to download monthly statements and provide to Chelsea for reconciliation as needed.</p> <p>Anne motioned to approve October financials. Wally seconded.</p>	<p>Approved</p> <p>Approved</p>
	Old Business	
9. Board Recruitment	Anne will follow up with a potential board member. Susan will reach out to Gage and mentioned that Bob Burton also had a recommendation.	
10. SNC Bike Trail Grant Update	The letter to request an extension of the contract until the end of the year was signed by Anne and sent two weeks ago.	
11. Field Maintenance	Wally asked what needs to be done to get the field prepared for the spring? He can see if he can round up some volunteers to get the process going. Susan will reach out to Gage and Ralph.	
12. Capri Visit	Anne, Susan and Chelsea met with Capri. We seem to be in good shape and there are a few reports that will need to be updated. There didn't seem to be any major issues. Chelsea will need to check the reports for what Anne and Wally submitted earlier this year for online training sessions they attended.	
13. Almanor Park	Pathway came out great. All Phase was able to get the job done within budget and timely. Susan has reached out to the Woodshop class and benches are scheduled to be resanded and stained for next spring. Susan suggested the shade structure project be revisited and recommended that we have the four posts installed and then put shade sails over them. This would reduce the cost, but still have a structure built. Wally would like to review the plans.	
14. Closed session	Nothing to Report	
Meeting Adjourned	There will be no December meeting. Meeting adjourned at 6:57pm	
Safety Committee Meeting	The meeting was called to order at 6:57pm. All three board members reviewed criteria put forth in regards to Winter Driving. Meeting adjourned at 7:03pm	

The next regular meeting of the Almanor Recreation and Park District will be Monday, January 12, at 6pm.

ARPD Board Secretary