



Almanor Recreation and Park District seeks two new board members

About ARPD:

Almanor Recreation and Park District is a special district composed of five board members whose mission is to provide and support recreation in the Almanor Basin. Our summer events raise the funds necessary to run our district, maintain our parks for use by Chester Little League and CHS Girls Softball, and organize and operate Youth Soccer and Youth and Adult Judo.

Three iconic summer events – the Mile High Century Cycling Event, the 4th of July Fun Run, and the Poker Paddle/Kayaking Event – provide great recreation for our community while promoting tourism and economic activity.

In addition, ARPD has received grant funding that will enable us to build an exciting new recreation center in Chester. The plans are to break ground in late spring on new facilities that will include a family recreation center with outdoor all weather game tables, new picnic shelters, a community garden and a wellness tot playground.

And finally, we have an amazing crew of volunteers who are making great strides in developing a regional trail system. This effort began with the reconstruction and maintenance of the Collins Nature Trail, a 2.1 mile loop trail behind the Chester Park that skirts the Feather River, and leads to peaceful meadow and wildlife vistas .

The major thrust of this committee over the last five years has been to develop a regional trail system. A comprehensive overview of the effort can be found by going to Yourarpd.org (from here you can click on <https://yourarpd.org/trails-committee-705248.html>.)

We are currently seeking two new board members who are interested supporting our community recreation. If you are interested in becoming a part of this organization, you can email ARPD at arpd01.frontier.com or contact Susan Espana, Board Member, at sjespana@gmail.com

Below is a listing of the board positions and their general responsibilities

1. Attend monthly board meetings – currently second Monday of each month
 - a. Participate in discussions and decisions regarding facilities use and maintenance, goal planning and overall running of the district.
 - b. Quarterly Safety meetings (often in conjunction with board meetings) – led by Safety Coordinator – see below
 - c. Participate in discussions and decisions regarding financial matters: discussion and approval of treasurer's reports, approval of budget and capital purchases
2. Assist with fundraising events, either in capacity of coordinator, day of assistance, or the organization leading up to the events:

- a. Mile High 100 Century Ride is coordinated by a paid coordinator, but board members assist in securing sponsors, assisting with volunteering day of and/or securing volunteers. In it's fourth year with ARPD, we have a strong coordinator, and a solid volunteer base. Community support has been outstanding.
- b. 4th of July Fun Run – This will be the biggest change for ARPD this year, as our coordinator of many years has stepped down. There are exciting ideas for changing the run and the Chamber has indicated their support in transitioning this iconic event that is part of the great Chester 4th of July celebrations.
- c. Poker Paddle – Run by two co-coordinators with strong volunteer support, this growing and popular event after a two year absence is expected to have a strong showing this year.

Board Positions

There are five Board of Director positions. Board meetings require three for a quorum.

1. President

- a. Works with officer manager to write the meeting agenda once a month.
- b. Runs board meetings
- c. Supervises office manager, approves expenditure warrants that are prepared by office manager and acts as signatory for both expenses and checks. (Two signatures required).
- d. Communicates with Insurance carrier and meets every two years to complete site check for membership eligibility in California Association of Park and Recreation Districts and CAPRI (our insurance carrier).

2. 1st Vice President

- a. Runs board meetings in absence of President.
- b. Participate in discussions and decisions regarding financial matters: discussion and approval of treasurer's reports, approval of budget and capital purchases. Assists in recreation planning.
- c. Assist with fundraising events, either in capacity of coordinator, day of, or organization leading up to the events:

3. 2nd Vice President

- a. Participate in discussions and decisions regarding financial matters: discussion and approval of treasurer's reports, approval of budget and capital purchases. Assists in recreation planning.
- b. Assist with fundraising events, either in capacity of coordinator, day of, or organization leading up to the events:
- c. Supports Treasurer in reporting and managing district finances
- d. Works with Treasurer in preparing invoices, backup for invoices and reporting for grant funding

4. Treasurer

- a. Oversees all financial processing and reporting for the district.

- i. County Monthly Budget Reports: Prints County reports for Balance Sheet, Revenue and Expenses, and Trial Balance. Reconciles all county transactions to ARPD ledger sheets
 - b. Cash Reconciliation – Completes monthly reconciliation of cash to County Reports. Prepares Excel worksheets with detail of cash accounts – operating, grant, and restricted funds available.
 - c. Use of QuickBooks – all transactions entered to QB as journal entries, classified by program / event, for purpose of reporting financial transactions by program/event for purpose of providing information to ARPD board to use in planning /decision making.
 - d. Financial Reports (see item c)
 - e. Board Meetings- prepares financial reports, budget for the monthly board meetings
 - f. Yearly Duties
 - i. Processes Payroll reports for State Fund (all payroll done by county)
 - ii. Processes Payroll reports for GCC
 - g. Audit – prepares bid for 5 year audit process, and works with auditor to complete audit and implement recommendations.
 - h. Currently, serves as contract administrator for State Parks Per Capita Grant Funding.
5. **Safety Coordinator:**
- a. ARPD is self-insured through CAPRI, and is required to hold quarterly meetings regarding safety management and submit all minutes to CAPRI for eligibility for premium discounts on liability insurance. Meetings are typically brief, and as we are a small district, our requirements are minimal. Typically, one meeting a year is inspection of facilities with our Maintenance Volunteer and office manager. Spring meeting should include all volunteer coordinators for upcoming summer events. The other meetings can be completed as part of a regularly scheduled board meeting.