

Paradise Recreation and Park District
Board of Directors Regular Meeting
Terry Ashe Recreation Center
January 10, 2024

MINUTES

1. CALL TO ORDER:

Board Chairperson Robert Anderson called the Regular Meeting of the Paradise Recreation and Park District Board of Directors to order at 6:00 p.m.

1.1 PLEDGE OF ALLEGIANCE:

Chairperson Anderson led the Pledge of Allegiance.

1.2 ROLL CALL:

Present: Robert Anderson (Chairperson), Jen Goodlin (Vice-Chairperson), Steve Rodowick (Secretary), Mary Bellefeuille (Director), Al McGreehan (Director).

PRPD STAFF:

Present: Dan Efseaff (District Manager), Kristi Sweeny (Assistant District Manager), Jeff Dailey (Recreation Supervisor), Mark Cobb (Park Supervisor), Catherine Merrifield (District Accountant), Scott Amick (Recreation Supervisor), Sunny Quigley (Administrative Assistant II), Sarah Hoffman (Board Clerk)

Present via zoom: None

1.3 WELCOME GUESTS:

Chairperson Anderson welcomed guests.

Present: Jim McCourt

Present via teleconference: John Stonebraker

1.4 SPECIAL PRESENTATION: Jim McCourt (Meeder Investments) - Midyear Report

Mr. McCourt gave a presentation on the Districts Investment Account. The Board then took turns asking questions.

2. PUBLIC COMMENT:

Citizen Stonebraker made a public comment.

3. CONSENT AGENDA:

**3.2 Payment of Bills/Disbursements (Warrants and Checks Report)
Check # 056457 – 056639 and ACHs**

3.3 Information Items (Acceptance only): Safety Committee Minutes of December 21,2023

MOTION: Approve Consent Agenda items 3.2 and 3.3 **MADE BY:** McGreehan. **SECOND:** Rodowick. **Roll Call Vote: AYES:** 5 (Rodowick, Anderson, Bellefeuille, McGreehan, and Goodlin.). **NOES:** 0. **ABSENT:** 0.

Items pulled from Consent Agenda

3.1. Board Minutes: Regular Meeting of December 13, 2023

Corrections to the minutes were discussed.

MOTION: Approve meeting minutes from December 13, 2023. **MADE BY:** Rodowick. **SECOND:** Bellefeuille. **Roll Call Vote: AYES:** 4 (Rodowick, Anderson, Bellefeuille, and Goodlin.). **NOES:** 0. **ABSENT:** 0. **ABSTAIN:** 1 (McGreehan)

4. COMMITTEE REPORTS: None

5. OLD BUSINESS:

5.1. Paradise Community Center (PCC) Update. - Representatives from the PCC will provide an update on recent progress on the rebuilding of the Center. Staff wanted to provide BOD members with an opportunity to ask questions about the process and understand changes from the August 2022 Feasibility Study. The Board approved a follow-up Memorandum of Understanding (MOU) to support next steps towards the development, construction, and long-term management of the facility at the August 9, 2023 Meeting. (Information Only).

Item tabled until the February 14th Board of Directors meeting.

6. NEW BUISNESS

6.1. Approve Grant Management Consulting Services – Given the unprecedented number and scope of grant awards, Staff recommends a grant management consultant to support the District with reporting, monitoring deliverables and funding, and ensuring other grant compliance needs. Because of the recent history of grant management with the District (CALRecycle Grants), staff approached Jennifer Arbuckle Consulting (Consultant) to provide a cost and scope of work to provide these services. The agreement has a not to exceed amount of \$15,000. *Recommendation: Authorize the District Manager to finalize an agreement with consultant.*

The Board made suggested changes.

MOTION: Approve agreement with the noted changes. **MADE BY:** Bellefeuille. **SECOND:** McGreehan. **Roll Call Vote: AYES:** 5 (Rodowick, Anderson, Bellefeuille, McGreehan, and Goodlin.). **NOES:** 0. **ABSENT:** 0.

6.2. Assign Standing Committees. – The PRPD Board of Directors Chairperson will (1) assign two PRPD Board members to the Personnel, Finance, and Recreation and Park standing committees to serve for the 2024 calendar year and set tentative recurring meeting dates and times; (2) assign Board members to serve as monitors of various organizations; (3) maintain the Agenda Order Revision allow the most pressing business and action items be taken up earlier in the meeting.

Recommendation: Acknowledge Committee assignments and adopt meeting calendar and agenda order.

MOTION: Acknowledge committee assignments with noted changes and adopt meeting calendar and agenda order. **MADE BY:** Bellefeuille. **SECOND:** Anderson. **Roll Call Vote: AYES:** 5 (Rodowick, Anderson, Bellefeuille, McGreehan, and Goodlin.). **NOES:** 0. **ABSENT:** 0.

6.3 Approve Short List. – The Shortlist contains pre-approved contractors that the District can turn to complete professional and urgent services or defined and relatively simple task and budget items on an as-needed basis for the District. The vetted firms will keep up to date District requirements (such as adequate insurance coverage). Capital construction projects will require additional bidding processes. **Recommendation: Approve the list as presented.**

There was a discussion on the Request for Proposal process.

MOTION: Approve the list as presented. **MADE BY:** Goodlin. **SECOND:** Anderson. **Roll Call Vote: AYES:** 5 (Rodowick, Anderson, Bellefeuille, McGreehan, and Goodlin.). **NOES:** 0. **ABSENT:** 0.

6.3 Consider Cyber Security Policy – The District proposes a cyber security policy to better ensure continuity of services, avoidance of malware and hacks, data security and privacy. **Recommendation: Approval of policy.**

Item tabled until the February 14, 2024, Board of Directors meeting.

- 7. REPORTS**
- 7.1 District Report**
- 7.2 2023 Pool Report**
- 7.3 Board Liaison Reports:**
- 8. BOARD COMMENT:**
- 10. ADJOURNMENT:**

Chairperson Anderson adjourned the meeting at 9:00 p.m. until the next Regular Board meeting, scheduled for February 14, 2024, at 6:00 p.m. at the Terry Ashe Recreation Center,



 Robert Anderson, Chairperson



 Steve Rodowick, Secretary