



**Paradise Recreation and Park District  
Board of Directors - Regular Meeting**  
Terry Ashe Recreation Center, Room B  
Wednesday, April 12, 2023, 6:00 pm

Members of the public may submit comments prior to the meeting via email to [BODclerk@paradisepspd.com](mailto:BODclerk@paradisepspd.com) before 1:00 p.m. on the day of the meeting or they may comment on Agenda items on during the time the item is presented. Speakers may comment on items not listed on the Agenda under Public Comment. Comments should be limited to a maximum of three (3) minutes. State Law prohibits the PRPD Board of Directors from acting on items not listed on the agenda. Please notify the meeting clerk prior to the start of the meeting if you wish to be heard. The public may access this meeting remotely:  
Web Access: <https://us02web.zoom.us/j/84518561101?pwd=TXRZdUNPTk5MNFM1SWdvdzlmZENUQT09>  
Telephone Access: **Dial:** +1 669 900 9128. **Meeting ID:** 845 1856 1101 **Password:** 6626

**1. CALL TO ORDER**

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Welcome Guests

**2. PUBLIC COMMENT**

**3. CONSENT AGENDA**

- 3.1. Board Minutes: Regular Meeting of February 8, 2023, and March 8, 2023
- 3.2. Correspondence: None
- 3.3. Payment of Bills/Disbursements (Warrants and Checks Report)  
Check # 055205 – 055335 and ACH Payments
- 3.4. Information Items (Acceptance only):
  - A. Safety Committee Minutes of February 16, 2023 and March 24, 2023

**4. COMMITTEE REPORTS**

- 4.1. Finance Committee Meeting of February 16, 2023. – The committee met to discuss the 2023-2024 Budget Schedule, review the budget process, review California Class Investment Account, and review Finance Manual- Outline and Proposed Calendar (Verbal report presented at March meeting).
- 4.2. Finance Committee Meeting of March 16, 2023. – The committee met to discuss California Class Investment Account and went over how to process payroll.
- 4.3. Personnel Committee Meeting of March 21, 2023. – The committee met to discuss The Injury and Illness Prevention Plan, Review a potential Employee Assistance Program, and to look into ScholarShare 529 Workplace Savings Program.
- 4.4. Recreation and Park Meeting of March 28, 2023. – the Park Memorial and Donation Policy and met in Closed Session Pursuant to California Code Section 54956.8 – Potential Interest in Real Estate Negotiations Related to Park Expansion within the District Boundaries to go over potential.

**5. OLD BUSINESS**

- 5.1. Agreement for California Class (Advisor) Investment Account – The District's Investment Policy provides guidelines for the prudent investment of funds and to maximize the efficiency of cash management. The Finance Committee and staff have explored investment options with California Class (Advisor) to invest a portion of District funds. California Class is a branch of Public Trust Advisors LLC (Public Trust). **Recommendation:** *Authorize District Manager to enter into agreement with Advisor to invest District funds.*
- 5.2. Initiate Employee Assistance Program (EAP) – The EAP is a low-cost program that provides ample benefits (financial services, therapy service, wellness help, grief counseling and more) to employees. The Personnel Committee recommended adoption for Full time and Part-time permanent employees.

**Recommendation:** Authorize District Manager to complete the application with Provider and implement the Program.

- 5.3. ScholarShare 529- Workplace Savings Program (Program). – The District would like to offer this Program to interested employees. The program is funded strictly through employees who enroll in the program with minor staff time required to administer the program. The Personnel Committee recommends adoption. **Recommendation:** Authorize District Manager to complete the registration process for the Program.

## 6. NEW BUSINESS

- 6.1. Chocolate Fest Rental Rate. – Staff requests Board action to consider a deviation of fees from the established policy and fee schedule due to the unusual combination of a Non-Profit group / event that has sales and charges a ticket price, while donating funds to other community-based organizations on the Ridge. **Recommendation:** Approve the recommended reservation rate of \$4,500.00 for the Chocolate Fest.
- 6.2. Short List Request for Qualifications (RFQ). – The last Shortlist was approved in 2016 and has since expired. The District would like to create a new Shortlist. **Recommendation:** Approve the 2023 Shortlist RFQ and authorize the release of the RFQ.

## 7. REPORT

- 7.1. District Report  
7.2. Board Liaison Report

## 8. CLOSED SESSION

## 9. BOARD COMMENT

## 10. ADJOURNMENT

Adjourn to the next regular meeting on 5/10/2023 at 6:00 p.m., in Conference Room B, at the Terry Ashe Recreation Center (6626 Skyway, Paradise, California).



In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at 530-872-6393 or [info@paradisepd.com](mailto:info@paradisepd.com) at least 48 hours in advance of the meeting.

### **This institution is an equal opportunity provider and employer.**

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).