



**Paradise Recreation and Park District  
Board of Directors - Regular Meeting**  
Terry Ashe Recreation Center, Room B  
Wednesday, November 10, 2021, 6:00 pm

The public may listen to this meeting via computer or telephone. 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 and they will be read into the record. Please use the link to join the webinar: <https://us02web.zoom.us/j/84518561101?pwd=YlBnYlBpM0VMVj4vNzkyd2JXRHQzQT09> Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose), +1 346 248 7799 US (Houston), or +1 253 215 8782 US (Tacoma). Meeting ID: 845 1856 1101 Password: 282411

Members of the public may comment on Agenda items at 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.

**1. CALL TO ORDER**

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Welcome Guests: Scarlett Miller (President) Paradise Horseman's Association; Blake Ellis (Ecotherapy Program Manager), Chico State Enterprises.
- 1.4. Special Presentation: Chris Rauen, Magalia Community Park

**2. PUBLIC COMMENT**

**3. CONSENT AGENDA**

- 3.1. Board Minutes: Regular Meeting of October 13, 2021
- 3.2. Correspondence: None
- 3.3. Payment of Bills/Disbursements (Warrants and Checks Report)  
Check # 052954 to 053064 and including # 900714 to 900726 in the total amount of \$258,970.27 including refunds and/or void checks reported.
- 3.4. Information Items (Acceptance only): None.

**4. COMMITTEE REPORTS: NONE**

**5. REPORT**

- 5.1. District Report
- 5.2. Board Liaison reports (Oral Reports)

**6. CLOSED SESSION:**

- 6.1. Pursuant to Government Code Section 54956.9 – Potential Litigation Involving the District.
- 6.2. Pursuant to California Government Code Section 54956.8 – Potential interest in real estate negotiations related to park expansion within the incorporated and unincorporated areas of the District.

**7. OLD BUSINESS**

- 7.1. Paradise Horseman's Association (PHA) (*Information only*). – Scarlett Miller (PHA President) will present the Annual Report as per the lease agreement.

- 7.2. Rural Recreation and Tourism Program – Staff seek Board approval of resolution # 21-10-1-506 to submit a proposal for the Rural Recreation and Tourism program grant. **Recommendation:** Approve resolution #21-10-1-506 as presented and authorize District Manager to submit a proposal for the Rural Recreation and Tourism program grant.

## 8. NEW BUSINESS

- 8.1. 2021 Chico State Enterprises Services Agreement – District seeks a cooperative agreement with Chico State Enterprises (CSE) to provide Nature and Forest Therapy Guide services and potentially other recreational and outdoor educational opportunities for Chico State students. The project will not exceed \$30,500 and will be completed by May 2022. District legal counsel reviewed an earlier version of the agreement, but it has been revised and is undergoing additional review. **Recommendation:** Authorize District Manager to complete the agreement.
- 8.2. Youth Community Access Grant. – Staff seek Board approval of resolution #21-11-1-507 to authorize the District Manager to complete the application for funding the Elements program, a proposal for the Youth Community Access grant program. Funding would create a new program with partners and the District as the Fiscal Sponsor and hub for the effort. **Recommendation:** Approve resolution #21-11-1-507 as presented and authorize the District Manager to submit a proposal for the Youth Community Access grant program.

## 9. BOARD COMMENT

## 10. ADJOURNMENT

Adjourn to the next regular meeting on December 8, 2021 at 6:00 p.m., in Conference Room B, at the Terry Ashe Recreation Center (6626 Skyway, Paradise, California).

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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).

Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
Via Zoom Teleconference  
October 13, 2021

**MINUTES**

Special Notice:

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to [bodclerk@paradisepdp.com](mailto:bodclerk@paradisepdp.com) before 1:00 p.m. on the day of the meeting and they will be read into the record.

Please use the link to join the webinar: <https://us02web.zoom.us/j/84518561101?pwd=YlBnYlBpM0VMVk4vNzkxd2JXRHQzQT09>  
Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose), +1 346 248 7799 US (Houston), or +1 253 215 8782 US (Tacoma)  
Meeting ID: 845 1856 1101 Password: 282411

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**1. CALL TO ORDER:**

The regular meeting of the Paradise Recreation and Park District Board of Directors was called to order by Board Chairperson Mary Bellefeuille at 6:01 p.m.

**1.1 PLEDGE OF ALLEGIANCE:**

Chairperson Bellefeuille led the Pledge of Allegiance.

**1.2 ROLL CALL:**

Present: Chairperson Mary Bellefeuille, Vice Chairperson Steve Rodowick, Secretary Robert Anderson, Director Al McGreehan, and Director Dennis Ivey.

**PRPD STAFF:**

Present: District Manager Dan Efseaff, Assistant District Manager Kristi Sweeney, Recreation Supervisor Jeff Dailey, Recreation Supervisor Scott Amick, Park Supervisor Mark Cobb, Volunteer Coordinator Sophia Munoz-Oliverez, Administrative Assistants Lorrennis Leeds and Sunny Quigley.

Present via tele-conference: District Accountant Catherine Merrifield

**1.3 WELCOME GUESTS:**

Chairperson Bellefeuille welcomed the following guests:

Present: Nicole Bateman and Jenny Fales from Habitat for Humanity of Butte County, Heather Brownlee PRPD volunteer, and Chris Rauen and John Stonebraker of Magalia Community Park.

**1.4 SPECIAL PRESENTATIONS:**

- A. Volunteer Coordinator Sophia Munoz-Oliveres highlighted the efforts of the volunteers in the volunteer program. The Volunteer of the Year, Heather Brownlee, was presented with a plaque and congratulated.
- B. Nicole Bateman, Executive Director for Habitat for Humanity of Butte County, gave updates and a powerpoint presentation about current projects in Paradise and Butte County.

**2. PUBLIC COMMENT: None.****3. CONSENT AGENDA****3.1 Board Minutes: Regular Meeting of September 8, 2021****3.2 Correspondence: CalOES Response to Interim Final Inspection Report – November 2018 Wildfires****3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Check #052850 to and including #052953 check #900704 to and including #900713 in the total amount of \$194,545.27 including refunds and/or void checks reported.****3.4 Rural Recreation and Tourism Program – Item pulled to address during New Business, item 8.4.****3.5 Paradise Charter Middle School (PCMS) Cooperators Agreement – Item pulled to address separately outside of Consent Agenda.****3.6 PG&E Expanded PSPS Emergency Use Agreement**

Chairperson Bellefeuille accepted the items to be removed and/or heard separately, items 3.4 and 3.5, then stated she would entertain a motion on the revised Consent Agenda.

**MOTION:**

Director McGreehan moved to approve the revised Consent Agenda. The motion was seconded by Vice Chairperson Rodowick and carried with 5 ayes.

**ROLL CALL VOTE:**

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Anderson, aye; Director Al McGreehan, aye; and Director Dennis Ivey, aye.

**3.5 Paradise Charter Middle School (PCMS) Cooperators Agreement – Staff sought Board approval to enter into a Cooperators Agreement with PCMS. Under this agreement staff would be able to deliver multiple programs with PCMS.**

The Board of Directors questioned staff regarding availability to all schools in the District, to which Recreation Supervisor Amick confirmed open availability. Director Ivey also noted financial

discrepancies in the “Not to Exceed” amount. After a brief discussion, Chairperson Bellefeuille asked the Board to entertain a motion.

**MOTION:**

Director Ivey moved to approve the agreement, with changes to increase the “Not to Exceed” amount to include the 10% contingency. Director McGreehan seconded to approve the amended motion.

**ROLL CALL VOTE:**

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Robert Anderson, aye; Director Al McGreehan, aye; and Director Dennis Ivey, aye.

**4. COMMITTEE REPORTS - NONE**

**5. REPORT**

**5.1 District Report**

Staff reports were provided by District Manager Efseaff, Park Supervisor Cobb, Recreation Supervisor Dailey, Ice Rink Manager Leeds and Recreation Supervisor Amick.

- District Manager Efseaff gave updates on the status of the Paradise Welcome Sign with regard to PRPD, and updates about Covid-19 Relief Funding denial from the state via CARPD.
- Park Supervisor Cobb gave updates on the Moore Road Ballpark lighting and Softball League usage, and future plans regarding energy upgrades with gas/electric equipment for the District.
- Recreation Supervisor Dailey summarized multiple adult and youth programs.
- Rink Manager Leeds summarized advertising and fundraising for the Ice Rink.
- Recreation Supervisor Amick updated the Board on programs and the Activity Guide launch.

**5.2 Board Liaison Reports**

- Director McGreehan summarized updates from the LAFCO and PID monthly meetings. Noted that he will be attending the CARPD Retreat.
- Director Rodowick suggested drafting a document to PID regarding opposition to sending water to recharge the aquifer.

**6. CLOSED BUSINESS: None**

**7. OLD BUSINESS: None**

**8. NEW BUSINESS**

- 8.1 Memorandum of Understanding (MOU): Paradise Community Center – Prior to the 2018 Camp Fire, the Paradise Community Center (PCC), formerly the Paradise Senior Center, owned and operated the multipurpose Paradise Community Center (877 Nunneley Road, Paradise, CA 95969, APN: 053-120-085) for Paradise and the Upper Ridge. This MOU will**

**develop a Feasibility Report to explore the mutual interests in completing the rebuild of the center, exploring operation and programming of the facility, partnerships, and strategies to complete the reconstruction of the facility. This process may yield a more complete agreement for the next steps.**

After a brief discussion, Chairperson Bellefeuille stated she would entertain a motion.

**MOTION:**

Chairperson Bellefeuille moved to finalize the agreement. The motion was seconded by Director McGreehan and carried with 5 ayes.

**ROLL CALL VOTE:**

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Anderson, aye; Director Al McGreehan, aye; and Director Dennis Ivey, aye.

**8.2 Memorandum of Understanding (MOU) – Donation of the Jordan Hill Property (APNs 065-260-001 and 058-130-035) from the Nicholas G. Repanich and Susan M. Repanich Trust –**

**The District has been working with the Landowner on a potential donation of the 6.5-acre property. The vacant property spans Jordan Hill Road east of the Coutolenc Road intersection and sits on the former Butte County Railway. The property meets multiple District goals, such as: opportunities for trail access, land management to reduce fire risks, and educational opportunities. Staff seeks authority to allow to complete the Memorandum of Understanding (MOU) and to provide for BOD review of property reports, and acceptance.**

Public comment was received from Mr. Stonebraker, representing the Upper Ridge Community Council and Magalia Community Park, stating that this purchase would be a great acquisition and would encourage recreation.

The Board deliberated and decided that this item should be reviewed further by the Recreation and Park and the Finance Committees.

Chairperson Bellefeuille asked the Board to entertain a motion.

**MOTION:**

Vice-Chairperson Rodowick moved to approve amending the item to reflect reviewal by both the Recreation and Park and Finance Committees. Director McGreehan seconded the motion, which carried with 5 ayes.

**ROLL CALL VOTE:**

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Anderson, aye; Director Al McGreehan, aye; and Director Dennis Ivey, aye.

**8.3 Lakeridge Addition Acquisition – The District has an opportunity to acquire a parcel (APN: 066-340-005) adjacent to the existing Lakeridge Park property. If acquired, the property provides cost savings in long-term development costs and existing features that may allow for short-term improvements.**

The Board deliberated and decided that this item should also be reviewed further by the Recreation and Park and Finance Committees.

Chairperson Bellefeuille asked if there were any public comment.

Citizen Stonebraker had comments. He noted that the Report doesn't indicate funding and that the URCC would have liked a heads up about this item. He also noted that there is demand for this property and suggested a different location (Boulder Drive) that would be a better fit for the community.

After the Board and Staff had further discussion, Chairperson Bellefeuille asked for the Board to entertain a motion.

**MOTION:**

Vice-Chairperson Rodowick moved to authorize the amended item to reflect that the acquisition would be reviewed further by the Recreation and Parks and Finance Committees. Secretary Anderson seconded the motion, which carried with 5 ayes.

**ROLL CALL VOTE:**

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Anderson, aye; Director Al McGreehan, aye; and Director Dennis Ivey, aye.

**8.4 Rural Recreation and Tourism Program Grant Resolution – Staff seeks Board authorization for the District Manager to submit a proposal for the Rural Recreation and Tourism Program grant on behalf of the District and approve Resolution #21-10-1-506.**

Assistant District Manager Kristi Sweeney presented details about this grant. After much deliberation, the Board of Directors decided to table this item to either the next regular Board of Directors meeting or create a special meeting for further discussion and consideration.

**MOTION:** None

**10. BOARD COMMENT:**

Vice Chairperson Rodowick noted that Paradise Lake is the lowest he's ever seen it. Chairperson Bellefeuille commended the beauty of the spring planted native plants at Terry Ashe Recreation Center. Director Ivey mentioned the construction trailer project and the possibility of programs for youth birdhouses.

**11. ADJOURNMENT:**

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 8:20 p.m. by Chairperson Bellefeuille until the next regular Board meeting scheduled on November 10, 2021, at 6:00 p.m. in Conference Room B, at the Terry Ashe Recreation Center, (6626 Skyway, Paradise, California).

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Mary Bellefeuille, Chairperson

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Robert Anderson, Secretary



**PARADISE RECREATION & PARK DISTRICT**  
**COUNTY MONTHLY CHECK REGISTER**

**Fund 2510**  
**OCTOBER**

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
*****								
052976-052994	10/6/2021		Payroll Summary	11,645.02	0.00	0.00	11,645.02	
*****								
Direct Deposit	10/6/2021		Payroll Summary	19,464.62	0.00	0.00	19,464.62	
*****								
053008-053022	10/20/2021		Payroll Summary	11,170.65	0.00	0.00	11,170.65	
*****								
Direct Deposit	10/20/2021		Payroll Summary	20,604.90	0.00	0.00	20,604.90	
*****								
052954	10/1/2021		INDUSTRIAL POWER PRODUCTS		80.56		80.56	
052955	10/1/2021		KELLER SUPPLY COMPANY		1,832.87		1,832.87	
052956	10/1/2021		ACME TOILET RENTALS		414.40		414.40	
052957	10/1/2021		BUTTE COUNTY		1,273.75		1,273.75	
052958	10/1/2021		SHANE BARON		149.00		149.00	A
052959	10/1/2021		RACHAEL BRENNAN		24.03		24.03	B
052960	10/1/2021		EMILIA ERICKSON		1,036.86		1,036.86	B
052961	10/1/2021		ELIANE DA SILVA		40.00		40.00	Refund
052962	10/1/2021		BLUE SKY EVENT SERVICES		1,500.00		1,500.00	
052963	10/1/2021		FOOTHILL MILL& LUMBER CO		357.58		357.58	
052964	10/1/2021		PAYLESS BUILDING SUPPLY		1,720.44		1,720.44	
052965	10/1/2021		RENTAL GUYS CHICO		154.08		154.08	
052966	10/1/2021		PARADISE IRRIGATION DISTRICT		3,856.40		3,856.40	
052967	10/1/2021		CALIFORNIA SPECIAL DISTRICT		593.56		593.56	
052968	10/1/2021		VERIZON WIRELESS		80.17		80.17	
052969	10/1/2021		AT&T		600.45		600.45	
052970	10/1/2021		CHICO RENT A FENCE		432.00		432.00	
052971	10/1/2021		VOYA INSTITUTIONAL TRUST CO	240.00			240.00	
052972	10/1/2021		VANTAGEPOINT TRANXFER AGENT	550.00			550.00	
052973	10/1/2021		PREMIER ACCESS INSURANCE	1,152.54			1,152.54	
052974	10/1/2021		PRINCIPAL LIFE INSURANCE	78.97			78.97	
052975	10/1/2021		VISION SERVICE PLAN	203.58			203.58	
052995	10/8/2021		THOMAS ACE HARDWARE		2,093.93		2,093.93	
052996	10/8/2021		NORTH STATE GROCERY INC		317.29		317.29	
052997	10/8/2021		INDUSTRIAL POWER PRODUCTS		120.63		120.63	
052998	10/8/2021		TYLE WOODCOX		4.83		4.83	A
052999	10/8/2021		NORTH STATE SCREENPRINT		869.96		869.96	
053000	10/8/2021		MAGIC ICE USA INC		75,600.00		75,600.00	C
053001	10/8/2021		PARADISE RECREATION & PARK	19,464.62			19,464.62	D
053002	10/8/2021		DE LAGE LANDEN FINANCIAL		291.58		291.58	
053003	10/8/2021		CLARK PEST CONTROL		420.00		420.00	
053004	10/8/2021		AWARDS COMPANY		62.15		62.15	
053005	10/8/2021		AT&T		77.82		77.82	
053006	10/8/2021		JC NELSON SUPPLY CO		894.21		894.21	
053007	10/8/2021		O'REILLY AUTO PARTS		13.31		13.31	
053023	10/22/2021		VOYA INSTITUTIONAL TRUST CO	500.00			500.00	
053024	10/22/2021		VANTAGEPOINT TRANSFER AGENT	1,100.00			1,100.00	
053025	10/22/2021		PREMIER ACCESS INSURANCE	668.16			668.16	
053026	10/22/2021		PARADISE RECREATION & PARK	20,604.90			20,604.90	D
053027	10/22/2021		CAROLINE ZINK		200.00		200.00	Refund
053028	10/22/2021		JONI BOYKIN		200.00		200.00	Refund
053029	10/22/2021		QUIGLEY SUNNY		345.00		345.00	E
053030	10/22/2021		TYLER WOODCOX		14.26		14.26	A
053031	10/22/2021		GOT MITCH ENTERPRISES		300.00		300.00	
053032	10/22/2021		BLUE SKY EVENT SERVICES		4,200.00		4,200.00	

053033	10/22/2021		COMPUTERS PLUS		389.85		389.85
053034	10/22/2021		ACME TOILET RENTALS		414.40		414.40
053035	10/22/2021		ABC		100.00		100.00
053036	10/22/2021		ALHAMBRA		27.97		27.97
053037	10/22/2021		CARDMEMBER SERVICE		2,124.60		2,124.60
053038	10/22/2021		VALLEY TRUCK & TRACTOR CO		523.43		523.43
053039	10/22/2021		VERIZON WIRELESS		769.72		769.72
053040	10/22/2021		UMPQUA BANK		5,527.03		5,527.03
053041	10/22/2021		KELLER SUPPLY COMPANY		2,598.87		2,598.87
053042	10/22/2021		OFFICE DEPOT		712.52		712.52
053043	10/22/2021		PG&E		4,930.57		4,930.57
053044	10/22/2021		COMP INC		130.00		130.00
053045	10/22/2021		DAPRTMENT OF JUSTICE		478.00		478.00
053046	10/22/2021		CARTER LAW OFFICES		3,057.80		3,057.80
053047	10/22/2021		JENNIFER ARBUCKLE		5,680.00		5,680.00
053048	10/22/2021		NORTHERN RECYCLING & WASTE		1,015.41		1,015.41
053049	10/22/2021		NORTHSTATE AGGREGATE INC		93.75		93.75
053050	10/22/2021		STREAMLINE		360.00		360.00
053051	10/22/2021		UNIMAX PRECISION		750.21		750.21
053052	10/22/2021		MELTON DESIGN GROUP		1,212.50		1,212.50
053053	10/22/2021		MAGOON SIGNS		281.00		281.00
053054	10/29/2021		VISION SERVICE PLAN	183.02			183.02
053055	10/29/2021		PRINCIPLE LIFE INSURANCE	137.42			137.42
053056	10/29/2021		KEN'S PARADISE HITCH & WELD		1,274.20		1,274.20
053057	10/29/2021		MID VALLEY TITLE & ESCROW		500.00		500.00
053058	10/29/2021		QUIGLEY SUNNY		575.68		575.68
053059	10/29/2021		NATIONAL RECREATION & PARK		175.00		175.00
053060	10/29/2021		COMCAST		89.83		89.83
053061	10/29/2021		RENTAL GUYS CHICO		932.35		932.35
053062	10/29/2021		SUNBELT RENTALS		362.16		362.16
053063	10/29/2021		AT&T		598.53		598.53
053064	10/29/2021		VERIZON WIRELESS		85.10		85.10
900714	10/8/2021		ACH STATE PR TAX	1,216.29			1,216.29
900715	10/8/2021		ACH FED PR TAX	8,848.50			8,848.50
900716	10/8/2021		ACH CALPERS	2,726.42			2,726.42
900717	10/8/2021		ACH CALPERS	5,370.89			5,370.89
900718	10/8/2021		ACH CALPERS	12,864.46			12,864.46
900719	10/8/2021		ACH CALIFORNIA STATE DISBURS	118.61			118.61
900720	10/18/2021		ACH CALPERS	5,382.90			5,382.90
900721	10/22/2021		ACH STATE PR TAX	1,304.25			1,304.25
900722	10/22/2021		ACH FED PR TAX	9,235.00			9,235.00
900723	10/22/2021		ACH CALIFORNIA STATE DISBURS	118.61			118.61
900724	10/29/2021		ACH CALPERS	5,217.44			5,217.44
900725	10/29/2021		ACH CALPERS	2,726.42			2,726.42
900726	10/29/2021		ACH CALPERS	200.00			200.00

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<b>TOTALS</b>				<b>100,213.00</b>	<b>135,941.60</b>	<b>0.00</b>	<b>236,154.60</b>
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<b>GRAND TOTALS</b>				<b>123,028.67</b>	<b>135,941.60</b>	<b>0.00</b>	<b>258,970.27</b>
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Refund = 440.00

Notes:

- A) Reimbursement
- B) Repayment for lost checks
- C) First payment for Ice Rink rental
- D) Transferring funds to the Five Star Bank account for direct deposit payroll
- E) Stipend and mileage for BOD clerk conference
- F) 2 one-day alcohol license for Winter Wonderland events



DATE: 11/4/2021  
TO: PRPD Board of Directors (BOD)  
FROM: Dan Efseaff, District Manager  
SUBJECT: Monthly District Report

## Monthly Report

### 1. Updates

- a. Community Disaster Loan (CDL) - FEMA notified the District (Attachment A) that the Community Disaster Loan, states "Repayments of the remaining balances of all loans, as of September 30, 2021, by the Federal Emergency Management Agency under section 417 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5184) are hereby cancelled". This means our Balance of \$461,680 is forgiven and no longer requires repayment, however, the \$59,909 was received after the act (stated above) was signed and may need to be repaid depending on revenue and analysis.
- b. COVID Relief Application – CSDA Rick Wood notified the District Accountant that the Department of Finance had changed their requirements for the COVID relief fund and extended the application due date. An application was submitted, and the Department of Finance has confirmed they received it. While the initial indication is that the District may not qualify, the effort has been criticized for its methodology and apparently too few Districts qualifying for relief.

### 2. Administrative and Visitor Services

- a. CSDA Board Secretary / Clerk Conference – Administrative Assistant II Sunny Quigley attended the 3-day conference in Anaheim in October to obtain further knowledge and experience of the Board Clerk position. In a series of classes and presentations, everything from "How to Add Disney Magic to your Organization" to the exciting details of Understanding Board Member and District Liability Issues, Quigley notes "it was an informative and helpful conference".

### 3. Finance

- a. Routine Reports – Balance Sheet (Attachment A), Year to Date (YTD) Profit & Loss Budget vs. Actual (Attachment B), Monthly Profit & Loss (Attachment C), Investment and Reserve (Attachment D), and Recovery Project for the Fiscal Year (Attachment E).
  - b. For the month of October Ice Rink has received \$28,950 in donations and sponsorships bringing the season total to \$31,850.
  - c. Equipment Rental acct has the payment for the Ice Rink in the amount of \$75,600.00
- d. Impact Fees - For the month of October, the District received a total of \$14,400.84 in impact fees.
- e. Investments –
  - i. Five Star Bank Interest deposits: Investment Money Market = \$7,384.13 and Grant Money Market = \$38.29.
  - ii. Received final disbursement from Community Disaster Loan in the amount of \$59,909.00.

### 4. Parks (Maintenance and Operations)

- a. Coutilenc Park - Hazard Tree Removal Program – As of 10/9/2021, CalOES reported that they are approximately 45% complete with the felling of the estimated 3,000 Hazard Trees. "Weather forecasts for Monday and Tuesday next week show high winds and likely fire weather, which will greatly curtail activity to just hauling and possibly chipping. We're still targeting to complete tree felling late next week, with another few days to finish the clean-up. I'll continue to keep you posted."
- b. Paradise Pool - In early October the boiler stopped working at the Pool. The temperatures dropped into the 50's overnight and the pool quickly cooled down, making it unusable for the Paradise High School Swim Team. The manufacturer recommended a dealer in Sacramento. The dealer noted it would be at least 30 days before a

technician could respond. Several local pool companies were called as well, who were also unable to help. A technician from McClelland Heating and Air came out to inspect the unit and was able to diagnose the problem, order the part, and fix it quickly and efficiently.

- c. Storm Cleanup - PRPD maintenance staff helped Paradise Publics Works department with removal of fallen trees on Paradise roads after the anticipated large storm damage. "When they called PRPD's maintenance department for help we were happy to oblige. Our maintenance staff dropped what they were doing and jumped into action." (**Figures 1 & 2**)
- d. Ice Rink - The ice rink was delivered and setup quickly by PRPD maintenance staff, "like a well-oiled machine, it couldn't have gone any smoother". "We look forward to seeing happy faces and being a part of the memories with our community through Parks and Recreation". Volunteer Coordinator Sophia Munoz-Oliverez organized volunteers to help with the rink as well. (**Figures 3-8**)

## 5. Programs

### a. Volunteer Program –

- i. Phoenix 5k – Paradise Stronger has decided to continue with the 5k up on the ridge in person and virtually. Volunteers will be helping with set up and take down, registration, handing out water and food, giving away goodie bags, helping runners navigate the course, and timing runners. Sign-ups to volunteer on website. **Details:** November 6<sup>th</sup>, 2021. 7am – 11pm. Aquatic Park (Duck Pond) Paradise CA.
- ii. Johnny Appleseed Festival – Volunteers from the community were able to help staff at the rock painting booth that had a consistent flow of kids lining up to paint rocks.
- iii. Paradise lake – Trail work is continuing. Over the past month, the Ridge Rangers High School youth group has joined staff in completing trail work. Fuel reduction education, common tool use, and fire mitigation topics are talked about to ensure students are learning and engaging in the service work they are providing their parks (**Figures 9-14**). Students are able to learn about plant identification, cutting techniques, and overall can have an outdoor space to exert energy in a positive way by being active.
- iv. Ice Rink – All Hearts and Hands helped set up the ice rink during the first week of scheduled set – up. BIG shout to staff working alongside volunteers and welcoming their help. It couldn't have been done without maintenance staff taking the lead and directing volunteers, sometimes it's not always an easy task. Depending on work progress they may be able to help the second week, but staff won't know till the end of this week (dependent on their other projects within the town). (**Figure 15**)
- v. Thank You cards – Staff is collaborating to design thank you cards for volunteers. The cards will be a post card style, different design themes on the front, and best of all our very own Tiny Tots will be the designers! The artwork they do in class will be used for the post card design(s) so volunteers and partners can enjoy a splash of original artwork. First post card of many with flower design theme (**Figures 16 & 17**).
- vi. Total number of Volunteer Hours to Date (VHD) - 2,128.86 Last report of VHD – 1,836.86

- a. Paradise Lake: 1,119.76
- b. Bille: 211.5
- c. Noble: 73
- d. Lakeridge: 72
- e. Crain Memorial Park: 379.1
- f. Terry Ashe Recreation Center: 198
- g. Aquatic Park: 30
- h. Moore Road Ball Park: 21

- b. Fitness Programs – PRPD has a new class beginning in November called Fit Fusion. Aqua aerobics instructor Chris Kempton will be teaching this high energy class that will blend cardio with strength training and stretching. The class will be held in the recreation center on Monday and Wednesday afternoons throughout the winter. With the weather changing we will also be moving Tai Chi and Yoga indoors. These two classes were previously being held outside at Bille Park.
- c. Youth Cross Country – PRPD's Cross Country program was completed on October 28 with 35 registered participants. The children attempted to improve their times each week while racing out at Bille Park. The program began September 16.

- d. Junior Wrestling – After not offering Junior Wrestling in the winter of 2020-2021, PRPD is happy to be running this youth wrestling program again. Long time coach Shannon Magpusao will be instructing 4<sup>th</sup> through 8<sup>th</sup> graders at practice and in tournaments. The practices will be held at the PHS Wrestling Room.
- e. Halloween – The Community Halloween event was held at the Terry Ashe Recreation Center on Saturday, October 30. This long time PRPD tradition included games with prizes and candy, and a showing of the movie *Hotel Transylvania*. Attendance was great as we had a steady stream of families come to the event throughout the night. A special thanks goes out to PRPD employee Theresa Casaulong for designing and building the new wooden games that were previously lost in the Camp Fire. **(Figures 18 & 19)**
- f. Paradise Charter Middle School – Electronics and Coding with Arduino Class - Principal Bev Landers of PCMS reports “Kirk is doing a fantastic job! WE ARE SO PLEASED! Please let the appropriate people know how pleased we are with his skills, knowledge and service to our students.”
- g. Paradise Charter Middle School – Social Emotional Learning Field Trips - Staff hosted a series of field trips (3) to Lower Bille Park utilizing the PRPD Vans for transportation, the newly opened views of the canyon at the gazebo for resilience curriculum and look forward to continuing these field trips into the 2022 school year. Three field trips served the entirety of PCMS School, 250 students. **(Fig. 20)**
- h. Community Cornhole Goal Construction -Through extensive collaboration with the Valley Contractors Exchange, Integrity Builders, Love Builds/SOL Sanctuary, The Boys and Girls Club, and the Ridgeview Rangers, 20 cornhole goals that will soon be used in our Inaugural Cornhole Tournament/Chili Cookoff are to be constructed. The VCE will provide the plans and instruction to the Ridgeview Rangers, Integrity Builders donated the wood and material, Love Builds/SOL Sanctuary provided the tools, and the Boys and Girls Clubs helped finish and stain the sets. **(Fig 21)**
- i. The Ridge Quilters Guild – Kim Morris of the Ridge Quilters Guild donated her time to sew 120, 1 lb bean bags to be used in the upcoming Cornhole Tournament. This enabled the cornhole tournament to be composed of all Ridge Community materials and game equipment. PRPD wishes to thank Mrs. Morris for her tedious work on the bean bags.
- j. Baseball Movie Series/World Series Watch Parties - Wrapping up our Baseball Movie series consisting of 5 movies, 6 live streamed games, and over 200 attendees(combined), PRPD was thankful for the opportunity to provide this service district wide. Several attendees to the Giants vs Dodgers Game 7 remarked that they would not have been able to watch these games inside of their trailers due to lack of access to internet or cable services while expressing their gratitude for the Watch Party.

## 6. Outreach and Development

- a. Chocolate Fest Grant – The District received a \$500 grant from Chocolate Fest to continue to offer services and activities for youth within our District. A huge thank you to Debbie Mosely and the rest of the Chocolate Fest team!
- b. Bille Park Site Tour – Staff hosted a site tour at Bille Park with residents on Saturday October 23<sup>rd</sup>. Turn out was relatively high considering the inclement weather, with 19 adults and 2 children participating. Melton Design Group participated and provided poster boards to provide the public an overview of conceptual design plans formulated from public input gathered to date, as well as idea boards. Residents participating in the tour were able to post stickers on elements they most liked and staff gathered feedback on features that could be improved. **(Figure 22)** As a result the final design plan is being revised to incorporate residents feedback and should be available by November 10<sup>th</sup>.

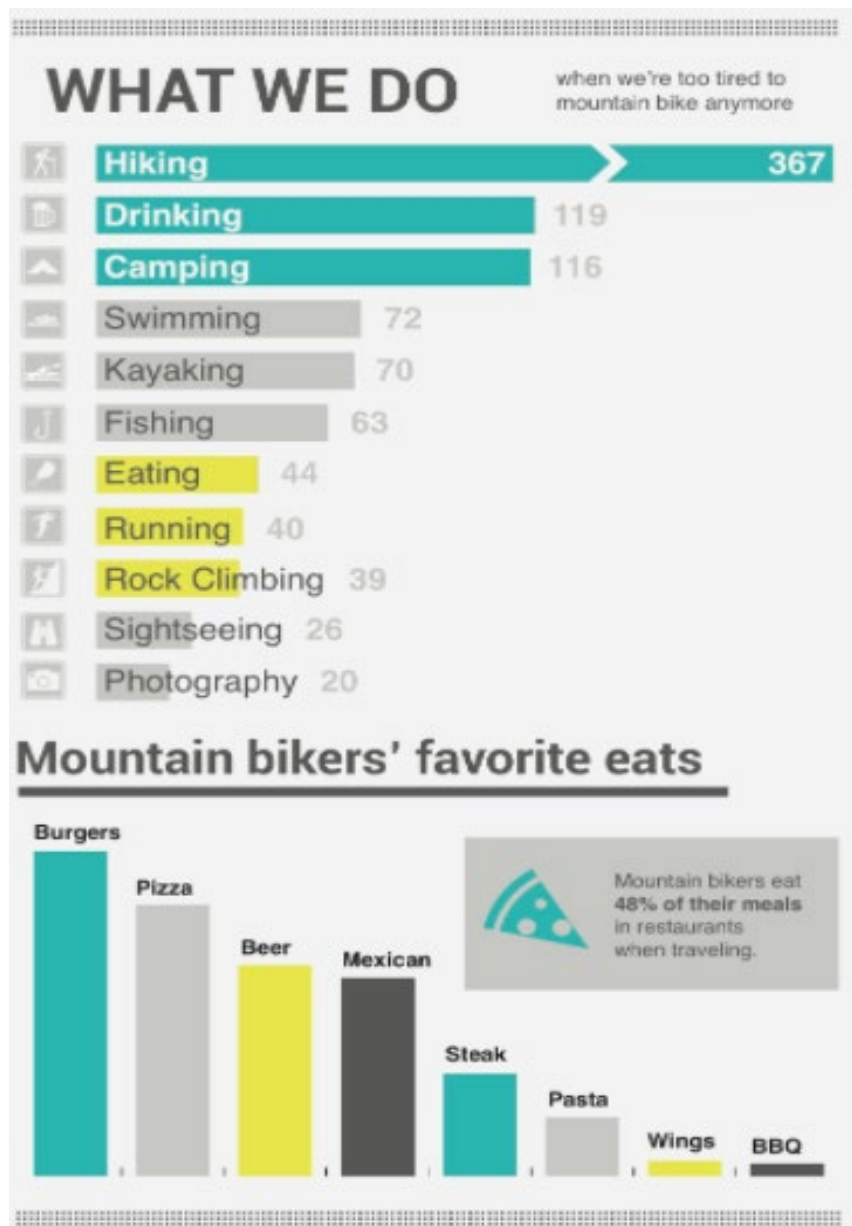
## 7. Upcoming

- a. Committee and Special Meeting – To allow for adequate timing, the Finance and Parks Committees will address the Jordan Hill Road land donation and Lakeridge acquisition. Staff will schedule a Special Meeting for the BOD to consider these items.
- b. Cornhole Tournament, Chili Cookoff, Craft Brew Garden, Live Music – November 13, 2021 at the TARC
- c. Children and Adult Pinewood Derby Races – November 27, 2021 at the TARC. There will be live music, craft brew garden, car show, and free skate day for the public thanks to a generous donation from Courtesy Motors Subaru.
- d. Christmas Countdown Begins – December 4, 2021 at the TARC. Santa’s Workshop holiday craft faire, live music, community build-an-ornament crafting, Santa’s arrival, Tiny Tot Christmas Chorus, Christmas Tree lighting.
- e. The Yule Logs – December 11<sup>th</sup> and 18<sup>th</sup> at the TARC. This fun and funky band brings a big audience so they will be performing twice onstage at the Ice Rink. Bring good cheer and be ready to dance!

## Dashboard

The dashboard provides a snap-shot of district activities to show program participation, rentals, financial information, and revenue goals status. This month's dashboard shows data related to the economic benefit communities receive for offering destination recreation for mountain biking enthusiasts (sourced from: <https://www.singletracks.com/mtb-trails/mountain-bike-tourism-by-the-numbers/>). The data was gathered in 2015.

- The average mountain biker took 2 mountain bike specific overnight trips in 2014.
- Mountain bikers spent \$382.25 on average per trip.
- The average mountain bike trip lasted 2.7 nights.
- Mountain bikers travel 566 miles on an average trip. Half of trips are 250 miles or less from home.
- The top mountain bike travel months are May, June, and September.
- The most popular destinations visited in 2014 are Moab, Fruita, Sedona, Pisgah, Crested Butte, and Bend.
- The most popular accommodations for mountain bike trips are campgrounds, hotels, and friends' houses.
- Mountain bikers eat about half of their meals in restaurants when traveling. Top meal choices include burgers, pizza, beer, Mexican, and steak.



## Photographs



*Figure 1. PRPD Storm cleanup assistance*



*Figure 2. PRPD Storm cleanup assistance.*



*Figure 3. Unloading the chiller.*



*Figure 4. Parks Foreman Lockridge setting the chiller into place.*



Figure 5. Ice Rink after setup and lighting hung.



Figure 6. Park Supervisor Cobb, not just an office man.



Figure 7. Park Supervisor Cobb driving the chiller motor.



Figure 8. Volunteers helping setup the Ice Rink.





*Figure 9. Ridge Rangers and staff posing for a goofy action shot after trail work.*



*Figure 10. Staff engaging youth to provide education on fuel reduction, plant identification, and cutting techniques.*



*Figure 11. Hard at work. Doubling down on logs!*



*Figure 12. Demonstrating cutting techniques by reducing ladder fuels.*



Figure 13. Working hard and showing off the muscles.



Figure 14. Work hard, play hard. Ridge Rangers including their mentor, Jeff Wrobel, caught in goofy mode!



Figure 15. Volunteers and staff working together to put ice rink walls up.



Figure 16. Front design of thank you card.



Figure 17. Back of thank you card



Figure 18. Halloween games constructed by PRPD Parks Maintenance employee Theresa Casalong.



Figure 19. Joyous crowds happy to be attending this fun community event.



Figure 20. Students Participate in Social Emotional Learning curriculum at Lower Bille Park



Fig 22. Cornhole Build Flyer



Figure 22. Idea Board for Bille Park possible improvements.

**Attachments:**

- A. CDL FEMA Letter
- B. Balance Sheet October 2021
- C. P&L Budget vs. Actual – October 2021
- D. Investment and Reserves Report – October 2021
- E. Profit and Loss – October 2021
- F. Recovery Project – October 2021

[https://paradisepdpd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2021.BOD.DistrictReport.Template.19.0124.docx](https://paradisepdpd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021.BOD.DistrictReport.Template.19.0124.docx)  
 11/4/2021



**FEMA**

October 8, 2021

Catherine Merrifield, District Accountant  
Paradise Recreation and Park District  
6626 Skyway,  
Paradise, CA 95969

Re: Community Disaster Loan EMO-2020-LF-4407CA02

Dear Ms. Merrifield:

This is in reference to the Community Disaster Loan (CDL) issued on June 12, 2020 by the Federal Emergency Management Agency (FEMA) to the Paradise Recreation and Park District as a result of the major disaster declaration of November 12, 2018 for the State of California (FEMA-DR-4407-CA).

On September 30, 2021, the United States Congress passed The Extending Government Funding and Delivering Emergency Assistance Act (P.L. 117-43). According to P.L. 117-43 SEC. 1601. (a):

“Repayments of the remaining balances of all loans, as of September 30, 2021, by the Federal Emergency Management Agency under section 417 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5184) are hereby cancelled”.

According to FEMA’s records, the remaining balance of the referenced CDL on September 30, 2021 was \$461,680.00. Pursuant to P.L. 117-43, repayment of that remaining balance is cancelled. As of September 30, 2021, the amount of \$ 59,909.00 remains available to be drawn by the Paradise Recreation and Park District. Any drawn amounts after September 30, 2021 on the CDL account, will follow the requirements of the CDL Regulations found at 44 CFR Part 206, Subpart K.

If you have any questions concerning your loan, please contact Martha Castro, CDL Program Manager, at [Martha.Castro@fema.dhs.gov](mailto:Martha.Castro@fema.dhs.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "Franklin Matranga".

Franklin Matranga  
Deputy Division Director, Operations  
Public Assistance Division

Bob Fenton, Regional Administrator, FEMA Region IX

Mark S. Ghilarducci, Governor’s Authorized Representative, California Department of Homeland Security

**PRPD**  
**Balance Sheet**  
As of October 31, 2021

	Oct 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Mechanics Bank - Operating	148,649.92
1003 · Five Star Bank - Payroll	25,012.22
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,414.77
1010 · Treasury Cash - 2510	
1011 · General Operating	-1,391,067.09
1012 · ACO Reserve	606,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
<b>Total 1010 · Treasury Cash - 2510</b>	<b>-780,367.09</b>
<b>1030 · Investments</b>	
1031 · Five Star Bank Money Market	3,723,420.15
1032 · Five Star Bank Grant M. M.	215,814.75
1033 · Investment Reserves	
1033.02 · Capital Improvement & Acquisit	9,500,590.01
1033.03 · Current Operations	8,013,149.18
1033.04 · Desig Proj/Sp Use/Grant Match	751,232.73
1033.05 · Future Operations	18,780,818.41
1033.06 · Technology	150,246.54
1033.07 · Vehicle Fleet & Equipment	751,232.73
<b>Total 1033 · Investment Reserves</b>	<b>37,947,269.60</b>
<b>Total 1030 · Investments</b>	<b>41,886,504.50</b>
<b>1100 · Designated Treasury Funds</b>	
1112 · Grosso Endowment-2512	54,619.72
1113 · Grosso Scholarship-2513	5,489.54
1114 · Designated Donations-2514	
1114-1 · Bille Park Donations	125.00
1114-10 · Swim Scholarship Fund	997.82
1114-11 · Dog Park Donations	2,874.61
1114-12 · Coutolenc Camp Fund	1,452.89
1114-13 · Ice Rink Donations	49,213.83
1114-14 · General Donations	8,720.80
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Sports Equipment Donations	
1114-41 · Wrestling Mat fund	773.60
<b>Total 1114-4 · Sports Equipment Donations</b>	<b>773.60</b>
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,593.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	2,063.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	223.24
<b>Total 1114 · Designated Donations-2514</b>	<b>79,642.76</b>
<b>Total 1100 · Designated Treasury Funds</b>	<b>139,752.02</b>
<b>1119 · Impact Fees</b>	
1120 · Sub Div Fees - 2520	8,236.81
1121 · Park Acqui Unincorp - 2521	66,745.16
1122 · Park Dev Unincorp - 2522	132,407.32
1124 · District Fac Unincorp - 2524	53,773.70
1126 · Park Acqui Incorp - 2526	160,790.87
1127 · Park Dev Incorp - 2527	474,136.53
1128 · District Fac Incorp - 2528	95,419.30

**PRPD**  
**Balance Sheet**  
As of October 31, 2021

	Oct 31, 21
Total 1119 · Impact Fees	991,509.69
<b>Total Checking/Savings</b>	<b>42,413,776.03</b>
<b>Other Current Assets</b>	
1310 · Miscellaneous Receivables	20,504.10
1400 · Interest Receivable	
1410 · Interest Receivable	2,786.80
1413 · Interest Receivable - 2513	222.58
1420 · Interest Receivable - 2520	2,452.18
<b>Total 1400 · Interest Receivable</b>	<b>5,461.56</b>
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	13,599.33
1512 · FMV Adjustment-2512	2,420.78
1513 · FMV Adjustment-2513	11,997.91
1500 · FMV Adjustments - Other	1,978.92
<b>Total 1500 · FMV Adjustments</b>	<b>29,996.94</b>
<b>Total Other Current Assets</b>	<b>55,962.60</b>
<b>Total Current Assets</b>	<b>42,469,738.63</b>
<b>Fixed Assets</b>	
1710 · Land	750,088.53
1720 · Buildings	5,741,888.45
1730 · Furn., Fixtures & Equip (>\$5k)	1,093,588.65
1798 · Accum Depr - Furn Fixture Equip	-276,237.45
1799 · Accum Depr - Buildings	-4,241,039.94
1800 · Construction in Progress	
1810 · CIP-Planning	
1810.1 · CIP-BSF Park Planning	134,443.22
<b>Total 1810 · CIP-Planning</b>	<b>134,443.22</b>
1820 · CIP-Acquisition	
1820.1 · Oak & Noble Acquisition (SNC)	18,347.50
1820.2 · Buffer (TNC)	15,250.00
<b>Total 1820 · CIP-Acquisition</b>	<b>33,597.50</b>
1830 · CIP-Development	
1830.1 · CIP-Aquatic Park Lighting	580.01
<b>Total 1830 · CIP-Development</b>	<b>580.01</b>
1840 · CIP-Facility & Park Amenities	
1840.1 · CIP-Paradise Pool Swim Blocks	1,247.17
1840.2 · CIP-Cal Recycle	176,485.52
1840.4 · CIP-RTGGP Trails Grant	36.19
1840.5 · Existing Park Improvements	17,204.40
<b>Total 1840 · CIP-Facility &amp; Park Amenities</b>	<b>194,973.28</b>
<b>Total 1800 · Construction in Progress</b>	<b>363,594.01</b>
<b>Total Fixed Assets</b>	<b>3,431,882.25</b>
<b>Other Assets</b>	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	164,084.00
<b>Total Other Assets</b>	<b>464,406.00</b>
<b>TOTAL ASSETS</b>	<b>46,366,026.88</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	

**PRPD**  
**Balance Sheet**  
As of October 31, 2021

	Oct 31, 21
<b>Accounts Payable</b>	
2000 · Accounts Payable	43,626.12
<b>Total Accounts Payable</b>	43,626.12
<b>Other Current Liabilities</b>	
<b>2100 · Payroll Liabilities</b>	
2120 · Payroll Taxes Payable	-10,758.18
2130 · Health Benefits Payable	-1,142.49
2140 · FSA payable	-440.14
2170 · CalPers Payable	22,001.04
2180 · Garnishments payable	-2.50
<b>2190 · Accrued Leave Payable</b>	
2192 · Sick leave payable	13,125.81
2193 · Vacation leave payable	31,148.82
<b>Total 2190 · Accrued Leave Payable</b>	44,274.63
<b>Total 2100 · Payroll Liabilities</b>	53,932.36
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2430 · Deferred Inflow - Pension	40,310.00
2440 · Deferred CIP Revenue	200,000.00
<b>Total 2400 · Deferred Revenue</b>	240,310.00
<b>Total Other Current Liabilities</b>	295,242.36
<b>Total Current Liabilities</b>	338,868.48
<b>Long Term Liabilities</b>	
2700 · FEMA Community Disaster Loan	59,909.00
2805 · CalPers Pension Liability	419,464.00
2806 · OPEB Liability	391,761.00
<b>Total Long Term Liabilities</b>	871,134.00
<b>Total Liabilities</b>	1,210,002.48
<b>Equity</b>	
2030 · Designated for Petty Cash	300.00
<b>3000 · General Fund Balances-2510</b>	
3010 · General Fund Available	291,149.99
3030 · General Reserve	3,000.00
3050 · Designated Captial Outlay	606,700.00
<b>Total 3000 · General Fund Balances-2510</b>	900,849.99
3100 · Net of Capital Investments	2,646,058.58
<b>3200 · Designated Fund Balances</b>	
3212 · Grosso Endowment-2512	54,619.72
3213 · Grosso Scholarship-2513	4,926.80
3214 · Donations - 2514	74,766.17
3220 · Impact Fees	790,446.35
<b>Total 3200 · Designated Fund Balances</b>	924,759.04
3280 · Invest. in General Fixed Assets	-140,627.23
3900 · Retained Earnings	40,912,929.92
3999 · Opening Balance Equity	-354,580.80
Net Income	266,334.90
<b>Total Equity</b>	45,156,024.40
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>46,366,026.88</b>



## Profit &amp; Loss Budget vs. Actual

July through October 2021

	Jul - Oct 21	Budget	\$ Over Budget	% of Bu...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Tax Revenue	0.00	718,000.00	-718,000.00	0.0%
4200 · Impact Fee revenue	59,979.09	120,000.00	-60,020.91	50.0%
4300 · Program Income	76,921.55	206,500.00	-129,578.45	37.3%
4350 · Concession & Merchandise sales	0.00	2,100.00	-2,100.00	0.0%
4400 · Donation & Fundraising Income	33,310.05	55,300.00	-21,989.95	60.2%
4500 · Grant Income	504,548.53	642,000.00	-137,451.47	78.6%
4600 · Other Revenue	464,020.00	405,500.00	58,520.00	114.4%
4900 · Interest Income	32,867.11	251,900.00	-219,032.89	13.0%
<b>Total Income</b>	<b>1,171,646.33</b>	<b>2,401,300.00</b>	<b>-1,229,653.67</b>	<b>48.8%</b>
<b>Gross Profit</b>	<b>1,171,646.33</b>	<b>2,401,300.00</b>	<b>-1,229,653.67</b>	<b>48.8%</b>
<b>Expense</b>				
5000 · Payroll Expenses				
5010 · Wages & Salaries	442,584.96	1,220,400.00	-777,815.04	36.3%
5020 · Employer Taxes	34,661.78	61,800.00	-27,138.22	56.1%
5030 · Employee Benefits				
5030.1 · Retired Health Premium Employer	4,575.75			
5030.2 · Admin Fee for Active	118.87			
5030.3 · Admin Fee for Retired	416.26			
5030 · Employee Benefits - Other	87,800.44	257,100.00	-169,299.56	34.2%
<b>Total 5030 · Employee Benefits</b>	<b>92,911.32</b>	<b>257,100.00</b>	<b>-164,188.68</b>	<b>36.1%</b>
5040 · Workers Comp Expense	16,937.36	56,700.00	-39,762.64	29.9%
5060 · Other Personnel Costs	5,720.39	15,800.00	-10,079.61	36.2%
5000 · Payroll Expenses - Other	2,574.40	0.00	2,574.40	100.0%
<b>Total 5000 · Payroll Expenses</b>	<b>595,390.21</b>	<b>1,611,800.00</b>	<b>-1,016,409.79</b>	<b>36.9%</b>
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	292.49	6,900.00	-6,607.51	4.2%
5120 · Program Contract Labor	0.00	6,500.00	-6,500.00	0.0%
5130 · Program Supplies	8,120.79	27,700.00	-19,579.21	29.3%
5100 · Program Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 5100 · Program Expenses</b>	<b>8,413.28</b>	<b>41,100.00</b>	<b>-32,686.72</b>	<b>20.5%</b>
5140 · Fundraising Expense	0.00	18,200.00	-18,200.00	0.0%
5200 · Advertising & Promotion	3,421.83	11,200.00	-7,778.17	30.6%
5220 · Bank & Merchant Fees	1,821.18	5,200.00	-3,378.82	35.0%
5230 · Contributions to Others	2,500.00	25,600.00	-23,100.00	9.8%
5240 · Copying & Printing	2,944.25	7,100.00	-4,155.75	41.5%
5260 · Dues, Mbrshps, Subscr, & Pubs	5,907.58	32,600.00	-26,692.42	18.1%
5270 · Education, Training & Staff Dev	434.40	8,500.00	-8,065.60	5.1%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	638.60	10,300.00	-9,661.40	6.2%
5284 · Program ET&F	0.00	10,300.00	-10,300.00	0.0%
5286 · Small Tools & Equipment	10,218.58	21,200.00	-10,981.42	48.2%
5280 · Equip., Tools & Furn (<\$5k) - Other	0.00	0.00	0.00	0.0%
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>10,857.18</b>	<b>41,800.00</b>	<b>-30,942.82</b>	<b>26.0%</b>
5290 · Equipment Rental	80,611.58	94,900.00	-14,288.42	84.9%
5300 · Insurance	40,424.00	76,400.00	-35,976.00	52.9%
5310 · Interest Expense	56.23	1,100.00	-1,043.77	5.1%
5320 · Miscellaneous Expense	0.00	300.00	-300.00	0.0%
5330 · Professional & Outside services				
5332 · Accounting	8,886.68	44,800.00	-35,913.32	19.8%
5334 · Legal	7,895.30	25,800.00	-17,904.70	30.6%
5336 · Engineering	24.29	203,000.00	-202,975.71	0.0%
5338 · Other Prof. & Outside Labor	17,735.16	365,000.00	-347,264.84	4.9%
5330 · Professional & Outside services - Other	0.00	0.00	0.00	0.0%
<b>Total 5330 · Professional &amp; Outside services</b>	<b>34,541.43</b>	<b>638,600.00</b>	<b>-604,058.57</b>	<b>5.4%</b>

**PRPD**  
**Profit & Loss Budget vs. Actual**  
**July through October 2021**

	Jul - Oct 21	Budget	\$ Over Budget	% of Bu...
5340 · Postage & Delivery	1,051.40	2,000.00	-948.60	52.6%
5350 · Rent-Facility use fees	1,273.75	7,800.00	-6,526.25	16.3%
5360 · Repair & Maintenance				
5361 · Building R&M	46.15	24,000.00	-23,953.85	0.2%
5362 · Equipment R&M	2,354.82	19,000.00	-16,645.18	12.4%
5363 · General R&M	3,034.59	21,000.00	-17,965.41	14.5%
5364 · Grounds R&M	19,353.00	57,000.00	-37,647.00	34.0%
5365 · Pool R&M	23,895.27	19,000.00	4,895.27	125.8%
5366 · Vehicle R&M	384.77	11,000.00	-10,615.23	3.5%
5367 · Janitorial	3,192.80	11,000.00	-7,807.20	29.0%
5368 · Security	252.66	7,000.00	-6,747.34	3.6%
5369 · Vandalism	0.00	1,000.00	-1,000.00	0.0%
5360 · Repair & Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>52,514.06</b>	<b>170,000.00</b>	<b>-117,485.94</b>	<b>30.9%</b>
5370 · Supplies - Consumable				
5372 · Office Supplies	4,059.97	12,900.00	-8,840.03	31.5%
5374 · Safety & staff supplies	4,952.41	16,500.00	-11,547.59	30.0%
5370 · Supplies - Consumable - Other	0.00	0.00	0.00	0.0%
<b>Total 5370 · Supplies - Consumable</b>	<b>9,012.38</b>	<b>29,400.00</b>	<b>-20,387.62</b>	<b>30.7%</b>
5380 · Taxes, Lic., Notices & Permits	3,525.68	4,200.00	-674.32	83.9%
5390 · Telephone & Internet	5,316.77	24,800.00	-19,483.23	21.4%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	2,601.55	9,000.00	-6,398.45	28.9%
5404 · Fuel	9,464.17	16,800.00	-7,335.83	56.3%
5406 · Meals	2,115.89	5,000.00	-2,884.11	42.3%
5408 · Mileage & Auto Allowance	575.68	8,900.00	-8,324.32	6.5%
5400 · Transportation, Meals & Travel - Other	0.00	0.00	0.00	0.0%
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>14,757.29</b>	<b>39,700.00</b>	<b>-24,942.71</b>	<b>37.2%</b>
5410 · Utilities				
5412 · Electric & Gas	19,790.05	60,900.00	-41,109.95	32.5%
5414 · Water	7,878.71	24,200.00	-16,321.29	32.6%
5416 · Garbage	2,868.19	15,200.00	-12,331.81	18.9%
5410 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 5410 · Utilities</b>	<b>30,536.95</b>	<b>100,300.00</b>	<b>-69,763.05</b>	<b>30.4%</b>
<b>Total Expense</b>	<b>905,311.43</b>	<b>2,992,600.00</b>	<b>-2,087,288.57</b>	<b>30.3%</b>
<b>Net Ordinary Income</b>	<b>266,334.90</b>	<b>-591,300.00</b>	<b>857,634.90</b>	<b>-45.0%</b>
<b>Net Income</b>	<b>266,334.90</b>	<b>-591,300.00</b>	<b>857,634.90</b>	<b>-45.0%</b>

**Paradise Recreation & Park District  
Investment & Reserves Report  
31-Oct-21**

Summary	Maximum Target	6/30/2021 Balance	2021/2022 Allocated	2021/2022 Interest	10/31/2021 Balance	Annual Funding Goal
<b>Reserve Funds</b>						
CalPERS 115 Trust	500,000	0.00	0.00	0.00	0.00	30,000
Capital Improvement & Acquisition	25,000,000	9,493,120.05	0.00	7,469.34	9,500,589.39	100,000
Current Operations	8,000,000	8,006,848.74	0.00	6,299.92	8,013,148.66	50,000
Designated Project/Special Use/Grant Matching	1,500,000	750,642.06	0.00	590.62	751,232.68	50,000
Future Operations	25,000,000	18,766,051.76	0.00	14,765.43	18,780,817.19	100,000
Technology	150,000	150,128.41	0.00	118.12	150,246.53	5,000
Vehicle Fleet & Equipment	1,000,000	750,642.06	0.00	590.62	751,232.68	75,000
<b>Total Reserves Funds</b>	<b>61,150,000</b>	<b>37,917,433.08</b>	<b>0.00</b>	<b>29,834.05</b>	<b>37,947,267.13</b>	<b>410,000</b>

**Detail**

Five Star Investment Money Market	2021 - 2022	
	10/31/2021	Interest Earned
CalPERS 115 Trust	0.00	0.00
Capital Improvement & Acquisition	9,500,589.39	1,687.72
Current Operations	8,013,148.66	1,423.48
Designated Project/Special Use/Grant Matching	751,232.68	133.45
Future Operations	18,780,817.19	3,336.29
Technology	150,246.53	26.69
Vehicle Fleet & Equipment	751,232.68	133.45
General Operating	3,619,894.04	643.05
<b>Sub-Total Five Star</b>	<b>41,567,161.17</b>	<b>7,384.13</b>
Add/Subtract Changes	59,909.00	
<b>Total Five Star</b>	<b>41,670,689.75</b>	

Five Star	Beginning Balance	Change	Interest Earned	Ending Balance
	Grant Money Market Account		215,776.46	0.00
Payroll Interest Checking	25,010.52	0.00	1.70	25,012.22
<b>Total Five Star</b>	<b>240,786.98</b>	<b>0.00</b>	<b>39.99</b>	<b>240,826.97</b>

Mechanics	Deposits		Checks	
	Balance	Change	Balance	Change
Checking (as of September 30, 2021)	287,496.77	30,455.74 *	230,971.30	86,981.21
<b>Total</b>	<b>287,496.77</b>	<b>30,455.74</b>	<b>230,971</b>	<b>86,981.21</b>

\* Funds transferred to Butte County for General Funds Operating

<b>Total in interest earning accounts</b>	<b>41,998,497.93</b>	<b>7,424.12</b>
<b>Other Investment Income</b>		<b>0.00</b>
<b>Total</b>		<b>7,424.12</b>

*Paradise Recreation & Park District's (District) Investment Policy describes the District's commitment to managing risk by selecting investment products based on safety, liquidity and yield. Per California Government Code Section 53600 et. seq., specifically section 53646 and section 53607, this investment report details all investment-related activity in the current period. District investable funds are currently invested in Five Star Bank which meets those standards. That being said, the District's Investment Policy remains a prudent investment course, and is in compliance with the "Prudent Investor's Policy" designed to protect public funds.*

**PRPD**  
**Profit & Loss**  
**October 2021**

	Oct 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4200 · Impact Fee revenue	14,400.84
4300 · Program Income	12,729.33
4400 · Donation & Fundraising Income	28,993.00
4500 · Grant Income	500.00
4600 · Other Revenue	464,020.00
4900 · Interest Income	7,424.12
<b>Total Income</b>	528,067.29
<b>Gross Profit</b>	528,067.29
<b>Expense</b>	
5000 · Payroll Expenses	
5010 · Wages & Salaries	86,858.26
5020 · Employer Taxes	6,428.25
5030 · Employee Benefits	
5030.1 · Retired Health Premium Employer	1,239.25
5030.2 · Admin Fee for Active	28.97
5030.3 · Admin Fee for Retired	8.84
5030 · Employee Benefits - Other	20,820.26
<b>Total 5030 · Employee Benefits</b>	22,097.32
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	940.75
5000 · Payroll Expenses - Other	939.20
<b>Total 5000 · Payroll Expenses</b>	117,263.78
5100 · Program Expenses	
5130 · Program Supplies	1,475.19
<b>Total 5100 · Program Expenses</b>	1,475.19
5200 · Advertising & Promotion	1,030.22
5220 · Bank & Merchant Fees	263.32
5240 · Copying & Printing	346.88
5260 · Dues, Mbrshps, Subscr, & Pubs	840.97
5270 · Education, Training & Staff Dev	295.00
5280 · Equip., Tools & Furn (<\$5k)	
5286 · Small Tools & Equipment	1,243.75
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	1,243.75
5290 · Equipment Rental	77,400.41
5330 · Professional & Outside services	
5332 · Accounting	7,509.56
5334 · Legal	3,057.80

**PRPD**  
**Profit & Loss**  
**October 2021**

	Oct 21
5338 · Other Prof. & Outside Labor	6,495.82
<b>Total 5330 · Professional &amp; Outside services</b>	<b>17,063.18</b>
<b>5360 · Repair &amp; Maintenance</b>	
5362 · Equipment R&M	1,046.72
5363 · General R&M	632.29
5364 · Grounds R&M	7,196.83
5365 · Pool R&M	4,311.88
5366 · Vehicle R&M	140.00
5367 · Janitorial	1,053.08
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>14,380.80</b>
<b>5370 · Supplies - Consumable</b>	
5372 · Office Supplies	1,809.65
5374 · Safety & staff supplies	2,437.55
<b>Total 5370 · Supplies - Consumable</b>	<b>4,247.20</b>
<b>5380 · Taxes, Lic., Notices &amp; Permits</b>	196.20
<b>5390 · Telephone &amp; Internet</b>	1,621.00
<b>5400 · Transportation, Meals &amp; Travel</b>	
5402 · Air, Lodging & Other Travel	346.10
5404 · Fuel	2,043.60
5406 · Meals	693.26
5408 · Mileage & Auto Allowance	575.68
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>3,658.64</b>
<b>5410 · Utilities</b>	
5412 · Electric & Gas	4,930.57
5414 · Water	165.91
5416 · Garbage	1,015.41
<b>Total 5410 · Utilities</b>	<b>6,111.89</b>
<b>Total Expense</b>	<b>247,438.43</b>
<b>Net Ordinary Income</b>	<b>280,628.86</b>
<b>Net Income</b>	<b>280,628.86</b>

PRPD  
**Recovery Project**  
July through October 2021

	<u>Total Recovery Project</u>
Ordinary Income/Expense	
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	158.64
5020 · Employer Taxes	13.08
5030 · Employee Benefits	30.48
Total 5000 · Payroll Expenses	<u>202.20</u>
5280 · Equip., Tools & Furn (<\$5k)	
5286 · Small Tools & Equipment	2,164.17
Total 5280 · Equip., Tools & Furn (<\$5k)	<u>2,164.17</u>
5290 · Equipment Rental	3,074.10
5330 · Professional & Outside services	
5338 · Other Prof. & Outside Labor	1,274.20
Total 5330 · Professional & Outside services	<u>1,274.20</u>
5360 · Repair & Maintenance	
5362 · Equipment R&M	185.51
5363 · General R&M	552.50
5364 · Grounds R&M	3,229.98
Total 5360 · Repair & Maintenance	<u>3,967.99</u>
5370 · Supplies - Consumable	
5374 · Safety & staff supplies	276.33
Total 5370 · Supplies - Consumable	<u>276.33</u>
5390 · Telephone & Internet	89.83
Total Expense	<u>11,048.82</u>
Net Ordinary Income	<u>-11,048.82</u>
Net Income	<u><u>-11,048.82</u></u>

PARADISE HORSEMEN'S ASSOCIATION  
PO BOX 672  
PARADISE, CA 95967

October 25, 2021

Paradise Recreation and Park District

Subject: Paradise Horsemen's Association Annual Report

Dear PRPD Board Members,

Paradise Horsemen's Association is a non-profit organization dedicated to preserving the Paradise Horse Arena located on Moore Road. Our arena has been in use since the 1960's and had been threatened by town officials in the 1990's to demolish it for other recreational purposes. PHA rallied back with horse owners and equine enthusiasts from all over Northern California to show the Park District what an asset Paradise Horse Arena is to the community.

It has been an incredibly tough last few years for our Association as we struggled to rebuild our arena and replace all our equipment after the Camp Fire in 2018. We were finally able to hold just a few events towards the end of 2019 and had a very busy event schedule for 2020 only to be once again, thwarted by circumstances beyond our control with the Coronavirus outbreak.

This year however...our association and events were held all year long at our arena. We were very active with events starting in February and continuing through November.

We have recently noticed an increase in brand new memberships in our Association as more people move to the Ridge with horses and are looking for equine activities. There have been more horseback riders using the Paradise Memorial Trailway than in years past. We are so grateful that we have a horse arena here in Paradise that can help these new residents with equine recreational opportunities and look forward to holding many different events again.

For the first time since Paradise Horsemen's Association came into existence in 1990, we have over 100 memberships! We have never had this many members... with the total amount, including children equates to 194 people!

During the Spring and summer months, our arena was being used almost daily by our members coming to practice and ride. Our Equestrian Drill Team began practicing again bi-weekly in February to perform at our annual Horse Festival in April which is now, an official part of Gold Nugget Days in Paradise. This year, our Horse Festival drew close to 2000 community members come out to watch the many arena demonstrations we had, including the Paradise Police Department K9 unit. We had vendors, petting zoo, games and food for everyone...at no charge!

We were once again able to hold our Summer Gymkhana Series which was a series of four shows. We had about 50 riders join us at each show. We have held many clinics, trail-rides, playdays and fun events that we always welcome the community to come out and watch. The Paradise Police Department has been using our arena for K9 Training bi-monthly. PHA has a great relationship with the Paradise Police Department and they are thankful for our beautiful facility that meets their needs for such crucial training.

We also held a Fall Fest Buckle Show in October which brought over 100 people from out of town to our arena. We had 65 horses entered in the show and it was a great weekend. Riders and family came from as far away as North of Redding, Sacramento and Bay areas.

PHA is still trying to return our arena to pre-fire conditions and are waiting on updates from PRPD and the FEMA claim for replacing our wooden railing around the arena perimeter. Right now, we have temporary metal panels around the 2/3 of the arena where the wooden railing was burned. The wood railing is what truly made our arena the most beautiful arena anywhere in California and so many have commented on what a tragic loss it is. We have funds set aside due to our generous donors and we hope to be able to help out a little with the cost for replacing the railing and lights. Although not much, we can help and we have many members who are willing to take down panels, paint, install, etc. It has been a long three years with temporary, unsafe panels.

Once our arena railing is replaced, we will be adding additional sand as we lost most of our topsoil after the Campfire due to the cleanup and rains. Once we know the final cost for the arena railing and how much PHA will need to contribute, we will begin to update our snack bar and our announcer booth with roll-up metal windows and doors.

Our current lease with PRPD expires in 2026. We secured this lease in 2006 and in that time, we have been good stewards of the land we lease. We not only maintain our arena...but we have helped to maintain the arena grounds by graveling the roadway, picking up branches, raking, weeding and removing tree stumps throughout the parking areas. We would like to discuss extending our lease with PRPD for an additional 20 years. We have had a 48 year partnership with PRPD and we have proven that our commitment, stewardship and longevity are solid...especially with our record number of members this year!

In Closing, on behalf of the Paradise Horsemen's Association Board and its members, I wish to thank the Paradise Recreation and Park District for their continuing support throughout the years. Thank you for your involvement in the stability and longevity of our organization to provide a variety of equine events and to help us preserve our equine heritage on the Ridge.

The Paradise Horsemen's Association is highly appreciative for the time the staff of Paradise Recreation and Park District has given to the Paradise Horse Arena in helping us bring our arena back as one of the best equestrian facilities here in the North State. This facility not only fills a need for the community on the ridge, but those in the surrounding communities as well. The Paradise Horsemen's Association looks forward to this continued partnership in order to make our community proud to boast of having such a beautiful facility at the Paradise Horse Arena.

Respectfully,

Scarlett Miller  
President  
Paradise Horsemen's Association

[Paradisehorsemenpresident@gmail.com](mailto:Paradisehorsemenpresident@gmail.com)

[www.paradisehorsemenassoc.com](http://www.paradisehorsemenassoc.com)

(530)519-0455



PARADISE HORSEMEN'S ASSOCIATION  
PO BOX 672  
PARADISE, CA 95967

October 25, 2021

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Respectfully,

Scarlett Miller  
President  
Paradise Horsemen's Association

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[www.paradisehorsemenassoc.com](http://www.paradisehorsemenassoc.com)

(530)519-0455



DATE: 11/3/2021  
TO: PRPD Board of Directors (BOD)  
FROM: Kristi Sweeney, Assistant District Manager  
SUBJECT: Resolution #21-10-1-506 California State Parks Rural Recreation and Tourism Program Grant

## Report in Brief

At the regularly scheduled October 13, 2021 Board of Director's Meeting, staff presented a resolution to submit a proposal for grant funding to the California Department of Parks and Recreation Rural Recreation and Tourism Program grant (RRT). At that time the Board elected to table the agenda item until a later date in anticipation that the District would soon hear about funding awards from the State Parks Program (SPP) grant proposals. As of the date of this report, staff have not yet received notification of funding awards being announced.

Staff have continued gathering public input using online surveys regarding Bille Park feature enhancements residents prefer. Based on these surveys staff worked with Melton Design Group on a conceptual design plan that incorporated the elements most requested for Bille Park. Staff hosted two recent public input meetings to present the conceptual design plans to residents via on Zoom October 7, 2021, followed by a site visit and public charette on October 23<sup>rd</sup> in lower Bille Park. The design plans are currently being updated based on this latest series of public input workshops.

When funding announcements for the SPP grant are announced, if Lakeridge and Noble Park are not awarded funding, staff can reduce the scope of features for these proposals and resubmit for maximum funding under the RRT grant program. If either SPP proposal is awarded funding, the State has made it clear that it would not fund the same organization awarded funding under the SPP program funding under the RRT program. Though the effort to craft a competitive proposal is time and resource intensive, it is still worth the effort of staff to pursue RRT funding to enhance Bille Park, and perhaps others, to have a more complete portfolio of shovel-ready projects. Staff can then seek other funding opportunities such as foundation or private donor funding.

## Recommendation

*Approve resolution #21-10-1-506 as presented and authorize District Manager to submit a proposal for the Rural Recreation and Tourism program grant.*

## Attachments:

- A. Resolution #21-10-1-506

[https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2021/21.1110/2021.1110.Rural.Rec.and.Tourism.Grant.Staff.Report.docx](https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.1110/2021.1110.Rural.Rec.and.Tourism.Grant.Staff.Report.docx)  
11/4/2021



## Paradise Recreation & Park District

6626 Skyway  
Paradise, CA 95969  
Email: [info@ParadisePRPD.com](mailto:info@ParadisePRPD.com)  
Website: [www.ParadisePRPD.com](http://www.ParadisePRPD.com)

Phone: 530-872-6393  
Fax: 530-872-8619

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### RESOLUTION #21-10-1-506

#### RESOLUTION OF THE PARADISE RECREATION AND PARK DISTRICT BOARD OF DIRECTORS APPROVING THE APPLICATION FOR RURAL RECREATION AND TOURISM PROGRAM GRANT FUNDS

**WHEREAS**, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Rural Recreation and Tourism Grant Program, setting up necessary procedures governing the application; and

**WHEREAS**, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

**WHEREAS**, successful Applicants will enter into a contract with the State of California to complete the Grant Scope project;

**NOW, THEREFORE, BE IT RESOLVED** that the PARADISE RECREATION AND PARK DISTRICT BOARD OF DIRECTORS hereby: APPROVES THE FILING OF AN APPLICATION FOR THE BILLE PARK ENHANCEMENTS FOR HEALTH, JOY AND DESTINATION RECREATION; AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project; and
2. Certifies that if the project is awarded, the Applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to District Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and

5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the 10<sup>th</sup> day of November, 2021

I, the undersigned, hereby certify that the foregoing Resolution Number 21-10-1-506 was duly adopted by the Paradise Recreation and Park District Board of Directors following a roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Mary Bellefeuille, Chairperson

\_\_\_\_\_  
Robert Anderson, Secretary



DATE: 11/3/2021  
TO: PRPD Board of Directors  
FROM: Dan Efseaff, District Manager  
SUBJECT: 2021 CSE Nature and Forest Guide Services Agreement

## Report in Brief

Chico State Enterprises (CSE) received an award to provide CSU Chico students with opportunities to experience guided Nature and Forest Therapy walks (the outcomes of these experiences will be documented with an associated study to examine the benefits of the program). The District has been working with the cohort and CSE to support these efforts. The agreement will allow the District to provide Nature and Forest Therapy Guide services and potentially other recreational and outdoor educational opportunities for Chico State students.

Program participation will have minimal cost impacts to the District with overhead, guide wages, insurance, worker's comp, and even parking in some cases, covered by cost-reimbursement of the program. The total cost will not exceed \$30,500 and will be completed by May 2022. The program would start immediately. The partnership provides an opportunity for the District to jump-start a new program that has the potential to provide experience to our youth and provide guided programs to the general public.

Chico State (Ecological Reserves) recently sponsored American Nature and Forest Therapy (ANFT) Guide training to local participants and now has a local cohort of certified guides (District Manager Efseaff participated in the program).

The District provided an agreement that was reviewed by legal counsel. That initial document has been transformed into a CSE subaward agreement and is currently under review and there may be minor changes to the document; therefore, staff recommends authorization to complete the agreement.

**Recommendation:** *Authorize District Manager to complete the agreement.*

## Attachments:

- A. 2021 Sub-Award Agreement

[https://paradisepprd.sharepoint.com/sites/BODMeeting/SharedDocuments/\\_BOD/2021/21.0714/8.3\\_2021.CSE\\_Consulting Agreement.Staff.Report.21.0524.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/SharedDocuments/_BOD/2021/21.0714/8.3_2021.CSE_Consulting Agreement.Staff.Report.21.0524.docx)  
11/3/2021

# SUBAWARD

SUBAWARD NUMBER <b>SUB20-XXX</b>	AM. NO.
SUBRECIPIENT IDENTIFICATION NUMBER	

THIS SUBAWARD, made and entered into , in the State of California, by and between **Chico State Enterprises** , hereafter called Prime Recipient, and Paradise Recreation and Park District, a California recreation and park district (the "District"), hereafter called Subrecipient

Subrecipient agrees at its own expense to furnish all equipment, labor and materials necessary to provide Prime Recipient with the services as follows:

**Paradise Recreation and Park District (District)** will provide Nature and Forest Therapy Guide services and potentially other recreational and outdoor educational opportunities for Chico State students in a program administered by CSE.

The Term of this Subaward shall commence October 15, 2021 and will end 05/01/22.

Prime Recipient agrees to pay Subrecipient an amount not to exceed \$30,500.

This Subaward incorporates the following attachments:

- Attachment A – Scope of Work (2 pages)
- Attachment B – Budget (1 Page)
- Attachment C – Contact Information (1 page)
- Attachment D – Terms & Conditions (2 pages)
- Attachment E – Insurance Requirements (1 page)

This Subaward has been executed by the parties hereto, upon the date first above written.

PRIME RECIPIENT		SUBRECIPIENT	
<b>Chico State Enterprises</b>		<b>Paradise Recreation and Park District</b>	
BY (AUTHORIZED SIGNATURE)	DATE	BY (AUTHORIZED SIGNATURE)	DATE
PRINTED NAME AND TITLE OF PERSON SIGNING		PRINTED NAME AND TITLE OF PERSON SIGNING	
Mary Sidney Chief Executive Officer, CSE		Dan Efseaff District Manager	
ADDRESS/E-MAIL		ADDRESS/E-MAIL	
25 Main Street, Suite 203, CA 95928-5388 msidney@csuchico.edu		6626 Skyway, Paradise, CA 95969 defseaff@paradisepdpd.com	
AMOUNT ENCUMBERED BY THIS DOCUMENT	TOTAL AMOUNT ENCUMBERED TO DATE	PROJECT CODE	
\$ 30,500.	\$	SP-	

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## Attachment A Scope of Work

The following describes the role and responsibilities of the District and CSE and the scope of work and/or services that District will provide to the CSE.

**Paradise Recreation and Park District (District)** will provide Nature and Forest Therapy Guide services and potentially other recreational and outdoor educational opportunities for Chico State students in a program administered by CSE.

The District may also provide the overall project management and administration of activities under this Subaward. All walks under this Subaward must be coordinated by CSE staff. The District may schedule walks for the general public with the ANFT certified forest therapy guides; however, the terms, conditions, and payment from the Ecotherapy Program with CSE do not apply.

ANFT Certified Guides will provide Forest Therapy, also known as “Shinrin-yoku” or “Forest Bathing”, which are guided, immersive experiences in nature for wellbeing. ANFT Certified Guides will not be providing therapy services or medical treatment. The Forest Therapy walks will be marketed as immersive experiences in nature for health and wellbeing. The Ecotherapy Program with CSE will also be working in conjunction with the WellCat Counseling Center. Therefore, should a participant need or request mental health services, they will be referred to licensed counselors or therapists at the WellCat Counseling Center.

All classes and locations shall be agreed upon in writing and signed and dated by the District and the CSE. All classes/ walks must be specifically targeted to California State University, Chico students. Any general public walks will not be supported by this contract as the Ecotherapy Program is specifically for CSU, Chico students.

ANFT Certified Guides must provide any necessary materials for their walks. Sometimes walks require the purchasing of very small amounts of materials. Guides are compensated adequately to cover all related, minimal expenses.

**Commented [DE1]:** In your conversations with our partners, did this come up (everyone is doing something different) or did you want PRPD to reimburse them?

The work will include the following tasks:

1. Hire appropriately trained staff to conduct classes for CSE sponsored programs. This includes recreation and volunteer coordinator staff for recreation activities and Association of Nature and Forest Therapy certified guides for forest therapy walks.
2. Provide logistical and scheduling support for classes, including maintenance tasks in areas of District property used for classes.
3. Assist with the development of classes and logistics for services to be performed by District staff or other contractors.
4. Producing public outreach materials and attending public outreach, educational and other meetings as requested by the District.
5. Provide to CSE status updates on classes, as needed or requested by the District.



**Chico State Enterprises (CSE)** will provide the following support for the above tasks:

1. Provide the marketing, recruitment, and details to student participants, and provide rosters and details of the event to District.
2. Recruit and coordinate the certified Association of Nature and Forest Therapy Guides as potential District hires.
3. Develop a schedule with locations and estimated class list for programs.
4. Provide logistical support for classes, including maintenance tasks in areas of District property used for classes.
5. Provide confirmation of classes and 48-hour notice for cancellations, any classes less than 48 hours will be paid at the agreed to rate.
6. Provide collected surveys and analysis of the benefits of the program to District. Provide a CSE Recreation Coordinator to coordinate efforts under this program to insure delivery of the program with minimal impact to other District efforts.

## Attachment B Budget

CSE will provide services according to the following budget:

Task	Description	Cost	Due Date
Project Management	Manage program, coordinate with CSE and guides/instructors to schedule program.	<del>Not to exceed \$30,500</del> , TBD	6/30/2022
Nature and Forest Therapy Walks	A 3-hour class for CSUC students at various locations. District will be compensated at a rate of \$360/class. <del>Classes will be</del>	TBD	5/31/2021
Administration Fee	20 % fee on all related expenses.	TBD	6/30/2022
<b>Total Cost</b>		Not to exceed \$30,500	

<sup>^</sup> TBD – To be determined.

<sup>^</sup> This project will not exceed a total cost indicated above and will be billed monthly based on the District's approved Salary Schedule.

Compensation shall be based upon actual invoices received and shall be paid according to District hourly rates.

As per agreement with CSE, ANFT guides will be paid according to the following rate:

- First hour: \$150/hour
- Additional hours: \$200 for 2 hours. \$300 for 2.5-3 hours.
- Rate is intended to cover guide mileage costs.

CSE will pay PRPD 20% admin fee on all related expenses. Depending on location of class/forest therapy walk, CSE will pay the \$40 parking fees and cover related maintenance expenses.

Note:

Supplies/Materials/Travel or other operating expenses required on this project will be charged at actual costs plus indirect costs of 15%. Indirect costs are already contained in the hourly rates listed above.

District will be notified of Supplies/Materials/Travel or other operating expenses prior to project commencement.

Hourly rates stated above may be modified without amendment based on administrative changes in pay scales. In such event CSE shall provide 30 days advance notice of such change including its new rate schedule.

Hourly rates stated above are based upon an 8-hour ~~work-day~~ workday and 40 hour work week. Overtime will be charged at a premium rate of one and one-half times the rates above. Overtime must be approved in advance in writing (including Email) by an authorized representative of sponsor or funder.

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Commented [DE2]: I think that given the changes with CSE staff picking up the scheduling and communicating well with PRPD staff, we can fold this into the Admin fee, or we can keep it in case there needs to be more unforeseen coordination and scheduling for PRPD.

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Commented [DE3]: Blake, we should detail the costs if the class is longer than 3 hours or note the math down below in case the time is over...or? Not clear if the \$360 is a typo should be \$350, plus admin fee or was this suppose to show the admin fee?

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Commented [DE4]: These probably need to be looked at...we don't need the salary scale if it's pointed out here. With the admin rate and the coordination from CSE, we don't have to worry about PRPD staff time to coordinate as much...it's just part of normal coordination and booking of facilities...

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**Attachment C  
Contact Information**

<b>Prime Recipient Contacts</b>	<b>Subrecipient Contacts</b>
<b><i>Administrative Contact</i></b>	
Name:	Name: <a href="#">Dan Efsseff</a>
Title:	Title: <a href="#">District Manager</a>
Address:	Address: <a href="#">6626 Skyway, Paradise, CA 95969</a>
Telephone:	Telephone: <a href="#">530-872-6393</a>
Fax:	Fax:
Email:	Email: <a href="mailto:defseaff@paradisepprd.com">defseaff@paradisepprd.com</a>
<b><i>Principal Investigator</i></b>	
Name:	Name: <a href="#">Scott Amick</a>
Title:	Title: <a href="#">Recreation Supervisor</a>
Address:	Address: <a href="#">6626 Skyway, Paradise, CA 95969</a>
Telephone:	Telephone: <a href="#">530-872-6393</a>
Fax:	Fax:
Email:	Email: <a href="mailto:samick@paradisepprd.com">samick@paradisepprd.com</a>
<b><i>Financial Contact</i></b>	
Name: Michele Flowerdew	Name: <a href="#">Catherine Merrifield</a>
Title: Director, Sponsored Programs Administration	Title: <a href="#">District Accountant</a>
Address: Chico State Enterprises 25 Main Street, Suite 103 Chico CA 95928-5388	Address: <a href="#">6626 Skyway, Paradise, CA 95969</a>
Telephone: 530-898-4916	Telephone: <a href="#">530-872-6393</a>
Fax:	Fax:
Email: <a href="mailto:mflowerdew@csuchico.edu">mflowerdew@csuchico.edu</a>	Email: <a href="mailto:cmerrifield@paradisepprd.com">cmerrifield@paradisepprd.com</a>
<b><i>Authorized Signatory</i></b>	
Name: Mary Sidney	Name: <a href="#">Dan Efsseff</a>
Title: Chief Executive Officer	Title: <a href="#">District Manager</a>
Address: Chico State Enterprises 25 Main Street, Suite 103 Chico CA 95928-5388	Address: <a href="#">6626 Skyway, Paradise, CA 95969</a>
Telephone: 530-898-6811	Telephone: <a href="#">530-872-6393</a>
Fax:	Fax:
Email: <a href="mailto:msidney@csuchico.edu">msidney@csuchico.edu</a>	Email: <a href="mailto:defseaff@paradisepprd.com">defseaff@paradisepprd.com</a>

## **Attachment D Terms and Conditions**

1. **Term:** This Subaward will begin on 10/15/21 and will end on 05/01/2022.
2. **Compensation:** Subrecipient shall be paid an amount not to exceed \$30,500.
3. **Standard of Care:** Subrecipient Services performed under this Subagreement will be performed in a manner consistent with the care and skill ordinarily exercised by persons performing similar services under similar conditions and circumstances to third parties.
4. **Status as Subrecipient:** District as Subrecipient and CSE agree that District, in performing the services, shall be a Subrecipient of CSE and nothing herein at any time shall be construed to create the relationship of employer-employee or of joint venturers between the District and CSE. Under no circumstances shall the District look to CSE as its employer or partner. The District shall not be entitled to any benefits accorded to CSE's employees, including, without limitation, Workers' Compensation, disability insurance, vacation or sick pay. The District shall be free to perform similar or other services for other persons during the term hereof so long as such does not interfere with the District's timely performance of the services for and on behalf of CSE.
5. **Invoicing:** Subrecipient shall provide Prime Recipient with a quarterly invoice for the services provided in the preceding quarter. Upon receipt of an invoice, Prime Recipient shall process payment to Subrecipient as provided for by CSE's established policies and procedures, and payment will be issued accordingly for undisputed invoices.
  - A. Invoices shall:
    - 1) Be prepared on Subrecipient's letterhead.
    - 2) Bear Subrecipient's name as shown on the subaward.
    - 3) Bear the subaward number.
    - 4) Itemize the costs incurred.
    - 5) Include a summary of the services provided.
    - 6) Be signed by an authorized official, employee, or agent certifying that the claim represents actual expenses for the services performed under this Subaward.
6. **Modification:** Any modifications of the terms and/or conditions of this Subaward shall be made in written agreement by both parties. The Services may be amended from time to time as the parties may agree in writing, with all other terms hereof remaining in force. Notwithstanding the foregoing, the District will not initiate any task unless and until the parties agree upon such in a writing signed and dated by them as to the scope, schedule, and budget, or not to exceed amount of the particular task.
7. **Independent Entity:** Subrecipient is an independent entity, not an employee of Prime Recipient, however, the work or services to be provided by Subrecipient shall be provided in a manner consistent with reaching Prime Recipient's objectives in entering this Subaward.
8. **Indemnification:** Each party agrees to defend, indemnify and hold harmless the other party, its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, or claims for injury or damages arising out of the performance of this subaward, but only in proportion to and to the extent such liability, loss, expense, attorney's fees or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of the indemnifying party, its officers, agents or employees. Chico State Enterprises, as the indemnified party, shall also include California State University, Chico, The Trustees of the CSU, and the State of California.

9. **Insurance:** See Attachment E for specific requirements. Subrecipient, at its own cost, agrees to maintain, for the duration of this Subaward. Subrecipient shall furnish Prime Recipient with a certificate of insurance at the time of signature.
10. **Intellectual Property:** Prime Recipient and Subrecipients shall have a royalty-free, exclusive, and irrevocable license to reproduce, publish, use, and to authorize others to do so, all original writings, sound recordings, pictorial reproductions, drawings, computer programs, and other works of similar nature produced in the course of or under this Subaward. Subrecipient agrees to deliver a reproducible copy of such documents and materials to the Prime Recipient on completion of the services required in this Subaward.
11. **Controlling Law Venue:** This sub agreement is made and entered into in the County of Butte, State of California. The validity of this contract, its construction, interpretation, and enforcement, and the rights of the parties hereto shall be interpreted in accordance with the laws of the state of California. The parties agree that all actions or proceedings arising in connection with this agreement shall be brought and litigated exclusively in courts with jurisdiction over the County of Butte.
12. **Termination:** this sub agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this Agreement and such default not be cured within seven days following delivery of such notice to it. Further notwithstanding the foregoing, either party may terminate this agreement without cause upon 30 days advance written notice to the other. If the CSE terminates this Agreement without cause, the District shall be paid for services performed and costs incurred by it up to the effective termination date, including its costs and expenses in concluding the services in an orderly manner and preparing files and documentation, therefor for delivery to CSE. In addition, any direct expenses incurred by the District, including but not limited to cancellation fees or charges, shall also be reimbursed by CSE upon acceptable documentation thereof. The District shall use reasonable efforts to minimize such additional charges.
13. **Partial Invalidity:** If any provision of this Subaward is held to be invalid, void, or unenforceable, the remainder of the provision and/or provisions shall remain in full force and effect and shall not be affected or invalidated.
14. **Audit:** Subrecipient agrees that, Prime Recipient, the awarding agencies, the Department of General Services, the Bureau of State Audits, or their designated representative shall have the right to audit and/or review, and copy any records and supporting documentation pertaining to the performance of this Subaward if it exceeds \$10,000. The Subrecipient agrees to maintain such records for possible audit for a minimum of three (3) years after final payment. If any litigation, claim, or audit begins prior to the expiration of the retention period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken. Subrecipient agrees to refund to the Prime Recipient any amounts claimed for reimbursement and paid to Subrecipient which are later disallowed after audit or inspection of records.
15. **Force Majeure:** Neither party is liable or responsible to the other party, or has defaulted under or breached this Subaward, for failure or delay in fulfilling or performing any obligation to the extent that, and for so long, as such failure or delay is caused by or results from causes beyond the reasonable control of the affected party including but not limited to fires, earthquakes, floods, embargoes, wars, acts of war (whether war is declared or not), insurrections, riots, civil disturbances, strikes, lockouts, or other labor disturbances, acts of God, or any acts, omissions, or delays in acting by any governmental authority or the other party.
16. **Prime Award:** All references to Chico State Enterprises and its variants, School, Awardee, Grantee, Recipient, etc. in the Prime Award shall mean the Subrecipient. Prime Award shall be included in Attachment H.

**Attachment E**

**Specific Insurance Requirements**

- Certificates of insurance in the amounts stipulated below
- Policy endorsements as noted below
- Submit documentation with signed contract

Chico State Enterprises, as the indemnified party, shall also include California State University, Chico, The Trustees of the CSU, and the State of California.

**REQUIRED MINIMUM LIMITS OF INSURANCE:**

**General Liability** (comprehensive or commercial form)  
including **Liquor Liability** (when appropriate) \$1,000,000 per occurrence, \$2,000,000 aggregate  
**Employer Liability** \$1,000,000

**Business Automobile Liability** (owned, scheduled, nonowned  
or hired) \$1,000,000 per occurrence

**Workers Compensation Insurance**<sup>1</sup> As required under California State Law



DATE: 11/3/2021  
TO: PRPD Board of Directors (BOD)  
FROM: Scott Amick, Recreation Supervisor  
SUBJECT: Resolution #21-11-1-507 California Natural Resource Agency Youth Community Action Program Grant

## Summary

Staff seek Board approval of resolution #21-11-1-507 to submit a proposal for the Youth Community Action Program Grant. The District and numerous partners seek funding from this program to develop an "Elements" program, to unite the youth-serving entities in Butte & Glenn Counties with a trained 15-member Youth Advisory Council (YAC) to address stress and isolation caused from catastrophic fires and the COVID 19 pandemic. If funded, the program will support youth at risk in reaching their full potential and connecting them to nature and the outdoors.

The goal is to nurture partnerships and mechanisms with these organizations and develop a permanent organizational structure. The effort is an outgrowth of Outdoor Education for All (OEFA!), a collaboration of outdoor education organizations in Butte County housed under the Paradise Recreation & Parks Department (PRPD), along with several primary partners, including the Butte County Office of Education (BCOE), the Region 2 Expanded Learning/STEAM Hub, the CSU Chico Ecological Reserves & the Inland Northern Science Project (INSP), and others (such as Firestorm Wildland Fire Suppression, Inc, Forebay Aquatic Center, Cast Hope, Stream Team, and EarthBound Skills). The District will serve as the hub for this program and fiscal sponsor. The \$299,997.00 grant comes with an 8% indirect rate. The District typically charges a 15-20% rate, we can justify this rate with our budgeted funding and the fact that many of the programs will off site.

**Recommendation:** *Approve resolution #21-11-1-507 as presented and authorize District Manager to submit a proposal for the Youth Community Action Program grant.*

## Attachments:

- A. Resolution #21-11-1-507

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2021/21.1110/2021.1110.Rural.Rec.and.Tourism.Grant.Staff.Report.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.1110/2021.1110.Rural.Rec.and.Tourism.Grant.Staff.Report.docx)  
11/4/2021





## Paradise Recreation & Park District

6626 Skyway  
Paradise, CA 95969  
Email: [info@ParadisePRPD.com](mailto:info@ParadisePRPD.com)

Phone: 530-662-2037  
Fax: 530-872-8619  
Website: [www.ParadisePRPD.com](http://www.ParadisePRPD.com)

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Resolution No: 21-11-1-507

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION  
AND PARKDISTRICT  
APPROVING THE APPLICATION FOR GRANT FUNDS FOR THE  
YOUTH COMMUNITY ACCESS GRANT PROGRAM

**WHEREAS**, the Legislature and Governor of the State of California have provided funds for the program shown above; and

**WHEREAS**, the California Natural Resources Agency has been delegated the responsibility for the administration of this grant program, establishing necessary procedures; and

**WHEREAS**, said procedures established by the California Natural Resources Agency require a resolution certifying the approval of application(s) by the Applicant's governing board before submission of said application(s) to the State; and

**WHEREAS**, the Applicant, if selected, will enter into an agreement with the State of California to carry out the project.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Paradise Recreation and Park District

1. Approves the filing of an application for the Elements program; and
2. Certifies that Applicant understands the assurances and certification in the application package; and
3. Certifies that Applicant or title holder will have enough funds to operate and maintain the project(s) consistent with the land tenure requirements; or will secure the resources to do so; and
4. Certifies that it will comply with all provisions of Section 1771.5 of the California Labor Code; and
5. If applicable, certifies that the project will comply with any laws and regulations including, but not limited to, the *California Environmental Quality Act* (CEQA), legal requirements for building codes, health and safety codes, and disabled access laws, and that prior to commencement of construction all applicable permits will have been obtained; and

6. Certifies that Applicant will work towards the State Planning Priorities intended to promote equity, strengthen the economy, protect the environment, and promote public health and safety as included in Government Code Section 65041.1; and
- 7, Appoints the District Manager, or designee, as agent to conduct all negotiations, execute and submit all documents including, but not limited to, applications, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

**APPROVED AND ADOPTED** the 10<sup>th</sup> day of November 2021.

I, the undersigned, hereby certify that the foregoing Resolution Number 21-11-1-507 was duly adopted by the Board of Directors of the Paradise Recreation and Park District by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Mary Bellefeuille, Chairperson

\_\_\_\_\_  
Robert Anderson, Secretary