



**Paradise Recreation and Park District  
Board of Directors - Regular Meeting**  
Terry Ashe Recreation Center, Room B  
Wednesday, January 8, 2020, 6:00 pm

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:
- 1.4. Special Presentations: None

**2. PUBLIC COMMENT**

**3. CONSENT AGENDA**

- 3.1. Board Minutes: Regular Meeting of December 11, 2019
- 3.2. Correspondence: None
- 3.3. Payment of Bills/Disbursements (Warrants and Checks Report)  
Payroll Checks and Payables Checks #050362 to and including #050442 in the total amount of \$69,396.48 including refunds or void checks reported.
- 3.4. Information Items (Acceptance only):
  - A. Draft Safety Committee Meeting Minutes of December 19, 2019

**4. COMMITTEE REPORTS: NONE**

**5. REPORTS**

- 5.1. District Report
- 5.2. Ice Rink Update (Gayle/Lorrennis Oral Report)
- 5.3. Liaison Updates (Oral Reports)

**6. CLOSED SESSION: NONE**

**7. OLD BUSINESS: NONE**

**8. NEW BUSINESS**

- 8.1. Committee Assignments for 2020 – The PRPD Board of Directors Chairperson will (1) assign two PRPD Board members to each of the following standing committees to serve for the 2020 calendar year: Personnel, Finance, and Recreation and Park; (2) establish the 2020 District ad-hoc advisory committees and community liaisons and assign Board members as needed; and (3) dissolve existing ad-hoc committees, as needed.

***Recommendation: Approve Assignments***

**9. BOARD COMMENT**

**10. ADJOURNMENT**

Adjourn to the next regular meeting on February 12, 2020 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.

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Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
 Terry Ashe Recreation Center, Room B  
 December 11, 2019

## MINUTES

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. CALL TO ORDER:

#### 1.1 PLEDGE OF ALLEGIANCE:

Chairperson Bellefeuille led the Pledge of Allegiance.

#### 1.2 ROLL CALL:

Present: Chairperson Mary Bellefeuille, Vice Chairperson Al McGreehan, Secretary Robert Anderson, Director Julie Van Roekel and Director Steve Rodowick

**ABSENT:** None

#### PRPD STAFF:

Assistant District Manager Kristi Sweeney, Recreation Supervisor Jeff Dailey, Administrative Assistant I Lorrennis Leeds, District Accountant Catherine Merrifield, Park Supervisor Mark Cobb and Administrative Assistant II & Management Colleen Campbell.

#### 1.3 WELCOME GUESTS:

Chairperson Bellefeuille welcomed eight guests from the Upper Ridge Community Council; Kelsey Anderson, FEMA; Leah Greenbaum, CalOES; Julie Jenks, Camp Fire Zone Project; and Hunter Dougherty, Boy Scouts.

The Board concurred to hear Old Business, item 7.1 at this time and Chairperson Bellefeuille welcomed Camp Fire Zone Captain Julie Jenks to the floor.

### 7. OLD BUSINESS:

#### 7.1 Camp Fire Zone Project Kiosk Installation Proposal

**Ms. Jenks of the Camp Fire Zone Project is seeking Board approval to install informational kiosks at the Terry Ashe Recreation Center, Bille Park, Crain Park, and Aquatic Park.**

At Board direction from the September 18, 2019 regularly scheduled Board meeting, Ms. Jenks presented a written proposal detailing proposed locations and maintenance schedules to install small informational kiosks at four District facilities.

Referencing the written report presented to the Board, Ms. Jenks stated the wooden kiosks will be constructed by students of the Butte College Construction program and will be installed at designated locations at the four District facilities.

Chairperson Bellefeuille asked if there was any public comment.

A Magalia resident asked if any kiosks were being installed in Magalia. Ms. Jenks stated they should speak to their zone captains and request that they be installed, if that is their desire.

Seeing no further comments, Chairperson Bellefeuille brought the item back to the Board for discussion.

Seeing and hearing none, Chairperson Bellefeuille stated she would entertain a motion.

**MOTION:**

Vice Chairperson McGreehan moved that the PRPD Board of Directors approve the proposal to install informational kiosks at the Terry Ashe Recreation Center, Bille Park, Crain Park, and the Aquatic Park and directed staff to work with Ms. Jenks to designate installation locations at these facilities. The motion was seconded by Secretary Anderson and carried unanimously with 5 ayes.

AYES: Bellefeuille, McGreehan, Anderson, Van Roekel, and Rodowick

NOES: None

ABSTENTIONS: None

ABSENT: None

**1.4 SPECIAL PRESENTATIONS:**

**A. Hunter Dougherty, Eagle Scout Project (Mark Cobb)**

Park Supervisor Mark Cobb presented Mr. Dougherty with a Certificate of Appreciation for his hard work and support for rebuilding the fire damaged District's kiosks at the Terry Ashe Recreation Center.

Mr. Dougherty thanked the District for recognizing the Eagle Scout project. He stated approximately 14 fellow Scouts worked on the project that took 170 hours to complete.

The Board applauded Mr. Dougherty for his work on this Eagle Scout project.

**B. Leah Greenbaum, CalOES and Kelsey Anderson, FEMA**

Ms. Greenbaum and Ms. Anderson provided a joint PowerPoint presentation on California Recovery Support Functions providing information on how various entities work together to assist communities in the long-term recovery process.

After a brief discussion, the Board thanked Ms. Greenbaum and Ms. Anderson for their informative presentation.

Seeing no additional comments, Chairperson Bellefeuille directed the Board to Public Comment and asked if there was anyone who wished to address the Board.

**2. PUBLIC COMMENT:**

The Board received public comments from Upper Ridge Community Council members Donna Yutsy, Dave Willoughby, Linda Lyons, and Marcella Seay who were seeking District support for the

development of a community center adjacent to the former Paradise Pines Golf Course. Consensus of members was the desire to have more parks and programs in the Magalia area.

The Board thanked the members for their comments and congratulated them on their progress.

Seeing no additional public comments. Chairperson Bellefeuille directed the Board to the Consent Agenda and asked if the Board desired to have any items removed and heard separately. Seeing and hearing none, Chairperson Bellefeuille stated she would entertain a motion.

### **3. CONSENT AGENDA**

#### **3.1 Board Minutes:**

##### **a. Regular Meeting of November 13, 2019**

#### **3.2 Correspondence: None**

#### **3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #050224 to and including #050361 in the total amount of \$209,831.00 including reported refunds and void checks.**

#### **3.4 Information Items (Acceptance Only):**

##### **a. Draft Safety Committee Meeting Minutes for November 21, 2019**

#### **MOTION:**

Director Van Roekel moved that the PRPD Board of Directors approve the Consent Agenda as presented. The motion was seconded by Vice Chairperson McGreehan and carried unanimously with 5 ayes.

AYES: Bellefeuille, McGreehan, Anderson, Van Roekel and Rodowick

NOES: None

ABSTENTIONS: None

### **4. COMMITTEE REPORTS**

#### **4.1 Recreation & Park Standing Committee (Anderson/Rodowick)**

The Committee met on December 4, 2019 to (1) review and discuss the Paradise Irrigation District Paradise Lake Agreement; (2) review and discuss proposed playground expansion at Bille Park with KaBoom!; and (3) in Closed Session pursuant to Government Code Section 54956.8 – Potential interest in real estate negotiations related to park expansion within District boundaries in Magalia and Paradise.

Committee members Anderson and Rodowick gave a brief oral report supplementing the written documentation presented to the Board.

Chairperson Bellefeuille asked if there was any public comment. Seeing and hearing none the item was brought back to the Board for discussion.

The Board concurred to receive the report as presented.

## 5. REPORTS

### 5.1 District Report.

Staff provided briefly summarized the written report presented to the Board.

- PID Agreement – Assistant District Manager Sweeney stated staff met with USFS representatives on December 10<sup>th</sup> to discuss the District's use intentions at Paradise Lake and preliminary drafting of the permit application to initiate the transfer of management from PID to PRPD.
- AT&T – Administrative Assistant II/Management Colleen Campbell reported the District has successfully completed AT&T service activation as of December 3, 2019 and the Terry Ashe Recreation Center now has reliable internet and phone service.
- Finance Reports – District Accountant Catherine Merrifield reviewed routine finance reports and informed the Board that staff was working with Rick Wood of CSDA to create a draft Finance Policy for Board consideration.
- Parks (Maintenance and Operation) – Park Supervisor Mark Cobb stated maintenance staff worked to clean up storm damage at District facilities in the wake of the snow storm to ensure all hazards and debris were cleared.
- Programs – Recreation Supervisor Jeff Dailey provided an update on programming; Elk's Hoop Shoot held at the Pine Ridge Gym in Magalia on December 7, 2019; Fish and Game Commission Grant for the Children's Fishing Derby on the spring of 2021; the Junior Wrestling program beginning December 9, 2019 with practices at the Paradise High School Gym; and additional programs currently running consisting of Tiny Tots, Holiday Treats, Little Hoopsters, Tae Kwon Do, Tai Chi, youth and adult drop in basketball, ballroom dance and new Zumba classes.
- Explore Butte County Project – Staff is participating in a research project commissioned by the Sierra Nevada Conservancy to understand the impacts of wildfire on tourism in the Sierra Nevada.
- The Tree Lighting Ceremony – Held on December 7<sup>th</sup> was a success at the Terry Ashe Recreation Center along with the District's participation in the Light Parade.
- US Tennis Association Grant – Staff submitted a grant for scholarship funding and equipment funding for children ages 5 to 18. If awarded, funding will be used for up to 24 children to participate in tennis programs offered by the District.
- FEMA/CalOES Pre-Disaster Mitigation Grant – Staff submitted a grant proposal to CalOES requesting \$4M in pre-disaster Mitigation funding from FEMA. Funding seeks to reduce the Federal Government's financial burden when responding to emergency declarations by mitigating disasters through preventative measures to the fullest extent possible. The District was invited to participate in the second proposal review. If selected PRPD could expect to receive funding in January 2021.

The Board concurred to receive this report as presented.

### 5.2 Ice Rink Update (Lorrennis Leeds)

Staff has received an additional \$8,000 in sponsorships bringing the total close to \$60,000.

### 5.3 LAFCO Update (Al McGreehan)

Mr. McGreehan reported he attended a meeting on December 5, 2019. The LAFCO Commission discussed extension of Chico sewer services for a Chico resident and a Durham Irrigation District annexation.

**5.4 CARPD Update (Al McGreehan)**

No report at this time.

The Board concurred to receive these reports as presented.

**6. CLOSED SESSION – NONE**

Chairperson Bellefeuille directed the Board to a short recess at 7:31 p.m. and the Board concurred.

Chairperson Bellefeuille reconvened the public meeting at 7:38 p.m. and directed the Board's attention to Old Business, item 7.2.

**7. OLD BUSINESS:****7.2 Resolution #19-12-1-472**

**Approve and adopt Resolution #19-12-1-472 authorizing Paradise Recreation and Park District Assistant District Manager and District Board of Directors to sign checks and ACH's on behalf of the District for the County of Butte.**

District Accountant Merrifield summarized the written report presented to the Board.

Chairperson Bellefeuille asked if there was any public comment. Seeing and hearing none, Chairperson Bellefeuille brought the item back to the Board for discussion.

After a brief discussion concerning correcting the date on the resolution to read December 11, 2019, Chairperson Bellefeuille stated she would entertain a motion on this item.

**MOTION:**

Director Van Roekel moved that the PRPD Board of Directors approve and adopt Resolution 19-12-1-472 with an amended date of December 11, 2019. The motion was seconded by Vice Chairperson McGreehan and carried unanimously with 5 ayes.

**ROLL CALL VOTE:**

Chairperson Bellefeuille, aye; Vice Chairperson McGreehan, aye; Secretary Anderson, aye; Director Van Roekel, aye; and Director Rodowick, aye.

**8. NEW BUSINESS:****8.1 Resolution #19-12-2-473 Butte County Local Hazard Mitigation Plan**

**The amendment to the General Plan's Health and Safety Element is recommended that will incorporate the most current Local Hazard Mitigation Plan [LHMP] as part of the Health and Safety Element of the General Plan. The Plan was considered at the November Board of Supervisors meeting and the County, each agency, CalOES and FEMA must approve the plan before it may go into effect.**

Assistant District Manager Sweeney summarized the written report presented to the Board stating the attached Annex M was only addressing the District's portion of the General Plan and the full Plan was available on the County's website. Once the full plan is approved by the County, it may provide additional avenues for disaster relief funding for the District.

Chairperson Bellefeuille asked if there was any public comment. Seeing and hearing none, Chairperson Bellefeuille brought the item back to the Board for discussion.

Seeing no additional discussion, Chairperson Bellefeuille stated she would entertain a motion.

**MOTION:**

Vice Chairperson McGreehan moved that the PRPD Board of Directors approve and adopt Resolution 19-12-2-473 as presented. The motion was seconded by Director Rodowick and carried unanimously with 5 ayes.

**ROLL CALL VOTE:**

Chairperson Bellefeuille, aye; Vice Chairperson McGreehan, aye; Secretary Anderson, aye; Director Van Roekel, aye; and Director Rodowick, aye.

**8.2 KaBOOM! – Butte Strong Fund**

**Approve cooperative agreement with KaBOOM! (an organization devoted to building safe, community-built playgrounds that encourage youth physical activity) to develop an approximate 2,500 square foot playground. KaBOOM! is exploring funding through the Butte Strong Foundation to replace the playground at Aquatic Park.**

Assistant District Manager Sweeney summarized the written report presented to the Board stating the project supports the recommended repairs and replacement of playground equipment in 2021 or thereafter as indicated in the District's Master Plan and given the existing playground's proximity to the new Paradise Elementary School location, playground replacement may drive increased use of Aquatic Park. Bille Park was also under consideration.

Upon concurrence with District legal counsel, the Recreation and Park Committee is recommending approve of the cooperative agreement with KaBOOM!

Chairperson Bellefeuille asked if there was any public comment.

An audience member suggested using All About Play as a playground vendor. The Recreation and Park Committee stated the vendor would be supplied by KaBOOM!

Seeing and hearing no additional comments, Chairperson Bellefeuille brought the item back to the Board and stated she would entertain a motion.

**MOTION:**

Chairperson Bellefeuille moved that upon concurrence with District legal counsel, the PRPD Board of Directors approve the cooperative agreement with KaBOOM! The motion was seconded by Secretary Anderson and carried unanimously with 5 ayes.

AYES: Bellefeuille, McGreehan, Anderson, Van Roekel and Rodowick

NOES: None

ABSTENTIONS: None



**8.2 Election of Officers**

**The PRPD Board of Directors will elect a Chairperson, Vice Chairperson, and Secretary to serve in the 2020 Calendar year.**

**NOMINATIONS FOR CHAIRPERSON:**

Chairperson Bellefeuille opened the nominations for PRPD Board of Directors Chairperson for the 2020 calendar year.

Robert Anderson nominated Al McGreehan.

Seeing and hearing no other nominations, Chairperson Bellefeuille stated she would entertain a motion to close the nominations for PRPD Board of Directors Chairperson for the 2020 calendar year.

**MOTION:**

Director Van Roekel moved to close the nominations for Chairperson of the PRPD Board of Directors for the 2020 calendar year. The motion was seconded by Steve Rodowick carried unanimously 5 ayes.

AYES: Bellefeuille, McGreehan, Anderson, Van Roekel and Rodowick

NOES: None

ABSTENTIONS: None

**VOTE:**

Chairperson Bellefeuille asked the Board for a vote on the nomination of Al McGreehan for PRPD Board of Directors Chairperson for the 2020 calendar year. The nomination carried with 4 ayes, 1 abstention.

**ROLL CALL VOTE:**

Chairperson Bellefeuille, aye; Vice Chairperson McGreehan, abstain; Secretary Anderson, aye; Director Van Roekel, aye; and Director Rodowick, aye.

**NOMINATIONS FOR VICE CHAIRPERSON:**

Chairperson Bellefeuille opened the nominations for PRPD Board of Directors Vice Chairperson for the 2020 calendar year.

Al McGreehan nominated Robert Anderson.

Seeing and hearing no other nominations, Chairperson Bellefeuille stated she would entertain a motion to close the nominations for PRPD Board of Directors Vice Chairperson for the 2020 calendar year.

**MOTION:**

Chairperson Bellefeuille moved to close the nominations for Vice Chairperson of the PRPD Board of Directors for the 2020 calendar year. The motion was seconded by Director Van Roekel carried unanimously 5 ayes.

AYES: Bellefeuille, McGreehan, Anderson, Van Roekel and Rodowick  
 NOES: None  
 ABSTENTIONS: None

**VOTE:**

Chairperson Bellefeuille asked the Board for a vote on the nomination of Robert Anderson for PRPD Board of Directors Vice Chairperson for the 2020 calendar year. The nomination carried with 4 ayes, 1 abstention.

**ROLL CALL VOTE:**

Chairperson Bellefeuille, aye; Vice Chairperson McGreehan, aye; Secretary Anderson, abstain; Director Van Roekel, aye; and Director Rodowick, aye.

**NOMINATIONS FOR SECRETARY:**

Chairperson Bellefeuille opened the nominations for PRPD Board of Directors Secretary for the 2020 calendar year.

Robert Anderson nominated Julie Van Roekel.

Seeing and hearing no other nominations, Chairperson Bellefeuille stated she would entertain a motion to close the nominations for PRPD Board of Directors Secretary for the 2020 calendar year.

**MOTION:**

Director Rodowick moved to close the nominations for Secretary of the PRPD Board of Directors for the 2020 calendar year. The motion was seconded by Secretary Anderson carried unanimously 5 ayes.

AYES: Bellefeuille, McGreehan, Anderson, Van Roekel and Rodowick  
 NOES: None  
 ABSTENTIONS: None

**VOTE:**

Chairperson Bellefeuille asked the Board for a vote on the nomination of Julie Van Roekel for PRPD Board of Directors Secretary for the 2020 calendar year. The nomination carried with 4 ayes, 1 abstention.

**ROLL CALL VOTE:**

Chairperson Bellefeuille, aye; Vice Chairperson McGreehan, aye; Secretary Anderson, aye; Director Van Roekel, abstain; and Director Rodowick, aye.

**2020 PRPD Board of Directors Officers:**

- Chairperson            Al McGreehan
- Vice Chairperson     Robert Anderson
- Secretary             Julie Van Roekel
- Director               Steve Rodowick
- Director               Mary Bellefeuille

**9. BOARD COMMENT:**

Mary Bellefeuille complimented staff on the new website.

Steve Rodowick recommended the District have a grand opening of Paradise Lake with a huge Kid's Fishing Day.

Mary Bellefeuille wished everyone a Merry Christmas and a Happy New Year.

**10. ADJOURNMENT:**

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 8:05 p.m. by Chairperson Bellefeuille until the regular Board meeting scheduled on January 8, 2020 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**

<b>Fund 2510</b>
<b>December</b>

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
*****								
050364-050412	12/6/2019		Payroll Summary	27,929.08	0.00	0.00	27,929.08	
*****								
050362	12/4/2019		ACH CALPERS	300.00			300.00	
050363	12/4/2019		ACH CALPERS	9,344.80			9,344.80	
050413	12/6/2019		ACH STATE PR TAX	743.34			743.34	
050414	12/6/2019		ACH FED PR TAX	6,693.56			6,693.56	
050415	12/6/2019		VISION SERVICE PLAN	190.79			190.79	
050416	12/6/2019		VOYA INSTITUTIONAL TRUST CO	275.00			275.00	
050417	12/6/2019		NORTH STATE GROCERY INC		135.08		135.08	
050418	12/6/2019		JESSICA LAWLER		20.75		20.75	A
050419	12/6/2019		MALHOTRA, SATWANT KAUR		35.00		35.00	Refund
050420	12/6/2019		ALHAMBRA		82.46		82.46	
050421	12/6/2019		PARADISE IRRIGATION DISTRICT		483.78		483.78	
050422	12/6/2019		RENTAL GUYS CHICO		1,502.88		1,502.88	
050423	12/6/2019		VERIZON WIRELESS		120.05		120.05	
050424	12/6/2019		BUTTE COUNTY SHERIFF'S OFFICE		37.00		37.00	
050425	12/13/2019		THOMAS ACE HARDWARE		1,636.93		1,636.93	
050426	12/13/2019		GIESE ELECTRIC		922.41		922.41	
050427	12/13/2019		ROTARY CLUB OF PARADISE		174.75		174.75	
050428	12/13/2019		ENTERPRISE RECORD		577.74		577.74	
050429	12/13/2019		KHSL		1,000.00		1,000.00	
050430	12/13/2019		VERIZON WIRELESS		273.15		273.15	
050431	12/13/2019		GOLDEN PACIFIC HOMES		39.36		39.36	Refund
050432	12/13/2019		CHRISTENSEN TELECOMMUNICATIONS		3,854.81		3,854.81	
050433	12/13/2019		LES SCHWAB TIRES		1,077.30		1,077.30	
050434	12/13/2019		MARK COBB		75.01		75.01	A
050435	12/13/2019		SPECK WEST CONCRETE SYSTEMS		75.98		75.98	
050436	12/13/2019		JC NELSON SUPPLY CO		844.88		844.88	
050437	12/13/2019		DEER CREEK BROADCASTING		150.00		150.00	
050438	12/13/2019		COMPUTERS PLUS		394.15		394.15	
050439	12/13/2019		CSDA MEMBER SERVICES		5,158.94		5,158.94	
050440	12/13/2019		CALIFORNIA SPECIAL DISTRICT ASSO		762.08		762.08	
050441	12/13/2019		NORTHERN RECYCLING & WASTE		1,300.59		1,300.59	
050442	12/17/2019		ACH CALPERS	3,184.83			3,184.83	
*****								
<b>TOTALS</b>				<b>20,732.32</b>	<b>20,735.08</b>	<b>0.00</b>	<b>41,467.40</b>	
*****								
<b>GRAND TOTALS</b>				<b>48,661.40</b>	<b>20,735.08</b>	<b>0.00</b>	<b>69,396.48</b>	

Notes:

Refund total 74.36

A) Reimbursement





## Paradise Recreation & Park District

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

Phone: 530-872-6393  
Fax: 530-872-8619  
Website: [www.ParadisePRPD.com](http://www.ParadisePRPD.com)

### SAFETY COMMITTEE MEETING

#### Report/Minutes

DRAFT

**DATE:** December 19, 2019 at 8:30 a.m.

**LOCATION:** Italian Cottage, Chico

**ATTENDANCE:** Dan Efseaff, District Manager  
Kristi Sweeney, Assistant District Manager  
Jeff Dailey, Recreation Supervisor  
Mark Cobb, Park Supervisor  
Colleen Campbell, Administrative Assistant II/Management

**ABSENT:** None

#### 1. **MINUTES:**

- By unanimous vote of the members present, the November 21, 2019 Safety Committee Minutes were approved.

#### 2. **SAFETY AND HEALTH ISSUES DISCUSSED:**

THE FOLLOWING SAFETY MEETINGS WERE HELD:

- Dec. 05, 2019 Tree Hazards After Storms (Maint. Staff Mtg)  
by Matt Sweeney, Park Maintenance
- Dec. 11, 2019 Driving in Wet/Slippery Conditions (Maint Staff Mtg)  
by Dave Ricca, Park Maintenance
- Dec. 12, 2019 TARC Alarm System/Safety Training (General Staff Mtg)  
by Mark Cobb, Park Supervisor

#### b. ***DOCUMENTED SITE INSPECTIONS, REPAIRS, AND OTHER ACCOMPLISHMENTS RELATED TO SAFETY:***

- **Maintenance Requests: None**
- **Site Inspections completed since last meeting:**
  - Recreation Supervisor Jeff Dailey reported he is working on completing the Aquatic Park Pool inspection (weather permitting)
  - Park Supervisor Mark Cobb provided documentation of safety repairs completed in response to the November 14, 2019 Ice Rink inspection.

District Manager Efseaff requested the following inspections be completed:

- Concow Pool

***c. ACCIDENT/INCIDENT REPORTS:***

- The Committee recognized a vandalism report for turf damage due to a vehicle at Bille Park dated November 21, 2019. Police Report taken.
- No additional accident/incident reports received since last meeting.

***d. WORKERS' COMPENSATION CLAIMS:***

- Documentation not received from the carrier at the time of the meeting.

**3. MISCELLANEOUS:**

***a. TREE REMOVAL ROE PROGRAM***

Staff will be submitting ROE forms for hazardous tree removal at District facilities prior to the December 20, 2019 deadline. This government sponsored hazard tree removal program is offered through the Town of Paradise and County of Butte.

Next Safety Meeting Date: January 30, 2020

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Colleen Campbell, Safety Committee Secretary

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Date:

cc: CAPRI  
PRPD Board 01/08/20 – Draft Copy

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**District Report****Meeting Date: January 8, 2020**

DATE: 12/5/2019  
 TO: PRPD Board of Directors (BOD)  
 FROM: Dan Efseaff, District Manager  
 SUBJECT: Monthly District Report

**Monthly Report****1. Updates**

- a. Paradise Lake Agreement - Staff met with the Plumas USFS planning team regarding the permit application process to manage the USFS picnic area at Paradise Lake. As a result of this meeting Plumas USFS staff assisted PRPD with streamlining the permit application process and operations plan. Staff is working to complete the operating plan and anticipates being ready to submit the complete application to Plumas USFS once the lease agreement has been completed and approved by both PRPD and PID Board of Directors.
- b. Wildfire Risk Reduction Buffer Project - Staff and Ryan Luster from The Nature Conservancy (TNC) met with officials from the Town of Paradise to provide an overview of the study that TNC is working on with PRPD to use scientific modeling to demonstrate how strategic location of parks may serve as buffers to slow or stop wildfire from spreading through the community. As a result of this meeting, the Town is working to identify appropriate liaisons to serve in an advisory capacity to the study.

**2. Administrative and Visitor Services**

- a. Customer Service - Administrative staff have been working diligently and professionally while serving community members who come into the office to pay impact fees. This opportunity to connect with the community members in such a positive way has established excellent rapport and alleviated stress for these people of the community in what may otherwise have been a stressful and burdensome task. Staff were rewarded with a beautiful Poinsettia plant and homemade cookies from two different grateful Town members.
- b. Holiday Hours – The office will be closed between Christmas and New Year's Day. Staff are looking forward to the holidays and are very appreciative to the Board for the holiday office closure time. Staff are excited to spend time with loved ones, rest, relax, and recharge then come back in the New Year to continue serving our community. I wanted to wish our staff, board, and citizens Happy Holidays and ready for us to come back recharged for an eventful 2020!

**3. Finance**

- a. Tax Revenue Backfill - Catherine talked to the Auditor's office and spoke with their tax representative to clarify the backfill tax money. For FY 2019-2020, the District will receive \$940,022 of secured property tax and \$10,232 of unsecured property tax. The revenue report that will be out later in December, will show both the backfill amounts and the amounts the local population has paid. Unfortunately, they do not have an estimate for FY 2020-2021 yet.
- b. Routine Reports – Balance Sheet (Attachment A), Profit & Loss Budget vs. Actual (Attachment B), and Recovery Project (Attachment C).
- c. Impact Fees – For the month of December, the District received a total of \$15,331.41 in impact fees. Since 11/8/18, the District has received a total of \$142,250.87.
- d. 5-Star Bank – The interest for the Money Market accounts was not posted at the time this report was completed. For the month of November, the Investment Money Market received interest of \$2,190.68, the Grant Money Market received \$119.10.

**4. Parks (Maintenance and Operations)**

- a. RHA/PG&E LED Retrofit Program – We will provide an update on the retrofit program. We planned to complete all the facilities by the first of the Year and had staff and an electrician lined up for the installation at TARC, unfortunately RHA ordered the wrong lights for the TARC and Moore Road and the project has been delayed. LED

lighting will be beneficial to the District in many aspects, such as lowering electric bills, longevity on bulb life (average LED bulb life is ten Years) which mean less time on Maintenance changing bulbs. We are working with PG&E and the Northern Rural Training and Employment Consortium to resolve the matter and not lose out on the funding. They have extended the funding for early 2020.

- b. Bille Park Trees - We had an arborist re-evaluate the trees one year after the fire. (We had him inspect our trees immediately after the fire and at that time we needed to harvest approximately 20 trees for hazards). We did not want to cut any more trees down unless they were hazards to the public and wanted to give any tree that looked like it had a chance to recover from the fire the time to do so. Unfortunately, 49 trees did not recover and will need to be removed.

## 5. Programs

- a. Active Recreation Classes - Classes and programs that are currently active for PRPD include Tai Chi, Tae Kwon Do, Ballroom Dance, Zumba, Junior Wrestling, Tiny Tots, Tot-nastics, Drop-in Basketball, and Paradise on Ice. In addition to current programs, we are exploring additions for programs in Magalia and will be able to kick those off before the next Activity Guide. The recruitment of new instructors has been extremely limited.
- b. Elk's Hoop Shoot - The annual Elk's Hoop Shoot free throw contest was held on Saturday, December 7<sup>th</sup> at the Pine Ridge Gym in Magalia. The event drew approximately 15 children between the ages of 8 and 13 years. The Paradise Elk's provided volunteers along with snacks, drinks, and awards that were given out to the participants. The winners in each of six categories will go on to the regional finals in Redding in late January.
- c. Fish and Game Commission Grant - On Monday, January 6<sup>th</sup> we will be presenting the grant proposal to the Butte County Fish and Game Commission for the purpose of purchasing fish for the 2021 PRPD Children's Fishing Derby. We have already been approved for an allotment of trout from the CA Dept. of Fish and Wildlife for the spring of 2020.

## 6. Outreach and Development

- a. Youth Services Fairs - Staff will participate in a series of Youth Services Fairs hosted by Butte County Office of Education (BCOE). The first resource fair was held Tuesday December 17, 2019 at Pine Ridge School in Magalia. Staff had a table set up to help children build home-made Christmas ornaments while also asking parents to complete a survey about recreation programs they want PRPD to offer for children, youth and adults.
- b. Do It Leisure - Staff met with Jackie Glazer of Do It Leisure to discuss programming and events to be offered through PRPD. Based on our discussion, Jackie will be confirming dates in Spring and Summer for various events and programs that can be included in the PRPD Spring/Summer activity guide.
- c. Centerville Recreation and Historical Association (CRHA) - Staff met with Andrew Burke of CRHA. Andrew shared an impressive list of accomplishments CRHA has completed in the last year and shared some exciting plans for upcoming events this Spring and Summer. CRHA will be submitting a proposal for events and/or programs to be hosted by CRHA for the District.

## 7. Project Development

- a. Sierra Nevada Conservancy (SNC) Strategic Land Conservation grant application – The District proposed 2 grants:
  - i. Project 1157-LC, Acquisition to Expand and Enhance Noble Park and Oak Creek Park in Paradise, California. SNC noted that after an evaluation process that involved subject matter experts, environmental consultants, and SNC staff as well as a comprehensive legal review, the application scored below 80 points and will not be considered for this funding program. The feedback noted that the evaluation team supported the general concepts presented in this proposal – providing public use lands which would assist with community fire protection but cited concerns about the maturity of the project; the locations of the properties in relation to fuel breaks in the WUI; and the need for public park expansion. They also noted that the project appears to have real value and promise, and SNC encourages PRPD to continue developing the project. Even though the project was rejected under this program, SNC is currently considering this project for funding under an alternate grant program which may be a better fit for the goals and activities of the project.

ii. Project 1190-LC, Acquisition support for Park and Recreation Land Expansion Portfolio within the Footprint of the Camp Fire.

This application also scored below the threshold for consideration. SNC notes that the evaluation team supported the general concepts presented in this proposal – providing public use lands which would assist with community fire protection. However, it appeared that the project may be premature at this point and noted that focus on the public and natural resources benefits of the properties, they also note the importance of the feasibility study to help guide the properties to pursue. This feasibility study should really be completed before this project moves forward.

- b. Lakeridge Development - Staff members are refining and revising the conceptual plan for Lakeridge Park in Magalia to reflect recent public comments, potential partnerships, and Community-wide hazard mitigation. Later in 2020, we will conduct a series of public input meetings to refine and reflect community needs.
- c. Northern Recycling & Waste Services - received grant funding for California Vocations to remove and install trash bins so we will not have to incur any additional staff time. They will also remove any onsite bins that you would like to see replaced. I also have other funding flowing into the CalVoc crew, they already service the Town's trail bins so if you would like they would add the parks bins into their pickup schedule at no additional cost or liability for the park.
- d. BLM - Agency staff are preparing for pre-work meeting with the logging contractor with a tentative start date of Friday, November 1st. They will provide regular updates as to when they'll be on the property with a small crew of 5-7 people.
- e. Warming Center Permit – We were invited to participate as a warming center location during business hours. We do not foresee any issues with this request and Mr. Cobb is looking into whether we need a permit.

**8. Upcoming**

- a. Personnel and Finance Committee meetings are anticipated to review various policy, program and other topics in January.

**Photographs**



Figure 1. Elks Hoop Shoot, December 2019



Figure 2. BCOE Winter Resource Fair, December 2019



Figure 3. BCOE Winter Resource Fair, December 2019



Figure 4. BCOE Winter Resource Fair, December 2019

**Attachments:**

- A. Balance Sheet
- B. P&L vs. Actual
- C. Recovery Project

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12/13/19

Accrual Basis

**PRPD**  
**Balance Sheet**  
 As of December 17, 2019

	Dec 17, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Mechanics Bank - Operating	123,548.27
1005 · Petty Cash	300.00
1010 · Treasury Cash - 2510	
1011 · General Operating	-773,868.31
1012 · ACO Reserve	702,200.00
1013 · General Reserve	2,000.00
1014 · Deposits held for others	1,000.00
<b>Total 1010 · Treasury Cash - 2510</b>	<b>-68,668.31</b>
<b>1030 · Investments</b>	
1031 · Five Star Bank Money Market	1,174,502.20
1032 · Five Star Bank Grant M. M.	63,674.51
<b>Total 1030 · Investments</b>	<b>1,238,176.71</b>
<b>1100 · Designated Treasury Funds</b>	
1111 · Aquatic Unicorp-2511	49.41
1112 · Grosso Endowment-2512	53,632.13
1113 · Grosso Scholarship-2513	3,428.28
<b>1114 · Designated Donations-2514</b>	
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	6,191.83
1114-14 · General Donations	1,186.00
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Wrestling Mat fund	773.60
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,698.80
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	1,056.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	429.28
<b>Total 1114 · Designated Donations-2514</b>	<b>28,390.19</b>
<b>Total 1100 · Designated Treasury Funds</b>	<b>85,500.01</b>
<b>1119 · Impact Fees</b>	
1120 · Sub Div Fees - 2520	7,964.18
1121 · Park Acqui Unincorp - 2521	46,429.33
1122 · Park Dev Unincorp - 2522	76,875.07
1124 · District Fac Unincorp - 2524	39,884.03
1126 · Park Acqui Incorp - 2526	88,909.69
1127 · Park Dev Incorp - 2527	267,186.74
1128 · District Fac Incorp - 2528	48,203.06
<b>Total 1119 · Impact Fees</b>	<b>575,452.10</b>
<b>Total Checking/Savings</b>	<b>1,954,308.78</b>
<b>Other Current Assets</b>	
1400 · Interest Receivable	
1410 · Interest Receivable	1,361.18
1411 · Interest Receivable - 2511	0.19
1413 · Interest Receivable - 2513	217.91
1420 · Interest Receivable - 2520	30.81
1421 · Interest Receivable - 2521	157.18
1422 · Interest Receivable - 2522	232.59
1426 · Interest Receivable - 2526	243.68
1427 · Interest Recievable - 2527	743.90

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Accrual Basis

**PRPD**  
**Balance Sheet**  
As of December 17, 2019

	Dec 17, 19
1428 · Interest Receivable - 2528	119.64
<b>Total 1400 · Interest Receivable</b>	<b>3,107.08</b>
1424 · Interest Receivable - 2524	139.34
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	-13,124.68
1512 · FMV Adjustment-2512	-926.25
1500 · FMV Adjustments - Other	-4,880.93
<b>Total 1500 · FMV Adjustments</b>	<b>-18,931.86</b>
<b>Total Other Current Assets</b>	<b>-15,685.44</b>
<b>Total Current Assets</b>	<b>1,938,623.34</b>
<b>Fixed Assets</b>	
1710 · Land	750,088.53
1715 · Land Development	4,990.00
1720 · Buildings	5,534,233.05
1730 · Furn., Fixtures & Equip (>\$5k)	547,069.69
1798 · Accum Depr - Building	-256,655.28
1799 · Accum Depr - Furniture/Fixtures	-4,131,705.06
1800 · Construction in Progress	
1801 · CIP-Lakeridge Park Development	82,463.57
1802 · CIP-Crain Park Development	140,593.02
1803 · CIP-Crain Park Playground	61,485.86
1804 · CIP-Crain Park Bathroom	78,051.59
<b>Total 1800 · Construction in Progress</b>	<b>362,594.04</b>
<b>Total Fixed Assets</b>	<b>2,810,614.97</b>
<b>Other Assets</b>	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	237,865.00
<b>Total Other Assets</b>	<b>538,187.00</b>
<b>TOTAL ASSETS</b>	<b>5,287,425.31</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	31,697.96
<b>Total Accounts Payable</b>	<b>31,697.96</b>
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	
2110 · Wages Payable	45,402.75
2120 · Payroll Taxes Payable	3,271.78
2130 · Health Benefits Payable	-9,316.95
2140 · FSA payable	-209.93
2170 · CalPers Payable	23,139.24
2190 · Accrued Leave Payable	
2191 · Comp leave payable	2,121.36
2192 · Sick leave payable	15,306.09
2193 · Vacation leave payable	40,595.31
<b>Total 2190 · Accrued Leave Payable</b>	<b>58,022.76</b>
<b>Total 2100 · Payroll Liabilities</b>	<b>120,309.65</b>
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2410 · Deferred Services Income	39,405.38
2420 · Deferred Facility Income	3,110.00

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Accrual Basis

**PRPD**  
**Balance Sheet**  
As of December 17, 2019

	Dec 17, 19
2430 · Deferred Inflow - Pension	32,038.00
Total 2400 · Deferred Revenue	74,553.38
Total Other Current Liabilities	195,863.03
Total Current Liabilities	227,560.99
Long Term Liabilities	
2800 · Post Employment benefits	41,965.00
2805 · CalPers Pension Liability	315,491.17
Total Long Term Liabilities	357,456.17
Total Liabilities	585,017.16
Equity	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3030 · General Reserve	2,000.00
3050 · Designated Capital Outlay	702,200.00
Total 3000 · General Fund Balances-2510	995,349.99
3100 · Net of Capital Investments	3,145,295.97
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	53,022.07
3213 · Grosso Scholarship-2513	2,878.45
3214 · Donations - 2514	18,155.30
3220 · Impact Fees	440,380.71
Total 3200 · Designated Fund Balances	514,436.53
3280 · Invest. in General Fixed Assets	-349,657.31
3900 · Retained Earnings	1,500,837.61
3901 · Net Profit	-403,475.96
Net Income	-700,678.68
Total Equity	4,702,408.15
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,287,425.31</b>





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PRPD

## Profit &amp; Loss Budget vs. Actual 19-20

12/20/19

July 1 through December 17, 2019

Accrual Basis

	Jul 1 - Dec ...	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Tax Revenue	72,872.21	1,445,600.00	-1,372,727.79	5.0%
4200 · Impact Fee revenue	96,814.11	63,200.00	33,614.11	153.2%
4300 · Program Income	66,350.38	259,400.00	-193,049.62	25.6%
4350 · Concession & Merchandise sales	55.50	17,000.00	-16,944.50	0.3%
4400 · Donation & Fundraising Income	58,417.71	66,000.00	-7,582.29	88.5%
4401 · Scholarships Granted	0.00	0.00	0.00	0.0%
4500 · Grant Income	50,000.00	144,200.00	-94,200.00	34.7%
4600 · Other Revenue	5,818.97	4,000.00	1,818.97	145.5%
4900 · Interest Income	6,977.24	7,000.00	-22.76	99.7%
<b>Total Income</b>	<b>357,306.12</b>	<b>2,006,400.00</b>	<b>-1,649,093.88</b>	<b>17.8%</b>
<b>Cost of Goods Sold</b>				
50000 · Cost of Goods Sold	0.00	0.00	0.00	0.0%
<b>Total COGS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Gross Profit</b>	<b>357,306.12</b>	<b>2,006,400.00</b>	<b>-1,649,093.88</b>	<b>17.8%</b>
<b>Expense</b>				
<b>5000 · Payroll Expenses</b>				
5010 · Wages & Salaries	339,592.90	1,088,580.00	-748,987.10	31.2%
5020 · Employer Taxes	25,113.21	65,300.00	-40,186.79	38.5%
5030 · Employee Benefits	62,732.32	189,000.00	-126,267.68	33.2%
5040 · Workers Comp Expense	34,254.00	60,000.00	-25,746.00	57.1%
5050 · Accrued Leave	0.00	4,000.00	-4,000.00	0.0%
5060 · Other Personnel Costs	9,909.69	3,100.00	6,809.69	319.7%
5070 · (Subsidized Personnel Costs)	0.00	0.00	0.00	0.0%
5000 · Payroll Expenses - Other	449.75	0.00	449.75	100.0%
<b>Total 5000 · Payroll Expenses</b>	<b>472,051.87</b>	<b>1,409,980.00</b>	<b>-937,928.13</b>	<b>33.5%</b>
<b>5100 · Program Expenses</b>				
5110 · Concession & Merchandise Exp.	0.00	11,200.00	-11,200.00	0.0%
5120 · Program Contract Labor	1,540.00	0.00	1,540.00	100.0%
5130 · Program Supplies	11,420.46	27,650.00	-16,229.54	41.3%
5100 · Program Expenses - Other	0.00	0.00	0.00	0.0%
<b>Total 5100 · Program Expenses</b>	<b>12,960.46</b>	<b>38,850.00</b>	<b>-25,889.54</b>	<b>33.4%</b>
5140 · Fundraising Expense	0.00	0.00	0.00	0.0%
5200 · Advertising & Promotion	2,912.50	16,500.00	-13,587.50	17.7%
5210 · Bad Debt	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	1,552.18	4,700.00	-3,147.82	33.0%
5230 · Contributions to Others	1,252.75	15,100.00	-13,847.25	8.3%
5240 · Copying & Printing	70.57	1,000.00	-929.43	7.1%
5250 · Depreciation	0.00	0.00	0.00	0.0%
5260 · Dues, Mbrshps, Subscr, & Pubs	8,993.76	11,600.00	-2,606.24	77.5%
5270 · Education, Training & Staff Dev	220.92	16,000.00	-15,779.08	1.4%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	6,744.79	18,600.00	-11,855.21	36.3%
5284 · Program ET&F	0.00	5,000.00	-5,000.00	0.0%
5286 · Small Tools & Equipment	6,751.24	4,400.00	2,351.24	153.4%
5280 · Equip., Tools & Furn (<\$5k) - Other	3,606.73	0.00	3,606.73	100.0%
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>17,102.76</b>	<b>28,000.00</b>	<b>-10,897.24</b>	<b>61.1%</b>
5290 · Equipment Rental	89,725.26	110,000.00	-20,274.74	81.6%
5300 · Insurance	53,460.00	54,000.00	-540.00	99.0%
5310 · Interest Expense	214.00	0.00	214.00	100.0%
5320 · Miscellaneous Expense	97.00	2,200.00	-2,103.00	4.4%
5330 · Professional & Outside services				
5332 · Accounting	17,762.08	10,000.00	7,762.08	177.6%
5334 · Legal	15,576.20	7,000.00	8,576.20	222.5%
5336 · Engineering	0.00	5,000.00	-5,000.00	0.0%
5338 · Other Prof. & Outside Labor	33,696.10	93,000.00	-59,303.90	36.2%

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## PRPD

## Profit &amp; Loss Budget vs. Actual 19-20

12/20/19

July 1 through December 17, 2019

Accrual Basis

	Jul 1 - Dec ...	Budget	\$ Over Budget	% of Budget
5330 · Professional & Outside services - Other	2,880.39	0.00	2,880.39	100.0%
<b>Total 5330 · Professional &amp; Outside services</b>	<b>69,914.77</b>	<b>115,000.00</b>	<b>-45,085.23</b>	<b>60.8%</b>
5340 · Postage & Delivery	19.96	2,500.00	-2,480.04	0.8%
5350 · Rent-Facility use fees	4,027.50	15,200.00	-11,172.50	26.5%
5360 · Repair & Maintenance				
5361 · Building R&M	12,159.92	26,000.00	-13,840.08	46.8%
5362 · Equipment R&M	100,187.22	17,000.00	83,187.22	589.3%
5363 · General R&M	26,835.79	10,000.00	16,835.79	268.4%
5364 · Grounds R&M	39,079.85	43,000.00	-3,920.15	90.9%
5365 · Pool R&M	7,909.94	20,000.00	-12,090.06	39.5%
5366 · Vehicle R&M	77,923.31	10,000.00	67,923.31	779.2%
5367 · Janitorial	4,070.22	9,600.00	-5,529.78	42.4%
5368 · Security	697.08	1,300.00	-602.92	53.6%
5369 · Vandalism	184.05	0.00	184.05	100.0%
5360 · Repair & Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>269,047.38</b>	<b>136,900.00</b>	<b>132,147.38</b>	<b>196.5%</b>
5370 · Supplies - Consumable				
5372 · Office Supplies	4,852.01	10,000.00	-5,147.99	48.5%
5374 · Safety & staff supplies	3,854.25	7,500.00	-3,645.75	51.4%
5370 · Supplies - Consumable - Other	0.00	0.00	0.00	0.0%
<b>Total 5370 · Supplies - Consumable</b>	<b>8,706.26</b>	<b>17,500.00</b>	<b>-8,793.74</b>	<b>49.8%</b>
5380 · Taxes, Lic., Notices & Permits	527.72	4,200.00	-3,672.28	12.6%
5390 · Telephone & Internet	14,163.47	25,000.00	-10,836.53	56.7%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	3,771.55	3,000.00	771.55	125.7%
5404 · Fuel	9,399.80	13,000.00	-3,600.20	72.3%
5406 · Meals	913.19	2,000.00	-1,086.81	45.7%
5408 · Mileage & Auto Allowance	165.38	5,000.00	-4,834.62	3.3%
5400 · Transportation, Meals & Travel - Other	0.00	0.00	0.00	0.0%
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>14,249.92</b>	<b>23,000.00</b>	<b>-8,750.08</b>	<b>62.0%</b>
5410 · Utilities				
5412 · Electric & Gas	27,963.45	78,000.00	-50,036.55	35.9%
5414 · Water	1,762.80	22,000.00	-20,237.20	8.0%
5416 · Garbage	6,616.97	8,000.00	-1,383.03	82.7%
5410 · Utilities - Other	0.00	0.00	0.00	0.0%
<b>Total 5410 · Utilities</b>	<b>36,343.22</b>	<b>108,000.00</b>	<b>-71,656.78</b>	<b>33.7%</b>
9500 · Fair Value Adjustment Exp	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,077,614.23</b>	<b>2,155,230.00</b>	<b>-1,077,615.77</b>	<b>50.0%</b>
<b>Net Ordinary Income</b>	<b>-720,308.11</b>	<b>-148,830.00</b>	<b>-571,478.11</b>	<b>484.0%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
9700 · Interfund Transfer	0.00	0.00	0.00	0.0%
9800 · Prior Yr Time Expired checks	0.00	0.00	0.00	0.0%
9900 · Gain/(Loss) on Assets	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
9990 · Prior Period Audit Adjustment	0.00	0.00	0.00	0.0%
9999 · Misc. Expense	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>-720,308.11</b>	<b>-148,830.00</b>	<b>-571,478.11</b>	<b>484.0%</b>

**PRPD**  
**Profit & Loss by Job**  
July 1 through December 13, 2019

Expense	RP1 General (Recovery Project)	Total Recovery Project
<b>5000 · Payroll Expenses</b>		
5010 · Wages & Salaries	55,249.50	55,249.50
5020 · Employer Taxes	3,809.54	3,809.54
5030 · Employee Benefits	13,493.32	13,493.32
5060 · Other Personnel Costs	0.00	0.00
<b>Total 5000 · Payroll Expenses</b>	<b>72,552.36</b>	<b>72,552.36</b>
<b>5100 · Program Expenses</b>		
5130 · Program Supplies	1,564.73	1,564.73
<b>Total 5100 · Program Expenses</b>	<b>1,564.73</b>	<b>1,564.73</b>
<b>5260 · Dues, Mbrshps, Subscr, &amp; Pubs</b>	78.12	78.12
<b>5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>		
5286 · Small Tools & Equipment	6,464.43	6,464.43
5280 · Equip., Tools & Furn (<\$5k) - Other	36.44	36.44
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>6,500.87</b>	<b>6,500.87</b>
<b>5290 · Equipment Rental</b>	11,362.48	11,362.48
<b>5330 · Professional &amp; Outside services</b>		
5338 · Other Prof. & Outside Labor	5,041.93	5,041.93
5330 · Professional & Outside services - Other	2,261.89	2,261.89
<b>Total 5330 · Professional &amp; Outside services</b>	<b>7,303.82</b>	<b>7,303.82</b>
<b>5350 · Rent-Facility use fees</b>	1,480.00	1,480.00
<b>5360 · Repair &amp; Maintenance</b>		
5361 · Building R&M	746.90	746.90
5362 · Equipment R&M	99,021.87	99,021.87
5363 · General R&M	21,378.70	21,378.70
5364 · Grounds R&M	38,378.24	38,378.24
5365 · Pool R&M	1,571.35	1,571.35
5366 · Vehicle R&M	75,848.78	75,848.78
5368 · Security	125.08	125.08
5369 · Vandalism	108.64	108.64
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>237,179.56</b>	<b>237,179.56</b>
<b>5370 · Supplies - Consumable</b>		
5372 · Office Supplies	169.28	169.28
5374 · Safety & staff supplies	2,538.31	2,538.31
<b>Total 5370 · Supplies - Consumable</b>	<b>2,707.59</b>	<b>2,707.59</b>
<b>5390 · Telephone &amp; Internet</b>	120.04	120.04
<b>5400 · Transportation, Meals &amp; Travel</b>		
5404 · Fuel	2,601.63	2,601.63
5408 · Mileage & Auto Allowance	0.00	0.00
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>2,601.63</b>	<b>2,601.63</b>
<b>5410 · Utilities</b>		
5416 · Garbage	2,775.29	2,775.29
<b>Total 5410 · Utilities</b>	<b>2,775.29</b>	<b>2,775.29</b>
<b>Total Expense</b>	<b>346,226.49</b>	<b>346,226.49</b>



# Staff Report

# January 8, 2020



DATE: 12/20/2019  
 TO: Board of Directors  
 FROM: Dan Efseaff, District Manager  
 SUBJECT: 2020 Committee Assignments

As specified in the Administrative By-laws, standing committees shall be appointed by the Board of Directors Chairperson in January of each year. In addition, ad-hoc committees shall be established on an as-needed basis at the concurrence of the Board of Directors.

In review of the current Ad-hoc Committees, we recommend that the following committees have served their original purpose and are not recommended for assignment for 2020:

- Crain Park Ad-hoc Advisory Committee (Established 08-12-08)
  - Julie Van Roekel and Robert Anderson and STAFF; and
- FLSA/Minimum Wage Ad-hoc Advisory Committee (Established 09-13-16)
  - Al McGreehan and Mary Bellefeuille

The District anticipates that upcoming items and issues can be resolved with the existing standing committee and that if staff develops additional needs, new committees may be established.

### 2020 AD-HOC COMMUNITY LIAISON ASSIGNMENTS

While staff attends a number of meetings, we recommend that BOD members consider assignment or tracking progress on the following meetings, such as: Butte County Fire Safe Council (BCFSC), Butte County Resource Advisory Committee (RAC), Forest Advisory Committee (FAC), Paradise Ridge Fire Safe Council (PRFSC), Upper Ridge Community Council, and additional meetings. Assignments could be made at the January meeting.

#### Attachments:

- A. Proposed 2020 Committee Assignments

O:\BOD\BOD\_Meetings\2020\20\_0108\2020\_0108.BOD.2020 Committee Assignments\_Staff\_Report.docx  
 12/20/2019



**Paradise Recreation and Park District  
2020 STANDING COMMITTEES**

Proposed

**PERSONNEL:**

**JULIE VAN ROEKEL, Chairperson      AL MCGEEHAN, Member**

- *Review and recommend staff salary and wages*
- *Review general staffing needs*
- *Review and recommend other personnel matters as needed*
- *Budget study and review (personnel)*
- *Meet as needed to observe daily operation*
- *Provide Board and Staff Liaison and subjects related thereto.*

**FINANCE:**

**MARY BELLEFEUILLE, Chairperson      STEVE RODOWICK, Member**

- *Review and recommend equipment and projects for Fixed Assets*
- *Review budget and general finance items as needed*
- *Review short- and long-term capital improvement plan*
- *Budget study and review (income and expense)*
- *Evaluate development and assessment fees as needed*
- *Review Marketing Plan and amend as needed*

**RECREATION AND PARK:**

**STEVE RODOWICK, Chairperson      ROBERT ANDERSON, Member**

- *Visit facilities and review needs*
- *Review Town and County general plan and District master plan, as well as each respective implementation status*
- *Review and recommend various facility use agreements as needed*
- *Meet with Paradise Unified School District as needed*
- *Serve as liaisons to other public agencies*
- *Meet as needed on program and facility related items.*







- ~~□ Our Ad-hoc Advisory Committees may or may not be legislative bodies as specified in the Government Code. To avoid confusion in the interpretation of the Brown Act requirements, PRPD will treat ad-hoc advisory committees in the same manner as standing committees.~~
- Our Ad-hoc Advisory Committees will be formed for a specific purpose and are usually temporary. Ad-hoc Advisory Committees will contain less than a quorum of Board members and will advise staff on a specific matter. Any decisions subject to Board action will be considered by the full Board and may be reviewed and recommended through one of the standing committees.
- It is recommended that one current committee member stay on each standing committee to assure continuity on pending issues.

