



#### 4. **COMMITTEE REPORTS**

- 4.1. Finance Committee (Rodowick/McGreehan) – The Committee met on March 11, 2021 to (1) Review reserve resolution and policy; (2) Review potential investment portfolio for Board consideration; and (3) Oral report of the 2021-2022 draft budget. (written report)
- 4.2. Recreation and Park Committee (Anderson/Rodowick) – The Committee met on April 6, 2021 to (1) Review revised park plans for Lakeridge and Noble Parks – Park updated design plans for Noble Park and Lakeridge Park have been developed based on public input gathered since December 2019; and (2) in Closed Session – Potential interest in real estate negotiations related to park expansion within District boundaries. (written report)
- 4.3. Finance Committee (Rodowick/McGreehan) – The Committee met on April 8, 2021 to (1) Continue review of Reserve Policy and resolution for Board consideration and possible approval; and (2) Review 2021-2022 draft budget and short- and long-term capital improvements. (oral report)

#### 5. **REPORT**

- 5.1. District Report
- 5.2. Board Liaison reports (Oral Reports)
- 5.3. Review 2021-2022 Draft Budget

#### 6. **CLOSED SESSION:** None

#### 7. **OLD BUSINESS:**

- 7.1. Amended TNC Cooperative and Second Task Agreements – Staff is seeking to align the Cooperative Agreement and Second Task Agreement dates to allow full use of the \$100,000 in grant funds. **Recommendation:** (1) Authorize the District Manager to work with The Nature Conservancy to amend the agreement dates as presented to allow for the full use of funds under the recently approved second task agreement as presented; and (2) authorize the District Manager to sign the amended Cooperative and Second Task Agreements on behalf of the District.

#### 8. **NEW BUSINESS**

- 8.1. LAFCO 2021 Election Ballot – The PRPD Board of Directors will consider voting for one candidate for a Regular Non-Enterprise Member and one candidate for an Alternate Enterprise/Non-Enterprise Member listed on the ballot or choose to vote for a write-in candidate. Deadline to submit ballot is May 14, 2021. **Recommendation:** Vote for one candidate from each category; choose a write-in candidate; or decline to submit the ballot.
- 8.2. Resolution 21-04-1-496 Finance Reserve Policy – As part of a series of actions to fortify the District's financial position and to add transparency, staff have been working with the Finance Committee and California Special Districts Association to develop a Reserve Policy. The policy sets guidelines for saving, using, and reporting funds. This follows previous actions to develop a Financial Investments Policy and authorized staff to open new accounts. The investment and reserve policies for special districts will increase transparency and ensure greater compliance with Governmental Accounting Standards Board Statement No. 54. **Recommendation:** Staff recommends approval of the resolution and reserve policy pending recommendation from the Finance Committee.

#### 9. **BOARD COMMENT**

#### 10. **ADJOURNMENT**

Adjourn to the next regular meeting on May 12, 2021 at 6:00 p.m., in Conference Room B, at the Terry Ashe Recreation Center (6626 Skyway, Paradise, California).



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



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Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
Via Zoom Teleconference  
March 10, 2021

**MINUTES**

Special Notice:

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Paradise Recreation and Park District will be closing the Board of Director’s Meeting to members of the public and non-essential District staff.

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to [ccampbell@paradisepprd.com](mailto:ccampbell@paradisepprd.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 6:00 p.m.

**1.1 PLEDGE OF ALLEGIANCE:**

Chairperson Bellefeuille led the Pledge of Allegiance.

**1.2 ROLL CALL:**

Present via tele-conference: Chairperson Mary Bellefeuille, Vice Chairperson Steve Rodowick, Secretary Robert Anderson, Director Al McGreehan, and Director Julie Van Roekel.

Absent: None

**PRPD STAFF:**

Present via tele-conference: District Manager Dan Efseaff, Assistant District Manager Kristi Sweeney, Office Manager Colleen Campbell, Park Supervisor Mark Cobb, District Accountant Catherine Merrifield, Recreation Supervisors Jeff Dailey and Scott Amick, Recreation Specialist Jess Mercer, and Recreation Coordinator Willie Davidson.

**1.3 WELCOME GUESTS:**

Chairperson Bellefeuille welcomed the following guests:

Present via tele-conference: David Zink, Paradise Arts, Theater, and Cultural Hub [PATCH]; Ryan Luster, The Nature Conservancy; Jessica Melton, PG&E; Arlinda Black,

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Paradise Piranhas Swim Team; Holly Pladson, CPA; Rick Wood, California Special Districts Association; and John Stonebraker, Citizen.

#### 1.4 SPECIAL PRESENTATION:

David Zink, Paradise Arts, Theater, and Cultural Hub [PATCH] provided an update on the organization's collaboration effort.

After a brief discussion, the Board thanked Mr. Zink for his presentation.

#### 2. PUBLIC COMMENT:

Staff informed the Board one comment was received via electronic mail by the 1:00 p.m. deadline on March 10, 2021. The Board Clerk read the comment verbatim into the record:

Subject: public comment for board meeting

I need to send this in writing in case I get disconnected from the board meeting exactly when public comment opens as happened last month.

The members of the Magalia Community Park board would like to meet with however many members of the PRPD board want to meet with us, preferably at our facility so you can see the progress we've made. We would like to become better acquainted and talk about PRPD's successful partnerships with other organizations and what sort of model could work for us.

It was revelatory to observe last week's liaison meeting and how the district treated the Town as a peer.

We are not looking for more Zoom calls with staff since we do not feel they have been productive. After the January 29 call where we tried to address collaborative events at our facility, someone sent Jeff Dailey to make an employment offer to our disc golf commissioner. PRPD would have taken a cut for lessons at our facility without any percentage coming to us. We still don't know how it came about that a contract was presented to someone with no authority to sign on behalf of our organization.

Until that is clarified, the majority of our board will not support any further collaboration with PRPD. We would like to meet with you in person and straighten things out.

John Stonebraker  
Magalia Community Park

The Board acknowledged receipt of this public comment.

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Chairperson Bellefeuille asked if there were any additional public comments. Seeing and hearing none, Chairperson Bellefeuille requested a change to the agenda to accommodate guests present. The Board concurred to hear Old Business 7.1, followed by New Business 8.1, 8.2, and 8.4.

Chairperson Bellefeuille directed the Board's attention to Old Business 7.1 and welcomed Ryan Luster of The Nature Conservancy to comment.

## 7. OLD BUSINESS

**7.1 Consider Task Agreement and Acceptance of Grant – On November 12, 2020, the Board of Directors (BOD) approved an agreement with The Nature Conservancy (TNC) to continue work to support and develop nature-based fire risk reduction. The project fits in with District goals to explore the development of strategically located parks and trails within the District to mitigate extreme wildfire risk and provide new amenities to the community. Recently, TNC announced funds (\$100,000) to expand the District's capacity to explore funding sources and work with interested landowners and provided a second task agreement that outlines the effort. This task is in addition to our existing cooperative agreement and workplan.**

The Board had open discussion with staff and Mr. Luster concerning the documents presented to the Board.

District Manager Efseaff stated the District legal counsel reviewed the documents and recommended minor changes to the agreement and to provide the option of employee or independent contractor as it relates to the Project Description.

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

### **MOTION:**

Vice Chairperson Rodowick moved that the PRPD Board of Directors approve (1) the second task agreement as amended; (2) accept the \$100,000 grant with The Nature Conservancy; and (3) authorize the District Manager move forward on these items on behalf of the District. The motion was seconded by Secretary Anderson and carried unanimously with 5 ayes.

### **ROLL CALL VOTE:**

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Robert Anderson, aye; Director Julie Van Roekel, aye; and Director Al McGreehan, aye.

Chairperson Bellefeuille directed the Board's attention to New Business 8.1 and welcomed Jessica Melton of Pacific Gas & Electric (PG&E) to comment.

## 8. NEW BUSINESS

**8.1 Usage of the Terry Ashe Recreation Center for a Public Community Resource Center for Public Safety Power Shut Off Events – Pacific Gas & Electric Company (PG&E) (Applicant) has approached the District to utilize the Terry Ashe Recreation Center as a public center**

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**during Public Safety Power Shut Off events. In exchange for that use, they would provide (\$800/day, while this is less than the whole facility use (about \$1,300), they will provide several improvements (electrical and generator). The program helps community members cope with planned shut off events and would help keep District offices with generator power.**

The Board had open discussion with staff and Ms. Melton concerning adding the cost of inflation based on the Consumer Price Index (CPI) into the daily fee; including language in the agreement that PG&E will be flexible concerning room use to accommodate District events; and to refine the Exhibit A overhead map of the District grounds.

Further, District Manager Efseaff stated staff will work with the County to ensure the agreement complies with the current lease.

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

**MOTION:**

Director McGreehan moved that the PRPD Board of Directors authorize staff to complete the agreement amendments recommended by District legal counsel, secure County usage approval, and present the amended agreement for Board ratification at the April 14, 2021 regularly scheduled Board meeting. The motion was seconded by Vice Chairperson Rodowick and carried unanimously with 5 ayes.

**ROLL CALL VOTE:**

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Robert Anderson, aye; Director Julie Van Roekel, aye; and Director Al McGreehan, aye.

**8.2 Paradise Piranhas Swim Team Update – Paradise Piranhas Swim Team representative, Arlinda Black, will provide a mid-agreement update on the organization.**

Ms. Black provided an oral report supplementing the written information presented to the Board. She indicated that due to participants aging out and families moving from the area the organization is having a challenging time recruiting new swimmers, but they are continuing their recruitment endeavor and are encouraged by the District's support of the organization.

After a brief discussion, the Board concurred to receive this report as information only.

**8.4 2019-2020 District Audit – The PRPD Board of Directors will review the independent audit for fiscal year ending June 30, 2020 prepared by Holly Pladson, Certified Public Accountant.**

Ms. Pladson provided a brief overview of the June 30, 2020 audit for fiscal year 2019-2020. The Finance Committee (Rodowick/McGreehan) confirmed the Committee reviewed the audit materials and recommend the Board accept the audit as presented.

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



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**MOTION:**

Chairperson Bellefeuille moved that the PRPD Board of Directors accept the June 30, 2020 independent audit prepared by Holly Pladson, CPA as presented. The motion was seconded by Director Van Roekel and carried unanimously with 5 ayes.

**ROLL CALL VOTE:**

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Robert Anderson, aye; Director Julie Van Roekel, aye; and Director Al McGreehan, aye.

Chairperson Bellefeuille directed the Board's attention to the Consent Agenda and asked if any items should be removed and heard separately.

**3. CONSENT AGENDA****3.1 Board Minutes:****a. Regular Meeting of February 10, 2021****3.2 Correspondence: None****3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #052104 to and including #052190; and Check #900626 to and including #900639 in the total amount of \$183,093.50 including reported refunds and voided checks.****3.4 Disposition of Fixed Asset/Relief of Accountability – Staff seeks approval to remove the 2006 Ford Freestar passenger van from the fixed asset inventory due to excessive cost to repair the vehicle. Recommendation: Approve fixed asset relief of accountability for the 2006 Ford Freestar passenger van as presented.****3.5 Information Items (Acceptance Only):****A. Safety Committee Meeting Draft Minutes of February 18, 2021**

Seeing and hearing none, Chairperson Bellefeuille stated she would entertain a motion on the Consent Agenda.

**MOTION:**

Vice Chairperson Rodowick moved to approve the Consent Agenda as presented. The motion was seconded by Secretary Anderson and carried unanimously with 5 ayes.

**ROLL CALL VOTE:**

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Robert Anderson, aye; Director Julie Van Roekel, aye; and Director Al McGreehan, aye.

**4. COMMITTEE REPORTS****4.1 Finance Committee (Rodowick/McGreehan) – The Committee met on February 11, 2021 to review the draft 2019-2020 independent audit prepared by Holly Pladson, CPA.**

The Board concurred to receive this report as presented.

- 4.2 Personnel Committee (Bellefeuille/Van Roekel) – The Committee met on February 16, 2021 to (1) review development of new position or consultant for park development; and (2) in Closed Session pursuant to Government Code Section 54957 (a) District Manager Evaluation and Employment Agreement; and (b) review outstanding 2011 workers’ compensation claim.**

The Board concurred to receive this report as presented.

- 4.3 Town of Paradise Liaison Committee (McGreehan/Bellefeuille) – The Committee met on March 3, 2021 to provide updates on various projects:**

<b>Town of Paradise</b>	<b>Paradise Recreation and Park District</b>
Sewer	Park Planning, Proposal & Public Input
BMX Trailway Path	Loop Trail Project Update
Recovery Updates	Recreation Programs Status
Advocacy at Federal/State Level	Buffer Planning and Efforts
Siren Towers	Miocene Flume Information Sharing
	Electronic Sign

After a brief discussion, the Board concurred to receive this report as presented.

**5. REPORTS**

**5.1 District Report**

Staff reports were provided by District Manager Dan Efseaff, Assistant District Manager Kristi Sweeney, Park Supervisor Mark Cobb, District Accountant Catherine Merrifield, Recreation Supervisors Jeff Dailey and Scott Amick, Recreation Specialist Jess Mercer, and Recreation Coordinator Willie Davidson.

**5.2 Board Liaison Reports (Oral Reports) - None**

**8. NEW BUSINESS**

- 8.3 Permit Use for Paradise Lake for Cross County Meets in Spring 2021– Paradise Unified School District (PUSD) approached the District about the possibility of the use of Paradise Lake trails for Grade 5-8 Cross Country Meets in Spring 2021. Subject to COVID restrictions, PUSD may host between 1-4 other schools.**

District Manager Efseaff summarized the written report presented to the Board, indicating that PUSD has been an excellent long-time partner with the District and due to the urgency of the request, staff recommends the Board authorize staff to work with PUSD on details to move forward with the event. Staff further recommends the following conditions:

- The District will waive event fees, parking fees for school vehicles, and recommend PUSD recognition as a sponsor.

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- The District and Applicant will work together on the route and solve logistic issues.
- The Applicant will:
  - Abide by Butte County Public Health requirements at the time of the event(s), which may require masks for spectators and social distancing.
  - Pay for or seek sponsors for additional portable restrooms, if needed.
  - Utilize temporary markers (chalk and signs for route finding); and
  - Leave the route and staging areas clean of any trash.
  - Provide insurance certification, sign rental agreement, (with updated indemnity language), and COVID-19 waiver.
- Spectators will pay for regular parking fees.

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

**MOTION:**

Director McGreehan moved to authorize staff to approve the application for conditional use for 1 to 4 Cross-County Meets in 2021 as presented. The motion was seconded by Director Van Roekel and carried unanimously with 5 ayes.

**ROLL CALL VOTE:**

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Robert Anderson, aye; Director Julie Van Roekel, aye; and Director Al McGreehan, aye.

**9. BOARD COMMENT:**

Al McGreehan stated the CARPD Conference is scheduled for June in Monterey and registration is currently open. Further, he stated there will be a CARPD Board of Directors meeting on March 17, 2021 and he will provide any updates to the Board at the April 14, 2021 regularly scheduled Board meeting.

Al McGreehan also requested staff present the revised Mission Statement for Board consideration and possible approval at a future Board meeting.

Al McGreehan inquired whether the names for the new passenger vans had been finalized.

**10. ADJOURNMENT:**

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 8:25 p.m. by Chairperson Bellefeuille until the next regular Board meeting scheduled on April 14, 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



April 5, 2021

Julie Van Roekel  
Director  
Paradise Recreation & Park District  
6626 Skyway  
Paradise, CA 95969

Subject: Resignation

Dear Paradise Recreation & Park District Board of Directors and Staff,

With a heavy heart, but also a clear view of the future, I am writing to inform you of my resignation as a Director from the Paradise Recreation & Park District effective May 13, 2021. The May 12 board meeting will be my last meeting. My family and I will be relocating to Colorado this summer to begin the next chapter in our lives.

Since joining the board in 2013, I have had the privilege of working alongside some of the most dedicated, kind and intelligent individuals I have ever encountered. Never having served on a board before, I was guided along the learning curve with patience and respect from the other board members as well as an excellent staff. I knew immediately that I was a part of a team that had done great things and was planning for even greater things. Little did I know of the strides to come. They have been nothing short of incredible.

I have been honored to share in the master planning for the future of the district, the planning and development for new parks, the acquisition of land for continued growth and sustainability, the collaboration with many quality partners and the hiring of extremely qualified staff. The future of PRPD and the ridge is bright for sure and this board and staff will keep it moving in the right direction.

Thank you all for an incredible 8 years as a member of the board, but mostly thank you to the people of the ridge community for making Paradise a wonderful place for me to call home. I will always consider it as such.

Sincerely,



Julie Van Roekel



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

<b>Fund 2510</b>
<b>March</b>

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
*****								
052203-052215	3/10/2021		Payroll Summary	11,827.29	0.00	0.00	11,827.29	
*****								
Direct Deposit	3/10/2021		Payroll Summary	16,079.91	0.00	0.00	16,079.91	
*****								
052239-052253	3/24/2021		Payroll Summary	11,153.36	0.00	0.00	11,153.36	
*****								
Direct Deposit	3/24/2021		Payroll Summary	15,738.37	0.00	0.00	15,738.37	
*****								
052191	3/5/2021		INDUSTRIAL POWER PRODUCTS		127.08		127.08	
052192	3/5/2021		THOMAS ACE HARDWARE		1,846.45		1,846.45	
052193	3/5/2021		NORTH STATE GROCERY INC		220.64		220.64	
052194	3/5/2021		CALIFORNIA SPECIAL DISTRICT ASSOC		1,242.12		1,242.12	
052195	3/5/2021		BOBCAT OF CHICO		3,864.97		3,864.97	
052196	3/5/2021		COMPUTERS PLUS		280.85		280.85	
052197	3/5/2021	Void	ULINE		0.00		0.00	
052198	3/5/2021		DE LAGE LANDEN FINANCIL SERVICES		223.49		223.49	
052199	3/5/2021		O'REILLY AUTO PARTS		361.59		361.59	
052200	3/5/2021		COMCAST		89.83		89.83	
052201	3/5/2021		NATIONAL PEN CO LLC		122.45		122.45	
052202	3/5/2021		MAGOON SIGNS		300.30		300.30	
052216	3/12/2021		VOYA INSTITUTIONAL TRUST CO	340.00			340.00	
052217	3/12/2021		CED CHICO		580.01		580.01	
052218	3/12/2021		EMPLOYMENT DEVELOPMENT DEP	1,085.68			1,085.68	
052219	3/12/2021		TYLER WOODCOX		5.39		5.39	A
052220	3/12/2021		NORTHSTATE AGGREGATE INC		189.64		189.64	
052221	3/12/2021		ACME TOILET RENTALS LLC		414.40		414.40	
052222	3/12/2021		NORTH STATE SCREENPRINTING		112.08		112.08	
052223	3/12/2021		CARDMEMBER SERVICE		881.46		881.46	
052224	3/12/2021		VERIZON WIRELESS		376.59		376.59	
052225	3/12/2021		MEEK'S LUMBER & HARDWARE		444.59		444.59	
052226	3/12/2021		VALLEY TRUCK & TRACTOR CO		252.63		252.63	
052227	3/12/2021		UMPQUA BANK		2,325.80		2,325.80	
052228	3/12/2021		JC NELSON SUPPLY CO		790.08		790.08	
052229	3/19/2021		PARADISE RECREATION & PARKS	16,079.91			16,079.91	B
052230	3/19/2021		ELLIS ART & ENGINEERING		61.09		61.09	
052231	3/19/2021		EXECUTIVE HOMES		776.54		776.54	
052232	3/19/2021		INLAND BUSINESS SYSTEMS		26.89		26.89	
052233	3/19/2021		PG&E		3,305.01		3,305.01	
052234	3/19/2021		STREAMLINE		360.00		360.00	
052235	3/19/2021		NORTHERN RECYCLING & WASTE		1,103.51		1,103.51	
052236	3/19/2021		RENTAL GUYS CHICO		419.27		419.27	
052237	3/19/2021		CAPRI		11,711.25		11,711.25	C
052238	3/19/2021		LILLEY PAD POOLS		150.00		150.00	
052254	3/26/2021		KRISTI A SWEENEY	1,336.90			1,336.90	D
052255	3/26/2021		VOYA INSTITUTIONAL TRUST CO	340.00			340.00	
052256	3/26/2021		VISION SERVICE PLAN	156.19			156.19	
052257	3/26/2021		PRINCIPAL LIFE INSUANCE CO	133.12			133.12	
052258	3/26/2021		PREMIER ACCESS INSURANCE	1,002.34			1,002.34	
052259	3/26/2021		KELLER SUPPLY COMPANY		1,996.71		1,996.71	
052260	3/26/2021		PARADISE RECREATION & PARKS	15,738.37			15,738.37	B
052261	3/26/2021		RUTH EPPERSON		540.38		540.38	Refund
052262	3/26/2021		CALIFORNIA SPECIAL DISTRICT		1,033.56		1,033.56	

052263	3/26/2021		JOHNSON LAND SURVEYING		8,000.00		8,000.00	E
052264	3/26/2021		AT&T		37.39		37.39	
052265	3/26/2021		COMCAST		89.83		89.83	
052266	3/26/2021		FOOTHILL MILL & LUMBER CO		466.27		466.27	
052267	3/26/2021		NORMAC INC		245.79		245.79	
052268	3/26/2021		BUTTE VALLEY PUMP & ELECTRIC		38.76		38.76	
052269	3/26/2021		MELTON DESIGN GROUP		15,181.40		15,181.40	F
052270	3/26/2021		OFFICE DEPOT		448.55		448.55	
052271	3/26/2021		PARADISE IRRIGATION DISTRICT		1,884.22		1,884.22	
052272	3/26/2021		AT&T		600.45		600.45	
052273	3/26/2021		ALHAMBRA		114.84		114.84	
900640	3/5/2021		ACH CALPERS	3,308.93			3,308.93	
900641	3/5/2021		ACH CALPERS	12,294.92			12,294.92	
900642	3/16/2021		ACH STATE PR TAX	1,004.28			1,004.28	
900643	3/16/2021		ACH FED PR TAX	7,503.32			7,503.32	
900644	3/16/2021		ACH CALIFORNIA STATE DISBURS	118.61			118.61	
900645	3/26/2021		ACH STATE PR TAX	949.14			949.14	
900646	3/26/2021		ACH FED PR TAX	7,364.18			7,364.18	
900647	3/26/2021		ACH CALPERS	4,673.65			4,673.65	
900648	3/26/2021		ACH CALPERS	2,138.69			2,138.69	
900649	3/26/2021		ACH CALIFORNIA STATE DISBURS	118.61			118.61	

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<b>TOTALS</b>				<b>75,686.84</b>	<b>63,644.15</b>	<b>0.00</b>	<b>139,330.99</b>	
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<b>GRAND TOTALS</b>				<b>98,667.49</b>	<b>63,644.15</b>	<b>0.00</b>	<b>162,311.64</b>	
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Notes:

- A) Reimbursement
- B) Direct Deposit Payroll reimbursement to Five Star Bank
- C) Quarterly Payment for Workers' Comp
- D) Replacement for damaged payroll check
- E) Land survey for Noble acquisition
- F) Payment for two invoices (Lakeridge & Noble)



## Staff Report

April 14, 2021



DATE: 3/22/2021  
 TO: Board of Directors (BOD)  
 FROM: Mark Cobb, Park Supervisor  
 Dan Efseaff, District Manager  
 SUBJECT: Amended Agreement  
 PG&E Usage of TARC for Public Community Resource Center (CRC) for  
 Public Safety Power Shut Off Events

### Summary

At the March 10, 2021 BOD meeting the Board considered a PG&E usage agreement for the Terry Ashe Recreation Center for Public Safety Power Shut Off Events. The agreement will allow for PG&E usage of the facility and they will provide at their expense, upgrades to the facility to provide power during power shut off events. The BOD took action to authorize staff to complete the agreement with revisions recommended by District legal counsel, secure County usage approval, and present the amended agreement for Board ratification at the April 14, 2021 regularly scheduled Board meeting. The revisions to the agreement include:

1. Include the cost of inflation based on the Consumer Price Index into the daily fee;
2. Include language in the agreement that PG&E will be flexible concerning room usage to accommodate District events; and
3. Refine the overhead map of District grounds.

Staff notified the County prior to the last meeting and have another inquiry in as far as to process, we do not anticipate any issues, but have not heard as of the publication date.

***Recommendation:*** Ratify the revised agreement as presented and proceed with the project unless the County objects to the project.

### Attachments:

- A. TARC PSP Indoor CRC license

[https://paradiseprpd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2021/21.0414/2021.0414.BOD.PG&E.PSP.report.docx](https://paradiseprpd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.0414/2021.0414.BOD.PG&E.PSP.report.docx)  
4/8/2021

**LICENSE AGREEMENT**  
**(PUBLIC SAFETY POWER SHUTOFF)**

This License Agreement ("**License Agreement**") is made and entered into this \_\_\_\_\_ day of April, 2021 (the "**Effective Date**") by the Paradise Parks and Recreation District, a state government entity, hereinafter called "**LICENSOR**," and PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called "**PG&E**." PG&E and LICENSOR are sometimes hereinafter each singularly referred to as "PARTY" and collectively as "PARTIES".

R E C I T A L S:

A. LICENSOR owns or leases the certain real property commonly known as The Terry Ashe Recreation Center, located at 6626 Skyway, Assessor's Parcel Number 052-080-094-000, hereinafter called the "**Property**," located in the City of Paradise, County of Butte, State of California. The Property includes a parking lot ("**Parking Lot**") containing approximately 30+ parking spaces.

B. PG&E desires to partner with LICENSOR in connection with a Public Safety Power Shutoff Event ("**PSPS Event**"). For purposes of this License Agreement, a "**PSPS Event**" means the existence of one or more environmental conditions creating extreme fire danger that results in the shutoff of power for public safety. Examples of PSPS Events include but are not limited to red flag warnings issued by the United States National Weather Service, low humidity levels, high winds, and dry vegetation.

C. The PARTIES desire to memorialize this mutual understanding and agreement for making the Property available to PG&E in connection with a PSPS Event.

NOW, THEREFORE, for good and valuable consideration, LICENSOR and PG&E agree as follows:

1. Grant of License. Subject to the terms and conditions set forth in this License Agreement, LICENSOR grants PG&E, and its employees, contractors, agents, and representatives ("**PG&E's Representatives**") and PG&E's customers the right to use one of the four spaces within the same building, described in **EXHIBIT A** attached hereto ("**Room A**", "**Room B**", "**Room C**", or "**Room D**") and certain interior areas of the Property in connection with a PSPS Event, together with rights of ingress and egress to and from Room A, Room B, Room C, or Room D and the right to use certain exterior areas of the Property as set forth below. "**License Area**" shall refer to whichever of the Room A, Room B, Room C, Room D or a combination of Room A and Room B is being used for a particular PSPS Event. LICENSOR shall reserve the right to designate which of the Room A, Room B, Room C, Room D or a combination of Room A and Room B will be identified as the License Area, upon receiving the **PSPS Notice from PG&E**. All of the activities of PG&E and PG&E's Representatives pursuant to this License Agreement are referred to herein as "**PG&E's Activities**."

2. Use of License Area and Interior Common Areas of the Property. During Use Days (as defined in Section 5 below), PG&E and PG&E's Representatives and customers shall have the exclusive right to use the License Area as a customer resource center. Services to be provided in the License Area may include, among other things, providing PG&E customers with

water and snacks and the ability to charge phones and get up-to-date information on outages. PG&E and PG&E's Representatives shall have the right to set up tables and chairs in the License Area. In addition to the exclusive use of the License Area, PG&E and PG&E's Representatives and customers shall have the nonexclusive right, during Use Days, to use lobbies, hallways, stairways, elevators (if operational), restrooms, and other interior common areas of the Property. PG&E and PG&E's Representatives shall also have the right to install temporary directional signage in the common areas of the Property.

3. Staging Area; Parking.

(a) Staging Area. During Use Days, PG&E and PG&E's Representatives shall have the exclusive right to use the exterior area of the Property shown on **EXHIBIT A** (the "**Staging Area**") to support the operation of an indoor customer resource center in the case of a PSPS Event. PG&E and PG&E's Representatives shall have the right to set up tents, install trailers, portable toilets, fencing, and temporary signage, park mobile vehicle units and other vehicles, and deliver and stage equipment, supplies and materials in the Staging Area.

(b) Parking. PG&E and PG&E's Representatives and customers shall have the non-exclusive right to park vehicles in portions of the Parking Lot shown on **EXHIBIT A** during Use Days.

(c) Personnel. During Use Days PG&E shall have the exclusive right to use the License Area, up to twenty-four (24) hours per day. Hours for use to PG&E customers shall be from 8:00 am to 10:00 pm. On Use Days, the License Area shall be fully staffed by PG&E and its representatives, at PG&E's sole cost and expense. PG&E shall provide uniformed unarmed security at its cost and expense to ensure the protection of its equipment, the safety of the public and to prevent any damage to the Property.

4. Generator. Subject to the terms and conditions of this Section 4, LICENSOR grants PG&E and PG&E's Representatives a license to install, maintain, operate, repair, and replace a generator and related equipment (collectively, the "**Generator**") in the exterior area of the Property shown on **EXHIBIT A** attached hereto (the "**Generator Site**"). At PG&E's option, PG&E or PG&E's Representatives may install temporary fencing, bollards, or other barriers around the Generator Site. LICENSOR grants to PG&E and PG&E's Representatives exclusive use of the Generator Site. PG&E anticipates that the Generator may remain in place from approximately June 1 until December 31 of each year, and PG&E and PG&E's Representatives shall have the right, without prior notice to LICENSOR, to enter the Property at all times to access the Generator. PG&E, at its expense, shall be responsible for obtaining all required permits for the Generator and complying with all laws relating to the Generator. Notwithstanding the definition of PG&E's Activities, the presence of the Generator on the Property and activities related to the Generator shall not be considered PG&E's Activities for purposes of determining Use Days, and PG&E shall not be required to pay any additional license fees or other sum in connection with the Generator. The Generator is solely for the benefit of PG&E and PG&E's customers. PG&E makes no representations or warranties to LICENSOR regarding the operation, capacity, or condition of the Generator, and PG&E shall have no liability to LICENSOR in connection with any failure or malfunction of the Generator. Promptly

after the expiration of the term of this License Agreement, PG&E or PG&E's Representatives shall remove the Generator and any barriers installed by PG&E or PG&E's Representatives.

5. Term. This License Agreement shall be for a term of ten (10) years, commencing on \_\_\_\_\_ (the "**Commencement Date**"), and expiring on December 31, 2030 (the "**Termination Date**"). Notwithstanding the term of this License Agreement, PG&E anticipates that it will use the License Area and the Staging Area on an occasional basis, if at all, for periods of approximately two (2) to ten (10) days at a time. The days (including any partial days) during which any of PG&E's Activities are occurring in or on the License Area or the Staging Area are referred to herein as "**Use Days**." During Use Days, PG&E shall have the exclusive right to use the License Area and the Staging Area twenty-four (24) hours per day.

6. License Fee. PG&E shall pay a license fee ("**License Fee**") of Eight Hundred Dollars (\$800.00) per day for each Use Day. A 3% fee escalator shall be applied to the License Fee for each subsequent calendar year as follows:

2021	\$800.00
2022	\$824.00
2023	\$848.72
2024	\$874.18
2025	\$900.41
2026	\$927.42
2027	\$955.24
2028	\$983.90
2029	\$1,013.42
2030	\$1,043.82

7. Priority Scheduling. PG&E shall give LICENSOR at least twenty-four (24) hours' prior notice (the "**PSPS Notice**") of the dates and times that PG&E desires to access and use the Property in connection with a PSPS Event. Within four (4) hours after receipt of a PSPS Notice, LICENSOR shall confirm receipt of the PSPS Notice. PG&E's use of the Property in connection with a PSPS Event shall take priority over other uses and events. If another use or event is scheduled at the Property that would conflict with PG&E's use of the Property during the dates and times specified in the PSPS Notice, LICENSOR shall cancel such event and indemnify and defend PG&E from any and all Claims related to such cancellation. LICENSOR acknowledges that PG&E may give LICENSOR multiple PSPS Notices during any calendar year.

8. Use of License Area and Staging Area.

(a) As Is. To LICENSOR'S current actual knowledge, the Property complies with all laws, including the Americans with Disabilities Act and other accessibility laws. PG&E accepts the License Area and the Staging Area "AS-IS," "WHERE-IS" and "WITH ALL-FAULTS," subject to all applicable zoning, municipal, county and state laws, ordinances, and regulations governing and regulating the use of the License Area and the Staging Area. PG&E may request LICENSOR to perform alterations, repairs, or improvements to the License Area and the Staging Area, but PG&E understands and agrees that LICENSOR shall not be obligated to make any such alterations, repairs or improvements at any time. Except in the event of an emergency, PG&E shall not make any alterations, repairs or improvements to the Property without the prior written consent of LICENSOR, which consent shall not be unreasonably withheld, conditioned or delayed.

(b) Use. PG&E shall exercise reasonable care in the conduct of PG&E's Activities in the License Area and the Staging Area. Without limiting the generality of the preceding sentence, PG&E shall maintain the License Area and the Staging Area in reasonably neat and orderly condition during Use Days; provided, however, that LICENSOR, as part of the License Fee and without additional compensation, shall provide all necessary janitorial services to the License Area and common areas during Use Days, including, but not limited to, removing trash and stocking restrooms with supplies. PG&E shall not use the License Area or the Staging Area or permit anything to be done in or about the License Area or the Staging Area during Use Days that will in any way conflict with any law, statute, zoning restriction, ordinance or governmental rule or regulation or requirement relating to the use or occupancy of the License Area or the Staging Area. During Use Days, PG&E shall not allow the License Area or the Staging Area to be used for any unlawful or objectionable purpose, nor shall PG&E cause, maintain or permit any nuisance in, on or about the License Area or the Staging Area.

(c) Mechanic's Liens. PG&E shall keep the Property free and clear of all mechanic's liens arising, or alleged to arise, in connection with any work performed, labor or materials supplied or delivered, or similar activities performed by PG&E or at PG&E's request or for PG&E's benefit. If any mechanic's liens are placed on the Property in connection with PG&E's use or PG&E's Activities, PG&E shall diligently pursue all necessary actions to remove such liens from title, either by payment or by recording a lien release bond in the manner specified in California Civil Code Section 8424 or any successor statute.

(d) Restoration. Upon PG&E's ceasing to use the License Area and the Staging Area in connection with a particular PSPS Event, PG&E shall remove all personal property of PG&E from the License Area, remove all vehicles, personal property, debris and waste material of PG&E and PG&E's Representatives from the Staging Area, and repair and restore the License Area and the Staging Area as nearly as reasonably possible to the condition that existed prior to PG&E's entry hereunder.

(e) Water Discharge. PG&E's activities may require potable water-filled equipment, such as barrels or water barriers to weigh down tents or other equipment, or to delineate outside areas on the Property. All potable water-filled equipment shall be cleaned prior to use and filled with water from a potable water source only. Any water discharged from the

water-filled equipment shall be discharged to onsite unpaved land (i.e., soil) only. PG&E and PG&E's representatives shall ensure best management practices are implemented including but not limited to ensuring water is observed for any potential sediments, trash or other contaminants; the discharge area selected is 100 feet from a water body; and the discharge is done to avoid ponding and erosion. If the water needs to be discharged to a storm drain, PG&E will obtain local stormwater agency approval. This License Agreement authorizes the discharge of potable water from water-filled equipment on to the Property as described above. PG&E shall notify LICENSOR if water discharge is necessary.

9. Notices. All notices under this License Agreement shall be sent by email to the addresses set forth in **EXHIBIT B**. In addition, LICENSOR will provide PG&E with telephone or cellphone numbers of staff in calling order to contact in an emergency as set forth in **EXHIBIT B**. **EXHIBIT B** shall be updated as needed to reflect current names and contact information.

10. Indemnity. Except to the extent caused by the negligence or willful misconduct of LICENSOR, its officers, agents, or employees, PG&E shall indemnify, defend and hold harmless LICENSOR and its governing body, officers, agents, and employees from and against all claims, losses, actions, demands, damages, costs, expenses (including, but not limited to, reasonable attorneys' fees and court costs) (collectively, "**Claims**") that are caused by PG&E's Activities, or the entry on, occupancy or use of, the Property by PG&E or PG&E's Representatives under this License Agreement, including, but not limited to, Claims relating to (i) injury to or death of persons, including, but not limited to, employees of LICENSOR or PG&E; (ii) injury to the property of LICENSOR, and (iii) violation of any applicable federal, state, or local laws, statutes, regulations, or ordinances by PG&E or PG&E's Representatives. In no event, however, shall PG&E be liable for any indirect or consequential damages or for loss of profits or other revenue, loss of goodwill, or loss of use. The indemnification obligations of PG&E under this Section 10 shall survive the expiration or earlier termination of this License Agreement.

11. Insurance. PG&E shall at all times during the Term of this License Agreement, self-insure for PG&E's Activities pursuant to this License Agreement in accordance with **EXHIBIT C**.

12. Alterations to Property. LICENSOR hereby grants PG&E and PG&E's Representatives the right to perform, at PG&E's expense, the alterations to the Property described in **EXHIBIT D** attached hereto. PG&E or PG&E's Representatives will coordinate the scheduling of the performance of such alterations with LICENSOR.

13. Miscellaneous.

(a) Governing Law. This License Agreement shall in all respects be interpreted, enforced, and governed by and under the laws of the State of California.

(b) Attorneys' Fees. Should either party bring an action against the other party, by reason of or alleging the failure of the other party with respect to any or all of its obligations hereunder, whether for declaratory or other relief, and including any appeal thereof,

then the party which prevails in such action shall be entitled to its reasonable attorneys' fees and expenses related to such action, in addition to all other recovery or relief.

(c) No Waiver. Any waiver with respect to any provision of this License Agreement shall not be effective unless in writing and signed by the party against whom it is asserted. The waiver of any provision of this License Agreement by a party shall not be construed as a waiver of a subsequent breach or failure of the same term or condition or as a waiver of any other provision of this License Agreement.

(d) Counterparts. This License Agreement may be executed in identical counterpart copies, each of which shall be an original, but all of which taken together shall constitute one and the same agreement.

(e) Authority. Each party to this License Agreement warrants to the other that it has the right and authority to enter into and to perform its obligations under this License Agreement, without the consent of any third party, and that the person signing below is authorized to bind such party.

(f) Interpretation. This License Agreement shall be construed according to the fair meaning of its language. The rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not be employed in interpreting this Agreement.

(g) Exhibits. The following exhibits are attached hereto and incorporated herein by this reference:

**EXHIBIT A** – License Areas (Room A, Room B, Room C, & Room D)

– Staging and Parking Lot Area

– Generator Area

**EXHIBIT B** – Notices

**EXHIBIT C** – Statement of Self-Insurance Program

**EXHIBIT D** – ADA and Electrical Alterations

(h) Electronic Signatures. This License Agreement may be executed by electronic signatures (*e.g.*, using DocuSign or e-SignLive) or signatures transmitted in portable document format ("pdf"), and copies of this License Agreement executed and delivered by means of electronic or pdf signatures shall have the same force and effect as copies hereof executed and delivered with original manually executed signatures. The parties may rely upon electronic and pdf signatures as if such signatures were manually executed originals and agree that an electronic or pdf signature page may be introduced into evidence in any proceeding arising out of or related to this License Agreement as if it were an original manually executed signature page.

(i) Successors and Assigns. This License Agreement shall be binding upon and inure to the benefit of the heirs, personal representatives, successors, and assigns of each party.

(j) Entire Agreement. This License Agreement supersedes all previous oral and written agreements between and representations by or on behalf of the parties and constitutes the entire agreement of the parties with respect to the subject matter hereof. This License Agreement may not be amended, except by a written agreement executed by both parties.

IN WITNESS WHEREOF, the parties have executed this License Agreement as of the date set forth below each signature, effective upon the Effective Date first written above.

**"PG&E"**

**"LICENSOR"**

PACIFIC GAS AND ELECTRIC COMPANY,  
a California corporation

Paradise Parks and Recreation District,  
a state government entity

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

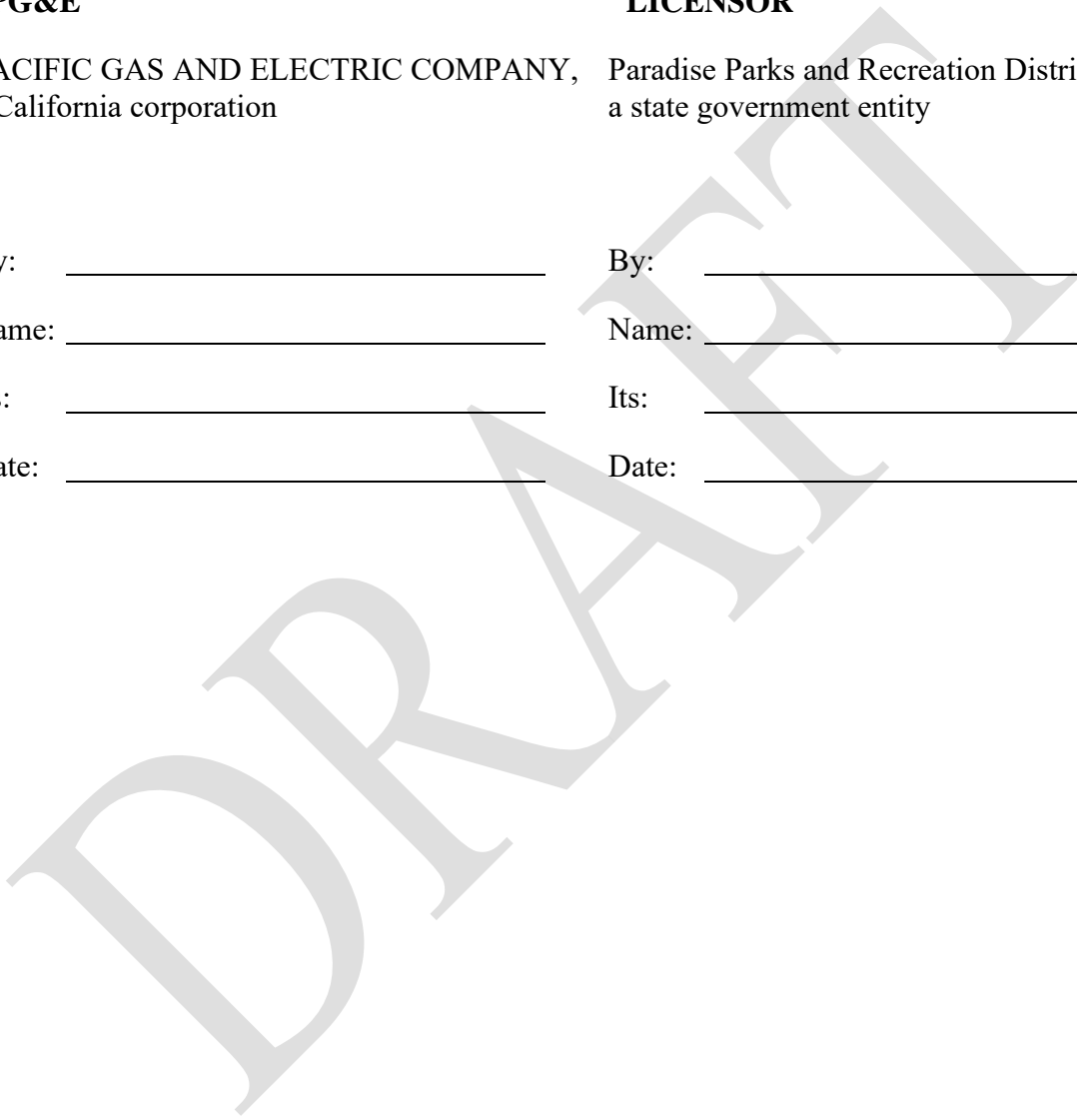
Name: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





**EXHIBIT A**

6626 Skyway, Paradise, CA



**EXHIBIT B**

NOTICES

TO LICENSOR:

Any notice to Licensor, including the notice to be given pursuant to Section 7 of the License Agreement, shall be sent to [REDACTED] at the following:

Email address: [REDACTED] Phone Number: [REDACTED]

In addition, in the event of an emergency, PG&E shall contact the following persons in the order set forth below:

[REDACTED] Phone: [REDACTED]

[REDACTED] Phone: [REDACTED]

Weekends and After Hours: [REDACTED]

TO PG&E:

Any notice to PG&E, including the notice pursuant to Section 7 of the License Agreement shall be sent to Jessica Melton at the following email address: Jessica.Melton@pge.com, cc'ing [CRCHelp@pge.com](mailto:CRCHelp@pge.com).

EXHIBIT C



EORM & Insurance Department  
245 Market Street / N4S  
4<sup>th</sup> Floor  
San Francisco, CA 94105

STATEMENT OF SELF-INSURANCE PROGRAM

To Whom it May Concern

July 17, 2020

Issued to:

**Re:** Insurance requirements for Pacific Gas and Electric Company (PG&E) to use the location for a Community Resource Center in the event of a Public Safety Power Shutoff (PSPS) event

This letter certifies PG&E is insured under a major risk management program with large self-insured retentions. The program provides coverage for the insurance types and limits reflected in the agreement which includes:

- Commercial General Liability: \$5,000,000 each occurrence / \$5,000,000 aggregate
- Employer's Liability: \$1,000,000 each accident
- Business Auto Liability: \$1,000,000 each accident

Further, PG&E has qualified as a self-insurer under the laws of the State of California with respect to Workers' Compensation. Our identification number for this purpose is 2-0012-01-099.

\*Please note a certificate of insurance is not applicable when an entity is self-insured, such as PG&E.

*Stephen Cairns*

Stephen Cairns  
Vice President Internal Audit and Chief Risk Officer



**EXHIBIT D**

## ADA AND ELECTRICAL ALTERATIONS

**Electrical Scope of Work:**

- INSTALL ADD 800AMP TRANSFER SWITCH.
- INSTALL 800AMP CAMLOCKS TO BE PROVIDED ON SIDE OF SWITCH.
- TRANSFER SWITCH TO POWER ENTIRE BUILDING.
- RECEPTACLE AND TRANSFORMER TO BE ADDED FOR GENERATOR BATTERY CHARGER.
- 1 DAY OUTAGE TO INSTALL TRANSFER SWITCHES.

**ADA Scope of Work:**

- NONE

DRAFT



# Paradise Recreation & Park District

6626 Skyway  
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:** March 18, 2021 at 8:30 a.m.
- LOCATION:** Terry Ashe Recreation Center – (Via TEAMS)
- ATTENDANCE:** Dan Efseaff, District Manager  
Jeff Dailey, Recreation Supervisor  
Mark Cobb, Park Supervisor  
Colleen Campbell, Office Manager
- ABSENT:** Kristi Sweeney, Assistant District Manager
- FACILITATOR:** Jeff Dailey, Recreation Supervisor

#####

**1. MINUTES:**

- By unanimous vote of the members present, the February 18, 2021 Safety Committee Minutes were approved.

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

- a. COVID-19:  
The Committee discussed the County’s current tier requirements as it relates to District programming.
- b. THE FOLLOWING SAFETY MEETINGS WERE HELD:
  - March 4, 2021 Fuel Storage Safety (Maintenance Staff Meeting)  
by Jim Pickett, Park Maintenance II
  - March 11, 2021 Take Regular Breaks (Staff Mtg)  
by Catherine Merrifield, District Accountant
  - March 12, 2021 Maintenance Request Forms for Safety Issues (Maint Staff Mtg)  
by Ray Lockridge, Park Maintenance II
- c. DOCUMENTED SITE INSPECTIONS, REPAIRS, AND OTHER ACCOMPLISHMENTS RELATED TO SAFETY:

- Site Inspections completed since last meeting: Vehicle Inspections completed 2/18/21.
- Next inspection(s) due:
  - Aquatic Pool
  - Crain Park
  - Paradise Lake
  - Moore Road Ballpark and Horse Arena
- Maintenance Safety Request Forms since last meeting: None

d. ACCIDENT/INCIDENT REPORTS:

- One incident was reported since last meeting for documentation purposes only
  - 2/20/21 Syringe found behind lake house at Paradise Lake. BCSO Incident #2102220088. Staff reported a trail cam has been installed for security.

e. WORKERS' COMPENSATION REPORTS:

- February 2021. No new claims since last meeting. One of the outstanding claims (hernia) is closing as the employee has been released to return to work. The remaining outstanding claim is from 2011.

3. **MISCELLANEOUS:**

a. IIPP Revision Update:

District Manager Efsseff reported he reviewed the sections provided by staff and has returned them for revisions.

Next Safety Meeting Date: April 15, 2021

Facilitator: Dan Efsseff

\_\_\_\_\_  
Colleen Campbell, Safety Committee Secretary

\_\_\_\_\_  
Date:

cc: CAPRI  
PRPD Board 04/14/21 – Draft Copy

[https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/2021/SC\\_21\\_0318/Safety.Minutes.DRAFT\\_2021\\_0318.docx](https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/2021/SC_21_0318/Safety.Minutes.DRAFT_2021_0318.docx)

# Staff Report

## March 11, 2021



DATE: 3/11/2021  
 TO: PRPD Board of Directors  
 FROM: Catherine Merrifield, District Accountant  
 SUBJECT: Finance Committee (Rodowick/McGreehan)  
 March 11, 2021 at 2:00 p.m.

**Attendance:** Committee Members: Al McGreehan, Chairperson; and Steve Rodowick, Member  
 Staff Members: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager; and Catherine Merrifield, District Accountant

The Committee was called to order 2:06 p.m.

### The Committee will meet to:

**1. Review Reserve Policy for Board consideration.**

Staff presented a revised draft Reserves Policy to the Finance Committee and asked for guidance on categories and amounts of reserve allocations. The Committee members concurred with staff that the policy is important to providing the public with greater transparency into District finances and funding goals as well as implementing a 115 CalPERS trust. Committee members asked staff to adjust the initial allocation amounts then bring back to the Finance Committee for further consideration and guidance. Committee members also recommended revisiting the policy yearly.

**2. Review 2021-2022 Draft Budget (oral report)**

Staff presented a brief review of the drafted budget.

The Committee adjourned at 3:26 p.m.

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Finance/FC.20.0910/Finance.Committee.Report\\_2020.0910.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/FC.20.0910/Finance.Committee.Report_2020.0910.docx)  
 3/16/2021





# Staff Committee Report

## April 6, 2021



DATE: 4/7/2021  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: Park and Recreation Committee Report  
 April 6, 2021

### Attendance:

Committee Members: Robert Anderson, Chair; Steve Rodowick, Director  
 PRPD Staff: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager;

The meeting convened at 4:03 pm.

The Committee will meet to:

1. **Review revised park plans for Lakeridge and Noble**

Staff presented the updated design plans for Noble Park and Lakeridge Park. Director Rodowick identified an error in Lakeridge Park design, which named the location as Paradise rather than Magalia. Staff have since notified the Landscape Architect team and the error has been corrected. Chair Person Anderson suggested uploading the updated design plans to the PRPD website so the public can review, which staff will do now that the Park and Recreation Committee members have had a chance to review the updated plans.

The meeting moved to closed session at 4:47 pm.

2. **CLOSED SESSION: Pursuant to Government Code Section 54956.8 – Potential interest in real estate negotiations related to park expansion within District boundaries.**

Returned from closed session at 5:25 pm.

3. **REPORT ON CLOSED SESSION**

The Committee discussed and reviewed potential properties for potential acquisition, direction provided to staff. No action at this time.

No public comment.

The meeting adjourned at 5:26 pm.

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Rec.Park/2021/RPC\\_21\\_0406/PR.Staff.Report\\_21.0406.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Rec.Park/2021/RPC_21_0406/PR.Staff.Report_21.0406.docx)  
 4/8/2021



## District Manager's Report

Meeting Date: April 14, 2021



DATE: 4/8/2021  
 TO: PRPD Board of Directors (BOD)  
 FROM: Dan Efseaff, District Manager  
 SUBJECT: Monthly District Report

## Monthly Report

### 1. Updates

- a. CalRecycle Beverage Container Grant Program Award – In December 2020 the Board took action to approve the submittal of the Cal Recycle Grant application via Resolution #20-12-1-491 (Attachment A). The Budget document (Attachment B) and Grant Summary (Attachment C) are also attached. The District just received an announcement that we will receive a \$250,000 grant to re-establish the community's award-winning recycling and diversion program destroyed in the Camp Fire. Grant funds will be utilized to purchase and install 60 permanent outdoor beverage container recycling bins in eight parks located throughout the District. The beverage container recycling bins will be placed along walkways, adjacent to play structures, and next to restrooms in the parks. The District and partners will conduct beverage container education and outreach throughout the County. Staff will work with Jennifer Arbuckle to implement the Work Plan (Attachment D).
- b. Hazard Tree Removal – Staff continue to work with County and State staff and contractors to coordinate and plan removal projects. Work has begun at Bille Park and we have received notice of work to begin at 502 Pearson/Mallen Lane (although that has been delayed as they find the septic location). Staff is working with the program on trees at Coutolenc Park. We plan an update with the Paradise Bowhunters Association before summer to help coordinate the future clean-up.

### 2. Administrative and Visitor Services

- a. COVID restrictions – last year the District shifted to abbreviated hours for the front desk (9 am to 3 pm). While it sometimes poses challenges to staff expecting appointments, the current traffic remains light with patrons conducting some business online or via phone. We will monitor the efforts and examine changes as restrictions ease, but the current situation appears adequate for the volume of walk in traffic.

### 3. Finance

- a. Routine Reports – Balance Sheet (Attachment E), Year to Date (YTD) Profit & Loss Budget vs. Actual (Attachment F), Monthly Profit & Loss (Attachment G), Recovery Project for the Fiscal Year (Attachment H), and Recovery Project for Nov. 2018 – March 2021 (Attachment I).
- b. Impact Fees - For the month of March \$17,628.36, the District received a total of \$398,117.97 in impact fees.
- c. Investments – Five Star Bank Interest deposits: Investment Money Market = \$14,867.65 and Grant Money Market = \$76.66.
- d. Update – provided support to the Finance Committee for the Reserve Policy.

### 4. Parks (Maintenance and Operations)

- a. PRPD Pool - Maintenance staff member Ray Lockridge, has worked tirelessly on the pool getting it ready, for a fun filled swimming season and Park Supervisor Cobb notes, "I'm pleased to say it's ready. So dig out that swim suit and beach towel, put ZOOM meetings on hold and let's get outside. After a year of staying inside, I think we all could use a little sun and pool side relaxation". (**Figure 1**)
- b. TARC - Theresa Casalong, Dave Ricca along with the Alliance Workforce Development crews have Terry Ash Recreation Center landscaping looking great. As Covid -19 Restrictions are slowly eased up, we will be ready to hold outdoor events, starting with our Easter, scavenger hunt, petting zoo and meet the bunny. (**Figure 2**). Staff and our volunteer program will be filling in additional plants (mostly drought resistant natives) across the facility.

- c. Moore Road Ballpark - Jim Pickett and Dave Ricca, worked vigorously on ballfield #2 (large field) making sure PHS & Softball Teams on the Ridge have a place to practice and play. We are working on having the wooden poles removed from field # 1 which will then allow us to open it up for day games, when new lighting is installed, we can start having night games again on this field. **(Figure 3)**.

Staff will likely award a removal for the damaged lights on the small ball field in the near future. The contract will be part of a governmental cooperative purchasing program (Sourcewell) that obtains commonly used services and goods for governmental agencies via a competitive process that satisfies governmental purchasing requirements.

- d. Aquatic Park - The staff have done an incredible job, keeping this park looking like a post card. We have had several patrons complement staff while working there and I have also received phone calls from residents thanking PRPD for their hard work. **(Figure 4)**

## 5. Programs

- a. Golden Feather Partnership – School Staff approached us about their tentative plan to offer expanded learning and summer school options for students. Essentially, they would provide a 20-day program and finish up the day at the pool. We are exploring the type of program, budget, and transportation costs.
- b. Easter Fun Event – The Easter Fun event took place on Saturday, March 27<sup>th</sup> at the TARC outdoor park. Children participated in a scavenger hunt finding pictures of animals located throughout the park. The Easter Bunny was there handing out chocolate bunnies to the happy kids. We also had a small group from 4-H that brought their animals for the children to look at. The animals included a pony, goats, chickens, a rabbit, and a lamb. Special thanks to Lori McCoslin for putting in the time to make this an extra special event.
- c. Lake Activities Class – Eight children have been participating in this new class at Paradise Lake. Tyler Woodcox has kept the group busy hiking, exploring, fishing, and journaling. The class that started in February runs through the end of March.
- d. Tiny Tots – The Tiny Tots preschool program is all set to start on April 5<sup>th</sup> with 9 children registered so far. Teacher Lori McCoslin can not wait to get this long running program back up and going. In addition, she will be running the Tot Nastics gymnastics class in April with 4 students registered so far.
- e. Exercise Classes – The Tai Chi class continues at Bille Park on Saturday mornings, and Adult Yoga is set to begin on Thursday, April 1 outdoors the TARC. On the youth side of things Track and Field Conditioning is set to start April 22 and continue Thursday afternoons at the PHS Track.
- f. Achieve Field Trip Series – Staff led the 1<sup>st</sup> grade class at Achieve Charter School through Wildwood Park for the seventh of eight contracted field trips with the charter school. 26 youngsters enjoyed learning about resilience through this standards based Social Emotional Learning experience.
- g. Trauma Informed Nature Journaling for Fire – In collaboration with Miriam Morrill of the Butte Fire Safety Council and prominent Nature Journaling Educator, John Muir Laws, staff presented and facilitated a three day workshop focusing on the utilization of trauma informed neurology and biology in the process of nature journaling about increasing “sense of place” in relation to fire ecology. 30 participants from the Western United States and 5 International participants gave the workshop rave reviews for the combination of presenters and skillsets. 5 participants attending were from The Ridge. [Here is a link to watch the workshop series on youtube.](#)
- h. Community Resilience Model Skill Videos – Staff have executed the recording of four Trauma and Resilience building skill videos through a contract with the Community Resiliency Model Cohort of Butte County. The presenters represent Enloe Medical Group, Butte County Office of Education, The Boys and Girls Club of Northern California, Butte County Behavioral Health, and The Thrive Initiative. These videos will be hosted on the PRPD website as well as the Butte Thrives website upon completion in late April.
- i. National Intercollegiate Cycling Association Site Visit – Representatives from this national organization visited Paradise Lake in hopes to host a regional event for high school aged mountain bikers. Skill camps and leadership retreats are also in discussion for late Summer and early Fall of 2021.
- j. The Ridge Hiking Association – 30 hikers joined staff for a snowy 4-mile hike along the Paradise Lake Trails. Highlights included an up close and personal visit from Billy the Bald Eagle as well as hikers driving from as far away as Sonoma County to enjoy the facilitated experience.(Figure 13)
- k. Paradise Piranhas Funding – Upon hearing from Arlinda Black of the Piranhas at our previous BOD meeting, staff have aligned the Piranhas with \$150/swimmer registration vouchers through Everybody Healthy Body.

## I. Outdoor Education for All

- i. Accessibly Trail Input – Staff have scheduled and executed a series of site visits with individuals that utilize wheel chairs as their primary mode of transportation. The goal of these visits is to understand the nature of accessibility in relation to the need for adapted equipment and the trail maintenance required for inclusive public use.
- ii. Earthbound Skills VLOG Interview – Staff interviewed local the Outdoor Education School to gain insight into leadership development through their awareness based curriculum. This interview is part of the monthly interview series that can be viewed on [www.outdooreducationforall.com](http://www.outdooreducationforall.com) as part of the Healing Trauma Through Nature initiative funded by North Valley Community Foundation.

## 6. Outreach and Development

- a. Crain Park Field Visit – Staff and Director Anderson visited Crain Park on Tuesday March 23, 2021 to assess park conditions, evaluate program opportunities and develop information for a park management plan.
- b. Conference Presentations-
  - i. USC FORUM/CSDA Summit on disaster risk reduction and risk management (2/26/21) – District Manager Efsseff served on a panel and provided an presentation on Emergency Communications. Other panel members represented a variety of areas of California and present on experiencing a recent emergency/implementing a communication plan during an emergency (what worked, what didn't, etc.).
  - ii. Wildfire Resiliency Summit (4/15/21) – Chico State is sponsoring a regional summit on wildfire response and resiliency. District Manager Efsseff will present on the District efforts, partnerships, and potential economic impacts. Event information and Agenda (feel free to share with your friends and colleagues): <https://www.nspdc.csuchico.edu/#/ced/events/regionalsummits>
- c. State Parks Program Grant – The District submitted 2 proposals for Lakeridge (\$6,014,000) and Noble (\$7,181,000) Parks on March 12. The conceptual designs are shared as attachments (J and K). The proposal process was extremely technical with several components that required additional research and efforts, including an extensive public input process. Assistant District Manager Sweeney took the lead on putting together the materials with significant support from other staff, Grant Management Associates, Melton Design Group, and other vendors.
- d. Ability First Inclusive Park Design Input Session – Staff facilitated an input session with the Ability First Adapted Sports Organization in relation to accessible park design. Key takeaways included the need for accessible tables (not just one wheelchair space per site), solid or semi-solid surfaces for smooth travel between elements, the desire for getting “way off the ground into higher structures” with wheel chairs, more than one accessible stall in the restrooms, and a variety of park spaces that include sites that are away from roads, deep into the wilderness. Further conversations and input sessions for programming and site development are scheduled as the goal is to create a relationship with this demographic that differentiates PRPD facilities from other Butte County sites and parks.
- e. Liaison Update – As Director McGreehan has been participating in meetings between staff and Magalia Community Park, Chair Mary Bellefeuille, suggested that he be assigned as the liaison to that group on our Community Liaison Assignments. Chair Bellefeuille will continue to monitor the Upper Ridge Community Council.

## 7. Projects

- a. Volunteer Program
  - i. ODD Ball Saturday workdays are continuing. Volunteers from the community have assisted staff at Crain Memorial Park with invasive plant removal, fuel reduction, and creek cleanup for the first month.
  - ii. Paradise Lake: Volunteers are continuing trail work on the 5-mile trail to keep it clear and safe for maintenance and visitors to use. Work includes cutting overgrown vegetation, removing scotch broom, picking up piles, repairs as needed, and litter pick up.
  - iii. Love Paradise Community volunteer event: April 30<sup>th</sup> - May 1, 2021. 9am – 12pm. Major volunteer event coordinated with Love Paradise; a community volunteer workforce up on the ridge. PRPD is one of the main host sites that needs extra assistance in the parks to keep it safe and accessible for all to use. Love Paradise will help recruit the volunteers and send them our way to have an excellent volunteer experience outdoors! The goal is to build the community up together with a wave of volunteerism that has been shown to have positive

quality effects on community resilience. There are three projects and site locations that volunteers will be able to participate in. Volunteer Crew leads have been selected to assist with each different project site.

- a. Paradise Lake – Fuel reduction
  - b. Terry Ashe Recreation Center – Gardening
  - c. Lower Bille – Invasive plant removal
- iv. Total number of Volunteer Hours to Date (VHD) -    1,192.36                      Last report of VHD – 1,131.36
- Paradise Lake: 693.76
  - Moore Road Ball Park: 21
  - Bille: 89.5
  - Noble: 73
  - Lakeridge: 72
  - Crain Memorial Park: 199.1
  - Terry Ashe Recreation Center: 44

## 8. Upcoming

- a. Paradise Lake Levels – water levels remain low in comparison to recent years (Attachment L).

### Photographs



*Figure 1. Beautiful, blue and sparkling clean Paradise Pool*



*Figure 2. TARC in full spring splendor*



*Figure 3. Ball field ready for use at Moore Road Park*



*Figure 4. A piece of paradise for young anglers, ducks and geese*



Figure 5. Crain Park kickoff meeting



Figure 6. Happy Crain Park resident



Figure 7. Safety inspection team



Figure 8. Everyone loves the swings!





Figure 9. Bedrock Morters in Crain Park



Figure 10. Pine Ridge 4H at the Easter event



Figure 11. Photos with the Easter Bunny



Figure 12. Two of the animals at the Easter event



Figure 13. The Ridge Hiking Association at Paradise Lake

**Attachments:**

- A. Beverage Container Recycling Grant Program Approved Resolution #20-12-1-491
- B. Beverage Container Recycling Grant Program Budget
- C. Beverage Container Recycling Program Grant Summary
- D. Beverage Container Recycling Grant Program Work Plan
- E. Balance Sheet
- F. Profit & Loss (Budget vs. Actual)
- G. Profit & Loss March
- H. Recovery Project (Fiscal Year)
- I. Recovery Project Nov. 2018 – March 2021)
- J. Lakeridge Conceptual Plan
- K. Noble Conceptual Plan
- L. Paradise Lake Levels

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2021.BOD.DistrictReport.Template.19.0124.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021.BOD.DistrictReport.Template.19.0124.docx)  
4/8/2021



## 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)

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### Resolution #20-12-1-491

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT AUTHORIZING SUBMITTAL OF APPLICATION FOR THE BEVERAGE CONTAINER RECYCLING GRANT PROGRAM

WHEREAS, Public Resources Code sections 48000 et seq. authorize the Department of Resources Recycling and Recovery (CalRecycle) to administer various grant programs (grants) in furtherance of the State of California's (state) efforts to reduce, recycle and reuse solid waste generated in the state thereby preserving landfill capacity and protecting public health and safety and the environment; and

WHEREAS, in furtherance of this authority CalRecycle is required to establish procedures governing the application, awarding, and management of the grants; and

WHEREAS, CalRecycle grant application procedures require, among other things, an applicant's governing body to declare by resolution certain authorizations related to the administration of CalRecycle grants.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors authorizes the submittal of application(s) to CalRecycle for the Beverage Container Recycling Grant Program; and

BE IT FURTHER RESOLVED that the District Manager, or his designee is hereby authorized and empowered to execute in the name of the Paradise Recreation and Park District all grant documents, including but not limited to, applications, agreements, amendments and requests for payment, necessary to secure grant funds and implement the approved grant project; and

BE IT FURTHER RESOLVED that these authorizations are effective for five (5) years from the date of adoption of this resolution.

Resolution #20-12-1-491  
December 9, 2020  
Page -2-

Approved and adopted the 9<sup>TH</sup> day of December, 2020 by the following vote.

AYES: 5      NOES: 0      ABSENT: 0      ABSTAIN: 0

Al McGreehan  
Al McGreehan, Board Chairperson

ATTEST:

Julie Van Roekel  
Julie Van Roekel, Board Secretary

I, the undersigned, hereby certify that the foregoing Resolution Number 20-12-1-491 was duly adopted by the Board of Directors following a roll call vote:

Ayes: 5      Noes: 0      Absent: 0      Abstain: 0

Celena Campbell (Clerk)

**Budget**  
**Beverage Container Recycling Grant Program**  
**Fiscal Year 2020–21**  
**RBC 32**

Attachment B

Directions: **This is a required application document.** Include the total dollar amount in each applicable budget category shown below. Add rows to each section as needed. After you complete this document, save it to your computer and then upload it to the Documents tab of your application. A completed Example and the Criteria can be found on the following tabs.

<b>Applicant Name: Paradise Recreation and Park District</b>	
<b>Personnel</b>	
<b>List Consultant, Title, Total Hours and Rate of Pay - Not to exceed 25 percent of total grant award</b>	
California Vocations general staff: 145 hours per year x 2 @ \$35/hour	\$ 10,000.00
Arbuckle Consulting, Grant Management: 194 hours per year x 2 @ \$95/hour	\$ 37,100.00
<b>Subtotal</b>	<b>\$47,100.00</b>
<b>Equipment</b>	
Beverage Container Recycling Bins (to include but not limited to tax, delivery, installation, costs, liners, and maintenance) (60 bins @ \$2,400 each, owned by PRPD).	\$ 151,000.00
Concrete pads for layout/installation of the beverage container recycling bins	\$ 6,000.00
<b>Subtotal</b>	<b>\$157,000.00</b>
<b>Education</b>	
<b>Public Education &amp; Outreach/School Education/Media/Materials - Not to exceed 25 percent of total grant award</b>	
Education and Outreach (to include but not limited to signage, brochures, educational prompts)	\$ 2,000.00
Promotion (to include but not limited to PSA's via social media outlets, T.V.)	\$ 33,000.00
<b>Subtotal</b>	<b>\$35,000.00</b>
<b>Administrative</b>	
<b>Operating Expenses</b>	
General overhead (to include but not limited to utilities, communication/telephone, facility and equipment maintenance	

charges, office supplies)	\$	10,500.00
Travel and transportation (state rate) - Site visits to discuss beverage container recycling bin placement	\$	400.00
<b>Subtotal</b>		<b>\$10,900.00</b>
<b>Total Budgeted Expenses</b>		<b>\$250,000.00</b>

Grant Summary  
 Beverage Container Recycling Grant Program  
 Paradise Recreation and Park District  
 RBC32- Fiscal Year (FY) 2020-21

Attachment C

Date:

**Goal:** Paradise Recreation and Park District will increase beverage container recycling by installing approximately 60 permanent outdoor beverage container recycling bins in eight parks located throughout the Upper Ridge along walkways, adjacent to play structures, and next to restrooms in eight underserved parks. Paradise Recreation and Park District will conduct beverage container education and outreach throughout Butte County.

Paradise Recreation and Park District will accomplish their goal by the following objectives:

1.	Purchasing and installing approximately 60 permanent outdoor beverage container recycling bins at eight parks located throughout the Upper Ridge, serving approximately 10,000 - 20,000 underserved Upper Ridge residents.
2.	Implementing a beverage container education and outreach program including but not limited to community programs and events, PSA's, newsletters, and social media.
3.	Collect approximately 1,600 lbs of CRV beverage container recycling per week.

Paradise Recreation and Park District will determine the outcome achieved through the following data collection and evaluation methods:

1.	Establish baseline data for the weight of CRV material.
2.	Comparing beverage container recycling volume data and comparing the baseline data to calculate the percentage change in volume collected and using data to assess the recycling program.
3.	Identifying efforts to reduce greenhouse gas emissions, determining how efforts will be measured, and tracking data and reporting the results in the final report.





# Work Plan

Attachment D

**Beverage Container Recycling Grant Program  
Fiscal Year 2020–21  
RBC32**

This is a required application document. List the major activities, milestones, steps or tasks necessary to implement your project, including start and completion dates. Provide a logical timeframe for activities, taking into consideration the potential for delays. Include 12 months of CRV volume reporting after the date the program is in place. Add rows if needed.

After you complete this document, save it to your computer and then upload it to the Documents Tab of your application.

Applicant Name: **Paradise Recreation and Park District**

Major Milestone(s)	Start Date	Completion Date
Order beverage container recycling bins and installation equipment	June 2021	July 2021
Install beverage container recycling bins: determine beverage container recycling placement locations at each park and lay concrete pads where needed.	July 2021	December 2021
Collect weekly beverage container recycling volume data	July 2021	Ongoing
Operate and manage the collection of CRV materials at 8 park locations.	NTP	Ongoing
Prepare and produce outreach and education material	NTP	Ongoing
1 <sup>st</sup> Progress Report (covering period from NTP – June 30, 2021)	July 1, 2021	July 15, 2021
2 <sup>nd</sup> Progress Report (covering period from July 1, 2021 – September 30, 2021)	October 1, 2021	October 15, 2021
3 <sup>rd</sup> Progress Report (covering period from October 1, 2021 – December 31, 2021)	January 1, 2022	January 18, 2022
4 <sup>th</sup> Progress Report (covering period from January 1, 2022 – March 31, 2022)	April 1, 2022	April 15, 2022
5 <sup>th</sup> Progress Report (covering period from April 1, 2022 – June 30, 2022)	July 1, 2022	July 15, 2022
6 <sup>th</sup> Progress Report (covering period from July 1, 2022 – September 30, 2022)	October 1, 2022	October 17, 2022
7 <sup>th</sup> Progress Report (covering period from October 1, 2022 – December 31, 2022)	January 1, 2023	January 17, 2023
8 <sup>th</sup> Progress Report (covering period from January 1, 2023 – March 31, 2023)	April 1, 2023	April 17, 2023

**Department Of Resources Recycling And Recovery  
(CalRecycle)**

<b>Major Milestone(s)</b>	<b>Start Date</b>	<b>Completion Date</b>
Start Draft Final Report	May 3, 2023	May 31, 2023
Submit Draft Final Report to Grant Manager	June 1, 2023	June 30, 2023
Submit Final Report and final invoice to Grant Manager	June 1, 2023	June 30, 2023
Last day to incur costs	Not Applicable	June 30, 2023
Grant terminates	Not Applicable	June 30, 2023

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04/01/21

Accrual Basis

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

Attachment E

	Mar 31, 21
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Mechanics Bank - Operating	90,928.11
1003 · Five Star Bank - Payroll	20,000.85
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,177.12
1010 · Treasury Cash - 2510	
1011 · General Operating	-470,925.05
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>139,774.95</b>
<b>1030 · Investments</b>	
1031 · Five Star Bank Money Market	41,527,933.66
1032 · Five Star Bank Grant M. M.	215,386.53
<b>Total 1030 · Investments</b>	<b>41,743,320.19</b>
<b>1100 · Designated Treasury Funds</b>	
1112 · Grosso Endowment-2512	53,632.13
1113 · Grosso Scholarship-2513	4,619.16
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	6,100.49
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	4,658.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	1,458.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	223.24
<b>Total 1114 · Designated Donations-2514</b>	<b>76,482.45</b>
<b>Total 1100 · Designated Treasury Funds</b>	<b>134,733.74</b>
<b>1119 · Impact Fees</b>	
1120 · Sub Div Fees - 2520	8,236.81
1121 · Park Acqui Unincorp - 2521	59,997.18
1122 · Park Dev Unincorp - 2522	114,110.35
1124 · District Fac Unincorp - 2524	49,090.81
1126 · Park Acqui Incorp - 2526	137,430.15
1127 · Park Dev Incorp - 2527	407,228.71
1128 · District Fac Incorp - 2528	80,106.45
<b>Total 1119 · Impact Fees</b>	<b>856,200.46</b>
<b>Total Checking/Savings</b>	<b>42,987,435.42</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

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04/01/21

Accrual Basis

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

	Mar 31, 21
1420 · Interest Receivable - 2520	2,452.18
<b>Total 1400 · Interest Receivable</b>	<b>5,461.56</b>
<b>1500 · FMV Adjustments</b>	
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>43,043,398.02</b>
<b>Fixed Assets</b>	
1710 · Land	750,088.53
1720 · Buildings	5,741,888.45
1730 · Furn., Fixtures & Equip (>\$5k)	1,033,130.18
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 Founder Park Planning	83,382.35
<b>Total 1810 · CIP-Planning</b>	<b>83,382.35</b>
1820 · CIP-Acquisition	
1820.1 · Oak & Noble Acquisition	14,365.00
<b>Total 1820 · CIP-Acquisition</b>	<b>14,365.00</b>
1830 · CIP-Development	
1830.1 · CIP-Aquatic Park Lighting	580.01
<b>Total 1830 · CIP-Development</b>	<b>580.01</b>
<b>Total 1800 · Construction in Progress</b>	<b>98,327.36</b>
<b>Total Fixed Assets</b>	<b>3,106,157.13</b>
<b>Other Assets</b>	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	159,962.00
<b>Total Other Assets</b>	<b>460,284.00</b>
<b>TOTAL ASSETS</b>	<b>46,609,839.15</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	21,461.16
<b>Total Accounts Payable</b>	<b>21,461.16</b>
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	
2110 · Wages Payable	37,267.96
2120 · Payroll Taxes Payable	5,683.08
2130 · Health Benefits Payable	-3,052.58
2140 · FSA payable	-616.60
2170 · CalPers Payable	12,498.23
2180 · Garnishments payable	-2.50
2190 · Accrued Leave Payable	
2192 · Sick leave payable	10,892.37
2193 · Vacation leave payable	28,930.43

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04/01/21

Accrual Basis

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

	Mar 31, 21
Total 2190 · Accrued Leave Payable	39,822.80
Total 2100 · Payroll Liabilities	91,600.39
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2430 · Deferred Inflow - Pension	39,239.00
2440 · Deferred CIP Revenue	209,025.08
2400 · Deferred Revenue - Other	-9,025.08
Total 2400 · Deferred Revenue	239,239.00
Total Other Current Liabilities	331,839.39
Total Current Liabilities	353,300.55
Long Term Liabilities	
2800 · Post Employment benefits	34,236.00
2805 · CalPers Pension Liability	359,790.00
Total Long Term Liabilities	394,026.00
Total Liabilities	747,326.55
Equity	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3030 · General Reserve	3,000.00
3050 · Designated Capital Outlay	606,700.00
Total 3000 · General Fund Balances-2510	900,849.99
3100 · Net of Capital Investments	2,646,058.58
3200 · Designated Fund Balances	
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
Total 3200 · Designated Fund Balances	924,759.04
3280 · Invest. in General Fixed Assets	-140,627.23
3900 · Retained Earnings	1,602,569.54
3999 · Opening Balance Equity	99.20
Net Income	39,928,503.48
Total Equity	45,862,512.60
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>46,609,839.15</b>



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PRPD

## Profit &amp; Loss Budget vs. Actual

Attachment F

04/01/21

July 2020 through March 2021

Accrual Basis

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Tax Revenue	1,420,632.65	1,677,300.00	-256,667.35	84.7%
4200 · Impact Fee revenue	125,669.12	113,000.00	12,669.12	111.2%
4300 · Program Income	46,284.83	227,500.00	-181,215.17	20.3%
4350 · Concession & Merchandise sales	158.00	2,100.00	-1,942.00	7.5%
4400 · Donation & Fundraising Income	3,995.45	61,000.00	-57,004.55	6.5%
4401 · Scholarships Granted	0.00	0.00	0.00	0.0%
4500 · Grant Income	0.00	12,500.00	-12,500.00	0.0%
4600 · Other Revenue	39,495,047.43	5,500.00	39,489,547.43	718,091.8%
4900 · Interest Income	194,822.56	18,600.00	176,222.56	1,047.4%
<b>Total Income</b>	<b>41,286,610.04</b>	<b>2,117,500.00</b>	<b>39,169,110.04</b>	<b>1,949.8%</b>
<b>Gross Profit</b>	<b>41,286,610.04</b>	<b>2,117,500.00</b>	<b>39,169,110.04</b>	<b>1,949.8%</b>
<b>Expense</b>				
5000 · Payroll Expenses				
5010 · Wages & Salaries	683,181.05	1,077,800.00	-394,618.95	63.4%
5020 · Employer Taxes	52,917.61	60,000.00	-7,082.39	88.2%
5030 · Employee Benefits				
5030.1 · Retired Health Premium Employer	9,811.65			
5030.2 · Admin Fee for Active	200.81			
5030.3 · Admin Fee for Retired	68.32			
5030 · Employee Benefits - Other	134,846.09	180,000.00	-45,153.91	74.9%
<b>Total 5030 · Employee Benefits</b>	<b>144,926.87</b>	<b>180,000.00</b>	<b>-35,073.13</b>	<b>80.5%</b>
5040 · Workers Comp Expense	34,768.25	55,000.00	-20,231.75	63.2%
5060 · Other Personnel Costs	4,754.81	15,800.00	-11,045.19	30.1%
<b>Total 5000 · Payroll Expenses</b>	<b>920,548.59</b>	<b>1,388,600.00</b>	<b>-468,051.41</b>	<b>66.3%</b>
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	0.00	8,900.00	-8,900.00	0.0%
5120 · Program Contract Labor	850.00	5,000.00	-4,150.00	17.0%
5130 · Program Supplies	17,631.39	26,500.00	-8,868.61	66.5%
<b>Total 5100 · Program Expenses</b>	<b>18,481.39</b>	<b>40,400.00</b>	<b>-21,918.61</b>	<b>45.7%</b>
5200 · Advertising & Promotion	3,465.21	10,800.00	-7,334.79	32.1%
5210 · Bad Debt	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	4,725.44	4,600.00	125.44	102.7%
5230 · Contributions to Others	3,855.50	15,100.00	-11,244.50	25.5%
5240 · Copying & Printing	26.89	3,000.00	-2,973.11	0.9%
5260 · Dues, Mbrshps, Subscr, & Pubs	29,787.66	15,000.00	14,787.66	198.6%
5270 · Education, Training & Staff Dev	354.12	11,000.00	-10,645.88	3.2%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	2,856.40	15,000.00	-12,143.60	19.0%
5284 · Program ET&F	964.31	10,000.00	-9,035.69	9.6%
5286 · Small Tools & Equipment	15,419.64	5,500.00	9,919.64	280.4%
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>19,240.35</b>	<b>30,500.00</b>	<b>-11,259.65</b>	<b>63.1%</b>
5290 · Equipment Rental	9,994.03	92,100.00	-82,105.97	10.9%
5300 · Insurance	72,907.00	56,000.00	16,907.00	130.2%
5310 · Interest Expense	206.74	900.00	-693.26	23.0%
5320 · Miscellaneous Expense	5.00	400.00	-395.00	1.3%
5330 · Professional & Outside services				
5332 · Accounting	53,499.20	24,000.00	29,499.20	222.9%
5334 · Legal	4,830.30	25,000.00	-20,169.70	19.3%
5336 · Engineering	4,185.00	100,000.00	-95,815.00	4.2%
5338 · Other Prof. & Outside Labor	46,305.25	136,000.00	-89,694.75	34.0%
<b>Total 5330 · Professional &amp; Outside services</b>	<b>108,819.75</b>	<b>285,000.00</b>	<b>-176,180.25</b>	<b>38.2%</b>
5340 · Postage & Delivery	409.61	2,000.00	-1,590.39	20.5%
5350 · Rent-Facility use fees	2,547.50	9,500.00	-6,952.50	26.8%
5360 · Repair & Maintenance				

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## PRPD

## Profit &amp; Loss Budget vs. Actual

04/01/21

July 2020 through March 2021

Accrual Basis

	Jul '20 - Mar 21	Budget	\$ Over Budget	% of Budget
5361 · Building R&M	1,367.83	13,000.00	-11,632.17	10.5%
5362 · Equipment R&M	2,862.42	18,000.00	-15,137.58	15.9%
5363 · General R&M	25,183.77	10,000.00	15,183.77	251.8%
5364 · Grounds R&M	9,171.91	40,000.00	-30,828.09	22.9%
5365 · Pool R&M	11,096.12	18,000.00	-6,903.88	61.6%
5366 · Vehicle R&M	7,151.61	10,000.00	-2,848.39	71.5%
5367 · Janitorial	7,174.78	10,510.00	-3,335.22	68.3%
5368 · Security	2,422.55	5,000.00	-2,577.45	48.5%
5369 · Vandalism	92.90	500.00	-407.10	18.6%
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>66,523.89</b>	<b>125,010.00</b>	<b>-58,486.11</b>	<b>53.2%</b>
5370 · Supplies - Consumable				
5372 · Office Supplies	4,992.89	8,500.00	-3,507.11	58.7%
5374 · Safety & staff supplies	8,924.27	5,000.00	3,924.27	178.5%
<b>Total 5370 · Supplies - Consumable</b>	<b>13,917.16</b>	<b>13,500.00</b>	<b>417.16</b>	<b>103.1%</b>
5380 · Taxes, Lic., Notices & Permits	4,539.33	3,000.00	1,539.33	151.3%
5390 · Telephone & Internet	11,893.19	25,000.00	-13,106.81	47.6%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	0.00	6,000.00	-6,000.00	0.0%
5404 · Fuel	10,649.72	16,300.00	-5,650.28	65.3%
5406 · Meals	776.48	2,400.00	-1,623.52	32.4%
5408 · Mileage & Auto Allowance	0.00	4,300.00	-4,300.00	0.0%
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>11,426.20</b>	<b>29,000.00</b>	<b>-17,573.80</b>	<b>39.4%</b>
5410 · Utilities				
5412 · Electric & Gas	28,059.66	66,000.00	-37,940.34	42.5%
5414 · Water	16,579.04	20,000.00	-3,420.96	82.9%
5416 · Garbage	9,793.31	11,000.00	-1,206.69	89.0%
<b>Total 5410 · Utilities</b>	<b>54,432.01</b>	<b>97,000.00</b>	<b>-42,567.99</b>	<b>56.1%</b>
<b>Total Expense</b>	<b>1,358,106.56</b>	<b>2,257,410.00</b>	<b>-899,303.44</b>	<b>60.2%</b>
<b>Net Ordinary Income</b>	<b>39,928,503.48</b>	<b>-139,910.00</b>	<b>40,068,413.48</b>	<b>-28,538.7%</b>
Other Income/Expense				
Other Expense				
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>39,928,503.48</b>	<b>-139,910.00</b>	<b>40,068,413.48</b>	<b>-28,538.7%</b>



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04/01/21  
Accrual Basis

**PRPD**  
**Profit & Loss**  
March 2021

Attachment G

	Mar 21
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4200 · Impact Fee revenue	17,628.36
4300 · Program Income	4,753.25
4400 · Donation & Fundraising Income	92.00
4600 · Other Revenue	269.54
4900 · Interest Income	14,945.16
	37,688.31
<b>Total Income</b>	37,688.31
<b>Gross Profit</b>	37,688.31
<b>Expense</b>	
5000 · Payroll Expenses	
5010 · Wages & Salaries	78,377.09
5020 · Employer Taxes	5,650.06
5030 · Employee Benefits	
5030.1 · Retired Health Premium Employer	1,239.25
5030.2 · Admin Fee for Active	26.45
5030.3 · Admin Fee for Retired	8.49
5030 · Employee Benefits - Other	16,793.76
	18,067.95
5040 · Workers Comp Expense	11,711.25
5060 · Other Personnel Costs	1,085.68
	114,892.03
<b>Total 5000 · Payroll Expenses</b>	114,892.03
5100 · Program Expenses	
5130 · Program Supplies	104.20
	104.20
<b>Total 5100 · Program Expenses</b>	104.20
5200 · Advertising & Promotion	551.37
5220 · Bank & Merchant Fees	455.21
5240 · Copying & Printing	26.89
5260 · Dues, Mbrshps, Subscr, & Pubs	414.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	108.80
5286 · Small Tools & Equipment	1,871.43
	1,980.23
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	1,980.23
5290 · Equipment Rental	1,311.73
5310 · Interest Expense	85.63
5330 · Professional & Outside services	
5332 · Accounting	2,275.68
5334 · Legal	762.50
5338 · Other Prof. & Outside Labor	682.99
	3,721.17
<b>Total 5330 · Professional &amp; Outside services</b>	3,721.17
5340 · Postage & Delivery	119.71
5360 · Repair & Maintenance	
5361 · Building R&M	55.20
5362 · Equipment R&M	23.86
5363 · General R&M	1,076.85
5364 · Grounds R&M	3,877.14
5365 · Pool R&M	2,178.11
5366 · Vehicle R&M	156.15
5367 · Janitorial	1,293.08
5368 · Security	550.00
	9,210.39
<b>Total 5360 · Repair &amp; Maintenance</b>	9,210.39
5370 · Supplies - Consumable	
5372 · Office Supplies	1,207.16
5374 · Safety & staff supplies	90.10
	90.10

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04/01/21

Accrual Basis

**PRPD**  
**Profit & Loss**  
**March 2021**

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	<b>Mar 21</b>
Total 5370 · Supplies - Consumable	1,297.26
5380 · Taxes, Lic., Notices & Permits	199.95
5390 · Telephone & Internet	1,184.30
5400 · Transportation, Meals & Travel	
5404 · Fuel	1,077.40
5406 · Meals	72.49
Total 5400 · Transportation, Meals & Travel	1,149.89
5410 · Utilities	
5412 · Electric & Gas	3,305.01
5414 · Water	3,409.76
5416 · Garbage	1,103.51
Total 5410 · Utilities	7,818.28
<b>Total Expense</b>	<b>144,522.24</b>
<b>Net Ordinary Income</b>	<b>-106,833.93</b>
<b>Net Income</b>	<b>-106,833.93</b>

**PRPD**  
**Recovery Project**  
 July 2020 through March 2021

	<b>Total Recovery Project</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4600 · Other Revenue	935,790.78
<b>Total Income</b>	935,790.78
<b>Gross Profit</b>	935,790.78
<b>Expense</b>	
5280 · Equip., Tools & Furn (<\$5k)	
5284 · Program ET&F	284.24
5286 · Small Tools & Equipment	3,083.83
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	3,368.07
5290 · Equipment Rental	6,298.90
5330 · Professional & Outside services	
5336 · Engineering	2,985.00
5338 · Other Prof. & Outside Labor	3,897.88
<b>Total 5330 · Professional &amp; Outside services</b>	6,882.88
5360 · Repair & Maintenance	
5362 · Equipment R&M	2,167.04
5363 · General R&M	14,204.09
5364 · Grounds R&M	645.78
5365 · Pool R&M	210.43
5366 · Vehicle R&M	56.45
5368 · Security	750.72
<b>Total 5360 · Repair &amp; Maintenance</b>	18,034.51
5370 · Supplies - Consumable	
5374 · Safety & staff supplies	269.86
<b>Total 5370 · Supplies - Consumable</b>	269.86
5390 · Telephone & Internet	35.89
5400 · Transportation, Meals & Travel	
5404 · Fuel	344.10
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	344.10
5410 · Utilities	
5416 · Garbage	2,022.18
<b>Total 5410 · Utilities</b>	2,022.18
<b>Total Expense</b>	37,256.39
<b>Net Ordinary Income</b>	898,534.39
<b>Net Income</b>	898,534.39



**PRPD**  
**Recovery Project**  
November 8, 2018 through March 31, 2021

	<b>Total Recovery Project</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4600 · Other Revenue	1,587,992.78
<b>Total Income</b>	1,587,992.78
<b>Gross Profit</b>	1,587,992.78
<b>Expense</b>	
5000 · Payroll Expenses	
5010 · Wages & Salaries	185,731.42
5020 · Employer Taxes	13,311.74
5030 · Employee Benefits	48,244.36
<b>Total 5000 · Payroll Expenses</b>	247,287.52
5100 · Program Expenses	
5130 · Program Supplies	13,487.94
<b>Total 5100 · Program Expenses</b>	13,487.94
5200 · Advertising & Promotion	304.93
5240 · Copying & Printing	22.52
5270 · Education, Training & Staff Dev	50.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	65.66
5284 · Program ET&F	1,412.32
5286 · Small Tools & Equipment	26,068.34
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	27,546.32
5290 · Equipment Rental	70,126.21
5320 · Miscellaneous Expense	505.61
5330 · Professional & Outside services	
5336 · Engineering	5,859.14
5338 · Other Prof. & Outside Labor	16,163.17
<b>Total 5330 · Professional &amp; Outside services</b>	22,022.31
5350 · Rent-Facility use fees	14,800.00
5360 · Repair & Maintenance	
5361 · Building R&M	21,503.61
5362 · Equipment R&M	9,602.05
5363 · General R&M	378,042.11
5364 · Grounds R&M	88,486.51
5365 · Pool R&M	3,882.43
5366 · Vehicle R&M	11,463.48
5367 · Janitorial	1,629.16
5368 · Security	1,948.21
5369 · Vandalism	108.64
<b>Total 5360 · Repair &amp; Maintenance</b>	516,666.20
5370 · Supplies - Consumable	
5372 · Office Supplies	5,609.83
5374 · Safety & staff supplies	6,954.31
<b>Total 5370 · Supplies - Consumable</b>	12,564.14

**PRPD**  
**Recovery Project**  
November 8, 2018 through March 31, 2021

	<u>Total Recovery Project</u>
5380 · Taxes, Lic., Notices & Permits	120.34
5390 · Telephone & Internet	2,266.30
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	325.37
5404 · Fuel	5,046.18
5406 · Meals	345.22
5408 · Mileage & Auto Allowance	17.60
Total 5400 · Transportation, Meals & Travel	<u>5,734.37</u>
5410 · Utilities	
5412 · Electric & Gas	589.11
5416 · Garbage	10,698.01
Total 5410 · Utilities	<u>11,287.12</u>
Total Expense	<u>944,791.83</u>
Net Ordinary Income	643,200.95
Other Income/Expense	
Other Expense	
9999 · Misc. Expense	<u>-1,000,000.00</u>
Total Other Expense	<u>-1,000,000.00</u>
Net Other Income	<u>1,000,000.00</u>
Net Income	<u><u>1,643,200.95</u></u>

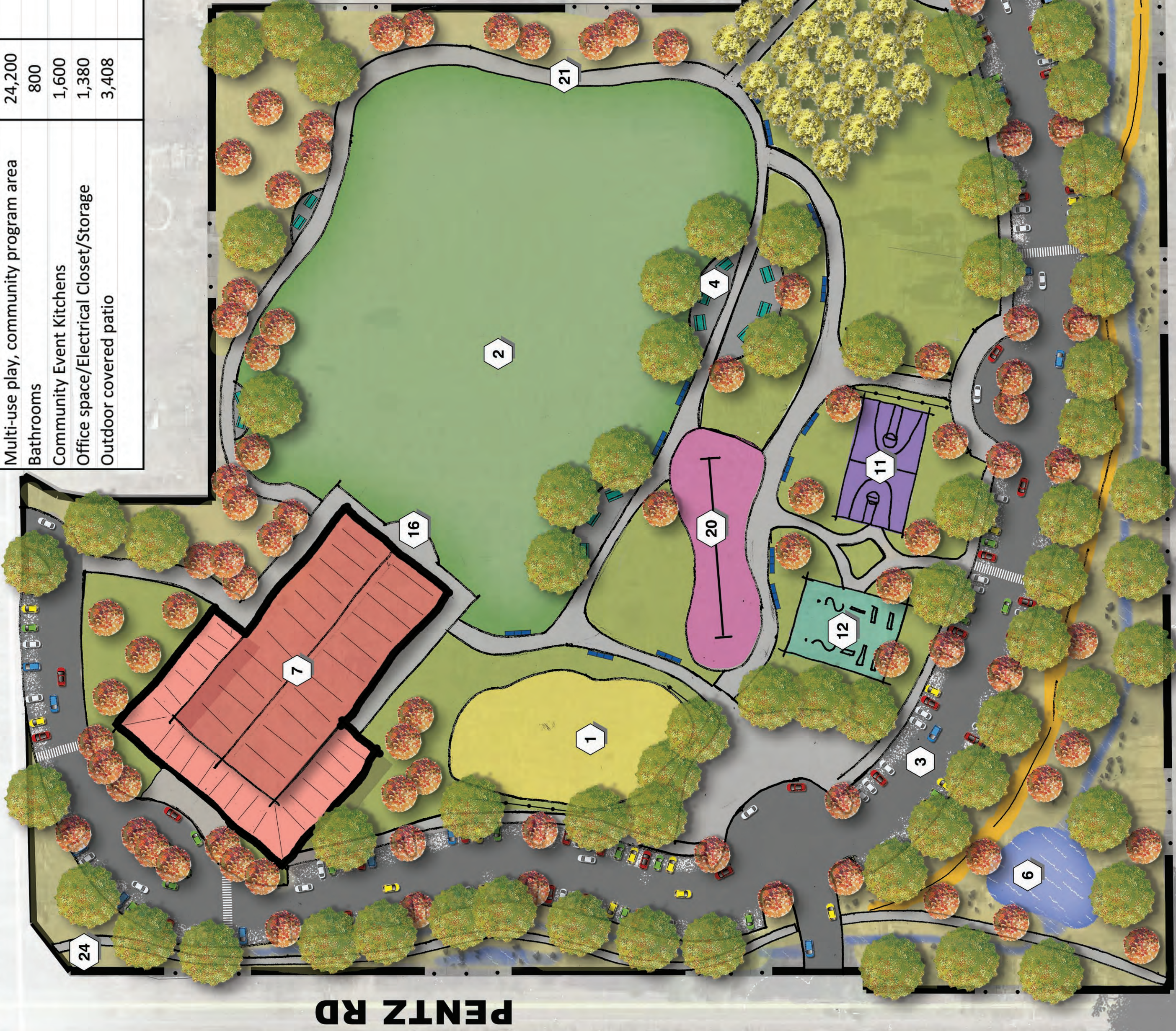
# LEGEND

- | SYMBOL | DESCRIPTION   |
|--------|---|
| 1      | ADVENTURE PLAY AND INCLUSIVE PLAY AREA                          |
| 2      | MULTI-USE GRASS PLAY AREA                                       |
| 3      | PARKING LOT - ASPHALT DRIVE AISLE AND GRAVEL STALL - 272 SPACES |
| 4      | PICNIC AREA   |
| 5      | LANDSCAPE RESTORATION AREA                                      |
| 6      | NATURE CORRIDOR & BUFFER  |
| 7      | MULTI-PURPOSE COMMUNITY CENTER (30,128 SQ. FT.)                 |
| 8      | INTERPRETIVE PANELS   |
| 9      | MAIN TRAIL CRUSHED BASALT PATH 6' WIDE                          |
| 10     | MINOR TRAIL CRUSHED BASALT PATH 3' WIDE                         |
| 11     | MULTI-USE COURT 3 PICKLE BALL / 1 BASKETBALL                    |
| 12     | NINJA WARRIOR OBSTACLE COURSE                                   |
| 13     | STORAGE SHED (1,260 SQ. FT.)                                    |
| 14     | ELEVATED WOOD PLATFORM  |
| 15     | RUSTIC WOOD BENCH   |

- |    |  |
|----|--|
| 16 | MULTI-PURPOSE EVENT PLAZA                                |
| 17 | FOOT BRIDGE OVER CREEK                                   |
| 18 | EXISTING WET MEADOW                                      |
| 19 | EXISTING CREEK   |
| 20 | ADVENTURE PLAY: ZIP LINE, CLIMBING BOULDER, ROPES COURSE |
| 21 | ACCESSIBLE CONCRETE LOOP TRAIL                           |
| 22 | OVERLOOK WITH SHADE STRUCTURE                            |
| 23 | SYMBOLIC NOBLE ORCHARD                                   |
| 24 | CONCRETE SIDEWALK (FUNDED WITH ROAD IMPROVEMENTS)        |
| 25 | PICNIC / OUTDOOR CLASSROOM STRUCTURE                     |

Use / Program	Square Feet	Percent of Total Park Area	Percent of Community Center & Storage Shed
Total Park Area (20.57 acres)	896,029	100.0%	100.0%
Multi-Purpose Community Center (30,128 SF) & Storage Shed (1,260 SF)	31,388	3.5%	77.1%
Multi-use play, community program area	24,200	2.7%	2.5%
Bathrooms	800	0.1%	5.1%
Community Event Kitchens	1,600	0.2%	4.4%
Office space/Electrical Closet/Storage	1,380	0.2%	10.9%
Outdoor covered patio	3,408	0.4%	

## MERRILL RD



## PENTZ RD

## CHRIS CT

## NEDRY DR

- |                        |                                |
|------------------------|--------------------------------|
| Multi-use Field        | Crushed Basalt                 |
| Wet Meadow             | Natural Area                   |
| Concrete Path          | Foot Bridge/Deck               |
| Asphalt Parking        | Landscape Area                 |
| New Deciduous Tree     | New Riparian Tree              |
| New Oak Tree           | New Willow & Existing          |
| Symbolic Noble Orchard | Concrete Bench                 |
| Views                  | Rustic Wood Bench              |
| Picnic Table           | Maintenance / Emergency Access |
| Interpretive Panel     | Split Rail Fence               |

## INCLUSIVE PLAY



## ADVENTURE PLAY NINJA WARRIOR

## PICKLE BALL

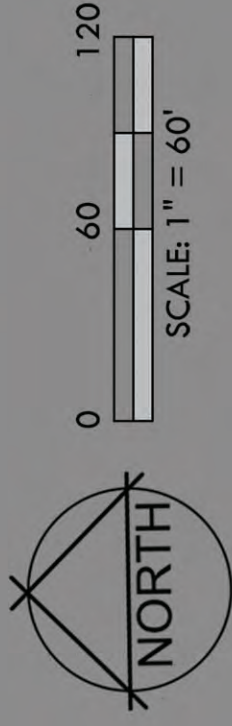
## INTERPRETIVE PANEL / OVERLOOK

## MINOR TRAIL / OVERLOOK

## MULTI-PURPOSE COMMUNITY CENTER / MULTI-USE GRASS PLAY AREA



# NOBLE PARK



# LEGEND

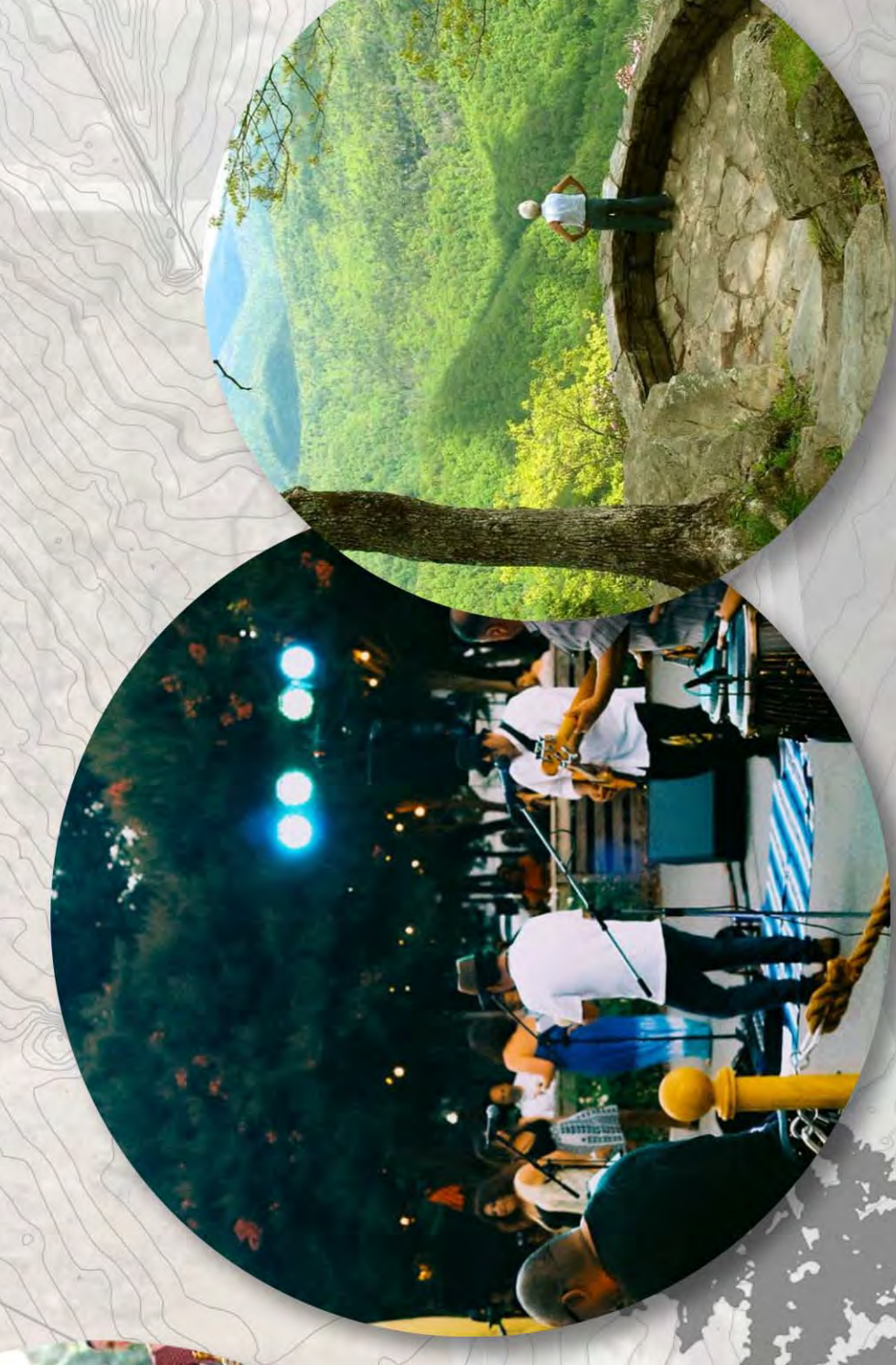
- SYMBOL
- 1 BASKETBALL COURT
- 2 TOT LOT
- 3 ADVENTURE PLAY: ZIP LINE, CLIMBING BOULDER, ROPES COURSE
- 4 GROUP PICNIC WITH SHADE STRUCTURE
- 5 5-12 PLAYGROUND
- 6 PARKING LOT - ASPHALT DRIVE AISLE: GRAVEL STALLS - 150 SPACES
- 7 MULTI-USE PLAY FIELD
- 8 BIKE SKILLS COMPACTED SOIL
- 9 BIKE TRAIL COMPACTED SOIL
- 10 NATURAL TRAIL
- 11 CONCRETE SIDEWALK
- 12 CRUSHED BASALT TRAIL
- 13 SWING PLAY
- 14 CLIMBING BOULDER
- 15 PLAZA AND AMPHITHEATER OVERLOOK
- 16 AMPHITHEATER AND STAGE
- 17 RESTROOM BUILDING (675 SQ. FT.)
- 18 MULTI-PURPOSE COMMUNITY CENTER BUILDING (4,200 SQ. FT.)
- 19 BOTANICAL GARDEN
- 20 OVERLOOK

- INTERACTIVE FOUNTAIN
- LANDSCAPE RESTORATION AREA
- KIOSK
- ENTRY MONUMENTATION
- NATURAL TRAIL
- BIKE TRAIL
- MULTI-USE PLAY FIELD
- ASPHALT
- CONCRETE SIDEWALK
- BASALT TRAIL
- LANDSCAPE AREA
- NEW OAK TREE
- NEW DECIDUOUS TREE
- NEW SHRUB
- CONCRETE BENCH
- PICNIC TABLE
- ENTRY MONUMENTATION
- PARK SECURITY LIGHT
- PARK BOLLARD LIGHT
- CONNECTION TO EXISTING TRAIL
- 21 INTERACTIVE FOUNTAIN
- 22 LANDSCAPE RESTORATION AREA
- 23 KIOSK
- 24 ENTRY MONUMENTATION

Use / Program	Square Feet	Percent of Total Park Area	Percent of Community Center
Total Park Area (27.9 acres)	1,215,324	100.0%	
Multi-Purpose Community Center (4200 SF) & Bathroom Bldg (675 SF)	4,875	0.4%	100.0%
Multi-use play, community program area	3,810	78.2%	
Bathroom Areas	950	19.5%	
Office space/ Electrical Closet / Corridors	115	2.4%	



CLIMBING BOULDER / ADVENTURE PLAY



AMPHITHEATER EVENT / OVERLOOK



MULTI-USE PLAY FIELD / GROUP PICNIC



INTERACTIVE FOUNTAIN / COMMUNITY BUILDING



BIKE TRAIL / BIKE SKILLS



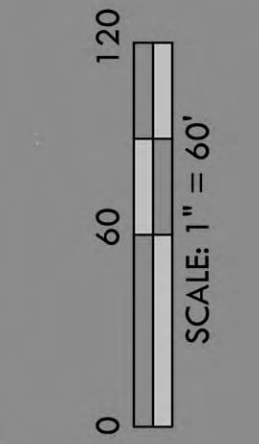
NATURAL TRAIL / BOTANICAL GARDEN

**PROP**  
**68**

# LAKERIDGE PARK

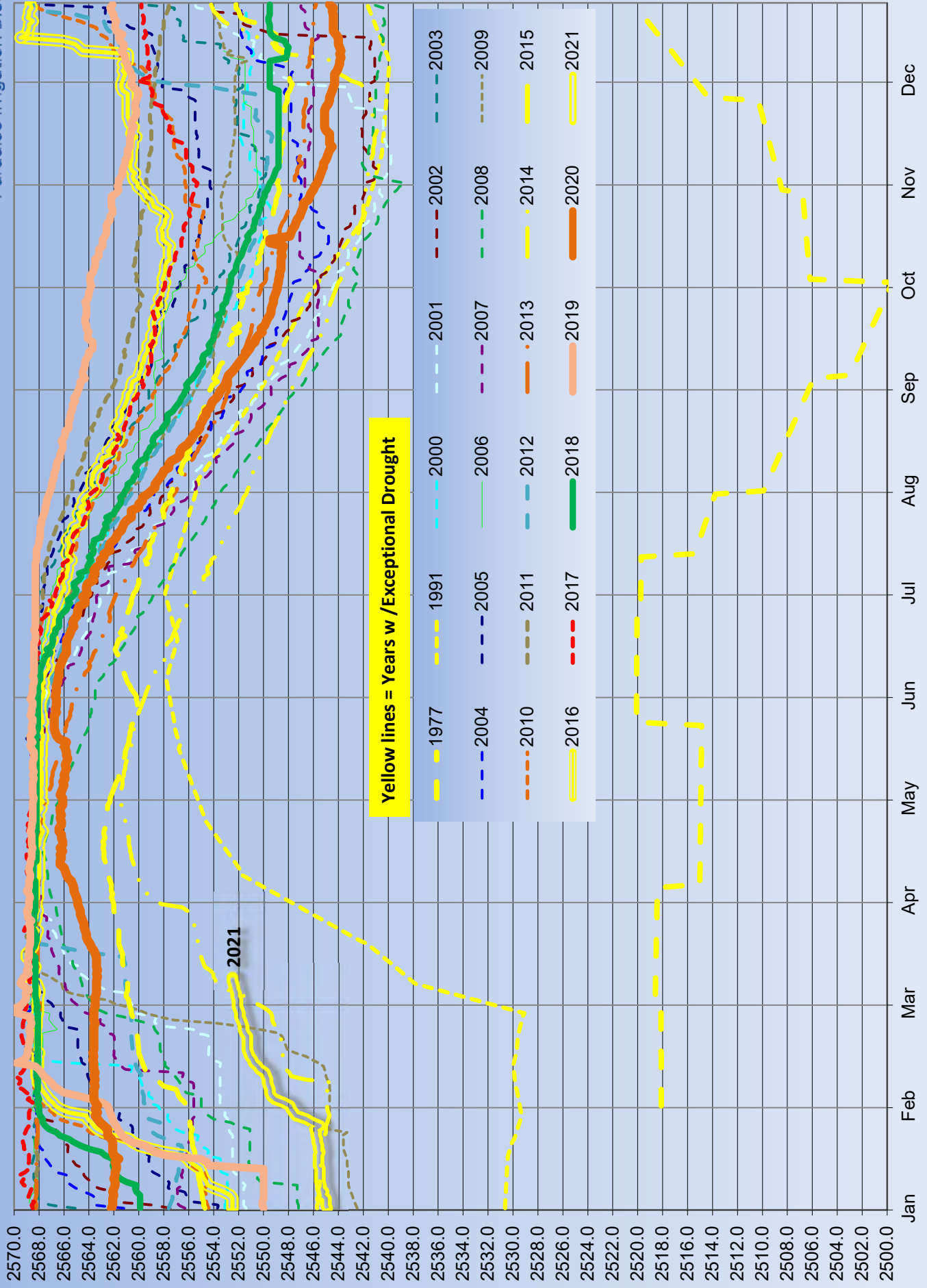
CONCEPTUAL MASTER PLAN - MAGALIA, CA

#2391 04.07.21





**Paradise Lake Elevation  
Spill = 2568.1**





**Paradise Recreation & Park District - General Fund (2510) Budget**

Fiscal Year: 2021-2022 Preliminary - BOD  
4/6/2021

**FY 2021 - 2022**

Description	Code	Budget
<b>Operating Budget</b>		
<b>Funding Resources</b>		
<b>Income</b>		
4100 · Tax Revenue	4100	718,000
4200 · Impact Fee revenue	4200	120,000
4300 · Program Income	4300	212,800
4350 · Concession & Merchandise sales	4350	2,200
4400 · Donation & Fundraising Income	4400	55,300
4500 · Grant Income	4500	692,000
4600 · Other Revenue	4600	5,700
4900 · Interest Income	4900	251,900
<b>Total Income</b>		<b>2,057,900</b>
<b>Expense</b>		
5000 · Payroll Expenses	5000	1,696,200
5100 · Program Expenses	5100	41,100
5140 · Fundraising Expense	5140	18,200
5200 · Advertising & Promotion	5200	11,200
5220 · Bank & Merchant Fees	5220	5,200
5230 · Contributions to Others	5230	25,600
5240 · Copying & Printing	5240	7,100
5260 · Dues, Mbrshps, Subscr, & Pubs	5260	32,600
5270 · Education, Training & Staff Dev	5270	20,000
5280 · Equip., Tools & Furn (<\$5k)	5280	41,800
5290 · Equipment Rental	5290	94,900
5300 · Insurance	5300	76,400
5310 · Interest Expense	5310	1,000
5320 · Miscellaneous Expense	5320	300
5330 · Professional & Outside services	5330	638,600
5340 · Postage & Delivery	5340	2,000
5350 · Rent-Facility use fees	5350	7,800
5360 · Repair & Maintenance	5360	170,000
5370 · Supplies - Consumable	5370	29,400
5380 · Taxes, Lic., Notices & Permits	5380	4,200
5390 · Telephone & Internet	5390	24,800
5400 · Transportation, Meals & Travel	5400	36,900
5410 · Utilities	5410	100,300
<b>Total Expense</b>		<b>3,085,600</b>
<b>Total Net Operating Income and Expenses</b>		<b>-1,027,700</b>
<b>Beginning Fund Balance</b>		
1000 · Bank (Operating)	1000	319,224
1011 · General Operating (Cash) - 2510	1011	24,387
1030 · Investment - 1031, 1032	1030	38,000,000
<b>Total Available Funds</b>		<b>38,343,611</b>



## Staff Report

April 14, 2021



DATE: 3/25/2021  
 TO: Board of Directors (BOD)  
 FROM: Dan Efseaff, District Manager  
 SUBJECT: Cooperative Agreement and Second Task Agreement with the Nature Conservancy

### Summary

On March 10, 2021, the BOD took action to approve the Nature Conservancy [TNC] second task agreement. In working with Ryan Luster of TNC, staff is seeking to align the Cooperative Agreement and Second Task Agreement dates to allow full use of the \$100,000 in grant funds as follows:

Document	Current end date	Proposed new end date
Co-op agreement	June 30, 2021	December 31, 2022
Task 2	December 31, 2021	December 31, 2022
Grant to PRPD for \$100,000		June 30, 2022

This will better align and maintain the intent of the agreements.

***Recommendation:*** (1) authorize the District Manager to work with TNC to amend agreement dates as presented to allow for the full use of funds under the recently approved second task agreement; and (2) authorize the District Manager to sign the amended Cooperative and Second Task Agreements on behalf of the District.

**Attachments: none**

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2021/21.0414/BOD.TNC.Agreement.Report.21.0414.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.0414/BOD.TNC.Agreement.Report.21.0414.docx)

4/8/2021






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## BUTTE LOCAL AGENCY FORMATION COMMISSION

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1453 Downer Street, Suite C • Oroville, California 95965-4950  
 (530)538-7784 • Fax (530)538-2847 • [www.buttelafco.org](http://www.buttelafco.org)

TO: Butte County Special Districts  
 Butte County Special District Association

FROM: Jill Broderson, Management Analyst

SUBJECT: Election of a Special District *Regular* "Non-Enterprise" Member and an *Alternate* "Enterprise/Non-Enterprise" Member

DATE: March 12, 2021

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### Nominations Requested

On February 3, 2021, the Butte Local Agency Formation Commission called for nominations for:

- One (1) Special District *Regular* "Non-Enterprise" Member. The term for this seat is four years and will begin June 1, 2021 and expire May 31, 2025; and
- One (1) Special District *Alternate* "Enterprise/Non-Enterprise" Member. The term for this seat is four years and will begin June 1, 2021 and expire May 31, 2025.

### Nominations Received

The nomination period closed on Thursday, March 11, 2021. Valid nominations received are as follows:

For the *Regular* "Non-Enterprise" Member:

- Larry Bradley, Durham Recreation & Park District (Non-Enterprise)
- Dave Donnan, Chico Area Recreation & Park District (Non-Enterprise)
- Al McGreehan, Paradise Recreation & Park District (Non-Enterprise)

For the *Alternate* "Enterprise/Non-Enterprise" Member:

- Larry Bradley, Durham Recreation & Park District (Non-Enterprise)
- Bruce Wristen, Director, Thermalito Water & Sewer District (Enterprise)

Butte County Special Districts  
 Butte County Special District Association  
 March 12, 2021  
 Page 2

**Instructions:**

1. Votes shall be made by official action of the Districts' Board of Directors.
2. Ballots shall be certified by the signature of the Chair, or an alternate District Board Member chosen by the Districts' Board for the purpose of signing the attached ballot AND counter-signed by the Districts' General Manager/Secretary of Board.
3. Ballots shall be returned no later than **4:00 p.m. on Friday, May 14, 2021**. Ballots postmarked after the closing date will not be accepted.
4. Districts may submit their ballots one of the following ways:

Hand Delivered	Electronic Mail	Certified Mail
Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965	<a href="mailto:slucas@buttecounty.net">slucas@buttecounty.net</a>	Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965

5. District ballots returned by electronic mail shall be scanned copies of the original signed certified ballot.
6. If you do not have a District Board meeting scheduled within this time frame, a special meeting shall be scheduled in order to submit a valid ballot.

**In order for the election to be valid, a quorum (21) of districts must complete and return their ballots. Otherwise, the process will repeat until such time we receive ballots from a majority of the districts.** This is an important ballot, as your Special District LAFCO Commissioner will be making decisions on budget issues, policies and projects that may have a direct impact on your district. Please participate in this election and submit your vote.

Should you have any questions, please feel free to me.

Attachment





BUTTE LOCAL AGENCY FORMATION COMMISSION  
1453 Downer Street, Suite C  
Oroville, CA 95965 – (530) 538-7784

## 2021 ELECTION BALLOT

### Special District *Regular* "Non-Enterprise" Member and a Special District *Alternate* "Enterprise/Non-Enterprise" Member

#### **Regular "Non-Enterprise" Member**

**Please Vote for One (1)**

~~Larry Bradley – Durham Recreation & Park District~~  
*(Mr. Bradley has withdrawn his nomination for "Regular" member)*

Dave Donnan – Chico Area Recreation & Park District

Al McGreehan – Paradise Recreation & Park District

\_\_\_\_\_  
*(Write in Candidate)* *(Name of District)*

#### **Alternate "Enterprise/Non-Enterprise" Member**

**Please Vote for One (1)**

Larry Bradley – Durham Recreation & Park District

Bruce Wristen – Thermalito Water & Sewer District

\_\_\_\_\_  
*(Write in Candidate)* *(Name of District)*

### Certification of Ballot

\_\_\_\_\_  
District Board Chair or Designee

\_\_\_\_\_  
District Manager/Secretary of the Board

\_\_\_\_\_  
District

\_\_\_\_\_  
Date



# Staff Report

April 14, 2021



DATE: 4/6/2021  
 TO: BOD  
 FROM: Catherine Merrifield, District Accountant  
 SUBJECT: Reserve Policy

## Report In Brief

On June 12, 2019, the Board moved to develop Financial Investments and Policy for the District and authorized staff to: 1) develop a resolution and open new accounts with Five Star Bank, 2) develop a resolution and open CALTRUST accounts, and 3) Develop a Financial Investment Policy for BOD consideration.

The goal of these moves was to fortify the District's financial position and to add transparency and allow flexibility with fund management to meet those objectives. Since that time, the accounts have been opened (though not all have funds in them yet) and staff, working with California Special District Association (CSDA), developed a financial investment policy.

The next evolution of strengthening our financial policy is to develop a Reserve Policy for Board consideration. At the March 11, 2021 Finance Committee, staff provided a brief review of recent reserve policy interest at the state level. Staff noted that investment and reserve policies for special districts will increase transparency and ensure greater compliance with Governmental Accounting Standards Board Statement No. 54.

A policy sets guideline for saving, using, and reporting funds. Staff reviewed a draft resolution and reserve policy for committee discussion. and we provide a revised resolution (**Attachment A**) and a revised reserve policy (**Attachment B**). Upon review and revision, this item will come before the full Board of Directors for consideration.

A follow-up step will be the review of the District's investment portfolio.

**Recommendation:** *Committee review and recommendation for BOD approval of Reserve Resolution and Policy.*

## Attachments:

- A. Resolution (draft)
- B. Reserve Policy (draft, revised)
- C. Reserve Distribution

Document2  
4/8/2021





## Paradise Recreation & Park District

6626 Skyway  
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)

### Resolution #21-04-1-496

## RESOLUTION OF THE PARADISE RECREATION AND PARK DISTRICT BOARD OF DIRECTORS APPROVE AND ADOPT RESERVE POLICY

**WHEREAS**, the Board of Directors of the Paradise Recreation and Park District (herein “Board”) is a local non-enterprise special district formed and authorized to provide services within its jurisdiction, pursuant to State of California Public Resources Code, Division 5, Chapter 4, Article 1, commencing with Section 5780; and,

**WHEREAS**, on April 8, 2021, the Finance Committee reviewed and approved for the boards consideration Reserve Policy (Exhibit A) to provide reserve funds in compliance with GASB 54 guideline requirements.

**WHEREAS**, that the distribution of the reserves will be reviewed and revised on a regular basis, this resolution authorizes the Board to review and revise the distribution, annual contribution, and Maximum Reserve on a regular basis and tied in with the budget process.

**NOW, THEREFORE BE IT RESOLVED**, the Paradise Recreation and Park District Board of Directors approves and adopts the Reserve Policy (Exhibit A) to provide reserve funds in compliance with GASB 54 guideline requirements.

**PASSED AND ADOPTED** by the Board of Directors of the Paradise Recreation and Park District on the 14<sup>th</sup> day of April 2021, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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

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



## **Paradise Recreation & Park District Reserve Policy**

### **Purpose:**

The Paradise Recreation & Park District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District's physical assets.
- b) Fund regular replacement of computer hardware and software.
- c) Fund designated conservation projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support.
- d) Fund capital improvements; and
- e) Maintain minimal operational sustainability in periods of economic uncertainty.

The District shall account for reserves as recommended by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed "assigned" reserves.

### **Policy:**

Use of District Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract, or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors. Actual annual contributions will be set within the budget process for the District. Future policy revisions may change maximum amounts.

### **CalPERS 115 Trust**

- Description - A fund dedicated to the funding of estimated unfunded employer contributions to the defined benefit pension programs for eligible California public agencies. As a restricted fund, the District will fund up to 50% of the estimated liability at the beginning of the Fiscal Year to allow for fluctuation, but substantially reduce the District's liability.
- Use – Funds are restricted for CalPERS related liabilities and expenses. This will reduce District liability on our balance sheet.
- Estimated Annual Contribution - \$30,0000.
- Maximum – This policy sets the maximum to not exceed \$500,000, but the actual target will be set on a regular basis and will not exceed 50% of the total CalPERS obligation at the beginning of each Fiscal Year.

### **Capital Improvement & Acquisition Reserve:**

- Description -. Designated Capital Improvement Funds may be used to cover major facility improvements (construction, installation of new doors or windows, replacing doors and windows, roof replacement, HVAC replacement, alarm system installation, parking lot and outside lighting improvements, etc.). Funds for acquisitions will be utilized to purchase real estate to meet District goals for parks, facilities, and open space. Based on Estimated Capital Projects and acquisitions over the next 15 years. This will be modified with the next Parks Master Plan.
- Use - Capital Improvements & Acquisition Reserves shall be limited to costs related to making changes to repair, replace, improve, or construct capital assets, increase their useful life, or add to the value of these assets.
- Estimated Annual Contribution - \$100,000, accumulate from existing unrestricted funds.

Maximum – \$25,000,000. When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to meet the maximum will be reserved. The value represents the Estimated Capital Improvement Projects over the next 10 years. This may be modified with the next Parks Master Plan. (Donations or grants for projects can be considered) only the amount required to reach the maximum will be reserved.

#### **Current Operations Reserve:**

- Description - Fund serves a contingency role for the District. Facility and Administrative Operations. Based on equivalent to approximately three years of operating expenses.
- Use - Operational Reserves shall be accrued to ensure five years of minimal facility and administrative functions. Reserve funds shall be utilized to support:
  1. Administrative operational functions, including minimal staffing levels and administrative/office expenses;
  2. facility operations;
  3. facility repairs (distinguished from Capital Improvements and may include painting, caulking of seams, roof repairs, HVAC repairs, patching of walls, etc.).
- Estimated Annual Contribution - \$50,000, accumulate from existing unrestricted funds.
- Maximum –\$8,000,000. When the annual accumulation would increase the Reserve beyond the equivalent of three years of Operations Reserves), only the amount required to reach the maximum will be reserved.

#### **Designated Project/Special Use/Grant Matching Reserve:**

- Description - Fund designated for conservation projects, programs, or other special uses not otherwise funded by grants or requiring additional monetary support for matches. Based on approximate estimate for 2021 unmet needs for matches.
- Use - Projects, programs or special uses will be identified by the General Manager and/or the Board of Directors and approved by the Board. Uses must further the mission of the District and will be evaluated for designation according to value to the District and the people it serves.
- Estimated Annual Contribution - \$50,000.
- Maximum – \$ 750,000. When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to reach the maximum will be reserved.

#### **Future Operations Reserve:**

- Description – Fund serves as a backfill for tax and program revenue lost from the Camp Fire and other major disruptions for the next 20 years. Fund also serves as a long-term contingency fund and the drawdown and maximum reserve should be evaluated on a regular (5 year) basis. While the actual amount will be dynamic, the fund is established as equivalent to 30% of the current operating budget for 15 years.
- Use - Operational Reserves shall be accrued to ensure five years of minimal facility and administrative functions. Reserve funds shall be utilized to support:
  1. Administrative operational functions, including minimal staffing levels and administrative/office expenses;
  2. facility operations;
  3. facility repairs (distinguished from Capital Improvements and may include painting, caulking of seams, roof repairs, HVAC repairs, patching of walls, etc.).
- Estimated Annual Contribution - \$100,000, accumulate from existing unrestricted funds.
- Maximum – \$ 25,000,000. When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to reach the maximum will be reserved.



**Technology Reserve:**

- Description - Fund regular replacement and new investment of computer hardware and software, audiovisual equipment, phones, and other technology services to benefit District facilities and operations. The amount is calculated as approximately three quarters of the current value of technology assets.
- Use - Technology Reserves will be used to purchase hardware and software in support of District operations, with the intent of maintaining a modern technology for employees.
- Estimated Annual Contribution - \$5,000, accumulate from existing unrestricted funds.
- Maximum – \$150,000. When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to reach the maximum will be reserved.

**Vehicle Fleet & Equipment Reserve:**

- Description – Fund replacement, major repairs, and New Vehicle investment for Fleet and Equipment. Based on current value of vehicle & equipment as well as allowing for future purchases in the next 5 years.
- Use - Vehicle Fleet Reserves will be used exclusively for the purchase of new vehicles to support District operations, or to make major repairs to existing vehicles.
- Estimated Annual Contribution - \$75,000, accumulate from existing unrestricted funds.
- Maximum – \$1,000,000. When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to reach the maximum will be reserved.

**Total All Reserve Funds:**

The total amount of Reserves designated annually from all funds shall be [\$185,000] with a cumulative accrual cap of [\$38,000,000].

**Monitoring Reserve Levels:**

The District Manager, in collaboration with the District Accountant, shall perform a reserve status analysis annually, to be provided to the Board of Directors' annual deliberation/approval of Budget and Reserve Funds.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- a) When a major change in conditions changes the reserve, reserve levels, or requires revision of this policy;
- b) Upon District Manager and/or Board request.

Revised 11-20-20

DRAFT

**Paradise Recreation and Park District  
Reserve Distribution**

**-DRAFT-**

2021 Initial Amount

**\$38,065,000**

Proposed Reserve	Description	Rationale for fund amount	Initial Investment	Distribution (%)	Estimated Annual Contribution	Maximum Reserve	Distribution (%/2)	Rules
CaPERS 115 Trust	Estimated Capital Projects and acquisitions over the next 15 years. This will be modified with the next Parks Master Plan.	To fund 50% of unfunded CaPERS obligation.	\$180,000	0.5%	\$30,000	\$500,000	0.8%	Maximum amount of CaPERS obligation (currently \$359K) will be assessed as a fraction of the total estimated amount of the beginning of each Fiscal Year. The maximum may need to be re-set in the future. Only the amount required to reach the projected amount will be reserved.
Capital Improvement & Acquisition Reserve:	Designated Capital Improvement Funds may be used to cover damaged facilities, major facility improvements or replacement, new construction and improvements, and the acquisition of property to meet District goals.	Estimated Capital Projects and acquisitions over the next 15 years. This will be modified with the next Parks Master Plan.	\$9,485,000	24.9%	\$100,000	\$25,000,000	40.9%	When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to reach the maximum will be reserved. Changes to the projected needs for long-term operations will receive precedence over this fund.
Current Operations Reserve:	Fund serves a contingency role for unanticipated expenses for Operations not provided under the annual budget.	Equivalent to approximately three years of operating expenses.	\$8,000,000	21.0%	\$50,000	\$8,000,000	13.1%	When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to reach the maximum will be reserved.
Designated Project/Special Use/Grant Matching Reserve:	Fund designated for conservation projects, programs, or other special uses not otherwise funded by grants or requiring additional monetary support for matches.	Approximate estimate for 2021 unmet needs for matches.	\$750,000	2.0%	\$50,000	\$4,500,000	2.5%	When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to reach the maximum will be reserved.
Future Operations Reserve:	Fund serves as a backfill for tax and program revenue lost from the Camp Fire and other major disruptions for possibly the next 20 years. Fund also serves as a long-term contingency fund and the drawdown and maximum reserve should be evaluated on a regular (5 year) basis.	Fund needs (and inflation) will be dynamic and not likely linear, but initial fund needs are established as equivalent to 40% of the current operating budget for 25 years.	\$18,750,000	49.3%	\$100,000	\$25,000,000	40.9%	The fund needs will be evaluated on at least a 5 year cycle. We anticipate that this fund may be in a drawdown mode over the next few years. When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to reach the maximum will be reserved.
Technology Reserve:	Fund regular replacement and new investment of computer hardware and software, audiovisual equipment, phones, and other technology services to benefit District facilities and operations.	The approximate current value of technology assets.	\$150,000	0.4%	\$5,000	\$150,000	0.2%	When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to reach the maximum will be reserved.
Vehicle Fleet & Equipment Reserve:	Fund replacement, major repairs, and New Vehicle investment for Fleet and Equipment.	Based on current value of vehicle & equipment as well as allowing for future purchases in the next 5 years.	\$750,000	2.0%	\$75,000	\$1,000,000	1.6%	When the annual accumulation would increase the Reserve beyond the maximum, only the amount required to reach the maximum will be reserved.
<b>Total</b>			<b>\$38,065,000</b>	<b>100.0%</b>	<b>\$410,000</b>	<b>\$64,150,000</b>	<b>100.0%</b>	
<b>Difference</b>			<b>\$0</b>			<b>-\$23,085,000</b>		

Does not include other existing reserves: Accumulative Capital Outlay (ACO)-\$606,700; General Reserve - \$3,000; Imprest Cash Reserve - \$300; or other active Funds (Designated Funds, Impact Fee and SubDivision Funds, General Fund).