

Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
Terry Ashe Recreation Center, Room B  
September 23, 2020

**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=YlBnYlBpM0VMVj4vNzkyd2JXRHQzQT09>  
Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose), +1 346 248 7799 US (Houston), or +1 253 215 8782 US (Tacoma)  
Meeting ID: 845 1856 1101 Password: 282411

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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 Al McGreehan at 6:15 p.m.

**1.1 PLEDGE OF ALLEGIANCE:**

Chairperson McGreehan led the Pledge of Allegiance.

**1.2 ROLL CALL:**

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

Present via tele-conference: None

**PRPD STAFF:**

Present: District Manager Dan Efseaff, Office Manager Colleen Campbell, and Recreation Supervisor Scott Amick.

Present via tele-conference: District Accountant Catherine Merrifield, Park Supervisor Mark Cobb, Recreation Supervisor Jeff Dailey, and Assistant District Manager Kristi Sweeney

**1.3 WELCOME GUESTS:**

Chairperson McGreehan welcomed the following guests:

Present: Greg Melton and Patrick Farrar, Melton Design Group

Present via tele-conference: Holly Pladson, Certified Public Accountant; and Citizen John Stonebreaker.

Staff informed the Board no comments were received via electronic mail by the 1:00 p.m. deadline on September 23, 2020.

**1.4 SPECIAL PRESENTATIONS:**

- A. Greg Melton and Patrick Farrar of Melton Design Group will present information on the Bille Park and Moore Road Ballpark conceptual designs and other locations.

The Board recognized Mr. Melton and Mr. Farrar and welcomed them to the floor.

Mr. Melton provided conceptual design options for Bille Park, Moore Road Ballpark, Noble Park, Lakeridge Park and Oak Creek Park.

The Board had open discussion with staff and the presenters regarding potential design aspects. Staff indicated this initial presentation is the beginning of the process for the Board to provide comments.

After a brief discussion, the Board concurred to assign the Recreation and Park Committee (Rodowick/Anderson) to continue open dialog with staff and the Melton Design Group and to provide periodic updates to the full Board of Directors. Further, the Board of Directors thanked Mr. Melton and Mr. Farrar for their presentation.

Due to time constraints, the Board concurred to defer Recreation Supervisor Dailey's presentation on the overview of District events and youth programs to the October Board meeting.

District Manager Efseaff directed the Board to the Supplemental Agenda published on September 22, 2020 stating staff received time sensitive information after the Board of Directors main agenda was published that required Board consideration and requested the Board of Directors consider amending the agenda to include New Business, item 8.3 Resolution #20-09-1-486 Recreational Trails and Greenways Grant Program.

**MOTION:**

Chairperson McGreehan moved that the Board finds that due to the time sensitive nature, the September 23, 2020 agenda will be amended to include New Business, item 8.3 – Resolution #20-09-1-486 Recreational Trails and Greenways Grant Program. The motion was seconded by Director Rodowick and carried unanimously with 5 ayes.

**ROLL CALL VOTE:**

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

The Board concurred to hear New Business, item 8.1 at this time and Chairperson McGreehan welcomed Ms. Pladson via tele-conference to provide an oral report.

## 8. NEW BUSINESS

### 8.1 2018-2019 District Final Audit – The PRPD Board of Directors will review the independent audit for fiscal year ending June 30, 2019 prepared by Holly Pladson, Certified Public Accountant.

Referencing the written audit report presented to the Board, Ms. Pladson provided a brief concise oral report of the audit ending June 30, 2019.

Chairperson McGreehan commented that as a member of the Finance Committee, the Committee had reviewed the audit and recommended the document be presented to the Board of Directors for possible acceptance.

Chairperson McGreehan asked if there were any public comments or additional comments from the Board. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion on this agenda item.

#### **MOTION:**

Director Rodowick moved that the PRPD Board of Directors accept 2018-2019 District Audit for the year ending June 30, 2019 prepared by Holly Pladson, Certified Public Accountant as presented. The motion was seconded by Vice Chairperson Anderson and carried unanimously with 5 ayes.

#### **ROLL CALL VOTE:**

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

### 8.2 Concurrence on Grant Writing Services – Staff seeks concurrence from the Board to procure grant writing services to assist with the development of 3-4 proposals due December 14, 2020.

District Manager Efseaff summarized the written report presented to the Board stating staff is seeking concurrence from the Board to procure grant writing services to assist with the development of multiple grant proposals over the next year and a half. In addition, staff is seeking to establish an ad-hoc committee to support staff in review of potential grant writer qualifications.

The Board concurred to establish a Grant Writer Ad-hoc Committee with Steve Rodowick and Mary Bellefeuille as Committee members along with staff.

Chairperson McGreehan asked if there were any public comments or additional comments from the Board. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion on this agenda item.

#### **MOTION:**

Chairperson McGreehan moved to (1) direct staff to work with Grant Writer Ad-hoc Committee members Steve Rodowick and Mary Bellefeuille to support staff in the review of grant writer qualifications; and (2) authorize the District Manager to engage the services of a grant writer(s) or organization(s) to develop proposals to the end of 2021. The motion was seconded by Director Bellefeuille and carried with 4 ayes and 1 no.

**ROLL CALL VOTE:**

Chairperson Al McGreehan, aye; Vice Chairperson Robert Anderson, no; Secretary Julie Van Roekel, aye; Director Steve Rodowick, aye; and Director Mary Bellefeuille, aye.

- 8.3 Resolution #20-09-1-486 Recreational Trails and Greenways Grant Program – In October 2019 staff submitted a proposal to seek grant funding from the California Natural Resource Agency to create a 20-mile loop multi-use, natural surface trail in Magalia. Funding covers outreach, planning, trail design and construction, and construction of recreational amenities. As a time sensitive item, staff requests the agenda be modified to include consideration of this resolution at the September 23, 2020 Board meeting.**

District Manager Efseaff summarized the written report presented and is seeking approval of the resolution as presented. Staff has been invited to submit the final documentation as part of a third step in candidate selection. The District proposal is highly competitive but is dependent upon completion of several additional requirements such as passing a Board resolution to approve and authorize the District to commit to the project if awarded funding.

Chairperson McGreehan asked if there were any public comments or additional comments from the Board. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion on this agenda item.

**MOTION:**

Director Rodowick moved to adopt Resolution #20-09-1-486 approving the application for grant funds for the Recreational Trails and Greenways Grant Program as presented. The motion was seconded by Secretary Van Roekel and carried unanimously with 5 ayes.

**ROLL CALL VOTE:**

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

**2. PUBLIC COMMENT:**

Chairperson McGreehan directed the Board's attention to Public Comment and asked if there were any comments. Seeing and hearing none, Chairperson 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 July 8, 2020**

**3.2 Correspondence:**

- a. Butte County Public Health Department Swim Scholarship confirmation for the 2020 Swim Season.**

- 3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #051232 to and including #051427 in the total amount of \$259,991.45 including reported refunds and voided checks.**

### 3.4 Information Items (Acceptance Only):

#### a. Safety Committee Meeting Draft Minutes of July 9, 2020

Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion.

#### **MOTION:**

Director Rodowick moved to approve the Consent agenda as presented. The motion was seconded by Director Bellefeuille and carried unanimously with 5 ayes.

#### **ROLL CALL VOTE:**

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

### 4. COMMITTEE REPORTS:

#### 4.1 Finance Committee (McGreehan/Rodowick)

At the August 12, 2020 Board meeting, staff provided an oral report on the August 6, 2020 Finance Committee meeting. Staff is providing the written report for information only. The Board concurred to receive this report as presented.

#### 4.2 Recreation and Park Committee (Rodowick/Anderson)

The Committee met on September 1, 2020 to perform site visits of District facilities for consideration of the possible installation of a pet memorial honoring animals lost in the 2018 Camp Fire.

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

### 5. REPORTS

#### 5.1 District Report.

Various staff members summarized written information presented to the Board. After a brief discussion, the Board concurred to receive this report as presented.

#### 5.2 Board Liaison Reports (Oral)

- Director Bellefeuille – Reported a meeting is scheduled with staff and the Guild.
- Director Rodowick – Reported Butte County is working with the Upper Ridge groups.
- Director McGreehan – Reported he attended a Zoom meeting with LAFCO and the Commission provided updates. He also stated LAFCO has appointed a Special Districts representative.
- Director Van Roekel – None
- Director Anderson – None

#### 6. CLOSED SESSION – None

#### 7. OLD BUSINESS – None

**9. BOARD COMMENT:**

Board members provided brief comments on updates with various bodies.

**10. ADJOURNMENT:**

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 9:15 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on October 14, 2020 at 6:00 p.m. in Conference Room B, at the Terry Ashe Recreation Center,(6626 Skyway, Paradise, California).

  
Al McGreehan, Chairperson

  
Julie Van Roekel, Secretary