

Paradise Recreation and Park District
Board of Directors Regular Meeting
Terry Ashe Recreation Center, Room B
April 8, 2020

MINUTES

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 closed the Board of Directors meeting to members of the public and non-essential District staff.

The public may listen to this meeting via telephone. The public may submit comments prior to the meeting via email to ccampbell@paradisepspd.com before 1:00 p.m. on Wednesday, April 8, 2020 and they will be read into the record.

To access the live meeting, please dial-in using your phone to any of the following numbers: United States: +1 605-562-0400; United States: +1 425-436-6260; United States: +1 712-832-8330. Use code: 7320663.

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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 6:03 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, Director Steve Rodowick, and Director Mary Bellefeuille

Present via tele-conference: Secretary Julie Van Roekel

PRPD STAFF:

Present: District Manager Dan Efseaff, and Park Supervisor Mark Cobb

Present via tele-conference: Assistant District Manager Kristi Sweeney, District Accountant Catherine Merrifield, Recreation Supervisor Jeff Dailey, and Administrative Assistant II & Management Colleen Campbell.

1.3 WELCOME GUESTS: None

1.4 SPECIAL PRESENTATIONS: None

2. PUBLIC COMMENT:

Staff reported no public comments were received by the 1:00 p.m. deadline on April 8, 2020.

3. CONSENT AGENDA**3.1 Board Minutes:**

- a. Regular Meeting of March 11, 2020
- b. Special Meeting of March 26, 2020

3.2 Correspondence: None**3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #050812 to and including #050924 in the total amount of \$142,535.45 including reported refunds and void checks.****3.4 Information Items (Acceptance Only):**

- a. Correspondence dated March 7, 2020 from the Butte County Fish & Game Commission to Recreation Supervisor Jcff Dailey awarding the District grant funds for the 2021 Children's Fishing Derby.

Chairperson McGreehan asked if any items should be removed and heard separately. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion on this item.

MOTION:

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

ROLL CALL VOTE:

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

4. COMMITTEE REPORTS: None**5. REPORTS****5.1 District Report.**

District Manager Efseaff provided a brief oral report on the following:

- **District Response to COVID-19** – The District is abiding by the recommendations set forth by the County of Butte and the State of California. Staff is working at home and the office is closed to walk in traffic. We have issued news releases on the District's current actions in lieu of the COVID-19 recommendations. We have cancelled programming and any reservations that were scheduled for the immediate future at our facilities. Staff is meeting weekly via teleconference to provide open dialog with various departments. Parks currently remain open and we will monitor facility use and Department of Public Health recommendations.
- **Moore Road LED Lighting Project** – Staff is working with PG&E as it transitions to a new lighting contractor. Staff hopes this installation can be completed once the COVID-19 restrictions are lifted and weather permits.

- **Programming** –

- The Gold Nugget Craft Faire has been rescheduled to June 27th and 28th. To date 12 of the 34 vendors contacted are able to participate on the new date.
- The Easter Egg hunt scheduled for April 4th was cancelled.
- Current classes such as Tiny Tots, Hoopsters Basketball, Tae Kwon Do, Track and Field, Zumba, Tai Chi, Paradise Stronger, and all drop-in programs have been postponed until further notice.
- Due to the current situation all planning for summer programming will remain fluid until we have a better understanding of the COVID-19 status.

- **Outreach and Development** –

- California Park & Recreation Society's Healthy Play Statewide Initiative – The District was welcomed as part of the PlayCore's National Demonstration Site (NDS) Network. The District participated in sharing information and is exploring the testing of playground equipment and concepts. CPRS, PlayCore, and GameTime recognized agencies that participate in turning research into practice in the community. The announcement noted that *"As a CPRS Healthy Play Statewide Initiative honoree, your agency has successfully deployed evidence-based design best practices to improve the quality of life for the children, families, and citizens you serve."* The award was presented at the CPRS Annual Conference & Expo in Long Beach, CA.
- California Association of Commissioners and Board Members Award – District Manager Efseaff also accepted on behalf of the PRPD Board of Directors an award for exceptional service and dedication to the District. The application noted that our entire Board provided exceptional service and dedication to support our District. For example, as with our staff, most Board members (4 out of 5) lost their homes to the 2018 Camp Fire and the fifth Board member could not live in their home for months, and yet our Board of Directors maintained excellent attendance with only a handful of absences and always maintained a quorum, completed a scoping session on a new strategic plan, and held a key role in helping the District transition to an innovative new model and enable the community to rebuild with confidence.
- District Manager Efseaff expressed his appreciation to the Board of Directors for their support to staff during the 2018 Camp Fire and now during the COVID-19 pandemic.

- **Upcoming** –

- Strategic Plan – Due to the challenges with the COVID-19 situation, Board review of the plan draft has been delayed to an upcoming meeting. Staff will introduce the plan, receive comments, and the Board of Directors will consider the revised version at a future meeting.
- FY 2020-2021 Budget -- Our budget calendar indicated that the Finance Standing Committee would review the draft budget and short- and long-term capital improvements in March and the draft budget would be presented for Board review at the April meeting.

Despite disruptions associated with the COVID-119 situation, the County requires that the budget be completed no later than August. It is staff's desire to present the District budget for adoption before the end of the 2019-20 fiscal year.

5.2 Board Liaison Reports (Oral)

- Director Bellefeuille – None
- Director Rodowick – None
- Director Anderson – None
- Director Van Roekel – None
- Chairperson McGreehan – None

6. CLOSED SESSION – None

7. OLD BUSINESS

7.1 Paradise Irrigation District Paradise Lake Agreement – The PRPD Board of Directors will consider approving the Paradise Irrigation District [PID] lease agreement between PID and PRPD for use of the Paradise Lake for recreation and recreational programming under a special use permit.

District Manager Efseaff summarized the written report presented to the Board indicating the PID Board of Directors took action at their April 8, 2020 Board meeting authorizing PID enter into the agreement with PRPD.

The Board had open discussion with staff concerning the additional insurance liability costs associated with assuming lake operations. Chairperson McGreehan requested staff share with the Finance Committee these anticipated insurance costs once they are confirmed by CAPRI.

Seeing and hearing no additional comments, Chairperson McGreehan stated he would entertain a motion on this item.

MOTION:

Director Rodowick moved to (1) approve the Paradise Irrigation District Paradise Lake Lease Agreement as presented and authorized the District Manager to sign the agreement on behalf of the District; and (2) complete and submit permit with the United States Forest Service (USFS). The motion was seconded by Director Bellefeuille and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

8. NEW BUSINESS

8.1 LAFCO Extraterritorial Extension Request for Paradise Lake – Upon approval of the Paradise Irrigation District lease agreement between PID and PRPD for use of the Paradise Lake for recreation and recreational programming staff recommends the PRPD Board of

Directors authorize the Board Chairperson sign a letter requesting LAFCO approve an Extraterritorial Service Extension for Paradise Lake operations.

District Manager Efseaff summarized the written report presented to the Board indicating with the approval of the Paradise Lake agreement with PID, the District will manage property and operate programs that are currently outside of the District's current jurisdiction and will need to seek authorization from the Butte Local Agency Formation Commission [LAFCO] for an extraterritorial service extension and potential inclusion in the District for future boundary changes.

Staff commented the date of the letter presented to the Board has been amended to read April 8, 2020.

After a brief discussion, Chairperson McGreehan stated he would entertain a motion on this agenda item.

MOTION:

Secretary Van Roekel moved to approve the request to LAFCO for an extraterritorial service extension for Paradise Lake operations and further authorized the PRPD Board Chairperson to sign the letter to LAFCO requesting the extraterritorial service extension as amended on behalf of the District. The motion was seconded by Vice Chairperson Anderson and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

8.2 LAFCO Election Ballot – The PRPD Board of Directors will consider voting for one nominee listed on the ballot or choose to vote for a write-in candidate. Deadline to submit ballot is April 30, 2020.

The Board reviewed the candidate list and after a brief discussion, Chairperson McGreehan stated he would entertain a motion.

MOTION:

Vice Chairperson Anderson moved to vote for Larry Bradley with Durham Recreation and Park District, to serve on the Butte Local Agency Formation Commission [LAFCO]. The motion was seconded Director Bellefeuille and carried with 5 ayes.

ROLL CALL VOTE:

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

8.3 Resolution #20-04-1-478 CARPD Nomination – Al McGreehan – Staff recommends the PRPD Board of Directors approve and adopt this resolution nominating Al McGreehan to serve a two-year term as the Chief Financial Officer of the California Association of Recreation and Park Districts [CARPD] Board of Directors.

The Board had a brief discussion concerning the nomination of Al McGreehan and amendments to the resolution. It was noted the resolution was amended to (1) reflect Al McGreehan as a director of the Board of Directors in lieu of an employee of the District; and (2) the language concerning CARPD covering the costs related to travel, lodging, and meals related to CARPD meetings was removed.

The Board of Directors concurred with resolution amendments and Chairperson McGreehan stated he would entertain a motion.

MOTION:

Director Bellefeuille moved to approve and adopt Resolution #20-04-1-478 as amended. The motion was seconded Secretary Van Roekel and carried with 4 ayes and one abstention.

ROLL CALL VOTE:

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

8.4 Resolution #20-04-2-479 FEMA Community Disaster Loan – Staff recommends the PRPD Board of Directors (1) authorize the District Manager to enter into the FEMA Community Disaster Loan program; and (2) approve collateral agreement to ensure the District’s ability to provide continuity of service and operations thereby ensuring financial recovery of the District.

District Manager Efseaff summarized the written report presented to the Board, stating in part from comments made by the Community Disaster Loan Analyst; *“Due to disaster-related revenue losses, the District appears to be eligible for a \$521,589.00 Community Disaster Loan. The amount of the loan is based on the lesser of the projected revenue losses (and UDRE, if applicable) in the fiscal year of the disaster (FY 2019) and three subsequent years (FY 2020 – FY 2022) or 25% of the adopted operating budget in the fiscal year of the disaster up to \$5 million. For this analysis, the loan amount will be limited to the Community Disaster Loan (CDL) Regulation’s maximum cap of 25% of the District’s Annual Expenditure Budget in the year of the disaster (FY 2019), even though projected revenue losses for the fiscal year of the disaster and the following three full fiscal years is higher than this amount.”*

Further, District Manager Efseaff stated that careful use of debt financing through the FEMA CDL program will provide funds for operating capital, development of new programs, and potentially reserving funds (in interest bearing accounts) for future expenditures. This allows the District a low-risk, extremely low-cost approach to develop new programs that may provide more diversified income in the long run.

The Board had open discussion regarding the five-year term of the loan and the reduced interest rates available through the FEMA CDL.

Chairperson McGreehan suggested that staff provide the collateral agreement to the Finance Committee for review. The Board concurred with this suggestion.

Seeing no additional comments, Chairperson McGreehan stated he would entertain a motion.

MOTION:

Vice Chairperson Anderson moved to (1) approve and adopt Resolution #20-04-2-479 as presented; (2) authorize the District Manager to enter into the FEMA Community Disaster Loan program; and (3) approve the collateral agreement to ensure the District’s ability to provide continuity of service and

operations thereby ensuring financial recovery of the District. The motion was seconded Director Rodowick and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

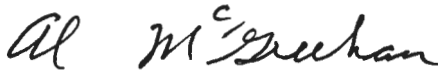
9. BOARD COMMENT:

Julie Van Roekel commented she missed everyone and hoped everyone was staying healthy.

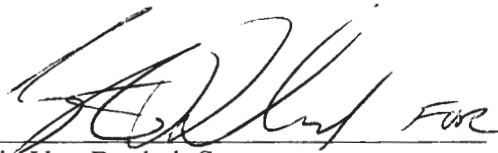
Al McGreehan commented he attended the CARPD meeting on March 18th and items discussed were the addition of two new districts to CARPD; Proposition 68 per capita funds to our District is pending at this point; and more information may be available shortly concerning whether the conference scheduled for May will be postponed.

10. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:08 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on May 13, 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