

Paradise Recreation and Park District
Board of Directors Regular Meeting
Terry Ashe Recreation Center, Room A
February 12, 2019

MINUTES

The regular meeting of the Paradise Recreation and Park District Board of Directors was called to order by Board Chairperson Mary Bellefeuille at 6:00 p.m.

1. CALL TO ORDER:

1.1 PLEDGE OF ALLEGIANCE:

Chairperson Bellefeuille led the Pledge of Allegiance.

1.2 ROLL CALL:

Present: Chairperson Mary Bellefeuille, Vice Chairperson Al McGreehan, Secretary Robert Anderson, and Director Rodowick

ABSENT: Director Julie Van Roekel

District Manager Eiseff stated Director Van Roekel's absence was excused.

PRPD STAFF:

District Manager Dan Eiseff, Park Supervisor Mark Cobb, Administrative Assistant/Finance Catherine Merrifield, and Administrative Assistant/Management Colleen Campbell.

1.3 WELCOME GUESTS:

Seeing no guests present, Chairperson Bellefeuille welcomed staff to the meeting.

1.4 SPECIAL PRESENTATIONS: None

2. PUBLIC COMMENT: None

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

Vice Chairperson McGreehan asked that item 3.1 Board Minutes for January 8, 2019 be removed and heard separately.

3. CONSENT AGENDA

3.1 **Board Minutes: Regular Meeting of January 8, 2019**

3.2 **Correspondence: None**

3.3 **Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #049028 to and including #049175 in the total amount of \$201,375.84 including refunds in the amount of \$2,938.00.**

004589

Vice Chairperson McGreehan asked that item 3.1, Board Minutes for January 8, 2018 be removed and heard separately. The Board concurred and Chairperson Bellefeuille stated she would entertain a motion on the remaining Consent Agenda items.

MOTION:

Vice Chairperson McGreehan moved that the PRPD Board of Directors approve the remaining Consent Agenda as presented. The motion was seconded by Secretary Anderson and carried with 4 ayes and 1 absent.

AYES: Bellefeuille, McGreehan, Anderson, and Rodowick

NOES: None

ABSTENTIONS: None

ABSENT: Van Roekel

Chairperson Bellefeuille directed the Board's attention to item 3.1, Board Minutes for January 8, 2019 and asked that Vice Chairperson McGreehan comment.

Vice Chairperson McGreehan directed the Board to page 6, tracking #4483, New Business 9.1, 4th paragraph, first sentence. of the January 8, 2019 Board Minutes and asked that the language 'and staff' be stricken after 'Ms. Pladson' as it was a duplication. The Board concurred, and the sentence will now read:
The Board had open dialog with staff and Ms. Pladson concerning the proposed amendments to the audit agreement.

Chairperson Bellefeuille stated she would entertain a motion on item 3.1 Board Minutes for January 8, 2019.

MOTION:

Vice Chairperson McGreehan moved that the PRPD Board of Directors approve Consent Agenda item 3.1 Board Minutes for January 8, 2019 as amended. The motion was seconded by Secretary Anderson and carried with 4 ayes and 1 absent.

AYES: Bellefeuille, McGreehan, Anderson, and Rodowick

NOES: None

ABSTENTIONS: None

ABSENT: Van Roekel

4. COMMITTEE REPORTS: None

5. REPORTS

5.1 District Report (Manager's Report)

District Manager Efseaff summarized the written report presented to the Board.

1. Staff will be setting a Finance Committee Meeting with District Auditor Holly Pladson in the near future to review and discuss the progress of the 2017-18 audit.

2. The Board and staff had open dialog regarding a number of recovery effort updates. It was noted that staff may seek information on a temporary use permit if the District pursues the temporary use of our facilities for mobile wood reduction to process small logs and slash at District facilities during the clean-up efforts.
3. Discussed potential ideas for fire protection and park goals. Additional information will be provided to the Board at future meetings.
4. District Manager Efseaff reported the departure of staff. He stated these recent changes will provide the District the opportunity to review the organization and its future needs. A Personnel Committee meeting will be scheduled to discuss recruitments, vacancies, and updated job descriptions.
5. Park Supervisor Mark Cobb reported that staff is seeking information to install a portable office at Bille Park to serve the Maintenance Department, along with the installation of storage containers to house recreation and maintenance supplies.
6. The Ice Rink has been shipped to Florida. He notes that "I'm very proud of ALL PRPD STAFF for helping to bring HOPE to Paradise in these uncertain times. We have had nothing but positive comments from the public."
7. Recreation Supervisor Dailey reported the Drop-In Basketball Program is currently running at Pine Ridge and Cedarwood; averaging 8-12 participants. He also reported that Recreation Coordinator Lori McCoslin has been in communication with locations in Chico for potential after-school programming.
8. District Manager Efseaff also reported that staff will be putting together an abbreviated edition of our activity guide that will be available in May.

5.2 Finance Report

A. Mid-Year Budget Review and 2019-20 Budget Calendar

The Board and staff had open discussion concerning the financial reports and the mid-year budget review. The Board asked for clarification on the meaning of FMV. Administrative Assistant/Finance Catherine Merrifield will provide information at the March meeting.

Seeing no further discussion, the Board concurred to receive these reports as presented.

5.3 CARPD Update (Oral Report – Al McGreehan)

Vice Chairperson McGreehan reported that he attended a meeting of the CARPD Board on January 22, 2019. He provided a brief oral report concerning the state budget, and legislation regarding California Voting Rights Act.

5.4 CARPD Conference – May 22 – 24, 2019

Deadline to register for the conference is March 18, 2019. District Manager Efseaff will be a keynote speaker at the event.

6. CLOSED SESSION: None

004591

7. OLD BUSINESS: None

8. NEW BUSINESS:

8.1 LAFCO Extraterritorial Service Extension Request

Approve staff's recommendation to offer programming outside the District's current jurisdiction and authorize the Board Chairperson to sign the letter to LAFCO requesting an Extraterritorial Service Extension Request.

Because of the impacts following the Camp Fire, staff seeks alternative ways to provide programming to our currently displaced patrons. Staff desires to offer programming at various locations outside the District's current jurisdiction which requires prior LAFCO approval.

MOTION:

Director Rodowick moved to approve staff's recommendation to offer programming outside the District's current jurisdiction and authorize the Board Chairperson to sign the letter to LAFCO requesting an Extraterritorial Service Extension Request. The motion was seconded by Secretary Anderson carried with 4 ayes and 1 absent.

AYES: Bellefeuille, McGreehan, Anderson, and Rodowick

NOES: None

ABSTENTIONS: None

ABSENT: Van Roekel

8.2 LAFCO Nominations

The Butte Local Agency Formation Commission is seeking a vote for one nominee to serve as a Special District Regular Non-Enterprise Member until May 31, 2021. Election Ballots must be received no later than March 1, 2019.

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

MOTION:

Director Rodowick moved that the PRPD Board of Directors vote for Al McGreehan to serve as a Special District Regular Non-Enterprise Member on the Butte Local Agency Formation Commission until May 31, 2021. The motion was seconded by Secretary Anderson carried with 4 ayes and 1 absent.

AYES: Bellefeuille, McGreehan, Anderson, and Rodowick

NOES: None

ABSTENTIONS: None

ABSENT: Van Roekel

8.3 Revised Job Descriptions

Approve staff's recommendation to adopt revised job descriptions for District Accountant and Administrative Assistant II/Finance positions.

Staff offered these revisions with the understanding that these positions will be reviewed and potentially revised along with the examination of the District's organizational chart and position responsibilities.

The Board had open discussion concerning the education requirements for the District Accountant position and concurred that it should include the typical way to obtain knowledge, skills, and abilities would be a bachelor's degree or higher.

MOTION:

Director Rodowick moved that the PRPD Board of Directors approve the revised District Accountant job description amending the education requirements to include a bachelor's degree or higher. The motion was seconded by Secretary Anderson carried with 4 ayes and 1 absent.

AYES: Bellefeuille, McGreehan, Anderson, and Rodowick

NOES: None

ABSTENTIONS: None

ABSENT: Van Roekel

MOTION:

Vice Chairperson McGreehan moved that the PRPD Board of Directors approve the revised Administrative Assistant II/Finance job description as presented. The motion was seconded by Secretary Anderson carried with 4 ayes and 1 absent.

AYES: Bellefeuille, McGreehan, Anderson, and Rodowick

NOES: None

ABSTENTIONS: None


ABSENT: Van Roekel


9. BOARD COMMENT:

- Robert Anderson stated that Concow residents are interested in installing a Camp Fire Memorial. District Manager Efseaff asked that they call him to discuss.
- Mary Bellefeuille thanked staff for all their hard work in getting the District facilities cleaned and operational.
- Dan Efseaff stated that the Honey Run Covered Bridge Association has kicked off a fundraiser to rebuild the covered bridge.
- Dan Efseaff also informed the Board that the Gold Nugget Museum is working with archeologists to uncover artifacts at the museum footprint. They intend on rebuilding at the Depot Park.

10. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:35 p.m. by Chairperson Bellefeuille until the next regularly scheduled meeting on March 12, 2019 at 6:00 p.m. in Room D at the Terry Ashe Recreation Center, 6626 Skyway, Paradise, California.


Mary Bellefeuille, Chairperson


Robert Anderson, Secretary