

Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
Terry Ashe Recreation Center, Room B  
August 12, 2020

004723

**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@paradisepdpd.com](mailto:ccampbell@paradisepdpd.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=YlBnYlBpM0VMVkr4vNzkyd2JXRHQzQT09>  
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 6:13 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 Roekel, Director Steve Rodowick, and Director Mary Bellefeuille

Present via tele-conference: None

**PRPD STAFF:**

Present: District Manager Dan Efseaff

Present via tele-conference: District Accountant Catherine Merrifield, Park Supervisor Mark Cobb, Recreation Supervisors Scott Amick and Jeff Dailey, Recreation Coordinator Taylor Guy; and Office Manager Colleen Campbell.

**1.3 WELCOME GUESTS:**

Chairperson McGreehan welcomed the following guests:

Present via tele-conference: Ellen Michels, Paradise Animal Shelter Helpers; Gina Schaefer, Camp Fire Pet Memorial Project; and Citizen John Stonebreaker.

Staff informed the Board of a comment received prior to the 1:00 p.m. deadline, via electronic mail as follows:

*"I would like to comment that if the deadline for public comment is going to be 1:00 p.m. on the day of the Board meeting, the agenda should be posted online prior to 12:45 p.m. on the day of the Board meeting. I hope this deadline applies only to comment on non-agenda items and that the public will have the opportunity to comment on agenda items as they come up."*

*~ John Stonebreaker, Magalia, CA.*

Staff commented Mr. Stonebreaker was correct. There was a glitch on the District website that was immediately corrected once we were informed.

**1.4 SPECIAL PRESENTATIONS:**

**A. Gina Schaefer - Camp Fire Pet Memorial Project**

The Board recognized Ms. Schaefer and welcomed her to present on the Camp Fire Pet Memorial Project.

Ms. Schaefer provided a brief history of the project, indicating the project goal of \$20,000 had been met. She was seeking a location to install the memorial to honor the thousands of domestic pets, livestock and wildlife that perished in the 2018 Camp Fire. Ms. Schaefer provided a short PowerPoint presentation along with a conceptual drawing of the proposed granite monument. It was further noted that the Paradise Animal Shelter Helpers [PASH] organization has pledged to fund the on-going maintenance of the memorial.

The Board thanked Ms. Schaefer for her presentation and after a brief discussion concurred to direct this request to the Recreation and Park Committee (Rodowick/Anderson) for further review and to provide a recommendation to the full Board of Directors at a future meeting for consideration and possible approval.

**B. Scott Amick, PRPD Recreation Supervisor – Overview of the Healing Through Nature Program**

The Board recognized Recreation Supervisor Scott Amick and welcomed him to present an Overview of the Healing Through Nature Program.

Recreation Supervisor Amick provided a PowerPoint presentation of the program, highlighting the many organizations involved with the Outdoor Education for All program, such as Butte County Office of Education, Butte County Behavioral Health, Achieve Charter School, The Stream Team, Chico State University, Everybody healthy Body, North Valley Community Foundation, Rebuild the Ridge Foundation, Paradise Stronger, Adventist health, The Boys and Girls Club and Ridge View Rangers.

Mr. Amick summarized the 2015-2020 Strategic Plan:

- Vision
  - Outdoor Education for All (OEFA) brings together dedicated organizations and individuals who collectively deliver a range of standards-based and high-quality outdoor learning experiences for students of all ages, abilities, and backgrounds.

- Mission:
  - Partner to collectively deliver outdoor learning experiences that promote ecological literacy and health and wellness, building a citizenry active in natural and cultural resource conservation and stewardship.
- Core Values:
  - Stewardship of Nature
  - Awareness
  - Culture
  - Inclusiveness
  - Commitment
  - Partnership
  - Health and Wellness
  - Kids

The Board had open dialog with staff regarding the grant inception and goal timeline. Further, Chairperson McGreehan suggested the Recreation and Park Committee (Rodowick/Anderson) review the progress of this program.

The Board thanked Mr. Amick for his presentation.

## **2. PUBLIC COMMENT:**

Comment from John Stonebreaker via Zoom:

Questioned the July 8, 2020 Board of Directors meeting minutes regarding physical attendance of the Board members versus attending via Zoom. Mr. Stonebreaker commented a correction should be made to indicate the Board members attended the meeting via Zoom. The Board members confirmed they were physically in attendance at the July 8, 2020 Board meeting and no correction to the July 8, 2020 minutes was required.

## **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 void checks.**

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

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

Chairperson McGreehan asked if any items should be removed and heard separately.

Director Bellefeuille requested that item 3.3 Payment of Bills/Disbursements be removed and heard separately.

The Board concurred and Chairperson McGreehan stated he would entertain a motion on Consent Agenda items 3.1, 3.2, and 3.4.

**MOTION:**

Director Rodowick moved to approve Consent agenda items 3.1, 3.2, and 3.4 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.

Chairperson McGreehan directed the Board's attention to Consent Agenda item 3.3 Payment of Bills/Disbursements and asked Director Bellefeuille to comment.

Director Bellefeuille asked for clarification on check number 051336 Melton Design Group and check number 051372 Agents of Discovery. Staff provided information on these two transactions.

Chairperson McGreehan commented he had asked for clarification on disbursements also and was provided documentation by staff. He encouraged staff to share this information with the remaining Board members.

The Board had open dialog with staff concerning adding informational footnotes to the check register on transactions over a certain dollar amount. After a brief discussion the Board concurred to decline this recommendation and to maintain the current reporting procedure.

Seeing and hearing no further comments on this agenda item, Chairperson McGreehan stated he would entertain a motion on item 3.3 Payment of Bills/Disbursements.

**MOTION:**

Director Bellefeuille moved to approve Consent agenda item 3.3 as presented. 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 a short recess at 7:24 p.m.

The Board reconvened the public meeting at 7:32 and Chairperson McGreehan directed the Board's attention to Committee Reports.

#### 4. COMMITTEE REPORTS:

##### 4.1 Personnel Committee (Van Roekel/Bellefeuille)

At the July 8, 2020 Board meeting, staff provided an oral report on the July 7, 2020 Personnel Committee. Staff is providing the written report for information only.

The Board concurred to receive this report as presented.

##### 4.2 Personnel Committee (Van Roekel/Bellefeuille)

The Committee met on July 28, 2020 to (1) Review revisions to job descriptions (Park Maintenance I, II, and III) for Board consideration and possible approval; (2) Review potential revisions to Personnel Rule Section 20, Paid Time Off (PTO), and (3) Closed Session under California Government Code Section 54957, District Manager Evaluation and Employment Agreement.

The Board concurred to receive this report as presented.

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

The Committee met on August 6, 2020 to review the 2018-2019 independent audit prepared by Holly Pladson, CPA for Board consideration and possible approval.

Committee Chairperson McGreehan reported the Committee reviewed the draft audit. The audit will be presented to the Board for review and consideration at the September 9, 2020 Board meeting.

#### 5. REPORTS

##### 5.1 District Report.

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

- **CAPRI Inspection** – District staff completed the Cycle XVII inspection with CAPRI Safety Analyst Kirk Andre on July 29, 2020. Staff received an excellent rating of 98 out of 100 points; the two missed points were (1) completing annual emergency drills; and (2) review and update of the District's Injury and Illness Prevention Manual. District Manager Efseaff stated the Safety Committee is actively working to update this information.

Various staff members provided brief oral reports on Programming, Parks, Administrative and Visitor Services, outreach, and projects.

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

##### 5.2 Board Liaison Reports (Oral)

- Director Rodowick – Reported the appointment of Tod Kimmelshue to the Butte County Board of Supervisors and recommended Board members reach out to him.
- Director Anderson – None
- Director Van Roekel – Reported school is starting tomorrow with on-line distance learning. This will continue until new guidelines are received from Butte County Office of Education.
- Director Bellefeuille – Reported she attended the Town of Paradise Council meeting where the Council discussed the deadline of RV camping in December 2020 on parcels and the Town requirement of having building plans submitted to the Town by the December

deadline. Further, she reported of the Paradise Community Village developing parcels. District Manager Efseaff asked that she provide Paradise Community Village contact information to him.

- Chairperson McGreehan – Reported he attended a LAFCO meeting this month via teleconference and that the Oroville Mosquito Abatement District has been dissolved and taken over by the Butte County Mosquito Abatement District, leaving only two abatement districts, Butte County and Durham.

### 5.3 Strategic Park Planning/Wildfire Risk Reduction Buffer Study and Next Steps.

District Manager Efseaff provided a brief PowerPoint presentation on the Paradise Nature Based Fire Resilience Project Final Report authored by the Conservation Biology Institute in partnership with the Nature Conservancy and the Paradise Recreation and Park District.

District Manager Efseaff summarized the project objectives of increasing the Sierra Nevada foothill community resilience to fire and climate change, enhancing the safety and well-being of its residents, and being successful stewards of the surrounding natural areas in our District by providing land buffers designed as open space passive park recreation areas.

The Board thanked District Manager Efseaff for his presentation and he provided the Board with a copy of the final report for their review.

Director Bellefeuille stated she is excited to see the direction the District is moving, and the Board concurred that District Manager Efseaff presented an excellent report.

## 6. CLOSED SESSION

The Board concurred to hear Closed Session and Old Business item 8.2, District Manager Evaluation and Employment Agreement Amendment at the conclusion of the public meeting.

## 8. OLD BUSINESS

- 8.1 **Sierra Nevada Conservancy Grant – On August 14, 2019, the PRPD Board of Directors support the District application for acquisition of the (1) Noble Park, and (2) Oak Creek Park additions. Previous action provided conceptual support for acquisitions in areas adjacent to existing park land and the Recreation and Park Committee toured the properties. In June, the Sierra Nevada Conservancy approved funding for the project.**

The Board had open dialog with staff concerning the language in the agreement and acknowledged the recommended revisions provided by the District legal counsel.

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

### MOTION:

Vice Chairperson Anderson moved to approve the agreement to include the recommended revisions presented by District legal counsel. 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.

**9. NEW BUSINESS**

- 9.1 Resolution #20-08-1-485 – Proposition 68 Per Capita Grant – Staff recommends the PRPD Board of Directors approve and adopt Resolution #20-08-1-485 to ensure the District is eligible for the Proposition 68 Per Capita Funding allocation of \$177,952.**

The Board had open dialog with staff and recommended the proposed project be presented to the full Board for consideration and possible approval. Further, the Board concurred the District should explore collaborative efforts with the Town of Paradise, if possible.

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

**MOTION:**

Director Rodowick moved to approve and adopt (1) Resolution #20-08-1-485 approving application(s) for Proposition 68 Per Capita Grant Funding in the amount of \$177,952; and (2) directed staff to present the proposed project for full Board of Directors consideration and approval at a future meeting. 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.

Chairperson McGreehan directed the Board of Directors to Closed Session at 9:21 p.m.

**6. CLOSED SESSION**

- 6.1 Pursuant to Government Code Section 54956.8 – Potential interest in real estate negotiations related to potential property located in Magalia and Paradise, CA.**
- 7.3 Pursuant to Government Code Section 54957 – Employment Review, Evaluation, and Consideration of Employment Agreement Amendment – District Manager (Potential Action item 8.2)**

**7. REPORT ON CLOSED SESSION**

Chairperson McGreehan reconvened the Public Meeting at 10:25 p.m.

- 6.1** Chairperson McGreehan reported that staff reviewed several updates pursuant to Government Code Section 54956.8 – Potential interest in real estate negotiations related to potential property located in Magalia and Paradise, CA., and the Board of Directors provided staff direction.
- 6.2** Chairperson McGreehan reported the Board of Directors reviewed the findings from the Personnel Committee and completed the evaluation of the District Manager and found the performance satisfactory and a renewed agreement will be brought before the Board of Directors next month.

**8.2 District Manager Evaluation and Employment Agreement Amendment – The PRPD Board of Directors will conduct an evaluation of the District Manager and discuss possible amendment to employment agreement.**

The Board concurred to continue this agenda item to the September 9, 2020 regularly scheduled Board meeting with a reviewed agreement from District legal counsel.

**10. BOARD COMMENT:**

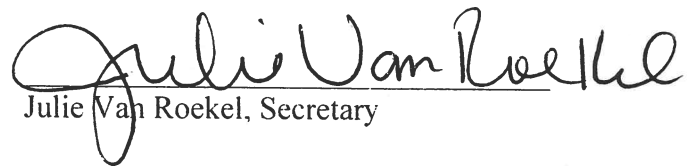
Board members made brief comments on updates with various bodies. Director Bellefeuille will make connections with several organizations that may serve as good partners with the District.

**11. ADJOURNMENT:**

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 10:26 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on September 9, 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