



**Paradise Recreation and Park District  
Board of Directors - Regular Meeting**  
Terry Ashe Recreation Center, Room C  
Wednesday, February 12, 2020 , 6:00 pm

Members of the public may comment on Agenda items at the time the item is presented. Speakers may comment on items not listed on the Agenda under Public Comment. Comments should be limited to a maximum of three (3) minutes. State Law prohibits the PRPD Board of Directors from acting on items not listed on the agenda. Please notify the meeting clerk prior to the start of the meeting if you wish to be heard.

**1. CALL TO ORDER**

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Welcome Guests: None
- 1.4. Special Presentations: None

**2. PUBLIC COMMENT**

**3. CONSENT AGENDA**

- 3.1. Board Minutes: Regular Meeting of January 8, 2020
- 3.2. Correspondence: None
- 3.3. Payment of Bills/Disbursements (Warrants and Checks Report)  
Check #050443 to and including #050723 in the total amount of \$598,410.91 including refunds and/or void checks reported.
- 3.4. Information Items (Acceptance only):
  - A. Piranhas Swim Team Draft Agreement for 2020
  - B. Paradise/Concow Swim Pool Report (Jeff)
  - C. Notice to open staff negotiations for the 2020/2021 fiscal year
  - D. Draft Safety Committee Meeting Minutes for January 30, 2020
- 3.5 Memorandum dated January 28, 2020 concerning alternate BOD meeting date in November 2020

**4. COMMITTEE REPORTS**

- 4.1 Finance Standing Committee (Bellefeuille/Rodowick)  
The Committee met on January 8, 2020 to review draft Finance Investment Policy for possible recommendation to the PRPD Board of Directors.  
*A written report will be reviewed and this item will be heard in New Business, item 8.2*

**5. REPORT**

- 5.1. District Report
- 5.2. Board Liaison Reports (Oral Reports)

**6. CLOSED SESSION - None**

**7. OLD BUSINESS – None**

**8. NEW BUSINESS**

- 8.1 Resolution #20-02-1-474 – Staff Recognition – Recognize Brandy Rice-Scharf for her 17 years of service as a Recreation Professional.  
***Recommendation: Approve resolution as presented.***

8.2 Resolution #20-2-2-475 Financial Investment Policy – The PRPD Finance Standing Committee (Rodowick/Bellefeuille) recommends the PRPD Board of Directors approve the policy as presented.

***Recommendation: Approve and adopt resolution implementing the Financial Investment Policy as presented.***

8.3 Butte Local Agency Formation Commission [LAFCO] - Butte LAFCO is seeking nominations to serve on the Commission as an Alternate Non-Enterprise Member to May 31, 2021. Deadline for nomination submittals is March 10, 2020.

***Recommendation: Approve nomination or decline invitation.***

## **9 BOARD COMMENT**

## **10 ADJOURNMENT**

Adjourn to the next regular meeting on March 11, 2020 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@paradisepd.com](mailto:info@paradisepd.com) at least 48 hours in advance of the meeting.

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

**MINUTES**

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

**1. CALL TO ORDER:**

**1.1 PLEDGE OF ALLEGIANCE:**

Vice Chairperson Anderson 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

**ABSENT:** None

**PRPD STAFF:**

District Manager Dan Efseaff, Assistant District Manager Kristi Sweeney, Ice Rink Manager Lorrennis Leeds, District Accountant Catherine Merrifield, Administrative Assistant II & Management Colleen Campbell.

**1.3 WELCOME GUESTS:** None

**1.4 SPECIAL PRESENTATIONS:** None

**2. PUBLIC COMMENT:** None

Chairperson McGreehan asked if the Board desired to have any items removed and heard separately.

**3. CONSENT AGENDA**

**3.1 Board Minutes:**

**a. Regular Meeting of December 11, 2019**

**3.2 Correspondence:** None

**3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #050362 to and including #050442 in the total amount of \$69,396.48 including reported refunds and void checks.**

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

**a. Draft Safety Committee Meeting Minutes for December 19, 2019**

Secretary Van Roekel requested 3.4a Draft Safety Committee Meeting Minutes of December 11, 2019 be removed and heard separately.

Chairperson McGreehan requested that item 3.3 Payment of Bills/Disbursements be removed and heard separately.

Chairperson McGreehan stated he would entertain a motion on the remaining Consent Agenda items.

**MOTION:**

Secretary Van Roekel moved that the PRPD Board of Directors approve the remaining Consent Agenda items as presented. The motion was seconded by Director Rodowick and carried unanimously with 5 ayes.

AYES: McGreehan, Anderson, Van Roekel, Rodowick and Bellefeuille

NOES: None

ABSTENTIONS: None

Chairperson McGreehan directed the Board's attention to Consent Agenda item 3.3 Payment of Bills/Disbursements and asked for clarification on check number 050439 CSDA Member Services. District Accountant Merrifield stated the expense was for annual membership dues.

Seeing no further comment, Chairperson McGreehan stated he would entertain a motion on this item.

**MOTION:**

Director Rodowick moved that the PRPD Board of Directors approve Consent Agenda item 3.3 as presented. The motion was seconded by Director Bellefeuille and carried unanimously with 5 ayes.

AYES: McGreehan, Anderson, Van Roekel, Rodowick and Bellefeuille

NOES: None

ABSTENTIONS: None

Chairperson McGreehan directed the Board's attention to Consent Agenda item 3.4a Draft Safety Committee Meeting Minutes of December 11, 2019 and asked Secretary Van Roekel to comment.

Secretary Van Roekel commended staff for having a meeting outside of the office. She felt this was good for staff.

Seeing no further comment, Chairperson McGreehan stated he would entertain a motion on this item.

**MOTION:**

Secretary Van Roekel moved that the PRPD Board of Directors approve Consent Agenda item 3.4a as presented. The motion was seconded by Director Bellefeuille and carried unanimously with 5 ayes.

AYES: McGreehan, Anderson, Van Roekel, Rodowick and Bellefeuille

NOES: None

ABSTENTIONS: None

#### 4. COMMITTEE REPORTS: None

### 5. REPORTS

#### 5.1 District Report.

Staff briefly summarized the written report presented to the Board.

- PID Agreement -- District Manager Efseaff reported staff continues to work with Paradise Irrigation District on the Paradise Lake agreement and permit process with USFS for the picnic area at the lake.
- Wildlife Risk Reduction Buffer Project – Staff continues to work the The Nature Conservancy [TNC] officials. The Town of Paradise is working to identify appropriate liaisons to serve in an advisory capacity for the study of strategic locations of parks to serve as buffers to slow or stop wildfire from spreading through the community.
- Finance Reports – District Accountant Catherine Merrifield reviewed routine finance reports. Chairperson McGreehan mentioned that staff should be aware of new laws pertaining to accessory building units that may affect the District's development impact fee structure.
- Parks (Maintenance and Operation) - District Manager Efseaff reported the LED Retrofit Lighting Program is delayed due to incorrect equipment. Staff is working with PG&E and the Northern Rural Training and Employment Consortium to resolve these issues. The funding has been extended to early 2020.
- Programs -- District Manager Efseaff reported on active recreation classes and the challenge of recruiting instructors to expand District programming.
- Finance Committee – Finance Chairperson Bellefeuille reported that the Committee met on January 8, 2020 to review the draft Finance Investment Policy. The Committee directed staff to complete minor revisions and to present the policy at the February Board meeting for Board consideration and possible approval.

#### 5.2 Ice Rink Update.

Staff provided the Board with a current Profit and Loss of the Ice Rink program, indicating a net income of -31,379.23; while still a loss, this is substantially less than previous years. The Board commended Rink Manager Lorrennis Leeds for her efforts in securing donations and sponsorships for this ice rink season. Chairperson McGreehan recommended staff to provide the Board with a comparison report showing results from this year versus prior years. The Board concurred with Chairperson McGreehan's recommendation.

#### 5.3 Board Liaison Updates

- Director Rodowick reported the County is unable to accept FEMA payments to rebuild the Honey Run Covered Bridge and the Association is working with the County on possible ownership.
- Chairperson McGreehan reported he will be attending a CARPD meeting the week of January 13, 2020 and will provide an update at the February meeting.

6. **CLOSED SESSION:** None

7. **OLD BUSINESS:** None

8. **NEW BUSINESS:**

8.1 **Committee Assignments for 2020**

**The PRPD Board of Directors Chairperson will (1) assign two PRPD Board members to each of the following standing committees to serve for the 2020 calendar year: Personnel, Finance, and Recreation and Park; (2) establish the 2020 District ad-hoc advisory committees and community liaisons and assign Board members as needed; and (3) dissolve existing ad-hoc committees, as needed.**

At the recommendation of staff, the Board concurred to dissolve the following ad-hoc committees as it was determined they had met their respective objectives:

- Crain Park Ad-hoc Advisory Committee (established 08-12-08)
  - Julie Van Roekel, Robert Anderson, and Staff
- FLSA/Minimum Wage Ad-hoc Advisory Committee (established 09-13-16)
  - Al McGreehan and Mary Bellefeuille

Further, the Board concurred to the following Standing Committee and Community Liaison Assignments:

- Personnel Standing Committee
  - Chairperson: Julie Van Roekel
  - Member: Mary Bellefeuille
- Finance Standing Committee:
  - Chairperson: Al McGreehan
  - Member: Steve Rodowick
- Recreation and Park Standing Committee
  - Chairperson: Steve Rodowick
  - Member: Robert Anderson
- Community Liaison Assignments:
 

○ Town of Paradise	Al McGreehan/Mary Bellefeuille
○ Concow/Yankee Hill	Robert Anderson
○ PUSD Board of Trustees	Julie Van Roekel
○ Paradise Citizen's Alliance	Al McGreehan/Mary Bellefeuille
○ Paradise Irrigation District	Steve Rodowick
○ County Board of Supervisors	Steve Rodowick
○ Upper Ridge Com. Council	Mary Bellefeuille
○ Strategic Park Planning - Technical Advisory Committee	Steve Rodowick/Al McGreehan (Alternate)

9. **BOARD COMMENT:**

Steve Rodowick recommended staff explore ways to mitigate for power outages and discussed the possibility of investing in generators. Staff can report back on potential options at a future meeting.

Al McGreehan suggested staff concentrate on expanding programming and facilities in the Upper Ridge area in the next year.

Al McGreehan reminded all in attendance to complete the on-line survey developed by staff and share the link with others.

Al McGreehan reminded all in attendance of the upcoming "Let's Meet at the Lodge" event on January 11, 2020 celebrating the District's 71st anniversary.

**10. ADJOURNMENT:**

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:30 p.m. by Chairperson McGreehan until the regular Board meeting scheduled on February 12, 2020 at 6:00 p.m. in Conference Room B. at the Terry Ashe Recreation Center,(6626 Skyway, Paradise, California).

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Al McGreehan, Chairperson

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Julie Van Roekel, Secretary





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

<b>Fund 2510</b>
<b>December &amp; January</b>

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
*****								
050443-050488	12/18/2019		Payroll Summary	25,146.15	0.00	0.00	25,146.15	
*****								
050508-050556	1/1/2020		Payroll Summary	31,812.48	0.00	0.00	31,812.48	
*****								
050585-050634	1/15/2020		Payroll Summary	30,127.35	0.00	0.00	30,127.35	
*****								
050664-050710	1/29/2020		Payroll Summary	26,220.50	0.00	0.00	26,220.50	
*****								
050489	12/23/2019		ACH STATE PR TAX	743.81			743.81	
050490	12/23/2019		ACH FED PR TAX	6,350.90			6,350.90	
050491	12/23/2019		ACH CALPERS	3,329.19			3,329.19	
050492	12/23/2019		ACH CALPERS	1,691.24			1,691.24	
050493	12/20/2019		PREMIER ACCESS INSURANCE CO	1,002.34			1,002.34	
050494	12/20/2019		VOYA INSTITUTIONAL TRUST CO	275.00			275.00	
050495	12/20/2019		PARADISE RECREATION & PARK DIST	1,188.42			1,188.42	
050496	12/20/2019		BUTTE COUNTY		1,273.75		1,273.75	
050497	12/20/2019		CARDMEMBER SERVICE		4,048.80		4,048.80	
050498	12/20/2019		TIAA COMMERCIAL FINANCE INC		224.29		224.29	
050499	12/20/2019		OFFICE DEPOT		705.44		705.44	
050500	12/20/2019		PGE		8,653.78		8,653.78	
050501	12/20/2019		ARCO GASPRO PLUS		106.26		106.26	
050502	12/20/2019		RIEBES AUTO PARTS		61.49		61.49	
050503	12/20/2019		CAPRI		11,418.00		11,418.00	A
050504	12/20/2019		CAPRI		26,730.00		26,730.00	B
050505	12/20/2019		DEPARTMENT OF JUSTICE		64.00		64.00	
050506	12/20/2019		SAAKE'S		3,150.00		3,150.00	
050507	12/20/2019		ELLIS ART & ENGINEERING		31.91		31.91	
050557	1/4/2020		ACH STATE PR TAX	747.56			747.56	
050558	1/4/2020		ACH FED PR TAX	7,414.18			7,414.18	
050559	1/9/2020		ACH CALPERS	9,534.28			9,534.28	
050560	1/9/2020		ACH CALPERS	3,217.27			3,217.27	
050561	1/10/2020		VISION SERVICE PLAN	156.19			156.19	
050562	1/10/2020		VOYA INSTITUTIONAL TRUST CO	275.00			275.00	
050563	1/10/2020		O'REILLY AUTO PARTS		172.52		172.52	
050564	1/10/2020		STREAMLINE		200.00		200.00	
050565	1/10/2020		NORTH STATE GROCERY INC		275.37		275.37	
050566	1/10/2020		THOMAS ACE HARDWARE		1,191.41		1,191.41	
050567	1/10/2020		MELTON DESIGN GROUP		7,166.39		7,166.39	C
050568	1/10/2020		CHICO RENT A FENCE		216.00		216.00	
050569	1/10/2020		ACME TOILET RENTALS LLC		193.20		193.20	
050570	1/10/2020		AT&T		368.17		368.17	
050571	1/10/2020		AT&T		849.38		849.38	
050572	1/10/2020		VERIZON WIRELESS		125.05		125.05	
050573	1/10/2020		NORTH STATE SCREENPRINTING		123.07		123.07	
050574	1/10/2020		PARADISE TREE SERVICE		1,200.00		1,200.00	
050575	1/10/2020		PET WASTE ELIMINATOR		258.60		258.60	
050576	1/10/2020		ODYSSEY TEAMS INC		1,540.00		1,540.00	
050577	1/10/2020		MEEK'S LUMBER & HARDWARE		556.97		556.97	
050578	1/10/2020		CARTER LAW OFFICE		900.00		900.00	
050579	1/10/2020		CHRISTENSEN TELECOMMUNICATIONS		163.27		163.27	
050580	1/10/2020		ARCO GASPRO PLUS		114.17		114.17	
050581	1/10/2020		FOOTHILL MILL& LUMBER CO		212.16		212.16	

050582	1/10/2020	ALHAMBRA		82.46	82.46	
050583	1/10/2020	ASCAP		363.00	363.00	
050584	1/10/2020	PARADISE RIDGE CHAMBER OF COMM		220.00	220.00	
050635	1/17/2020	ACH STATE PR TAX	744.27		744.27	
050636	1/17/2020	ACH FED PR TAX	7,254.36		7,254.36	
050638	1/17/2020	VOYA INSTITUTIONAL TRUST CO	275.00		275.00	
050639	1/17/2020	INDUSTRIAL POWER PRODUCTS		289.22	289.22	
050640	1/17/2020	DAN STUERMER		227.96	227.96	Refund
050641	1/17/2020	AMERICAN TECHNOLOGIES INC		320,724.06	320,724.06	D
050642	1/17/2020	YOUTH ON THE RIDGE COMMUNITY		40.00	40.00	
050643	1/17/2020	NORTHSTATE AGGREGATE INC		94.82	94.82	
050644	1/17/2020	ACME TOILET RENTALS LLC		193.20	193.20	
050645	1/17/2020	HOLIDAY POOLS & SPAS INC		1,889.58	1,889.58	
050646	1/17/2020	RESILITE SPORTS PRODUCTS INC		9,658.71	9,658.71	E
050647	1/17/2020	CARDMEMBER SERVICE		6,760.83	6,760.83	
050648	1/17/2020	VERIZON WIRELESS		261.96	261.96	
050649	1/17/2020	NORMAC INC		388.98	388.98	
050650	1/17/2020	TIAA COMMERCIAL FINANCE INC		204.29	204.29	
050651	1/17/2020	PG&E		60.74	60.74	
050637	1/24/2020	ACH CALPERS	3,467.23		3,467.23	
050652	1/24/2020	ACH CALPERS	1,691.24		1,691.24	
050653	1/24/2020	PREMIER ACCESS INSURANCE CO	1,002.34		1,002.34	
050654	1/24/2020	PRINCIPAL LIFE INSURANCE COMPANY	133.12		133.12	
050655	1/24/2020	AWARDS COMPANY		40.70	40.70	
050656	1/24/2020	BUTTE COUNTY PUBLIC HEALTH		230.00	230.00	
050657	1/24/2020	DAN EFSEAFF		37.70	37.70	F
050658	1/24/2020	BCSDA		35.00	35.00	
050659	1/24/2020	RENTAL GUYS CHICO		106.29	106.29	
050660	1/24/2020	NORTHERN RECYCLING & WASTE		293.47	293.47	
050661	1/24/2020	CHICO RENT A FENCE		216.00	216.00	
050662	1/24/2020	DEPARTMENT OF JUSTICE		32.00	32.00	
050663	1/24/2020	OFFICE DEPOT		477.47	477.47	
050711	1/31/2020	ACH STATE PR TAX	690.36		690.36	
050712	1/31/2020	ACH FED PR TAX	6,417.18		6,417.18	
050713	1/31/2020	VOYA INSTITUTIONAL TRUST	275.00		275.00	
050714	1/31/2020	PRINCIPAL LIFE INSURANCE COMPANY	133.12		133.12	
050715	1/31/2020	VISION SERVICE PLAN	156.19		156.19	
050716	1/31/2020	PG&E		7,888.74	7,888.74	
050717	1/31/2020	BRANDAN NIBLETT		1,394.00	1,394.00	Refund
050718	1/31/2020	PARADISE HOST LION'S CLUB		200.00	200.00	Refund
050719	1/31/2020	PARADISE IRRIGATION DISTRICT		1,052.06	1,052.06	
050720	1/31/2020	AT&T		592.62	592.62	
050721	1/31/2020	VERIZON WIRELESS		125.15	125.15	
050722	1/31/2020	ALHAMBRA		71.97	71.97	
050723	1/31/2020	CHRISTENSEN TELECOMMUNICATIONS		393.21	393.21	

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<b>TOTALS</b>				<b>58,164.79</b>	<b>426,939.64</b>	<b>0.00</b>	<b>485,104.43</b>
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<b>GRAND TOTALS</b>				<b>171,471.27</b>	<b>426,939.64</b>	<b>0.00</b>	<b>598,410.91</b>
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**Refunds = 1,821.96**

Notes:

- A CAPRI Worker's comp payment
- B CAPRI Property and Liability Payment
- C Property acquisition near Lakeridge
- D ATI Campfire clean-up services
- E Wrestling mats payment
- F Reimbursement



DATE: 1/23/2020  
TO: PRPD Board of Directors  
FROM: Jeff Dailey, Recreation Supervisor  
SUBJECT: 2020 Paradise Recreation and Park District and Paradise Piranhas Swim Team Agreement.

## Summary

Please find attached the draft 2020 Paradise Recreation and Park District and Paradise Piranhas Swim Team Agreement. There are no revisions to the fee structure from last year. The only changes to the agreement are the dates. The Piranhas have been invited to the March PRPD Board of Directors meeting to present their annual report.

## Attachments:

- A. 2020 draft Paradise Piranhas Swim Team pool usage agreement.

**Paradise Recreation and Park District  
Paradise Piranhas Swim Team, Inc.**

**2020 Agreement**

It is agreed that the Paradise Recreation and Park District, hereinafter called PRPD, will allow Paradise Piranhas Swim Team, Inc., hereinafter called Piranhas, a non-profit corporation, to use the Paradise Recreation and Park District Swim Pool located at 5600 Recreation Drive in Paradise, Butte County, California, in accordance with the following conditions:

- A. The PRPD will be in charge of the swim pool daily schedule. Hours and usage may vary depending on the yearly demands on this facility. The PRPD will notify the Piranhas of their available usage by February 1<sup>st</sup> of each year. This usage will be for practices and swim meets, Monday through Friday. The swim pool may not be subleased or assigned to any other group or organization during this usage without securing written authorization by the PRPD.
- B. The term of this agreement will be for the period of May 1, 2020 to October 31, 2020.
- C. The Piranhas will properly supervise all activities and abide by PRPD swim pool safety in order to protect members, visitors, and patrons.
- D. The coach(es) and assistant coach(es) shall be interviewed by the District Manager or authorized staff to discuss rules and policies before season begins. The coach(es) and assistant coach(es) must be fully certified as required by the State of California and U.S. Swimming, Inc.
- E. A certified lifeguard meeting American Red Cross standards for lifeguarding, first aid, and CPR shall be on duty at all times during practices and meets.
- F. The District Manager or authorized staff will meet with the Piranhas officers on an as needed basis.

- G. The Piranhas will present the upcoming schedule of activities to the PRPD by March 31, 2020.
- H. If it is necessary to purchase swim pool equipment to benefit the Piranhas, such purchases and financial responsibility must have District Manager's approval prior to purchase.
- I. The Piranhas will reimburse PRPD for the use of the pool in the following manner:
1. \$5.00 per hour (Swim Pool Rental).
  2. Percentage of Pacific Gas & Electric charges as related to usage.
  3. Reimbursement for lifeguard assignments (if scheduled by PRPD).
  4. The PRPD District Manager agrees to discuss a renegotiation of costs if the Piranhas do not have over one hundred participants.
  5. Invitational Swim Meet fees will be negotiated separately.
- J. The Piranhas will pay the above costs for pool usage within 30 days of PRPD's billing at the conclusion of the Piranhas 2020 season. The Piranhas will present a written financial report and season update for each year to the PRPD Board of Directors at the March Board Meeting. Piranhas further agrees to keep and maintain, at its sole cost and expense, during the term of this agreement, sufficient and adequate public liability insurance with a combined single limit of \$1,000,000 pertaining to liability for personal injury and \$10,000 pertaining to property damage and fire, and said policy shall name PRPD as an additional insured and proof of sufficient insurance shall be given by Piranhas with certificate of such insurance naming PRPD as additional insured and additional insured endorsement prior to facility usage. Such liability insurance must cover swim pool usage as stated in this agreement. The Piranhas, in consideration of using this facility, agrees to indemnify and hold harmless the PRPD and all

its officers, Board members, employees, Manager, or agents for any claims arising out of the use of the land, facilities, or equipment and the conduct of activities.

- K. This agreement rescinds any prior agreement between PRPD and the Piranhas.
- L. Both parties must adhere to conditions of agreement. Any violation or default renders agreement invalid.
- M. Parties hereto agree that this Agreement may be terminated by either party upon giving the other party (30) days written Notice of Intention to do so.

BY THE PARADISE RECREATION AND PARK DISTRICT

\_\_\_\_\_  
Daniel Efseaff, District Manager

\_\_\_\_\_  
Date

BY THE PARADISE PIRANHAS SWIM TEAM, INC.

\_\_\_\_\_  
Arlinda Black, President

\_\_\_\_\_  
Date



DATE: 1/31/2020  
TO: PRPD Board of Directors  
FROM: Jeff Dailey, Recreation Supervisor  
SUBJECT: 2019 Concow and Paradise Pool Report

## 1. Overview

In the first summer following the Camp Fire, the Paradise Recreation and Park District was able to put together an abbreviated but successful aquatic program at both the Paradise and Concow Swim Pools. Most importantly we had our pool managers and many of the lifeguards come back to work. Both pools offered recreational swim and swim lessons, with the Paradise Pool also holding adult and family swim times. While the Concow Pool was able to open on time, the Paradise Pool was delayed due to maintenance and water issues.

- a. Dates of operation: Concow, June 17-August 13 (49 days open)  
Paradise, July 21-August 10 (21 days open)

A Profit and Loss statement (Attachment A), annual income and expenses (Attachment B), and Annual participation (Attachment C) are presented.

## 2. Programming and Participation

Both pool programs offered Red Cross Certified Swim Lessons along with private lessons and recreational swimming. The Paradise Pool was also host to the Piranhas and PHS Swim Teams in the fall.

**Table 1. Number of Individual Participants in Program Area**

Program	Concow Pool	Paradise Pool
Group Lessons	20	11
Private Lessons		35
Recreation Swim	513	816
Private Rental		550
Lifeguard Training	2	
PHS Swim Team		12
Piranhas Swim Team		19

A comparison of annual participation is provided (Attachment A). Staff will be examining new approaches to garner more accurate numbers for 2020.

## 3. Facility

Prior to the Paradise Pool being opened there was a large amount of maintenance and repairs required. The pool had to be drained, pressure washed, sanded where needed, and painted. The drain caps were replaced along with new shade cloth and fencing. With the help of the fire department, the pool was filled with certified clean Paradise Irrigation District water. The well and pool water was tested and met all standards. The gas line and meter to the pool heater was also replaced by PG&E. These extra maintenance projects caused the Paradise Pool to have to open over a month later than the Concow Pool.

While the pool water well was intact and functioning, potable water well at the Concow Pool/School was damaged from the fire and staff provided potable water and portable restrooms during the season.

## 4. Staffing

The Paradise Pool was headed up by longtime manager Trisha Colwell, and the Concow Pool had Emilia Erickson return as the manager. We had eleven returning lifeguards that helped to staff both swim pools. Depending on how many lifeguards are coming back in 2020, we will need do some recruiting and training.

## 5. Fiscal Impact

The 2019 profit and loss report for the Paradise and Concow Swim Pools (Attachment B) and the comparison to previous years (Attachment C) are presented. The fees may be summarized as follows:

<b>Class</b>	<b>2019</b>	<b>2020 (Recommended)</b>	<b>Notes</b>
REC. SWIM SESSION			
Child and Adult	\$3.00		Raised from \$2 to \$3 in 2015.
CLASSES			
Level I-VII	\$43.00		Raised from \$42 in 2018.
Aqua Aerobics	\$35.00		Same since 2013.
Lifeguard Training	\$235.00		Raised from \$225 in 2016.
W.S.I.	-		No classes since 2013.
Private Lessons	\$15.00		Same since 2013.
PASSES (20 visits)			
Family/Gen.	\$45.00		Raised from \$30 in 2015
POOL RENTAL (1hr/2guards)	\$94.00		Raised from \$88 in 2017.

While several areas are likely overdue for consideration of rates, given the rebuilding mode of the Community and programs, we suggest that these be considered next year and that we seek alternatives (sponsorships/donations) to subsidize our costs.

## 6. Recommendations for Next Season

Moving forward toward the 2020 summer swim pool season, there are several things that we will want to add and improve on.

- Staff will explore options to more accurately gauge participation.
- Continue and adjust new format to future reports, the main impetus is to provide a consistent format and collection of data that utilizes our new accounting system and allow more focus on revenue and expense strategies.
- Although out of our control, the delayed opening at the Paradise Pool hurt attendance and the ability to properly run a well-rounded swim lesson program. By the time we opened in late July there was only time for one session of lessons. It was also difficult to advertise the opening of the Paradise Pool due to delays.
- With a smaller crew, staffing sometimes presented challenges during the season.
- With the Piranhas Swim Team wanting to get into the Paradise Pool this May, PRPD should have the pool up and running for our full summer program. We will need to do a good job promoting the pools and consider having a grand opening. This could include a barbecue, games, and other events at Aquatic Park. We will also need to market the pool to the schools for rentals.
- The expenses were down at both pools compared to 2018. The main reason for this at the Paradise Pool was reduced staffing hours, chemical use, and utilities due to the shorter season. We will need to look at other ways to cut cost in the future, especially with minimum wage rising. One idea would be to close the Paradise Pool one day a week like we do in Concow. Another would be to only have one of the play features at the Paradise Pool open at a time (waterslide or climbing wall). This would allow us to have one less lifeguard on the deck.
- On the revenue side, we will explore options to develop additional programming and rentals to encourage additional use during the season. This may include new classes and events.
- Develop a list of short-term and long-term pool improvements, costs, and funding sources.



**7. Discussion**

Staff is moving toward a new format and style of reports and welcome feedback on the next approach.

We anticipate a more regular schedule with next year. The pools are showing their age. Staff is working with the Golden Feather School District to develop some options for funding to improve the Concow Pool and schoolhouse complex.

A goal for next year will be to increase utilization of the pool through more variety of programming and promotion of rentals and events.

**8. Photographs**





**Attachments:**

- A. Paradise Recreation and Park District - Annual Comparison of Pool Participation
- B. Paradise Recreation and Park District – Annual Comparison of Pool Revenue and Expenses
- C. 2019 Profit and Loss

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2/5/2020



# Paradise Recreation and Park District - Annual Comparison of Pool Participation

Annual Comparison		Year Begins:										Average
		2013	2014	2015	2016	2017	2018	2019	2013			
TREND												
<b>Attendance</b>												
Recreation Swim		6734	6156	5168	6404	6142	5773	816				5313.3
Lessons		545	532	543	557	523	310	46				436.6
Group		400	340	351	331	344	230	11				286.7
Private		145	192	192	226	179	80	35				149.9
Rentals								550				550.0
Teams								31				31.0
Special Events								0				-
<b>Total Attendance</b>		<b>7,279</b>	<b>6,688</b>	<b>5,711</b>	<b>6,961</b>	<b>6,665</b>	<b>6,083</b>	<b>1,443</b>				<b>5832.9</b>
<b>Additional Information (#)</b>												
Swim Season (days)								21				21.0
Days Open								21				21.0
Swim Sessions								21				21.0
Classes								5				5.0
Private Lessons		145	161	183	178	170	79	35				135.9
Rentals		4	64	55	80	66	94	11				53.4
Total Team Hours		0	214	322	320	301	217	127				250.2
PHS Team Hours		106	90	86	84	70						87.2
Piranaha Team Hours		214	216	230	215	133	57					177.5

Note: 1) District estimated attendance for 2013 at 24,000 and from 2014-2018 at 25,000. 2) Pool rental = X 50 people.  
 3) Starting in 2019, District will report participation in a more consistent fashion.

# Paradise Recreation and Park District - Annual Comparison of Pool Revenue and Expenses.

Annual Comparison

Year Begins: 2013

	TREND	2013	2014	2015	2016	2017	2018	2019	Average	Stdev
<b>Concow</b>										
<b>Profit and Loss</b>										
Income		\$ 2,255	\$ 2,556	\$ 3,365	\$ 2,387	\$ 2,542	\$ 3,106	\$ 1,871	\$ 2,583	\$ 507
Expenses		\$ 10,235	\$ 10,021	\$ 11,184	\$ 12,030	\$ 14,065	\$ 16,652	\$ 14,388	\$ 12,653	\$ 2,460
<b>Net Income (Loss)</b>		\$ (7,980)	\$ (7,465)	\$ (7,819)	\$ (9,643)	\$ (11,523)	\$ (13,546)	\$ (12,517)	\$ (5,874)	\$ 5,497
<b>Paradise</b>										
<b>Profit and Loss</b>										
Income		\$ 44,043	\$ 47,752	\$ 45,900	\$ 55,036	\$ 51,573	\$ 43,144	\$ 12,445	\$ 42,842	\$ 14,047
Expenses		\$ 75,915	\$ 78,588	\$ 79,029	\$ 98,617	\$ 86,194	\$ 95,857	\$ 39,430	\$ 79,090	\$ 19,563
<b>Net Income (Loss)</b>		\$ (31,872)	\$ (30,836)	\$ (33,129)	\$ (43,581)	\$ (34,621)	\$ (52,713)	\$ (26,985)	\$ (21,145)	\$ 19,780

Note: 1) Paradise Pool income as recognized in Quickbooks includes \$7,638 of income from 2018 but received from swim teams in 2019.

**PRPD**  
**Profit & Loss by Class**  
January through December 2019

	CP1 General (Concow)	CP3 Classes (Concow)	Total Concow
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4100 · Tax Revenue	0.00	0.00	0.00
4200 · Impact Fee revenue	0.00	0.00	0.00
4300 · Program Income	1,656.00	215.00	1,871.00
4350 · Concession & Merchandise sales	0.00	0.00	0.00
4400 · Donation & Fundraising Income	0.00	0.00	0.00
4401 · Scholarships Granted	0.00	0.00	0.00
4500 · Grant Income	0.00	0.00	0.00
4600 · Other Revenue	0.00	0.00	0.00
4900 · Interest Income	0.00	0.00	0.00
<b>Total Income</b>	<u>1,656.00</u>	<u>215.00</u>	<u>1,871.00</u>
<b>Gross Profit</b>	1,656.00	215.00	1,871.00
<b>Expense</b>			
<b>5000 · Payroll Expenses</b>			
5010 · Wages & Salaries	11,169.14	339.38	11,508.52
5020 · Employer Taxes	854.43	25.96	880.39
5030 · Employee Benefits	0.00	0.00	0.00
5040 · Workers Comp Expense	0.00	0.00	0.00
5050 · Accrued Leave	0.00	0.00	0.00
5060 · Other Personnel Costs	0.00	0.00	0.00
5000 · Payroll Expenses - Other	0.00	0.00	0.00
<b>Total 5000 · Payroll Expenses</b>	<u>12,023.57</u>	<u>365.34</u>	<u>12,388.91</u>
<b>5100 · Program Expenses</b>			
5120 · Program Contract Labor	0.00	0.00	0.00
5130 · Program Supplies	1,508.48	0.00	1,508.48
<b>Total 5100 · Program Expenses</b>	<u>1,508.48</u>	<u>0.00</u>	<u>1,508.48</u>
<b>5200 · Advertising &amp; Promotion</b>	0.00	0.00	0.00
<b>5220 · Bank &amp; Merchant Fees</b>	0.00	0.00	0.00
<b>5230 · Contributions to Others</b>	0.00	0.00	0.00
<b>5240 · Copying &amp; Printing</b>	0.00	0.00	0.00
<b>5260 · Dues, Mbrshps, Subscr, &amp; Pubs</b>	0.00	0.00	0.00
<b>5270 · Education, Training &amp; Staff Dev</b>	0.00	0.00	0.00
<b>5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>			
5282 · Office ET&F	0.00	0.00	0.00
5284 · Program ET&F	0.00	0.00	0.00
5286 · Small Tools & Equipment	0.00	0.00	0.00
5280 · Equip., Tools & Furn (<\$5k) - Other	0.00	0.00	0.00
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>5290 · Equipment Rental</b>	260.69	0.00	260.69
<b>5300 · Insurance</b>	0.00	0.00	0.00
<b>5310 · Interest Expense</b>	0.00	0.00	0.00
<b>5320 · Miscellaneous Expense</b>	0.00	0.00	0.00
<b>5330 · Professional &amp; Outside services</b>			

**PRPD**  
**Profit & Loss by Class**  
January through December 2019

	CP1 General (Concow)	CP3 Classes (Concow)	Total Concow
5332 · Accounting	0.00	0.00	0.00
5334 · Legal	0.00	0.00	0.00
5336 · Engineering	0.00	0.00	0.00
5338 · Other Prof. & Outside Labor	0.00	0.00	0.00
5330 · Professional & Outside services - Other	0.00	0.00	0.00
<b>Total 5330 · Professional &amp; Outside services</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5340 · Postage & Delivery	0.00	0.00	0.00
5350 · Rent-Facility use fees	0.00	0.00	0.00
5360 · Repair & Maintenance			
5361 · Building R&M	0.00	0.00	0.00
5362 · Equipment R&M	0.00	0.00	0.00
5363 · General R&M	0.00	0.00	0.00
5364 · Grounds R&M	0.00	0.00	0.00
5365 · Pool R&M	0.00	0.00	0.00
5366 · Vehicle R&M	0.00	0.00	0.00
5367 · Janitorial	0.00	0.00	0.00
5368 · Security	0.00	0.00	0.00
5369 · Vandalism	0.00	0.00	0.00
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5370 · Supplies - Consumable			
5372 · Office Supplies	0.00	0.00	0.00
5374 · Safety & staff supplies	0.00	0.00	0.00
<b>Total 5370 · Supplies - Consumable</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5380 · Taxes, Lic., Notices & Permits	230.00	0.00	230.00
5390 · Telephone & Internet	0.00	0.00	0.00
5400 · Transportation, Meals & Travel			
5402 · Air, Lodging & Other Travel	0.00	0.00	0.00
5404 · Fuel	0.00	0.00	0.00
5406 · Meals	0.00	0.00	0.00
5408 · Mileage & Auto Allowance	0.00	0.00	0.00
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
5410 · Utilities			
5412 · Electric & Gas	0.00	0.00	0.00
5414 · Water	0.00	0.00	0.00
5416 · Garbage	0.00	0.00	0.00
<b>Total 5410 · Utilities</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expense</b>	<b>14,022.74</b>	<b>365.34</b>	<b>14,388.08</b>
<b>Net Ordinary Income</b>	<b>-12,366.74</b>	<b>-150.34</b>	<b>-12,517.08</b>
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
9999 · Misc. Expense	0.00	0.00	0.00
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b><u>-12,366.74</u></b>	<b><u>-150.34</u></b>	<b><u>-12,517.08</u></b>

**PRPD**  
**Profit & Loss by Class**  
January through December 2019

	PP1 General	PP3 Classes	PP6 Rental	Total Paradise Pool
	(Paradise Pool)	(Paradise Pool)	(Paradise Pool)	(Paradise Pool)
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Tax Revenue	0.00	0.00	0.00	0.00
4200 · Impact Fee revenue	0.00	0.00	0.00	0.00
4300 · Program Income	2,848.50	470.50	9,090.74	12,409.74
4350 · Concession & Merchandise sales	35.50	0.00	0.00	35.50
4400 · Donation & Fundraising Income	0.00	0.00	0.00	0.00
4401 · Scholarships Granted	0.00	0.00	0.00	0.00
4500 · Grant Income	0.00	0.00	0.00	0.00
4600 · Other Revenue	0.00	0.00	0.00	0.00
4900 · Interest Income	0.00	0.00	0.00	0.00
<b>Total Income</b>	<b>2,884.00</b>	<b>470.50</b>	<b>9,090.74</b>	<b>12,445.24</b>
<b>Gross Profit</b>	<b>2,884.00</b>	<b>470.50</b>	<b>9,090.74</b>	<b>12,445.24</b>
<b>Expense</b>				
<b>5000 · Payroll Expenses</b>				
5010 · Wages & Salaries	21,041.74	212.40	0.00	21,254.14
5020 · Employer Taxes	1,551.11	16.24	0.00	1,567.35
5030 · Employee Benefits	1,889.80	0.00	0.00	1,889.80
5040 · Workers Comp Expense	0.00	0.00	0.00	0.00
5050 · Accrued Leave	0.00	0.00	0.00	0.00
5060 · Other Personnel Costs	0.00	0.00	0.00	0.00
5000 · Payroll Expenses - Other	0.00	0.00	0.00	0.00
<b>Total 5000 · Payroll Expenses</b>	<b>24,482.65</b>	<b>228.64</b>	<b>0.00</b>	<b>24,711.29</b>
<b>5100 · Program Expenses</b>				
5120 · Program Contract Labor	0.00	0.00	0.00	0.00
5130 · Program Supplies	3,066.92	200.00	0.00	3,266.92
<b>Total 5100 · Program Expenses</b>	<b>3,066.92</b>	<b>200.00</b>	<b>0.00</b>	<b>3,266.92</b>
5200 · Advertising & Promotion	0.00	0.00	0.00	0.00
5220 · Bank & Merchant Fees	0.00	0.00	0.00	0.00
5230 · Contributions to Others	0.00	0.00	0.00	0.00
5240 · Copying & Printing	0.00	0.00	0.00	0.00
5260 · Dues, Mbrshps, Subscr, & Pubs	0.00	0.00	0.00	0.00
5270 · Education, Training & Staff Dev	485.56	0.00	0.00	485.56
<b>5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>				
5282 · Office ET&F	0.00	0.00	0.00	0.00
5284 · Program ET&F	0.00	0.00	0.00	0.00
5286 · Small Tools & Equipment	130.11	0.00	0.00	130.11
5280 · Equip., Tools & Furn (<\$5k) - Other	0.00	0.00	0.00	0.00
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>130.11</b>	<b>0.00</b>	<b>0.00</b>	<b>130.11</b>
5290 · Equipment Rental	193.20	0.00	0.00	193.20
5300 · Insurance	0.00	0.00	0.00	0.00
5310 · Interest Expense	0.00	0.00	0.00	0.00



**PRPD**  
**Profit & Loss by Class**  
January through December 2019

	PP1 General	PP3 Classes	PP6 Rental	Total Paradise Pool
	(Paradise Pool)	(Paradise Pool)	(Paradise Pool)	
5320 · Miscellaneous Expense	0.00	0.00	0.00	0.00
5330 · Professional & Outside services				
5332 · Accounting	0.00	0.00	0.00	0.00
5334 · Legal	0.00	0.00	0.00	0.00
5336 · Engineering	0.00	0.00	0.00	0.00
5338 · Other Prof. & Outside Labor	38.50	0.00	0.00	38.50
5330 · Professional & Outside services - Off	0.00	0.00	0.00	0.00
Total 5330 · Professional & Outside services	38.50	0.00	0.00	38.50
5340 · Postage & Delivery	0.00	0.00	0.00	0.00
5350 · Rent-Facility use fees	0.00	0.00	0.00	0.00
5360 · Repair & Maintenance				
5361 · Building R&M	0.00	0.00	0.00	0.00
5362 · Equipment R&M	0.00	0.00	0.00	0.00
5363 · General R&M	38.73	0.00	0.00	38.73
5364 · Grounds R&M	10.72	0.00	0.00	10.72
5365 · Pool R&M	9,991.02	0.00	0.00	9,991.02
5366 · Vehicle R&M	0.00	0.00	0.00	0.00
5367 · Janitorial	0.00	0.00	0.00	0.00
5368 · Security	0.00	0.00	0.00	0.00
5369 · Vandalism	0.00	0.00	0.00	0.00
Total 5360 · Repair & Maintenance	10,040.47	0.00	0.00	10,040.47
5370 · Supplies - Consumable				
5372 · Office Supplies	0.00	0.00	0.00	0.00
5374 · Safety & staff supplies	432.23	0.00	0.00	432.23
Total 5370 · Supplies - Consumable	432.23	0.00	0.00	432.23
5380 · Taxes, Lic., Notices & Permits	0.00	0.00	0.00	0.00
5390 · Telephone & Internet	0.00	0.00	0.00	0.00
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	0.00	0.00	0.00	0.00
5404 · Fuel	0.00	0.00	0.00	0.00
5406 · Meals	0.00	0.00	0.00	0.00
5408 · Mileage & Auto Allowance	0.00	0.00	0.00	0.00
Total 5400 · Transportation, Meals & Travel	0.00	0.00	0.00	0.00
5410 · Utilities				
5412 · Electric & Gas	0.00	0.00	0.00	0.00
5414 · Water	131.94	0.00	0.00	131.94
5416 · Garbage	0.00	0.00	0.00	0.00
Total 5410 · Utilities	131.94	0.00	0.00	131.94
<b>Total Expense</b>	<b>39,001.58</b>	<b>428.64</b>	<b>0.00</b>	<b>39,430.22</b>
<b>Net Ordinary Income</b>	<b>-36,117.58</b>	<b>41.86</b>	<b>9,090.74</b>	<b>-26,984.98</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b><u>-36,117.58</u></b>	<b><u>41.86</u></b>	<b><u>9,090.74</u></b>	<b><u>-26,984.98</u></b>





DATE: 1/16/2020  
TO: Board of Directors  
FROM: PRPD Full-Time Staff  
SUBJECT: 2020-2021 Salary Negotiations

On July 10, 2018 the PRPD Board of Directors took action to approve a two-year agreement for Fiscal Year 2018-2019 and Fiscal Year 2019-2020 indicating negotiations would resume in the 2020-2021 Fiscal Year.

As specified in Rule 23 of the Personnel Rules (attached), staff is requesting that salary negotiations be officially opened and entered into between full-time staff and the Paradise Recreation and Park District Board of Directors.

Staff has chosen the following employees to represent the three departments:

- Jeff Dailey Recreation
- Mark Cobb Maintenance
- Catherine Merrifield Office

Attachments:

- A. Personnel Rule 23

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1/16/2020

management. This includes threats by employees, as well as threats by clients, vendors, solicitors, or other members of the public. All suspicious individuals or activities must be reported as soon as possible to a manager. Anyone receiving a report of a violation of this policy must report the matter immediately to a manager.

## Rule 23 – Employer-Employee Relations Policy

### 23.01 Wage and Benefit Negotiations

All full-time and part-time benefited staff (except the District Manager) will be allowed to discuss and request consideration of wages, benefits, hours, and other terms and conditions of employment in the following manner:

1. To notify the Board of Directors that negotiations of wages and benefits is requested. This request should be made in December but no later than the February Board meeting of each year. The request needs to be in writing. If the Board does not receive a notification requesting negotiations by the February Board meeting, negotiations may not be discussed that year. The Board may opt to initiate negotiations.
2. After receiving a notification requesting negotiations, the Board Chairperson will authorize the District Manager to schedule a meeting with the Personnel Committee and the employee representatives. This meeting will be scheduled no later than thirty (30) days after the February Board meeting. At this meeting the employee representatives will present their request. It should contain the following:
  - a. A complete written description of all items requested.

- b. The total estimated cost of each request and backup information confirming these figures.

At this meeting, the Personnel Committee may request additional backup material to support or show cause for the request(s). They may also choose to make their recommendation to the Board at the next Board meeting. If the Personnel Committee requires more information concerning items requested, another meeting will be scheduled within thirty (30) days.

3. Additional meetings and materials may be requested as necessary. The Personnel Committee will make their recommendations to the Board of Directors no later than the June Board meeting, unless the Board of Directors authorizes a continuation of negotiations.

### **23.02 Employee Representation**

For wage and benefit negotiations, full-time employees should choose a minimum of three (3) individuals to serve as representatives during the duration of negotiations. It is recommended that an individual from each classification be selected for representation (clerical, recreation, and park). Employees need to agree by majority who their representatives will be.

Employees have the right to seek legal assistance during their negotiations process, but the District will not be responsible for any cost incurred.

Individuals may represent themselves if a situation exists that only represents their position.

### **23.03 Personnel Committee Recommendations**

The Personnel Committee will make their recommendations concerning staff requests when they feel they have received enough information to clarify the issue requested. Their

recommendations to the Board of Directors will be announced at a Board meeting. The Board of Directors will approve the final agreement concerning the staff request.

The Personnel Committee may request information from the District Manager as they see necessary in this process.

**23.04 District Manager**

The District Manager will meet with the Personnel Committee as needed to establish a memorandum of understanding concerning wage and benefits. This memorandum will be presented to the Board of Directors in December for consideration.

**23.05 Part-Time Employees**

Part-time employees will be allowed to discuss and request consideration of wages, benefits, hours, and other terms and conditions of employment as necessary with the District Manager. The District Manager will decide the final condition of the request. If employee(s) are not satisfied, they may file a grievance as outlined in these Rules.

**23.06 Local Public Employee Organizations**

If the employees decide to join a local public employee organization, the District will implement rules to provide an orderly procedure for the administration of employer-employee relations between the District and its employee organization.

**END**



# 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:** January 30, 2020 at 8:30 a.m.

**LOCATION:** District Manager's Office

**ATTENDANCE:** Dan Efseaff, District Manager  
Kristi Sweeney, Assistant District Manager  
Jeff Dailey, Recreation Supervisor  
Mark Cobb, Park Supervisor  
Colleen Campbell, Administrative Assistant II/Management

**ABSENT:** None

#### 1. **MINUTES:**

- By unanimous vote of the members present, the December 19, 2019 Safety Committee Minutes were approved.

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

THE FOLLOWING SAFETY MEETINGS WERE HELD:

- Dec. 20, 2019 Pay Attention While Driving (Maint. Staff Mtg)  
by Jim Pickett, Park Maintenance
- Jan. 03, 2020 Public Safety While Using Power Tools (Maint Staff Mtg)  
by Dave Ricca, Park Maintenance
- Jan. 16, 2020 Wearing Hard Hats During Storms (Maint. Staff Mtg)  
by Mark Cobb, Park Supervisor
- Jan. 23, 2020 Safely Operating Equipment (Maint. Staff Mtg)  
by Mark Cobb, Park Supervisor
- Jan. 29, 2020 Restock First Aid/PPE Kits in Vehicles (Maint. Staff Mtg)  
by Mark Cobb, Park Supervisor

#### b. ***DOCUMENTED SITE INSPECTIONS, REPAIRS, AND OTHER ACCOMPLISHMENTS RELATED TO SAFETY:***

- **Maintenance Requests: None**

- **Site Inspections completed since last meeting:**
  - Paradise Pool – December 23, 2019

District Manager Efseaff requested the following inspections be completed:

- Aquatic Park – Jeff Dailey
- Noble Park – Mark Cobb
- Maintenance Shop (Bille) – Mark Cobb
- Concow Pool – Will be completed by Jeff Dailey prior to opening for the 2020 season

***c. ACCIDENT/INCIDENT REPORTS:***

- The Committee reviewed the accident/incident reports since last meeting. There were miscellaneous minor slip and fall reports from the ice rink and one ice rink incident (head laceration) submitted to CAPRI on 1/08/20.

***d. WORKERS' COMPENSATION CLAIMS:***

- December 2010. It was noted that one claim exists from 2011 and no new claims were reported since last meeting.

**3. MISCELLANEOUS: None**

Next Safety Meeting Date: February 27, 2020

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

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

cc: CAPRI  
PRPD Board 02/12/20 – Draft Copy

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DATE: 1/28/2020  
TO: BOD  
FROM: Dan Efseaff, District Manager  
SUBJECT: Change of BOD meeting to avoid conflict with Veteran's Day – November 11, 2020

## Summary

Veteran's Day on Wednesday, November 11, 2020 is a national holiday which this year falls on a regularly scheduled Board of Directors meeting day. The PRPD Board of Directors will set an alternate date in November for the regularly scheduled meeting.

**Recommendation:** Set alternate date of Thursday, November 12, 2020 for the regularly scheduled PRPD Board of Directors meeting.

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2/5/2020



# Staff Report

January 8, 2020



DATE: 1/9/2020  
TO: PRPD Board of Directors  
FROM: Kristi Sweeney, Assistant District Manager  
SUBJECT: Finance Committee (Rodowick / Bellefeuille)  
January 8, 2020 at 4:30 p.m.  
Terry Ashe Recreation Center – 6626 Skyway, Paradise, CA

## Attendance:

Committee Members: Steve Rodowick, Chairperson; and Mary Bellefeuille, Member  
Staff Members: Dan Efseaff, District Manager, Catherine Merrifield, District Accountant, and Kristi Sweeney, Assistant District Manager  
Guest: Rick Woods, CSDA

The Committee was called to order at 4:30 p.m.

The Committee will meet to review and discuss draft Finance Investment Policy for possible recommendation to the PRPD Board of Directors.

- Committee members asked several questions of staff and Rick Woods of CSDA, who worked with staff to draft the proposed policy. Staff proposed the deletion of one line of the policy which seemed redundant with regard to the Finance Committee being briefed on the investment(s) status each month in addition to the full Board of Directors being briefed fully each month at the regular monthly Board Meeting. The Finance Committee concurred that there wasn't a need for the Finance Committee to review the investment statement(s) separately each month outside of the regular full Board of Director's meeting when all Board members will review the investment statement(s). Staff also suggested revising the layout and numbering of the policy so that it better aligns with existing PRPD policies. Committee members concurred.
- Once suggested edits have been made the Committee recommends the Board adopt the Finance Investment Policy at the February 12, 2020 regularly scheduled Board meeting.

The Committee will meet to review 2020-2021 budget calendar.

- Committee members and staff discussed the 2020-2021 budget calendar milestones and upcoming time requirements of Committee members as relates to milestones requiring committee review.

The meeting was adjourned at 5:05 p.m.

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1/28/2020





DATE: 1/29/2020  
TO: PRPD Board of Directors (BOD)  
FROM: Dan Efseaff, District Manager  
SUBJECT: Monthly District Report

## Monthly Report

### 1. Updates

- a. Activity Guide – Staff members are actively recruiting for new classes and programs for the upcoming slate of classes. Several are tied in with our direction to develop outdoor programs and events. We are also going to add a greater variety of classes with a focus on Magalia; however, recruiting of instructors (both returning and new) has been slow. We welcome proposals from prospective instructors.

### 2. Administrative and Visitor Services

- a. Internship Position Filled – We are pleased to have Sophia Munoz-Oliverez join our team in mid-February this year as the Park Operations and Volunteer Coordinator intern. Sophia is a CSU Chico student working during her final year to earn a Bachelor of Science in Recreation, Hospitality, and Parks Management.

### 3. Finance

- a. Routine Reports – Balance Sheet (Attachment A), Profit & Loss Budget vs. Actual (Attachment B), and Recovery Project (Attachment C).
- b. Impact Fees – For the month of January, the District received a total of \$31,811.30 in impact fees. Since 11/8/18, the District has received a total of \$185,630.35.
- c. 5-Star Bank – The interest for the Money Market accounts was not posted at the time this report was completed. For the month of December, the Investment Money Market received interest of \$2,037.43, the Grant Money Market received \$110.46.

### 4. Parks (Maintenance and Operations)

- a. Coutolenc – PG&E contractors completed erosion control work (photos). A previous contract did damage during the unauthorized access and removal of trees on the site. Much of the work was completed before heavy rains started.
- b. Ice Rink – We started the dismantling of the ice rink on January 21<sup>st</sup>. Our maintenance crew, Lorrennis Leeds, and her staff did an incredible job this year, considering all the challenges we all faced with putting our own lives back together as well as the town's. The dedication of the District as a whole to do our part in helping the town recover from the Camp Fire as a vessel of hope by showing, no matter what, we are here to carry on with all the special things that make our town, Paradise. We should all be proud of our accomplishments in this last year!
- c. Bille Park – We have finished the fencing along Bille Road that was destroyed in the fire. This completes the rebuilding of the damages caused by the fire at Bille Park. The only thing left is the removal of damaged trees. We are working with CalOES on this and hope to have that phase completed in the near future.
- d. Trash/Recycle Bins – Jennifer Arbuckle from California Vocations was thoughtful and reached out to the District to donate new trash/recycle receptacles. We were able to acquire six that will be installed at our facilities to replace ones lost in the fire. They are much more user friendly for the public and maintenance staff and they also look great. We are very grateful for this donation and can't wait to see them installed which should be by mid-February.

### 5. Programs

- a. Gold Nugget Craft Faire - Preparations have begun for the 2020 Gold Nugget Craft Fair that is scheduled for April 25<sup>th</sup> and 26<sup>th</sup>. After a successful one-day fair last year, we decided to go back to the traditional two-day event. The

registration packets have been sent out to past vendors, and registration has begun. Vendors have until February 28<sup>th</sup> to secure their same location as last year, and then open registration will begin.

- b. Preschool - The preschool classes are going well with Lori McCoslin running three different classes. In addition to tiny tots there is also a tot-nastics and stay and play class. We were sorry to hear that long-time preschool employee Brandy Rice will be leaving PRPD at the end of January after working here for 17 years.
- c. Zumba - PRPD's new employee Debra Coleman is instructing Zumba class on Monday from 3:30 to 4:30 pm. The class is going well with 8 participants. Zumba is an aerobic exercise class that combines Latin music with salsa, cha-cha, belly dancing, and other international rhythms.
- d. Current Classes - Programs currently running in Magalia include men's drop-in basketball on Wednesdays, teen drop in basketball on Fridays, and little hoopsters basketball on Tuesday and Thursday. We are working on getting a pickleball program going in Magalia as well. Other active classes include Junior Wrestling, Tai Chi, and Tae Kwon Do. The Ballroom Dance class has ended for a now while the instructor recovers from being ill.

## 6. Outreach and Development

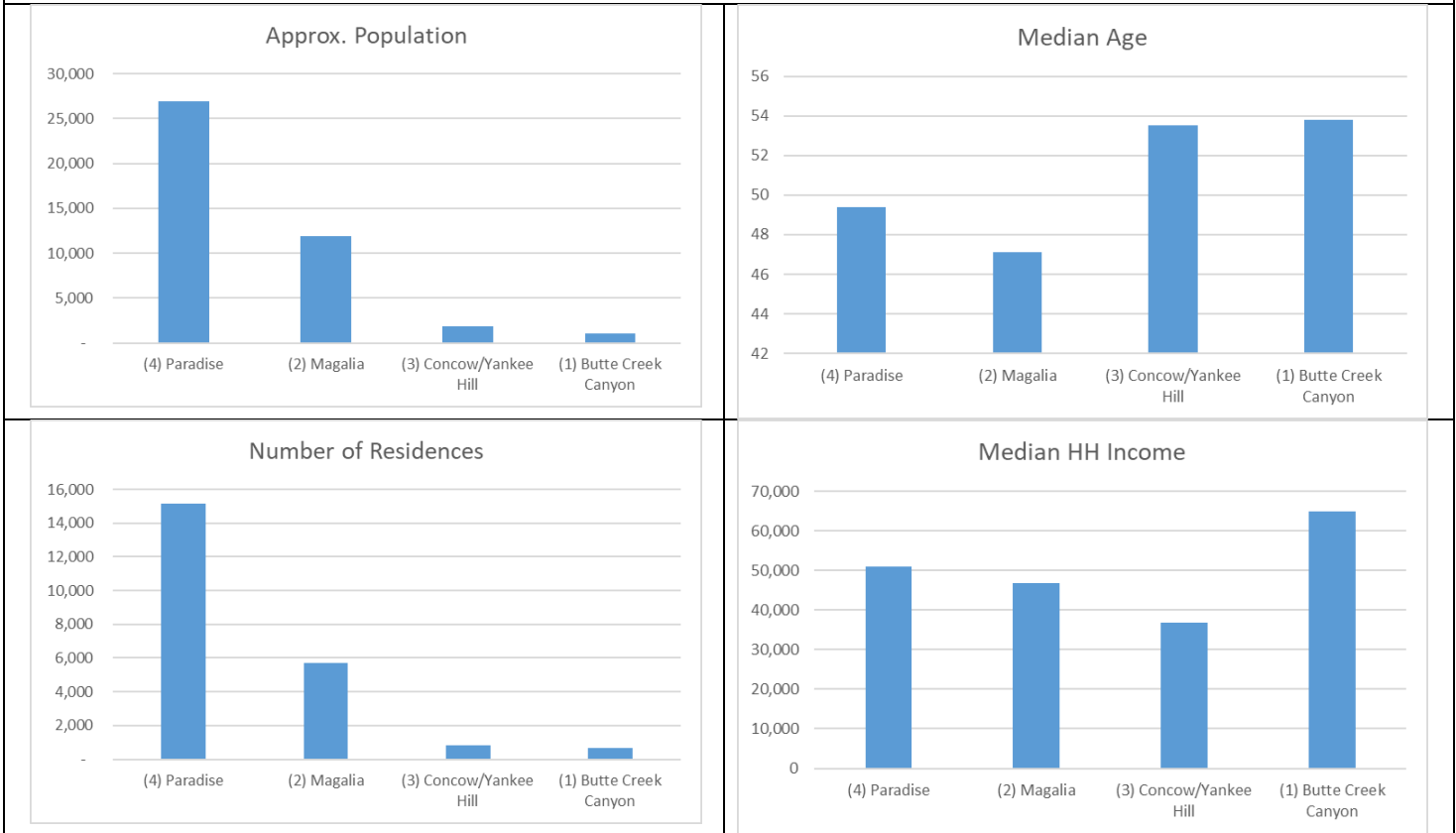
- a. Acquisition progress – The Noble and Oak Creek expansion projects will be considered at the June Sierra Nevada Conservancy Board Meeting. The appraisals are undergoing a review process and will not be ready for the March meeting.
- b. Superintendent Parent/Community LCAP Advisory – Staff participated in an advisory meeting hosted by Paradise Unified School District (PUSD). PUSD is seeking guidance from community members, parents and local agencies regarding student/staff/administration challenges and how the School District can best move forward to serve the needs of the students in our community.
- c. Student Resource Fair – Staff participated in this month's Butte County Office of Education (BCOE) Student Resource Fair. Staff promoted PRPD programs and events available to children and adults and solicited public input via a survey on parks and program development most desired by the community.
- d. Strategic Park Planning – Staff will be working with The Nature Conservancy on a potential National Fish and Wildlife Foundation (NFWF) Grant to examine how to implement the approaches from the initial study on the development of Parks and Open Spaces that provide multiple benefits, including community-wide defensible space and staging areas for fire response, urban growth boundaries to limit expansion into the WUI, recreational amenities, and wildlife habitat. Approach would provide best practices and examination of costs, integrate cost-benefit analysis, translating the work into the broader post-fire community planning by helping community members visualize the benefits of FRPOS with virtual reality, and potentially scaling to other communities (Ventura, Sonoma), evaluate how California and FEMA policy inhibit or advance this strategy, and applying the prioritization rubric to create Fire Resilience Buffers.
- e. Golden Feather Unified School District - GFUSD is working with GameTime on proposals and are going to work with students and staff to develop some playground options. The District helped connect the school under our grant for playground equipment. GFUSD is also working on options and a proposal to upgrade the pool and historic schoolhouse in Concow.

## 7. Upcoming

- a. Upcoming Items – The budget development will kickoff this month. The budget document will follow the general format of last years with the addition of a projection of revenue in the next few years. Staff is working on the Strategic Plan for review.

## Dashboard

The dashboard provides a snap-shot of district activities. This month's dashboard shows some pre-Camp Fire population demographics.



## Photographs



*Figure 1. PG&E completed work at Coutolenc Park in December.*



*Figure 2. Another view at Coutolenc Park.*



Figure 3. Landscape view of Coutolenc Park erosion control work.



Figure 4. New trash cans at Bille Park from a grant with CALVOC.

**Attachments:**

- A. Balance Sheet
- B. P&L Budget vs. Actual
- C. Recovery Project

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2/5/2020



**PRPD**  
**Balance Sheet**  
As of January 31, 2020

	Jan 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Mechanics Bank - Operating	232,126.03
1005 · Petty Cash	300.00
1010 · Treasury Cash - 2510	
1011 · General Operating	19,648.04
1012 · ACO Reserve	702,200.00
1013 · General Reserve	2,000.00
1014 · Deposits held for others	1,000.00
<b>Total 1010 · Treasury Cash - 2510</b>	<b>724,848.04</b>
<b>1030 · Investments</b>	
1031 · Five Star Bank Money Market	1,176,539.63
1032 · Five Star Bank Grant M. M.	63,784.97
<b>Total 1030 · Investments</b>	<b>1,240,324.60</b>
<b>1100 · Designated Treasury Funds</b>	
1111 · Aquatic Unicorp-2511	49.41
1112 · Grosso Endowment-2512	53,632.13
1113 · Grosso Scholarship-2513	3,919.36
<b>1114 · Designated Donations-2514</b>	
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	6,191.83
1114-14 · General Donations	1,186.00
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	1,056.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	429.28
<b>Total 1114 · Designated Donations-2514</b>	<b>28,350.00</b>
<b>Total 1100 · Designated Treasury Funds</b>	<b>85,950.90</b>
<b>1119 · Impact Fees</b>	
1120 · Sub Div Fees - 2520	8,103.30
1121 · Park Acqui Unincorp - 2521	47,166.73
1122 · Park Dev Unincorp - 2522	78,005.24
1124 · District Fac Unincorp - 2524	40,531.66
1126 · Park Acqui Incorp - 2526	90,064.05
1127 · Park Dev Incorp - 2527	270,701.71
1128 · District Fac Incorp - 2528	48,779.34
<b>Total 1119 · Impact Fees</b>	<b>583,352.03</b>
<b>Total Checking/Savings</b>	<b>2,866,901.60</b>



**PRPD**  
**Balance Sheet**  
As of January 31, 2020

	Jan 31, 20
<b>Other Current Assets</b>	
1400 · Interest Receivable	
1410 · Interest Receivable	1,361.18
1411 · Interest Receivable - 2511	0.19
1413 · Interest Receivable - 2513	217.91
1420 · Interest Receivable - 2520	30.81
1421 · Interest Receivable - 2521	157.18
1422 · Interest Receivable - 2522	232.59
1424 · Interest Receivable - 2524	139.34
1426 · Interest Receivable - 2526	243.68
1427 · Interest Receivable - 2527	743.90
1428 · Interest Receivable - 2528	119.64
<b>Total 1400 · Interest Receivable</b>	<b>3,246.42</b>
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	-13,124.68
1512 · FMV Adjustment-2512	-926.25
1500 · FMV Adjustments - Other	-4,880.93
<b>Total 1500 · FMV Adjustments</b>	<b>-18,931.86</b>
<b>Total Other Current Assets</b>	<b>-15,685.44</b>
<b>Total Current Assets</b>	<b>2,851,216.16</b>
<b>Fixed Assets</b>	
1710 · Land	750,088.53
1715 · Land Development	4,990.00
1720 · Buildings	5,534,233.05
1730 · Furn., Fixtures & Equip (>\$5k)	547,069.69
1798 · Accum Depr - Building	-256,655.28
1799 · Accum Depr - Furniture/Fixtures	-4,131,705.06
1800 · Construction in Progress	
1801 · CIP-Lakeridge Park Development	82,463.57
1802 · CIP-Crain Park Development	140,593.02
1803 · CIP-Crain Park Playground	61,485.86
1804 · CIP-Crain Park Bathroom	78,051.59
<b>Total 1800 · Construction in Progress</b>	<b>362,594.04</b>
<b>Total Fixed Assets</b>	<b>2,810,614.97</b>
<b>Other Assets</b>	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	155,419.00
<b>Total Other Assets</b>	<b>455,741.00</b>
<b>TOTAL ASSETS</b>	<b>6,117,572.13</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-6,322.56
<b>Total Accounts Payable</b>	<b>-6,322.56</b>
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	
2110 · Wages Payable	70,400.75
2120 · Payroll Taxes Payable	4,947.60
2130 · Health Benefits Payable	-2,595.15
2140 · FSA payable	-744.52
2170 · CalPers Payable	26,366.71

**PRPD**  
**Balance Sheet**  
As of January 31, 2020

	Jan 31, 20
2190 · Accrued Leave Payable	
2191 · Comp leave payable	2,121.36
2192 · Sick leave payable	21,534.99
2193 · Vacation leave payable	67,071.56
<b>Total 2190 · Accrued Leave Payable</b>	<b>90,727.91</b>
<b>Total 2100 · Payroll Liabilities</b>	<b>189,103.30</b>
2200 · Accrued Expenses	6,463.37
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2410 · Deferred Services Income	40,648.38
2420 · Deferred Facility Income	4,681.00
2430 · Deferred Inflow - Pension	21,921.00
<b>Total 2400 · Deferred Revenue</b>	<b>67,250.38</b>
<b>Total Other Current Liabilities</b>	<b>263,817.05</b>
<b>Total Current Liabilities</b>	<b>257,494.49</b>
<b>Long Term Liabilities</b>	
2800 · Post Employment benefits	41,965.00
2805 · CalPers Pension Liability	304,548.17
<b>Total Long Term Liabilities</b>	<b>346,513.17</b>
<b>Total Liabilities</b>	<b>604,007.66</b>
<b>Equity</b>	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3030 · General Reserve	2,000.00
3050 · Designated Captial Outlay	702,200.00
<b>Total 3000 · General Fund Balances-2510</b>	<b>995,349.99</b>
3100 · Net of Capital Investments	3,145,295.97
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	53,022.07
3213 · Grosso Scholarship-2513	2,878.45
3214 · Donations - 2514	18,155.30
3220 · Impact Fees	440,380.71
<b>Total 3200 · Designated Fund Balances</b>	<b>514,436.53</b>
3280 · Invest. in General Fixed Assets	-349,657.31
3900 · Retained Earnings	1,379,135.23
3901 · Net Profit	-403,475.96
3999 · Opening Balance Equity	99.20
Net Income	232,080.82
<b>Total Equity</b>	<b>5,513,564.47</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>6,117,572.13</b>

## Profit &amp; Loss Budget vs. Actual 19-20

01/28/20

Accrual Basis

July 2019 through January 2020

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Tax Revenue	1,464,799.47	1,445,600.00	19,199.47	101.3%
4200 · Impact Fee revenue	140,193.57	63,200.00	76,993.57	221.8%
4300 · Program Income	118,676.70	259,400.00	-140,723.30	45.8%
4350 · Concession & Merchandise sales	55.50	17,000.00	-16,944.50	0.3%
4400 · Donation & Fundraising Income	59,489.71	66,000.00	-6,510.29	90.1%
4401 · Scholarships Granted	0.00	0.00	0.00	0.0%
4500 · Grant Income	50,000.00	144,200.00	-94,200.00	34.7%
4600 · Other Revenue	14,692.37	4,000.00	10,692.37	367.3%
4900 · Interest Income	9,125.13	7,000.00	2,125.13	130.4%
<b>Total Income</b>	<b>1,857,032.45</b>	<b>2,006,400.00</b>	<b>-149,367.55</b>	<b>92.6%</b>
<b>Gross Profit</b>	<b>1,857,032.45</b>	<b>2,006,400.00</b>	<b>-149,367.55</b>	<b>92.6%</b>
<b>Expense</b>				
<b>5000 · Payroll Expenses</b>				
5010 · Wages & Salaries	486,297.38	1,088,580.00	-602,282.62	44.7%
5020 · Employer Taxes	35,823.52	65,300.00	-29,476.48	54.9%
5030 · Employee Benefits	85,933.79	189,000.00	-103,066.21	45.5%
5040 · Workers Comp Expense	34,254.00	60,000.00	-25,746.00	57.1%
5050 · Accrued Leave	0.00	4,000.00	-4,000.00	0.0%
5060 · Other Personnel Costs	9,941.69	3,100.00	6,841.69	320.7%
5000 · Payroll Expenses - Other	449.75			
<b>Total 5000 · Payroll Expenses</b>	<b>652,700.13</b>	<b>1,409,980.00</b>	<b>-757,279.87</b>	<b>46.3%</b>
<b>5100 · Program Expenses</b>				
5110 · Concession & Merchandise Exp.	0.00	11,200.00	-11,200.00	0.0%
5120 · Program Contract Labor	1,540.00			
5130 · Program Supplies	20,366.92	27,650.00	-7,283.08	73.7%
<b>Total 5100 · Program Expenses</b>	<b>21,906.92</b>	<b>38,850.00</b>	<b>-16,943.08</b>	<b>56.4%</b>
<b>5200 · Advertising &amp; Promotion</b>				
5210 · Bad Debt	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	2,547.19	4,700.00	-2,152.81	54.2%
5230 · Contributions to Others	1,287.75	15,100.00	-13,812.25	8.5%
5240 · Copying & Printing	70.57	1,000.00	-929.43	7.1%
5260 · Dues, Mbrshps, Subscr, & Pubs	12,643.75	11,600.00	1,043.75	109.0%
5270 · Education, Training & Staff Dev	220.92	16,000.00	-15,779.08	1.4%
<b>5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>				
5282 · Office ET&F	6,744.79	18,600.00	-11,855.21	36.3%
5284 · Program ET&F	0.00	5,000.00	-5,000.00	0.0%
5286 · Small Tools & Equipment	6,884.83	4,400.00	2,484.83	156.5%
5280 · Equip., Tools & Furn (<\$5k) - Other	3,606.73			
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>17,236.35</b>	<b>28,000.00</b>	<b>-10,763.65</b>	<b>61.6%</b>
<b>5290 · Equipment Rental</b>				
5290 · Equipment Rental	90,682.45	110,000.00	-19,317.55	82.4%
<b>5300 · Insurance</b>				
5300 · Insurance	53,460.00	54,000.00	-540.00	99.0%
<b>5310 · Interest Expense</b>				
5310 · Interest Expense	506.81	0.00	506.81	100.0%
<b>5320 · Miscellaneous Expense</b>				
5320 · Miscellaneous Expense	97.00	2,200.00	-2,103.00	4.4%
<b>5330 · Professional &amp; Outside services</b>				
5332 · Accounting	17,762.08	10,000.00	7,762.08	177.6%
5334 · Legal	15,576.20	7,000.00	8,576.20	222.5%
5336 · Engineering	0.00	5,000.00	-5,000.00	0.0%
5338 · Other Prof. & Outside Labor	41,107.48	93,000.00	-51,892.52	44.2%
5330 · Professional & Outside services - Other	2,880.39			
<b>Total 5330 · Professional &amp; Outside services</b>	<b>77,326.15</b>	<b>115,000.00</b>	<b>-37,673.85</b>	<b>67.2%</b>
<b>5340 · Postage &amp; Delivery</b>				
5340 · Postage & Delivery	19.96	2,500.00	-2,480.04	0.8%
<b>5350 · Rent-Facility use fees</b>				
5350 · Rent-Facility use fees	4,027.50	15,200.00	-11,172.50	26.5%
<b>5360 · Repair &amp; Maintenance</b>				
5361 · Building R&M	12,340.37	26,000.00	-13,659.63	47.5%
5362 · Equipment R&M	100,573.66	17,000.00	83,573.66	591.6%
5363 · General R&M	349,794.44	10,000.00	339,794.44	3,497.9%

## Profit &amp; Loss Budget vs. Actual 19-20

01/28/20

July 2019 through January 2020

Accrual Basis

	Jul '19 - Jan 20	Budget	\$ Over Budget	% of Budget
5364 · Grounds R&M	41,250.81	43,000.00	-1,749.19	95.9%
5365 · Pool R&M	9,799.52	20,000.00	-10,200.48	49.0%
5366 · Vehicle R&M	77,971.26	10,000.00	67,971.26	779.7%
5367 · Janitorial	4,740.55	9,600.00	-4,859.45	49.4%
5368 · Security	697.08	1,300.00	-602.92	53.6%
5369 · Vandalism	184.05	0.00	184.05	100.0%
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>597,351.74</b>	<b>136,900.00</b>	<b>460,451.74</b>	<b>436.3%</b>
5370 · Supplies - Consumable				
5372 · Office Supplies	5,935.59	10,000.00	-4,064.41	59.4%
5374 · Safety & staff supplies	5,032.19	7,500.00	-2,467.81	67.1%
<b>Total 5370 · Supplies - Consumable</b>	<b>10,967.78</b>	<b>17,500.00</b>	<b>-6,532.22</b>	<b>62.7%</b>
5380 · Taxes, Lic., Notices & Permits	1,120.72	4,200.00	-3,079.28	26.7%
5390 · Telephone & Internet	15,824.73	25,000.00	-9,175.27	63.3%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	3,943.55	3,000.00	943.55	131.5%
5404 · Fuel	10,674.90	13,000.00	-2,325.10	82.1%
5406 · Meals	1,243.17	2,000.00	-756.83	62.2%
5408 · Mileage & Auto Allowance	165.38	5,000.00	-4,834.62	3.3%
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>16,027.00</b>	<b>23,000.00</b>	<b>-6,973.00</b>	<b>69.7%</b>
5410 · Utilities				
5412 · Electric & Gas	35,912.93	78,000.00	-42,087.07	46.0%
5414 · Water	3,072.36	22,000.00	-18,927.64	14.0%
5416 · Garbage	6,910.44	8,000.00	-1,089.56	86.4%
<b>Total 5410 · Utilities</b>	<b>45,895.73</b>	<b>108,000.00</b>	<b>-62,104.27</b>	<b>42.5%</b>
<b>Total Expense</b>	<b>1,624,951.63</b>	<b>2,155,230.00</b>	<b>-530,278.37</b>	<b>75.4%</b>
<b>Net Ordinary Income</b>	<b>232,080.82</b>	<b>-148,830.00</b>	<b>380,910.82</b>	<b>-155.9%</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>232,080.82</b>	<b>-148,830.00</b>	<b>380,910.82</b>	<b>-155.9%</b>

**PRPD**  
**Profit & Loss by Job**  
January 2020

	RP1 General (Recovery Project)	Total Recovery Project
<b>Expense</b>		
<b>5000 - Payroll Expenses</b>		
5010 - Wages & Salaries	307.00	307.00
5020 - Employer Taxes	23.11	23.11
5030 - Employee Benefits	81.76	81.76
5060 - Other Personnel Costs	0.00	0.00
<b>Total 5000 - Payroll Expenses</b>	<b>411.87</b>	<b>411.87</b>
<b>5100 - Program Expenses</b>		
5130 - Program Supplies	9,658.71	9,658.71
<b>Total 5100 - Program Expenses</b>	<b>9,658.71</b>	<b>9,658.71</b>
<b>5280 - Equip., Tools &amp; Furn (&lt;\$5k)</b>		
5286 - Small Tools & Equipment	115.65	115.65
<b>Total 5280 - Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>115.65</b>	<b>115.65</b>
<b>5290 - Equipment Rental</b>		
	602.40	602.40
<b>5360 - Repair &amp; Maintenance</b>		
5361 - Building R&M	68.15	68.15
5362 - Equipment R&M	248.48	248.48
5363 - General R&M	322,252.78	322,252.78
5364 - Grounds R&M	1,848.08	1,848.08
5367 - Janitorial	0.00	0.00
<b>Total 5360 - Repair &amp; Maintenance</b>	<b>324,417.49</b>	<b>324,417.49</b>
<b>5370 - Supplies - Consumable</b>		
5374 - Safety & staff supplies	284.11	284.11
<b>Total 5370 - Supplies - Consumable</b>	<b>284.11</b>	<b>284.11</b>
<b>5400 - Transportation, Meals &amp; Travel</b>		
5402 - Air, Lodging & Other Travel	0.00	0.00
5404 - Fuel	147.60	147.60
5406 - Meals	0.00	0.00
<b>Total 5400 - Transportation, Meals &amp; Travel</b>	<b>147.60</b>	<b>147.60</b>
<b>5410 - Utilities</b>		
5416 - Garbage	293.47	293.47
<b>Total 5410 - Utilities</b>	<b>293.47</b>	<b>293.47</b>
<b>Total Expense</b>	<b>335,931.30</b>	<b>335,931.30</b>







## 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)

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### RESOLUTION #20-02-1-474

#### RESOLUTION OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT RECOGNIZING BRANDY RICE-SCHARF FOR 17 YEARS OF SERVICE TO THE DISTRICT

**WHEREAS**, Brandy Rice-Scharf has been employed by the Paradise Recreation and Park District for seventeen years as a Recreation Professional; and

**WHEREAS**, the Board of Directors of the Paradise Recreation and Park District would like to recognize Brandy Rice-Scharf for her outstanding service in providing leisure services to the patrons of our District.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Paradise Recreation and Park District recognizes Brandy Rice-Scharf for her seventeen years of outstanding service as a Recreation Professional in providing leisure services to the patrons of our District.

**PASSED AND ADOPTED** by the Board of Directors of the Paradise Recreation and Park District on the 12<sup>th</sup> day of February 2020 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Al McGreehan, Chairperson

\_\_\_\_\_  
Julie Van Roekel, Secretary





## Paradise Recreation & Park District

6626 Skyway  
Paradise, CA 95969  
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Fax: 530-872-8619  
Website: [www.ParadisePRPD.com](http://www.ParadisePRPD.com)

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### Resolution #20-02-2-475

#### **RESOLUTION OF THE PARADISE RECREATION AND PARK DISTRICT BOARD OF DIRECTORS APPROVE AND ADOPT FINANCIAL INVESTMENT 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**, the District has adopted California Government Code Section 53607 and 53646 et seq to define the District’s reporting responsibilities.

**WHEREAS**, on June 12, 2019, the Board of Directors approved the development of a Financial Investment Policy to provide guidelines for the prudent investment of District funds and to maximize the efficiency of the District’s cash management and reporting requirements.

**NOW, THEREFORE BE IT RESOLVED**, the Paradise Recreation and Park District Board of Directors approves and adopts the Financial Investment Policy (Exhibit A) to provide guidelines for the prudent investment of District funds and to maximize the efficiency of the District’s cash management and reporting requirements.

**PASSED AND ADOPTED** by the Board of Directors of the Paradise Recreation and Park District on the 12<sup>th</sup> day of February 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Al McGreehan, Chairperson

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Julie Van Roekel, Secretary



## **Paradise Recreation and Park District Financial Investment Policy**

### **Policy**

It is the policy of the Paradise Recreation and Park District (“District”) to provide guidelines for the prudent investment of District funds and to maximize the efficiency of the District’s cash management. The ultimate goal is to enhance the economic status of the District consistent with the prudent protection of the District’s investments. This investment policy has been prepared in conformance with all pertinent existing laws of the State of California including California Government Code Sections 53600, *et seq.*

### **Scope**

This policy covers all funds and investment activities of the District except for (1) the proceeds of bond issues, which are invested in accordance with provisions of their specific bond indentures, and (2) funds invested in retirement or deferred compensation plans. All funds covered by this policy are defined and accounted for in the District’s audited annual Basic Financial Statements Report. Further, any new funds created shall be covered by this policy unless specifically excluded by District management and the Board of Directors.

### **Prudent Investor Standard**

The District operates its investment portfolio under the Prudent Investor Standard (California Government Code Section 53600.3) which states, that “when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the District, that a prudent person in a like capacity and familiar with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principle and maintain the liquidity needs of the District.” This standard shall be applied in the context of managing the overall portfolio. Investment officers, acting in accordance with written procedures and this investment policy and exercising the above standard of diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### **Investment Objectives**

- A. When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing the District’s funds,

1. The primary objective is to safeguard the principle of the funds.
2. The secondary objective is to meet the liquidity needs of the District.
3. The third objective is to achieve a reasonable market rate of return on invested funds.

It is the policy of the District to invest public funds in a manner to obtain the highest yield obtainable with the maximum security while meeting the daily cash flow demands of the District as long as investments meet the criteria established by this policy for safety and liquidity and conform to all laws governing the investment of District funds.

### **B. Safety of Principle**

Safety of principle is the foremost objective of the District. Each investment transaction shall seek to first ensure that capital losses are avoided, whether they arise from securities defaults, institution default, broker-dealer default, or erosion of market value of securities. The District shall mitigate the risk to the principle of invested funds by limiting credit and interest rate risks. Credit Risk is the risk of loss due to the failure of a security's issuer or backer. Interest Rate Risk is the risk that the market value of the District's portfolio will fall due to an increase in general interest rates.

1. Credit risk will be mitigated by:
  - a. Limiting investments to only the most creditworthy types of securities;
  - b. Prequalifying the financial institutions with which the District will do business, using a questionnaire or other screening tool, and
  - c. Diversifying the investment portfolio so that the potential failure of any one issue or issuer will not place undue burden on the District.
2. Interest rate risk will be mitigated by:
  - a. Structuring the District's portfolio so that securities mature to meet the District's cash requirements for ongoing obligations, thereby reducing the possible need to sell securities on the open market at a loss prior to their maturity to meet those requirements; and
  - b. Investing a portion of the portfolio in shorter-term securities.

### **C. Liquidity**

Availability of sufficient cash to pay for current expenditures shall be maintained in money market funds, local government investment pools that offer daily liquidity, repurchase agreements, or short-term securities that can easily be converted into cash because they have secondary markets. The accounting management system of the District shall be designed to accurately monitor and forecast expenditures and revenues to ensure the

investment of monies to the fullest extent possible.

#### **D. Rates of Return**

Yield on investments shall be considered only after the basic requirements of safety and liquidity have been met. The investment portfolio shall be designed to attain a market average rate of return throughout economic cycles, taking into account the District's risk constraints, the composition and cash flow characteristics of the portfolio, and applicable laws.

### **Delegation of Authority**

#### **A. Responsibilities of the Accounting Department**

As delegated on an annual basis by the Board of Directors, and in accordance with California Code Section 53607, the Accounting Department is charged with the responsibility for maintaining custody of all public funds and securities belonging to or under the control of the District, and for the deposit and investment of those funds in accordance with principles of sound treasury management and with applicable laws and ordinances.

#### **B. Responsibilities of the District Accountant**

The District Accountant shall perform the monthly review and reconciliation of accounting investments as well as be responsible for the conduct of all Accounting Department functions.

#### **C. Responsibilities of the District Manager**

The District Manager is responsible for directing and supervising the assigned designee and is responsible further to keep the Board of Directors fully advised as to the financial condition of the District.

#### **D. Responsibilities of the District's Auditing Firm**

The District's auditing firm's responsibilities shall include but not be limited to the examination and analysis of fiscal procedures and the examination, checking and verification of accounts and expenditures. A review of the District's investment program is a part of the responsibility described above.

#### **E. Responsibilities of the Board of Directors**

The Board of Directors shall annually review and approve the written Investment Policy. As provided in the Policy, the Directors shall receive, review, and accept quarterly investment reports, as identified in California Code Section 53646 et seq, and monthly investment reports as identified in California Code Section 53607, which may be included in the Consent Calendar of the regularly scheduled meeting of the Board of Directors.

#### **F. Responsibilities of the Finance Committee**

There shall be a Finance Committee consisting of two (2) members of the Board of Directors.

No members of the Finance Committee shall profit in any way from activities of the Committee. The District Manager and assigned designee(s) shall serve as staff liaison to the Committee. The Committee shall meet as needed to discuss the investment reports, investment strategy, investment and banking procedures, as well as the anticipated cash flow projection and any other significant investment-related activities being undertaken. The Committee's meetings will be summarized in minutes, which are distributed to the Board of Directors. In the event that a Finance Committee meeting is not held, the Accounting Department will prepare an investment report and send it to the full Board of Directors on a monthly basis.

### **Ethics and Conflicts of Interest**

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Employees and investment officers shall disclose any material financial interest in financial institutions that conduct business with this District, and they shall further disclose any large personal financial / investment positions that could be related to the performance of the District's portfolio.

### **Diversification and Risk**

The District recognizes that investment risks can result from issuer defaults, market price changes, or various technical complications leading to temporary illiquidity. To minimize the District's exposure to these types of risk, the portfolio should be diversified among several types of institutions, instruments, and maturities. The District Manager with the Finance Committee shall minimize default risk by prudently selecting only instruments and institutions, which at the time of placement have been evaluated for their financial viability and compliance with this policy. No individual investment transaction shall be undertaken that jeopardizes the total capital position of the overall portfolio.

### **Performance Standards**

The investment portfolio will be managed in accordance with the standards established within this Investment Policy and should obtain a market rate of return throughout budgetary and economic cycles, taking into account the District's investment risk constraints, cash flow needs, and maturities of the investments.

### **Reporting**

The District has adopted California Government Code 53607 and 53646 et seq to define the District's reporting responsibilities.

BOD Approved and Adopted: February 12, 2020





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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 Broderon, Management Analyst

SUBJECT: **Election of a Special District *Alternate* "Enterprise or Non-Enterprise" Member**

DATE: January 9, 2020

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The Butte Local Agency Formation Commission is calling for nominations to serve on the Commission for one (1) Special District ***Alternate* "Enterprise or Non-Enterprise"** Member. The seat was most recently held by Al McGreehan from the Paradise Recreation and Park District. In September 2019, Mr. McGreehan was elected to the Special District ***Regular* "Non-Enterprise"** seat on the Commission; therefore, the Alternate seat is vacant mid-term with a remaining term to expire May 31, 2021.

At this time, a formal ballot is not required. A written nomination letter will be sufficient if it provides the name of your nominee and the District Board on which he or she serves. The nomination must be made by an **official action of your Board of Directors and signed by the appropriate Officer of the Board.**

Nomination letters must be returned to Stephen Lucas, Executive Officer, Butte Local Agency Formation Commission, 1453 Downer Street, Suite C, Oroville, California 95965 by **Friday, March 10, 2020**, either by U.S. Mail, e-mail or hand delivered. Postmarks of **March 10, 2020** will be accepted. Nomination letters received by LAFCO, or postmarked after the closing date, will not be accepted.

If you do not have a District Board meeting scheduled within this time frame and would like to make a nomination, you will have to schedule a special Board meeting.

Should you have any questions or if I can be of any assistance, please feel free to contact me at your convenience.

Attachments:

1. Enterprise Special Districts Roster
2. Non-Enterprise Special Districts Roster

**ENTERPRISE SPECIAL DISTRICTS**

Biggs-West Gridley Water District	1713 West Biggs Gridley Highway	Gridley, CA 95948	530-846-3317
Butte Water District	735 Virginia Street	Gridley, CA 95948	530-846-3100
Durham Irrigation District	P.O. Box 98	Durham, CA 95938	530-343-1594
Lake Madrone Water District	12 Star Road	Berry Creek, CA 95916	530-533-2885
Lake Oroville Area Public Utility District	1960 Elgin Street	Oroville, CA 95966	530-533-2000
Paradise Irrigation District	P.O. Box 2409	Paradise, CA 95967	530-877-4971
Richvale Irrigation District	P.O. Box 147	Richvale, CA 95974	530-882-4243
Richvale Sanitary District	P.O. Box 1	Richvale, CA 95974	530-882-4286
South Feather Water & Power Agency	2310 Oro-Quincy Highway	Oroville, CA 95966	530-533-4578
Thermalito Water & Sewer District	410 Grand Avenue	Oroville, CA 95965	530-533-0740
Western Canal Water District	P.O. Box 190	Richvale, CA 95974	530-342-5083

**NON-ENTERPRISE SPECIAL DISTRICTS**

Bangor Cemetery District	5864 La Porte Road	Bangor, CA 95914	530-679-0743
Berry Creek Community Service District	P.O. Box 387	Berry Creek, CA 95916	530-613-4166
Butte County Mosquito & Vector Control District	5117 Larkin Road	Oroville, CA 95965	530-533-6038
Butte County Resource Conservation District	150 Chuck Yeager Way, Suite A	Oroville, CA 95965	530-534-0112
Butte Creek Drainage District	P.O. Box 190	Richvale, CA 95974	530-342-5083
Buzztail Community Services District	P.O. Box 7303	Richvale, CA 95974	972-762-3511
Chico Area Recreation & Park District	545 Vallombrosa Avenue	Chico, CA 95926	530-895-4711
Drainage District #1	1008 Live Oak Boulevard	Yuba City, CA 95991	530-671-1008
Drainage District #2	P.O. Box 190	Richvale, CA 95974	530-342-5083
Drainage District #100	P.O. Box 384	Richvale, CA 95974	530-882-4212
Drainage District #200	P.O. Box 314	Richvale, CA 95974	530-533-2885
Durham Mosquito Abatement District	P.O. Box 386	Durham, CA 95938	530-345-2875
Durham Recreation & Park District	P.O. Box 364	Durham, CA 95938	530-345-1921
El Medio Fire District	3515 Myers Street	Oroville, CA 95966	530-533-4484
Feather River Recreation & Park District	1875 Feather River Boulevard	Oroville, CA 95965	530-533-2011
Gridley-Biggs Cemetery District	P.O. Box 494	Gridley, CA 95948	530-846-2537
Kimshew Cemetery District	P.O. Box 97	Magalia, CA 95954	530-877-1734
Oroville Cemetery District	5646 Lincoln Boulevard	Oroville, CA 95966	530-533-2920
Oroville Mosquito Abatement District	P.O. Box 940	Oroville, CA 95965	530-534-8383
Paradise Cemetery District	980 Elliott Road	Paradise, CA 95969	530-877-4493
Paradise Recreation & Park District	6626 Skyway	Paradise, CA 95969	530-872-6393
Pine Creek Cemetery District	6454 Kelly Lane	Chico, CA 95973	530-894-6532
Reclamation District #833	P.O. Box 247	Gridley, CA 95948	530-846-3303
Richardson Springs Community Services District	15850 Richardson Springs Road	Richardson Springs, CA 95973	530-893-6750
Richvale Recreation & Park District	P.O. Box 432	Richvale, CA 95974	
Rock Creek Reclamation District	5556 Wilson Landing Road	Chico, CA 95926	530-345-3412
Sacramento River Reclamation District	P.O. Box 1679	Oroville, CA 95965	530-533-2885
Thompson Flat Cemetery District	25 County Center Drive	Oroville, CA 95965	530-538-7408
Upham Cemetery District	7096 La Porte Road	Bangor, CA 95914	530-713-1163

