



**Paradise Recreation and Park District
Board of Directors - Regular Meeting**
Terry Ashe Recreation Center, Room C
February 13, 2018 6:00 p.m.

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 9, 2018
- 3.2. Correspondence:

A. Correspondence received January 25, 2018 from patron Sue Johnson commending the District on its programming and staff, and the District's response.

3.3. Finance Reports:

- A. Budget Revenue Statement (Information Only)
- B. Budget Expense Statement (Information Only)
- C. Fund Balance Report (Information Only)
- D. Transactions: Approval of Payment of Bills/Disbursements (Warrants and Checks Report)
Check #46942 to and including #47155, with check #47112, 47113, 46999, 47007, 47029, and 47038 being void.

3.4. Reports

- A. 2017 Paradise/Concow Swim Pool Report (Dean Moore)

3.5. Information Items (Acceptance only):

- A. 2018 Piranhas Swim Team Draft Agreement
- B. PRPD Safety Committee Draft Meeting Minutes for January 25, 2018
- C. Centerville School Bell Newsletter, February 2018
- D. SHOR Activity Report – December 2017 and January 2018

3.6 Memorandum dated January 18, 2018 from full-time staff to the PRPD Board of Directors concerning salary negotiations for the 2018-19 fiscal year.

4. COMMITTEE REPORTS

- 4.1. The PRPD Personnel Standing Committee (Van Roekel / McGreehan) met on January 25, 2018 and February 1, 2018 to (1) Review and consider returning the District Accountant position to full-time status; and (2) Review and discuss revisions to District Accountant and Administrative Assistant (Finance) job descriptions. The Committee also met in Closed Session under California Government Code Section 54957 to (3) Review and discuss salary compaction of the Park Supervisor position; and (4) Review and discuss District Manager performance evaluation and objectives.

Reports of these meetings will be reviewed. Item #1 and #2 will be discussed in New Business 8.5 and Item #4 will be discussed in Closed Session.

5. MANAGER'S REPORT

- 5.1. District Manager's Report
- 5.2. Town of Paradise RDA Oversight Board meeting update for January 18, 2018 (Al McGreehan)
- 5.3. CARPD Board meeting update (Al McGreehan) (oral report)
- 5.4. Conferences / Trainings:
 - A. CARPD 2018 Spring Conference Registration and Scholarship Information
 - B. CPRS 2018 Conference Registration Information
 - C. Special District Leadership Foundation Scholarship Information

6. CLOSED SESSION:

- 6.1 Pursuant to Government Code Section 54957, Public Employee Performance Evaluation:
District Manager
- 6.2 Report on Closed Session

7. OLD BUSINESS

- 7.1. Staff recommends that the PRPD Board of Directors concur with the dissolution of (1) the Crain Park Ad-hoc Advisory Committee; and (2) the FLSA/Minimum Wage Ad-hoc Advisory Committee because they have met their objective.

8. NEW BUSINESS

- 8.1. Staff recommends that the PRPD Board of Directors approve the District's participation in the Local Hazard Mitigation Plan Update for Butte County and authorize the District Manager to sign the letter of commitment on behalf of the District.
- 8.2. Staff recommends that the PRPD Board of Directors approve District Manager Dan Efseaff as a write-in candidate to serve on the Butte County Special District Association [BCSDA] Board. Term expires December 2020
- 8.3. Staff recommends that the PRPD Board of Directors approve and adopt Resolution #18-02-1-450 supporting the passage of Senate Bill 5 – Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 as presented and authorize the District Manager to sign the Californians for clean Water and Safe Parks Endorsement Form on behalf of the District.
- 8.4. Staff recommends that the PRPD Board of Directors approve the revised Community Service Sign Rules Agreement and authorize the District Manager to sign the agreement on behalf of the District.
- 8.5. Staff recommends that the PRPD Board of Directors approve (1) to shift the District Accountant position to full-time status; (2) authorize a budget transfer in the amount of \$30,600.00 from the contingency fund to increase the budgeted amounts for wages and salaries for part-time [add \$4,107.00] and full-time [add \$26,494.00]; and (3) adopt the revised job descriptions for the District Accountant and Administrative Assistant II (Financial Assistant) positions as presented.
- 8.6. Staff recommends that the PRPD Board of Directors support the nomination of Director Al McGreehan as a candidate to serve on the Butte LAFCO Consolidated Redevelopment Agency Oversight Board for Butte County and authorize the Board Chairperson to execute a letter of support on behalf of the District.

9. BOARD COMMENT

10. ADJOURNMENT

Adjourn to the next regular meeting on March 13, 2018 at 6:00 p.m., in Conference Room C, 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@paradisepprd.com at least 48 hours in advance of the meeting.

MINUTES

The regular meeting of the Paradise Recreation and Park District Board of Directors was called to order by Chairperson Steve Rodowick at 6:02 p.m.

1. CALL TO ORDER:

1.1 PLEDGE OF ALLEGIANCE:

Chairperson Rodowick led the Pledge of Allegiance.

1.2 ROLL CALL:

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

ABSENT: None

PRPD STAFF:

District Manager Dan Efseaff, Park Supervisor Mark Cobb, Recreation Superintendent Dean Moore, and Administrative Assistant Colleen Campbell.

1.3 WELCOME GUESTS: None

1.4 SPECIAL PRESENTATIONS: None

2. PUBLIC COMMENT:

Chairperson Rodowick asked the audience if there was anyone who wished to address the Board on items not on the agenda.

Seeing and hearing none, Chairperson Rodowick directed the Board's attention to the Consent Agenda.

3. CONSENT AGENDA:

3.1 Board Minutes: Regular Meeting of January 9, 2018

3.2 Correspondence:

A. Correspondence received January 25, 2018 from patron Sue Johnson commending the District on its programming and staff, and the District's response.

3.3 Financial Reports

A. Budget Revenue Statement (Information Only)

B. Budget Expense Statement (Information Only)

C. Fund Balance Report (Information Only)

D. Transactions: Approval of Payment of Bills/Disbursements (Warrants and Checks Report). Check #46942 to and including #47155, with check #47112, 47113, 46999, 47007, 47029 and 47038 being void.

3.4 Reports

A. 2017 Paradise/Concow Swim Pool Report (Dean Moore)

3.5 Information Items (Acceptance Only)

A. 2018 Piranhas Swim Team Draft Agreement

B. PRPD Safety Committee Draft Meeting Minutes for January 25, 2018

C. Centerville School Bell Newsletter, February 2018

D. SHOR Activity Report – December 2017 and January 2018

3.6 Memorandum dated January 18, 2018 from full-time staff to the PRPD Board of Directors concerning salary negotiations for the 2018-19 fiscal year.

Chairperson Rodowick asked if there were any items to be removed and heard separately.

Director Van Roekel requested that the following items be removed and heard separately.

3.1 Board Minutes: Regular Meeting of January 9, 2018

3.3 Finance Reports: (A through D)

3.4A Reports: (A) 2017 Paradise/Concow Swim Pool Report

3.5B Information Items: (B) PRPD Safety Committee Draft Meeting Minutes for January 25, 2018

3.5C Information Items: (C) Centerville School Bell Newsletter, February 2018

The Board concurred and Chairperson Rodowick stated he would entertain a motion on the remaining Consent Agenda items.

MOTION:

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

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

NOES: None

ABSTENTIONS: None

Chairperson Rodowick directed the Board's attention to the outstanding Consent Agenda items and asked Director Van Roekel to comment:

- Item #3.1, Board Minutes: Regular Meeting of January 9, 2018
Director Van Roekel directed the Board's attention to page 3, paragraph 7, and indicated that the name of the Chairperson (Rodowick) had been omitted. The Board concurred the sentence shall now read:
Chairperson Rodowick recommended the Board...

MOTION:

Secretary McGreehan moved that the PRPD Board of Directors approve Item 3.1, the Regular Board Meeting Minutes of January 9, 2018 as amended. The motion was seconded by Vice Chairperson Bellefeuille and carried unanimously with 5 ayes.

AYES: Rodowick, Bellefeuille, McGreehan, Anderson, and Van Roekel
NOES: None
ABSTENTIONS: None

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- Item 3.3 Finance (A through D)

The Board had open discussion with staff concerning the finance reports as a whole. District Manager Efseaff stated that staff will be meeting with the Finance Standing Committee in the near future and will be reviewing the new report formats. Responses to some of the questions will be included in the next District Report. District Manager Efseaff stated that staff should be completed with the transition to the new system in March.

The Board requested the disbursements report indicate the type of disbursement and also requested staff to transfer refunds onto a separate report with the type of refund/class.

MOTION:

Director Van Roekel moved that the PRPD Board of Directors approve Item 3.3, Finance Reports (A through D) as presented. The motion was seconded by Vice Chairperson Bellefeuille and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

- Item 3.4 Reports (A) 2017 Paradise/Concow Swim Pool Report (Dean Moore)

The Board had open discussion with staff concerning the District's lifeguard training program. Recreation Supervisor Moore indicated that along with training the District's pool staff, the District also receives participants from the surrounding area.

The Board also discussed the increase in pool chemical costs. Park Supervisor Mark Cobb reported that the District has researched other vendors and has determined these costs are consistently high, regarding of the supplier.

MOTION:

Secretary McGreehan moved that the PRPD Board of Directors approve Item 3.4 Reports (A) 2017 Paradise/Concow Swim Pool Report as presented. The motion was seconded by Director Van Roekel and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

- Item 3.5 Information Only (B) 2017 PRPD Safety Committee Draft Meeting Minutes for January 25, 2018

The Board had open discussion with staff concerning the incident report of assault to a staff member by a member of the public at Aquatic Park and what measures the District has taken to mediate this issue.

MOTION:

Director Van Roekel moved that the PRPD Board of Directors approve Item 3.5 Information Items (B) PRPD Safety Committee Draft Meeting Minutes for January 25, 2018, as presented. The motion was seconded by Vice Chairperson Bellefeuille and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

- Item 3.5 Information Only (C) Centerville School Bell Newsletter, February 2018
Director Van Roekel noted the passing for Centerville Recreation and Historical Association member, Fred Thorne.
The Board had open dialog concerning options to recognize Mr. Thorne's contribution to his community such as presenting a CARPD application for an award and acknowledging Mr. Thorne's contribution at the March Board meeting. The Board directed staff to pursue those options of recognition.

MOTION:

Secretary McGreehan moved that the PRPD Board of Directors approve Item 3.5 Information Items (C) Centerville School Bell Newsletter, February 2018 as presented. The motion was seconded by Director Van Roekel and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

4. COMMITTEE REPORTS:

- 4.1 The PRPD Personnel Standing Committee (Van Roekel / McGreehan) met on January 25, 2018 and February 1, 2018 to (1) Review and consider returning the District Accountant position to full-time statue; (1) Review and discuss revisions to District Accountant and Administrative Assistant (Finance) job descriptions. The Committee also met in Closed Session under California Government Code Section 54957 to (3) Review and discuss salary compaction of the Park Supervisor position; and (4) Review and discuss District Manager Performance evaluation and objectives.**

The Board concurred that Item #1 and 2 will be discussed in New Business 8.5 and Item #4 will be discussed in Closed Session. The Board also acknowledged that item #3 will be reviewed at a future Board meeting.

The Board concurred to receive this report as presented.

5. MANAGER'S REPORT**5.1 District Manager's Report**

The Board had open dialog with staff concerning District transparency certification, Proposition 68, LAFCO, District e-mail accounts, staff evaluation process, park maintenance, recreation programming and outreach and development and the ice rink program revenue comparison summary.

The Board concurred to receive this report as presented.

5.2 Town of Paradise RDA Oversight Board meeting update for January 18, 2018 (Al McGreehan)

Director McGreehan informed the Board that as of July 1, 2018 the Paradise RDA Oversight Board will no longer be meeting. The objectives of this body will be consolidated into a County-wide Oversight Board administered by the Butte Local Agency Formation Commission. Additional information will be addressed during New Business, Item 8.6.

The Board concurred to receive this information as presented.

5.3 CARPD Board meeting update (Al McGreehan / Oral Report)

Director McGreehan stated he attended the January 17, 2018 CARPD Board meeting and reported that the annual conference will be held May 30 – June 1, 2018 at South Lake Tahoe and encouraged the District Board members to attend this event.

The Board concurred to receive this information as presented.

5.4 Conferences / Trainings

A. CARPD 2018 Spring Conference Registration and Scholarship Information

District Manager Efsaef directed the Board's attention to the registration information provided to the Board and encouraged the Board members to complete the registration promptly if they are attending the event.

The Board concurred to receive this information as presented.

B. CPRS 2018 Conference Registration Information

The Board recognized the CPRS Conference and Expo information provided to the Board.

C. Special District Leadership Foundation Scholarship Information

The Board recognized the Special District Leadership Foundation information provided to the Board.

6. CLOSED SESSION

6.1 Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: District Manager.

The Board concurred to hear this item at the conclusion of New Business.

Chairperson Rodowick adjourned the meeting for a short recess at 7:45 p.m.

Chairperson Rodowick reconvened the public meeting at 7:50 p.m. and directed the Board's attention to Old Business, item 7.1.

OLD BUSINESS:

7.1 Staff recommends that the PRPD Board of Directors concur with the dissolution of (1) the Crain Park Ad-hoc Advisory Committee; and (2) the FLSA/Minimum Wage Ad-hoc Advisory Committee because they have met their objective.

MOTION:

Secretary McGreehan moved that the BOD concur with the decision to dissolve the Crain Park Ad-hoc Committee and the FLSA/Minimum Wage Ad-hoc Committee as presented because they have met their objective. The motion was seconded by Director Van Roekel and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

8. NEW BUSINESS:

8.1 Staff recommends that the PRPD Board of Directors approve the District's participation in the Local Hazard Mitigation Plan Update for Butte County and authorize the District Manager to sign the letter of commitment on behalf of the District.

District Manager Efseaff summarized the written report presented to the Board stating the California Office of Emergency Services (CalOES) approved Butte County to apply to fund \$745.00 of the cost to update the Local Hazard Mitigation Plan. Part of the application process is to secure commitment letters from each participating jurisdiction. The current plan will be updated to continue to qualify for federal funding, including disaster grants, which will be available to participating jurisdictions within Butte County if a disaster is declared and federal funding becomes available.

MOTION:

Vice Chairperson Bellefeuille moved to approve the District's participation in the Local Hazard Mitigation Plan Update for Butte County and authorized the District Manager to sign the letter of commitment on behalf of the District. The motion was seconded by Secretary McGreehan and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

8.2 Staff recommends that the PRPD Board of Directors approve District Manager Dan Efseaff as a write-in candidate to serve on the Butte County Special District Association [BCSDA] Board. Term expires December 2020.

District Manager Efseaff summarized the written report presented to the Board stating that BCSDA closed the Call for Nominations on January 15, 2018. The host agency [Chico Area Recreation District] indicated they did not receive enough nominations and encouraged PRPD to offer a "write-in" candidate.

District Manager Efseaff is currently serving the balance of former District Manager Mike Trinca's term and desires to continue serving on the BCSDA Board.

MOTION:

Director Anderson moved to approve District Manager Dan Efseaff as a write-in candidate to serve on the Butte County Special District Association Board. Term expires December 2020. The motion was seconded by Secretary McGreehan and carried unanimously with 5 ayes.

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

NOES: None

8.3 Staff recommends that the PRPD Board of Directors approve and adopt Resolution #18-02-1-450 supporting the passage of Senate Bill 5 – Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 as presented and authorize the District Manager to sign the Californians for Clean Water and Safe Parks Endorsement Form on behalf of the District.

Referencing the written documentation presented to the Board, District Manager Efseaff stated that the California Association of Recreation and Park Districts [CARPD] is seeking support for Senate Bill 5 (de Leon), now known as the Proposition 68 bond measure. This \$4 billion bond measure would provide parks, protect natural resources and wildlife, increase drought and flood protection, and supply clean water.

Referencing the resolution Exhibit A (SB 5 – de Leon Allocations), Secretary McGreehan clarified that the District could potentially be eligible for the following allocations:

- California's Outdoor Spaces (*\$200 million for local park grants (based on population)*)
- Trails and Greenway (*\$30 million for non-motorized infrastructure development and access improvements competitive grants*)
- Rural Recreation, Tourism, & Economic Enrichment (*\$10 million for Urban Streams Restoration Program to the Department of Water Resources*)
- Conservancies & Wildlife (*\$30 million to Sierra Nevada Conservancy*)
- Climate Preparedness & Habitat Resiliency (*\$40 million to state and local conservation corps for restoration & protection projects and equipment*)
- Flood Protection and Repair (*\$100 million for storm-water, mudslide, and other flood-related protections*)

MOTION:

Director Van Roekel moved that the PRPD Board of Directors approve and adopt Resolution #18-02-1-450, supporting the passage of Senate Bill 5 – Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 as presented and authorize the District Manager to complete and return the Californians for Clean Water and Safe Parks Endorsement Form on behalf of the District. The motion was seconded by Vice Chairperson Bellefeuille and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

NOES: None

ABSTENTIONS: None

8.4 Staff recommends that the PRPD Board of Directors approve the revised Community Service Sign Rules Agreement and authorize the District Manager to sign the agreement on behalf of the District.

District Manager Efseaff summarized the written report presented to the Board. He stated the PRPD Recreation and Park Committee met with staff and reviewed the current operation of the community service sign and discussed the agreement language, current fee structure, maintenance costs, possible grant options, offsetting costs with solar panels, and outstanding incurred sign operation costs.

Staff is recommending revising the agreement as follows:

1. Update contact information
2. Add the ability to modify fees on an adopted fee schedule as an attached exhibit rather than revising the complete agreement. The District will periodically review and update Rental Fees upon consultation with the Town of Paradise and the Paradise Irrigation District. Fees should consider costs and demand.
3. Revise a simplified fee schedule of \$50.00 per week.
4. Add an end date to the agreement (5 – 10 years) adding the agreement may be extended by written agreement for one year.

The Board had open dialog concerning the lack of response from the two participating agencies and concurred with staff's recommended revisions.

MOTION:

Secretary McGreehan moved to (1) approve the revised draft agreement as presented, clarifying an expiration date of five years with a one year written extension option; and (2) authorize the District Manager to enter into negotiations on behalf of the District with the Town of Paradise and the Paradise Irrigation District requesting the two partner agencies respond within sixty (60) days. The motion was seconded by Director Van Roekel and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

- 8.5 Staff recommends that the PRPD Board of Directors approve (1) to shift the District Accountant position to full-time status; (2) authorize a budget transfer in the amount of \$30,600.00 from the contingency fund to increase the budgeted amounts for wages and salaries for part-time [add \$4,107.00] and full-time [add \$26,494.00]; and (3) adopt the revised job descriptions for the District Accountant and Administrative Assistant II (Financial Assistant) positions as presented.**

District Manager Efseff summarized the written report presented to the Board. The Board had open dialog with staff concerning the revisions to the job description of the District Accountant, whether this new job description should be advertised, and clarifying the standard probationary period as detailed in the current Personnel Rules.

The Board concurred that the discussion of the job descriptions for the District Accountant and Administrative Assistant II (Finance) positions should be tabled and considered with the larger review of the District reorganization.

MOTION:

Director Van Roekel moved to (1) approve the change of the current District Accountant job description from part-time to full-time with a standard probationary period as detailed in the District Personnel Rules; (2) authorize a budget transfer in the amount of \$30,600.00 from the contingency fund to increase the budgeted amounts for wages and salaries for part-time [add \$4,107.00] and full-time [add \$26,494.00]; and (3) calendar a review of the District reorganization to include the Administrative Assistant II (Finance) job description at a future meeting. The motion was seconded by Vice Chairperson Bellefeuille and carried unanimously with 5 ayes.

AYES: Rodowick, Bellefeuille, McGreehan, Anderson, and Van Roekel
 NOES: None
 ABSTENTIONS: None

8.6 Staff recommends that the PRPD Board of Directors support the nomination of Director Al McGreehan as a candidate to serve on the Butte LAFCO Consolidated Redevelopment Agency Oversight Board for Butte County and authorize the Board Chairperson to execute a letter of support on behalf of the District.

Referencing the written report presented to the Board, District Manager Efseaff stated that Director Al McGreehan has served on the Town of Paradise Oversight Board of the Successor Agency to the Paradise Redevelopment Agency since its inception in 2011. This body oversees the dissolution of the Town of Paradise Redevelopment Agency. In 2015, Senate Bill 107 directed each oversight Board to consolidate into a single redevelopment board for each county.

Director McGreehan has shown interest in serving on this consolidated oversight board and is seeking the support of the PRPD Board of Directors.

MOTION:

Vice Chairperson Bellefeuille moved that the PRPD Board of Directors support the nomination of Al McGreehan as a candidate to serve on the Butte LAFCO Consolidated Redevelopment Agency Oversight Board for Butte County and authorize the Board Chairperson to execute a letter of support on behalf of the District. The motion was seconded by Director Van Roekel and carried unanimously with 4 ayes and 1 abstention.

AYES: Rodowick, Bellefeuille, Anderson, and Van Roekel
 NOES: None
 ABSTENTIONS: McGreehan

Chairperson Rodowick directed the Board to Closed Session at 9:20 p.m.

6. CLOSED SESSION

6.1 Pursuant to Government Code Section 54957, Public Employee Performance Evaluation: District Manager.

6.2 Report on Closed Session

Chairperson Rodowick reconvened the Public Meeting at 9:47 p.m. and reported that the Board provided direction to the District Manager to proceed with the evaluation process.

9. BOARD COMMENT

Chairperson Rodowick recommended that staff aggressively pursue submitting a CARPD award application for Crain Park and community member Fred Thorne. Application deadline is March 16, 2018.

10. ADJOURNMENT

Seeing no further business, Chairperson Rodowick adjourned the regular meeting of the Paradise Recreation and Park District Board of Directors at 9:52 p.m. until the next regularly scheduled meeting on March 13, 2018 at 6:00 p.m. in Conference Room C at the Terry Ashe Recreation Center 96626 Skyway, Paradise, CA.

Steve Rodowick, Chairperson

Al McGreehan, Secretary

This is long overdue but I need to tell you how much I appreciate everything about our Park + Recreation Department. Thank you so much for all of your programs + for continuing to extend the adult swim time this past summer. It really meant a lot to me! By far the best program you have is the Jiny Jots + teacher Lori is the real gem of Paradise! I cannot begin to tell you how much she blessed + enriched our son's life with all of her classes. He would have liked to stay with her forever + is now planning on being a helper for her when he grows up. Keep up the great work. You're all a blessing!

Dee Johnson





An Independent Special District Serving Your Community

*Enhancing the Quality of Life
Through People, Parks, and Recreation*

January 29, 2018

Sue Johnson
P.O. Box 1429
Magalia, CA 95954-1429

Dear Sue:

Thank you very much for the card and kind words regarding Adult Swim Time, Tiny Tots, Teacher Lori, and PRPD as a whole! It is always encouraging to hear words of appreciation from our patrons and it helps us know if we are achieving some of our goals of great customer and community service. All the best to you and we look forward to seeing you and your family at future programs.

Sincerely,

A handwritten signature in black ink, appearing to read "Dean Moore". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dean Moore
Recreation Superintendent

6626 Skyway • Paradise, CA 95969

Phone (530) 872-6393 • Fax (530) 872-8619 • E-mail prpd@sbcglobal.net • www.paradisepspd.com



Financial Report

Meeting Date: February 13, 2018

DATE: 2/9/2018
TO: PRPD Board of Directors (BOD)
FROM: Dan Efseaff, District Manager
SUBJECT: February Finance Report

Staff prepared the following reports. Please note that the reports represent an in-progress transition toward the new system. Staff plans to present information later this year. We welcome comments on the new approach.

1. Budget Revenue and Expense Statements (Information only)

- a. Revenue Statement (Attachment A) - Note that the revenue for the ice rink appears to be captured under Recreation Programs, it will be discussed as part of the upcoming Ice Rink report.
- b. Expense Statements (Attachment B) – the report for the Rink Payroll, likewise, is not separated out.

2. Fund Balance Report (Information only)

Balances were reconciled with the County for December 2017 (Attachment C)

3. Transactions: Payment of Bills/Disbursements (Warrants and Checks Report)

Staff recommends approval of the attached transaction (Attachment D): 46942-47155.

4. Refunds

None

5. Line Item Fund Transfers

None.

6. Updates

- a. Mid-Year Budget Review – This information will be presented at the March meeting.
- b. Accounting Procedures Manual – Under direction of the District Manager, staff will complete a manual to help document accounting procedures for the organization. The manual will help with consistence and ensure that staff complies with annual requirements.
- c. Finance Committee – Staff would like to schedule a Committee meeting to cover the new accounting system, budget system, the cost of potential cell phone policies.

Attachments:

- A. Revenue
- B. Expenses
- C. Fund Balance Report
- D. Transactions by Account

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2/9/2018

PARADISE RECREATION AND PARK DISTRICT
January 2018 - REVENUE

	FYTD %	YTD %	BUDGET 2017-18	YTD 2017-18	BALANCE	BUDGET 2016-17
GENERAL FUND						
Current Sec Prop Taxes	58%	72%	1,308,000.00	941,131.91	366,868.09	1,241,160.00
Current Unsecured Property Taxes	58%	0%	67,200.00	0.00	67,200.00	67,200.00
Prior Unsecured Property Taxes	58%	0%	900.00	0.00	900.00	900.00
Current Supplemental Taxes	58%	0%	15,000.00	0.00	15,000.00	9,000.00
Property Tax RDA Residual	58%	0%	0.00	0.00	0.00	2,160.00
Pass Through Property Taxes	58%	0%	9,000.00	0.00	9,000.00	3,360.00
Miscellaneous Taxes	58%	0%	1,020.00	0.00	1,020.00	1,020.00
TAXES - TOTAL	58%	67%	1,401,120.00	941,131.91	459,988.09	1,324,800.00
Interest Income	58%	0%	0.00	4,719.43	(4,719.43)	0.00
Rent Income - Ropes Course	58%	88%	2,000.00	1,754.20	245.80	2,000.00
County Bank Account Interest	58%	0%	6,000.00	0.00	6,000.00	6,000.00
Homeowners Property Tax Relief	58%	0%	17,000.00	0.00	17,000.00	18,000.00
OTHER GENERAL REVENUE	58%	26%	25,000.00	6,473.63	18,526.37	26,000.00
Recreation Programs	58%	93%	296,932.00	274,850.96	22,081.04	301,570.00
Ice Rink Income	58%	0%	156,000.00	0.00	156,000.00	204,000.00
Concession Income	58%	131%	1,500.00	1,966.25	(466.25)	2,500.00
Rental of Facilities & Equipment	58%	35%	59,800.00	20,973.92	38,826.08	54,840.00
TOTAL CURRENT ACTIVITIES	58%	58%	514,232.00	297,791.13	216,440.87	562,910.00
Miscellaneous Revenue	58%	355%	7,680.00	27,235.08	(19,555.08)	7,680.00
TOTAL MISC REVENUES	58%	355%	7,680.00	27,235.08	(19,555.08)	7,680.00
TOTAL GENERAL FUND REVENUE	58%	65%	1,948,032.00	1,272,631.75	675,400.25	1,921,390.00
			0.00			
Accumulative Capital Outlay			0.00	0.00	0.00	0.00
General Fund Balance Available			85,068.00	36,543.43	85,068.00	269,610.00
TOTAL GENERAL FUND FINANCING			2,033,100.00	1,309,175.18	760,468.25	2,191,000.00

PARADISE RECREATION AND PARK DISTRICT
January 2018 - EXPENSES

GENERAL FUND	FYTD %	YTD %	BUDGET 2017-18	YTD 2017-18	BALANCE	BUDGET 2016-17
Full-time	58%	62%	580,270.00	361,156.87	219,113.13	687,357.00
Part-time Regular	58%	57%	50,260.00	28,542.05	21,717.95	60,134.00
Part-time Office	58%	81%	71,600.00	58,270.69	13,329.31	18,500.00
Part-time Recreation	58%	60%	210,292.00	126,709.16	83,582.84	161,572.00
Part-time Rink Payroll	58%	0%	0.00	988.71	(988.71)	41,200.00
Part-time Other	58%	0%	0.00	0.00	0.00	300.00
TOTAL SALARIES	58%	63%	912,422.00	575,667.48	336,754.52	969,063.00
Social Security (6.2%)	58%	75%	59,166.44	44,185.42	14,981.02	62,637.00
Medicare (1.45%)	58%	54%	13,854.25	7,479.89	6,374.36	14,651.00
Group Health Insurance	58%	66%	119,580.00	79,140.85	40,439.15	130,420.00
CalPERS	58%	3%	71,947.73	2,341.91	69,605.82	78,312.00
Unemployment Insurance	58%	3%	7,600.00	205.25	7,394.75	7,600.00
Workers Compensation	58%	71%	99,496.05	70,566.95	60,863.60	71,925.00
Pre-employment Physicals	58%	111%	360.00	399.00	(39.00)	360.00
Separation Benefits-Vac/Comp	58%	0%	4,200.00	0.00	4,200.00	8,400.00
Fingerprinting	58%	24%	2,640.00	636.00	2,004.00	2,640.00
Part-Time Sick Leave	58%	41%	1,440.00	583.50	856.50	1,440.00
Sick Leave Sell Back	58%	0%	3,600.00	0.00	3,600.00	3,600.00
Misc Payroll (Accruals)	58%	91%	4,200.00	3,801.05	398.95	0.00
TOTAL BENEFITS	58%	54%	388,084.47	209,339.82	210,679.15	381,985.00
CONTINGENCY	58%		10,000.00	0.00	10,000.00	10,000.00
TOTAL SALARIES & BENEFITS	58%	60%	1,310,506.47	785,007.30	525,499.17	1,361,048.00
Clothing & Safety Equipment	58%	24%	3,100.00	728.79	2,371.21	3,100.00
Insurance	58%	0%	42,240.00	0.00	42,240.00	38,400.00
Maintenance-Equipment	58%	174%	22,900.00	39,754.67	(16,854.67)	23,000.00
Maintenance-Strctrs/Imp/Grnds	58%	40%	94,100.00	37,595.42	56,504.58	98,550.00
Memberships	58%	75%	5,550.00	4,145.00	1,405.00	5,550.00
Office Expense	58%	28%	37,260.00	10,433.87	26,826.13	36,920.00
Professional & Special Services	58%	101%	26,100.00	26,298.30	(198.30)	72,500.00
Publications & Legal Notices	58%	5%	1,500.00	69.24	1,430.76	1,500.00
Agreements-Leases & Rents	58%	54%	15,820.00	8,475.57	7,344.43	16,820.00
Agreements-Facilities	58%	35%	11,030.00	3,821.25	7,208.75	11,030.00
District Special Expense	58%	9%	153,745.00	13,158.48	140,586.52	48,945.00
District Special Rink Expense	58%	0%	0.00	90,211.16	(90,211.16)	103,300.00
Staff Training & Meetings	58%	54%	10,500.00	5,717.13	4,782.87	6,500.00
Utilities	58%	78%	110,895.00	86,383.56	24,511.44	99,825.00
TOTAL SERVICES & SUPPLIES	58%	61%	534,740.00	326,792.44	180,191.02	565,940.00
CONTRIB. TO OTHER AGENCIES	58%	34%	14,012.00	4,755.50	9,256.50	14,012.00
DEBT SERVICE	58%		0.00	0.00	0.00	0.00
Provision for Reserve and Capital Assets	58%	0%	25,000.00	0.00	25,000.00	25,000.00
Structures & Improvements	58%	50%	48,000.00	24,124.59	23,875.41	110,000.00
Equipment	58%	0%	18,000.00	0.00	18,000.00	15,000.00
TOTAL FIXED ASSETS	58%	27%	91,000.00	24,124.59	66,875.41	150,000.00
Approp. For Contingencies	58%	0%	100,000.00	0.00	100,000.00	100,000.00
TOTAL GENERAL FUND EXPENSES	58%	56%	2,050,258.47	1,140,679.83	909,578.64	2,191,000.00

PARADISE RECREATION AND PARK DISTRICT
01/31/2018 REPORT (DECEMBER 2017 COUNTY RECON)

DESIGNATED FUNDS FUND ACTIVITY:	FYTD %	YTD %	BUDGET 2017-18	YTD 2017-18 TRANSACTIONS	VARIANCE	YTD 2016-17 TRANSACTION
Income						
F2512 - *Endowment Fund	50%	0%	0.00	0.00	0.00	0.00
F2513 - Scholarship Fund	50%	0%	450.00	0.00	450.00	0.00
F2514 - Donations Fund	50%	0%	6,000.00	0.00	6,000.00	0.00
F2517 - Impact Funds	50%	0%	32,250.00	0.00	32,250.00	0.00
F2517 - Subdivision Fund	50%	0%	0.00	0.00	0.00	0.00
F2520 - Sub Div Fees ****	50%	0%	0.00	0.00	0.00	0.00
F2521 - Unicorp Park Acq	50%	0%	0.00	0.00	0.00	0.00
F2522 - Unincorp Park Devell	50%	0%	0.00	0.00	0.00	0.00
F2524 - District Fac	50%	0%	0.00	0.00	0.00	0.00
F2526 - Incorp Park Acq	50%	0%	0.00	0.00	0.00	0.00
F2527 - Incorp Park Dev	50%	0%	0.00	0.00	0.00	0.00
F2528 - Incorp District Fac	50%	0%	0.00	0.00	0.00	0.00
TOTAL FUND REVENUE	50%	0%	38,700.00	0.00	38,700.00	0.00
Expenses						
F2513 - Scholarship Fund	50%	0%	450.00	0.00	450.00	0.00
F2514 - Donations Fund	50%	0%	6,000.00	0.00	6,000.00	0.00
F2517 - Impact Funds**	50%	0%	145,000.00	0.00	145,000.00	0.00
F2517 - Subdivision Fund	50%	0%	0.00	0.00	0.00	0.00
F2520 - F2528 New	50%	0%	0.00	0.00	0.00	0.00
F2521 - Unicorp Park Acq	50%	0%	0.00	0.00	0.00	0.00
F2522 - Unincorp Park Devell	50%	0%	0.00	0.00	0.00	0.00
F2524 - District Fac	50%	0%	0.00	0.00	0.00	0.00
F2526 - Incorp Park Acq	50%	0%	0.00	0.00	0.00	0.00
F2527 - Incorp Park Dev	50%	0%	0.00	0.00	0.00	0.00
F2528 - Incorp District Fac	50%	0%	0.00	0.00	0.00	0.00
TOTAL FUND EXPENSES	50%	0%	151,450.00	0.00	151,450.00	0.00

* Cannot Spend therefore no budgeted Expense

**PARADISE RECREATION AND PARK DISTRICT
01/31/2017 REPORT (DECEMBER 2017 COUNTY RECON)**

FUND BALANCE		BEGINNING BALANCE	INCOME	EXPENSE	END BALANCE
F2511 - Unicorp - Aquatic Fac**		0.00	0.00	0.00	0.00
F2512 - Endowment Fund	Recon 12/31	53,632.13	0.00	0.00	53,632.13
F2513 - Scholarship Fund	Recon 12/31	2,358.20	0.00	0.00	2,358.20
F2514 - Donations Fund	Recon 12/31	17,908.47	0.00	0.00	17,908.47
F2517 - ***Impact Funds	Terminated	0.00	0.00	0.00	0.00
F2517 - Subdivision Fund***	Terminated	0.00	0.00	0.00	0.00
F2520 - Sub Div Fees ****	Recon 12/31	7,917.10	0.00	0.00	7,917.10
F2521 - Unicorp Park Acq	Recon 12/31	39,388.83	0.00	0.00	39,388.83
F2522 - Unicorp Park Devell	Recon 12/31	43,157.15	0.00	0.00	43,157.15
F2524 - District Fac	Recon 12/31	35,138.21	0.00	0.00	35,138.21
F2526 - Incorp Park Acq	Recon 12/31	61,097.64	0.00	0.00	61,097.64
F2527 - Incorp Park Dev	Recon 12/31	176,802.63	0.00	0.00	176,802.63
F2528 - Incorp District Fac	Recon 12/31	29,732.49	0.00	0.00	29,732.49
TOTAL	Recon 12/31	467,132.85	0.00	0.00	467,132.85

Prior to Fiscal Year End Funds not setup in PRPD system:

** Prior period error from PRPD to County ; County transfer to Fund Acct. \$48.96

***F2517 did not exist as of Jan. 2017; possibly before.

****New Fund Accts (F2520-F2528) reconciled to County Balance Sheet 01/31/2017.

NOTE: County financial data for December not available until 30-60 days from our monthly close.

PRPD
Transactions by Account
As of January 31, 2018

Type	Date	Num	Name	Split	Debit	Credit
Summary						
Paycheck	01/05/2018	46943-46994	Payroll 01/05/18	2510 General Fund		30,981.29
Paycheck	01/19/2018	47050-47102	Payroll 01/19/18	2510 General Fund		31,397.66
Contributions					0.00	0.00
Employee Benefits		See below			0.00	6,699.64
Fixed Assets					0.00	0.00
Payroll Taxes		See below			0.00	18,712.78
Service Supplies		See below			0.00	84,054.80
Total						171,846.17

Liability Check	01/23/2018	47112	United States Treasury VOID	-SPLIT-	0.00	
Liability Check	01/23/2018	47113	EMPLOYMENT DEVELOPMENT DEPARTMENT VOID	-SPLIT-	0.00	
Bill Pmt -Check	01/05/2018	46942	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	2000 · Accounts Payable		340.53
Bill Pmt -Check	01/04/2018	46995	ACE RENTALS	2000 · Accounts Payable		275.78
Employee Benefits	01/04/2018	46996	AFLAC	2000 · Accounts Payable		1,287.51
Bill Pmt -Check	01/04/2018	46997	AT&T	2000 · Accounts Payable		352.04
Bill Pmt -Check	01/04/2018	46998	ATOMIC POWDER COATING BUTTE COUNTY AIR QUALITY MANAGEMENT DIST VOID	2000 · Accounts Payable	0.00	
Bill Pmt -Check	01/04/2018	47000	CHICO RENT-A-FENCE	2000 · Accounts Payable		122.00
Bill Pmt -Check	01/04/2018	47001	DEPARTMENT OF JUSTICE	2000 · Accounts Payable		192.00
Bill Pmt -Check	01/04/2018	47002	FGL ENVIRONMENTAL	2000 · Accounts Payable		53.00
Bill Pmt -Check	01/04/2018	47003	INLAND BUSINESS SYSTEMS	2000 · Accounts Payable		281.20
Bill Pmt -Check	01/04/2018	47004	HOLIDAY MARKET	2000 · Accounts Payable		31.04
Bill Pmt -Check	01/04/2018	47005	J.C. NELSON SUPPLY CO	2000 · Accounts Payable		1,205.04
Bill Pmt -Check	01/04/2018	47006	KEVIN SHARRAH DESIGNS	2000 · Accounts Payable		749.50
Bill Pmt -Check	01/04/2018	47007	NATIONAL RECREATION AND PARK ASSOCIATION VOID	2000 · Accounts Payable	0.00	
Bill Pmt -Check	01/04/2018	47008	O'REILLY AUTO PARTS	2000 · Accounts Payable		181.58
Bill Pmt -Check	01/04/2018	47009	OFFICE DEPOT	2000 · Accounts Payable		1,062.69
Bill Pmt -Check	01/04/2018	47010	P.G.&E.	2000 · Accounts Payable		14,665.35
Bill Pmt -Check	01/04/2018	47011	PARADISE IRRIGATION DISTRICT	2000 · Accounts Payable		3,535.66
Bill Pmt -Check	01/04/2018	47012	PARADISE IRRIGATION DISTRICT	2000 · Accounts Payable		741.78
Bill Pmt -Check	01/04/2018	47013	PARADISE SCREEN PRINT	2000 · Accounts Payable		405.68
Bill Pmt -Check	01/04/2018	47014	PAYLESS BUILDING SUPPLY	2000 · Accounts Payable		503.25
Employee Benefits	01/04/2018	47015	PREMIER ACCESS INSURANCE COMPANY	2000 · Accounts Payable		4,534.64
Bill Pmt -Check	01/04/2018	47016	Quiqley, Sunny	2000 · Accounts Payable		30.00
Bill Pmt -Check	01/04/2018	47017	RENTAL GUYS CHICO	2000 · Accounts Payable		1,120.57
Bill Pmt -Check	01/04/2018	47018	RIEBES AUTO PARTS	2000 · Accounts Payable		242.33
Bill Pmt -Check	01/04/2018	47019	ROTARY CLUB OF PARADISE	2000 · Accounts Payable		374.72
Bill Pmt -Check	01/04/2018	47020	SANTA BARBARA CONTROL SYSTEMS	2000 · Accounts Payable		395.29
Bill Pmt -Check	01/04/2018	47021	THOMAS ACE HARDWARE	2000 · Accounts Payable		917.86
Bill Pmt -Check	01/04/2018	47022	ULINE	2000 · Accounts Payable		28.72
Bill Pmt -Check	01/04/2018	47023	VALLEY TRUCK & TRACTOR CO	2000 · Accounts Payable		56.47
Bill Pmt -Check	01/04/2018	47024	VALLYN SOLUTIONS	2000 · Accounts Payable		1,612.50
Bill Pmt -Check	01/05/2018	47025	Beynon, Kelli	2000 · Accounts Payable		70.00
Bill Pmt -Check	01/05/2018	47026	Bradford, Dylan	2000 · Accounts Payable		190.00
Bill Pmt -Check	01/05/2018	47027	Garnero, Steve	2000 · Accounts Payable		127.50
Bill Pmt -Check	01/05/2018	47028	Holiday, Kelly	2000 · Accounts Payable		80.00
Bill Pmt -Check	01/05/2018	47029	BUTTE COUNTY TREASURER VOID	2000 · Accounts Payable	0.00	
Bill Pmt -Check	01/09/2018	47030	ELECTRONIC FEDERAL TAX PAYMENT SYSTEM	2000 · Accounts Payable		8,283.60
Bill Pmt -Check	01/09/2018	47031	EMPLOYMENT DEVELOPMENT DEPARTMENT	2000 · Accounts Payable		827.16

PRPD
Transactions by Account
As of January 31, 2018

Type	Date	Num	Name	Split	Debit	Credit
Bill Pmt -Check	01/09/2018	47032	CAPRI	2000 · Accounts Payable		18,762.00
Bill Pmt -Check	01/11/2018	47033	Moakley, Colin	2000 · Accounts Payable		500.00
Bill Pmt -Check	01/11/2018	47034	TOP FUELERS JR. WRESTLING	2000 · Accounts Payable		156.00
Bill Pmt -Check	01/16/2018	47035	Graves, Kimberly	2000 · Accounts Payable		12.98
Bill Pmt -Check	01/16/2018	47036	MCCOSLIN, LORI	2000 · Accounts Payable		55.68
Bill Pmt -Check	01/16/2018	47037	Efseaff, Dan	2000 · Accounts Payable		28.00
Misprint Check	01/16/2018	47038	VOID		0.00	
Bill Pmt -Check	01/16/2018	47039	WITTMIEIER	2000 · Accounts Payable		93.64
Bill Pmt -Check	01/16/2018	47040	RIEBES AUTO PARTS	2000 · Accounts Payable		571.48
Bill Pmt -Check	01/16/2018	47041	VALLYN SOLUTIONS	2000 · Accounts Payable		1,506.25
Bill Pmt -Check	01/16/2018	47042	BYSWQC	2000 · Accounts Payable		108.62
			PRINCIPAL LIFE INSURANCE			
Employee Benefits	01/16/2018	47043	COMPANY	2000 · Accounts Payable		286.73
Bill Pmt -Check	01/16/2018	47044	PARADISE SCREEN PRINT	2000 · Accounts Payable		329.72
Bill Pmt -Check	01/16/2018	47045	COMPUTERS PLUS	2000 · Accounts Payable		135.00
Employee Benefits	01/16/2018	47046	VSP	2000 · Accounts Payable		590.76
Bill Pmt -Check	01/16/2018	47047	ARCO GASPRO PLUS	2000 · Accounts Payable		845.30
Bill Pmt -Check	01/16/2018	47048	BCSDA	2000 · Accounts Payable		25.00
Bill Pmt -Check	01/16/2018	47049	CARDMEMBER SERVICE	2000 · Accounts Payable		6,162.42
Bill Pmt -Check	01/19/2018	47103	LiftOff, LLC	2000 · Accounts Payable		1,926.00
Bill Pmt -Check	01/19/2018	47104	BUTTE COUNTY.	2000 · Accounts Payable		2,547.50
Bill Pmt -Check	01/19/2018	47105	INTUIT INC.	2000 · Accounts Payable		1,258.48
Bill Pmt -Check	01/19/2018	47106	VALLYN SOLUTIONS	2000 · Accounts Payable		762.50
Bill Pmt -Check	01/19/2018	47107	ORLAND WRESTLING CLUB	2000 · Accounts Payable		945.00
Bill Pmt -Check	01/19/2018	47108	CORNING SHARKS WRESTLING	2000 · Accounts Payable		255.00
Bill Pmt -Check	01/19/2018	47109	Moakley, Colin	2000 · Accounts Payable		405.00
Bill Pmt -Check	01/19/2018	47110	McDowell, Larry	2000 · Accounts Payable		151.90
Bill Pmt -Check	01/19/2018	47111	PETTY CASH	2000 · Accounts Payable		247.90
Bill Pmt -Check	01/25/2018	47114	ALL METALS SUPPLY	2000 · Accounts Payable		185.03
Bill Pmt -Check	01/25/2018	47115	ALHAMBRA	2000 · Accounts Payable		185.35
Bill Pmt -Check	01/25/2018	47116	Alaways, Ethan	2000 · Accounts Payable		13.00
Bill Pmt -Check	01/25/2018	47117	ACE RENTALS	2000 · Accounts Payable		44.00
Bill Pmt -Check	01/25/2018	47118	Bruffett, James	2000 · Accounts Payable		82.38
			BUTTE COUNTY - NEAL ROAD			
Bill Pmt -Check	01/25/2018	47119	LANDFILL	2000 · Accounts Payable		28.21
Bill Pmt -Check	01/25/2018	47120	CHICO FARM AND ORCHARD	2000 · Accounts Payable		579.83
			CHRISTENSEN			
Bill Pmt -Check	01/25/2018	47121	TELECOMMUNICATIONS INC	2000 · Accounts Payable		259.37
Bill Pmt -Check	01/25/2018	47122	COMPUTERS PLUS	2000 · Accounts Payable		140.00
Bill Pmt -Check	01/25/2018	47123	CHICO RENT-A-FENCE	2000 · Accounts Payable		36.00
Bill Pmt -Check	01/25/2018	47124	Curtis, Thersa	2000 · Accounts Payable		136.00
Bill Pmt -Check	01/25/2018	47125	DOG WASTE DEPOT	2000 · Accounts Payable		84.48
Bill Pmt -Check	01/25/2018	47126	Drew, Dylan	2000 · Accounts Payable		78.00
Bill Pmt -Check	01/25/2018	47127	DEPARTMENT OF JUSTICE	2000 · Accounts Payable		96.00
Bill Pmt -Check	01/25/2018	47128	EverBank	2000 · Accounts Payable		303.29
Bill Pmt -Check	01/25/2018	47129	FULLER'S HOUSE OF COLOR	2000 · Accounts Payable		115.01
Bill Pmt -Check	01/25/2018	47130	Heines, Kimberly	2000 · Accounts Payable		78.00
Bill Pmt -Check	01/25/2018	47131	HOLIDAY MARKET	2000 · Accounts Payable		35.43
Bill Pmt -Check	01/25/2018	47132	HIGBEE, SALLY	2000 · Accounts Payable		58.17
Bill Pmt -Check	01/25/2018	47133	Hau, Jalee	2000 · Accounts Payable		78.00
Bill Pmt -Check	01/25/2018	47134	INLAND BUSINESS SYSTEMS	2000 · Accounts Payable		347.77
Bill Pmt -Check	01/25/2018	47135	INDUSTRIAL POWER PRODUCTS	2000 · Accounts Payable		132.72
Bill Pmt -Check	01/25/2018	47136	LiftOff, LLC	2000 · Accounts Payable		170.00
Bill Pmt -Check	01/25/2018	47137	McRae, Destiny	2000 · Accounts Payable		68.00
Bill Pmt -Check	01/25/2018	47138	MILLER GLASS	2000 · Accounts Payable		45.06
Bill Pmt -Check	01/25/2018	47139	MOUNTAIN MIKES PIZZA	2000 · Accounts Payable		368.95
Bill Pmt -Check	01/25/2018	47140	OFFICE DEPOT	2000 · Accounts Payable		667.02
			NORTHERN RECYCLING & WASTE			
Bill Pmt -Check	01/25/2018	47141	SERVICES, LLC	2000 · Accounts Payable		197.95
Bill Pmt -Check	01/25/2018	47142	O'REILLY AUTO PARTS	2000 · Accounts Payable		15.16
Bill Pmt -Check	01/25/2018	47143	PET WASTE ELIMINATOR	2000 · Accounts Payable		240.00
Bill Pmt -Check	01/25/2018	47144	PARADISE SCREEN PRINT	2000 · Accounts Payable		1,395.96

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 01/26/18
 Accrual Basis

PRPD
Transactions by Account

As of January 31, 2018

Type	Date	Num	Name	Split	Debit	Credit
Bill Pmt -Check	01/25/2018	47145	P.G.&E.	2000 · Accounts Payable		11,459.99
Bill Pmt -Check	01/25/2018	47146	PARADISE IRRIGATION DISTRICT	2000 · Accounts Payable		2,012.31
Bill Pmt -Check	01/25/2018	47147	PEAK SOFTWARE SYSTEMS, INC.	2000 · Accounts Payable		2,627.69
Bill Pmt -Check	01/25/2018	47148	RIEBES AUTO PARTS	2000 · Accounts Payable		19.35
Bill Pmt -Check	01/25/2018	47149	SQUYRES FIRE PROTECTION	2000 · Accounts Payable		746.93
Bill Pmt -Check	01/25/2018	47150	VALLYN SOLUTIONS	2000 · Accounts Payable		787.50
Bill Pmt -Check	01/25/2018	47151	UPS STORE	2000 · Accounts Payable		111.00
Bill Pmt -Check	01/25/2018	47152	WILSON PRINTING AND SIGNS	2000 · Accounts Payable		64.65
Bill Pmt -Check	01/25/2018	47153	Zwerski, Brett	2000 · Accounts Payable		1,523.56
Bill Pmt -Check	01/05/2018	47154	THOMAS ACE HARDWARE	2000 · Accounts Payable		194.25
Bill Pmt -Check	01/05/2018	47155	PARADISE RIDGE CHAMBER OF COMMERCE	2000 · Accounts Payable		30.00
Total 1011 · General Operating					0.00	171,846.17
Total 1010 · Treasury Cash					0.00	171,846.17
TOTAL					0.00	171,846.17

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2017 Report

Paradise Pool & Concow Pool



Prepared by:
Dean Moore, Recreation Superintendent
Paradise Recreation and Park District
February 2018

Paradise Pool Summary

We had a successful season at the Paradise Pool under the guidance of Pool manager Trish Colwell. Average attendance for Recreation Swim increased for the second straight year to 98.5 per day (some of this can be attributed to good attendance at Aquatic Park Camp). Group lessons were consistent with recent seasons with 344 registrations in addition to 179 individual private lessons. Adult lap swim was extended by popular demand three times per week (M/W/Sa) past our scheduled closure of August 12th through September 16th.

Our Lifeguard Training Instructor and Concow Pool Manager Emilia Erickson conducted a Lifeguard Training Course in early May, training new lifeguards and recertifying returning lifeguards, not only for our program but for other area pools. Shortly thereafter we closed the pool for a week to address some maintenance issues including painting the gutters to prevent chafing to swimmers from the fiberglass. Late May and early June saw a lot of activity including Paradise Intermediate School PE classes, school field trips, Piranhas practice, and some private rentals. The Pool opened to the public on June 10th.

The Paradise Piranhas had another successful season (May 1-July 28) including the Firecracker Swim Meet on July 7-9. The Paradise High School Swim Team used the Pool from August 1-October 27th (Pool Manager Colwell is also the PHS coach).

Some other highlights for the season include reducing aquatic swim staff payroll expenses by training Aquatic Park Camp Leaders to supervise the pool slide. We had a Free Swim Day on July 16th sponsored by the VFW Auxiliary and radio station POWER 102.1 broadcast live from the pool on June 27 and July 28. Plans for 2018 include adding Family Swim Nights on Tuesdays and Thursdays, and revamping our group and private lesson schedule. We also hope to have one of our Pool Managers become a Water Safety Instructor Training if a practical training opportunity avails itself.

PARADISE SWIM POOL
SIX YEAR COMPARISON

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Income	\$42,433.24	\$44,043.36	\$47,751.55	\$45,900.24	\$55,035.92	\$51,572.50
Expenses	\$71,476.06	\$75,915.01	\$78,587.62	\$79,029.44	\$98,617.20	\$86,193.94
Net Loss	(\$29,041.82)	(\$31,871.65)	(\$30,836.07)	(\$33,129.20)	(\$43,581.28)	(\$34,621.44)
Program Registrations						
Recreation/Lap Swim	7,248	6,734	6,156	5,168	6,404	6,142
Group Lesson	436	400	340	351	331	344
Private Lessons	<u>147</u>	<u>145</u>	<u>192</u>	<u>192</u>	<u>226</u>	<u>179</u>
Estimated Total Visitations	25,000	24,000	25,000	25,000	25,000	25,000
<small>Includes swim teams, schools, rentals</small>						

Paradise Recreation and Park District

Paradise Swim Pool
Six Year Income Comparison

	2012	2013	2014	2015	2016	2017
Recreation Swim	8,856.31	8,032.45	7,336.80	9,072.32	11,138.50	10,747.40
Swim Passes	2,980.00	2,645.00	1,495.00	1,620.00	2,600.00	2,512.49
Instruction:						
Lifeguard Training	2,555.00	2,010.00	3,720.00	2,095.00	4,785.00	2,745.00
Water Safety Instruction	1,500.00	0.00	0.00	0.00	0.00	0.00
Group Lessons	15,228.00	15,978.00	13,867.00	14,361.75	14,842.80	15,401.15
Private Lessons	2,205.00	2,175.00	2,420.00	2,755.00	2,678.00	2,551.35
Aqua Aerobics	869.00	1,183.00	1,155.00	840.00	480.00	224.21
Miscellaneous	1,315.00	1,567.00	2,539.10	912.49	446.00	148.50
Private Use	3,891.00	3,535.00	5,634.00	4,800.00	7,082.00	6,206.38
Paradise High School Swim Team	2,320.00	2,000.00	5,056.25	5,041.25	5,700.69	4,967.19
Paradise Piranhas Swim Team	713.93	4,917.91	4,528.40	4,402.43	5,282.93	6,068.53
TOTAL	\$42,433.24	\$44,043.36	\$47,751.55	\$45,900.24	\$55,035.92	\$51,572.20

2017 SWIM POOL EXPENSE REPORT

PARADISE POOL	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Swim Staff	27,096.67	24,087.36	28,495.56	27,737.38	37,541.87	34,347.70
Maintenance Staff	8,183.01	13,383.07	8,938.23	9,128.54	17,895.75	14,610.00
Utilities	17,740.79	20,112.22	21,349.12	19,014.45	21,193.32	18,844.66
<i>Water</i>	2,486.55	2,437.53	2,316.91	2,269.48	2,207.57	2,055.16
<i>Gas</i>	3,641.33	4,867.82	6,019.02	3,741.28	5,518.15	4,793.51
<i>Electric</i>	11,612.91	12,806.87	13,013.19	13,003.69	13,467.60	11,995.99
Rec. Supplies	234.68	283.11	1,659.99	274.18	537.20	719.85
Chemicals	9,861.33	9,914.57	15,417.51	17,079.55	17,148.78	17,115.49
Services/Supplies/Equipment	8,358.58	8,134.68	2,727.21	5,795.34	4,300.28	556.24
Total Expense	\$71,475.06	\$75,915.01	\$78,587.62	\$79,029.44	\$98,617.20	\$86,193.94

PARADISE RECREATION AND PARK DISTRICT

PARADISE SWIM POOL FEES AND CHARGES

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
REC. SWIM SESSION						
Child	2.00	2.00	2.00	3.00	3.00	3.00
Adult	2.00	2.00	2.00	3.00	3.00	3.00
CLASSES						
Parent/Toddler Level I-VII	35.00	40.00	42.00	42.00	42.00	42.00
Aqua Aerobics	40.00	40.00	35.00	35.00	35.00	35.00
Lifeguard Training	150.00	150.00	225.00	225.00	235.00	235.00
W.S.I.	150.00	150.00	N/A	N/A	N/A	N/A
Private Lessons	15.00	15.00	15.00	15.00	15.00	15.00
PASSES (20 visits) Family/Gen.	30.00	30.00	30.00	45.00	45.00	45.00
Senior (55 & older)	25.00	25.00	25.00	N/A	N/A	N/A
POOL RENTAL 1hr/2guards	88.00	88.00	88.00	88.00	88.00	94.00

2017 Concow Pool Summary

The Concow Swim Program was once again in the capable hands of our long-time Pool Manager and Lifeguard Instructor, Emilia Erickson. Recreation Swim attendance was up significantly to an average of 21 visitors per day (up from 14). This can largely be attributed to the introduction of a family swim pass that made it much more economical for families to visit multiple times.

PRPD assisted the Golden Feather Unified School District in purchasing a small water slide that was in use for the first time 2017. This was also very well received. There were no major mechanical or facility issues this past season though cosmetic and structural upgrades to the building are recommended.



PARADISE RECREATION AND PARK DISTRICT
Six Year Concow Swim Pool Comparison Report

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Income	1,639.00	2,254.50	2,556.00	3,365.00	2,387.00	2,542.00
Expense	8,454.62	10,234.85	10,021.06	11,184.00	12,029.75	14,064.87
Net Loss	(\$6,815.62)	(\$7,980.35)	(\$7,465.06)	(\$7,819.00)	(\$9,642.75)	(11,522.87)
ATTENDANCE:						
Paid Admission	487	577	660	633	434	601
Pass Admission	246	317	199	240	237	534
Lessons & Special Attn.	<u>188</u>	<u>211</u>	<u>225</u>	<u>139</u>	<u>230</u>	<u>195</u>
Total Attendance	921	1,105	1,084	1,012	901	1,330

PARADISE RECREATION AND PARK DISTRICT

**2017 CONCOW POOL
SUMMER ACTIVITY REPORT**

53 Swimming Days from June 6 – August 19, 2017

EXPENSES:

Staff:

Guarding	\$6,290.49
Instruction	410.75
Aqua Aerobics	325.50
Maintenance	2,416.34

Golden Feather School District

Maintenance and Supplies:

Utilities	\$1,358.79
Chemicals	3,000.00
Supplies / Permits	<u>263.00</u>

TOTAL → \$14,064.87

INCOME:

Recreation Swim:

Daily Admission	\$1,018.00
Passes	625.00
Swim Lessons	300.00
Aqua Aerobics	336.00
Health Permit Reimbursement	<u>263.00</u>

TOTAL → \$2,542.00

Paradise Recreation and Park District

CONCOW POOL - 2017 SWIM POOL EXPENSE REPORT

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
Swim Staff	5,184.79	5,572.12	4,613.85	5,776.36	5,028.00	7,026.74
Daily Maintenance	779.46	1,108.99	986.46	1,391.41	1,541.88	2,416.34
Utilities	2,103.84	2,015.43	1,993.91	1,686.83	1,700.00	1,358.79
Supplies / Permits	28.17	263.00	508.36	263.00	263.00	263.00
Chemicals	358.36	1,537.71	1,918.48	2,067.11	3,058.86	3,000.00
Total Expense	<u>8,454.62</u>	<u>10,497.25</u>	<u>10,021.06</u>	<u>11,184.71</u>	<u>12,029.75</u>	<u>14,064.87</u>

PARADISE RECREATION AND PARK DISTRICT

CONCOW SWIM POOL FEES AND CHARGES

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>
REC. SWIM SESSION	2.00	2.00	2.00	2.00	3.00	3.00
<i>PASSES (20 visits)</i>						
Family/General Admin	30.00	30.00	30.00	30.00	45.00	45.00
Senior (55 & over)	25.00	25.00	25.00	25.00	N/A	N/A
Swim Lessons	35.00	35.00	42.00	42.00	42.00	42.00
POOL RENTAL	60.00/hr	60.00/hr	60.00/hr	60.00/hr	60.00/hr	70.00/hr

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

DRAFT

2018 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 1st of each year. This usage will be for practices and swim meets, Monday through Friday. (See attached Swim Pool Availability for 2018). 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, 2018 to October 31, 2018.
- 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, 2018.
- 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 2018 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

Dan Efseaff, District Manager

Date

BY THE PARADISE PIRANHAS SWIM TEAM, INC.

Barbara Triebswetter, President

Date

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Paradise Recreation and Park District
6626 Skyway, Paradise, CA 95969
872-6393

Dan Efseaff
District Manager

Dean Moore
Recreation Superintendent

**2018
SWIM POOL SCHEDULE FOR
THE PARADISE PIRANHAS SWIM TEAM, INC.
FOR PRACTICES AND SWIM MEETS**

(All dates have been confirmed and approved)

2018 SCHEDULE

1. Practices (Monday-Friday)

May 1 – June 8 (including kick-off party June 1st, 6:30 – 9:00 p.m.)
3:00 p.m.-6:15 p.m. (except May 28)

June 11 – July 26 (except July 4 & 9)
6:45 a.m. - 9:45 a.m. (Monday-Friday)

2. Skills Clinic (Mondays) 6:45 p.m. - 8:15 p.m.

June 11 to July 23 (except July 9)

3. Swim Meets (Wednesdays) 5:30 p.m. - 8:30 p.m.

June 13 and June 27
July 18

4. Invitational Swim Meet

Friday, July 6 6:45 a.m. – 9:00 p.m.
Saturday, July 7 6:45 a.m. – 9:00 p.m.
Sunday, July 8 6:45 a.m. – 9:00 p.m.

5. Fall Usage (if needed)

July 30 to October 31, 2018

Times and dates of usage, if needed, will be determined prior to August 1, 2018 depending on PRPD, PUSD and PHS swim team usages.

Paradise Recreation and Park District
6626 Skyway, Paradise, California
(530) 872-6393
SAFETY COMMITTEE MEETING
Report/Minutes

DRAFT

DATE: January 25, 2018 at 8:30 a.m.

LOCATION: District Manager's Office

ATTENDANCE: Dan Efseaff, District Manager
Dean Moore, Recreation Superintendent
Mark Cobb, Park Supervisor
Colleen Campbell, Administrative Assistant II

ABSENT: None

1. MINUTES:

- By unanimous vote of the members present, the December 7, 2017 Safety Committee Minutes were approved.

2. SAFETY AND HEALTH ISSUES DISCUSSED:

a. *THE FOLLOWING SAFETY MEETINGS WERE HELD:*

- November 17, 2017 Wrestling Coaches Training / Orientation Meeting
by Shannon Magpusao, Head Coach
(District Manager Efseaff requested that staff provide an outline for this meeting)
- December 7, 2017 Ice on Sidewalks/Parking Lots (Maint Staff Meeting)
by Mark Cobb, Park Supervisor
- January 3, 2018 First Aid/Accident Reports (Elem Basketball Staff Mtg)
by Jeff Dailey, Recreation Supervisor
- January 18, 2018 Flu Prevention (General Staff Meeting)
by Sally Higbee, Recreation Supervisor
- January 19, 2018 District Vehicle Upkeep (Maintenance Staff Meeting)
by Mark Cobb, Park Supervisor
- January 24, 2018 PPE / First Aid Kit Restock (Maintenance Staff Meeting)
by Mark Cobb, Park Supervisor

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

Maintenance Requests:

- The Committee reviewed a total of (8) Maintenance Request Forms from November 21, 2017 through January 10, 2018. The Committee concurred all requests were completed and to receive this information as presented.

Site Inspections:

- The Committee recognized that the following inspections have been completed since the last meeting:
 - None

- The Committee recognized that the following inspections are due:

Crain Park (Mark)	Drendel Circle (Dan)
Oak Creek Park (Dan)	TARC Ice Rink (Dean)

c. ACCIDENT REPORTS:

- The Committee reviewed the accident/incident final report final or 2017. It was noted that there were fifteen (15) new incidents since the last meeting. (13) were minor related to the ice rink and (2) were juvenile disruptive behavior.
- The Committee also reviewed the accident/incident report for 2018. It was noted that there were ten (10) new incidents since the last meeting. (9) were minor related to the ice rink and (1) was for illegal substance found in the parking lot. Paradise Police Department responded and took for destruction.
- Recreation Superintendent Dean Moore noted that on December 6, 2017 he received a report of assault to a staff member at Aquatic Park by a member of the public. This incident is being investigated and a full report will be forwarded to CAPRI.

Follow-up to this incident:

Recreation Superintendent Moore informed PUSD Superintendent Michelle John of the issue via correspondence dated December 19, 2017. To date the District has not received a response from the Superintendent John. To mediate this issue, the District has supplied after-school staff with safety vests and hand-held stop signs. In addition, the District also has a maintenance staff member available at the location from 1:00 – 2:30 p.m. daily.

d. WORKERS' COMPENSATION CLAIMS:

- The Committee reviewed the workers' compensation claim reports for December 2017. It was noted that two new claims have been filed since the last meeting consisting of a broken leg [Ice Rink Staff] and a back re-injury [Maintenance Staff]. The Committee also noted the closure of one claim since last meeting.
- The District currently has four (4) open claims.

3. MISCELLANEOUS:

- None

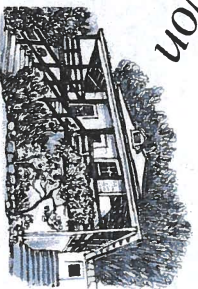
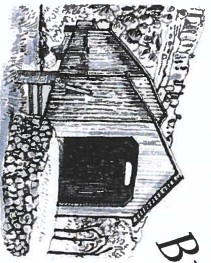
Next Safety Meeting Date: February 22, 2018

Colleen Campbell, Safety Committee Secretary

Date:

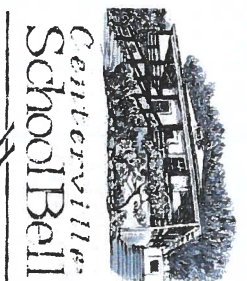
cc: CAPRI
PRPD Staff
PRPD Board

02/13/18 – Draft Copy



Butte Creek Canyon

Honey Run Covered Bridge ■ *Cornman's Museum* ■ *Centerville Schoolhouse*



Centerville School Bell

Centerville
Recreation & Historical Association
13548 Centerville Road

CALENDAR

Wednesdays- Exercise Class

11:00 AM
at the Schoolhouse

February 1st

CRHA Board Meeting
6:30 PM at the Schoolhouse

February 17th

CRHA Potluck
6:30 at the Schoolhouse

February 21st

HRCBA Board Meeting
6:30 PM at the Schoolhouse

February 22nd

Canyon Ladies Social Group
If interested in joining us
Call Darlene Lightcap
(530) 898-8531

February 24th

Work Day at the Bridge
9 AM to ?

Looking Ahead

March 1st
CRHA Board Meeting
6:30 at the Schoolhouse

Nonprofit Org.
U.S. Postage Paid
Permit #1609
Chico, CA 95928

Postal Customer
Nimshew Stage
Chico, CA 95928

February 2018



January 9th the Museum and Schoolhouse hosted 60 first graders from Hooker Oak Elementary. Students were treated to "the school lessons by Pamela and Rhonda. Above, Pamela leads a group in a spelling lesson using slate boards and chalk, reminiscent of the period. The children received new pencils imprinted with "Centerville School 1894."



Michael Clifford
Century 21
Jeffries Lyon
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(530) 571-7715
Michael.Clifford@c21jeffrieslyon.com
Broker Associate
Butte Creek
Canyon Specialist
RHS Member #000557
Fax: Office: 530-898-0577

Sutherland
LANDSCAPE CENTER
Bruce Whitlegiver
(530) 893-4511 • FAX (530) 893-0890
2720 Highway 32 • Chico, CA 95973
bwhitley@cs.sutherlandlandscape.com • 611718

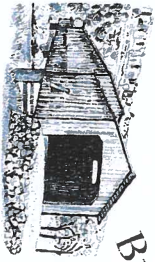


Friends of Butte Creek
www.butte creek.org
Working to save the last,
best run of the spring run
Chico Creek salmon in
California.
OFFICE DEPOT OfficeMax
See Details for all your printing needs
2071 Dr. Martin Luther King Jr. Blvd., Chico, CA 95928
Phone: 530-345-1633 Fax: 530-345-0768
od500917@officedepot.com



WASTE MANAGEMENT

Public Benefit Charity 501(c)(3) Non-Profit Corporations. All donations are tax-deductible. CRHA 13548 Centerville Rd. Chico, CA 95928 /
Museum website is: butte creek canyon.info
Facebook address: The Centerville Recreation and Historical Association@Centerville Schoolhouse



Butte Creek Canyon



Henry Run Covered Bridge - Colman Museum - Centerville Schoolhouse

CANYON NOTES

CRHA:

Mary Mhlani
Secretary, CRHA
Chico CA 95928

Ms. Mhlani,

In October 2017, just before the Centerville Recreation and Historical Association held its nomination process for new officers and board members, I had strongly considered withdrawing myself from consideration for another year of the presidency. However, since several CRHA Board Members were giving indications that they also were thinking about quitting the board, no one else stepped up to become President of the CRHA board, and some board members asked me to stay on as president, I decided to continue in the position for another year. Now, it appears there are other board members willing to make decisions and take charge and I am more than happy to afford them the opportunity to do so. As a result, I am resigning my position as CRHA Board President and as a member of the Board of Directors, effective January 29, 2018. The CRHA By-Laws state this resignation should be tendered to the Board Secretary.

I have mostly enjoyed the time I have spent being on the CRHA Board but it is time to move on. I will, however, continue to be a Colman Museum docent and help the curator in any way I can. I want to thank all the board members for helping me when I was ill and for their support when I had it. I also choose this time to resign so that no attention would be drawn away from Fred's memorial and the CRHA Board can have several days to put together an agenda for their next scheduled meeting.

Yours truly,

Robert (atulan)

- We are sad to hear of Robert's resignation, but understand. Thank you, Robert for all your support
- Don't forget to renew your membership, make a donation, or sign up to volunteer your time

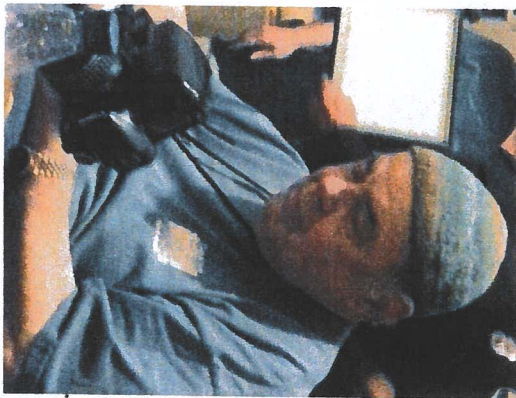
HRCBA:

- February 24th will be a work day at the bridge to paint and add cross boards to fill-in the gap and prevent children from possible harm. First shift will paint boards from 9 to 11 AM, please bring your own painting tools. Second shift will install boards from 11 to 1 PM. Please bring cordless drivers if you have them. Snacks will be provided
- Thank you to Bridwell golf park for their donation of 5 picnic tables
- The parking fee was raised to \$5/car/day. You can save money by donating a minimum of \$25 and receiving an annual parking pass for your vehicle
- We are taking donations for the Panake Breakfast drawing. Please call Robert @ 588-4541 to donate

Facts, Fantasy, and Fun:

Walt Schaefer's Annual Weather Report-- Rainfall during calendar year 2017 at our Centerville home (1100') was 54 inches, right on the average since I began recording in 1983. Most striking was the near absence of rainfall during December-- a measly 46 of an inch. Looking back, I discovered that this was not our driest December. In 1989, no December rain fell. Average December rainfall has been just over 10 inches with considerable variability-- zero to a high of 23.85 inches in 1996

OUR CANYON NEWSLETTER: Please submit articles of interest, information, and photos for publication in newsletter by the 20th of the month., to riscalalan@gmail.com. Thank you



FRED THORNE 1933-2017

Fred Thorne served as CRHA Board President from 2012-2016 and as Vice-President before then. He also served on the Honey Run Covered Bridge Board of Directors from 2013-2017

He was born in Toronto, Canada in 1933 and raised there. He began his career in media as a lighting director with the Canadian Broadcasting Company (CBC) and then moved on to Madison Avenue in New York City and the television advertising business. After moving on to Hollywood, Fred specialized as a writer/producer/director and created his own production company, Starquest Productions.

While producing an aerospace education program for NASA, he came to Chico and was offered a position on the faculty at California State University. He stayed in this position for ten years and is still a professor emeritus. He was also a founding member of the Digital Cinema Society.

Fred passed away on December 20, after several years of valiantly fighting COPD and cancer. He is survived by his sons and daughters and several grandchildren, as well as his long-time partner, Sue Ann Iott.

Hooker Oak first graders routed from a spelling lesson with Pamela, to the museum with Robert, and then to a science lesson on the water cycle and phases of water with Rhonda. Seen here, students were challenged to melt ice without breaking the bag. Demonstrating how matter changes form with heat energy. Some students figured it worked best if they sat on the bag or put it under their armpit. So cute!



CENTERVILLE ROAD: Walt Schaefer spoke with Dennis Schmidt, Director of Butte County Public Works. This is a complex engineering/design job which will result in new retaining walls on the Creekside Walk should begin early summer 2018. Dennis thanks the canyon residents for their patience and welcomes your questions. He can be reached at 538-7681.

DOCENTS, VOLUNTEERS AND ITEMS NEEDED: If you are interested in becoming a docent at the Colman Museum, a volunteer for the CRHA or HRCBA, please call (530) 893-9667. All it requires is time (one Saturday or Sunday a month from 1-4 pm) plus a willingness to learn and to pass on your knowledge to Canyon visitors. There are many opportunities during the year to volunteer your time and effort to preserving the Centerville Schoolhouse, Colman Museum, and Honey Run Covered Bridge. If you would like to volunteer your time in ways other than being a docent, or at an upcoming event, call Claudia at (530) 891-5252. We are also still in need of a laptop and tower computer. Remember, all donations to the museum, whether for museum use or of historical value, are tax deductible.



January 11, 2018

Craig Baker
Paradise Developmental Services Department
5555 Skyway
Paradise, CA 95969

Subject: SHOR Activity Report – December 2017

Dear Mr. Baker,

In compliance with the conditions of our Site Plan Review Permit No. PL16-00062, I submit this report with statistics for the previous month's activities at SHOR.

Daily operations have been running smoothly and we continue to place people in housing. The number of individuals we served in December was below average because we were closed for Christmas week.

We have not received any complaints from the neighbors, nor experienced any property damage.

Enclosed is a summary of our visitor statistics, including the number of people served and turned away.

Enclosed is also an analysis of the 74 people named on the December Paradise Police public arrest records, and how many have been seen at Sojourner's House on the Ridge.

Please let me know if I can answer any questions related to above.

Sincerely,

Heather St. Giles
Executive Director
Sojourner's House on the Ridge
(530) 872-1162
shorparadise@gmail.com

cc: Colleen Campbell

People arrested in December 2017 from the public Paradise Police records <https://ppd.crimegraphics.com>

Red highlights were turned away from SHOR, Yellow have been Guests in December, Grey have been guests before December

ALLEN, ELIZABETH RAE

BAILEY, GERALD GERMAN

BANCHIO, SAMANTHA ROXANNE

BOMAN, GARY STEVEN

CARLISLE, CHRISTOPHER MILES

CLAYTON, DUKE RUSSELL

CLOUSER, AUSTIN JAMES

COVERT, DEBRA JEAN

COVERT, RONALD S E

DEIGAL, KENNETH EUGENE

DONALDSON, LARRY WAYNE

DUNNING, CHELSI LEIGH

GARY, ANDREW CRAIG II

GOMEZ, MITCHELL CHRISTOPHER

GREUNKE, MATTHEW RAYMOND

HERZOFF, DANIEL ERNEST

HIGASHI, JESSECA DAWN

HOLLOTER, JULIE LYNN

INGRAM, KEITH MARTIN

JENKINS, MICHAEL LOUIS

KENYON, LAUREN DEAN

KNOEFLER, STEVEN SHAUN

LAUGHLIN, CHRIS LEROY

LAVIGNE, HENRY CLAY

LOPEZ, RICHARD CARRILLO

LOWE, SARA MARIE

MANZANO, BRANDON JAMES NATHANIEL

MARTIN, JOHN MICHAEL II

MAYBERRY, AMANDA KATHRYN

MCDONALD, CHARLES THOMAS

MCDONALD, JAKE PATRICK

MCDONALDBLALOCK, MICHAEL SHAYNE

MCLAUGHLIN, EDWARD JOHN

MCLAUGHLIN, JOSEPH DONALD

MITCHELL, KARLA ANN

MOULTON, TRAVIS

MURPHY, BRADLEY JOHN

OSBORNE, JACOB NATHANIEL

PATTERSON, MICHAEL PATRICK

PEREZ, MANUEL RENE JR

PETTY, ALLEN EUGENE

PROCK, DANIEL DENNIS

PUTTOCK, NADEN PIKE

QUINONES, ANTONIO RAUL

READ, JEFF JOHN

READ, ROBERT CORWIN

SALAZAR, CHAD CHRISTOPHER

SALEZ, BAILEY PAUL

SCHLAGER, MATTHEW LYLE STOWELL

SCHOOLING, LINDA GAIL

SHELTON, TIMOTHY STEVEN

SIMON, GEORGIA

STAINBACK, MICAH DAVID

STANCLIFF, BRAD ALLEN

STIRLING, TESSA MARIE

STOOPS, MICHAEL LEROY

STRONGHEART, DOUGLAS DAVID

SULLIVAN, RONNIE JOE JR

TARDIVILLE, DANIELLE ELIZABETH

THOMAS, JOSEPH ANTHONY

THOMAS, SHELBY ANN

THOMURE, TRACY ANN

ULLMAN, FRANCES CLARICE

VANDEUTEKOM, JESSICA LEAH

VELASQUEZ, ANDREW CARR

WALTHALL, MYKEIA ANON

WARMACK, GAVIN MICHAEL

WATSON, RAYMOND LEWIS

WHITE, JENNIFER LEE

WOOD, CHARLOTTE ROSE MARIE

WRIGHT, ERVIN THOMAS

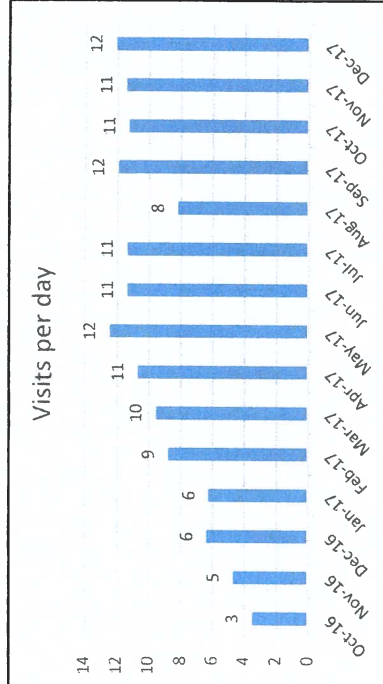
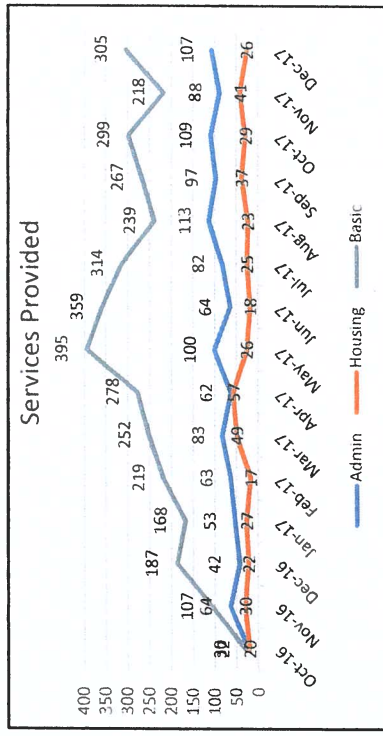
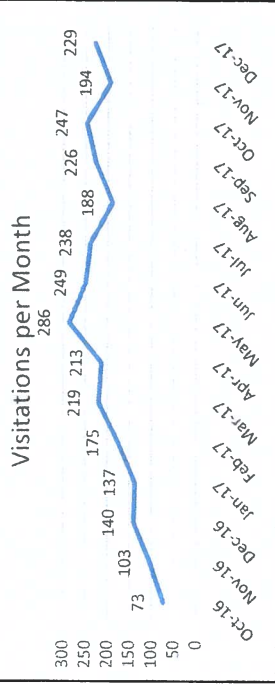
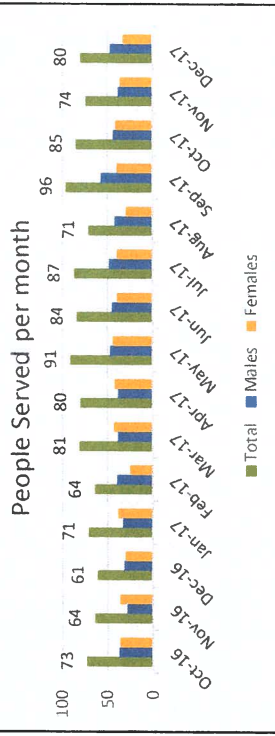
WRIGHT, JAMIE BRYAN

YORI, PETER XAVIER III

ZABALA, RUBEN RAY

Visitor Statistics

Month	Visitations	Admin	Housing	Basic	Total	Males	Females	Weekday Visit/ Day	Turned Away
Oct-16	73	22	20	30	73	37	36	21	3
Nov-16	103	64	30	107	64	28	36	22	5
Dec-16	140	42	22	187	61	31	30	22	6
Jan-17	137	53	27	168	71	33	38	22	6
Feb-17	175	63	17	219	64	39	25	20	9
Mar-17	219	83	49	252	81	38	43	23	10
Apr-17	213	62	57	278	80	38	42	20	11
May-17	286	100	26	395	91	47	44	23	12
Jun-17	249	64	18	359	84	45	39	22	11
Jul-17	238	82	25	314	87	48	39	21	11
Aug-17	188	113	23	239	71	42	29	23	8
Sep-17	226	97	37	267	96	57	39	19	12
Oct-17	247	109	29	299	85	44	41	22	11
Nov-17	194	88	41	218	74	38	36	17	11
Dec-17	229	107	26	305	80	47	33	19	12





February 5, 2018

Craig Baker
Paradise Developmental Services Department
5555 Skyway
Paradise, CA 95969

Subject: SHOR Activity Report – January 2018

Dear Mr. Baker,

In compliance with the conditions of our Site Plan Review Permit No. PL16-00062, I submit this report with statistics for the previous month's activities at SHOR.

Daily operations have been running smoothly and we continue to place people in housing. The number of individuals we served in January was higher than average, possibly due to inclement weather.

We have not received any complaints from the neighbors, nor experienced any property damage.

Enclosed is a summary of our visitor statistics, including the number of people served and turned away.

Enclosed is also an analysis of the 93 people named on the January Paradise Police public arrest records, and how many have been seen at Sojourner's House on the Ridge.

Please let me know if I can answer any questions related to above.

Sincerely,

Heather St. Giles
Executive Director
Sojourner's House on the Ridge
(530) 872-1162
shorparadise@gmail.com

cc: Colleen Campbell

People arrested in January 2018 from the public Paradise Police records <https://ppd.crimegraphics.com>

Red highlights were turned away from SHOR, Yellow were Guests in January, Grey were guests before 2018

BAGORIO, BASILIO MERCADO III

BAILEY, GERALD GERMAN

BARKEY, MICHAEL JASON

BEARDEN, DENIN JAMES

BECKHAM, JOSHUA JAMES

BISHOP, KATHERINE NOEL

BISHOP, WESLEY ALAN

BURTON, RHONDA GAIL

CALLAHAN, REBEKAH SUE

CANTER, SARAH MARIE

CLINES, MICHAEL RAY

CLOUTIER, BRANDI KATHRYN

COLEMAN, TANIESHA RENAE

COX, CONNOR JAMES

CRISP, SANDRA LEE

DENNIS, GLEN TRAVIS

DEY, DONALD CARL II

DICKISON, BRADLEY ALLEN

DINWIDDIEPORTER, DANIEL

EARL, SHARDELLE

ESQUE, RICKEY DALE JR

EVANS, WILLIAM KIRKLAND

FREEMAN, EUGENE ODELL

GAUGUSH, CHRISTOPHER WALTER

GEORGE, REBECCA JANE

GERFEN, AMITA DEVIS

GORDON, JASON FREDERICK

GOSSSELIN, ADAM LUCIEN

HAAKE, CHRISTOPHER CHARLES

HALL, LEROY NMN

HARRIS, ZACHARY GERALD

HEDRICK, AARON JOSEPH

HOBBS, EHRON CHARLES

HORNING, SEAN MICHAEL

HOWARD, CHRISTOPHER

IWASAKI, MAKI NMN

JOHNSON, MARY CHRISTINE

JONES, THOMAS CHARLES

KAKSONEN, NICHOLAS

KELLY, VINCENT EDWARD

KENNEDY, KAREN KAY

KRIEBEL, JAMES WAYNE

LANGLEY, ERIK SCOTT

LEHMAN, JOHN JAMES JR

LONGERO, JAMES SAMUEL

LOWE, BETTY SUE

MAHLING, MEGAN REBECCA

MARTIN, AUSTIN DANIEL

MCBURNEY, EUGENE JR

MCDERMOTT, KEVIN ANDREW

MCDONALD, KEVIN ALAN

MCGINNIS, MICHAEL

MESSINGER, RAYMOND

MEYERS, JAMES RAYMOND

MILLER, STEPHEN CLIFFORD

MOONEY, TIMOTHY JAMES

MOORE, JEFFREY ALLEN

MORRIS, TODD JASON

MULLINAX, CHEREN LEE

NEEDHAM, DAVID LEE

NOWLIN, ASHLYN ANN

PANGBORN, AMBER

PECORARO, SUSAN ANDREA

POLLACK-SANCHEZ, AUDRIANA

QUESADA, TRAVIS ROBERTS

RANDELLO, SALVATORE

REEVES, APRIL DAWN

ROGERS, SHAWNA ROCHELLE

SALEZ, BAILEY PAUL

SHELTON, ASHLEY PAULINE

SHUSTER, JAMIE MICHAEL

SILVA, SHERMAN HURBERT

SIMS, BUCK ERNEST

SMALL, MARGIE LENA

SOLOMON, RANDY RAY

STONER, DUSTIN MATTHEW

STRONG, TODD MICHAEL

SUTLEY, MARLON WYATT

TARDIVILLE, ARTHUR PATRICK

THORNBURG, JEDEDIAH LEE

THURMAN, TERRY ALAN

VALDEZ, JESSICA RENE

VANDEREYK, DANIEL JAMES

VANNUCCI, JOSHUA ZANE ROBERT

VARGAS, MARK JOSEPH

VEDRINE, RYAN WILLIAM

VELASQUEZ, ANDREW CARR

VOLMER, DAVID ALAN

WARREN, REBECCA SUE

WILLCOX, MARK EDWARD

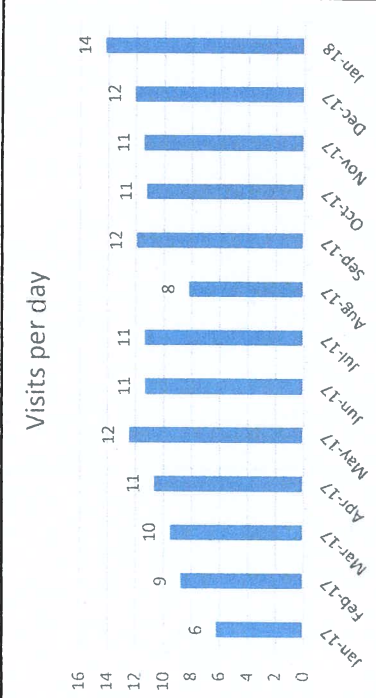
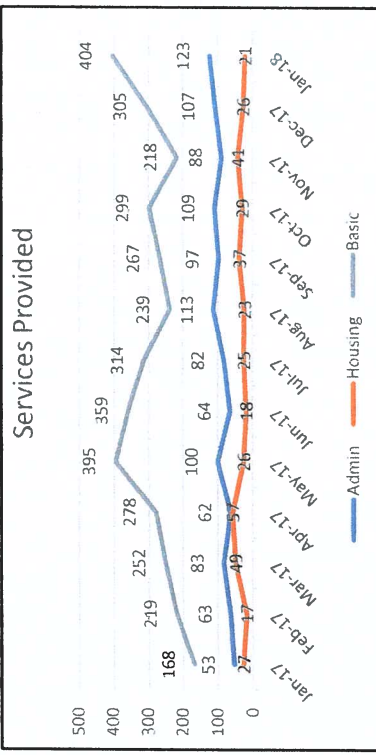
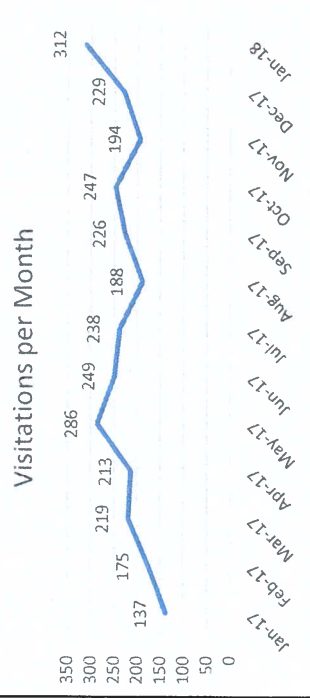
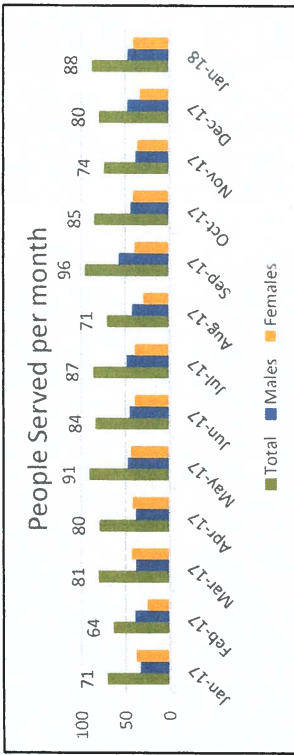
WILLIS, THOMAS LEE

WOLFE, REBECCA ANN

WOODRUFF, GARRETT LEE

Visitor Statistics

Month	Visitations	Admin	Housing	Basic	Total	Males	Females	Weekday Visit/ Day	Turned Away
Jan-17	137	53	27	168	71	33	38	22	6
Feb-17	175	63	17	219	64	39	25	20	9
Mar-17	219	83	49	252	81	38	43	23	10
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May-17	286	100	26	395	91	47	44	23	12
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Aug-17	188	113	23	239	71	42	29	23	8
Sep-17	226	97	37	267	96	57	39	19	12
Oct-17	247	109	29	299	85	44	41	22	11
Nov-17	194	88	41	218	74	38	36	17	11
Dec-17	229	107	26	305	80	47	33	19	12
Jan-18	312	123	21	404	88	47	41	22	14





An Independent Special District Serving Your Community

*Enhancing the Quality of Life
Through People, Parks, and Recreation*

MEMORANDUM

Date: January 18, 2018
To: PRPD Board of Directors
From: PRPD Full-Time Staff
Subject: 2018-19 Salary Negotiations

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 appointed the following representatives:

- Bret Hassett
- Sally Higbee
- Matt Cruthers

These representatives will meet with the Personnel Committee as required throughout the salary negotiation process.

/cc

cc: Dan Efseaff, District Manager

6626 Skyway • Paradise, CA 95969

Phone (530) 872-6393 • Fax (530) 872-8619 • E-mail prpd@sbcglobal.net • www.paradisepspd.com

Personnel Committee Summary

January 25, 2018



DATE: Thursday, January 25, 2018, Time: 1:00 p.m.

COMMITTEE:: Personnel (Van Roekel & McGreehan)

LOCATION: Terry Ashe Recreation Center
6626 Skyway, Paradise
District Manager's Office

Attendees: Dean Moore

Committee Chair Van Roekel called the meeting to order at 1:05 pm.

1. The Committee will meet to review and discuss:
 - a. Consideration of Returning the District Accountant position to full-time status.
 - b. Review and discuss revisions to District Accountant and Administrative Assistant (Finance) job descriptions.

Staff provided a brief overview of Board Action and staff responses related to the position. Staff reviewed recent Personnel Committee actions. At the June 30, 2017 meeting, staff received Committee concurrence to proceed to increase accounting staff time to handle District business. At the November 9, 2017 meeting, the Committee directed staff to: Revise the job descriptions (notably for the Administrative Assistant (Financial Assistant) and District Accountant positions); Take steps to authorize the District Accountant to a full-time position; and develop a cost estimate, budget impacts, and a revised job description for full BOD consideration.

The committee considered staff options to increase hours for the position including a return to full-time and a term position. Staff noted that the report noted that while the position could be set up as a "term position" (i.e. increase hours to full-time with an end date), but that the number of hours likely has crossed the threshold for CALPERs. After several questions on workload, efficiency, and new potential tasks for the position (i.e. perhaps a greater role on Human Resources issues) staff and Committee members noted that it is unlikely that the position will return to a full time position. However, participants noted appeal to the concept of re-evaluating the position along with the entire organization.

Members suggested a detailed breakdown in the requested cost estimate for the remainder of the year (\$29K) to reflect benefit estimates.

Committee members McGreehan and Van Roekel also provided favorable feedback on a draft outline for future job descriptions that will allow for easier review, updates, and make more consistent.

2. The Committee will have oral discussion concerning:
 - a. Update on status of salary compaction of the Park Supervisor.
 - b. Update on status of District Manager Evaluation.

Staff provided an update on the evaluation of the Park Supervisor job description in relation to salary scales. Staff noted that as the position requires the oversight of more permanent staff, all facilities, and more on-call issues, an increase is justified and they will bring forward a report for Committee consideration.

Staff also presented a draft evaluation form for the District Manager position and requested comments after members have had a chance to look at it. Staff will also have a chance to review it and District Manager Eiseff made the suggestion that he would like staff members to review it. Committee member McGreehan suggested that staff that work with the manager receive the form and that a system (numbered forms could be sent out and dropped off at a sealed box, or mailed directly to the Chair). The evaluation form and objectives will be considered at a future committee meeting.

Meeting adjourned at 2:45 pm

Personnel Committee Summary

February 1, 2018



DATE: Thursday, February 2, 2018, 2:00 p.m.
COMMITTEE:: Personnel (Van Roekel & McGreehan)
LOCATION: Terry Ashe Recreation Center
6626 Skyway, Paradise
District Manager's Office

Attendees: Dean Moore, Sally Higbee and Jeff Dailey
Committee Chair Van Roekel called the meeting to order at 2:10 pm.

1. The Committee will meet to:
 - a. Continue review and discussion regarding returning the District Accountant position to full-time status.
 - b. Continue review and discuss revisions to District Accountant and Administrative Assistant (Finance) job descriptions.

These items continued from the January 25, 2018 committee meeting. Staff described steps to authorize the District Accountant to a full-time position; a cost estimate and budget impacts, and a revised job description. Staff reviewed the more refined figures related to the Fiscal Impact and made corrections on one of the stated numbers in the text.

Committee members provided input on the report and made several suggestions including making sure that the concept that the District Accountant position will be evaluated as part of the review of the organizational structure and responsibilities. Members complimented staff on the new job description format and desire to bring the revised descriptions to the BOD in the new format. Because of the addition of the supervision role for the District Accountant position, Committee members supported the concept that the probationary/introductory period be extended for the new full-time position.

Directors concurred with the staff recommendation, notably to:

- a. Select an option to increase the District Accountant to a full-time position and authorize a budget increase in the amount of \$29,000.00;
- b. Review changes to the job description for the Administrative Assistant II [Finance] and District Accountant positions.

2. Review and discuss possible District Cell Phone Policy.

Staff and Committee members had a wide-ranging discussion on various aspects of the cell phone costs and policy. Staff noted that the 15 phones was a quick count to provide a cost comparison and members wanted a scrutinized number.

Committee member Van Roekel offered that it may be easier to manage if we just provide a stipend; however, the language on the draft policy "does not constitute an increase in base pay" may not be possible unless its cost reimbursable and may need to require proof of expenses to make it cost-reimbursable. She thought that the District plan may take up additional staff time to manage. On the other hand, the District is entitled to government rates, which will likely be cheaper monthly.

CLOSED SESSION:

The Committee will meet in Closed Session under California Government Code Section 54957 to:

- a. Review and discuss salary compaction of the Park Supervisor position.
- b. Review and discuss District Manager Performance Evaluation and Objectives

The Committee went into closed session at 3:30 pm. Closed session concluded at 3:58 pm. The Committee provided staff with direction for future Board of Directors consideration.

Meeting adjourned at 4:00 pm

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2/6/2018



District Manager's Report

Meeting Date: February 13, 2018

DATE: 2/13/2018
TO: PRPD Board of Directors (BOD)
FROM: Dan Euseff, District Manager
SUBJECT: Monthly District Report

Monthly Report

1. Updates

- a. District Transparency - In 2017, I directed staff to examine our webpage based on the criteria of the Special District Leadership Foundation (SDLF) transparency check list. Many of the items on the list are best practices that will help our citizens get information. We have been working toward meeting those goals associated with the website (such as Board Biographies and contact information, posting the most recent Board minutes for the last 6 months). Staff will be reviewing the items related to Board practices and will see about the feasibility of applying for the Transparency Certificate of Excellence (<https://www.sdlf.org/transparency>)
- b. Proposition 68 – CARPD notes that the SB 5 Bond Measure is now officially known as Proposition 68 and could provide a \$4 billion bond to parks, protect natural resources and wildlife, increase drought and flood protection, and supply clean water. PRPD will consider endorsement of the Proposition at the February BOD meeting.
- c. Former Board Member Passes - Staff wanted to recognize the passing of former PRPD Board Member, Les Johnson. Mr. Johnson served on the Board from 1974 to 1990 and 1994 to 2009 for a collective 31 years. The PRPD Board of Directors recognized Mr. Johnson in 2009 by resolution and named the Moore Road large ballfield "Johnson Field" in honor of Mr. Johnson's service to the District and the community. The District also nominated Mr. Johnson for the CARPD Long Term Meritorious Service Award which he received in 2009.
- d. LAFCO - The Butte Local Agency Formation Commission announced the election of Tom Lando (Chico Area Recreation & Park District) as the Special District Regular "Non- Enterprise" Member; and Al McGreehan (Paradise Recreation & Park District) as the Special District "Alternate" Member. Both terms will expire in May 2021. Al McGreehan also indicated an interest in serving on the Consolidated Redevelopment Agency Oversight Board.

2. Administrative and Visitor Services

- a. Email Accounts – Staff wanted an update on Board Member usage of District assigned e-mail accounts [paradisepspd.com].
- b. Evaluation Process - At the February 1, 2018 Personnel Committee meeting, Staff presented a revised draft evaluation form for the District Manager position and requested comments. The District Manager requested feedback on the form and process as this process, with modification, could be used for the evaluation of permanent employees. Input from the BOD would help craft that process. The more generalized process can be outlined as follows:
 - i. Staff that work with the employee (and even key outside partners) and the employee themselves may provide feedback through the completion of the evaluation form or other written format.
 - ii. To maintain confidentiality, the form could be sent out to evaluators and once completed, dropped off to the Supervisor, District Manager, or designee.
 - iii. The Supervisor will review the information and complete a single Performance Appraisal.
 - iv. Once completed, the employee will meet with the Supervisor to discuss the review and recommended actions.
 - v. The process would be completed to evaluate performance to date and also for the annual review (June).

Staff can modify the District Manager version of the evaluation (Attachment A). Staff can develop modification of the form for each job function and approach to suit the needs of a performance appraisal of other staff. Staff wanted feedback on the suitability of the approach. The District Manager would like to see each employees objectives tied in with organizational goals.

3. Parks (Maintenance and Operations)

- a. Ice Rink Demobilization. - The maintenance staff has been working hard on dismantling the ice rink and getting it ready to ship back to Florida. We will hardly have time to catch our breath before another season of events will be here. Starting with, Gold Nugget Days in April. We have addressed plumbing issues with the Ball Park restrooms and will soon be replacing the dilapidated fence in the large field parking lot (that is well over due).
- b. Bowhunters – Staff met with Club members to review tree work, burn piles, and minor improvements to the property. Staff also reiterated the desire to have the Club provide classes in our activity guide.

4. Programs

- a. Events – PRPD will be holding our Easter Egg Hunt & Children's Scholarship Fundraiser on March 31st. We will be inviting Paradise 4H to again offer a petting zoo at the event. The Paradise 4H has been so wonderful not only bringing animals, but having their club members helping with our event by "egg sitting" before the mad rush for Easter eggs. We will also be having a silent auction at the event where all proceeds will be used for Children's Scholarships. Letters will be sent to various businesses and individuals for donations. The need for scholarships for children still remains high, especially for programs like Aquatic Park Camp. Staff would like to thank Nella LeHecka for her help in this endeavor.
- b. Recreation Program Evaluations – Staff met to discuss the concept of a new overview report for all program evaluations.
- c. Elementary Basketball - There are 115 boys and girls registered in the 2018 Elementary Basketball League. The games take place on Saturdays at both Pine Ridge and Paradise Intermediate School Gyms, and the teams practice one to two nights a week at the Pine Ridge Gym. There are a total of 14 teams that are divided into three leagues. There are 18 volunteer coaches and 7 paid referees that are helping run the program. Picture day is scheduled for Saturday, February 3. This program began December 9 and will continue through March 3.
Drop In Programs - Other sports programs currently running include men's drop in basketball on Wednesdays, teen drop in basketball on Fridays, and drop in futsal soccer on Mondays.
- d. Ice Rink - The Paradise On Ice program ended on January 15th. Good weather and an additional week of operation resulted in an increase of approximately \$20,000.00 in gross revenue over the previous season (through less than our first three years). A complete report will be presented at the March Board meeting. The Ice Rink Ad-hoc Committee meeting is reconvening and is scheduled to meet the second Thursday of each month beginning in February.
- e. Jr. Wrestling - Our Jr. Wrestling program is winding down for the season with most participants being finished by the end of February. Qualifying wrestlers will advance to the tournament of champions in early March. There are fifty-five wrestlers in third through eighth grade in this year's program.

5. Outreach and Development

- a. Potential Ballfield- Staff met with potential partners in February to discuss options on a potential ball-field in Magalia. While there seems considerable interest in developing the field, we stressed the importance of developing a sustainable economic model for the operation, maintenance, and repair of the facility, and that a diverse group of partners may share in that burden.
- b. Constant Contact – Our monthly e-newsletter for February 2018 reported a 26.4% open rate and 7.4% click rate in the first 48 hours after publication. We will continue to report and evaluate these statistics on a monthly basis.

6. Projects

- a. Community Development Block Grant - In January Recreation Supervisor Jeff Dailey applied for a grant through the Town of Paradise Community Partnership Program. The program is part of the Town's Community Development Block Grant funded by the US Department of Housing and Urban Development. If received, the money will be used for PRPD youth sports scholarships. Recreation Supervisor Dailey's proposal will be reviewed at a meeting in March and they will make a final decision in April.

7. Upcoming

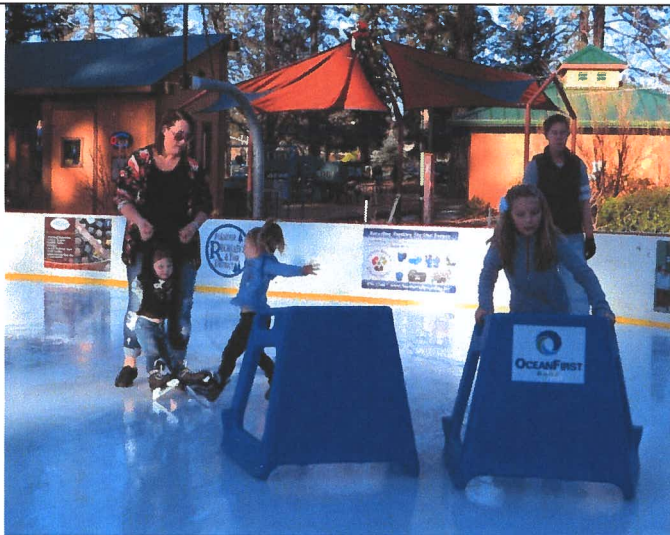
- a. Gold Nugget Craft Faire Preparations have begun for the 2018 Gold Nugget Craft Faire that is scheduled for April 28th and 29th. The registration packets have been sent to all of last year's vendors and they have started signing up. They have until February 2nd to secure their same location as last year, and then open registration will begin.

Dashboard

This month's dashboard shows the total Ice Rink Revenue (a more detailed analysis will follow), but it provides a quick snap-shot comparison.

Year	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	Average 2013-2018
Total	\$ 201,439	\$ 142,850	\$ 133,533	\$ 97,841	\$ 124,353	\$ 143,576

Photographs



The last days of the ice rink were bittersweet. Even our own Brandy took to the ice!

Discovery Club turned their trash and boxes to a fun and frolic activity.

Attachments:

- A. Draft District Manager Evaluation Template.

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2/9/2018

Performance Evaluation

Click to enter Year.



Evaluation Date:	Click to enter date.	Type:	<input type="checkbox"/> Initial <input type="checkbox"/> Annual <input type="checkbox"/> Other _____
Period – From:		To:	
Employee Name:	Dan Efseaff	Title:	District Manager
Reviewer:		Title:	

District Manager Evaluation: The Board Chair completes a single Performance Evaluation based on feedback from each Board Member and staff members, who may provide feedback through the completion of this form or other written format. Board Members will meet to review and discuss their perspectives resulting in a single collaborative Evaluation.

Rating Measure Definitions	
Outstanding:	Demonstrates an extraordinary command of position expectations; clearly and consistently performs at an exceptional level; produces superior results and provides an excellent model for others to follow.
Exceeds Expectations:	Demonstrates a strong command of the position expectations; takes initiative beyond fulfilling routine tasks; regularly exceeds expectations; provides strong leadership.
Meets Expectations:	Demonstrates a clear understanding of the position expectations, and consistently meets them.
Below Expectations:	Performance falls short of the expectations for an organizational leader; improvement is required.

I. Performance Competencies

Factor	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	Outstanding
Level	1	2	3	4	5
1. Leadership Aligns staff with District plans, goals and priorities. Maintains focus on results. Sets strong, positive example for others. Stimulates and fosters ownership and involvement within the organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Decision-Making Makes decisions that reflect a solid understanding of all aspects of a situation; are ethically and morally sound; and are in the best interest of the District.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Personnel Management & Staff Development Sets clear performance standards. Accepts responsibility for those he/she supervises, and takes corrective action when appropriate. Effectively mentors, coaches, evaluates, and motivates members of the management team and other staff members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Board Relations Establishes and maintains strong working relationships with the Board of Directors. Provides thorough and timely information to Directors on significant developments and issues requiring Board action.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Interpersonal Skills Establishes and maintains strong working relationships with a variety of people including employees, elected officials, and other District stakeholders. Demonstrates sensitivity, tact and insight in these relationships. Treats others in a fair and consistent manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Public Relations Serves as a spokesperson and ambassador for the District in a multitude of settings. Effectively manages the District's interactions and relationships with other agencies and entities. Promotes a positive reputation for the District in the community.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Factor	Unsatisfactory	Improvement Needed	Meets Expectations	Exceeds Expectations	Outstanding
Level	1	2	3	4	5
7. Communication Communicates clearly, and concisely both orally and in writing. Conveys complex, sensitive information in a clear and diplomatic manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Fiscal Responsibility Oversees the development and administration of the annual budget; has a solid understanding of the District's financial position; makes sound financial decisions keeping the District's long-term financial well-being in the forefront.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Initiative/Innovation Originates innovative approaches, elicits feedback and identifies new systems and procedures. Exhibits independent thinking and ways to improve District's work product and efficiency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Teamwork Fosters and maintains an environment of collaboration and teamwork both internally and externally.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Job Knowledge Possesses broad knowledge of the position and work environment. Utilizes prior education, training, and experience effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments on Performance Factors: (Use Factor Numbers)					

II. Evaluation of Goals Accomplished In This Evaluation Period

EVALUATION PERIOD GOALS	GOAL PERFORMANCE
1.	
2.	
3.	
4.	
5.	

III. Goals for Next Performance Period

1.
2.
3.
4.
5.

IV. Reviewer Comments

What did the Employee Do Well?

What could be improved?

Employee Development (List training and measures that will improve performance)

Chair Comments:

Overall Performance Rating:	Improvement Needed <input type="checkbox"/>	Meets Job Requirements <input type="checkbox"/>	Exceeds Job Requirements <input type="checkbox"/>
------------------------------------	---	---	---

Signature	Date
------------------	-------------

V. Employee Comments

Employee's Comments Regarding Ratings and Overall Performance:	
Employee's Signature	Date

VI. Recommended Actions

Recommended Actions:		
Contract Adjustment(s)/Renewal	Yes	No
Terms of Contract:		

https://paradisepprd-my.sharepoint.com/personal/defseaff_paradisepprd_com/Documents/Dan_OneDrive/Admin/Efseaff/DM_evaluation_template_18_0125.docx
1/30/2018



TOWN OF PARADISE

5555 SKYWAY • PARADISE, CALIFORNIA 95969-4931
TELEPHONE (530) 872-6291 FAX (530) 877-5059
www.townofparadise.com

The Oversight Board of the Successor Agency to the Paradise Redevelopment Agency Meeting Agenda

3:30 PM – January 18, 2018

The Oversight Board holds its meetings in the Town Council Chambers at Town Hall, located at 5555 Skyway, Paradise, California, 95969. In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Town Clerk's Department at 872-6291 Extension 102 at least 48 hours in advance of the meeting. Hearing assistance devices for the hearing impaired are available from the Town Clerk.

Members of the public may address the Oversight Board on any agenda item, including closed session. If you wish to address the Oversight Board on any matter on the Agenda, it is requested that you complete a request card and give it to the Town Clerk prior to the beginning of the Oversight Board Meeting.

All writings or documents which are related to any item on an open session agenda and which are distributed to a majority of the Oversight Board will be available for public inspection at the Town Hall in the Town Clerk Department at 5555 Skyway, at the same time the subject writing or document is distributed to a majority of the subject body. Regular business hours are Monday through Thursday from 8:00 a.m. to 5:00 p.m.

1. OPENING

- a. Call to Order
- b. Pledge of Allegiance to the Flag of the United States of America
- c. Roll Call

2. PUBLIC COMMUNICATION

3. ITEMS FOR CONSENT CALENDAR

- a. Approve minutes of the January 19, 2017 Regular Oversight Board meeting.

4. ITEMS FOR CONSIDERATION - ACTION CALENDAR

- a.** Consider adopting Resolution No. 18-01 a Resolution of the Oversight Board to the Successor Agency of the Paradise Redevelopment Agency Approving the Recognized Obligation Payment Schedule (ROPS 18-19) for July 1, 2018 through June 30, 2019. (ROLL CALL VOTE)

5. CLOSED SESSION - None

6. ADJOURNMENT

STATE OF CALIFORNIA)	SS.
COUNTY OF BUTTE)	
I declare under penalty of perjury that I am employed by the Town of Paradise in the Town Clerk's Department and that I posted this Agenda on the bulletin Board both inside and outside of Town Hall on the following date:	

TOWN/ASSISTANT TOWN CLERK SIGNATURE	

**The Oversight Board of the Successor Agency
to the Paradise Redevelopment Agency
Meeting Minutes**

3:30 PM – January 19, 2017

1. OPENING The Oversight Board meeting was called to order by Vice Chair Al McGreehan at 3:31 p.m. in the Town Hall Council Chamber located at 5555 Skyway, Paradise, California who led the pledge of allegiance to the flag of the United States of America.

DIRECTORS PRESENT: Kevin Bultema, Lauren Gill, George Siler and Al McGreehan, Chair.

DIRECTORS ABSENT: Doug Teeter

1e. Appointment of Oversight Board Chair and Vice Chair.

- a. Secretary Volenski, as temporary chair, opened the nomination for selection of Chair.

Director Lauren Gill nominated Director Al McGreehan.

MOTION by Gill, seconded by Siler, closed the nomination for selection of Chair. Unanimous voice vote by all present.

MOTION by Gill, seconded by Siler, Director McGreehan was appointed to serve as the Chair of the Oversight Board. Ayes of Bultema, Gill and Siler, Abstention of McGreehan.

- b. Chair McGreehan opened the nomination for selection of Vice Chair.

Director Lauren Gill nominated Scott Lotter, but since he has not been sworn in, he is not officially a Director, nomination was withdrawn.

Director Lauren Gill nominated Director George Siler.

Director Al McGreehan nominated Director Lauren Gill. Director Gill declined due to her position in the Town of Paradise.

Director Al McGreehan nominated Director Kevin Bultema

MOTION by McGreehan seconded by Gill, closed the nomination for selection of Vice Chair. Unanimous voice vote by all present.

Director Siler was appointed to serve as the Vice Chair of the Oversight Board. Ayes of Bultema, Gill and, McGreehan, Abstention of Siler.

2. PUBLIC COMMUNICATION - None

3. ITEMS FOR CONSENT CALENDAR

MOTION BY Bultema, seconded by Gill, approved minutes of the September 29, 2016 Special Oversight Board Meeting. Unanimous voice vote of all present with Teeter absent and not voting.

4. ITEMS FOR CONSIDERATION - ACTION CALENDAR

MOTION by Siler, seconded by Bultema, adopted Resolution No.17-01, A Resolution of the Oversight Board to the Successor Agency of the Paradise Redevelopment Agency Approving the Recognized Obligation Payment Schedule (ROPS 17-18) for July 1, 2017 through June 30, 2018. Roll call vote was unanimous with Teeter absent and not voting.

5. CLOSED SESSION - None

6. ADJOURNMENT

Chair McGreehan adjourned the Oversight Board meeting at 3:42 p.m.

Date approved:

By:

Al McGreehan, Chair

Attest:

Dina Volenski, CMC, Town Clerk

California Association of Recreation and Park Districts Annual Conference

May 30 - June 1, 2018 ■ South Lake Tahoe, CA

Wednesday - Friday

2018 CARPD Conference Registration Form



Full Name: _____

District/Agency: _____

Title/Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

Is this Your First Time Attending the Conference? Yes No

Conference Registration Fee	Price	Total
Register Before March 19, 2018	\$265	_____
Register After March 19, 2018	\$300	_____
Non Member Registration	\$375	_____
1 Day Fee (Includes only sessions and lunch)	\$175	_____

Thursday Friday

Add a Spouse/ Guest **Price** **Total**

Name Spouse/Guest (please specify): _____

Thursday Lunch	\$40	_____
Friday Lunch	\$40	_____
Awards Banquet	\$80	_____

Grand Total: 0

Conference Registration Fee Includes: Thursday Lunch; CARPD President's Reception; Conference Sponsor's Reception; Friday Lunch; Friday Awards Banquet; All Sessions and Roundtables

Hotel Information

Lake Tahoe Resort Hotel
4130 Lake Tahoe Boulevard
South Lake Tahoe, CA 95621
Check in: 4:30pm

For Reservations Call: (530) 544-5400

Name of Event: CARPD Conference

King Bed: One Occupant- \$110 Two- \$130

Two Queen's (limited qty.): One- \$130 Two- \$150

Premium Queen's (limited qty.) One- \$140 Two- \$160

For Online Reservations: <https://www.tahoeresorthotel.com/reservations> Group Code "CAR"

ROOM CUTOFF DATE : FRIDAY May 4, 2018

Payment Information: Mail/Email/Fax completed form to cethridge@capri-jpa.org.

Check: (payable to CARPD)
6341 Auburn Boulevard, Suite A
Citrus Heights, CA 95621

Credit Card
(please call our office)

Please check here if you would
prefer to be invoiced.

Conference Information (condensed version)

Wednesday	May 30th	4:30pm / 6:00pm	Hotel Check In / Presidents Reception
Thursday AM	May 31st	8:00am / 9:00am / 10:30am	Breakfast/ General Memb. Mtg./ Conference Begins
Thursday PM	May 31st	5:30pm	Sponsors Reception
Friday AM	June 1st	8:00am / Noon / 2:45pm	Breakfast / Lunch / Afternoon Break
Friday PM	June 1st	5:00pm / 5:30pm	Social hour & Awards Banquet

Cancellations must be made in writing and be received via mail or fax no later than April 6, 2018.

All cancellations made within the specified time frame will be refunded, less a \$25 processing fee.

Substitutions are accepted and must be submitted in writing no later than May 18, 2018.



CARPD 2018 Spring Conference Scholarship

Attend the 2018 Spring CARPD Conference at No Cost: Apply for a CARPD Conference Scholarship!

Two individuals (Board Member, General Manager, Assistant General Manager or Chief Administrative Officer) will be selected from member Recreation and Park Districts of CARPD to attend the 2018 CARPD Spring Conference on May 30th – June 1st at no cost (registration and hotel accommodations) thanks to the support of the attendees at the 2017 CARPD Spring Conference who purchased raffle tickets to fund the CARPD Scholarships.

The awards committee will grant scholarships based on the following criteria.

- 1.) Districts that have never attended, rarely attended or whose District has budget constraints that will not allow them to attend.
- 2.) Individuals who have never attended the CARPD Conference.

How to apply

Send an email/fax with subject line/Title, **2018 CARPD Spring Conference Scholarship**; include your contact information and an essay of no more than 300 words addressing why you should be selected to receive the scholarship for the 2018 CARPD conference and how the conference will benefit you and your District. All entries must be submitted to Pat Cabulagan, Executive Director at pcabulagan@capri-jpa.org or fax to 916-722-5715 by March 2, 2018. If you have any questions, please feel free to contact CAPRI at 916-722-5550.

Expectations

If you are awarded the CARPD scholarship, you are expected to attend all sessions of the conference including the General Membership meeting. You are also asked to provide a testimonial of the benefits of the CARPD Conference within 2 weeks following the conference

Deadline

All submissions must be emailed to pcabulagan@capri-jpa.org by March 2, 2018 at 5:00 p.m.

[Home \(p/cm/ld/&fid=585\)](#)[Schedule \(p/cm/ld/&fid=633\)](#)[Registration \(p/cm/ld/&fid=592\)](#)[Education \(p/cm/ld/&fid=604\)](#)[Emerging Professionals \(p/cm/ld/&fid=705\)](#)[Expo Hall \(p/cm/ld/&fid=591\)](#)[Exhibitors \(p/cm/ld/&fid=615\)](#)[Special Events \(p/cm/ld/&fid=590\)](#)[Awards Banquet \(http://www.cprs.org/p/cm/ld/&fid=338\)](http://www.cprs.org/p/cm/ld/&fid=338)[Best of the Best Showcase \(http://www.cprs.org/p/cm/ld/&fid=339\)](http://www.cprs.org/p/cm/ld/&fid=339)[Housing \(p/cm/ld/&fid=593\)](#)[Sponsors \(p/cm/ld/&fid=595\)](#)[Volunteers \(p/cm/ld/&fid=594\)](#)

The CPRS Conference & Expo is turning 70!

Join us as we celebrate 70 Years of Inspiring Excellence, March 13-16, 2018.

We'll convene at the favorite Long Beach Convention Center (<http://www.longbeachcc.com/>) for four days of discovery, innovation, personal growth and connectivity!

Why should YOU plan to attend the CPRS Conference & Expo?

The CPRS Conference & Expo provides a learning experience that:

- Rewards personal growth and creativity
- Inspires innovation
- Supports connectivity
- Encourages discovery
- Unifies the Profession

We hope to see you in Long Beach!

Conference Registration Form

Save Time! Register online at www.cprsmembers.org

1. Print carefully. Your badge will be printed with this information. First-time Attendee

Full Name _____ Nickname _____

Member # (required for member rate) _____

Member Type: CPRS CAPRCBM Other State Park & Recreation Association Member

Agency _____

Address to mail tickets _____

City/State/Zip _____

Phone _____ Fax _____

E-Mail _____

2. Conference Registration Fees:

All **Pre-registration** forms with fees must be postmarked by January 26, 2018. Late registration must be postmarked by February 17, 2018. After February 17, 2018, registration must take place onsite at the Long Beach Convention Center, 300 E. Ocean Blvd, Long Beach, CA 90802.

Please check **ALL** applicable boxes

	Preregistration By 1/26/18		After 1/26/18 and On-site	
	MEMBER	NONMBR	MEMBER	NONMBR
Full Registration (excluding intensive and some special events)	<input type="checkbox"/> \$475	<input type="checkbox"/> \$625	<input type="checkbox"/> \$525	<input type="checkbox"/> \$695
CPRS Student Member *	<input type="checkbox"/> \$100		<input type="checkbox"/> \$125	
Active Retiree Member	<input type="checkbox"/> \$115		<input type="checkbox"/> \$125	
Daily Rate:				
<input type="checkbox"/> Wednesday (includes lunch & Expo)	<input type="checkbox"/> \$250	<input type="checkbox"/> \$355	<input type="checkbox"/> \$280	<input type="checkbox"/> \$385
<input type="checkbox"/> Thursday (includes lunch & Expo)	<input type="checkbox"/> \$250	<input type="checkbox"/> \$355	<input type="checkbox"/> \$280	<input type="checkbox"/> \$385
<input type="checkbox"/> Friday	<input type="checkbox"/> \$125	<input type="checkbox"/> \$175	<input type="checkbox"/> \$145	<input type="checkbox"/> \$195

* Must provide proof of full-time student status

More on next page

For Housing Information visit the CPRS Website: www.cprs.org

3. INSTITUTES/INTENSIVES:

	By 1/26/18			After 1/26/18 and Onsite		
	CPRS MEMBER	NONMEMBER	STUDENT	CPRS MEMBER	NONMEMBER	STUDENT
NAYS Youth Sports Administrators Academy (3/13/18)	<input type="checkbox"/> \$314	<input type="checkbox"/> \$392	<input type="checkbox"/> \$165	<input type="checkbox"/> \$392	<input type="checkbox"/> \$490	<input type="checkbox"/> \$165
Park Development & Operations Symposium: A "Hands-On" Experience (3/13/18)	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	<input type="checkbox"/> \$30	<input type="checkbox"/> \$50	<input type="checkbox"/> \$63	<input type="checkbox"/> \$30
But What If We Could... Aquatics Programming Without Limits (3/13/18)	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	<input type="checkbox"/> \$20	<input type="checkbox"/> \$50	<input type="checkbox"/> \$63	<input type="checkbox"/> \$20
Learn How To Ride The Wave of Success (3/13/18)	<input type="checkbox"/> \$40	<input type="checkbox"/> \$50	<input type="checkbox"/> \$20	<input type="checkbox"/> \$50	<input type="checkbox"/> \$63	<input type="checkbox"/> \$20
Therapeutic Recreation Workshop: Diabetes... The Pandemic, Treatment & Prevention Utilizing RT Solutions (3/15/18)	<input type="checkbox"/> \$25	<input type="checkbox"/> \$31	<input type="checkbox"/> \$10	<input type="checkbox"/> \$31	<input type="checkbox"/> \$39	<input type="checkbox"/> \$10
Teen Advisor Academy - Training for Teen Staff (3/14/18)	<input type="checkbox"/> \$35	<input type="checkbox"/> \$44	<input type="checkbox"/> \$10	<input type="checkbox"/> \$35	<input type="checkbox"/> \$44	<input type="checkbox"/> \$10
Recreation Therapy Institute (3/16/18) CEU fee included	<input type="checkbox"/> \$170	<input type="checkbox"/> \$213	<input type="checkbox"/> \$50	<input type="checkbox"/> \$213	<input type="checkbox"/> \$266	<input type="checkbox"/> \$65

4. SPECIAL EVENTS/TOURS/ADDITIONAL TICKETS:

Parks Make Life Better!® Park & Facility Tour, Tuesday, March 13, 7:00 a.m. - 5:30 p.m. (see page 21)

\$40 per CPRS Member; \$47 per Non-Member; includes bus, breakfast and lunch

2018 Welcome Reception, Wednesday, March 14, 6:00 p.m. - 9:00 p.m. (see page 22)

\$30 for additional ticket, Free to fully registered or Wednesday only attendees

CPRS Annual Awards Reception and Banquet, Friday, March 16, 5:30 p.m. - 8:30 p.m. (see page 23)

Preregistration by January 26, 2018, \$75/person After January 26, 2018, \$80/person

5. Payment: (MUST accompany form)

Check payable to CPRS VISA MasterCard American Express

Credit Card Number _____ Exp. Date _____

Cardholder's Name _____

Cardholder's Address _____

CARDHOLDER'S SIGNATURE _____

6. SPECIAL ASSISTANCE

Accessibility and English as Second Language accommodations must be received by CPRS by **January 31, 2018**. If a specific accommodation is not requested in advance, it may not be provided onsite. Please contact CPRS 916-665-2777 to discuss your request in detail.

Name of Attendee _____ Phone Number _____

Please indicate the accommodations requested: _____

7. RETURN FORM AND PAYMENT:

MAIL

CPRS, 7971 Freepoint Blvd.
Sacramento, CA 95832-9701

FAX

Pay by credit card and fax to 916/665-9149

TOTAL FEES

Conference Registration Fees (#2) \$ _____

CEU Fees \$20 member \$40 nonmember \$ _____

Institutes/Intensives (#3) \$ _____

Special Events/Additional Tickets (#4) \$ _____

Attendee Transfer (\$50) \$ _____

TOTAL DUE

\$ _____

SDLF



**SPECIAL DISTRICT
LEADERSHIP FOUNDATION**

Special District Leadership Foundation
**2018 Dr. James Kohnen,
 Special District Leadership Academy,
 Scholarship Application**

This scholarship is for registration fees for the Special District Leadership Academy Conference or Governance Foundations module and is open to elected/appointed special district board members from districts with budgets of less than \$8 million, who have not previously completed the Special District Leadership Academy.

Districts may receive no more than \$1,500 in SDLF scholarship funds per calendar year.

Travel, meals (outside the conference program), and lodging are not included in scholarship funds.

Name:		Title:	
District:			
Address:			
City:		State:	Zip:
Email:			
Questions			
Is your district budget under \$8 million? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you a director/trustee of a special district? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you previously completed the Special District Leadership Academy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Activities available for Dr. James Kohnen Scholarship Funds: <input type="checkbox"/> SDLA Module #1: Governance Foundations: select date/location <input type="checkbox"/> March 20, 2018 - Sacramento <input type="checkbox"/> September 24, 2018 - Indian Wells <input type="checkbox"/> Special District Leadership Academy (SDLA) Conference: select date/location <input type="checkbox"/> February 4 – 7, 2018 - La Quinta <input type="checkbox"/> April 15 – 18, 2018 - Monterey <input type="checkbox"/> July 8 – 11, 2018 - Napa			
Please attach a short (one-page) response to the following questions:			
Why did you seek office with a special district?			
What do you see as your role as a board member?			
Applications will be reviewed by a three-member sub-committee of the SDLF board and awarded on a case-by-case basis. A rolling deadline is the 15th of each month and award notification will be made by the 30th of each month as funds are available. After receiving notification of the award from SDLF, scholarship recipients must register and pay for the activity. After confirming attendance, SDLF will issue a check to the district for reimbursement.			

Please complete the above and return this application, along with your one-page response to
 SDLF, 1112 I Street, Suite 200, Sacramento, CA 95814, fax: 916.442.7889, or email info@sdlf.org.
 If you have any questions, please contact SDLF CEO Neil McCormick at (916) 231-2939 or info@sdlf.org.

PRPD BOD Staff Report

February 13, 2018



DATE: January 29, 2018
TO: PRPD Board of Directors (BOD)
FROM: Dan Efseaff, District Manager
SUBJECT: PRPD Ad-hoc Advisory Committee Dissolution

Summary

At the January 9, 2018 regularly scheduled Board meeting, the PRPD Board of Directors reviewed Committee assignments and the dissolution of ad-hoc committees (Attachment A). After discussion, the BOD directed staff to calendar the possible dissolution of ad-hoc advisory committees for a future meeting. In review of past BOD actions; staff found past precedents for concurrence but not agenized actions on the dissolution of ad hoc committees. Past actions stemmed from the prerogative of the Board Chair and recommendation of staff. BOD determinations were not required. These temporary committees have met their objectives and future action may be considered by existing committees or the BOD.

Recommendation:

Staff recommends that the PRPD Board of Directors concur with the dissolution of 1) the Crain Park Ad-hoc Advisory Committee and 2) the FLSA / Minimum Wage Ad-hoc Advisory Committee.

Attachments:

- A. 2018 Ad-hoc Advisory Committee Assignments
- B. Internal staff report dated January 11, 2018

O:\BOD\BOD_Meetings\2018\18.0213\18.0129.BOD.2018 Ad-hoc Advisory Committee dissolution.docx
2/7/2018

*Paradise Recreation and Park District
2018 STANDING COMMITTEES*

2018 AD-HOC ADVISORY COMMITTEE ASSIGNMENTS

<p><i>Paradise Community Village Corporation Ad-hoc Advisory Committee (Established 6-10-03)</i></p> <p><u>Al McGreehan</u>, <u>Mary Bellefeuille</u> and <u>STAFF</u></p>	<p><i>Town of Paradise RDA Oversight Committee (Established 04-26-12)</i></p> <p><u>Al McGreehan</u></p>
<p><i>Personnel Recruitment Ad-hoc Advisory Committee (Established 12-13-16)</i></p> <p><u>Al McGreehan</u> and <u>Julie Van Roekel</u></p>	<p><i>Paradise Ice Rink Ad-hoc Advisory Committee (Established 04-11-17)</i></p> <p><u>Julie Van Roekel</u>, and <u>Mary Bellefeuille</u></p>
<p><i>Bike Park Ad-hoc Advisory Committee (Established 12-13-16)</i></p> <p><u>Steve Rodowick</u> and <u>Staff</u></p>	
<p><i>Crain Park Ad-hoc Advisory Committee (Established 08-12-08)</i></p> <p><u>Julie Van Roekel</u> and <u>Robert Anderson</u> and <u>STAFF</u></p> <p><i>Dissolve – Objective met</i></p>	<p><i>FLSA/Minimum Wage Ad-hoc Advisory Committee (Established 09-13-16)</i></p> <p><u>Al McGreehan</u> and <u>Mary Bellefeuille</u></p> <p><i>Dissolve – Objective met Add future tasks to the Finance Committee</i></p>



PARADISE RECREATION AND PARK DISTRICT

INTERNAL STAFF REPORT

Date: January 11, 2018
To: Dan Efseaff, District Manager
From: Colleen Campbell, Admin Asst II
Subject: Board Procedures for Dissolving Ad-hoc Committees

EXHIBIT B

BACKGROUND:

At the January 9, 2018 regularly scheduled Board meeting the Board directed staff to calendar the possible dissolution of ad-hoc committees for the February meeting, stating that the January agenda item as written did not give the Board the direction to dissolve the committees (see attached minute excerpt)

CONCLUSION:

At your direction, I have researched the Board minutes from 2010 to 2017 to determine how this procedure was addressed in the past and provide the following information.

The agenda action item has been consistent from 2010 to present and reads as follows:

The PRPD Board of Directors Chairperson will assign two PRPD Board members to each of the following standing committees to serve for the 20xx calendar year: Personnel, Finance, and Recreation and Park. The Board will also review ad-hoc advisory committee assignments and assign Board members as needed.

Procedure to dissolve an ad-hoc committee:

When required the Board has historically concurred to dissolve said committees during the same action of committee appointment, as follows:

Year	Action
2010	No Ad-hoc Committees were dissolved
2011	Minute Excerpt: In addition, Chairperson McGreehan recommended the following ad-hoc committees be dissolved because they had met their objective.
2012	No Ad-hoc Committees were dissolved
2013	Minute Excerpt: After a brief discussion, the Board concurred to rescind the following ad-hoc committees, effective January 8, 2013, because they had met their objective.
2014	No Ad-hoc Committees were dissolved
2015	No Ad-hoc Committees were dissolved
2016	Minute Excerpt: The Board concurred to rescind the following ad-hoc advisory committee, effective January 19, 2016 because it had met its objective.
2017	Minute Excerpt: The Board also concurred to dissolve the following ad-hoc advisory committees, effective January 10, 2017, because they had met their objective.
2018	Minute Excerpt: The Board concurred with these committee assignments and directed staff to calendar the possible dissolution of the Crain Park Ad-hoc Advisory Committee and the FLSA/Minimum Wage Ad-hoc Committee for Board consideration to the February 13, 2108 regularly scheduled Board meeting.

Attachments: Board meeting minutes excerpts for 2010 to 2018

NEW BUSINESS:

1. *The PRPD Board of Directors Chairperson will assign two PRPD Board members to each of the following standing committees to serve for the 2010 calendar year: Personnel, Finance, and Recreation and Park. The Board will also review ad-hoc advisory committee assignments.*

Chairperson Williams made the following standing committee appointments for the 2010 calendar year:

- Personnel Standing Committee:
 - Chairman: Steve Williams
 - Member: Morgan Miller

- Finance Standing Committee:
 - Chairperson: Dianne Harmacek
 - Member: Al McGreehan

- Recreation and Park Standing Committee
 - Chairman: Bob DiPietro
 - Member: Al McGreehan

Chairperson Williams made the following appointments to the Ad-hoc Advisory Committees:

- *Terry Ashe Recreation Center Property Ad-hoc Advisory Committee*
 - Al McGreehan and Morgan Miller

- *Paradise Community Village Corporation Committee*
 - Morgan Miller and Staff (Mike Trinca)

- *Magalia Community Ad-hoc Advisory Committee*
 - Dianne Harmacek and Staff (Mike Trinca)

- *Magalia Community Ad-hoc Advisory Sub-Committee for PID Property Review*
 - Steve Williams and Staff (Mike Trinca)

- *Crain Park Ad-hoc Advisory Committee*
 - Al McGreehan and Bob DiPietro

- *Development Impact Fee Ad-hoc Advisory Committee*
 - Dianne Harmacek and Al McGreehan

The Board concurred to accept all appointments to these committees and Chairperson Williams stated he would entertain a motion.

MOTION:

Vice Chairperson Harmacek moved to approve the committee appointments for the 2010 calendar year as presented. The motion was seconded by Director DiPietro and carried with 4 ayes and 1 absent.

4. *Introduce Chico State Intern, Kristen Ghinazzi*

Recreation Supervisor Sally Higbee introduced Ms. Ghinazzi to the Paradise Recreation and Park District Board of Directors. The Board welcomed Ms. Ghinazzi to the District and had open discussion with her concerning her studies at Chico State and her duties as an intern for the District.

5. *Status Report on Lakeridge and Crain Parks*

Referencing the memorandum presented to the Board, District Manager Trinca stated that staff will be re-submitting the Proposition 84 grant applications for Lakeridge and Crain Parks for the second round due no later than July 1, 2011. Also Galloway Consulting will begin working on the environmental document for Crain Park in April 2011.

CLOSED SESSION: None

OLD BUSINESS: None

Seeing no Closed Session or Old Business items on this evening's agenda, Chairperson McGreehan directed the Board's attention to New Business, item 1.

NEW BUSINESS:

1. *Staff recommends that the PRPD Board of Directors establish the Paradise Performing Arts Center (PPAC) Ad-hoc Committee and assign two PRPD Board members to serve on this Committee to identify the District's needs related to the PPAC and to develop possible District direction concerning the approach to assist the PPAC.*

District Manager Trinca summarized the written memorandum presented to the Board. He stated that staff has attended two meetings on this subject with the PPAC, the School District, and the Town of Paradise and he feels the Board should establish an ad-hoc committee to identify the needs of the District and to develop direction for the District. Further, District Manager Trinca recommended that Al McGreehan and Natalie Clem serve on this ad-hoc committee.

Secretary Williams stated because he is currently serving on the PPAC Board he has a clear conflict and will need to abstain from participating in this subject.

MOTION:

Director Rodowick moved to establish the Paradise Performing Arts Center (PPAC) Ad-hoc Committee assigning Al McGreehan and Natalie Clem to serve on this committee to identify the District's needs related to the PPAC and to develop possible District direction concerning the approach to this problem prior to meeting with these organizations. The motion was seconded by Director Miller and carried with 4 ayes and 1 abstention (Williams).

2. *The PRPD Board of Directors Chairperson will assign two PRPD Board members to each of the following standing committees to serve for the 2011 calendar year: Personnel, Finance, and Recreation and Park. The Board will also review ad-hoc advisory committee assignments.*

Chairperson McGreehan made the following standing committee appointments for the 2011 calendar year:

- Personnel Standing Committee:
 - Chairman: Morgan Miller
 - Member: Al McGreehan
- Finance Standing Committee:
 - Chairperson: Al McGreehan
 - Member: Natalie Clem
- Recreation and Park Standing Committee
 - Chairman: Steve Williams
 - Member: Steve Rodowick

Chairperson McGreehan made the following appointments to the Ad-hoc Advisory Committees:

- *Paradise Community Village Corporation Committee*
 - Morgan Miller and Staff (Mike Trinca)
- *Magalia Community Ad-hoc Advisory Committee*
 - Natalie Clem and Staff (Mike Trinca)
- *Crain Park Ad-hoc Advisory Committee*
 - Steve Rodowick and Steve Williams

In addition, Chairperson McGreehan recommended the following ad-hoc committees be dissolved because they had met their objective:

- *Terry Ashe Recreation Center Ad-hoc Advisory Committee*
(originally established February 8, 2005)
- *Magalia Community Ad-hoc Advisory Sub-Committee (For PID Property Review)*
(originally established January 13, 2009)

Further, Chairperson McGreehan recommended that the Development Impact Fee Ad-hoc Committee (originally established September 8, 2009) be dissolved because one of the Finance Standing Committee's tasks is "to evaluate development and assessment fees as needed."

The Board concurred to accept all appointments to these committees and Chairperson McGreehan stated he would entertain a motion.

MOTION:

Secretary Williams moved to dissolve the Terry Ashe Recreation Center Ad-hoc Advisory Committee established on February 8, 2005, the Magalia Community Ad-hoc Advisory Sub-Committee (For PID Property Review) established January 13, 2009, and the Development Impact Fee Ad-hoc Committee established September 8, 2009 and to approve the committee appointments for the 2011 calendar year as presented. The motion was seconded by Vice Chairperson Miller and carried unanimously with 5 ayes.

The Board concurred to receive the following as information only:

- Paradise Community Village Board of Directors Meeting Minutes of December 5, 2011.
- Paradise Community Village Board Agenda for January 9, 2012.
- Letter from David Ferrier, Executive Director of the Community Housing Improvement Program [CHIP] concerning the December 22, 2011 close of escrow and related documents.
- Copy of the fully executed Amendment to Phase 1 Agreement.

MANAGER'S REPORT

1. *PRPD Revenue, Expense, Designated Funds Preliminary Reports*

The Board concurred to receive these reports as presented.

2. *Recreation and Park Activity Report*

The Board concurred to receive this report as presented.

3. *CARPD Spring Conference, May 3 – 5, 2012.*

District Manager Trinca encouraged all new Board members to attend this statewide conference.

CLOSED SESSION: None

NEW BUSINESS:

2. *The PRPD Board of Directors Chairperson will assign two PRPD Board members to each of the following standing committees to serve for the 2012 calendar year: Personnel, Finance, and Recreation and Park. The Board will also make ad-hoc advisory committee assignments.*

Chairperson McGreehan made the following standing committee appointments for the 2012 calendar year:

- Personnel Standing Committee:
 - Chairman: Al McGreehan
 - Member: Steve Rodowick
- Finance Standing Committee:
 - Chairperson: Morgan Miller
 - Member: Lara Gularte
- Recreation and Park Standing Committee
 - Chairman: Steve Rodowick
 - Member: Gloria Rodgers

Chairperson McGreehan made the following appointments to the Ad-hoc Advisory Committees:

- *Paradise Performing Arts Center Ad-hoc Advisory Committee*
 - Al McGreehan and Steve Rodowick
- *Paradise Community Village Corporation Ad-hoc Advisory Committee*
 - Morgan Miller, Al McGreehan, and Staff (Mike Trinca)

- *Paradise Community Village Corporation Phase 1 Development Agreement Ad-hoc Advisory Committee*
 - Morgan Miller, Al McGreehan, and Staff (Mike Trinca)
- *Magalia Community Ad-hoc Advisory Committee*
 - Gloria Rodgers, Lara Gularte, and Staff (Mike Trinca)
- *Crain Park Ad-hoc Advisory Committee*
 - Steve Rodowick and Lara Gularte

The Board concurred to accept all appointments to these committees as presented and Chairperson McGreehan stated he would entertain a motion.

MOTION:

Secretary Rodowick moved to approve the committee appointments for the 2012 calendar year as presented. The motion was seconded by Vice Chairperson Miller and carried unanimously with 5 ayes.

BOARD COMMENT:

Secretary Rodowick stated that he had finalized the Cal-Recycle Grant application due January 17, 2012.

District Manager Trinca stated that the phase-in costs for the Lakeridge Park project will be available for the February 14, 2012 Board meeting.

District Manager Trinca stated that staff will be preparing a Moore Road Ballpark Master Plan to replace the concession area and restrooms and will offer a progress update at a future Board meeting.


Chairperson McGreehan requested that staff add a Closed Session item concerning salary negotiations to the February 14, 2012 Board agenda.

Chairperson McGreehan welcomed Gloria Rodgers to the PRPD Board of Directors.

ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:20 p.m. by Chairperson McGreehan.


 Al McGreehan, Chairperson


 Steve Rodowick, Secretary

MOTION:

Vice Chairperson Rodgers moved to approve and adopt Resolution #13-01-2-396 establishing an Environmentally Responsible Purchasing Policy as presented. The motion was seconded by Director McGreehan and carried with 4 ayes and 1 absent.

3. *Staff recommends that the PRPD Board of Directors accepts the resignation of Lara Gularte as a PRPD Board member as stated in her resignation letter dated December 21, 2012, effective January 8, 2013, and authorize the District Manager to proceed with the appointment procedure to fill this Board vacancy.*

Referencing the written documentation presented to the Board, District Manager Trinca commended Lara Gularte for her service to the District and offered her best wishes in the future. The Board concurred with District Manager Trinca and Chairperson Rodowick stated he would entertain a motion.

MOTION:

Director McGreehan moved to accept the resignation of PRPD Board Director Lara Gularte effective January 8, 2013 and authorized the District Manager to proceed with the appointment procedure to fill this Board vacancy. The motion was seconded by Vice Chairperson Rodgers and carried with 4 ayes and 1 absent.

4. *The PRPD Board of Directors Chairperson will assign two PRPD Board members to each of the following standing committees to serve for the 2013 calendar year: Personnel, Finance, and Recreation and Park. The Board will also establish 2013 District ad-hoc advisory committees and assign Board members as needed.*

Chairperson Rodowick made the following standing committee appointments for the 2013 calendar year:

- Personnel Standing Committee:
 - Chairman: Steve Rodowick
 - Member: Morgan Miller
- Finance Standing Committee:
 - Chairperson: Al McGreehan
 - Member: Lara Gularte
- Recreation and Park Standing Committee
 - Chairman: Gloria Rodgers
 - Member: Al McGreehan

Chairperson Rodowick made the following appointments to the Ad-hoc Advisory Committees:

- *Paradise Community Village Corporation Ad-hoc Advisory Committee*
 - Morgan Miller, Al McGreehan, and Staff (Mike Trinca)
- *Magalia Community Ad-hoc Advisory Committee*
 - Gloria Rodgers, Lara Gularte, and Staff (Mike Trinca)
- *Crain Park Ad-hoc Advisory Committee*

- Steve Rodowick and Gloria Rodgers

The Board concurred to accept all appointments to these committees as presented.

After a brief discussion the Board concurred to rescind the following ad-hoc committees, effective January 8, 2013, because they have met their objective.

- *Paradise Performing Arts Center Ad-hoc Advisory Committee*
 - Al McGreehan and Steve Rodowick
- *Paradise Community Village Corporation Phase 1 Development Agreement Ad-hoc Advisory Committee*
 - Morgan Miller, Al McGreehan, and Staff (Mike Trinca)

Further, it was noted that with Board's acceptance of PRPD Board Director Lara Gularte's resignation, effective January 8, 2013, the newly appointed Board Member will assume Ms. Gularte's 2013 Committee assignments.

BOARD COMMENT:

District Manager Trinca informed the PRPD Board of Directors that the District's 2012 Infrastructure Grant Application for Lakeridge Park was not successful.

ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 6:54 p.m. by Chairperson Rodowick.



Steve Rodowick, Chairperson



Morgan Miller, Secretary

CLOSED SESSION: None

OLD BUSINESS: None

Seeing no Closed Session or Old Business items on this evening's agenda, Chairperson Rodgers directed the Board's attention to New Business, item #1.

NEW BUSINESS:

1. *Staff recommends that the PRPD Board of Directors approve the PG&E agreement, Non-Refundable 50% Discount, to complete the electrical upgrade at Moore Road Park in the amount of \$35,887.71, including any increase in taxes, authorize the District Manager to sign the agreement on behalf of the District, and to proceed with the project.*

Referencing the written documentation presented to the Board, District Manager Trinca stated that the PG&E upgrade compares with the upgrade the District just completed at the Terry Ashe Recreation Center for the ice rink.

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

MOTION:

Director Rodowick moved to approve the PG&E agreement, Non-Refundable 50% Discount, to complete the electrical upgrade at Moore Road Park as presented in the amount of \$35,887.71, including any increase in taxes, authorize the District Manager to sign the agreement on behalf of the District, and to proceed with the project. The motion was seconded by Secretary Van Roekel and carried unanimously with 5 ayes.

ROLL CALL VOTE

Chairperson Gloria Rodgers, aye; Vice Chairperson Al McGreehan, aye; Secretary Julie Van Roekel, aye; Director Morgan Miller, aye; and Director Steve Rodowick, aye.

2. *The PRPD Board of Directors Chairperson will assign two PRPD Board members to each of the following standing committees to serve for the 2014 calendar year: Personnel, Finance, and Recreation and Park. The Board will also establish 2014 District ad-hoc advisory committees and assign Board members as needed.*

Chairperson Rodgers made the following standing committee appointments for the 2014 calendar year:

- Personnel Standing Committee:
 - Chairman: Morgan Miller
 - Member: Al McGreehan
- Finance Standing Committee:
 - Chairperson: Al McGreehan
 - Member: Julie Van Roekel
- Recreation and Park Standing Committee
 - Chairman: Gloria Rodgers
 - Member: Steve Rodowick

Chairperson Rodgers made the following appointments to the Ad-hoc Advisory Committees:

- *Paradise Community Village Corporation Ad-hoc Advisory Committee*
 - Morgan Miller and Al McGreehan
- *Town of Paradise RDA Oversight Committee*
 - Al McGreehan
- *Magalia Community Ad-hoc Advisory Committee*
 - Gloria Rodgers and Julie Van Roekel
- *Crain Park Ad-hoc Advisory Committee*
 - Steve Rodowick and Julie Van Roekel
- *Paradise Ice Rink Ad-hoc Advisory Committee*
 - Steve Rodowick and Morgan Miller
- *Noble Orchard Park Master Plan Ad-hoc Advisory Committee*
 - Steve Rodowick and Julie Van Roekel

Chairperson Rodgers stated she would entertain a motion.

MOTION:

Director Miller moved to approve the 2014 Personnel, Finance, and Recreation and Park Standing Committees and the Ad-hoc Committee assignments as presented. The motion was seconded by Secretary Van Roekel and carried unanimously with 5 ayes.

Chairperson Rodgers recognized Crain Park resident Sarah Salisbury. Ms Salisbury apologized for arriving late and missing the public comment portion of the meeting, but stated she had a few questions and would like to be heard by the Board. The Board concurred and Chairperson Rodgers welcomed Ms. Salisbury to the floor.

Ms. Salisbury had open discussion with staff and Board members concerning the next step in the process of developing Crain Park.

District Manager Trinca stated that the District will be scheduling an ad-hoc committee meeting in the near future to update the citizens on Crain Park.

BOARD COMMENT:

Director Miller asked if the District can provide public wi-fi for patrons and vendors. Park Superintendent Murphy stated that staff will look into it.

Director Rodowick commended the maintenance staff for keeping the parks clean and maintained along with all the work that went into the ice rink program.

2. *Staff recommends that the PRPD Board of Directors approve District Personnel Rule 20.01A Sick Paid Time Off (Full-Time and Part-Time Benefitted) and District Personnel Rule 20.01B Sick Paid Time Off (Part-Time) as presented.*

Referencing the written memorandum presented to the Board, District Manager Trinca stated that to comply with Assembly Bill #1522 (Healthy Workplaces, Healthy Families Act) that was passed on August 30, 2014, the District must provide part-time employees with sick paid time off starting July 1, 2015.

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

MOTION:

Vice Chairperson Miller moved to approve District Personnel Rule 20.01A Sick Paid Time Off (Full-Time and Part-Time Benefitted) and District Personnel Rule 20.01B Sick Paid Time Off (Part-Time) as presented. The motion was seconded by Director Rodgers and carried unanimously with 5 ayes.

AYES: McGreehan, Miller, Van Roekel, Rodowick, and Rodgers

NOES: None

ABSTENTIONS: None

3. *The PRPD Board of Directors Chairperson will assign two PRPD Board members to each of the following standing committees to serve in the 2015 calendar year: Personnel, Finance, and Recreation and Park. The PRPD Board Chairperson will also establish 2015 District ad-hoc advisory committees and assign Board members as needed.*

Chairperson McGreehan made the following standing committee appointments for the 2015 calendar year:

- Personnel Standing Committee:
 - Chairman: Al McGreehan
 - Member: Gloria Rodgers
- Finance Standing Committee:
 - Chairperson: Julie Van Roekel
 - Member: Gloria Rodgers
- Recreation and Park Standing Committee:
 - Chairman: Steve Rodowick
 - Member: Morgan Miller

Chairperson McGreehan also stated that the appointments to the Ad-hoc Advisory Committees will remain the same as follows:

- *Paradise Community Village Corporation Ad-hoc Advisory Committee*
 - Morgan Miller and Al McGreehan
- *Town of Paradise RDA Oversight Committee*
 - Al McGreehan

- *Magalia Community Ad-hoc Advisory Committee*
 - Gloria Rodgers and Julie Van Roekel
- *Crain Park Ad-hoc Advisory Committee*
 - Steve Rodowick and Julie Van Roekel
- *Paradise Ice Rink Ad-hoc Advisory Committee*
 - Steve Rodowick and Morgan Miller
- *Noble Orchard Park Master Plan Ad-hoc Advisory Committee*
 - Steve Rodowick and Julie Van Roekel

Chairperson McGreehan stated he would entertain a motion.

MOTION:

Secretary Van Roekel moved to approve the 2015 Personnel, Finance, and Recreation and Park Standing Committees and the Ad-hoc Committee assignments as presented. The motion was seconded by Vice Chairperson Miller and carried unanimously with 5 ayes.

AYES: McGreehan, Miller, Van Roekel, Rodowick, and Rodgers

NOES: None

ABSTENTIONS: None

BOARD COMMENT:

The Board commended Gloria Rodgers for the good job she did serving as the Board Chairperson in 2014.

Director Rodowick stated that a tree fell at the Bille Park Grotto during the wind storm.

Director Rodowick asked for an update on the no smoking ordinance. District Manager Trinca stated that he is working with the Town of Paradise to develop a District policy that is in concert with the Town's ordinances.

Staff confirmed to Director Rodgers that the Wagstaff sign still needs to be installed for Bille Park.

Chairperson McGreehan stated he would like to meet with the District Manager to review items such as the District's Master Plan and LAFCo recommendations and depending on the outcome, items may be assigned to the appropriate committees for further review.

ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:06 p.m. by Chairperson McGreehan.


Al McGreehan, Chairperson


Julie Van Roekel, Secretary

CLOSED SESSION: None

OLD BUSINESS: None

NEW BUSINESS:

2. *The PRPD Board of Directors Chairperson will assign two PRPD Board members to each of the following standing committees to serve for the 2016 calendar year: Personnel, Finance, and Recreation and Park. The PRPD Board Chairperson will also establish the 2016 District ad-hoc advisory committees and assign Board members as needed.*

Chairperson Miller made the following standing committee appointments for the 2016 calendar year:

- Personnel Standing Committee:
 - Chairman: Al McGreehan
 - Member: Julie Van Roekel
- Finance Standing Committee:
 - Chairperson: Steve Rodowick
 - Member: Mary Bellefeuille
- Recreation and Park Standing Committee:
 - Chairman: Morgan Miller
 - Member: Al McGreehan

Chairperson Miller also stated that the appointments to the Ad-hoc Advisory Committees will remain the same as follows:

- *Paradise Community Village Corporation Ad-hoc Advisory Committee*
 - Morgan Miller and Al McGreehan
- *Town of Paradise RDA Oversight Committee*
 - Al McGreehan
- *Magalia Community Ad-hoc Advisory Committee*
 - Julie Van Roekel and Mary Bellefeuille
- *Crain Park Ad-hoc Advisory Committee*
 - Steve Rodowick and Julie Van Roekel
- *Paradise Ice Rink Ad-hoc Advisory Committee*
 - Steve Rodowick and Morgan Miller
- *Noble Orchard Park Master Plan Ad-hoc Advisory Committee*
 - Steve Rodowick and Julie Van Roekel

The Board concurred to rescind the following ad-hoc advisory committee, effective January 19, 2016 because it had met its objective:

- *Tuscan Ridge Ad-hoc Advisory Committee (Established 06-09-15)*
 - Al McGreehan and Morgan Miller

The PRPD Board of Directors concurred with these committee assignments.

BOARD COMMENT:

Secretary Rodowick reported that he attended a Paradise Irrigation District meeting concerning the Paradise Lake kayak and fishing pier grant and stated that the grant may be in jeopardy due a regulation requiring a 30 foot right-of-way access road. Paradise Irrigation District is in the process of determining whether the regulation can be altered.

Director McGreehan stated that he will not be attending a CARPD Board meeting scheduled for January 20, 2016 due to a scheduling conflict. Further, he stated that the CARPD conference will be held in South Lake Tahoe in May 2016.

Further, Director McGreehan suggested that staff consider a Concow Lake fishing derby and an outdoor yoga program for the summer months. He also asked staff to consider marketing the 2016 Summer Olympics in conjunction with the Paradise Swim Pool and to consider seeking community sponsors to offset the aquatic program costs.

Vice Chairperson Van Roekel again thanked the Board candidates for their desire to serve on the Paradise Recreation and Park District Board of Directors.

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 Miller.



Morgan Miller, Chairperson



Steve Rodowick, Secretary

The motion was seconded by Director Anderson and carried unanimously with 5 yes.

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

NOES: None

ABSTENTIONS: None

2. *The PRPD Board of Directors will consider the FLSA/Minimum Wage Ad-hoc Committee (McGreehan / Bellefeuille) recommendation concerning a possible wage increase for all full-time employees.*

Referencing the written memorandum presented to the Board, Committee Member Al McGreehan recommended that the PRPD Board of Directors table this agenda item until the February 14, 2017 regularly scheduled Board meeting. Further, he requested staff provide a mid-term financial report to the PRPD Board of Directors at the February meeting for Board review and consideration.

The Board concurred with Committee Member McGreehan's recommendation and directed staff to calendar this item for the February 14, 2017 regularly scheduled PRPD Board of Directors meeting.

NEW BUSINESS:

1. *The PRPD Board of Directors Chairperson will assign two PRPD Board members to each of the following standing committees to serve for the 2017 calendar year: Personnel, Finance, and Recreation and Park. The PRPD Board Chairperson will also establish the 2017 District ad-hoc advisory committees and assign Board members as needed.*

Chairperson Van Roekel made the following standing committee appointments for the 2017 calendar year:

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

Chairperson Van Roekel also made the following appointments to the Ad-hoc Advisory Committees as follows:

- Paradise Community Village Corporation Ad-hoc Advisory Committee (established 06-10-03)
 - Al McGreehan and Mary Bellefeuille

- Town of Paradise RDA Oversight Committee (established 04-26-12)
 - Al McGreehan
- Crain Park Ad-hoc Advisory Committee (established 08-12-08)
 - Julie Van Roekel and Robert Anderson
- Paradise Ice Rink Ad-hoc Advisory Committee (established 05-14-13)
 - Steve Rodowick and Mary Bellefeuille
- FLSA/Minimum Wage Ad-hoc Advisory Committee (established 09-13-16)
 - Al McGreehan and Mary Bellefeuille
- Bike Park Ad-hoc Advisory Committee (established 12-13-16)
 - Steve Rodowick and Staff
- Personnel Recruitment Ad-hoc Advisory Committee (established 12-13-16)
 - Al McGreehan and Julie Van Roekel

The Board concurred with these committee assignments

The Board also concurred to dissolve the following ad-hoc advisory committees, effective January 10, 2017, because they had met their objective:

- Magalia Community Ad-hoc Advisory Committee (established 12-13-05)
 - Mary Bellefeuille and Julie Van Roekel
- Noble Park Master Plan Ad-hoc Advisory Committee (established 12-10-13)
 - Steve Rodowick and Julie Van Roekel

2. *Staff recommends that the PRPD Board of Directors (1) amend the PRPD Personnel Rules in response to Board action taken at the December 13, 2016 regular Board of Directors meeting concerning Exempt and Non-Exempt Employees as presented; and (2) amend the options available to retiring employees on how they may chose to use accrued vacation and sick leave funds as presented.*

Referencing the written memorandum and related attachments presented to the Board, the Board had open dialog with staff concerning the recommended changes to the Personnel Rules as it relates to employees using accrued sick PTO pay to offset their health care premium payments in lieu of receiving compensation.

The Board concurred to approve the Personnel Rule changes as written but recommended that staff obtain written documentation from PERS, if possible, concerning regulations limiting employees from

Further, District Manager Eiseff commented that staff has received a request from the County to participate in the County's FEMA response program. Staff will present additional information on this item at a future meeting.

Seeing no further discussion, the Board concurred to receive this report as presented.

6. CLOSED SESSION: None

7. OLD BUSINESS: The Board concurred that Old Business was addressed earlier in the meeting.

8. NEW BUSINESS:

8.1 The PRPD Board of Directors Chairperson will assign two PRPD Board members to each of the following standing committees to serve for the 2018 calendar year: Personnel, Finance, and Recreation and Park. The PRPD Board of Directors Chairperson will also establish the 2018 District ad-hoc advisory committees and assign Board members as needed.

Chairperson Rodowick made the following standing committee appointments for the 2018 calendar year:

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

Chairperson Rodowick also made the following appointments to the Ad-hoc Advisory Committees as follows:

- Paradise Community Village Corporation Ad-hoc Advisory Committee (established 06-10-03)
 - Al McGreehan and Mary Bellefeuille
- Town of Paradise RDA Oversight Committee (established 04-26-12)
 - Al McGreehan
- Paradise Ice Rink Ad-hoc Advisory Committee (established 04-11-17)
 - Julie Van Roekel and Mary Bellefeuille
- Bike Park Ad-hoc Advisory Committee (established 12-13-16)
 - Steve Rodowick and Staff

The Board concurred with these committee assignments and directed staff to calendar the possible dissolution of the Crain Park Ad-hoc Advisory Committee and the FLSA/Minimum Wage Ad-hoc Advisory Committee for Board consideration to the February 13, 2018 regularly scheduled Board meeting.

9. BOARD COMMENT

Mary Bellefeuille asked what the status was on the development of District Manager Evaluation format(s). District Manager Efseaff stated he has received samples and will develop a new format for District use with the Personnel Committee's assistance.

Al McGreehan informed the Board that he will be attending Town of Paradise Oversight Committee and would like this item added to the February Board agenda.

Al McGreehan informed the Board that he will be attending the CARPD Board meeting and would like this item added to the February Board agenda.

Al McGreehan asked for the status of the electronic sign agreement revision. District Manager Efseaff stated he has a meeting with the Town of Paradise this week and information should be available for the February Board meeting.

Steve Rodowick stated he recently transferred his personal business to Tri-Counties Bank and commended them for their customer service and local community outreach.

10. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:15 p.m. by Chairperson Rodowick until the next regularly scheduled meeting on February 13, 2018 at 6:00 p.m. in Conference Room C at the Terry Ashe Recreation Center 96626 Skyway, Paradise, CA.

Steve Rodowick, Chairperson

Al McGreehan, Secretary



Staff Report

Meeting Date: February 13, 2018

DATE: 2/6/2018
TO: PRPD Board of Directors (BOD)
FROM: Dan Efsseff, District Manager
SUBJECT: Local Hazard Mitigation Plan – Butte County

Report in Brief

The California Office of Emergency Services (CalOES) approved Butte County to apply to fund 75% of the cost to update the Local Hazard Mitigation Plan. Part of the application process is to secure commitment letters from each participating jurisdiction. The current plan will be updated to continue to qualify for federal funding, including disaster grants, which will be available to participating jurisdictions within Butte County if a disaster is declared and federal funding becomes available.

To ensure accurate tracking of jurisdictions with approved Multi-Jurisdictional Local Hazard Mitigation Plans [LHMP], Cal OES requests that the lead jurisdiction (Butte County) provide copies of all the fully executed "Letters of Commitment."

Staff provided a brief oral report at the January 9, 2018 BOD meeting concerning a request for participation in the Local Hazard Mitigation Plan from the Butte County Offices of Emergency Services [OES]. Staff provides a draft letter of commitment for BOD consideration [Attachment A].

Recommendation:

Staff recommends that the PRPD Board of Directors approve the District's participation in the Local Hazard Mitigation Plan Update for Butte County and authorize the District Manager to sign the letter of commitment on behalf of the District.

Attachments:

- A. Draft Letter of Commitment

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2/7/2018



An Independent Special District Serving Your Community

Enhancing the Quality of Life
Through People, Parks, and Recreation

DRAFT

February 13, 2018

Cindi Dunsmoor, Emergency Services Officer
Butte County Office of Emergency Management
25 County Center Drive, Suite 213
Oroville, CA 95965

Re: Letter of Commitment as participating jurisdiction in Butte County Operational Area Multi-Jurisdictional Hazard Mitigation Planning

Dear Cindi,

As the Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR §201.6 specifically identify criteria that allow for multi-jurisdictional mitigation plans and that many issues are better resolved by evaluating hazards more comprehensively by coordinating at the county, regional, or watershed level, the Paradise Recreation and Park District [PRPD] is submitting this letter of commitment to confirm that PRPD has agreed to participate in the Butte County Operational Area Multi-jurisdictional Hazard Mitigation Planning.

Further, as a condition to participating in the mitigation planning; PRPD agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to Butte County to complete the plan in conformance with FEMA requirements.

PRPD understands that it must engage in the following planning process, as more fully described in FEMA's Local Multi-Hazard Mitigation Planning Guidance dated July 1, 2008, including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction. ;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.); and
- Documentation of an effective process to maintain and implement the plan; and,
- Formal adoption of the Multi-jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).

6626 Skyway • Paradise, CA 95969

Cindi Dunsmoor, Emergency Services Officer
Butte County Office of Emergency Management [FEMA]
Letter of Commitment
February 13, 2018
Page -2-

This letter provides a commitment to participate in the process. Our Board of Directors, at their regularly scheduled meeting on February 13, 2018 moved to approve the District's full participation in the program and authorized the District Manager to sign this letter of commitment on behalf of the District.

Sincerely,

Dan Efseaff
District Manager
Paradise Recreation and Park District

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Staff Report

Meeting Date: February 13, 2018

DATE: 2/6/2018
TO: PRPD Board of Directors (BOD)
FROM: Dan Efseaff, District Manager
SUBJECT: Butte County Special Districts Association (BCSDA)

Summary

The Butte County Special Districts Association (BCSDA) closed the Call for Nominations on January 15, 2018. BCSDA host agency, Chico Area Recreation District [Ann Willmann], indicated they have did not received enough nominations and encouraged PRPD to offer a 'write-in' candidate for District Manager Dan Efseaff. Mr. Efseaff is currently serving the balance of former District Manager Mike Trinca's term and desires to continue serving on the BCSDA Board.

Recommendation:

Staff recommends that the PRPD Board of Directors approve District Manager Dan Efseaff as a write-in candidate to serve on the Butte County Special District Association [BCSDA] Board. Term expires December 2020

Attachments: None

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2/8/2018



Staff Report

Meeting Date: February 13, 2018

DATE: 2/6/2018
TO: PRPD Board of Directors (BOD)
FROM: Dan Euseff, District Manager
SUBJECT: Resolution #18-02-1-450

Report in Brief

The California Association of Recreation and Park Districts [CARPD] is seeking support for Senate Bill 5 (de Leon), now known as the Proposition 68 bond measure. This \$4 billion bond measure would provide parks, protect natural resources and wildlife, increase drought and flood protection, and supply clean water.

CARPD requests that the Californians for Clean Water and Safe Parks Endorsement Form be completed and returned providing written endorsement of the measure. Staff also provides additional details of the bond measure in Resolution #18-02-1-450 for Board consideration and possible approval.

Recommendation:

Staff recommends that the PRPD Board of Directors approve and adopt Resolution #18-02-1-450 as presented and authorize the District Manager to complete and return the Californians for Clean Water and Safe Parks Endorsement Form on behalf of the District.

Attachments:

Resolution #18-02-1-450
Californians for Clean Water and Safe Parks Endorsement Form

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2/7/2018



An Independent Special District Serving Your Community

*Enhancing the Quality of Life
Through People, Parks, and Recreation*

RESOLUTION #18-02-1-450

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT SUPPORTING THE PASSAGE OF SENATE BILL 5 – PROPOSITION 68 THE CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL PROTECTION, AND OUTDOOR ACCESS FOR ALL ACT OF 2018

WHEREAS, California's state, regional, and local parks serve as recreational, social, and cultural centers for California's communities, providing important venues for youth enrichment and safety; community identity; protection of natural, cultural, and historic sites, parkland and open space, and tourism; and

WHEREAS, in order to maintain a high quality of life for California's growing population, a continuing investment in parks, recreation facilities is needed; and

WHEREAS, each generation of Californians has an obligation to be good stewards of these natural and community resources in order to pass them onto their children; and

WHEREAS, California's citizens and visitors have increased their visits to state and local parks for healing and strength, sense of community, freedom and peace during these turbulent times; and

WHEREAS, California is known for its incredible natural resources of open space, parks, mountains, rivers, coastline, and forests that positively impact the state and local economy; and

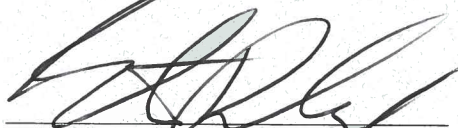
WHEREAS, California is largely an urban state where it is projected the state's population is estimated to be 44.1 million by 2030; thereby placing more pressure on existing parkland and facilities; and

WHEREAS, Senate Bill 5 – Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018 [Exhibit A] will provide \$4 billion in much needed investments to create and improve parks in urban communities; protect and restore natural resources; and improve California's flood protection system. These investments will benefit communities all across California by improving public health and environmental protection and bringing jobs to urban and rural communities.

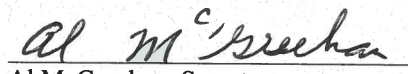
NOW, THEREFORE, BE IT RESOLVED, Paradise Recreation and Park District Board of Directors supports the passage of the Senate Bill 5 – Proposition 68, the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018.

THIS RESOLUTION WAS PASSED AND ADOPTED by the Board of Directors of the Paradise Recreation and Park District the 13th day of February 2018, by the following vote:

AYES: 5 NOES: 0 ABSTAIN: 0 ABSENT: 0



Steve Rodowick, Chairperson

Attest:


Al McGreehan, Secretary

SB 5 (de Leon) Allocations

Following is an extended list of the allocations for The California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access for All Act of 2018.

Environmental & Social Equity Investments

- \$725 million for parks in park-poor neighborhoods

California's Outdoor Spaces

- \$200 million for local park grants (grants based on population)
- \$15 million for park and recreation grants for jurisdictions with a population of 200,000 or less
- \$30 million for competitive grants to local park districts, open space districts, and open space authorities to create, expand, or restore parks (\$5 million for projects in units of the state park system managed by non-profit organizations)
- \$40 million for grants to local agencies that have approved local park revenue measures

State Parks, Natural & Cultural Legacy

- \$218 million for existing state parks and improving public access to parks
 - \$10 million for state parks enterprise projects
 - \$5 million for local agencies that operate a unit of the state park system
 - \$18 million for fairground facility improvements
 - \$30 million for low cost coastal accommodations
 - \$25 million for state parks natural resource projects

Trails & Greenway

- \$30 million for non-motorized infrastructure development and access improvements competitive grants (up to 25% for innovation transpor-

tation programs that expand outdoor experiences to disadvantaged youth)

Rural Recreation, Tourism, & Economic Enrichment

- \$25 million for competitive grants to non-urbanized areas

Rivers, Creeks, & Waterways

- \$162 million for river parkways and urban streams restoration
 - \$37.5 million to Santa Monica Mountains Conservancy
 - \$37.5 million for San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy
 - \$16 million for the Santa Ana Conservancy Program
 - \$10 million to the Lower American River Conservancy Program
 - \$3 million for the Los Gatos Creek and Guadalupe River
 - \$3 million for the Russian River
 - \$10 million for parkway along the Santa Margarita River
 - \$5 million for Clear Lake
 - \$10 million for the River Parkways Act of 2004
 - \$10 million for Urban Streams Restoration Program to the Department of Water Resources
 - \$20 million for parkway along the Los Angeles River

Ocean & Coastal Protection

- \$175 million for coastal and ocean resource protection
 - \$35 million for grants to protect ocean and coastal ecosystems
 - \$30 million for low cost coastal accommodations
 - \$85 million for protection of beaches, bays, wetlands, & coastal watersheds
 - \$20 million for coastal forest watershed health

- \$5 million for estuarine lagoons and coastal wildlife areas

Groundwater Sustainability

- \$80 million for groundwater cleanup

Clean Drinking Water and Drought Preparedness

- \$250 million for clean and safe drinking water

Conservancies & Wildlife

- \$30 million for projects that implement the Salton Sea Management Program
- \$180 million to state conservancies
 - \$6 million to Baldwin Hills Conservancy
 - \$27 million to California Tahoe Conservancy
 - \$7 million to Coachella Mountains Conservancy
 - \$12 million for Sacramento-San Joaquin Delta Conservancy
 - \$12 million to San Diego River Conservancy
 - \$30 million to Lower Los Angeles River and Mountains Conservancy
 - \$6 million to San Joaquin River Conservancy
 - \$30 million to Santa Monica Mountains Conservancy
 - \$30 million to Sierra Nevada Conservancy
 - \$20 million to State Coastal Conservancy
- \$137 million to the Wildlife Conservation Board, including \$5 million for regional conservation investment strategies, \$52 million for Natural Community Conservation Plan projects, and up to \$10 million to the UC Natural Reserve System
- \$200 million for voluntary settlement agreements
- \$50 million for Department of Fish & Wildlife deferred maintenance

- \$170 million to the California Natural Resources Agency for Salton Sea

Climate Preparedness & Habitat Resiliency

- \$18 million for wildlife & natural systems conservation direct expenditures and grants
- \$30 million to remove barriers to between habitat areas and increase connectivity, including \$10 million for the California Waterfowl Habitat Program
- \$25 million to restore rivers and streams in support of fisheries and wildlife, including \$5 million for salmon and steelhead projects in Klamath-Trinity watershed
- \$60 million to improve wildlife & fish passage, including \$30 million for Southern California Steelhead habitat
- \$60 million for upper watersheds protection in the Sierra Nevada and Cascades

- \$30 million to improve conditions for fish and wildlife in streams
- \$40 million for grants to assist coastal communities and fisheries with climate change adaptation, with 35% to the SF Bay Area Conservancy Program, and 12% to the West Coyote Hills Program
- \$30 million for innovative farm practices that improve climate resilience
- \$50 million for forest restoration & fire protection including hazardous fuel load reduction and management for wildfire and climate change, with at least 30% for urban forestry projects
- \$40 million to state and local conservation corps for restoration & protection projects and equipment
- \$60 million to restore natural, cultural, ethnic, and community resources, and convert fossil fuel plants to green space, with \$20 million of this amount for multi-benefit

“green infrastructure” benefiting disadvantaged communities

Flood Protection and Repair

- \$550 million for flood protection and repair, including \$350 million for flood protection, \$100 million for stormwater, mudslide, and other flood-related protections, and \$100 million for urban multibenefit flood projects

Regional Water Sustainability

- \$290 million for regional water sustainability, including \$50 million for groundwater sustainability planning
- \$100 million for water recycling, including \$20 million for agricultural operations to implement irrigation systems that save water

Californians for Clean Water and Safe Parks Endorsement Form



Please list me/my organization/company as a supporter of the California Drought, Water, Parks, Climate, Coastal Protection, and Outdoor Access For All Act of 2018. This measure includes much needed investments to create and improve parks in urban communities; protect and restore natural resources; and improve California's flood protection system. These investments will benefit communities all across California by improving public health and environmental protection and bringing jobs to urban and rural communities.

Please select a category:

Organization

Company

Individual

*Be sure to indicate whether you are signing up on behalf of your organization/company or if you would like to be listed as an individual supporter.

Please complete the following information:

Paradise Recreation & Park District

Company or Organization Name/Employer

Dan E. Seaff

Name

District Manager

Title/Occupation

16626 Skyway

Street address

Paradise

City

Ca

State

95969

Zip

Butte

County

(530) 872-6393

Phone number

Mobile number

ccampbell@paradise-prpd.com

E-mail Address

Dan E. Seaff

Signature (Required)

2/14/18

Date

I/We can help Californians for Clean Water and Safe Parks in the following ways:

- Inform and recruit others (e.g., communicate with my personal and professional networks, volunteer/speak at local events)
- Participate in media activities (e.g., write an opinion editorial or letter-to-the-editor)
- Other _____

Please return this completed form to ariel@caleec.com or mail it to 1121 L Street, Suite 309, Sacramento, CA 95814

Paid for by Californians for Clean Water and Safe Parks, sponsored by Conservation Groups. Major funding by Conservation Action Fund and the Committee for Clean Water, Natural Resources, and Parks

FPPC ID # 1399547

1100 11th Street, 5th Floor, Sacramento, CA 95814

BOD Staff Report

February 13, 2018



DATE: 2/5/2018
 TO: BOD
 FROM: Dan Efseaff, District Manager
 SUBJECT: Proposed Electronic Sign Changes and Update

1. Background

At the August 8, 2017 meeting, Staff presented the annual report for the electronic sign. Since 2011, the Paradise Recreation and Park District has owned and operated an electronic sign in front of the Terry Ashe Recreation Center. Under the agreement for the electronic sign between the Town of Paradise (TOP), the Paradise Irrigation District, and PRPD, the District is responsible for a detailed income and expense report at the end of the Fiscal Year (FY). All revenue and expenses are shared equally between agencies.

Staff determined that the last three years showed a net loss of \$6,741.71 (each partner would be responsible for \$2,247.24). Since that time, the TOP and PID have reimbursed the District for those costs. Revenue and expenses are summarized below (Table 1).

Table 1. Summary of Revenue and Expenses Associated with the Electronic Sign.

Item	FY 2013-2014	FY 2014-2015	FY 2015-2016	FY 2016-2017	Trend	Average (2013-2017)
Revenue						
Total	\$3,980	\$2,940	\$3,700	\$3,500		\$3,530
Expenses						
Total	\$5,758	\$4,501	\$4,311	\$8,070		\$5,660
Net						
Total Revenue - Total Expenses	-\$1,778	-\$1,561	-\$611	-\$4,570		-\$2,130
Annual Partner Share	-\$592.63	-\$520.33	-\$203.63	-\$1,523.22		-\$709.95
Summary						
Average Income per week	\$76.54	\$56.54	\$71.15	\$67.31		\$67.88
Average Expenses per week	\$110.73	\$86.56	\$82.90	\$155.19		\$108.84
Average net income per week	-\$34.19	-\$30.02	-\$11.75	-\$87.88		-\$40.96

At the October 16, 2017 Parks and Recreation Committee meeting, members reviewed the current operation of the electronic sign with staff including the agreement, current fee structure, maintenance costs, possible grant options, offsetting costs with solar panels, and outstanding incurred sign operation costs. Current fees are \$50 for the first week and \$25 for subsequent weeks.

Based on Committee recommendations, Staff met with the TOP and PID to discuss the sign operation and the potential for increasing fees. The partners indicated satisfaction with the sign operation and use, all agreed that future invoices appear on an annual basis. Staff also pursued the reduction of sign operations to conserve electricity and costs; however, reduction in service will not result in a significant reduction of costs.

2. Fiscal Impact

Staff intends to reduce the impact of the electronic sign on partner agencies. Finding no compelling reason to have the 2nd week discount, staff recommends a simply flat rate of \$50/week. While this will impact customers that reserve the sign for multiple weeks, it will not impact those that only sign up for a single week.

- We can estimate some comparisons to the expenses in the following:
 - Slots/year x Weekly rental rate x Occupancy Rate = Anticipated Revenue

- Using our assumptions gives us an Anticipated Revenue of:
 - $156 \text{ slots/year} \times \$50/\text{week} \times 75\% = \$5,850/\text{year}$

In addition to the fee change, it will be critical for Staff to increase sales to the target number. Anecdotally, staff have said that it has not been an issue to obtain reservations, however, in looking at recent information, the “occupancy” rate has been less than 60%. Assuming a 60% occupancy, the break-even price point shifts to \$60/slot. The break-even point for \$50/week/slot using the average expenses, is approximately 73% occupancy. Staff have already begun some measures to increase sales such as abandoning the prohibition on multiple weeks and will market availability of the sign.

3. **Committee Recommendation**

Staff followed the Committee recommendation in pursuing the recovery of costs from the partners, researching cost reduction ideas, and developing a revised fee schedule.

4. **Permits and Environmental Review**

No permits will be needed for this change.

5. **Discussion**

Because the fees are built into the agreement, the entire agreement would have to be reapproved by each of the agencies. Staff would recommend that this ability to respond to market conditions or changes, be shifted to the District. We proposed to work with the other agencies on a revised agreement with the following changes:

1. Update contact information.
2. Add the ability to modify fees on an adopted fee schedule rather than by a new agreement. The District will periodically review and update Rental Fees upon consultation with TOP and PID. Fees should consider costs, and demand.
3. The initial fee schedule reflects a simplified rate (\$50/week).
4. The agreement has an end date (5-10 years) and the agreement may be extended by written agreement for 1 year.

Staff seeks BOD feedback on the approach, so that we may continue discussion with the other entities.

6. **Recommendation**

Staff recommends approval of the agreement and updated fee schedule as presented and authorize the District Manager to sign the agreement on behalf of the District.

Attachments:

- A. Draft Agreement dated January 11, 2018

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2/9/2018

**PARADISE RECREATION AND PARK DISTRICT
COMMUNITY SERVICE SIGN RULES**

DRAFT
01/11/18

1. Paradise Recreation and Park District [PRPD] will own and operate the sign.
2. PRPD will program and install all messages for the sign.
3. The sign is a community service sign and is not to be used for private advertisements, commercial, political, or religious use.
4. The sign will be operated under all Town of Paradise policies, rules, and regulations for community service signs.
5. There will be six rotating announcement spaces to present community events and programs.
6. As a participant, the Town of Paradise [TOP], Paradise Irrigation District [PID] and PRPD will each have one rotating announcement space for their own activity presentations.
7. Participants may choose to have several different activities presented during the day. If a participant has several different activity announcements during a day they do not get any more time, but will have different announcement presentations during the rotations.
8. Only one activity announcement per space and a limited number of letter characters should be used. Remember individuals will only have a few seconds to read the information.
9. PRPD will determine the time span of the announcement space and all time span announcement spaces will be the same.
10. A participant may not exchange or give their space to another organization; the space is available for their community service announcements only – no special deals or free usages. If a participant does not have an announcement that space will be used for general information, such as, weather or time, or simply deleted.
11. All participants must have their community service announcement(s) to the PRPD business office by 9:00 a.m. each Monday unless otherwise posted. Announcements may be sent one of three ways; (1) mailed to the PRPD business office at 6626 Skyway, Paradise, CA 95969; (2) sent via electronic mail to info@paradiseprpd.com; or (3) faxed to the business office at (530) 872-8619.
12. All sign revenues will be fully accounted for and maintained by PRPD. Within thirty (30) days of the end of the Fiscal Year, a detailed income and expense report will be presented to the TOP and the PID. Any excess funds will be disbursed equally among the three

**PARADISE RECREATION AND PARK DISTRICT
COMMUNITY SERVICE SIGN RULES**

DRAFT
01/11/18

entities and any expenses exceeding the revenue will be billed equally among the three entities.

13. If a community emergency is declared, the TOP will be allowed to use the sign exclusively throughout the emergency, if needed.
14. If needed, the TOP, PID, and PRPD will meet to review sign management procedures including rental policies.
15. Three rotating announcement space(s) will be available for rent to other non-profit or public agency for community service event presentations.
16. All rentals will be processed through the PRPD. Rental fees will be adopted by the Paradise Recreation and Park District upon consultation with the Town of Paradise and the Paradise Irrigation District. The fees should consider costs, demand, and long term replacement. The fee schedule may be updated as the fees are updated (Exhibit A)
17. Paradise Recreation and Park District reserves the right to review and refuse any announcement and is under no obligation to display any announcement or information. The District also reserves the right to rewrite or edit any submission for clarity, accuracy, and adherence to District policy. The District assumes no responsibility or liability for any

These revised Community Service Sign Rules supersede the Rules dated August 12, 2014.

Lauren Gill, Town Manager
Town of Paradise

Date

Kevin Phillips, Interim District Manager
Paradise Irrigation District

Date

Dan Efseaff, District Manager
Paradise Recreation and Park District

Date

**EXHIBIT A
FEE SCHEDULE**

EFFECTIVE _____

- One space, one display activity, shown every rotation 24/7: \$50.00 per week;
- Displays may be shown for a maximum of four weeks.
- All rental participants will be required to abide by all PRPD commercial sign rules.

Approved and adopted by the PRPD Board of Directors on _____

Staff Report

February 13, 2018



DATE: 1/22/2018
TO: Board of Directors
FROM: Dan Efseaff, District Manager
SUBJECT: Consideration of Returning District Accountant Position to Full-Time Status

1. BACKGROUND

At the June 30, 2017 meeting, staff received Committee concurrence to proceed to increase accounting staff time to handle District business. At the November 9, 2017 Personnel Committee Meeting, staff reviewed past actions related to the conversion of full- to part-time positions, and job duties for clerical and financial office positions. The measures were considered to reduce employee costs. While some adjustments have been made, staff pointed to deficiencies with the current approach including scheduling overlap and cross training with front desk staff; and insufficient time for accounting staff to complete tasks. The Personnel Committee directed staff to: Revise the job descriptions (notably for the Administrative Assistant (Financial Assistant) and District Accountant positions); Take steps to authorize the District Accountant to a full-time position; and develop a cost estimate, budget impacts, and a revised job description for full BOD consideration.

At the January 25, 2018 meeting, the Committee considered staff options to increase hours for the position including a return to full-time and a term position. Staff noted that the report stated that while the position could be set up as a "term position" (i.e. increase hours to full-time with an end date), but that the number of hours likely has crossed the threshold for CALPERs. After several questions on workload, efficiency, and new potential tasks for the position (i.e. perhaps a greater role on Human Resources issues) staff and Committee members noted that it is unlikely that the position will return to a full-time position. However, participants noted appeal to the concept of re-evaluating the position along with the entire organization. Members suggested a detailed breakdown in the requested cost estimate for the remainder of the year to reflect benefit estimates. Committee members McGreehan and Van Roekel also provided favorable feedback on a draft outline for future job descriptions that will allow for easier review, updates, and provide a more concise number of responsibilities.

The discussion continued at the February 2, 2018 meeting and Committee members provided additional input, including making sure of the concept that the District Accountant position will be evaluated as part of the review of the organizational structure and responsibilities. Members liked the new job description format and requested that the revised descriptions are brought to the BOD in the new format. Because of the addition of the supervision role for the District Accountant position, Committee members supported the concept that the probationary/introductory period be extended for the new full-time position. Directors concurred with the staff recommendation, notably to: a) increase the District Accountant to a full-time position and authorize a budget increase; and b) Review changes to the job description for the Administrative Assistant II [Finance] and District Accountant positions.

2. FISCAL IMPACT

Table 1 presents the recent and current budgeted amounts and the costs associated with the shift of the District Accountant position to full time. We request additional funding as outlined below be added to the wages and salaries budget. A portion of the request (\$4,107) will be allocated to the part-time employee budget to cover the overage, with the remaining funds shifted to the full-time employee budget to cover the remainder of the year. Funds will come from the Appropriation for Contingencies (budgeted: \$100,000).

Table 1. Comparison of Budget Amounts for District Accountant Position Request.

Position	FY 2015-16	FY 2016-17	FY 2017-18				FY 2018-19
	Actual	Actual	Budgeted	Actual	Remainder of Year	Request (Rounded)	Projected
<u>District Accountant</u>				as of 12/31/17			
Salary/Wages	\$46,526	\$46,904	\$22,080	\$26,187	\$24,920	\$29,000	\$47,000
Benefits	\$11,500	\$11,500	\$0	\$0	\$1,628	\$1,600	\$10,000
Total	\$58,026	\$58,404	\$22,080	\$26,187	\$26,548	\$30,600	\$57,000

* Additional one-time expenses related to Separation Benefits (\$9,714.70) and Golden Handshake (\$18,761.58, for a total of \$28,476.28).

** Benefits include CalPERS for remainder of year \$1,460 and employee does not wish to take the medical benefit.

At the previous meeting, Committee members suggested that we should get a more refined estimate of benefits as we just pro-rated the past costs. This resulted in a reduction in the estimate from \$4,000. The current incumbent does not wish to participate in the District's medical. We are required to pay CalPERS for full time employees.

3. DISCUSSION

To adequately perform sound fiscal oversight, staff recommends increasing the District Accountant position to a full-time position. The attached existing (Attachment A) and revised (Attachment B) job descriptions reflect the District Accountant position shifting from part to full-time and receiving more responsibility for the supervision of Administrative Assistant II (Financial Assistant) position. Based on favorable feedback from the Committee the new job descriptions reflect a new format and a more concise number of responsibilities.

Staff offers this revision with the understanding that these positions will be reviewed and potentially revised along with the examination of the District's organizational chart and position responsibilities. Improved accounting systems and changes in duties may allow for the opportunity to devote more attention to financial planning, budget monitoring reporting, and leading other administrative tasks (such as Human Resources tasks). If the job description significantly changes, the District will recruit for the position.

In the meantime, this approach allows us to continue to make progress on the District's finances, but also allows the District to fine-tune an optimal configuration for the organization.

4. RECOMMENDATION

Staff recommends support for the following actions:

1. Shift the District Accountant position to a full-time position.
2. Authorize a budget transfer in the amount of \$30,600 from our contingency fund to increase the budgeted amounts for wages and salaries for part time (add \$4,107) and full-time (add \$26,494).
3. Adopt the revised job descriptions for the Administrative Assistant (Financial Assistant) and District Accountant positions.

Attachments:

- A) Currently adopted Job Descriptions: District Accountant and Administrative Assistant II (Financial Assistant).
- B) Proposed Job Descriptions: District Accountant and Administrative Assistant II (Financial Assistant)

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2/9/2018

DISTRICT ACCOUNTANT
Job Description
Part-Time

THE POSITION

Under general supervision of the District Manager, and or the Assistant District Manager, performs a variety of advanced financial accounting and is responsible for preparation, processing, maintenance, verification and reporting of government financial records in accordance with generally accepted accounting principles for local, state, and federal agencies and provides other related work as required.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Is responsible for overseeing all financial documentation and account of District business.
- Works directly with the Financial Assistant and determines if this position is completing work assignments correctly and efficiently.
- Will assist the District Manager or the Assistant District Manager with the evaluation of the Financial Assistant position.
- Will perform all duties of the Financial Assistant in the absence of the individual in this position.
- Records, and reconciles tax and grant revenues.
- Creates 1099's for independent contractors.
- Administers the District's payroll system and prepares quarterly and year end reports.
- Reviews payrolls for compliance with District budget, personnel policies, and wage and withholding laws including Internal Revenue Service regulations for reporting and withholdings,
- Responsible for all personnel tax information and creates W-2s annually.
- Assists the District Manager or the Assistant District Manager with preparation, review, analysis, and implementation of the District budget.
- Assists the District Manager or the Assistant District Manager in general financial policies and procedures.
- Oversees the District's benefit program including, but not limited to, workers compensation, retirement, unemployment, health plan and supplemental plans.
- Provides financial information to administrators as approved by the District Manager.
- Monitors and reports balances in the District's reserve funds.
- Prepares reports on accounting activities relating to funds, grants, and general programs.
- Provides information and prepares critical accounting and fiscal reports for the District Board of Directors, Federal, State, and Local agencies and auditing firms as required by governing agencies.
- Collaborative, flexible team player, keen to engage in positive, supportive professional relationships.
- Prepares various financial statements including worksheets, balance sheets, and income/expense statements.
- Assist with PRPD's Revenue and Objective Quarterly reporting.

Paradise Recreation and Park District

DISTRICT ACCOUNTANT

Job Description

Part-Time

- Assist with PRPD's fundraising program.

ADDITIONAL DUTIES

- Does related work as assigned or required.
- Is available to work as needed.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of general, fund, and governmental accounting.
- Applicable federal, state, and local regulations as it pertains to financial and payroll reporting.
- Strong computer knowledge, particularly MS Office, Quickbooks and accounting software.
- Budget preparation and fiscal control.
- Principles, methods and practices of Public Agency insurance programs.
- Techniques of effective record keeping and fiscal reporting.
- Operations of computers, and general office machines.
- General office procedures.

Skills to:

- Develop and maintain payroll and all related employee benefit programs.
- Formulate, implement, and evaluate fiscal and accounting systems and procedures.
- Develop and administer public budget procedures.
- Prepare and present comprehensive financial reports.

Ability to:

- Analyze, post, balance, and reconcile accounting records and financial statements.
- Interpret federal and state regulations pertaining to special districts.
- Verify the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursements and other transactions.
- Establish and maintain cooperative and effective working relationship with patrons, staff, and other work related individuals.
- Research and access funding resources, such as but not limited to grants, scholarships, endowments, donations, marketing, and better business practices.

Paradise Recreation and Park District

DISTRICT ACCOUNTANT

Job Description

Part-Time

QUALIFICATIONS

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education

- BA degree or higher with major course work in accounting, business administration, economics, finance or a related field.

Experience

- Five (5) years of increasingly responsible experience in the performance of a variety of financial administration, payroll, and fiscal support functions. Advanced spreadsheet experience. Workers compensation and other insurance program experience.

LICENSE AND CERTIFICATION

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- A Class C California driver's license.
- Throughout the duration of employment, maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles.

PHYSICAL ACTIVITY

- The estimated working position is standing and walking approximately 25% of the time and sitting approximately 75% of the time.
- Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling or squatting, and climbing stairs.
- Lifting, pushing, and carrying abilities under 40 pounds.
- Reasonable accommodations provided.

MEDICAL EXAMINATION AND FINGER PRINTING

- Must pass District pre-employment medical examination.
- Must be finger printed and meet legal requirements to work as a supervisor or discipline authority over minors.

ADMINISTRATIVE ASSISTANT II [FINANCIAL ASSISTANT]**Job Description****Part-Time****THE POSITION**

Under general supervision of the District Manager, the Assistant District Manager, and/or occasionally under direction of the District Accountant performs a variety of moderate to advanced financial and secretarial assignments and administers specialized office and financial support services for the District Manager, the Board of Directors, Administrative Staff and various committees and performs other related duties as assigned.

EXAMPLE OF DUTIES

Duties may include, but are not limited to, the following:

- Responsible for recording income received by the District and prepares the weekly County deposit certificate.
- Reconciles District's deposit and flexible spending bank account.
- Receives, reviews, processes, and distributes invoices from vendors for department head approval and coding as needed.
- Reviews, prepares, enters, and processes invoices for payment.
- Creates check registers, positive pay reports, and disbursement reports.
- Records and is responsible for the petty cash transactions.
- Coordinates the receipt of time sheets, reconciles data, and processes time sheets for payment.
- Tracks employee paid time off records and submits written report bi-monthly.
- Processes employee benefit program including, but not limited to, workers compensation, retirement, unemployment insurance, health, vision, dental, and supplemental plans.
- Maintains a variety of confidential records and personnel files.
- Calculates and submits payroll data as it relates to the District's retirement plans.
- Assists with W-2 mailings.
- Enters budget numbers in software.
- Maintains the District's development impact and sub-division fee financial records.
- Creates and processes financial sources and uses report per county requirements.
- Maintains and updates District fixed assets inventory program. Records additions, deletions, and calculates fiscal year depreciation.
- Assists accountant during annual audits.
- Creates documents to comply with OSHA standards.
- Create and maintain Account/Bookkeeper procedure manual.
- Provides income and expense statements and other financial information to administrators as approved by the District Manager.
- Assists in the coverage of the front office as needed.
- Collaborative, flexible team player, keen to engage in positive, supportive professional relationships.

Paradise Recreation and Park District

ADMINISTRATIVE ASSISTANT II [FINANCIAL ASSISTANT]

Job Description

Part-Time

ADDITIONAL DUTIES

- Does related work as assigned or required.
- Is available to work as needed.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of general, fund, and governmental accounting.
- Applicable federal, state, and local regulations as it pertains to financial and payroll reporting.
- Strong computer knowledge, particularly MS Office, Quickbooks, and accounting software.
- Budget preparation and fiscal control.
- Principles, methods and practices of Public Agency insurance programs.
- Techniques of effective record keeping and fiscal reporting.
- Operations of computers, and general office machines.
- General office procedures.

Skills to:

- Develop and maintain payroll and all related employee benefit programs.
- Formulate, implement, and evaluate fiscal and accounting systems and procedures.
- Develop and administer public budget procedures.
- Prepare and present comprehensive financial reports.

Ability to:

- Analyze, post, balance, and reconcile accounting records and financial statements.
- Interpret federal and state regulations pertaining to special districts.
- Verify the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursements and other transaction.
- Establish and maintain cooperative and effective working relationship with patrons, staff, and other work related individuals.
- Research and access funding resources, such as but not limited to grants, scholarships, endowments, donations, marketing, and better business practices.

QUALIFICATIONS

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Paradise Recreation and Park District

ADMINISTRATIVE ASSISTANT II [FINANCIAL ASSISTANT]

Job Description

Part-Time

Education

- AA degree or BA degree with major course work in accounting, business administration, economics, finance or a related field.

Experience

- Two (2) years of increasingly responsible experience in the performance of a variety of financial administration, payroll, and fiscal support functions. Advanced spreadsheet experience. Workers compensation and other insurance program experience.

LICENSE AND CERTIFICATION

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- A Class C California driver's license.
- Throughout the duration of employment, maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles.

PHYSICAL ACTIVITY

- The estimated working position is standing and walking approximately 25% of the time and sitting approximately 75% of the time.
- Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling or squatting, and climbing stairs.
- Lifting, pushing, and carrying abilities under 40 pounds.
- Reasonable accommodations provided.

MEDICAL EXAMINATION AND FINGER PRINTING

- Must pass District pre-employment medical examination.
- Must be finger printed and meet legal requirements to work as a supervisor or discipline authority over minors.

PRPD Board of Directors approved March 14, 2017

Job Description



Position:	DISTRICT ACCOUNTANT
Reports to:	District Manager and/or Assistant District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Full-Time (1 FTE), 32-40 hours/week, Not to exceed 2080 hours/year.

Position Overview

Under general supervision of the District Manager, and or the Assistant District Manager, performs a variety of advanced financial accounting and is responsible for preparation, processing, maintenance, verification and reporting of government financial records in accordance with generally accepted accounting principles for local, state, and federal agencies and provides other related work as required.

Primary Objectives

The position is involved in managing the overall financial system, including governmental fund accounting, purchasing, operating and capital budgets, accounts payable, payroll and financial reporting. This involves preparing and monitoring budgets, financial projections, and performing research and analysis to ensure efficiency and cost-effective operations. The position supports management team staff for financial information and evaluates our practices to follow acceptable governmental accounting standards.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

- Works with the District Manager and/or the Assistant District Manager to prepare, review, analyze, and monitor the District's operating and capital budget and develop financial policies and procedures.
- Monitor District policies regarding cash handling, payroll, contracting for services, inventory control, pricing of services and ensure that the department/district follows policies.
- Administers the District's payroll system. Reviews payrolls for compliance with District budget, personnel policies, and wage and withholding laws including Internal Revenue Service regulations for reporting and withholdings. Responsible for personnel tax information and reports and creates W-2s annually.
- Oversees the District's benefit program including, but not limited to, worker's compensation, tracking leave, retirement, unemployment, health plan and supplemental plans.

DISTRICT ACCOUNTANT

- Provide accurate, timely, readable reports that meet good accounting and governance principals. These include a wide variety and complex set of monthly, quarterly, and year end accounting reports for the District Board of Directors, Federal, State, and Local agencies and auditing firms. Reports include payroll reports, worksheets, balance sheets, income/expense statements (profit and loss), audit and reconciliation reports, program revenue, impact and reserve funds, grant reports, etc.
- Educate and communicate to Directors, staff, and the public about the District's financial system and position.
- Maintain systematic, complete and accurate records of the financial activities of the District and its property.
- Support and prepare for the annual independent audit, review audit findings and implement recommendations.
- Prepare fiscal impact assessments of new policies and major capital improvement projects.
- Develops and maintains the District's Accounting Procedure Manual.
- Develop ongoing financial reporting systems, including analysis of financial trends in expense and revenues as well as future projections. Plan, organize and direct cash management training and auditing. Analyze organization performance and develop and monitor key performance indicators to assess performance.
- Continually examine means to improve system and process efficiency and support other departments.
- Other duties as assigned.

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

Knowledge of:

- Principles and practices of general, fund, and governmental accounting, and Public Agency insurance programs.
- Applicable federal, state, and local regulations as it pertains to financial and payroll reporting.
- Computers and computer software, particularly MS Office, Quickbooks and other accounting software.
- Effective record keeping, fiscal reporting, budget preparation, and fiscal control.
- General office procedures.

Skills to:

- Develop and maintain payroll and all related employee benefit programs.
- Formulate, implement, and evaluate fiscal and accounting systems and procedures.

DISTRICT ACCOUNTANT

- Develop and administer public budget procedures.
- Prepare and present comprehensive financial reports.

Ability to:

- Be a collaborative, flexible team player, keen to engage in positive, supportive professional relationships.
- Analyze, post, balance, and reconcile accounting records and financial statements.
- Interpret federal and state regulations pertaining to special districts.
- Verify the accuracy of financial data and information.
- Ensure proper authorization and documentation for disbursements and other transactions.
- Establish and maintain cooperative and effective working relationship with patrons, staff, and other work-related individuals.
- Research and access funding resources, such as but not limited to grants, scholarships, endowments, donations, marketing, and better business practices.

Education and Experience

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education

- BA degree or higher with major course work in accounting, business administration, economics, finance or a related field.

Experience

- Five (5) years of increasingly responsible experience in the performance of a variety of financial administration, payroll, and fiscal support functions. Advanced spreadsheet experience. Workers compensation and other insurance program experience.

License and Certification

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- A Class C California driver's license.
- Throughout the duration of employment, maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles.

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination.
- Complete finger-printing and screening.

DISTRICT ACCOUNTANT

Physical Requirements

The estimated working position is standing and walking approximately 25% of the time and sitting approximately 75% of the time. Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling or squatting, and climbing stairs. Lifting, pushing, and carrying abilities under 40 pounds. Reasonable accommodations provided.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Occasionally noisy and busy during peak periods.

Direct Reports

- ADMINISTRATIVE ASSISTANT II [FINANCE ASSISTANT].

Directly supervises the Finance Assistant to ensure that work assignments are completed correctly and efficiently. Works with the District Manager and/or Assistant District Manager to evaluate the Financial Assistant position. Will perform duties of the Financial Assistant position in the absence of the individual in this position.

Benefits

The District provides a competitive benefits package including CalPERS retirement, medical, dental, deferred compensation, medical flex plan, and other items

Job Description Action

Status:	<i>Proposed. 2018</i>
Date approved:	
History	<i>Supercedes Part -time District Account Job Description</i>
Reviewed:	<i>Not applicable.</i>

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2/8/2018

Job Description



Position:	ADMINISTRATIVE ASSISTANT II [FINANCE ASSISTANT]
Reports to:	District Accountant. General: District Manager and/or Assistant District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Part-Time (< 0.5 FTE), Approximately 18-20 hours/week. Not to exceed 980 hours/year.

Position Overview

Under general supervision of the District Manager, and/or the Assistant District Manager, and the direct supervision of the District Accountant, performs a variety of moderate to advanced financial and secretarial assignments and administers specialized office and financial support services for the District Manager, the Board of Directors, Administrative Staff and various committees and performs other related duties as assigned.

Primary Objectives

The position assists with the entry and organization of accounting information for the District, especially payroll and accounts payable. The position follows established accounting procedures and provides highly accurate reports.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

- Process the District's payroll. Coordinates the receipt of time sheets, reconciles data, and processes time sheets for payment. Maintain systematic, complete and accurate records of payroll records. Assists with W-2 mailings. Maintains a variety of confidential records and personnel files.
- Processes employee benefit program including, but not limited to, workers compensation, retirement plans, unemployment insurance, health, vision, dental, and supplemental plans. Tracks employee paid time off records and submits written report bi-monthly.
- Responsible for recording income into the proper fund account including program, rental, and developmental impact and sub-division fees. Records and is responsible for the petty cash transactions.
- Completes accounts payables tasks. Reviews, prepares, and processes vendor invoices for approval and payment in a timely manner.
- Understands and complies with County financial requirements, including preparing checks, check registers, positive pay reports, and disbursement reports. Conducts a monthly reconciliation of the District's bank account and County Fund accounts.
- Prepares required reports such as income and expense statements and other financial

ADMINISTRATIVE ASSISTANT II [FINANCIAL ASSISTANT]

information to staff as approved by the District Manager.

- Assists with the preparation of the budget including data entry and review.
- Maintains and updates District fixed assets inventory program. Records additions, deletions, and calculates fiscal year depreciation.
- Assists the District Accountant in the preparation for the annual audit.
- Maintains and contributes to the District's Accounting Procedure Manual.
- Assists in the coverage of the front office as needed.
- Other duties as assigned.

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Familiarity with principles and practices of general, fund, and governmental accounting, and Public Agency insurance programs.
- Applies federal, state, and local regulations to financial and payroll reporting and especially those involving special districts.
- Follows practices for effective record keeping, fiscal reporting, budget preparation, and fiscal control. Provides financial data and information. Prepares and presents comprehensive financial reports.
- Reviews authorization and documentation for transactions. Posts, balances, and reconciles accounting records and financial statements.
- Implements and follows fiscal and accounting systems and procedures including payroll and all related employee benefit programs; public budget procedures.
- Research and support efforts for funding resources, such as but not limited to grants, scholarships, endowments, donations, marketing, and better business practices.
- Familiar with general office procedures, computers and computer software, particularly MS Office, Quickbooks and other accounting software.
- Be a collaborative, flexible team player, keen to engage in positive, supportive professional relationship; and maintains cooperative and effective working relationship with patrons, staff, and other work-related individuals.

Education and Experience

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Associates (AA) degree or Bachelor's (BA) degree with major course work in accounting, business administration, economics, finance or a related field.

ADMINISTRATIVE ASSISTANT II [FINANCIAL ASSISTANT]

- Two (2) years of increasingly responsible experience in the performance of a variety of financial administration, payroll, and fiscal support functions. Advanced spreadsheet experience. Workers compensation and other insurance program experience.

License and Certification

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- A Class C California driver's license.
- Throughout the duration of employment, maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles.

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination.
- Complete finger-printing and screening.

Physical Requirements

The estimated working position is standing and walking approximately 25% of the time and sitting approximately 75% of the time. Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling or squatting, and climbing stairs. Lifting, pushing, and carrying abilities under 40 pounds. Reasonable accommodations provided.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Occasionally noisy and busy during peak periods.

Direct Reports

None.

Benefits

Limited. Part-time benefits include worker's comp and unemployment insurance, limited sick time.

Job Description Action

Status:	<i>Proposed</i>
Date approved:	
History	<i>Supersedes Administrative Assistant II [Finance Assistant], adopted 3/14/17</i>
Reviewed:	<i>Not Applicable.</i>

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BOD Staff Report

February 13, 2018



DATE: 2/9/2018
TO: BOD
FROM: Dan Efeaff, District Manager
SUBJECT: Butte Local Agency Formation Commission (LAFCO)
Consolidated Redevelopment Agency Oversight Board for Butte County

1. Background

Director Al McGreehan has served on the Town of Paradise Oversight Board of the Successor Agency to the Paradise Redevelopment Agency since its inception in 2011. This body was assigned to oversee the dissolution of the Town of Paradise Redevelopment Agency.

In 2015, Senate Bill 107 directed each oversight board to consolidate into a single redevelopment board for each county. (Attachment A)

Director McGreehan has shown interest in serving on this consolidated oversight board and is seeking the BOD support.

Recommendation

Staff recommends that the PRPD Board of Directors support the nomination of Director Al McGreehan as a candidate to serve on the Butte LAFCO Consolidated Redevelopment Agency Oversight Board for Butte County and authorize the Board Chairperson to execute a letter of support on behalf of the District.

Attachments:

- A. Butte LAFCO Call for Nominations for Consolidated Redevelopment Agency Oversight Board for Butte County

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2/9/2018



BUTTE LOCAL AGENCY FORMATION COMMISSION

1453 Downer Street, Suite C • Oroville, California 95965-4950
(530)538-7784 • Fax (530)538-2847 • www.buttelafco.org

TO: General Managers of Independent Special Districts in Butte County
FROM: Stephen Lucas, Executive Officer
DATE: February 7, 2018
SUBJECT: Appointments to Consolidated Redevelopment Agency Oversight Board for Butte County

Dear District Manager and Board Chair:

This letter is being sent to you as an invitation to your district to nominate a member of your board of directors for the position of ***Special District Representative to the Consolidated Redevelopment Agency Oversight Board for Butte County***. The letter describes the process of selecting the special district representative.

Reason for Nomination

In 2011, the State of California dissolved redevelopment agencies throughout the state and created some 400 redevelopment agency (RDA) oversight boards as successor agencies. In 2015, Senate Bill 107 further directed that these oversight boards be consolidated into a single consolidated redevelopment oversight board in each county. The new Consolidated Redevelopment Oversight Board for Butte County will oversee the dissolutions of the redevelopment agencies in Butte County to include the disbursement of certain cash assets of the former redevelopment agencies to the county, cities, school districts, and special districts that share in the general 1% property tax. The independent special districts get a seat on that Board to help assure that the proper distributions are made.

Up to seven members are allowed on each countywide RDA oversight board, one of whom may be a member appointed by the independent special district selection committee (ISDSC). The ISDSCs, where they exist, are comprised of the presiding officer, or his or her designee, of every independent special district under the "umbrella" of the local agency formation commission (LAFCO). Pursuant to state law guiding LAFCOs, the Committee meets to appoint special district representatives to serve on LAFCOs. Although Butte LAFCO has had special district representation since 1979, in 2004 the Butte County Special Districts Association (BCSDA) which functioned as the ISDSC, requested LAFCO repeal the Special District Rules and Regulations and requested the LAFCO Executive Officer manage all elections that would otherwise be conducted by ISDSC.

Selection of Special District Representative

When no ISDSC exists or when it is not feasible for the ISDSC to meet, state law authorizes the LAFCO Executive Officer to manage the business of the Committee. State law allows provision of ballot materials from LAFCO and response from a district by electronic mail, with the prior concurrence of the presiding officer of the district or his or her alternate as designated by the governing body. In Butte County, typically the process is conducted by email whenever feasible. That format will be continued for

selection of the independent special districts representative to the Consolidated Redevelopment Agency Oversight Board for Butte County.

Eligible Districts

Although 41 independent special districts operate in the County pursuant to the LAFCO law, the California Health and Safety Code [Section 34179(j)(3)] limits eligibility on the Countywide RDA oversight board to those special districts that have territory in the jurisdiction of a former RDA and are eligible to receive property tax residual from the Redevelopment Property Tax Trust Fund (RPTTF).

The Butte County Auditor-Controller-Treasurer-Tax Collector has provided a list of districts that receive the RPTTF funds; these include:

DRAINAGE DISTRICT 1	CHICO AREA RECREATION AND PARK
RECLAMATION #833	PARADISE PARK & RECREATION
OROVILLE MOSQUITO ABATEMENT	FEATHER RIVER PARK & RECREATION
PARADISE CEMETERY	SOUTH FEATHER WATER & POWER
GRIDLEY-BIGGS CEMETERY	PARADISE IRRIGATION
OROVILLE CEMETERY	RECLAMATION #2056
BUTTE MOSQUITO ABATEMENT	LAKE OROVILLE AREA PUD

Only these districts may nominate and vote for the special district representative to the Countywide RDA.

Process to Select Special District Representative to County RDA Oversight Board

The process will consist of nomination and election periods. The districts listed above must choose the RDA special district representative **prior to July 1, 2018**. If that does not occur, based on the 2011 law, the Governor will make the appointment on behalf of independent special districts.

Nominations

- Boards of directors of the above-listed districts may nominate any board member as a candidate for the RDA oversight board special district representative position.
- 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, 2018**, either by U.S. Mail, e-mail or hand delivered. Postmarks of March 10, 2017 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.

Elections

- After the close of the nomination period, Butte LAFCO will determine if a formal election is required if more than one nominee is submitted. If only a single nominee is submitted, that person will be declared the RDA oversight board special district representative and no further action is necessary.
- If multiple nominees are submitted, a mailed ballot will be provided to each district eligible to vote for the special district RDA oversight board representative.
- For the election to be valid, at least a quorum (8) of the (14) special districts listed above must submit valid ballots. The candidate receiving the most votes will be deemed elected as the RDA oversight board special district representative.

Schedule

The following table shows the schedule for the mail ballot nomination and election process:

Wednesday	February 7, 2018	Start of 30 Day Nomination Period (Letter Sent to the 14 Eligible Special Districts)
Friday	March 9, 2018	End of Nomination Period (Butte LAFCO Must Receive Nomination by 5:00 p.m.)
Monday	March 12, 2018	Start of Voting Period (if necessary*) (Ballots Mailed to the 14 Eligible Districts)
Tuesday	April 10, 2018	End of Voting Period (Butte LAFCO must receive ballots by 5:00 p.m.)
TBD		Ballots Counted
TBD		Results Announced; Districts Notified

*If more than one candidate is nominated

Butte LAFCO encourages your district to consider and submit a nomination for the special district representative to the Butte County RDA oversight board **before March 9, 2018**. If you have any questions about the position or the process, please contact Butte LAFCO staff at (530) 538-7784. You may also direct questions to the Maria Solis of the Butte County Auditor's Office at 530-552-3616/msolis@buttecounty.net or Heather MacDonald of the Butte County Administrative Office at 530-552-3337/hmacdonald@buttecounty.net.

Sincerely,

Steve Lucas

Stephen Lucas
Executive Officer

cc: LAFCO
Butte County Auditor
Butte County Administration