

Paradise Recreation and Park District
Board of Directors Regular Meeting
Via Zoom Teleconference
May 12, 2021

MINUTES

Special Notice:

Pursuant to California Governor Gavin Newsom’s Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Paradise Recreation and Park District will be closing the Board of Director’s Meeting to members of the public and non-essential District staff.

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to ccampbell@paradisepprd.com before 1:00 p.m. on the day of the meeting and they will be read into the record.

Please use the link to join the webinar: <https://us02web.zoom.us/j/84518561101?pwd=YlBnYlBpM0VMVk4vNzkxd2JXRHQzQT09>
Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose), +1 346 248 7799 US (Houston), or +1 253 215 8782 US (Tacoma)
Meeting ID: 845 1856 1101 Password: 282411

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1. CALL TO ORDER:

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

1.1 PLEDGE OF ALLEGIANCE:

Chairperson Bellefeuille led the Pledge of Allegiance.

1.2 ROLL CALL:

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

Absent: None

PRPD STAFF:

Present: District Manager Dan Efseaff, Assistant District Manager Kristi Sweeney, Office Manager Colleen Campbell, Recreation Supervisor Scott Amick, and Administrative Assistant II Lorrennis Leeds.

Present via tele-conference: Park Supervisor Mark Cobb, District Accountant Catherine Merrifield, and Recreation Supervisor Jeff Dailey.

1.3 WELCOME GUESTS:

Chairperson Bellefeuille welcomed the following guests:

Present: Jeff Carter, District Legal Counsel

Present via tele-conference: Teresa Kludt, Centerville Recreation and Historical Association, Walt Schafer, Honey Run Covered Bridge Association, and John S., Citizen.

1.4 SPECIAL PRESENTATION: None

2. PUBLIC COMMENT: None

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

3. CONSENT AGENDA

3.1 Board Minutes:

a. Regular Meeting of April 14, 2021

3.2 Correspondence:

a. Butte County Fish & Game Commission Grant Award

3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #052274 to and including #052351; and Check #900650 to and including #900660 in the total amount of \$172,672.22 including reported refunds and voided checks.

3.5 Information Items (Acceptance Only):

A. Safety Committee Meeting Draft Minutes of April 15, 2021

Seeing and hearing none, Chairperson Bellefeuille stated she would entertain a motion on the Consent Agenda.

MOTION:

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

ROLL CALL VOTE:

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

To accommodate guests in the audience, Chairperson suggested the Board hear Old Business at this time. The Board concurred and Chairperson Bellefeuille directed the Board's attention to Old Business, 8.1.

8. OLD BUSINESS

8.1 Centerville Recreation and Historical Association Agreement – Approve agreement and funding support in the amount of \$5,000.00 and extend the agreement for Fiscal Year 2021-2022.

The Board welcomed representative Teresa Kludt to provide an oral report.

Ms. Kludt thanked the Board for their consideration of funding support and stated the Centerville Recreation and Historical Association reviewed and approved the agreement.

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

MOTION:

Vice Chairperson Rodowick moved to approve the agreement and funding extension as presented. The motion was seconded by Director McGreehan and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

8.2 Honey Run Covered Bridge Association Agreement – Approve agreement and funding support in the amount of \$5,000.00 and extend the agreement for Fiscal Year 2021-2022.

The Board welcomed representative Walk Schafer to provide an oral report.

Mr. Schafer thanked stated the Honey Run Covered Bridge Association reviewed and approved the agreement. Mr. Schafer also provided a brief update on the reconstruction of the covered bridge.

Seeing no further discussion, Chairperson Bellefeuille stated she would entertain a motion.

MOTION:

Director McGreehan moved to approve the agreement and funding extension as presented. The motion was seconded by Secretary Anderson and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

4. COMMITTEE REPORTS

4.1 Finance Committee (Rodowick/McGreehan) – The Committee met on April 8, 2021 to (1) Continue review of Reserve Policy and resolution for Board consideration and possible approval; and (2) Review 2021-2022 draft budget and short- and long-term capital improvements.

The Board concurred to receive this report as presented.

4.2 Personnel Committee (Bellefeuille/Van Roekel) – The Committee met on April 20, 2021 and April 27, 2021 in Closed Session pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement.

The Board concurred to receive this report as presented.

4.3 Recreation and Park Committee (Anderson/Rodowick) – The Committee met on April 22, 2021 in Closed Session pursuant to California Government Code Section 54956.8 – Potential

interest in real estate negotiations related to park expansion within the unincorporated areas of the District.

The Board concurred to receive this report as presented.

4.4 Recreation and Park Committee (Anderson/Rodowick) – The Committee met on May 4, 2021 at Moore Road Ballfield and Bille Park to complete a site visit/ground truthing at these locations.

The Board concurred to receive this report as presented.

5. REPORTS

5.1 District Report

The Board concurred to receive this report as presented.

5.2 Board Liaison Reports (Oral Reports)

- Director McGreehan reported he attended a LAFCO meeting on May 6, 2021 where the Commission appointed an alternate public member to serve, adopted the final 2021-2022 budget; and approved two annexations.
- Director Bellefeuille reported she attended a Upper Ridge Community Council planning meeting.

9. NEW BUSINESS

9.1 Approve 2021-2022 Preliminary Budget and Set Public Hearing – The PRPD Board of Directors will consider adopting the 2021-2022 Preliminary Budget as presented in the Notice of Public Hearing and set a public hearing date for June 9, 2021 during the regularly scheduled Board meeting at which time the adoption of the final budget for 2021-2022 may follow the public hearing.

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

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

MOTION:

Director Van Roekel moved to adopt the 2021-2022 Preliminary Budget as presented and set a public hearing date for June 9, 2021 during the regularly scheduled Board meeting at which time the adoption of the final budget for 2021-2022 may follow the public hearing. The motion was seconded by Chairperson Bellefeuille and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

9.2 Moore Road Softball Field Lighting – Request for Bids – Staff seeks Board approval of the Request for Bid [RFB] document outlining the District preferences for new softball field lighting at Moore Road Park.

Assistant District Manager Sweeney summarized the written documentation presented to the Board.

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

MOTION:

Vice Chairperson Rodowick moved to approve the Request for Bid for lighting upgrade at Moore Road Ballpark and directed staff to put the RFB out to bid. The motion was seconded by Director McGreehan and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

9.3 Resolution #21-05-1-497 – Public Records Policy – Approve and adopt resolution for the Public Records Policy to provide clarity for the public on the process to request and District staff process to comply with public document requests.

Assistant District Manager Sweeney summarized the written documentation presented to the Board. The Board recommended minor changes to the policy which included (1) the addition of the word ‘form’ after ‘Public Records Review’ on page 2, item 4; (2) typographical error under FEES, to capitalize the word ‘Where’ on page 2; and delete the cost of \$.25 per page and add ‘cost for reproduction’

Seeing no further discussion, Chairperson Bellefeuille stated she would entertain a motion.

MOTION:

Director McGreehan moved to approve and adopt resolution #21-05-1-497 as amended after review by District legal counsel. The motion was seconded by Vice Chairperson Rodowick and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

9.4 Resolution #21-05-2-498 – Federal Funds Procurement Policy – Approve and adopt resolution for the Federal Funds Procurement Policy to ensure district access to federal grant awards.

Assistant District Manager Sweeney summarized the written documentation presented to the Board.

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

MOTION:

Director McGreehan moved to approve and adopt resolution #21-05-2-497 after review by District legal counsel. The motion was seconded by Vice Chairperson Rodowick and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

9.5 Noble Park Initial California Environmental Quality Act (CEQA) Study – Staff seeks Board review and approval of the Nobel Park CEQA Study.

Assistant District Manager Sweeney summarized the written report presented to the Board.

The Board had open dialog with staff and concurred to amend the study to include the notation of Pentz Road being classified a scenic highway as indicate in the Town of Paradise General Plan, and also the Requirement of a Conditional Use Permit from the Town of Paradise.

Seeing no further discussion, Chairperson Bellefeuille stated she would entertain a motion.

MOTION:

Director Van Roekel moved to approve the Nobel Park Initial California Environmental Quality Act (CEQA) Study as amended. The motion was seconded by Secretary Anderson and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

9.6 CARPD Call For Nominations – The California Association of Recreation and Park Districts [CARPD] is seeking nominations for individuals to serve on their Board of Directors. Nominees must be affiliated (as Board of Directors, employees or otherwise) with active members in good standing. Any member district wishing to submit a nomination should forward a letter of nomination and a copy of its Board Resolution supporting the nomination directly to CARPD no later than Friday, June 18, 2021.

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

MOTION:

Chairperson Bellefeuille moved to decline the invitation to submit a nomination. The motion was seconded by Director McGreehan and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

10. BOARD COMMENT

Staff reported that seven applications have been received for consideration for the Board vacancy. Deadline to submit is May 28, 2021.

Director McGreehan suggested staff consider a special Board meeting to interview these candidates for possible appointment.

9. NEW BUSINESS

9.7 Resolution #21-05-3-499 – Julie Van Roekel – Approve and adopt resolution recognizing Julie Van Roekel for her 8 years of service as a Board Member of the Paradise Recreation and Park District.

Chairperson Bellefeuille presented Director Van Roekel with a commemorative plaque and read the resolution into the record:

RESOLUTION #21-05-3-499

A RESOLUTION OF RECOGNITION FOR JULIE VAN ROEKEL AND HER SERVICE AS A BOARD MEMBER

WHEREAS, Julie Van Roekel has served on the Paradise Recreation and Park District Board of Directors for eight years from 2013 - 2021; and

WHEREAS, the Paradise Recreation and Park District Board of Directors wishes to recognize her for her valuable contributions to the community and to the Paradise Recreation and Park District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT that Julie Van Roekel be recognized for her eight years of valuable contributions to the community and to the Paradise Recreation and Park District.

APPROVED AND ADOPTED at a regular meeting of the Board of Directors of the Paradise Recreation and Park District the 12th day of May 2021.

MOTION:

Chairperson Bellefeuille moved to approve and adopt resolution #21-05-3-499 as presented. The motion was seconded by Vice Chairperson Rodowick and carried with 4 ayes and abstention.

ROLL CALL VOTE:

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Robert Anderson, aye; Director Julie Van Roekel, abstain; and Director Al McGreehan, aye.

RECESS:

Chairperson Bellefeuille directed the Board to a short recess at 7:06 p.m.

The public meeting was reconvened by Chairperson Bellefeuille at 7:17 p.m.

6. CLOSED SESSION

Chairperson Bellefeuille called the Board into Closed Session at 7:18 p.m.

- 6.1 54956.8- Litigation – Gilbert vs. PRPD.
- 6.2 54956.8- Potential interest in real estate negotiations related to park expansion within the unincorporated areas of the District.
- 6.3 54957.6- Employee salary and wage negotiations for Fiscal Year 2021-2022
- 6.4 54857- District Manager Evaluation and Employment Agreement.

7. REPORT ON CLOSED SESSION

The Board reconvened the public meeting at 10:26 p.m. Chairperson Bellefeuille reported that the Board reviewed information and provided staff direction on the listed items. The Board will consider action for the potential interest in real estate negotiations related to park expansion within the unincorporated areas of the District under New Business, item 9.8.

NEW BUSINESS

9.8 Potential Tax Defaulted Land Acquisitions – The Board will consider authorizing the District Manager to act on behalf of the District on potential tax defaulted land acquisitions within District boundaries.

Directors discussed the need for a resolution which District legal counsel Jeff Carter noted can be signed after the meeting. Seeing or hearing no further discussion Chairperson Bellefeuille stated she would entertain a motion.

MOTION:

Director McGreehan moved to authorize the District Manager to act on behalf of the District on potential tax defaulted land acquisitions within District boundaries. The motion was seconded by Director Van Roekel and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

9.9 District Manager Evaluation and Employment Agreement – The Board will evaluate the District Manager’s performance and consider potential changes to the employment agreement and possible approval.

The Board provided a positive review of District Manager Efseaff's performance during a challenging period and noted that the performance exceeds expectations. Seeing or hearing no further discussion Chairperson Bellefeuille stated she would entertain a motion.

MOTION:

Director McGreehan moved to authorize an amendment to increase the District Manager's annual pay to \$110,000.00 effective July 1, 2021. The motion was seconded by Vice Chairperson Rodowick and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

11. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 10:40 p.m. by Chairperson Bellefeuille until the next regular Board meeting scheduled on June 9, 2021 at 6:00 p.m. in Conference Room B, at the Terry Ashe Recreation Center, (6626 Skyway, Paradise, California).


Mary Bellefeuille, Chairperson


Robert Anderson, Secretary