

Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
Terry Ashe Recreation Center, Room D  
June 10, 2020

004705

**MINUTES**

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 June 10, 2020 Board of Directors 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 [squigley@paradisepdpd.com](mailto:squigley@paradisepdpd.com) before 1:00 p.m. on Wednesday, June 10, 2020 and they will be read into the record.

Please use the link to join the webinar:

<https://us02web.zoom.us/j/84518561101?pwd=YlBnYlBpM0VMVk4vNzkxd2JXRHQzQT09>

Webinar ID: 845 1856 1101

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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 Chairperson Al McGreehan at 6:08 p.m.

**1.1 PLEDGE OF ALLEGIANCE:**

Chairperson Al McGreehan led the Pledge of Allegiance.

**1.2 ROLL CALL:**

Present: Chairperson Al McGreehan. Vice Chairperson Robert Anderson

Present via tele-conference: Secretary Julie Van Roekel and Director Steve Rodowick

Absent: Director Mary Bellefeuille: joined meeting during Special Presentation at 6:28 p.m.

**PRPD STAFF:**

Present: District Manager Dan Efseaff, Recreation Supervisor Scott Amick

Present via tele-conference: Assistant District Manager Kristi Sweeney, District Accountant Catherine Merrifield, Recreation Supervisor Jeff Dailey, Park Supervisor Mark Cobb, Administrative Assistant I Sunny Quigley

**1.3 WELCOME GUESTS:**

Present via tele-conference: Charles Brooks & Brett Matteis, Rebuild Paradise/Paradise Welcome Sign, and Citizen John Stonebreaker, Upper Ridge Community Council

**1.4 SPECIAL PRESENTATIONS:**

Charles Brooks and Brett Matteis of Rebuild Paradise presented an overview of the newly designed Paradise Welcome sign to request PRPD Maintenance and caretaking of sign.

**2. PUBLIC COMMENT:**

Staff reported no public comments were received by the 1:00 p.m. deadline on June 10, 2020

Anonymous citizen queried via Zoom, "Can more squares be added?", in reference to the Paradise Sign presentation.

Citizen John Stonebreaker commented via Zoom "Speaking from Magalia – the proposed design for the Paradise sign looks fine to me. Welcoming, not exclusionary. We have put up our own welcome sign inspired by the one lost in the fire and would be happy to see Paradise do the same." (Presented following the Finance District Report by District Manager Dan Efseaff)

**3. CONSENT AGENDA**

**3.1 Board Minutes:**

**a. Regular Meeting of May 13, 2020**

**3.2 Correspondence: None**

**3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #051007 to and including #051088 in the total amount of \$92,503.24 including reported refunds and void checks.**

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

**A. 2020 Paradise High School Draft Swim Pool Usage Agreement**

**B. Safety Committee Meeting Draft Minutes for May 21, 2020**

**MOTION:**

Vice Chairperson Anderson moved to approve the Consent agenda, with 3.4.B removed and heard separately. The motion was seconded by Secretary Van Roekel and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

Vice Chairperson Anderson had questions regarding the meeting with District attorneys regarding a potential trip and fall court case. District Manager Efseaff will update at a later time.

**MOTION:**

Secretary Van Roekel moved to approve the Safety Committee Meeting Draft Minutes (3.4.B).

Seconded by Vice Chairperson Anderson.

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

NOES: None

ABSTENTIONS: None

#### 4. COMMITTEE REPORTS:

##### 4.1 Recreation and Park Standing Committee (Rodowick/Anderson)

**The Committee met on May 14, 2020 to (1) Complete inspection of key areas of the Paradise Lake facility; and (2) Discuss and potentially recommend special event rates for the Paradise Lake facility.**

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

The Board concurred to receive this report as presented.

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

**The Committee met on May 19, 2020 to review and discuss for full Board of Directors consideration and possible approval; (1) Revised Salary Scale Schedule; (2) Revised Job Descriptions for Administrative Assistant I, II, III; (3) District Volunteer Guidebook; and (4) Nondiscrimination Notice Under the Americans With Disabilities Act.**

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

The Board concurred to receive this report as presented.

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

**The Committee met on May 21, 2020 to review and discuss for full Board of Directors consideration and possible approval; (1) 2020-2021 Draft Budget narrative; (2) 2020-2021 Capital Improvement Project [CIP] worksheets.**

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

The Board concurred to receive this report as presented.

##### 4.4 Personnel Standing Committee (Van Roekel/Bellefeuille)

**The Committee met on June 4, 2020 to review and discuss for full Board of Directors consideration and possible approval; (1) Revised Salary Scale Schedule; and met in Closed Session pursuant to California Government Code Section 54957 concerning the District Manager Evaluation and Employment Agreement.**

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

The Board concurred to receive this report as presented.

## 5. REPORTS

### 5.1 District Report.

District Manager Efseaff provided an oral report on the following:

- **Updates** – LAFCO Service Extension Approved for Paradise Lake Operations addressed, as well as the Butte County Elections and BOD positions upcoming and general costs.
- **Administrative and Visitor Services**- Summary regarding consolidation and creation of staffing positions.
- **Finance** – District Accountant Merrifield let the Board know about errors on the 2017/2018 Audit and what had been corrected so far. Merrifield also summarized the 2018/2019 Audit proceedings, including the delay from COVID-19. Chairperson McGreehan asked for a timeline from the Auditor regarding completion.
- **Parks (Maintenance and Operations)** – Park Supervisor Cobb briefly gave updates on the work being done at Paradise Lake, acknowledging Volunteer Coordinator Sophia Munoz-Oliverez for the volunteer program work and trail cleanup. Also mentioned were the safety and cleaning efforts at TARC. He also summarized the work being done at Moore Road Ballpark and the Drendel area. District Manager Efseaff mentioned the AmeriCorp work at Lakeridge. Chairperson McGreehan commended putting up benches at the Drendel Circle property. Vice Chairperson Anderson queried about a Maintenance Shop write-up. Mr. Cobb will follow up.
- **Programs** – Recreation Supervisor Dailey gave updates regarding the Virtual Fishing Derby and the fish delivery to Paradise Lake. Mr. Dailey also addressed recreation programs, detailing efforts for the Paradise and Concow Pools and Day Camps safely opening, with state/local reopening changing daily.

Recreation Supervisor Amick updated the Board on the Healing Trauma Through Nature Digital Retreat, work with Debbie Moseley/Chocolate Fest promoting natural setting videos of the Ridge.

- **Outreach and Development** –
  - Grant Submitted through NVCF – for supporting events, programming
  - Gold Nugget Museum- meeting to discuss tree cleanup
  - Spinitar – Audio/Visual Donations and Improvements to the TARC facility
  - Sierra Nevada Conservancy – Grant funding approved for Noble and Oak Creek Parks

- **Upcoming** –
  - Rebuild Paradise – Intends to do drone mapping over Noble Park

## 5.2 Board Liaison Reports (Oral)

- Vice Chairperson Anderson – Reports Concow Pool Manager Emilia Erickson commended by County Board of Supervisors for her efforts in the Concow Community.
- Director Rodowick – None
- Director Van Roekel – None
- Director Bellefeuille – None
- Chairperson McGreehan – Gave commendations to PRPD Staff for the CARPD Online Event.

6. **CLOSED SESSION** – The Board concurred to hear this item at the end of the public meeting.

## 8. OLD BUSINESS

### 8.1 Approve 2020-2021 Paradise Lake Fee Schedule

- Staff recommended to be approved as presented.  
Presented for the 2020 year, June 1 – Dec 31<sup>st</sup>, 2020.  
Presented fee structure as follows:
  - Daily: Parking \$3.00  
Boating including parking: \$10.00  
Designated PRPD Class: Free  
Annual Parking and Boating Pass: \$30
  - Picnic Area Reservations:  
1-25 persons: \$30  
26-50 persons: \$50  
51-100 persons: \$100  
Gazebo: \$100
  - Special Event Reservations:  
Picnic area, Boat ramp, or other: Negotiated  
Lake House: Day-use meeting space (4 hrs): \$100  
Overnight Use: Negotiated rate

Vice Chairperson Anderson did not agree with charging for parking, relative to the absence of fees for all of the other parks. Director Rodowick pointed out the additional upkeep for the gravel and dirt lots at Paradise Lake. Secretary Van Roekel and Director Bellefeuille agreed.

### **MOTION:**

Director Rodowick moved to adopt the Paradise Lake Fee Structure presented, retroactive to June 1<sup>st</sup>, 2020. Secretary Van Roekel seconded, the motion carried with 4 ayes and 1 no.

**ROLL CALL VOTE:**

Chairperson McGreehan, aye; Vice Chairperson Anderson, no; Secretary Van Roekel, aye; Director Rodowick, aye; Director Bellefeuille, aye.

**9. NEW BUSINESS**

**9.1 Approve 2020-2021 Preliminary Budget and Set Public Hearing Date** – The PRPD Board of Directors will consider adopting the 2020-2021 Preliminary Budget as presented in the Notice of Public Hearing and set a public hearing date for July 8, 2020 during the regularly scheduled Board meeting at which time the adoption of the final budget for 2020-2021 may follow the public hearing.

District Manager Efseaff presented the Preliminary Budget citing revenue from programs, FEMA, and impact fees. Efseaff also discussed payroll expenses, reduction in future utility costs due to new LED lighting, and allocations.

Chairperson McGreehan brought up a few small discrepancies to amend immediately in meeting.

- Pg. 103 Item 6: Off-set, not off-site
- Pg. 105: Remove 2<sup>nd</sup> paragraph
- Pg. 106 Item G: Clarify budget documents
- Pg. 107 Item 3: Correction 2019/2020 to FY 2020/2021
- Pg. 108: Remove incomplete sentence
- Pg. 114: Increase Font, change footer to 2020/2021
- Pg. 127: Change footer to 2020/2021

Director Bellefeuille requested:

- Pg. 98 Table: Line up columns

**MOTION:**

Director Bellefeuille moved to approve the 2020-2021 Preliminary Budget and the public hearing date for July 8<sup>th</sup>, 2020. Director Rodowick seconded the motion. Motion carried with 5 ayes.

**ROLL CALL VOTE:**

Chairperson McGreehan, aye; Vice Chairperson Anderson, aye; Secretary Van Roekel, aye; Director Rodowick, aye; Director Bellefeuille, aye.

**9.2 Resolution #20-06-1-481 – Appropriation Limit** – The PRPD Board of Directors will consider adopting Resolution #20-06-1-481 setting the District Appropriation Limit at \$2,391,164.21 for Fiscal Year 2020-2021 as presented.

**MOTION:**

Chairperson McGreehan moved to approve Resolution #20-06-1-481 as presented. Vice Chairperson Anderson seconded. Motion carried with 5 ayes.

**ROLL CALL VOTE:**

Chairperson McGreehan, aye; Vice Chairperson Anderson, aye; Secretary Van Roekel, aye; Director Rodowick, aye; Director Bellefeuille, aye.

- 9.3 Revised Job Descriptions** – Assistant District Manager Sweeney presented the Job Descriptions for Board review.

**MOTION:**

Secretary Van Roekel moved to approve the revised Job Descriptions as presented. Director Rodowick seconded. Motion carried with 5 ayes.

**ROLL CALL VOTE:**

Chairperson McGreehan, aye; Vice Chairperson Anderson, aye; Secretary Van Roekel, aye; Director Rodowick, aye; and Director Bellefeuille, aye.

- 9.4 Moore Road Lighting Project** – Staff is seeking Board Of Directors approval to initiate a Request for Proposal [RFP] for lighting upgrade on the small ballfield at Moore Road Ballpark.

**MOTION:**

Chairperson McGreehan moved to approve the Lighting Project, Director Rodowick seconded. Motion carried with 5 ayes.

**ROLL CALL VOTE:**

Chairperson McGreehan, aye; Vice Chairperson Anderson, aye; Secretary Van Roekel, aye; Director Rodowick, aye; Director Bellefeuille, aye.

**6. CLOSED SESSION**

- 6.1** Pursuant to California Government Code Section 54957.6, employee salary and benefit negotiations.
- 6.2** Pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement.

**7. REPORT ON CLOSED SESSION**

- The Chair directed the Board to Closed Session at 9:01 pm.
- Chairperson McGreehan reconvened the public meeting at 9:50 pm.
- Chairperson McGreehan reported that for
  - Item 6.1: Pursuant to California Government Code Section 54957.6, that the Board reviewed the scenarios and recommendation from the P.C. to adjust the salary scale for FY 2020-21 to increase most part-time positions by \$1/hour and a 5% increase for full-time staff starting 1/1/2021.
  - Item 6.2: Pursuant to California Government Code Section 54957, the Board reviewed and discussed the process laid out for the District Manager review discussed at the P.C. Board provided direction to Secretary Van Roekel and District Manager Efseaff.

**9.5. 2020-2021 Salary and Benefit Negotiations** – The PRPD Board of Directors will provide a response and possible action concerning the Employee Salary and Benefit Negotiations for Fiscal Year 2020-2021. Depending on Personnel Committee recommendations at the June 4, 2020 meeting, this item may be addressed as part of budget action.

- Board discussed the salary scale at length including comments on supporting the approach to review the positions and update according to salary surveys and relative importance of positions to the District.
- Staff noted that the Salary Scale will be part of the adoption of the budget. but that separate action to incorporate it will provide clear direction.

**MOTION:** Endorse the PC recommendation to adopt the 2021 Salary Survey to go into effect on 1/1/2021 that will increase most Part-Time hourly rates (except for some Administrative Assistant positions) by \$1/hour and increase all Full-Time staff by 5%. Chairperson McGreehan motioned to approve. Director Bellefeuille seconded. Motion carried with 5 ayes.

**ROLL CALL VOTE:**

Chairperson McGreehan, aye; Vice Chairperson Anderson, aye; Secretary Van Roekel, aye; Director Rodowick, aye; Director Bellefeuille, aye.

**9.6. District Manager Evaluation and Employment Amendment** – The PRPD Board of Directors will conduct an evaluation of the District Manager and amendment of the Employment Agreement.


- Board reported on a process to collect evaluation information on District Manager Efseaff and present. The information will be used for the District Manager’s annual performance evaluation. The PC will consider evaluation findings and make recommendations for any amendments to the employment agreement to the full BOD at a later date.

**10. BOARD COMMENT:** None

**11. ADJOURNMENT:**

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 10:03 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on July 8, 2020 at 6:00 p.m. in Conference Room B, at the Terry Ashe Recreation Center.(6626 Skyway, Paradise, California).

  
Al McGreehan, Chairperson

  
Julie Van Roekel, Secretary