

Paradise Recreation and Park District
Board of Directors Regular Meeting
 Terry Ashe Recreation Center, Room C
 March 13, 2018

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, and Director Julie Van Roekel

ABSENT: Director Robert Anderson

Recreation Superintendent Dean Moore reported that Director Robert Anderson's absence was unexcused to the best of his knowledge.

PRPD STAFF:

Recreation Superintendent Dean Moore, Park Supervisor Mark Cobb, and Administrative Assistant Colleen Campbell.

1.3 WELCOME GUESTS:

Barbara Triebswetter, Piranhas Swim Team; Bruce Whitegiver, Centerville Recreation and Historical Association; and Robert Catalano and Chris Jennings, Honey Run Covered Bridge Association.

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.

To accommodate guests, the Board concurred to address Old, Business, item 7.1 and subsequently New Business, items 8.1 and 8.2. at this time.

OLD BUSINESS:

7.1 Piranhas Swim Team Report and Agreement – A representative for the applicant will provide an oral report supplementing the 2017 financial report and season update submitted to the PRPD Board of Directors as indicated in Section J of the agreement. *Recommendation: Approve the 2018 agreement as presented and authorize the District Manager to sign the agreement on behalf of the District.*

The Board welcomed Piranhas Swim Team President, Barbara Triebswetter, to the floor. Ms. Triebswetter briefly summarized the written report presented to the Board. She indicated that the

Piranhas Swim Team Board of Directors reviewed and approved the agreement as written. The Board had open discussion concerning the swim clinics offered by the organization and commended Ms. Triebswetter and the Piranhas Board of Directors for how well the program is run.

The Board recommended the Piranhas Swim Team contact their insurance carrier and correct the Certificate of Liability Insurance Certificate Holder contact name by deleting Mike Trinca and adding Dan Efseaff.

Seeing no further discussion, Chairperson Rodowick stated he would entertain a motion.

MOTION:

Secretary McGreehan moved that the PRPD Board of Directors approve the Paradise Piranhas Swim Team 2018 Agreement as presented and authorized the District Manager to sign the Agreement on behalf of the District. The motion was seconded by Director Van Roekel and carried with 4 ayes, 1 absent.

AYES: Rodowick, Bellefeuille, McGreehan, and Van Roekel

NOES: None

ABSTENTIONS: None

NEW BUSINESS:

8.1 Honey Run Covered Bridge Association Annual Report and Funding Request

A representative for the applicant will provide an oral report supplementing the 2017 financial report and program status report submitted to the PRPD Board of Directors. *Recommendation: Approve the District’s continuation of financial support to the Honey Run Covered Bridge Association in the amount of \$4,500.00 for Fiscal Year 2018-2019.*

The Board welcomed Honey Run Covered Bridge Association President, Robert Catalano, to the floor. Mr. Catalano provided a brief oral report supplementing the written report presented to the Board.

Mr. Catalano stated that the Honey Run Covered Bridge Association is excited about the possibility of working with the District to develop programming options. He also informed the Board that the Association is working on a 2020 General Plan and will provide a copy to the Board once it is completed.

The Board thanked Mr. Catalano for his presentation and commended the Association on their thorough report.

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

MOTION:

Secretary McGreehan moved that the PRPD Board of Directors approve the District’s continuation of financial support to the Honey Run Covered Bridge Association in the amount of \$4,500.00 for Fiscal Year 2018-2019 as presented. The motion was seconded by Vice Chairperson Bellefeuille and carried with 4 ayes, 1 absent.

AYES: Rodowick, Bellefeuille, McGreehan, and Van Roekel

NOES: None

ABSTENTIONS: None

8.2 Centerville Recreation and Historical Association Annual Report and Funding Request

A representative for the applicant will provide an oral report supplementing the 2017 financial report and program status report submitted to the PRPD Board of Directors. *Recommendation: Approve the District's continuation of financial support to the Centerville Recreation and Historical Association in the amount of \$4,500.00 for Fiscal Year 2018-2019, plus cover the cost of garbage collection for five months from May to September 2018.*

The Board welcomed Centerville Recreation and Historical Association President, Bruce Whitegiver, to the floor. Mr. Whitegiver provided a brief oral report supplementing the written report presented to the Board. He thanked the Board for their support in past years stating that the Association relies mightily on these funds to supplement the fundraising events throughout the year. He stated he is looking forward to working closely with the Honey Run Covered Bridge Association on programming in collaboration with the District.

The Board had open dialog with Mr. Whitegiver concerning possibly utilizing the Theatre of the Ridge performers and possibly the Gold Nugget Museum docents to provide entertainment during their fundraisers, such as the 49'er Faire.

The Board thanked Mr. Whitegiver for his presentation and commended the Association on their detailed and complete report.

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

MOTION:

Director Van Roekel moved that the PRPD Board of Directors approve the District's continuation of financial support to the Centerville Recreation and Historical Association in the amount of \$4,500.00 for Fiscal Year 2018-2019, plus cover the cost of garbage collection for five months from May to September 2018 as presented. The motion was seconded by Secretary McGreehan and carried with 4 ayes. 1 absent.

AYES: Rodowick, Bellefeuille, McGreehan, and Van Roekel

NOES: None

ABSTENTIONS: None

Chairperson Rodowick directed the Board's attention to the Consent Agenda and asked if there were any items to be removed and heard separately.

3. CONSENT AGENDA:

3.1 Board Minutes: Regular Meeting of February 13, 2018

3.2 Correspondence: None

3.3 Financial Reports

A. Budget Revenue and Expense Statements (Information Only)

B. Designated Fund Balance Report (Information Only)

C. Payment of Bills/Disbursements (Warrants and Checks Report)

Payroll checks and payables checks #047156 to and including #047266 in the total amount of \$115,606.57 with check #047163, #047207, #047208, #047255 and #047267 being void.

D. Refund Checks #047216 to and including #047287 in the total amount of \$2,141.00.

E. Profit and Loss Statement Example

3.4 Information Items (Acceptance Only)

- A. Paradise Art Center Newsletter, March/April 2018**
- B. PRPD Safety Committee Draft Minutes for February 22, 2018**
- C. SHOR Activity Report for February 2018**
- C. Centerville School Bell Newsletter, March 2018**

Vice Chairperson Bellefeuille requested that item #3.3 Financial Reports A through E be removed and heard separately.

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

MOTION:

Secretary McGreehan moved that the PRPD Board of Directors approve the remaining Consent Agenda items as presented. The motion was seconded by Director Van Roekel and carried with 4 ayes. 1 absent.

AYES: Rodowick, Bellefeuille, McGreehan, and Van Roekel

NOES: None

ABSTENTIONS: None

Chairperson Rodowick directed the Board's attention to Consent Agenda item #3.3, Financial Reports A through E, and asked Vice Chairperson Bellefeuille to comment.

The Board had open discussion with staff concerning the finance report as a whole. The Board discussed the lack of YTD percentages in the Revenue and Expense Reports. Vice Chairperson Bellefeuille recommended that staff provide a third column on item 3.3-E Profit and Loss to show YTD percentages. The Board concurred that they are pleased with the format of the monthly check register and refunds and reimbursements reports.

Recreation Superintendent Dean Moore commented that the District Manager is reporting that he will be scheduling a Finance Committee meeting prior to the April 10, 2018 Board meeting to review the changes in the accounting system.

Seeing no further discussion, Chairperson Rodowick stated he would entertain a motion.

MOTION:

Secretary McGreehan moved that the PRPD Board of Directors reluctantly approves Consent Agenda item 3.3 Finance Reports A through E as presented. The motion was seconded by Vice Chairperson Bellefeuille and carried with 4 ayes, 1 absent.

AYES: Rodowick, Bellefeuille, McGreehan, and Van Roekel

NOES: None

ABSTENTIONS: None

4. COMMITTEE REPORTS:

4.1 Ice Rink Ad-hoc Advisory Committee Report

The Committee met with staff on March 1, 2018 to review and discuss (1) Ice Rink Report; (2) Proposed marketing and fundraising events; and (3) Schedule next meeting and set direction.

Recreation Superintendent Moore summarized the written report presented to the Board. The Board had open dialog with staff concerning the April 5, 2018 Wine Tasting event and recommended that the date be pushed back to allow staff more time to advertise and prepare for the event. The Board recommended additional information be included at the event such as the District's other program scholarship opportunities, pending capital improvement projects, and a presentation to educate the community on SB 5, the \$4 billion bond measure and how that could benefit the District.

MOTION:

Secretary McGreehan moved that the PRPD Board of Directors approve the Ice Rink Ad-hoc Advisory Committee Report as presented. The motion was seconded by Director Van Roekel and carried with 4 ayes, 1 absent.

AYES: Rodowick, Bellefeuille, McGreehan, and Van Roekel

NOES: None

ABSTENTIONS: None

5. REPORTS

5.1 District Report (Manager's Report)

Recreation Superintendent Moore summarized the written report presented to the Board and briefly discussed the following:

UPDATES

Bike Pump Track Research: The Board questioned how the District could create revenue from the Track. Recreation Superintendent Moore commented the District could hold events that may generate a revenue stream.

Paradise Horsemen's Association: It was noted that staff met with Paradise Horsemen's Association representatives concerning the proposed lighting upgrade for the Arena. Staff discussed Town of Paradise restrictions and inspections, specifications of the lights, the adequacy of the meter and mechanism for payment, hourly expenses and proposed timeline. Recreation Superintendent Moore informed the Board that the Association has tabled this proposed renovation due to the requirements set forth by the Town of Paradise.

Fire Safe Council: Park Supervisor Cobb stated he and District Manager Efseaff attended the Magalia Forest Health Tour on February 21, 2018. Staff had the opportunity to discuss potential future projects (Coutolenc Park) and the District's interest in potentially hosting an educational meeting at the District's facility for community information on fire protection. If it develops, staff will bring a proposal to the Board for consideration on the event.

ADMINISTRATIVE AND VISITOR SERVICES

Accounting System: It was noted that staff is continuing with the transition to the new system. Staff will provide a mid-year budget review with the next Finance Committee meeting with the new system

Emergency Text System: District Manager Efseaff set up a cell phone group notification system with staff. Staff will be notified via a text message to their cell phones in the event of an emergency.

BOD Agenda: District Manager Efseaff is proposing a change in the order that items are placed on the Board meeting agenda. The current agenda order of business is listed in the current By-laws and may require Board action to implement.

PARKS

Paradise Pool: Park Supervisor Cobb stated staff have designed and installed new doors to the pool storage cages. Director Van Roekel requested that staff install privacy doors to the boy's stalls.

Moore Road Ball Parks: Park Supervisor Cobb stated staff has installed a new fence, relined the parking spaces, and installed bump stops for each parking space.

PROGRAMS:

Easter Bunny, Silent Action, Activities Guide, and Electronic Sign: The Board concurred to receive this information as presented.

PROJECTS

Bille Park: Park Supervisor Cobb stated staff will be starting phase II of III in the upper park, renovating ADA access by replacing uneven exposed aggregate walkways with brushed concrete.

UPCOMING

North Valley Community Foundation: Staff is exploring information on the advantages of opening an account with NVCF to simplify the mechanics of fundraising and allowing for access to donors beyond Paradise. Staff provided an information sheet to the Board detailing the services offered by NVCF. The Board asked staff to obtain information on what the administrative costs would be.

Ice Rink: Staff is pursuing fundraising options and would like to assess the Board's response to the 2017-18 Ice Rink Report and provide preliminary direction for the 2018-19 season.

Finance Committee: Staff will schedule a Finance Committee meeting prior to the April 10, 2018 Board meeting.

5.2 Discovery Club Report (Sally Higbee)

Recreation Superintendent Moore summarized the written report presented to the Board. The Board questioned how many sites this program serves and why the report is presented eight months after the end of the fiscal year.

5.3 Ice Rink Final Report (Dean Moore)

Recreation Superintendent Moore summarized the written report presented to the Board. The Board had open discussion concerning distributing sponsor packets now when organizations are setting their budgets for the next year; whether the extra week of operation was beneficial financially; and the need for the District to inform the community on the need for financial support.

In summary, Recreation Superintendent Moore stated the District should give serious consideration to the impact the annual shortfall of the Ice Rink Program has on the District's goal of 100% expense recovery and the overall health of the District. It is imperative that for this program to succeed in the long-term the District will need a much larger commitment from community sponsors and donors.

5.4 Revenue Objective Status Report (Dean Moore)

Recreation Superintendent Moore summarized the written report presented to the Board. The Board had open discussion concerning contract employee overhead and the District's desire to reduce costs.

Director Van Roekel stated she liked the revised revenue and expense report.

5.5 Ball Park Report (Jeff Dailey)

Recreation Superintendent Moore summarized the written report presented to the Board. The Board had open discussion concerning the increase in electrical costs due to the new lighting system.

Seeing no further discussion, the Board concurred to receive these reports as presented.

6. CLOSED SESSION - None**9. BOARD COMMENT**

Mary Bellefeuille stated that she attended the Wrestling Tournament in Reno and two Paradise wrestlers won first place.

Mary Bellefeuille commented that in the past Paradise Rotary borrowed chairs from the District for their annual Crab Feed event at no charge. This year District Manager Efseaff charged Rotary the customary chair rental fee and directed Mary to address the Board as to whether the Board was willing to provide the chair rental at no charge. The Board concurred that they had no recollection of taking action to approve free chair rental for Rotary. Because of the use of public funds the Board concurred that the customary rental charge for the chairs should be assessed.

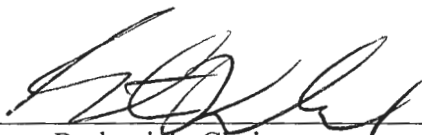
Al McGreehan commented that he will be attending the CARPD Board meeting next week and will provide a report to the PRPD Board in April.

Al McGreehan commented that he will seek advice from CAPRI concerning the requirement that the Gold Nugget Museum must provide their own liability insurance to the District for the Museum operations and whether the Museum could possibly be covered under the District's policy since the District owns the land.

Steve Rodowick confirmed that Robert Anderson's absence was unexcused for the March 13, 2018 regularly scheduled Board meeting.

10. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 8:35 p.m. by Chairperson Rodowick until the next regularly scheduled meeting on April 10, 2018 at 6:00 p.m. in Conference Room C at the Terry Ashe Recreation Center, 6626 Skyway, Paradise, CA.



Steve Rodowick, Chairperson



Al McGreehan, Secretary