

Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
Terry Ashe Recreation Center, Room B  
May 13, 2020

**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 May 13, 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 [ecampbell@paradisepcpd.com](mailto:ecampbell@paradisepcpd.com) before 1:00 p.m. on Wednesday, May 13, 2020 and they will be read into the record.

Please use the link to join the webinar: <https://us02web.zoom.us/j/81136399955>

Or via Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 811 3639 9955

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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 Director Steve Rodowick at 6:05 p.m.

**1.1 PLEDGE OF ALLEGIANCE:**

Director Rodowick led the Pledge of Allegiance.

**1.2 ROLL CALL:**

Present: Vice Chairperson Robert Anderson, Director Steve Rodowick  
Present via tele-conference: Secretary Julie Van Roekel and Director Bellefeuille  
Absent: Chairperson Al McGreehan

**PRPD STAFF:**

Present: District Manager Dan Efscaff, and Recreation Supervisor Scott Amick  
  
Present via tele-conference: District Accountant Catherine Merrifield, Recreation Supervisor Jeff Dailey, Administrative Assistant I Sunny Quigley and Administrative Assistant II & Management Colleen Campbell.

**1.3 WELCOME GUESTS:**

Present via tele-conference: Citizen John Stonebreaker, Upper Ridge Community Council

**1.4 SPECIAL PRESENTATIONS: None****2. PUBLIC COMMENT:**

Staff reported no public comments were received by the 1:00 p.m. deadline on May 13, 2020

Citizen John Stonebreaker commented he was in attendance to listen only.

District Manager Efsaiff provided a video call best practices overview.

**3. CONSENT AGENDA****3.1 Board Minutes:****a. Regular Meeting of April 8, 2020****3.2 Correspondence: None****3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #050925 to and including #051006 in the total amount of \$97,252.63 including reported refunds and void checks.****3.4 Information Items (Acceptance Only):****a. Safety Committee Meeting Draft Minutes for April 30, 2020**

Director Rodowick asked if any items should be removed and heard separately. Seeing and hearing none. Director Rodowick stated he would entertain a motion on this item.

**MOTION:**

Secretary van Roekel moved to approve the Consent agenda as presented. The motion was seconded by Vice Chairperson Anderson and carried unanimously with 4 ayes. 1 absent.

AYES: Anderson, Van Roekel, Rodowick and Bellefeuille

NOES: None

ABSTENTIONS: None

**4. COMMITTEE REPORTS:****4.1 Finance Standing Committee (McGreehan/Rodowick)**

**The Committee met on April 28, 2020 to review and discuss (1) 2020-2021 Draft Budget for recommendation to the full Board; (2) Estimated Liability costs associated with Paradise Lake operations; (3) FEMA Community Disaster Loan Collateral documentation, and (4) Financial Investment Policy strategies.**

District Manager Efsaiff summarized the written report presented to the Board. He stated the revised budget calendar indicates the preliminary budget will be presented to the full Board for consideration and possible approval at the June 10<sup>th</sup> Board meeting with the public hearing and final budget presented in July. District Manager Efsaiff further stated the Finance Committee will meet again on May 21<sup>st</sup> to review the budget narrative and Capital Improvement Projects.

Committee member Rodowick commented the Committee concurred there were no significant changes to the draft budget as presented.

The Board concurred to receive this report as presented.

#### 4.2 **Recreation and Park Standing Committee (Rodowick/Anderson)**

**The Committee met on April 29, 2020 to review and discuss (1) the proposed fee schedule for the Paradise Lake facility for full Board consideration and possible approval; and (2) recommendation to prorate fees for Paradise Lake parking passes for the remainder of 2020.**

District Manager Efseaff summarized the written report presented to the Board indicating the proposed fee schedule will be presented during New Business.

The Board concurred to receive this report as presented.

The Board recognized the arrival of Chairperson McGreehan via teleconference at 6:18 p.m. and Director Rodowick turned the meeting over to Chairperson McGreehan to continue.

Chairperson McGreehan directed the Board to 5.1 District Report and asked District Manager Efseaff to comment.

## 5. REPORTS

### 5.1 **District Report.**

District Manager Efseaff provided a brief oral report on the following:

- **District Response to COVID-19** – With the anticipation of Governor Newsom lifting some restrictions and providing more discretion to the counties after the posting of this agenda, staff reported they are waiting for information from Butte County Public Health to provide an outline on reduced restrictions.
- **New Recreation Supervisor** – Staff introduced Scott Amick and Mr. Amick provided a brief overview of his experience. He stated he is excited to be a part of the team.
- **Finance** –
  - The Board reviewed the routine reports and had no comments.
  - District Manager Efseaff provided an update of the revised budget calendar.
    - May 13, 2020 – Present Draft 2020-2021 Budget to the full Board for review in the Manager's Report.
    - June 10, 2020 – Adopt Preliminary Budget and set public hearing date for July 8, 2020
    - July 8, 2020 – Public Hearing and adopt Final 2020-2021 Budget.
- **Parks (Maintenance and Operations)** – District Manager Efseaff briefly summarized that the crew has been working to remove brush from the fence line on the west side of Bille Park and that

he received a call from a citizen who frequents Bille Park and wanted to commend our maintenance staff for the remarkable job of maintaining this facility.

Further, CalOES is assessing the tree work along the trails in the canyon behind the Pavilion and staff has marked trees for possible removal.

- **Programs** – Recreation Supervisor Dailey reported with the COVID-19 situation staff are looking at having a Virtual Fishing Derby with a kick-off date in the middle of July. In addition, he reported staff had postponed the Gold Nugget Craft Faire to the end of June and this date may need to be re-evaluated.
- **Outreach and Development** –
  - Technical Advisory Committee Launched – Thursday, April 23, 2020 PRPD staff, The Nature Conservancy (TNC), and Conservation Biology Institute (CBI) held the first of many Technical Advisory Committee meetings to seek input from experts across multiple fields and agencies about the Wildfire Risk Reduction Buffers project.
  - Park Icons – Staff are formulating a list of potential icons to associate with each park in the District. These part “mascots” being considered are based on the history of the land and/or current use or feature most representative of the location. Staff will gather public input during this process.
  - District Manager Efseaff expressed his appreciation to the Board of Directors for their support to staff during the 2018 Camp Fire and now during the COVID-19 pandemic.
- **Upcoming** –
  - Paradise Sign – Citizens working on the development of the new and improved welcome sign into Paradise have approached the District about the potential of taking over the maintenance and administration of the sign and immediate surroundings.

## 5.2 Review 2020-2021 Draft Budget

The Board had open discussion with staff concerning program income versus expenses and the reduction of backfill in 2022. The Board will have until June 1, 2020 to review these documents.

## 5.3 Board Liaison Reports (Oral)

- Director Bellefeuille – None
- Director Rodowick – None
- Director Anderson – None
- Director Van Roekel – Reported the schools are dealing with a decline in enrollment, COVID-19 restrictions and are seeking recreation options for the students.
- Chairperson McGreehan – None

Director Bellefeuille requested that she be excused from the meeting due to a prior commitment. The Board concurred with Director Bellefeuille’s request.

**6. CLOSED SESSION – None****7. OLD BUSINESS – None****8. NEW BUSINESS****8.1 Approve 2020-2021 Paradise Lake Fee Schedule – Staff recommends the PRPD Board of Directors approve the 2020-2021 Paradise Lake Fee schedule, effective June 1, 2020.**

Dur to the lack of a report, the Board concurred to table at this time and schedule for the June 10<sup>th</sup> Board meeting for possible approval.

**8.2 Resolution #20-05-1-480 CSDA District Purchasing Card Program – Approve and adopt Resolution authorizing agreement with Umpqua Bank to participate in the CSDA District Purchasing Card program.**

District Accountant Merrifield summarized the written report presented to the Board. She stated this will also provide the District with the option of receiving at least 1% cash back rebates on purchases.

The Board had open dialog with staff concerning the statement in the resolution regarding the District policy and procedures regarding the use of credit cards and recommended this policy be reviewed by the Finance Committee. The Board concurred with Chairperson McGreehan's suggestion.

Secing no further comments, Chairperson McGreehan stated he would entertain a motion.

**MOTION:**

Director Rodowick moved to approve and adopt Resolution #20-05-1-480 as presented authorizing staff to open an account with Umpqua Bank and authorize the District Manager to sign the necessary documents on behalf of the District. The motion was seconded Vice Chairperson Anderson and carried with 4 ayes and 1 absent.

**ROLL CALL VOTE:**

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

**8.3 USDA Equipment Grant – This would improve the District's ability to manage the lands in our care and better ensure public safety through careful stewardship of the properties managed by the District.**

District Manager Efseaff summarized the written report presented to the Board stating that authorizing staff to apply for the matching grant would allow the District, if awarded, the ability to purchase heavy machinery, transportation vans for programming, hand tools, and upgrade the District's audio/visual technology at the Terry Ashe Recreation Center through this matching grant.

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

**MOTION:**

Secretary Van Roekel moved to authorize the District Manager to (1) apply for the USDA equipment grant; and (2) utilize funds budgeted in FY 2019-2020 for equipment purchases as matching funds. The motion was seconded Vice Chairperson Anderson and carried with 4 ayes and one absent.

**ROLL CALL VOTE:**

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

**9. BOARD COMMENT:**

Robert Anderson suggested Park Supervisor Cobb write up recommendations for shop development for Board review at the June meeting

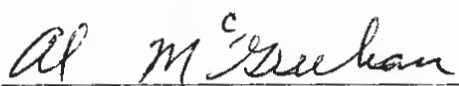
Steve Rodowick suggested staff look into the possibility of possibly acquiring one of the vacant buildings in town for District programming and that staff provide a summary of their findings at a future Board meeting.

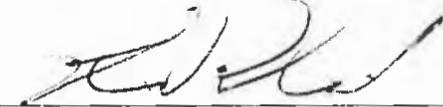
Julie Van Roekel asked if staff could provide a report to the Board detailing the program income versus expense. District Manager Efseaff stated it is staff's intention to provide the Board with a program report with evaluations that will include the financial information.

Dan Efseaff thanked the Board for their patience with the new teleconference platform. He stated the District will continue with this platform allowing the District to broadcast its Board meetings.

**10. ADJOURNMENT:**

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:52 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on June 10, 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

*for*