

4. COMMITTEE REPORTS

- 4.1. Personnel Committee (Van Roekel/Bellefeuille) – The Committee met on October 27, 2020 to continue review of job descriptions for Park Maintenance I, II, and III; and Park Supervisor for Board of Directors consideration and possible approval. (Written Report)
- 4.2. Finance Committee (McGreehan/Rodowick) – The Committee met on November 12, 2020 to review the CSDA Accounting and Financial Services Agreement Extension. (Oral Report)

5. REPORT

- 5.1. District Report
- 5.2. Board Liaison reports (Oral Reports)

6. CLOSED SESSION - NONE

7. OLD BUSINESS

- 7.1. Paradise Community Village Promissory Note Extension Request – In anticipation of an expiring agreement (December 31, 2020), the Paradise Youth and Family Center (DBA Paradise Community Village) requested an extension of the note. Other partners on the property include the Town of Paradise, the Paradise Ridge Youth Soccer Club and the Community Housing Improvement Program (CHIP). The District previously authorized two, two-year extensions.
Recommendation: *Authorize the District Manager to develop an extension of the existing agreement to expire on December 31, 2022 with the option of a 1-year additional extension.*

8. NEW BUSINESS

- 8.1. CSDA Accounting and Financial Services Agreement Renewal – Staff is seeking approval of the Agreement for a cost not to exceed \$2,500.00 per month for accounting support services.
Recommendation: *Approve the CSDA Accounting and Financial Services Agreement as presented and authorize the District Manager to sign the Agreement on behalf of the District.*
- 8.2. The Nature Conservancy Second Task Agreement– On November 13, 2019, the BOD approved an agreement with The Nature Conservancy (TNC) to allow TNC funding to evaluate the scientific basis for nature-based fire risk reduction. The project fits in with District goals to develop a study to examine the strategic development of parks and trails within the District. The model and literature review was completed earlier this summer. This agreement continues that relationship and lays out anticipated next steps.
Recommendation: *Approve the cooperative agreement and workplan with the Nature Conservancy.*
- 8.3. Paradise Lake Fee Structure – Staff seeks approval from the Board of Directors to maintain the existing fee structure through December 31, 2023 and offer a \$3 discount to permit holders who wish to renew their annual pass.
Recommendation: *Maintain the current Paradise Lake Fee Structure as presented through December 31, 2023.*
- 8.4. Butte County Special Districts Association – BCSDA is seeking nominations for individuals to serve on the Executive Board. Deadline to submit nominations is November 20, 2020.
Recommendation: *Submit nominations to serve on the BCSDA Executive Board or decline invitation.*

9. BOARD COMMENT

10. ADJOURNMENT

Adjourn to the next regular meeting on December 9, 2020 at 6:00 p.m., in Conference Room B, 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.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form.

Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Volunteer Program





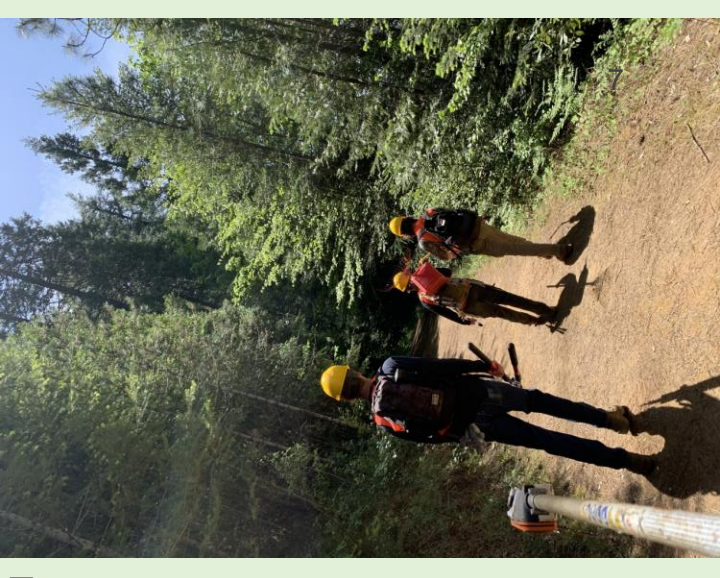
Personal Introduction

- Northern California Native: Corning, CA
- Love anything outdoors, personal challenge, and random facts.
- 2015 Corning Union High School Graduate
 - 2020 California State University, Chico
- Experience:
 - Cashier – Petro Truck Stop
 - Bay Attendant – Blue Beacon
 - Golf Course Attendant – The Links
 - Field Survey Interviewer – National Visitor Use Monitoring System
 - Landscape Assistant – California State University, Chico
 - Park Aide – California State Parks
 - YCC Crew Lead – Sacramento National Wildlife Refuge
 - Land Steward – Big Chico Creek Ecological Reserve
 - Wildland Fire Fighter Type II – Mendocino On Call Fire Program
 - Projectwork
 - August Complex fire
- Internship at Paradise Recreation and Park District – Park Operations and Volunteer Coordinator
 - Recruit, Mobilize, and Follow up



Background

- Historically Paradise Recreation and Park District (PRPD or District) has not had a formal volunteer program, nor a guidebook to provide reference to volunteers and staff about rules and responsibilities of the District and volunteers.
- When needed, certain staff supervised a volunteer in their area of focus to assist them in their work.
 - Resulted in lost opportunities within the District to utilize community members' talents in a mutually beneficial, methodical manner.
- District was poorly positioned to set direction, budget, and collaborative efforts toward District needs.
- District was hesitant to develop a formal volunteer program due to liability concerns.
 - **To mitigate concerns** the volunteer program will follow California JPIA Volunteer Manual guidelines provided by CAPRI for integrating volunteers into District projects.



Safety first!

- Waivers/Log in sheet
- First aid kit
- Proper Personal Protective Equipment (PPE)
- Safety guidelines in workspace
- Proper Training and Orientation
 - Park Steward vs. Short Term
- Equipment Evaluation



“DON'T ASSUME. If you DON'T know
DON'T go.”

- Mark Cobb (Park Supervisor)

Key program documents

- Guidebook
- Log in sheet
- Waiver
- Park Steward job description
- Feedback questionnaire



Development

- Shirts, vest, volunteer bags, tools, first aid kit.
- COVID guidelines
 - Individual tools
 - Adequate spacing
 - Disinfect equipment after each use
 - Provided hand sanitizer and mask
 - Limited group size <10
- Outreach:
 - Guest speaker – Environmental hazardous, Outdoor worker safety, Career Development
 - Offer Merit Badge counseling
 - Camp Fire Volunteer Committee – Camp Fire Collaborative
 - Volunteering with Neighbors

Promotion

WANTED



VOLUNTEERS

BY PARADISE RECREATION & PARK DISTRICT

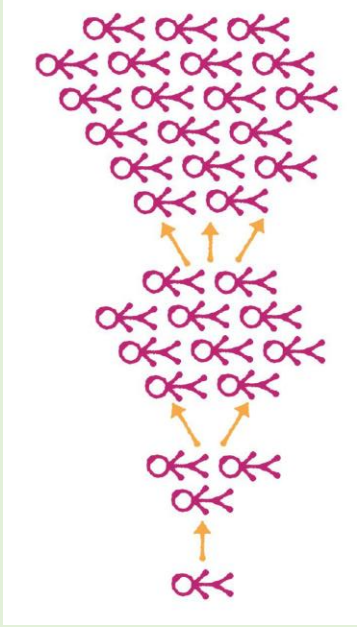
CONSIDERED DEDICATED AND READY TO WORK!

REWARD

PERSONAL SATISFACTION, GAIN VALUABLE SKILLS, HELP PEOPLE AND THE ENVIRONMENT, MEET NEW PEOPLE, ENJOY MAKING A DIFFERENCE

HELP CREATE A CULTURE THAT CARES FOR OUR PARKS AND GREEN SPACES!

For more information please contact: Volunteer Coordinator
(530) 872-6393
Smunoz-oliverrez@paradisepprd.com





Projects

Categories:

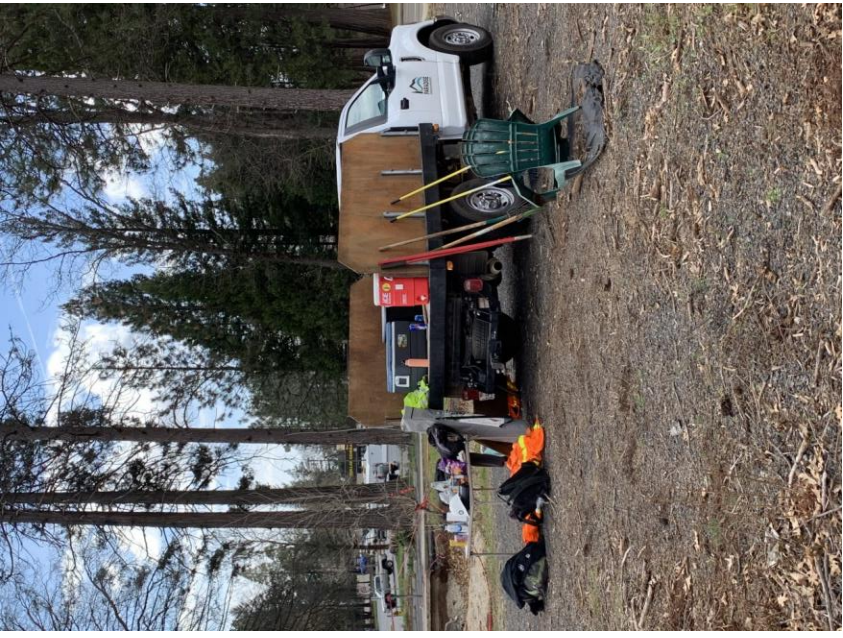
- Debris Clearing and Piling
- Fuel Reduction
- Invasive Plant Removal
- Litter Pick Up
- Information Table

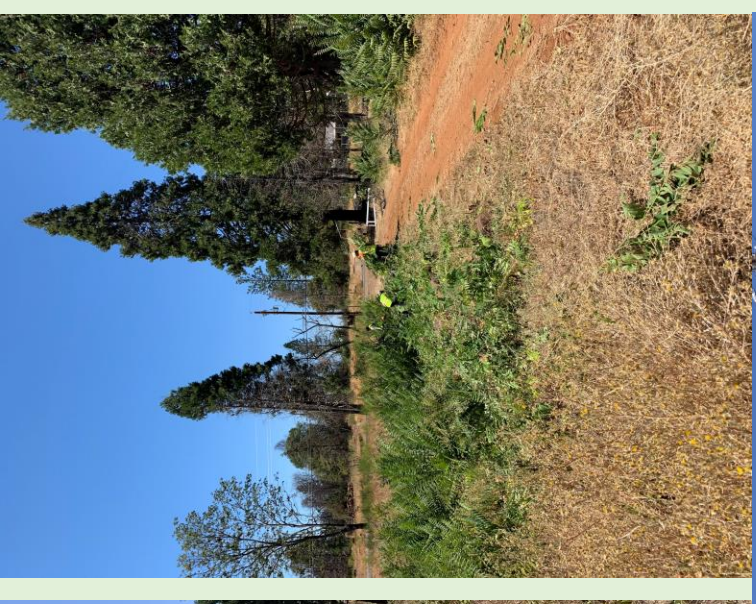




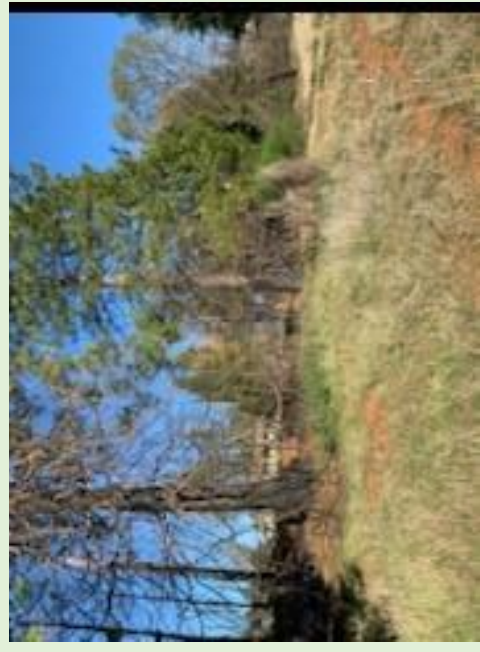
Debris Clearing and Piling

Lakeridge Park, March 2020
Americorps Crew





Noble Park 2020, OC Crew Members & Work Force Alliance

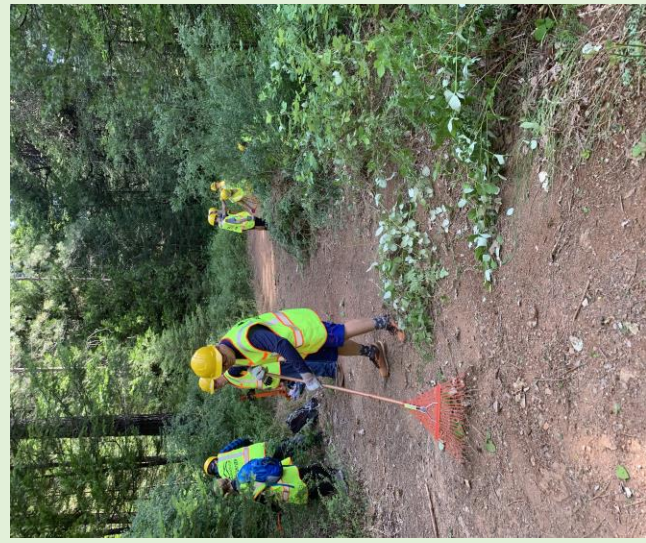




Fuel Reduction

Paradise Lake, May 2020
Boy Scout Troop 316

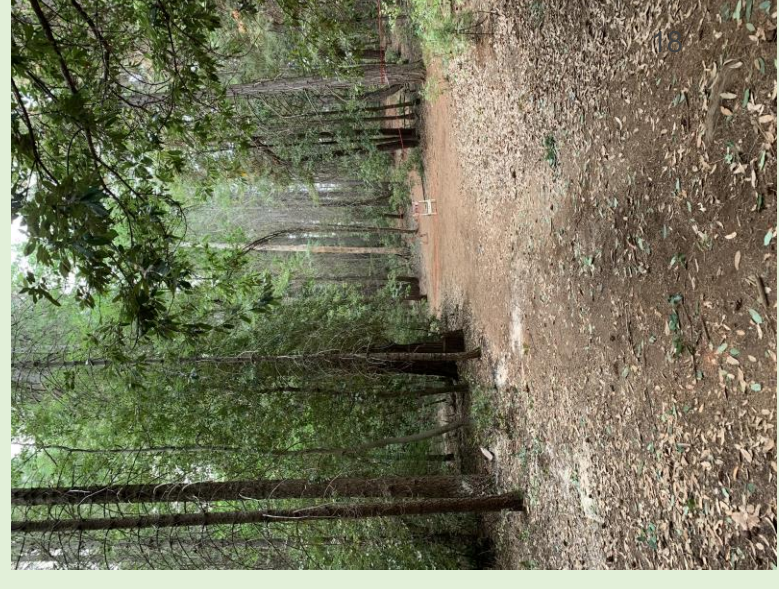






Paradise Lake 2020, OC Crew Members

Hazard Tree Removal,
Community Members





Invasive Plant Removal



Americorps Crew 2020



Bille Park 2020, Community Members

Litter Pick Up

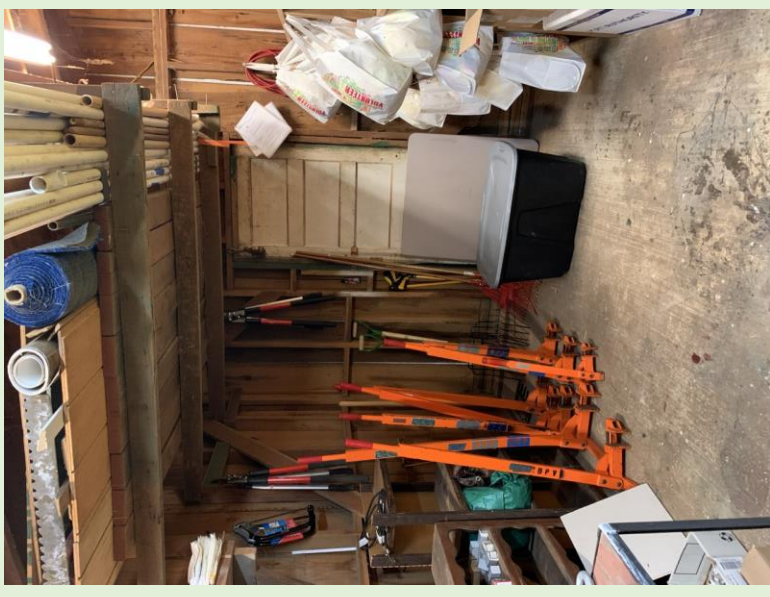
Paradise Lake 2020
Community Members



Information Table

Paradise Lake

- Greeter answers questions, advertises/promotes District news, provides rules and regulations, gathers feedback.



Following up

- Online/mailling survey asks participants to measure their:
 - Volunteer satisfaction
 - Effectiveness of their time
 - Overall experience
 - Knowledge gained
 - Recommendations for improvement
- Group talk
- Phone call
- Thank you cards
 - Tiny tots



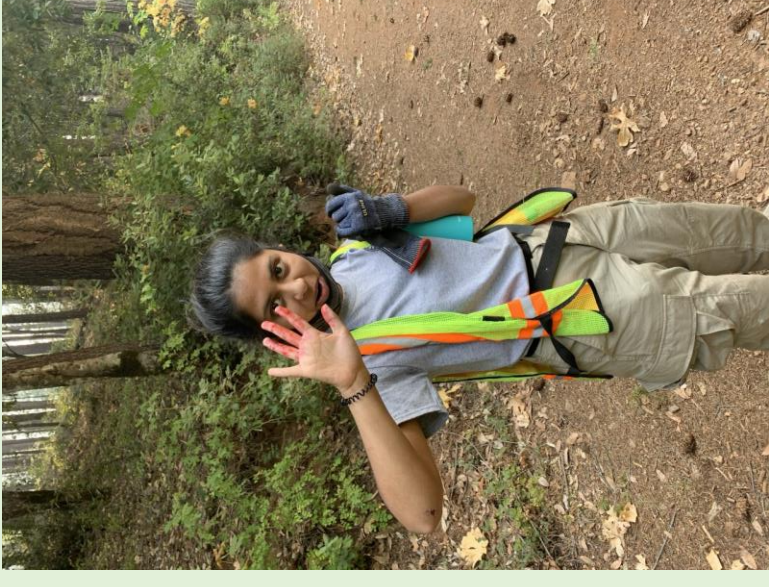
Value of Volunteer Time

Fiscal

- No significant fiscal impacts.
- Expenses:
 - Activity refreshments, incentives, and forms of appreciation for volunteers.
 - Offset by reduced staff payroll and donations from local businesses.
- Saves District money
 - Full time employee (Maintenance II): ~\$21.32 per hour
 - Monetary value of volunteer (Cali.): \$31.51 per hour
 - Value of the program to date (Cali.) - ~\$21,340.50
 - Total number of volunteer hours: 677.26
- P.L. – 448.26
- Bille – 57
- Lakeridge – 72
- Noble – 73
- Crain Memorial Park – 6
- Moore Road Ball Park – 21

Interpersonal

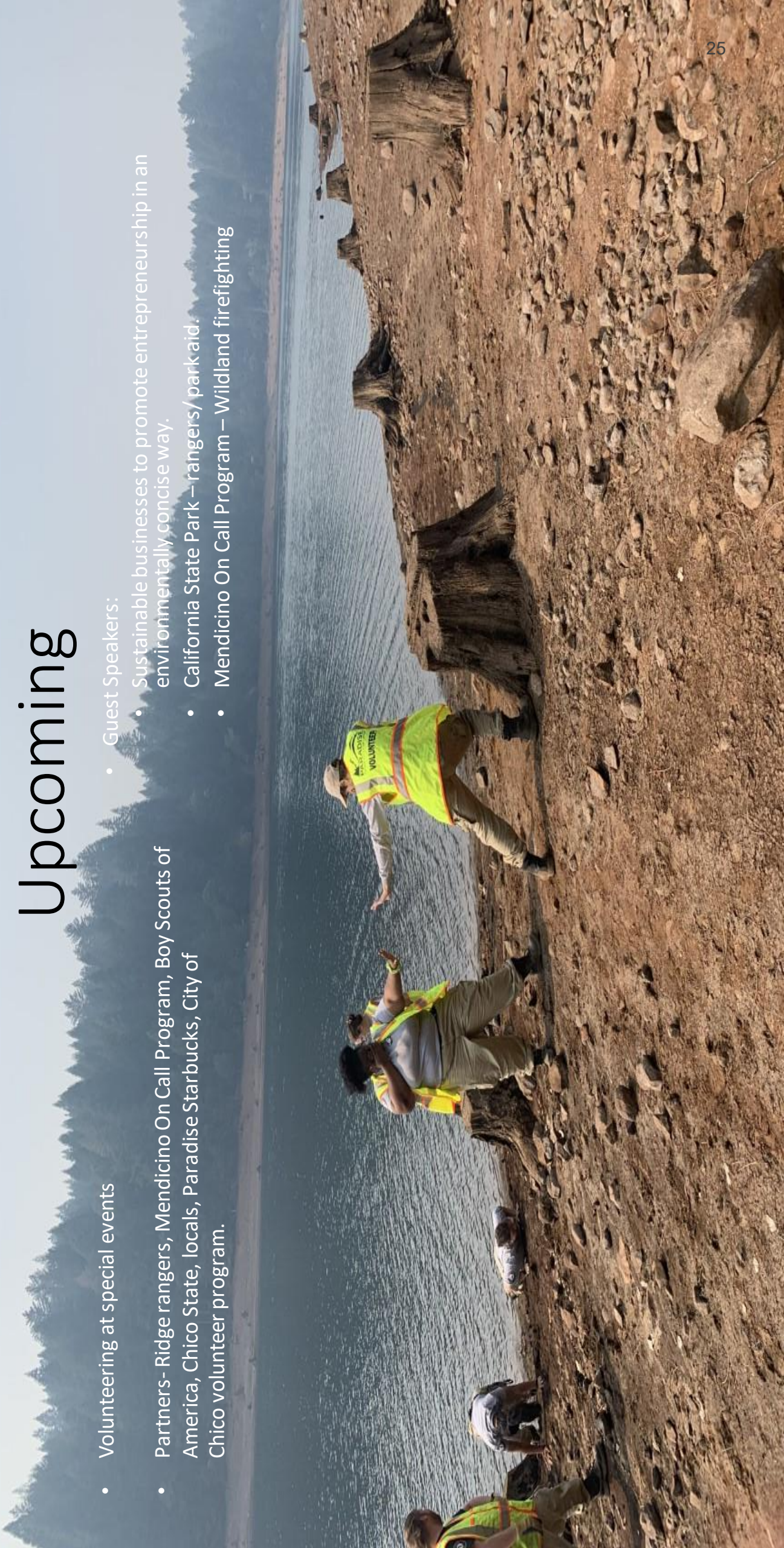
- New relationships & experiences
- Relatable experiences
- A tribe feeling
- Happy, healthy community members caring about each other, their parks, and green spaces.



Paradise Lake 2020
Americorps Crew

Upcoming

- Volunteering at special events
- Partners- Ridge rangers, Mendicino On Call Program, Boy Scouts of America, Chico State, locals, Paradise Starbucks, City of Chico volunteer program.
- Guest Speakers:
 - Sustainable businesses to promote entrepreneurship in an environmentally concise way.
 - California State Park – rangers/park aid.
 - Mendicino On Call Program – Wildland firefighting



Questions?

Sophia Oliverrez
Volunteer Coordinator
(530) 586-6010
smunoz-oliverrez@paradiseprpd.com



004737

Paradise Recreation and Park District
Board of Directors Regular Meeting
Terry Ashe Recreation Center, Room B
October 14, 2020

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=YlBnYlBpM0VMVj4vNzkxd2JXRHQzQT09>
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 Al McGreehan at 6:05 p.m.

1.1 PLEDGE OF ALLEGIANCE:

Chairperson McGreehan led the Pledge of Allegiance.

1.2 ROLL CALL:

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

Present via tele-conference: None

PRPD STAFF:

Present: District Manager Dan Efseaff, Office Manager Colleen Campbell, and Recreation Supervisor Scott Amick.

Present via tele-conference: District Accountant Catherine Merrifield, Park Supervisor Mark Cobb, Recreation Supervisor Jeff Dailey, Sophia Munoz-Oliverez, and Assistant District Manager Kristi Sweeney

1.3 WELCOME GUESTS:

Chairperson McGreehan welcomed the following guests:

Present: John Stonebreaker, Citizen

Present via tele-conference: Scarlett Miller, Paradise Horsemen's Association

Staff informed the Board no comments were received via electronic mail by the 1:00 p.m. deadline on October 14, 2020.

To accommodate guests, the Board concurred to hear Public Comment, New Business 9.1 and New Business 9.2 at this time.

2. PUBLIC COMMENT:

Seeing and hearing no public comment, Chairperson McGreehan directed the Board's attention to New Business, item 9.1.

9. NEW BUSINESS:

9.1 **Paradise Horsemen's Association Annual Report – Representatives of the Association will present an annual report on their organization as outlined in Section 7 of the 20-year PRPD/PHA Lease Agreement executed on October 10, 2006.**

The Board welcomed Paradise Horsemen's Association President, Scarlett Miller via tele-conference and invited her to provide a summary of the report submitted to the Board.

Ms. Miller thanked the Paradise Recreation and Park District for their support and reported the Association is flourishing with increased memberships of 77 family memberships and 160 individual memberships. Further, she stated the Association has held only a few public events due to COVID-19 restrictions.

After a brief discussion, Chairperson McGreehan thanked Ms. Miller for the thorough report and great partnership between the two entities.

The Board of Directors concurred to receive this report as information only.

9.2 **Paradise Community Village Promissory Note Extension Amendment – In anticipation of an expiring agreement (December 31, 2020), the Paradise Youth and Family Center (DBA Paradise Community Village) requested an extension of the note. Other partners on the property include the Town of Paradise, the Paradise Ridge Youth Soccer Club, and the Community Housing Improvement Program (CHIP). The District previously authorized two, two-year extensions.**

District Manager Efseaff summarized the written report and supporting documents to the Board. He indicated the original terms of the agreement provided for no interest and were fully due and payable on the fifth anniversary of the effective date or August 22, 2016. Subsequently, the Board of Directors has approved two two-year extensions one in August of 2016 and again in July 2018. The current extension before the Board expires December 31, 2020. This extension was granted as the prospect of a lease with a charter school was well underway, but the Camp Fire abruptly halted those efforts.

After a brief discussion, Chairperson McGreehan suggested the Board continue this item to the November meeting since the parties representing the Paradise Community Village are not present to provide a report on their request for extension.

The Board of Directors concurred and Chairperson McGreehan stated he would entertain a motion.

MOTION:

Director Rodowick moved to table the Paradise Community Village promissory note extension request to the November 12, 2020 regularly scheduled Board meeting and directed staff to dialog with the Paradise Community Village representatives to establish what the future plans are to address this debt. The motion was seconded by Secretary Van Roekel and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

1.4 SPECIAL PRESENTATIONS:

- A. PRPD Recreation Supervisor Jeff Dailey will provide an overview of District Programming.

Recreation Supervisor Dailey provided an overview of the District's successful long-term programming options such as Adult Softball, Swim Lessons, and Pre-School Programs; and special events such as the Gold Nugget Craft Faire, the Fishing Derby and holiday traditions such as Halloween, and Santa's arrival.

He also commented on the District's ability to provide jobs and volunteer opportunities to our local youth throughout the years.

He also explained the challenges the District faced post Camp Fire with the loss of patrons on the ridge and now with COVID-19 restrictions to provide safe in-person programming, but stated staff is adapting with virtual on-line programming options to provide recreational opportunities to the community. Recreation Supervisor Dailey stated he is hopeful and excited with the new opportunities in the future.

The Board commended Recreation Supervisor Dailey on his presentation and also for providing amazing programming for the community.

3. CONSENT AGENDA**3.1 Board Minutes:**

- a. **Regular Meeting of September 23, 2020**

3.2 Correspondence: None**3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #051555 to and including #051651 in the total amount of \$296,716.55 including reported refunds and voided checks.****3.4 Information Items (Acceptance Only):**

- a. **Safety Committee Meeting Draft Minutes of September 24, 2020**

Chairperson McGreehan asked if there were any comments from the public for the Board of Directors. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion.

MOTION:

Secretary Van Roekel moved to approve the Consent agenda as presented. The motion was seconded by Vice Chairperson Anderson and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

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

The Committee met on September 10, 2020 to (1) Review Reserve for Board consideration; and (2) Review potential resolution and allocation of investment strategies to maintain District services. (Written Report)

The Board concurred to receive this report as presented.

4.2 Personnel Committee (Van Roekel/Bellefeuille)

The Committee met on September 22, 2020 to (1) Review revisions to job descriptions for Park Maintenance I, II, and III and Park Supervisor; and (2) Closed Session pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement. (Written Report)

The Board concurred to receive this report as presented.

4.3 Recreation and Park Committee (Rodowick/Anderson)

The Committee met on October 6, 2020 to (1) Continue discussion regarding potential installation of a pet memorial in a District park to honor domestic pets lost to the 2018 Camp Fire; and (2) At Board direction, review conceptual design options for Bille Park and Moore Road Park prepared by Melton Design Group. (Written)

After a brief discussion regarding including a revision to the restrooms at Moore Road Park in the conceptual design plan, the Board concurred to receive this report as presented.

Chairperson McGreehan asked if there were any public comment on the Committee Reports. Seeing and hearing none, Chairperson McGreehan directed the Board to New Business 9.3.

9. NEW BUSINESS**9.3 Resolution #20-10-1-487 Application for Statewide Park Development and Community Revitalization Program Grant Funds – Noble Park – The Board will consider approving a required resolution authorizing staff to apply for grant funds.**

Assistant District Manager Sweeney provided a brief oral report supplementing the written report presented to the Board. She indicated this resolution is to authorize staff to apply for the grant funds in this fourth and final round of funding.

The Board had open discussion with staff concerning the grant proposal, submitting support letters, timeline, and fiscal impact.

Chairperson McGreehan asked if there was any public comment. Citizen John Stonebreaker commented this was a good use of District funds.

Seeing and hearing to additional comments, Chairperson McGreehan stated he would entertain a motion on this agenda item.

MOTION:

Director Rodowick moved to approve Resolution #20-10-1-487 approving staff to submit the required resolution authorizing staff to apply for grant funds for Noble Park. The motion was seconded by Vice Chairperson Anderson and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

9.4 Resolution #20-10-2-488 Application for Statewide Park Development and Community Revitalization Program Grant Funds – Lakeridge Park – The Board will consider approving a required resolution authorizing staff to apply for grant funds.

The Board concurred this resolution was consistent with the previous one but for a different facility and no additional discussion was required.

Chairperson McGreehan asked if there was any public comment. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion on this agenda item.

MOTION:

Secretary Van Roekel moved to approve Resolution #20-10-2-488 approving staff to submit the required resolution authorizing staff to apply for grant funds for Lakeridge Park. The motion was seconded by Director Rodowick and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

9.5 CAPRI 2020 Election Ballot – The California Association for Park & Recreation Indemnity [CAPRI] is requesting the PRPD Board of Directors submit one ballot with up to two candidates selected. Deadline to submit ballot is November 2, 2020.

The Board had open discussion concerning each of the five candidates and concurred to vote for Mr. Holbrook and Mr. Wetter.

Chairperson McGreehan asked if there was any public comment. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion on this agenda item.

MOTION:

Chairperson McGreehan moved that the PRPD Board of Directors vote for Scott Holbrook from Auburn Area Recreation and Park District and Dean Wetter from Valley-Wide Recreation and Park District. The motion was seconded by Director Rodowick and carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

5. COMMITTEE REPORTS:

5.1 District Report

Various staff members provided oral reports summarizing the written information presented to the Board. After a brief discussion, the Board concurred to receive this report as presented.

5.2 Board Liaison Reports (Oral)

- Director Bellefeuille – Reported the Upper Ridge Community Council was recognized by the Butte County Board of Supervisors for their work in the Magalia area.
- Director Rodowick – None
- Director McGreehan – None
- Director Van Roekel – Reported the schools will begin modified in-person sessions beginning on October 19, 2020.
- Director Anderson – None

8. OLD BUSINESS

8.1 Introduction of Strategic Plan (Information Only) – Staff will introduce the draft strategic plan and mission statement, gather input from the Board and then present the final draft of the plan for approval at a future Board meeting.

District Manager Efsaef summarized the written report presented to the Board stating staff was seeking comments on the draft document for future Board approval.

The Board concurred to establish a Strategic Plan Ad-hoc Committee (McGreehan/Bellefeuille) to work with staff on the draft document. Further, the Board concurred to submit their comments to staff no later than Friday, October 30, 2020.

Chairperson McGreehan directed the Board to a short recess at 8:15 p.m.

Chairperson McGreehan reconvened the public meeting at 8:20 p.m. and immediately directed the Board to Closed Session.

6. CLOSED SESSION

6.1 Pursuant to California Government Code Section 54957, District Manager Employment Agreement.

7. REPORT ON CLOSED SESSION

Chairperson McGreehan reconvened the public meeting at 8:35 p.m. and reported that the Board received a full presentation from the Personnel Committee on the employment agreement and will address the related agenda item during Old Business 8.2.

8. OLD BUSINESS

8.2 District Manager Employment Agreement – The PRPD Board of Directors will review the District Manager employment agreement for consideration and possible approval.

The Board concurred that no additional discussion on the District Manager employment agreement was required and Chairperson McGreehan stated he would entertain a motion on this item.

MOTION:

Director Bellefeuille moved that the PRPD Board of Directors approve the District Manager employment agreement, effective July 1, 2020, as presented. The motion was seconded by Secretary Van Roekel and the motion was carried unanimously with 5 ayes.

ROLL CALL VOTE:

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

9. BOARD COMMENT:

Board members provided brief comments on updates with various bodies.

10. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 8:46 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on November 12, 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

004744

Paradise Recreation and Park District
Board of Directors Special Meeting
Via Zoom Teleconference
October 28, 2020

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@paradisepurd.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 Al McGreehan at 4:43 p.m.

1.1 PLEDGE OF ALLEGIANCE:

Chairperson McGreehan led the Pledge of Allegiance.

1.2 ROLL CALL:

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

Absent: Director Steve Rodowick

The Board Clerk stated with 4 members present a quorum had been established and the meeting can continue.

PRPD STAFF:

Present via tele-conference: District Manager Dan Efseaff, Office Manager Colleen Campbell, and Assistant District Manager Kristi Sweeney

1.3 WELCOME GUESTS: None

2. PUBLIC COMMENT:

Seeing and hearing no public comment, Chairperson McGreehan directed the Board's attention to New Business, item 3.1.

3. **NEW BUSINESS:**

- 3.1 **Resolution #20-10-3-489 Division of Boating and Waterways (DBW) Aquatic Center Grant**
 – Staff intends to apply for this grant to provide water sports equipment, safety instruction, youth scholarships, and improvements at Paradise Lake. This grant funding source is well matched with the expansion of our water sports programs for Paradise Lake and beyond. If awarded, staff anticipates utilizing these funds (NTE \$40,000) to purchase water sport equipment and a floating dock; and to support youth scholarships and boating safety education events. The funding supports instruction, rentals, and youth programs.

District Manager Efseff summarized the written report presented to the Board. He stated a resolution is required authorizing staff to submit the grant application.

After a brief discussion, Chairperson McGreehan asked if there was anyone who wished to comment on this agenda item.

Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion.

MOTION:

Secretary Van Roekel moved that the PRPD Board of Directors approve Resolution #20-10-3-489 approving the application for California State Parks Division of Boating and Waterways Aquatic Center Grant. The motion was seconded by Director Bellefeuille and carried unanimously with 4 ayes and 1 absent.

ROLL CALL VOTE:

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

- 3.2 **Resolution #20-10-4-490 Community Power Resiliency Grant**– Staff intends to apply for the **Community Power Resiliency Grant for Special Districts in the State of California offered through the California Governor’s Office of Emergency Services (CalOES). If awarded this will enable Special Districts in critical infrastructure service sectors to prepare for, and continue operations during, planned Safety Power Shutoff (PSPS) events. This grant covers 100% of project equipment required to ensure continuity of service during such events.**

Assistant District Manager Sweeney summarized the written report presented to the Board stating this grant is a zero-match opportunity up to \$300,000 for equipment such as a clean-energy generator and associated utility and fuel installation connections, portable battery powered and rechargeable radio repeater and transmission equipment to serve as redundant emergency communications and portable vehicle mounted charging stations.

The Board had open discussion with staff regarding possible grant options for a portable, in lieu of a fixed, generator system. The Board concurred to approve the request to apply for the grant and allow staff to clarify the grant equipment options.

Chairperson McGreehan asked if there were any other comments on this agenda item. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion.

MOTION:

Director Bellefeuille moved that the PRPD Board of Directors approve Resolution #20-10-4-490 approving the application for the Community Power Resiliency Grant as presented. The motion was seconded by Secretary Van Roekel and carried unanimously with 4 ayes and 1 absent.

ROLL CALL VOTE:

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

4. BOARD COMMENT: None

10. ADJOURNMENT:

Seeing no further business, the special meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 5:01 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on November 12, 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

PARADISE RECREATION & PARK DISTRICT
COUNTY MONTHLY CHECK REGISTER

Fund 2510
OCTOBER

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES

051654-051668	10/7/2020		Payroll Summary	9,910.24	0.00	0.00	9,910.24	

Diret Deposit	10/7/2020		Payroll Summary	12,349.51	0.00	0.00	12,349.51	

051701-051714	10/21/2020		Payroll Summary	11,810.61	0.00	0.00	11,810.61	

Diret Deposit	10/21/2020		Payroll Summary	13,429.95	0.00	0.00	13,429.95	

051652	10/2/2020		ACH CALPERS	2,138.69			2,138.69	
051653	10/2/2020		ACH CALPERS	4,021.23			4,021.23	
051669	10/12/2020		ACH STATE PR TAX	624.33			624.33	
051670	10/12/2020		ACH FED PR TAX	5,644.06			5,644.06	
051671	10/12/2020		ACH CALPERS	11,126.70			11,126.70	
051672	10/9/2020		CED CHICO		351.50		351.50	
051673	10/9/2020		NORTH STATE GROCERY INC		87.67		87.67	
051674	10/9/2020		LIFTOFF LLC		3,840.00		3,840.00	
051675	10/9/2020		BUTTE COUNTY		1,273.75		1,273.75	
051676	10/9/2020		CHICO TRUCK & RV		3,236.90		3,236.90	
051677	10/9/2020		CHICO TRUCK & RV		3,236.90		3,236.90	
051678	10/9/2020		PARADISE IRRIGATION DISTRICT		1,512.12		1,512.12	
051679	10/9/2020		ZEMARC CORPORATION		32.12		32.12	
051680	10/9/2020		REIMER PEST & WEED CONTROL INC		675.00		675.00	
051681	10/9/2020		OFFICE DEPOT		429.17		429.17	
051682	10/9/2020		CHRISTENSEN TELECOMMUNICATIONS		75.00		75.00	
051683	10/9/2020		VOYA INSTITUTIONAL TRUST CO	300.00			300.00	
051684	10/9/2020		PARADISE RECREATION & PARK		2,000.00		2,000.00	A
051685	10/9/2020		PARADISE RECREATION & PARK		14,180.25		14,180.25	A
051686	10/16/2020		CED CHICO		31.40		31.40	
051687	10/16/2020		INDUSTRIAL POWER PRODUCTS		194.90		194.90	
051688	10/16/2020		JC NELSON SUPPLY CO		412.13		412.13	
051689	10/16/2020		BOBCAT OF CHICO			63,932.96	63,932.96	B
051690	10/16/2020		DOUG TEETER		3,248.02		3,248.02	Refund
051691	10/16/2020		VERIZON WIRELESS		355.67		355.67	
051692	10/16/2020		CARDMEMBER SERVICE		202.39		202.39	
051693	10/16/2020		CONNEY SAFETY PRODUCTS		278.41		278.41	
051694	10/16/2020		KELLER SUPPLY COMPANY		1,166.28		1,166.28	
051695	10/16/2020		UMPQUA BANK		6,067.94		6,067.94	
051696	10/16/2020		TIAA COMMERCIAL FINANCE INC		204.29		204.29	
051697	10/16/2020		PG&E		90.84		90.84	
051698	10/16/2020		MELTON DESIGN GROUP		16,109.20		16,109.20	C
051699	10/16/2020		NORTH STATE SCREENPRINTING		655.85		655.85	
051700	10/16/2020		CALIFORNIA SPECIAL DISTRICT ASSOC		1,742.40		1,742.40	D
051715	10/22/2020		ACH STATE PR TAX	737.57			737.57	
051716	10/22/2020		ACH FED PR TAX	6,277.56			6,277.56	
051717	10/22/2020		ACH CALPERS	4,173.30			4,173.30	
051719	10/23/2020		VOYA INSTITUTIONAL TRUST CO	300.00			300.00	
051720	10/23/2020		PREMIER ACCESS INSURANCE CO	1,002.34			1,002.34	
051721	10/23/2020		THOMAS ACE HARDWARE		1,367.30		1,367.30	
051722	10/23/2020		INDUSTRIAL POWER PRODUCTS		89.00		89.00	
051723	10/23/2020		DAVIS LIMBAUGH		50.00		50.00	Refund
051724	10/23/2020		PAPE MACHINERY			115,051.37	115,051.37	B
051725	10/23/2020		VALLEY TRUCK & TRACTOR CO			27,274.75	27,274.75	B

051726	10/23/2020		FOOTHILL MILL & LUMBER CO		13.54		13.54
051727	10/23/2020		RENTAL GUYS CHICO		1.15		1.15
051728	10/23/2020		STREAMLINE		200.00		200.00
051729	10/23/2020		ALHAMBRA		114.67		114.67
051730	10/23/2020		NORTHERN RECYCLING & WASTE		1,040.11		1,040.11
051731	10/23/2020		RRIEBES AUTO PARTS		242.42		242.42
051732	10/23/2020		CSDA MEMBER SERVICES		6,345.00		6,345.00
051733	10/23/2020		ACME TOILET RENTALS LLC		678.49		678.49
051734	10/23/2020		34 NORTH		5,670.00		5,670.00
051735	10/23/2020		PG&E		3,039.78		3,039.78
051736	10/23/2020		AT&T		36.06		36.06
051737	10/23/2020		DEPARTMENT OF JUSTICE		64.00		64.00
051738	10/23/2020		COMCAST		89.83		89.83
051739	10/23/2020		CLARK PEST CONTROL		315.00		315.00
051740	10/28/2020		ACH STATE PR TAX	17.20			17.20
051741	10/28/2020		ACH FED PR TAX	306.12			306.12
051742	10/30/2020		ACH CALPERS	2,138.69			2,138.69
051743	10/30/2020		ACH CALPERS	3,735.33			3,735.33
051717	10/30/2020		ACH CALPERS	400.00			400.00
051745	10/30/2020		PRINCIPAL LIFE INSURANCE COMPANY	133.12			133.12
051746	10/30/2020		VISION SERVICE PLAN	156.19			156.19
051747	10/30/2020		RAYMOND LOCKRIDGE		71.00		71.00
051748	10/30/2020		GRANT MANAGEMENT ASSOCIATES		12,950.00		12,950.00
051749	10/30/2020		PARADISE RECREATION & PARKS		13,429.95		13,429.95
051750	10/30/2020		CARTER LAW OFFICE		1,770.00		1,770.00
051751	10/30/2020		NORTHSTAR ENGINEERING		42.50		42.50
051752	10/30/2020		MEEK'S LUMBER & HARDWARE		796.36		796.36
051753	10/30/2020		SIERRA TREE CARE INC		1,200.00		1,200.00
051754	10/30/2020		AT&T		596.83		596.83
051755	10/30/2020		VERIZON WIRELESS		120.77		120.77
051756	10/30/2020		OREILLY AUTO PARTS		234.09		234.09

E

F

G

H

A

TOTALS				43,232.43	112,257.95	206,259.08	361,749.46
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GRAND TOTALS				64,953.28	112,257.95	206,259.08	383,470.31
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Refunds = \$ 3,298.02

*Doug Teeter was refunded an impact fee, he is no longer building on the property he paid for. He will be building on a different property.

Notes:

- A) Reimbursement for direct deposit payroll from county to Five Star Bank
- B) Payments for equipment purchased under the USDA matching grant
- C) Payment for 5 invoices; Lake Ridge, Oak Creek, Moore Road, Noble, and Bille Parks planning and design
- D) Payment for Rick Wood's services
- E) Payment for CSDA membership for 2021
- F) Payment for a mapping website
- G) Reimbursement
- H) Payment for grant writing service

Paradise Recreation and Park District
2021-22 Budget Calendar

December 17, 2020

- Budget planning kick-off meeting

February 5, 2021

- Develop budget framework
- Supervisors' Fixed Asset request to Manager

March 5, 2021

- Supervisors' draft budgets to Manager

March 12, 2021

- Budget final draft revisions to Manager

March 15 - 31, 2021

- Finance Committee reviews draft budget and short- and long-term capital improvements

April 14, 2021

- Draft Budget presented to the PRPD Board of Directors for review in Manager's Report.

April 14 – April 30, 2021

- PRPD Board of Directors budget review period

May 12, 2021

- Present 2021-22 budget to the PRPD Board of Directors for review in Manager's Report.
- Adopt preliminary budget
- Set public hearing for June 9, 2021

June 9, 2021

- Public Hearing
Adopt final PRPD 2021-22 budget



Paradise Recreation & Park District

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Fax: 530-872-8619
Website: www.ParadisePRPD.com

SAFETY COMMITTEE MEETING Report/Minutes

DRAFT

DATE: October 22, 2020 at 8:30 a.m.

LOCATION: Terry Ashe Recreation Center

ATTENDANCE: Dan Efseaff, District Manager
Kristi Sweeney, Assistant District Manager
Jeff Dailey, Recreation Supervisor
Mark Cobb, Park Supervisor
Colleen Campbell, Office Manager

ABSENT: None

FACILITATOR: Kristi Sweeney, Assistant District Manager

#####

1. **MINUTES:**

- By unanimous vote of the members present, the September 24, 2020 Safety Committee Minutes were approved.

2. **SAFETY AND HEALTH ISSUES DISCUSSED:**

- a. THE FOLLOWING SAFETY MEETINGS WERE HELD:
 - Oct. 8, 2020 Performing Jobs Safely (Maintenance Staff Meeting)
by Mark Cobb, Park Supervisor
 - Oct. 9, 2020 Safety Protocols and Procedures (Maintenance Staff Meeting)
by Ray Lockridge, Park Maintenance II
- b. DOCUMENTED SITE INSPECTIONS, REPAIRS, AND OTHER ACCOMPLISHMENTS RELATED TO SAFETY:
 - Site Inspections completed since last meeting: None
 - Maintenance Request Forms since last meeting: None
 - It was noted that First Aid Supplies were ordered on Sept. 24, 2020 and all first aid kits were restocked.

- Next inspection(s) due: Paradise Lake

c. ACCIDENT/INCIDENT REPORTS:

- Two new accidents or incidents have been reported since last meeting.
 - Injury to left leg requiring surgery (private insurance)
 - Laceration to left hand (workers' compensation)
 - Drug paraphernalia (syringe) found at Paradise Lake was retrieved and disposed of and Paradise Police notified on October 18, 2020,

d. WORKERS' COMPENSATION CLAIMS:

- September 2020. It was noted one open claim since 2011 and one new claim (laceration) has been reported since last meeting.

3. **MISCELLANEOUS:**

- Reviewed final revisions to IIPP Sections A. Sections B & C in progress.
- IIPP Sections D & E were provided to the Committee for review and comments.
- Update on revisions to the Emergency Action Plan
 - Currently being reviewed by Kristi Sweeney.
- Overview of COVID-19 Response and Action Plan
 - Jeff Dailey provided an overview of current COVID-19 Tier 2 restrictions.
- Overview of SB 1159 Positive COVID Test Tracking mandate
 - Colleen Campbell provided an overview of SB 1159 reporting requirements for positive COVID-19 test results through Sedgwick (Workers Compensation Carrier)

Next Safety Meeting Date: November 19, 2020

Facilitator: Colleen Campbell

Colleen Campbell, Safety Committee Secretary

Date:

cc: CAPRI
PRPD Board 11/12/20 – Draft Copy

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/SC_20_1022/Safety.Minutes.DRAFT_2020_1022.docx

Staff Report

October 27, 2020



DATE: 10/28/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Personnel Committee Report

Attendance:

Committee Members: Julie Van Roekel Committee Chair; and Mary Bellefeuille, Member
 PRPD Staff: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager

The meeting convened at 4:32 pm.

The Committee will meet to:

1. Continue review of Job Description revisions to for Park Maintenance I, II, and III; and Park Supervisor.

Staff presented an updated draft copy of the revised Park Maintenance I, II, and III and Park Supervisor job descriptions to Committee members based on feedback received from previous Committee meetings. The Committee provided additional direction to staff and edit suggestions. Staff will update the draft versions of these job descriptions and send them to attorney, Jeff Carter, prior to bringing them back before the Personnel Committee for review.

The meeting adjourned at 5:08 pm.

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/PC.2020.1027/PC.Staff.Report.2020.1027.docx
 11/4/2020

District Report

Meeting Date: November 12, 2020



DATE: 11/3/2020
 TO: PRPD Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Monthly District Report

Monthly Report

1. Updates

- a. Giving Thanks – We have an incredible team at PRPD and in this season of Thanksgiving, I wanted to recognize individuals that have demonstrated a commitment to our community. The District would like to recognize the following individuals for their years of service:
- **20 years and over:**
 - Al McGreehan, Board Member – 27 years
 - Lori McCoslin, Recreation – 27 years
 - Jeff Dailey, Recreation – 25 years
 - Ray Lockridge, Maintenance – 24 years
 - Colleen Campbell, Administration – 20 years
 - **15 years and over:**
 - Edmund Van Hove, Instructor – 18 years
 - Emilia Erickson, Recreation – 17 years
 - Dave Ricca, Maintenance – 15 years
 - Felix Berkhoudt, Instructor – 15 years
 - Mark Cobb, Maintenance – 15 years
 - **10 years and over:**
 - Steve Rodowick, Board Member – 10 years
 - **5 years and over:**
 - Tyler Woodcox, Recreation – 8 years
 - Julie Van Roekel, Board Member – 7 years
 - Trish Colwell, Recreation – 7 years
 - Sunny Quigley, Administration/Recreation – 7 years
 - William Davidson, Recreation – 6 years
 - Lorrennis Leeds, Administration/Recreation – 5 years.

2. Administrative and Visitor Services

- a. Facilities Rental Requests – Staff have received tremendous public pressure to begin allowing facility rentals again. The District canceled all reservations in March, per Governor Newsome’s state lockdown mandates to fight against the rampant spread of COVID-19. Now that Butte County has entered the orange tier (State rankings that reflect the severity of community spread within a county), many groups would like to gain access to District facilities for church services, weddings, hobby group meetings, etc. Staff are monitoring official state and county reopening guidelines, as well as tactics employed in neighboring Districts. Staff have established a COVID-19 team to ensure that District procedures are kept up-to-date and reflect best practices and guidelines to ensure the safety of patrons and staff. The District has purchased an electro-static sanitizer sprayer, which should arrive the first week of November. At this time if Butte County remains in the orange tier, the District will begin allowing groups to reserve and utilize facilities in accordance with state and county guidelines.

3. Finance

- a. Routine Reports – Balance Sheet (Attachment A), Profit & Loss Budget vs. Actual (Attachment B), Profit & Loss (Attachment C), and Recovery Project (Attachment D).

- b. Impact Fees – For the month of October, the District received a total of \$16,249.12 in impact fees. Since 11/8/18, the District has received a total of \$338,453.16.
- c. 5-Star Bank – The September interest deposits for the Investment Money Market was \$24,293.35 and the Grant Money Market was \$128.42. The October interest was not posted at the time this report was finished.
- d. Youth on the Ridge Grant Award - The 2020 Paradise Chocolate Fest unfortunately could not be held at the Terry Ashe Recreation Center this year; however, it was hosted virtually from August 1st thru September 12th. Although the total amount raised is unknown, PRPD was granted \$500.00 for youth programs.

4. Parks (Maintenance and Operations)

- a. PRPD's Public Pool - It was another successful season at our pool, even with ALL the challenges that we faced, poor air quality, heavy smoke, Covid-19 restrictions and power shut offs. We are fortunate to have the dedicated staff that we have there, and I would like to take this opportunity to recognize a few of them. Jeff Dailey our Recreation Supervisor, Trish Colwell, Pool Manager and all her awesome staff and Ray Lockridge Park Foreman for keeping it running. THANK YOU!
- b. Noble Park (undeveloped Facility) - Sophia Munoz-Oliverez, our Volunteer Coordinator (and volunteer staff), Dave Ricca , Theresa Casaulong and the Alliance for Work-Force Development (AWFD) crews have done an outstanding job on clearing Noble for defensible space. Noble may not be developed (at this time) but it still requires major maintenance to keep maintained. The work this year sets a perfect example to everyone on what proper defensible clearing should look like. (please see attachments)
- c. Paradise Lake - We have hired two new weekend staff personnel for morning and afternoon shifts. They are Shandra Cernius-Post, AM shift and Cameron Mortimer, PM shift. They will be performing daily maintenance while also being ambassadors for PRPD at the lake by providing information for the lake, like what kind of fish bait to use, history of the lake, trail guidelines and general lake information. So, if you're enjoying the lake on a weekend please take time to say hi and tell them thank you for working hard to keep your lake safe and clean.
- d. Park Supervisor's Reflection on the Post Camp Fire Challenges - When I was blessed to be granted the privilege to perform the job as the Park Supervisor in April of 2017, I was handed a turn-key operation with a fully seasoned staff, meticulous kept records by the previous Park Superintendent on every procedure needed for Park Maintenance and over forty years of as-built blue prints to ALL our facilities. On November 8, 2018 all the doors and locks that key opened were gone. ¾ of staff moved on, ALL maintenance records and as-built plans gone. There I was less than eighteen months as Park Supervisor and having to literally rebuild our Parks and facilities. When I came back up with Dan on November 14th the wave emotions that overwhelmed me are indescribable. (and those of you that are reading or hearing this know that feeling). If not for the unwavering support and incredible resilience to recover from this unthinkable tragedy from Board Members, remaining maintenance staff and administration, I truly believe it may have been too much to bear. If I have learned anything from this it is NEVER take anything for granted because it may be gone tomorrow and being humble and accepting help is one of the greatest attributes a person can have. THANK YOU ALL FOR YOUR SUPPORT AND HELP.

5. Programs

- a. Youth Sports Skills - This class is being held on Tuesdays and Thursdays at the Moore Road Ball Park. Children work on a variety of sports skills including soccer, flag football, and t-ball/baseball through drills and individual fundamentals.
- b. Fish and Game Commission Grant - In November, we will be applying for a grant for the purpose of purchasing fish for the annual Kid's Fishing Derby for the spring of 2022. The grant is through the Butte County Fish and Game Commission and is funded through monies collected from poaching fines. PRPD has already secured \$3,000 for the 2021 Fishing Derby to be held at Paradise Lake.
- c. Tai Chi - We are happy to announce that long time Tie Chi instructor Felix Berkhoudt will be starting classes up again on November 7. The class will meet outside at the Bille Park meadow on Saturdays from 10:00 to 11:30am. We will most likely move the class indoors soon as the weather continues to cool down.
- d. Tiny Tots Preschool - PRPD continues to offer its Tiny Tots preschool program with teacher Lori. The next session of class is scheduled to run November 2-20.

Volunteer Program -

- i) Noble – Completed Noble Park fuel reduction project. Consisted of liming up trees 8ft, cutting down vegetation taller than 4ft, piling and chipping, litter pick up, and removing dead trees.

- ii) Moore Road Ball Park – AmeriCorps volunteers worked alongside maintenance to pick up debris and pile to make chipper operations for staff easier.
- iii) Lower Bille Look Out Trail – Started fuel reduction on lower Bille look out trail to eliminate hazardous, and reduce fuels.
- iv) Astronomy on the Lake – All 15 volunteers showed up so we had 100% volunteer attendance for the event! Volunteers assisted with registration, unloading/loading participant kayaks, water safety, and provided guidance to participants on land/water. Volunteers were very helpful with moving kayaks to and from vehicles without damaging equipment or harming themselves.
- v) Volunteering with neighbors – Volunteers that have participated in District volunteer services were invited to lend a helping hand to the Centerville Recreation and Historical Association. 10 volunteers came out to help from the ridge and Paradise Starbucks was gracious enough to donate pastries and coffee for the whole event.
- vi) Total Number of Volunteer Hours – 677.26

Paradise lake: 448.26 Hours
 Moore Road Ball Park: 21 Hours
 Bille: 57 Hours
 Noble: 73 Hours
 Lakeridge: 72 Hours
 Crain Memorial Park: 6 Hours

6. Outreach and Development

- a. Magalia Trunk or Treat – Staff and volunteers prepared 180 treat bags (candy, glow sticks, small toys) to be handed out to kids during the Magalia Trunk or Treat event on Halloween (**Figure 3**). A flier was included in each of the treat bags to inform Magalia residents of the Community Input survey regarding the design and development of Lakeridge Park. Tiny Tots teacher Lori McCoslin will pass out the treat bags to kids during the Halloween evening event (**Figure 4**). Staff appreciate teacher Lori's commitment to the children of our District and look forward to helping spread smiles and joy to the children we serve.

7. Project Development

- a. New Park Design Planning and Public Engagement – Staff hosted two Park site tour/Community Input Meetings with residents in Magalia and Paradise. Staff provided PPE and information packets about Lakeridge Park (Magalia) and Noble Park (Paradise). Melton Design Group Landscape Architect Patrick Farrar attended both events to help answer questions about feasibility of park features at each location (**Figures 5 & 6**). Staff, Mr. Farrar, and Board members walked each of the undeveloped park properties with residents and listened to concerns, suggestions, and requests. Staff met with approximately 70 middle school students from Achieve Charter School (95% of whom are Camp Fire survivors). These middle schoolers were very excited about the prospect of developing Noble and Lakeridge parks and provided valuable feedback and suggestions about what they would love to see in their parks (**Figures 7, 8, & 9**).
- b. State Parks Program Grant – Staff have received very valuable feedback and suggestions from the residents of our District. Staff are targeting mid-November to wrap up the “undeveloped park as a blank canvas” community design input meetings and have new conceptual design plans created to reflect the public input gathered to that point. Community Input meetings will continue past mid-November but be much more targeted to gather input on where specific features should be located within the parks, rather than asking which features to include at each new park location. On 11/3/20, the state indicated that the proposal deadline would be extended to 3/12/2021. This additional time will be extremely helpful for the District to create the highest quality proposals possible.
- c. Proposal Updates – Staff worked diligently to complete the State Division of Boating and Waterways grants for \$38,500. After a frustrating process, including the platform not accepting changes to fix errors, the time expired and even though we tried to submit the application we could not. Agency staff noted that the deadline was a hard deadline and no accommodations are possible.

8. Upcoming

- a. Astronomy on the Lake – Likely sold out at the time of the meeting (11/13/20).
- b. Strategic Plan Update – January 2021
- c. Winter Wonderland – December 4-19, Fridays and Saturdays

Photographs



Figure 1: Volunteer Crew at Noble Taking a Break in the Shade



Figure 2: Volunteer Crew at Noble Working on Vegetation Management



Figure 3: Lakeridge Park Onsite Tour/Community Input Meeting



Figure 4: Community Input Meeting/Park Tour - Noble Park



Figure 5: Middle-Schoolers Giving Input on their preferences for Park Design/Development

Slide & Go
Swings
Climbing
big open field
Ninja Warrior course
Big round Swing many people can swing on together.
Go cart track
giant trampoline
volleyball/basketball court
Zip line into a ball pit
Info about animals (kiosk)
Animal Park (tiger)
Mulberry Tree
hamster wheel

Parks give Kids something to do outside
Parks will be in the community forever.

Figure 6: ACS Kids' Park Feature Ideas

Skateboard park
Bike park
Zip line course - many connected
Water feature - water comes out of grass colored lights
bike trail
horseback riding trail
natural water features one can walk over
*pump track
Water park
Nerf battle ground
*lazer tag arena
water slide
art sculptures designed by kids
animal friendly park
half-pipe/pool skateboard
ropes course
Snack shop

Figure 7: ACS Kids' Park Feature Ideas (Cont.)

Attachments:

- A. Balance Sheet
- B. Profit & Loss - Budget vs. Actual
- C. Profit & Loss
- D. Recovery Project

https://paradisepd-my.sharepoint.com/personal/defseaff_paradisepd_com/Documents/Dan_OneDrive/Templates/BOD_2017_District_Report_Template_17_0905.docx
11/4/2020

10:41 AM

PRPD

Attachment A

11/03/20

Balance Sheet

Accrual Basis

As of October 31, 2020

	Oct 31, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	150,943.00
1003 · Five Star Bank - Payroll	15,000.00
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,177.12
1010 · Treasury Cash - 2510	
1011 · General Operating	-939,731.70
1012 · ACO Reserve	626,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
Total 1010 · Treasury Cash - 2510	-309,031.70
1030 · Investments	
1031 · Five Star Bank Money Market	40,983,170.99
1032 · Five Star Bank Grant M. M.	214,868.97
Total 1030 · Investments	41,198,039.96
1100 · Designated Treasury Funds	
1112 · Grosso Endowment-2512	54,619.72
1113 · Grosso Scholarship-2513	4,926.80
1114 · Designated Donations-2514	
1114-1 · Bille Park Donations	125.00
1114-10 · Swim Scholarship Fund	997.82
1114-11 · Dog Park Donations	2,874.61
1114-12 · Coutolenc Camp Fund	1,452.89
1114-13 · Ice Rink Donations	49,213.83
1114-14 · General Donations	3,232.04
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Sports Equipment Donations	
1114-41 · Wrestling Mat fund	773.60
Total 1114-4 · Sports Equipment Donations	773.60
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,658.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	978.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	1,777.41
Total 1114 · Designated Donations-2514	74,688.17
Total 1100 · Designated Treasury Funds	134,234.69
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,419.95
1121 · Park Acqui Unincorp - 2521	57,772.60
1122 · Park Dev Unincorp - 2522	106,367.15
1124 · District Fac Unincorp - 2524	47,810.32
1126 · Park Acqui Incorp - 2526	125,426.04
1127 · Park Dev Incorp - 2527	372,841.69
1128 · District Fac Incorp - 2528	71,808.60
Total 1119 · Impact Fees	790,446.35
Total Checking/Savings	41,982,109.42
Other Current Assets	
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	3,930.53
1512 · FMV Adjustment-2512	343.23
1500 · FMV Adjustments - Other	1,978.92

10:41 AM

11/03/20

Accrual Basis

PRPD
Balance Sheet
As of October 31, 2020

	Oct 31, 20
Total 1500 · FMV Adjustments	6,252.68
Total Other Current Assets	6,252.68
Total Current Assets	41,988,362.10
Fixed Assets	
1710 · Land	750,088.53
1720 · Buildings	5,720,780.38
1730 · Furn., Fixtures & Equip (>\$5k)	880,305.26
1798 · Accum Depr - Furn Fixture Equip	-285,743.70
1799 · Accum Depr - Buildings	-4,242,329.96
1800 · Construction in Progress	
1810 · CIP-Planning	
1811 · CIP-BSF Founder Park Planning	42,117.95
Total 1810 · CIP-Planning	42,117.95
1840 · CIP-Facility	
1841 · CIP-Paradise Pool Swim Blocks	13,537.62
Total 1840 · CIP-Facility	13,537.62
Total 1800 · Construction in Progress	55,655.57
Total Fixed Assets	2,878,756.08
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	159,962.00
Total Other Assets	460,284.00
TOTAL ASSETS	45,327,402.18
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-10,091.83
Total Accounts Payable	-10,091.83
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Wages Payable	70,400.75
2120 · Payroll Taxes Payable	4,947.60
2130 · Health Benefits Payable	-11,163.45
2140 · FSA payable	90.08
2170 · CalPers Payable	14,215.02
2190 · Accrued Leave Payable	
2192 · Sick leave payable	10,892.37
2193 · Vacation leave payable	28,930.43
Total 2190 · Accrued Leave Payable	39,822.80
Total 2100 · Payroll Liabilities	118,312.80
2200 · Accrued Expenses	6,463.37
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2430 · Deferred Inflow - Pension	39,239.00
2440 · Deferred CIP Revenue	209,025.08
Total 2400 · Deferred Revenue	248,264.08
Total Other Current Liabilities	374,040.25
Total Current Liabilities	363,948.42
Long Term Liabilities	

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11/03/20

Accrual Basis

PRPD
Balance Sheet
 As of October 31, 2020

	Oct 31, 20
2800 · Post Employment benefits	36,310.00
2805 · CalPers Pension Liability	359,790.00
Total Long Term Liabilities	396,100.00
Total Liabilities	760,048.42
Equity	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3030 · General Reserve	3,000.00
3050 · Designated Captial Outlay	626,700.00
Total 3000 · General Fund Balances-2510	920,849.99
3100 · Net of Capital Investments	2,646,058.58
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	53,632.13
3213 · Grosso Scholarship-2513	3,675.01
3214 · Donations - 2514	24,411.11
3220 · Impact Fees	471,173.27
Total 3200 · Designated Fund Balances	552,891.52
3900 · Retained Earnings	1,801,354.20
3999 · Opening Balance Equity	99.20
Net Income	38,645,800.27
Total Equity	44,567,353.76
TOTAL LIABILITIES & EQUITY	45,327,402.18

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PRPD

Profit & Loss Budget vs. Actual

Attachment B

11/03/20

July through October 2020

Accrual Basis

	Jul - Oct 20	Budget	\$ Over Budget	% of Bud...
Ordinary Income/Expense				
Income				
4100 · Tax Revenue	0.00	1,677,300.00	-1,677,300.00	0.0%
4200 · Impact Fee revenue	66,004.31	113,000.00	-46,995.69	58.4%
4300 · Program Income	25,693.36	227,500.00	-201,806.64	11.3%
4350 · Concession & Merchandise sales	0.00	2,100.00	-2,100.00	0.0%
4400 · Donation & Fundraising Income	3,698.46	61,000.00	-57,301.54	6.1%
4401 · Scholarships Granted	0.00	0.00	0.00	0.0%
4500 · Grant Income	0.00	12,500.00	-12,500.00	0.0%
4600 · Other Revenue	39,109,013.16	5,500.00	39,103,513.16	711,073.0%
4900 · Interest Income	94,031.20	18,600.00	75,431.20	505.5%
Total Income	39,298,440.49	2,117,500.00	37,180,940.49	1,855.9%
Gross Profit	39,298,440.49	2,117,500.00	37,180,940.49	1,855.9%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	303,356.35	1,077,800.00	-774,443.65	28.1%
5020 · Employer Taxes	19,408.65	60,000.00	-40,591.35	32.3%
5030 · Employee Benefits	51,880.28	180,000.00	-128,119.72	28.8%
5040 · Workers Comp Expense	11,345.75	55,000.00	-43,654.25	20.6%
5060 · Other Personnel Costs	65,032.97	15,800.00	49,232.97	411.6%
Total 5000 · Payroll Expenses	451,024.00	1,388,600.00	-937,576.00	32.5%
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	0.00	8,900.00	-8,900.00	0.0%
5120 · Program Contract Labor	0.00	5,000.00	-5,000.00	0.0%
5130 · Program Supplies	3,387.54	26,500.00	-23,112.46	12.8%
Total 5100 · Program Expenses	3,387.54	40,400.00	-37,012.46	8.4%
5200 · Advertising & Promotion	210.00	10,800.00	-10,590.00	1.9%
5210 · Bad Debt	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	2,120.15	4,600.00	-2,479.85	46.1%
5230 · Contributions to Others	1,252.75	15,100.00	-13,847.25	8.3%
5240 · Copying & Printing	0.00	3,000.00	-3,000.00	0.0%
5260 · Dues, Mbrshps, Subscr, & Pubs	21,193.47	15,000.00	6,193.47	141.3%
5270 · Education, Training & Staff Dev	50.00	11,000.00	-10,950.00	0.5%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	1,764.90	15,000.00	-13,235.10	11.8%
5284 · Program ET&F	964.31	10,000.00	-9,035.69	9.6%
5286 · Small Tools & Equipment	-813.71	5,500.00	-6,313.71	-14.8%
5280 · Equip., Tools & Furn (<\$5k) - Other	279.82			
Total 5280 · Equip., Tools & Furn (<\$5k)	2,195.32	30,500.00	-28,304.68	7.2%
5290 · Equipment Rental	4,693.83	92,100.00	-87,406.17	5.1%
5300 · Insurance	36,453.50	56,000.00	-19,546.50	65.1%
5310 · Interest Expense	6.58	900.00	-893.42	0.7%
5320 · Miscellaneous Expense	0.00	400.00	-400.00	0.0%
5330 · Professional & Outside services				
5332 · Accounting	27,452.20	24,000.00	3,452.20	114.4%
5334 · Legal	4,017.80	25,000.00	-20,982.20	16.1%
5336 · Engineering	1,455.00	100,000.00	-98,545.00	1.5%
5338 · Other Prof. & Outside Labor	21,962.86	136,000.00	-114,037.14	16.1%
Total 5330 · Professional & Outside services	54,887.86	285,000.00	-230,112.14	19.3%
5340 · Postage & Delivery	2.60	2,000.00	-1,997.40	0.1%
5350 · Rent-Facility use fees	1,273.75	9,500.00	-8,226.25	13.4%
5360 · Repair & Maintenance				
5361 · Building R&M	452.77	13,000.00	-12,547.23	3.5%
5362 · Equipment R&M	2,636.61	18,000.00	-15,363.39	14.6%
5363 · General R&M	13,584.24	10,000.00	3,584.24	135.8%
5364 · Grounds R&M	3,991.59	40,000.00	-36,008.41	10.0%
5365 · Pool R&M	7,133.95	18,000.00	-10,866.05	39.6%
5366 · Vehicle R&M	894.44	10,000.00	-9,105.56	8.9%

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11/03/20

Accrual Basis

PRPD
Profit & Loss Budget vs. Actual
July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget	% of Bud...
5367 · Janitorial	1,172.24	10,510.00	-9,337.76	11.2%
5368 · Security	499.52	5,000.00	-4,500.48	10.0%
5369 · Vandalism	92.90	500.00	-407.10	18.6%
Total 5360 · Repair & Maintenance	30,458.26	125,010.00	-94,551.74	24.4%
5370 · Supplies - Consumable				
5372 · Office Supplies	1,611.58	8,500.00	-6,888.42	19.0%
5374 · Safety & staff supplies	6,006.85	5,000.00	1,006.85	120.1%
Total 5370 · Supplies - Consumable	7,618.43	13,500.00	-5,881.57	56.4%
5380 · Taxes, Lic., Notices & Permits	1,900.00	3,000.00	-1,100.00	63.3%
5390 · Telephone & Internet	5,277.83	25,000.00	-19,722.17	21.1%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	0.00	6,000.00	-6,000.00	0.0%
5404 · Fuel	3,905.54	16,300.00	-12,394.46	24.0%
5406 · Meals	313.84	2,400.00	-2,086.16	13.1%
5408 · Mileage & Auto Allowance	0.00	4,300.00	-4,300.00	0.0%
Total 5400 · Transportation, Meals & Travel	4,219.38	29,000.00	-24,780.62	14.5%
5410 · Utilities				
5412 · Electric & Gas	13,026.47	66,000.00	-52,973.53	19.7%
5414 · Water	6,376.60	20,000.00	-13,623.40	31.9%
5416 · Garbage	5,011.90	11,000.00	-5,988.10	45.6%
Total 5410 · Utilities	24,414.97	97,000.00	-72,585.03	25.2%
Total Expense	652,640.22	2,257,410.00	-1,604,769.78	28.9%
Net Ordinary Income	38,645,800.27	-139,910.00	38,785,710.27	-27,621.9%
Other Income/Expense				
Other Expense				
9999 · Misc. Expense	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	38,645,800.27	-139,910.00	38,785,710.27	-27,621.9%

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11/03/20
Accrual Basis

PRPD
Profit & Loss
October 2020

Attachment C

	Oct 20
Ordinary Income/Expense	
Income	
4200 · Impact Fee revenue	16,249.12
4300 · Program Income	1,850.05
4400 · Donation & Fundraising Income	579.71
4600 · Other Revenue	528,810.50
4900 · Interest Income	27,280.90
	574,770.28
Total Income	574,770.28
Gross Profit	574,770.28
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	64,417.22
5020 · Employer Taxes	2,139.37
5030 · Employee Benefits	14,768.63
5040 · Workers Comp Expense	-13,378.00
5060 · Other Personnel Costs	16,244.25
	84,191.47
Total 5000 · Payroll Expenses	84,191.47
5100 · Program Expenses	
5130 · Program Supplies	457.86
	457.86
Total 5100 · Program Expenses	457.86
5200 · Advertising & Promotion	70.00
5220 · Bank & Merchant Fees	403.99
5260 · Dues, Mbrshps, Subscr, & Pubs	12,349.49
5270 · Education, Training & Staff Dev	50.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	169.70
5286 · Small Tools & Equipment	858.55
	1,028.25
Total 5280 · Equip., Tools & Furn (<\$5k)	1,028.25
5290 · Equipment Rental	895.64
5310 · Interest Expense	-0.60
5330 · Professional & Outside services	
5332 · Accounting	706.20
5334 · Legal	1,770.00
5336 · Engineering	42.50
5338 · Other Prof. & Outside Labor	14,669.29
	17,187.99
Total 5330 · Professional & Outside services	17,187.99
5350 · Rent-Facility use fees	1,273.75
5360 · Repair & Maintenance	
5361 · Building R&M	20.32
5362 · Equipment R&M	856.33
5363 · General R&M	3,473.10
5364 · Grounds R&M	391.51
5365 · Pool R&M	1,105.04
5366 · Vehicle R&M	271.54
5367 · Janitorial	455.05
	6,572.89
Total 5360 · Repair & Maintenance	6,572.89
5370 · Supplies - Consumable	
5372 · Office Supplies	347.04
5374 · Safety & staff supplies	2,056.69
	2,403.73
Total 5370 · Supplies - Consumable	2,403.73
5390 · Telephone & Internet	1,405.66
5400 · Transportation, Meals & Travel	
5404 · Fuel	1,203.62
5406 · Meals	56.89
	56.89

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11/03/20
Accrual Basis

PRPD
Profit & Loss
October 2020

	<u>Oct 20</u>
Total 5400 · Transportation, Meals & Travel	1,260.51
5410 · Utilities	
5412 · Electric & Gas	3,130.62
5414 · Water	1,512.12
5416 · Garbage	<u>2,198.34</u>
Total 5410 · Utilities	6,841.08
Total Expense	<u>136,391.71</u>
Net Ordinary Income	<u>438,378.57</u>
Net Income	<u><u>438,378.57</u></u>

PRPD
Recovery Project
 October 2020

	<u>Total Recovery Project</u>
Ordinary Income/Expense	
Income	
4600 · Other Revenue	491,290.16
Total Income	<u>491,290.16</u>
Gross Profit	491,290.16
Expense	
5280 · Equip., Tools & Furn (<\$5k)	
5286 · Small Tools & Equipment	148.38
Total 5280 · Equip., Tools & Furn (<\$5k)	<u>148.38</u>
5290 · Equipment Rental	216.00
5310 · Interest Expense	0.00
5330 · Professional & Outside services	
5336 · Engineering	42.50
5338 · Other Prof. & Outside Labor	1,200.00
Total 5330 · Professional & Outside services	<u>1,242.50</u>
5360 · Repair & Maintenance	
5362 · Equipment R&M	648.07
5363 · General R&M	2,721.09
5364 · Grounds R&M	338.84
5367 · Janitorial	0.00
Total 5360 · Repair & Maintenance	<u>3,708.00</u>
5400 · Transportation, Meals & Travel	
5404 · Fuel	88.02
5406 · Meals	0.00
Total 5400 · Transportation, Meals & Travel	<u>88.02</u>
5410 · Utilities	
5416 · Garbage	1,364.87
Total 5410 · Utilities	<u>1,364.87</u>
Total Expense	<u>6,767.77</u>
Net Ordinary Income	<u>484,522.39</u>
Net Income	<u><u>484,522.39</u></u>

Staff Report

November 12, 2020



DATE: 10/1/2020
 TO: Board of Directors
 FROM: Dan Efseaff, District Manager
 SUBJECT: Paradise Community Village - Promissory Note Extension Request

Report in Brief

In 2011, PRPD entered into a Phase 1 Development agreement and subsequent Amendment to Phase 1 agreement with the Paradise Youth and Family Center (DBA Paradise Community Village), the Town of Paradise, the Paradise Ridge Youth Soccer Club and the Community Housing Improvement Program [CHIP]. The original agreement stipulated that PRPD would provide a loan to the corporation of \$200,000 and, upon receipt of grant funds from the Town of Paradise, loan an additional \$100,322 for the cost of Phase 1 infrastructure, excepting the wastewater system. The District has loaned approximately \$300,322.

A promissory note documented the PRPD loan. The terms provided for no interest, and fully due and payable on the fifth anniversary of the effective date of the agreement (August 22, 2016) or upon the sale of all or a portion of the remaining parcels, excluding two parcels transferred to the Town of Paradise. The funding secured the purchase of the unimproved property for development and in exchange, as development proceeded, recreational features would be added that would allow the District to provide additional recreational opportunities. However, the real estate crisis prompted the suspension of the development plans. In August 2016, and later in July 2018, the District granted two-year extensions. The current extension ends December 31, 2020. The last extension was granted as the prospect of a lease with a charter school was well underway. The Camp Fire abruptly halted those efforts.

District Manager Efseaff and Director Al McGreehan participated in the 9/3/2020 PCV meeting. At that meeting PCV Board members indicated the desire for an extension. We have a letter requesting the extension (Attachment A).

Staff supports the extension of the agreement to allow the development of plans and potentially a reconfiguration of the partnership to explore potential development options that may satisfy District recreational purposes.

At the October meeting, the BOD continued the discussion to allow for representatives to attend the meeting to answer questions about future progress and prospects.

Recommendation: *Authorize the District Manager to develop an extension of the existing agreement to expire on December 31, 2022 with the option of a 1-year additional extension.*

Attachments:

- A. Paradise Community Village – Request for Extension (September 18, 2020)
- B. Amendment to Promissory Note Secured By Deed of Trust – matures December 31, 2020
- C. Proposed Amendment to Promissory Note Secured By Deed of Trust – matures December 31, 2022

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/20_1014/PCV_2020.1014_PCV_Extension_Request.Staff.Report.docx
 11/3/2020

Paradise Youth Sports and Family Center

DBA: Paradise Community Village

1001 Willow Street
Chico, CA 95928
530-891-6931
530-891-8547 Fax

September 18, 2020

Mr. Dan Efseaff
Paradise Recreation and Park District
6626 Skyway
Paradise, CA 95969
(530) 872-6393

Re: PRPD Loan Agreement Extension

Dear Dan:

The Board of Paradise Youth and Family Center (DBA: Paradise Community Village) is formally requesting a 2-year extension of the loan due to expire December 8, 2020. We further request that the terms and conditions remain the same.

It is our intent to repay this loan. As discussed in our recent board meeting on September 3, 2020, we are contemplating options given current environment with changes to due to fire, financial, and health conditions that we are experiencing. We are asking all members of PCV with existing loans to extend their loans under the same terms and conditions.

We appreciate the District's support of our organization, the previous extension of the loan, and participation at our board meetings.

Sincerely,


Maximilian Barteau
President

**AMENDMENT TO
PROMISSORY NOTE SECURED BY DEED OF TRUST**

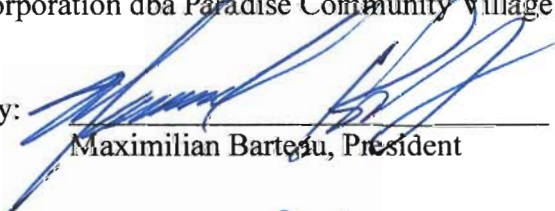
Paradise Youth and Family Center, Inc., a California non-profit, public benefit corporation doing business as Paradise Community Village (the "Maker") and Paradise Recreation and Park District, a California recreation and park district ("Holder") hereby agree that that original Promissory Note Secured by Deed of Trust dated March 15, 2012 not to exceed \$300,322.00 (the "Original Note") between Maker and Holder as first amended on August 22, 2016, together with the Loan Agreement and deed of trust of even date therewith referenced in the Original Note as also first amended on August 22, 2016, are each amended by extending the Maturity Date set forth in the Original Note from August 22, 2018 to December 31, 2020.

The Original Note and Loan Agreement as amended hereby, shall remain in full force and effect and the obligation to Maker therein stated shall remain and continue to be secured by the deed of trust of even date referenced therein.

Executed effective on the date first above set forth at Paradise, California.

MAKER:


Paradise Youth and Family Center, Inc.
a California non-profit, public benefit
corporation dba Paradise Community Village

By: 
Maximilian Barteau, President

By: 
George Siler, Secretary

HOLDER:

Paradise Recreation and Park District,
a California recreation and park district

By: 
Steve Rodowick, Chairperson
Board of Directors

By: 
Dan Elseaff, District Manager

**AMENDMENT TO
PROMISSORY NOTE SECURED BY DEED OF TRUST**

Paradise Youth and Family Center, Inc., a California non-profit, public benefit corporation doing business as Paradise Community Village (“Maker”) and Paradise Recreation and Park District, a California recreation and park district (“Holder”) hereby agree that that original Promissory Note Secured by Deed of Trust dated March 15, 2012 not to exceed \$300,322.00 between Maker and Holder (the “Note”), as first amended on August 22, 2016, together with the Loan Agreement and deed of trust of even date therewith referenced in the Note, as also amended on August 22, 2016 and on July 11, 2018, are each amended again by extending the Maturity Date set forth therein from December 31, 2020 to December 31, 2022.

The Maturity Date may be extended for one additional year upon written request therefor by Maker delivered to Holder not less than 30 days before the Maturity Date and Holder’s written acceptance thereof.

The Note and Loan Agreement, as amended hereby, shall remain in full force and effect and the obligation to Maker therein stated shall remain and continue to be secured by the deed of trust of even date referenced therein.

Executed effective on the date last set forth below opposite the parties’ signatures at Paradise, California.

MAKER:

Paradise Youth and Family Center, Inc.
a California non-profit, public benefit
corporation dba Paradise Community Village

By: _____
Maximilian Barteau, President

Date: ___/___/___

HOLDER:

Paradise Recreation and Park District,
a California recreation and park district

By: _____
Al McGreehan, Chairperson
Board of Directors

Date: ___/___/___

By: _____
Dan Efseaff, District Manager

Date: ___/___/___

Staff Report

November 12, 2020



DATE: 10/30/2020
 TO: Board of Directors
 FROM: Catherine Merrifield, District Accountant
 SUBJECT: California Special Districts Association [CSDA]
 Agreement for Accounting and Financial Services

REPORT IN BRIEF:

At the November 13th, 2019 regularly scheduled meeting, the Board approved an agreement with the California Special Districts Association (CSDA). This agreement authorized the District to engage consulting services from CSDA to develop financial policies and procedures based on industry and law best practices as well as utilize the services of Rick Wood for any accounting needs. To date the district has used Rick's services on 10 occasions, which cost a total of \$7,841.68.

With the guidance of Mr. Wood, District Accountant Catherine Merrifield created the Financial Investment Policy and draft a Reserve Policy for the District. Mr. Wood has provided tremendous support and assistance with completion of the annual audit by guiding the District Accountant through difficult and unclear financial procedures, such as:

- The GASB 68 journal entry (an outside cost of up to \$2,500)
- Deprecation of fixed assets
- Correcting the duplication of a fixed asset
- Understanding and correctly reporting the county's monthly reports
- Helping to get the 19-20 fiscal year audit started one time, for the first time in two years
- Helping to complete a State Controller's Office report that in the past, was completed by the county on behalf of the District

Staff successfully negotiated a lower "not to exceed" amount per month in this new agreement (Exhibit A, Section: Payment for Services Rendered, line three, "...and not to exceed..."). The previous agreement stipulated the consulting fees were not to exceed \$5,000 per month, but in this new agreement it is reduced to \$2,500 per month. The hourly rate is to stay the same. The remainder of the agreement stays the same as the original reviewed by the district's attorney.

The agreement expires November 2020. Staff would like to renew the agreement for the period starting November 2020 and ending January 31st, 2022.

The agreement is subject to review and proposed recommendation by the Finance Committee at the Nov. 12th, 2020 meeting.

Recommendation: *Approve the CSDA agreement as presented and authorize the District Manager to sign the agreement on behalf of the District.*

Attachment:

- A. CSDA Agreement for Accounting and Financial Services

AGREEMENT FOR ACCOUNTING & FINANCIAL SERVICES
BETWEEN
CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA)
And
PARADISE RECREATION AND PARK DISTRICT [DISTRICT]

THIS AGREEMENT is made and entered into this 13th day of _____, by and between [DISTRICT], a special district within the County of Butte in the State of California, hereinafter referred to as “District” and California Special Districts Association, hereinafter referred to as “CSDA.”

RECITALS

This Agreement is entered into on the basis of the following facts, understandings and intentions of the parties to this Agreement:

- A. District desires to engage the professional services of CSDA to perform such professional services as are specified in Section 1 and Exhibit A hereof.
- B. CSDA agrees to provide such services to District in accordance with the terms and conditions of this Agreement, and represents and warrants to District that CSDA possesses the necessary, skills, qualifications, and personnel to provide such services, all for the benefit of District.
- C. The performance of such professional services by CSDA has been determined by District to be in the public interest.

NOW, THEREFORE, in consideration of the foregoing Recitals and mutual covenants contained herein, District and CSDA agree as follows:

1. **Scope of Work.**

District engages the services of CSDA as an independent contractor to perform the work and render the services described in “Scope of Services” which is attached hereto as Exhibit A and incorporated herein by this reference (hereinafter referred to as the “Work”). The Work is not intended to replace services normally provided by licensed professionals, like attorneys or auditors, but rather provide assistance and general guidance to the District.

2. **Payment.**

A. In consideration for the services to be performed by CSDA, District agrees to pay CSDA as specified in Exhibit A. District must maintain CSDA membership in good standing to receive services under this agreement.

CSDA shall not be compensated for any services rendered nor reimbursed for any expenses incurred in excess of those authorized in this Agreement unless agreed to and approved in advance by the District in writing.

Payment of compensation shall be paid by District within thirty (30) business days after receipt of a monthly invoice from CSDA for the Work actually performed which shall specifically describe the details of the Work performed for which compensation is requested, and itemize the actual time expended by CSDA in providing such work. The monthly invoice shall describe the tasks and services performed, the time spent performing such services, the hourly rate charged therefore, and the identity of individuals performing such services for the benefit of District. The monthly invoice shall also include a detailed itemization of expenses incurred for which reimbursement is requested.

If the Work is satisfactorily completed and the monthly invoice is accurately computed, then District shall pay the invoice within thirty (30) days of its receipt. There shall be no compensation for extra or additional work or services by CSDA other than those specifically described in Exhibit A hereof, unless approved in advance in writing by the District. If payment of any monthly invoice is not received by CSDA within 30 days of its receipt, CSDA shall not perform any more services on behalf of District specified in Exhibit A until such payment has been received and the District's current on payment of all past due invoices to CSDA.

B. CSDA shall properly advise District as soon as reasonably practicable upon gaining knowledge of a condition, event or series of events that may affect the scope and/or cost of services to be provided pursuant to this Agreement. All proposed changes, modifications, deletions and/or requests for additional services shall be reduced to writing for review and approval by the District. In the event the District orders services added, deleted or reduced, the Scope of Services at Exhibit A shall be amended to specify the services added, deleted or reduced, and specify the compensation which shall likewise be added, deleted or reduced by a fair and reasonable amount. Said Amended Scope of Services shall be signed by both the District and CSDA as an Amendment to this Agreement, in order for such amended Scope of Services to be binding on the parties. CSDA shall only be compensated for services actually performed in accordance with a Scope of Services and any agreement regarding modified compensation executed by both parties to this Agreement.

3. **Term.**

A. This Agreement shall take effect on the above date and shall continue in effect until completion of performance of the services specified in Exhibit A, or until terminated as provided below.

B. This Agreement may be terminated without cause for any or all portions of the Work by either party upon 30 days written notice to the other party.

C. In the event of Agreement termination, District shall pay to CSDA as full payment for all services performed and all expenses incurred under this Agreement, those amounts

specified in a final invoice prepared by CSDA pursuant to the provisions of Section 2 hereof providing a detailed itemization of time spent performing services and expenses incurred for which reimbursement is requested through the date of notification of termination of this Agreement.

4. Sub-consultants.

CSDA may employ other consultants necessary in connection with the performance of the Work with the prior written consent of District. The services of such consultants shall be coordinated and paid for by CSDA and District shall reimburse CSDA for the costs incurred in retaining such consultants as part of the monthly invoice from CSDA to District.

5. Ownership of Documents.

All documents prepared by CSDA under this Agreement shall be the exclusive property of District. By this Agreement, CSDA transfers all of its right, title and interest in such documents to District. All confidential information that is communicated to CSDA by the District in connection with performing the above-mentioned accounting and financial services shall be held by CSDA in full trust and confidence for the District's benefit. CSDA will not communicate or permit anyone else to communicate any of the District's information that is acquired while performing the accounting and financial services during or after the fulfilling of this Accounting and Financial Services Agreement.

6. Mutual Indemnification

Each party hereby agrees to defend, indemnify, save and hold harmless the other party, its subsidiaries, affiliates, related entities, partners, agents, officers, directors, employees, attorneys, heirs, successors, and assigns, and each of them, from and against any and all claims, actions, demands, losses, damages, judgments, settlements, costs and expenses (including reasonable attorneys' fees and expenses), and liabilities of every kind and character whatsoever, which may arise by reason of: (i) any alleged willful negligent act or omission by the indemnifying party or any of its officers, directors, employees, or agents arising out of the performance of their respective obligations specified in this Agreement; and/or (ii) the indemnifying party's actual or alleged breach of any of the covenants, representations and warranties made in this Agreement. This indemnity shall require the payment of defense and indemnification costs and expenses as they occur. Each party shall promptly notify the other party upon receipt of any claim or legal action referenced in this Section. The provisions of this Section shall survive any termination or expiration of this Agreement.

7. Independent Contractor.

The parties hereto agree that at all times during the term of this Agreement CSDA, CSDA's employees, sub-consultants and agents hired to perform services pursuant to this Agreement are independent contractors and are not agents or employees of District. CSDA shall have control over the means, methods, techniques, sequences, and procedures for performing and coordinating the Work required by this Agreement. If, in the performance of this Agreement, any third parties are employed or contracted by CSDA, such employees or subcontractors shall be entirely and exclusively under the direction, supervision and control of CSDA. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or

any other term of employment or contract shall be determined by CSDA, and District shall have no right or authority over such persons or the terms of their employment or contract.

Therefore, neither CSDA or any third persons employed by or contracted by CSDA to perform services pursuant to this Agreement shall be entitled to workers' compensation benefits from District should CSDA or any of its employees, agents or contractors sustain an injury in the course of performing services specified in this Agreement. Furthermore, neither CSDA nor any third persons or contractors employed by CSDA shall be entitled to any other benefits payable to employees of District. CSDA hereby agrees to defend and hold District harmless from any and all claims that may be made against District based on any contention by any third party that an employer/employee relationship exists or that a contractual relationship exists between District and that third party by reason of this Agreement.

8. Representative of District.

The District Administrator or General Manager of District, or his or her designated representative, shall represent District in all matters pertaining to the services to be rendered under this Agreement, except where and if approval specifically is required by District's Board of Directors. All requirements pertaining to services to be rendered under this Agreement shall be submitted to the District Administrator or General Manager of the District. CSDA shall consult with the District Administrator or General Manager on all matters relative to this Agreement and District shall cooperate with CSDA in all matters relative to this Agreement in such a manner as will result in the performance of the Work without delay.

9. Entire Agreement.

This writing and the documents incorporated herein by reference as Exhibit A represents the sole, entire, exclusive and integrated contract between the parties concerning the Work and supersedes all prior oral and/or written negotiations, representations or contracts. Each party to this Agreement acknowledges that no representations or promises have been made by any party hereto which are not embodied herein, and that no other agreement or promise not contained in this Agreement or in the incorporated documents shall be valid or binding. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.

10. Successors and Assignment.

This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, CSDA shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of District.

11. No Waiver of Rights.

Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default. No payment by District to CSDA shall be considered or construed to be an approval or acceptance of any Work or a waiver of any breach or default. The use by either party of any remedy specified herein for the

enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of utilizing any remedy provided by law.

12. **Severability.**

If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.

13. **Attorney's Fees.**

In the event any arbitration, litigation or other action or proceeding of any nature between District and CSDA becomes necessary to enforce or interpret all or any portion of this Agreement, or in the event of any alleged breach by either party of any of the terms hereof, it is mutually agreed that the prevailing party will be entitled to an award of reasonable attorney's fees, costs and expenses from the other party. The prevailing party will be entitled to an award of attorney's fees in an amount sufficient to compensate the prevailing party for all attorney's fees incurred in good faith.

14. **Governing Law.**

This Agreement will be governed by and construed in accordance with the laws of the State of California.

15. **Notice.**

Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail addressed as follows:

District: PARADISE RECREATION AND PARK DISTRICT
Attn.: Daniel S. Efseaff, District Manager
6626 Skyway
Paradise, CA 95969

CSDA: CALIFORNIA SPECIAL DISTRICTS ASSOCIATION
Attn.: Neil McCormick, CEO
1112 I Street Ste. 200
Sacramento, CA 95814

Any party may change its address by notifying the other party of the change in the manner provided above.

By: _____
Daniel S. Efseaff
District Manager

By: _____
Neil McCormick
Chief Executive Officer

AMENDED EXHIBIT A
Agreement Term, Scope of Work, and Payment for Services Rendered

TERM:

This Agreement shall become effective _____ and it shall continue in effect until _____ unless it is terminated due to provisions stated in the agreement.

SCOPE OF WORK:

Under the terms and conditions stated in the Agreement, California Special Districts Association (CSDA) hereby agrees to the following specific accounting and financial services for the District:

- Present financial information to staff, committees, and Board Members as needed; monthly Board meeting attendance requested
- Onsite and remote guidance and training of accounting staff
- Review financial information
- Review/revise/assist appropriate accounting procedures/policies
- Assist with development/review/presentation of annual budgets
- Record basic accrual and deferral accounting transactions and reconciliation
- Prepare financial reports and other financial information as needed
- OPEB calculation, forecast and instruction
- GASB compliance and instruction
- CBERT account management and guidance
- UAL compliance and instruction
- Meet with staff, committees, and Board Members as needed
- Assist accounting and finance-related outside parties in gathering information needed to perform their duties, such as the audit firm
- Review audit findings for suggested accounting improvements.

In addition to the above stated accounting services, CSDA, using their discretion may also provide additional accounting and financial services for the District if the District requests and CSDA agrees with such request. However, if the additional service is not as described in this section it will be billed separately to the District as stated below.

PAYMENT FOR SERVICES RENDERED

For the services to be performed by CSDA, the District hereby agrees to compensate CSDA. Fees for CSDA's services as described in the above paragraph will be charged based on an hourly rate of \$110 per hour and not to exceed \$2,500 per month without prior written approval by District. Any additional services requested beyond the maximum agreed upon amount or that are not listed above, will be discussed with the District in advance of incurring the cost, and if agreed to in writing, will then be charged to the District at an hourly rate of \$110.00. Billing will be tracked in one-quarter (1/4) hour increments.

Agreement for Accounting & Financial Services
 Between CSDA & Paradise Recreation and Park District

In addition to the fees specified above, the District will also reimburse CSDA for any incidental costs and expenses CSDA may incur while performing services for the District as stated in this Agreement. Costs and expenses will be agreed to in advance and then billed to the District on a monthly basis and will be due and payable within 30 days of the notice receipt.

PROVISION OF SCOPE OF WORK

The District agrees that it will provide CSDA true and complete information upon request from CSDA that is vital for CSDA to perform the above-mentioned services in a timely manner.

The District hereby represents and warrants that it will be fully compliant with the applicable laws in its use of CSDA's Services. The District also acknowledges that the performance of this Agreement does not conflict with any existing obligations of the District. And this Agreement is a valid obligation of CSDA. The District represents that it is legally authorized to contract with CSDA as a financial consultant to the District.

CSDA hereby represents and warrants that it will be compliant with all applicable laws in performing the above mentioned services. CSDA also acknowledges that the performance of this Agreement does not conflict with any other outstanding obligations of CSDA and that this Agreement is a valid contractual obligation of CSDA enforceable in accordance with its terms. CSDA represents that it possesses all the necessary skills to perform all of the tasks outlined in the Scope of Work.

O:\Admin\Agreements\Consultants\CSDA\Financial Services Agreement_Board_Approved_2019_1113.docx

Staff Report

November 12, 2020



DATE: 11/3/2020
 TO: Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Cooperative Agreement with the Nature Conservancy

Summary

The BOD will consider continuing The Nature Conservancy (TNC) cooperative agreement and workplan. On November 13, 2019, the Board of Directors (BOD) approved an agreement with TNC. TNC devoted funding to support the project and hired a consultant (Conservation Biology Institute) to evaluate the scientific basis for nature-based fire risk reduction. The project fits in with District goals to develop a study to examine the strategic development of parks and trails within the District to mitigate extreme wildfire risk. The model and literature review was completed earlier this summer. Staff have been working with TNC staff to develop a Scope of Work for the next steps.

Recommendation: Staff recommends approval of the cooperative agreement and workplan with the Nature Conservancy.

1. Background

At the 5/8/19 meeting, the PRPD BOD adopted several Post Camp Fire opportunities to pursue. One of them (Item #3) states, "Develop a Feasibility Study and Compliance for the Strategic Development of Parks and Trails and appropriate Land Management within the District (including the Sunrise and Sunset Rim Community Buffers, Watershed (Creeks) Greenways in Paradise, the Concow Region, Butte Creek Canyon, and the Paradise Lake Area)." The project also supports the exploration of potential park acquisition projects identified at the meeting as well.

Following BOD approval (11/13/19), Staff worked with The Nature Conservancy (TNC) on the project, Disaster Resilience in California. TNC devoted funding to support the project and hired a consultant (Conservation Biology Institute) to evaluate the scientific basis for nature-based fire risk reduction. The project may be characterized as follows:

1. The project will conduct a literature review, evaluating the scientific evidence for the ability to reduce wildfire and associated damages to communities with buffers of natural or semi-natural vegetation, the performance of greenbelts around communities to mitigate the impact of wildfires; any relevant design elements to maintain the protective function in forest ecosystems (coniferous, mixed/deciduous, and oak woodland), and chaparral systems and identify key uncertainties or data gaps.
2. Using Paradise, CA as a model, design a wildfire risk-reduction buffer (WRRB) that develops a prioritization rubric for guiding acquisition of land that is vacant or had structures destroyed in the Camp Fire.

The project created several alternatives and provided promising results to reduce risks and may provide a number of additional benefits (water quality, wildlife habitat, GHG mitigation). The project shows promise but the next steps will require considerable efforts for further quantification, partnership building, outreach, and funding. TNC has expressed a willingness to support our efforts and we've developed a "Next Steps" scope of work to carry out these efforts.

To articulate the roles and responsibilities and to provide a mechanism for potential financial support of other projects, TNC provided a cooperative agreement (Attachment A) and Task Agreement (Attachment B). Our lawyer completed a legal review of the original agreement and it has been submitted for review with minor changes.

2. Fiscal Impact

The agreement provides a net benefit to the District. In the previous effort, TNC funded project costs (about \$40K) and TNC staff support for the project (such as project management and proposal development support for the District). In addition, the work has spawned additional work from partners such as a Benefit Cost Analysis and Insurance rate analysis. The value of these efforts has contributed additional value to the District (the total contribution is now on the order of \$100K). TNC has supported the development of proposals for next steps which could yield significantly more

in partner contribution and grant funding. The District will devote staff time in support of the project. Additionally, the agreement provides for potential funding of other efforts that may assist with the acquisition and development of Park properties.

3. Permits and Environmental Review

As a study, no permits or environmental review will be required.

4. Discussion

The agreement lays out the roles and responsibilities to continue our partnership between the Nature Conservancy and the District for the next steps to develop strategic locations for parks and open spaces that will mitigate for wildfire and provide community assets. The project supports BOD projects identified as part of potential Camp Fire related opportunities.

Attachments:

- A. Cooperative Agreement
- B. Task Agreement

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/20_1112/BOD.TNC.Agreement.Report.20.1112.docx

11/4/2020

Second Task Agreement
Under TNC-Paradise Recreation and Park District Cooperative Agreement

This Agreement is dated as of _____, and is entered into by and between **The Nature Conservancy**, a District of Columbia non-profit corporation (“**TNC**”), and the **Paradise Recreation and Park District** (“**District**”), each of which is sometimes referred to in this Agreement as a “**Party**”, with respect to the following matters:

A. The Parties have previously entered into that certain Memorandum of Understanding, dated as of January 7, 2020, (the “**Cooperative Agreement**”), with respect to a project to identify fire risk reduction activities (the “**Project**”) within the District’s jurisdiction (the “**Property**”), all of which is more particularly described in the Cooperative Agreement.

B. In the Cooperative Agreement, the Parties indicated that they would be entering into one or more further agreements, each referred to as a “**Task Agreement**”, which would set out the specifics of certain aspects of their cooperation under the Cooperative Agreement, and this Task Agreement is the second of those further agreements, and is designed to cover work on the Project for the period from July 1, 2020 to December 31, 2021.

Now, therefore, in consideration of the foregoing recitals, the respective promises of the Parties contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows:

1. **Cooperative Agreement.** This Second Task Agreement is being entered into by the Parties in furtherance of, and subject to all applicable terms of, the Cooperative Agreement, and each capitalized term used in this Task Agreement shall, except to the extent (if any) otherwise defined herein, have the meaning ascribed to such term in the Cooperative Agreement.
2. **Term.** This Second Task Agreement shall be effective once signed by all the Parties and, unless sooner terminated as provided below or extended by a subsequent modification to this Second Task Agreement which is entered into by the Parties, shall expire on June 30, 2021. This Second Task Agreement may be terminated prior to the end of such time period only in the manner and with the effects which are set out in the Cooperative Agreement. However, no termination of this Second Task Agreement by less than all the Parties shall be effective, unless the Cooperative Agreement and all other Task Agreements are simultaneously being terminated as to such Parties.
3. **Intellectual Property.** All intellectual property matters which may arise under this Second Task Agreement shall be governed by the applicable provisions of the Cooperative Agreement.
4. **Responsibilities of the Parties.** During the term of this Second Task Agreement, the Parties agree that each of them shall be responsible for carrying the activities which are set out below for such Party:

Team Composition:

This Task Agreement will be carried out by the Core Team comprised of, but not limited to, the following:

Team Member	Organization	Role
Dan Efseaff	The District	Point of contact for the District, co-lead for the Task Agreement.
Kristi Sweeney	The District	Assistant District manager
Ryan Luster	TNC	Point of contact for TNC, co-lead for the workplan
Sarah Newkirk	TNC	Disaster Resiliency director

Sarah Heard	TNC	Investments Program director
John Gearen	TNC	Investments Program project director
Elizabeth Hiroyasu	TNC	Disaster Resilience Science lead
Cara Lacey	TNC	Land use planning and practice
Connor Shank	TNC	GIS specialist
Jake Jacobson	TNC	Real estate advisor
Adrian Frediani	TNC	Real estate advisor

When necessary, the Core Team will engage the Advisory Committee to seek advice and recommendations for shaping the deliverables in the tasks outlined below. The Advisory Committee may be comprised of, but not limited to, the following:

Team Member	Organization
David Hawks	CalFire/Butte County
Calli-Jane DeDanda	Butte County Fire Safe Council
Jim Broshears	Butte County Fire Safe Council
Doug Teeter	Butte County Supervisor, District 5
Kevin Phillips	Paradise Town Manager
Susan Hartman	Paradise Town planner, acting community development director
CalOES staff	CalOES
District Board Member	Paradise Recreation and Park District
John Hunt	Northern California Regional Land Trust
Wolfy Rougle	Butte County RCD
Holly Jorgensen	Sacramento River Watershed Program

Membership to both the Core Team and Advisory Committee may change as needed during the term of this task agreement. The Core Team, with advice from the Advisory Committee, will work together to implement the following tasks:

Task 1. Real Estate Transactions to Create Wildfire Risk Reduction Buffers

The District will lead all real estate transactions related to developing the wildfire risk reduction buffers (WRRBs) identified in Tasks 1 and 2 of the First Task Agreement. TNC will act in an advisory role to the District as it develops instruments and methodologies for acquiring real estate interests (e.g., fee title, easements, transfer of development rights) to create the WRRBs.

The District’s role:

- Lead all real estate transactions.
- Convene real estate-related meetings to gather input from TNC on an as needed basis.

TNC’s role:

- Provide information on strategies related to real estate transaction approaches, such as fee title and easement acquisitions, transfer of development rights, among others.
- Provide documentation examples and templates for real estate transaction approaches.
- Provide contacts with real estate brokers, agents, and appraisers.
- Participate in all District convened real estate meetings related to developing best management practices for conducting real estate strategies.
- The Parties acknowledge and agree that neither TNC nor its employees are acting as real estate brokers or agents under the Cooperative Agreement or this Second Task Agreement.

Task 2. Develop Land Management Strategies

TNC will be leading a Statewide Fire Resilience working group, the purpose of which is to build common understanding and language around landscape scale wildfire risk reduction factors, particularly related to nature-based solutions. The working group will serve as a space to share knowledge between fire practitioners, urban planners, conservation organizations, and academic scientists to inform current management practices and ultimately alter patterns of development. The working group will publish resources related to fire risk reduction identifying best practices by ecoregion.

The District's role:

- Attend working group meetings to share insights and experiences related to developing the WRRBs identified in Task 1.
- Design land management strategies for lands acquired in Task 1.

TNC's role:

- TNC will lead the working group.
- Ensuring that conservation values are incorporated in the land management strategies developed by PRPD.

Task 3. Develop Funding Mechanisms

TNC and the District will identify funding opportunities to implement Task 1

The District's role:

- Attend working meetings with TNC, state, and federal agencies in discussing funding opportunities.
- Fulfill applicant role in funding applications.

TNC's role:

- TNC is leading engagement with FEMA and CalOES to secure federal funding for acquisitions and land management of PRPD WRRB.
- TNC will investigate private capital sources to fund Task 1 acquisitions.
- Assist the District in assembling proposals to federal and private funding sources.

Task 4. Outreach and Policy

TNC and the District expect to learn valuable lessons during this partnership regarding the quantification and planning of co-benefit fire risk reduction and conservation actions which the District may undertake. As such, TNC will lead efforts focused on translating lessons learned from the partnership and applying them to regional, state, and national initiatives. The District will help TNC in its policy and outreach activities through developing these three subtasks:

- 4.a. Develop policy campaign plan, translating lessons learned from WRRB development into specific, detailed policy mechanisms
- 4.b. Develop a strategic engagement plan
- 4.c. Develop materials in support of the policy strategy and outreach activities

This task will evolve during the life of this cooperative arrangement. As such, the District and TNC will evaluate the goals and objectives of Task 4 on a regular basis.

The District's role

- Work with TNC to identify lessons learned from this cooperative arrangement, and evaluate appropriate policy mechanisms to overcome obstacles, or to bring the approach to scale.
- Work with TNC to develop and implement a strategic engagement plan to cultivate key local, state and federal decision-makers with relevant authority.
- Work with TNC to create co-branded materials (printed and social media) to be used during policy engagement and outreach activities.
- Lead engagement with the Technical Advisory Committee, Town of Paradise, and Butte County board of supervisors.

TNC's role:

- Work with the District to identify lessons learned from this cooperative arrangement, and evaluate appropriate policy mechanisms to overcome obstacles, or to bring the approach to scale.
- Work with the District to develop and implement a strategic engagement plan to cultivate key local, state and federal decision-makers with relevant authority.
- Work with the District to create co-branded materials (printed and social media) to be used during policy engagement and outreach activities.
- TNC will support the Districts outreach engagements with the Technical Advisory Committee, Town of Paradise, and Butte County board of supervisors.

5. Rethinking Risk Insurance

Marsh McLennan Companies and Guy Carpenter (MMC/GC) have reached out to TNC and the District to study the concept of Community-Based Catastrophe Insurance (CBCI), as applied to Paradise. Specifically, MMC/GC will look further into the practicalities of running a wildfire model on exposures in the town presuming the risk reductions outlined in the CBI analysis. The initial aim would be to demonstrate the benefit of planned resilience enhancements in terms of risk reduction and to publish the results in a short white paper. In addition, MMC/GC will outline a couple of options for how a CBCI program might work practically for the Town of Paradise. For TNC and the District, the purpose of this engagement is to create a market incentive to implement WRRBs in Paradise and elsewhere. The vast majority of the work related to this project will be carried out by MMC/GC.

The District's role

- Attend meetings with TNC and MMC/GC.
- Direct MMC/GC to sources of local data relating to real estate value, wildfire damage, and other local parameters.
- Facilitate engagement with Town of Paradise officials.

TNC's role

- Coordinate meetings with MMC/GC.
- Work with MMC/GC to publish and disseminate results of the analysis and application.
- Translate results into policy proposals for state and federal agencies.

6. Miscellaneous Provisions

The following provisions shall apply to the rights and obligations of the Parties under this Task Agreement:

(a) Agreement. The terms of this Task Agreement are intended by the Parties as a final expression of their agreement with respect to the subject matter hereof, and may not be contradicted by evidence of any prior or contemporaneous agreement, other than the Cooperative Agreement and any prior Task Agreements which may be relevant. The Parties further intend that this Task Agreement constitute the complete and exclusive statement of its terms, and that no extrinsic evidence of any kind which contradicts the terms of this Agreement may be introduced in any proceedings (judicial or otherwise) involving this Agreement, except for: (i) evidence of a subsequent written amendment to this Agreement; and (ii) the effect, if any, of the terms of the Cooperative Agreement and any prior Task Agreements in the given circumstances. This Task Agreement may not be modified, amended or otherwise changed in any manner, except by a written amendment executed by all of the parties hereto, or their successors in interest. This Task Agreement may be executed in multiple counterparts, and each executed counterpart of this Agreement shall be deemed an original for all purposes, despite the fact that not all of the Parties are signatories to the same counterpart. The Parties agree that the activities in furtherance of this Task Agreement shall be carried out in compliance with all applicable laws, statutes, rules, and regulations.

(b) Interpretation. Except to the extent (if any) otherwise provided herein, this Task Agreement shall be interpreted and governed in the manner provided in the Cooperative Agreement. The Parties acknowledge that each Party and its counsel have reviewed, revised (where it was deemed appropriate), and approved this Task Agreement, and that no rule of construction that ambiguities are to be resolved against the drafting party shall be employed in the interpretation of this Task Agreement.

(c) Notices. All notices and demands of any kind which any Party may be required or may desire to serve on another Party in connection with this Task Agreement shall be given in the manner provided in the Cooperative Agreement.

In witness whereof, the parties have executed this Agreement as of the date first above written.

Paradise Recreation and Park District

The Nature Conservancy,
a District of Columbia non-profit corporation

By: _____
(signature)

By: _____
(signature)

Name: _____

Name: _____

Title: _____

Title: _____

Staff Report

November 12, 2020



DATE: 11/2/2020
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Paradise Lake Fee Structure

Report in Brief

At the regular June 10, 2020 Board of Directors meeting staff proposed adoption of the Paradise Lake fee structure below. The Board authorized the fee structure retroactive to June 1, 2020 and through December 2020.

DAILY	
Parking: (envelope drop box)	\$ 3.00
Daily Boating and Parking: (envelope drop box)	\$10.00
Designated PRPD Class (needs placard):	Free with pre-registration
Annual Parking and Boating Pass:	\$30.00
PICNIC AREA RESERVATIONS	
1-25 Persons:	\$ 30.00
26-50 Persons:	\$ 50.00
51-100 Persons:	\$100.00
Gazebo:	\$100.00
SPECIAL EVENT RESERVATION (Exclusive Use, except Wednesdays)	
Picnic Area, Boat Ramp, or other areas:	Negotiated Rate
Lake House Reservation	
Day-Use Meeting Space (4 hours):	\$100.00
Overnight Use:	Negotiated Rate

From June 1, 2020 the District has collected the following revenue from Paradise Lake visitors:

TYPE OF PASS	Total Number	Total Dollar Value
Parking: (envelope drop box)	2,286	\$6,858.00
Daily Boating and Parking: (envelope drop box)	500	\$5,000.00
Annual Parking and Boating Pass:	225	\$6750.00
Total	3,011	\$18,608.00

Staff seek approval from the Board of Directors to maintain the existing fee structure through December 31, 2023. As we will utilize our existing placards (with a new sticker for 2021), we propose a discount (\$3) for people with an existing placard to encourage purchase of a new sticker.

Following some repair, in 2021 we anticipate utilizing the lake house for classes and rentals. If demand increases, we will return to the Parks Committee and BOD to evaluate a more formal cost structure.

Recommendation: *Maintain the current Paradise Lake Fee Structure as presented through December 31, 2023.*

https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/20_1112/20_1112.Paradise.Lake.Fee.Structure.docx
 11/3/2020

Butte County

Special Districts Association

October 25, 2020

Paradise Recreation & Park District
6626 Skyway
Paradise, California 95969

Dear BCSDA Member,

As we prepare the membership letter for 2020, we of course start with the letter from last year and edit as needed. This was the opening paragraph from October of 2019 "As we near the end of 2019 I think we can all agree, 2019 has been quite a year for Butte County. It has been a quiet year for the Butte County Special Districts Association as many of our members were severely impacted by the Camp Fire as well as the other challenging emergencies we have had to respond to." Well, little did we know that 2020 would top 2019! Throw in a global pandemic, a local shut down of businesses and another large area fire that devastated many of our citizens. It think it is safe to say that Butte County has weathered many storms lately.

As a Special District in Butte County, we are responsible for daily service to our communities. Water, Sewage, Fire Protection, Mosquito Abatement, Cemetery Services, Land Stewardship, and Recreation. We are essential to our Community and the support we can provide to one another is extremely valuable.

Our goal for 2020 was to hold two General Meetings of the membership. We were able to host our first in February, where we hosted Senator Nielsen who was named Special Districts Legislator of the Year. The remainder of the year has been quiet as we all juggle the constantly changing landscape that COVID has presented. Some of our agencies more affected than others. We will once again make it a goal to hold two General Meetings in the hopes that we will be able to gather soon. If you have a topic for a future general meeting, please take a few minutes to include ideas with your membership renewal.

Lastly, you will also find a ballot for nominations for the Executive Board of Directors. We meet 4 times per year and help determine content for the General Meetings and stay connected with our California Special Districts Association Liaison so we can receive consistent updates from the decision makers in Sacramento. Please take a few minutes to consider nominating someone for the board. Should we have more nominations than positions, we will send out a vote by mail ballot. Nominations are due Friday, November 20, 2020.

So long 2020!!!! We look forward to finding new ways for Special Districts in Butte County to connect and support each other as we make our way through these unprecedented times.

Sincerely,



Ann Willmann

Secretary/Treasurer Executive Board

Butte County

Special Districts Association

REQUEST FOR NOMINATIONS

Non-Enterprise Executive Board Member (2 positions)

Nominee term: January 2021 to December 2022

Name District

Name District

Enterprise Executive Board Member (2 positions)

Nominee term: January 2021 to December 2022

Name District

Name District

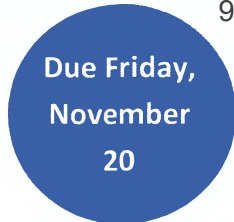
Signature of Chairman or District Designated Representative Date

**Nominations must be received via U.S. Mail, Fax or email absolutely no later than
Friday, November 20, 2020**

**Mail to Kelly Parsons, Durham Recreation and Park District 9447 Midway, Durham, CA. 95938
Email: kelley@durhamrec.com**

Butte County

Special Districts Association



Basic Information

District Name: _____

Address: _____ City: _____ Zip: _____

Phone Number: _____ Website Address: _____

District Type (please circle one): Enterprise Non-Enterprise

Contact Information – Who should receive email updates and invites to general meetings and events?

Name: _____ Email Address: _____

Title: _____ Phone: _____

Tell us a little more about your District

of Board Members: _____ Board Member Elected Board Members Appointed

Services provided: _____

Year Created: _____ Population Served: _____ Square Miles Served: _____

of Full Time Employees: _____ # of Part Time Employees: _____

2021 Membership Renewal (please make checks payable to BCSDA)

Annual Dues: \$25

Insurance Requirements: Because we are affiliate members of the California Special Districts Association (CSDA), all members are required to provide evidence of insurance. If the box below is checked, please submit proof of insurance with your membership. If it is not checked, we have your evidence of insurance on file.

Please submit an evidence of insurance certificate with your membership dues

**Return your completed form and check made out to BCSDA to:
BCSDA c/o Durham Recreation District 9447 Midway, Durham, CA. 95938**

General Membership Meeting Ideas

Do you have any topics that you would like to see us cover at a future General Meeting? Past meetings have included topics regarding financing, CalPERS, HR practices, and Legislative updates. Please help us plan the next meeting!

For Office Use Only

Date Renewal Received: _____ Check #: _____ Deposit Date: _____