



**Paradise Recreation and Park District  
Board of Directors - Regular Meeting**  
Terry Ashe Recreation Center, Room B  
Wednesday, September 9, 2020, 6:00 pm

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](mailto:ccampbell@paradisepprd.com) before 1:00 p.m. on the day of the meeting and they will be read into the record.

Please use the link to join the

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

Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose), +1 346 248 7799 US (Houston), or +1 253 215 8782 US (Tacoma)

Meeting ID: 845 1856 1101

Password: 282411

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Members of the public may comment on Agenda items at the time the item is presented. Speakers may comment on items not listed on the Agenda under Public Comment. Comments should be limited to a maximum of three (3) minutes. State Law prohibits the PRPD Board of Directors from acting on items not listed on the agenda. Please notify the meeting clerk prior to the start of the meeting if you wish to be heard.

**1. CALL TO ORDER**

1.1. Pledge of Allegiance

1.2. Roll Call

1.3. Welcome Guests: Holly Pladson, Certified Public Accountant

1.4. Special Presentations:

- A. Greg Melton and Patrick Farrar of Melton Design Group will present information on the Bille Park and Moore Road Ballpark conceptual designs and other locations.
- B. Jeff Dailey, PRPD Recreation Supervisor - Overview of District events and youth programs.

**2. PUBLIC COMMENT**

**3. CONSENT AGENDA**

3.1. Board Minutes: Regular Meeting of August 12, 2020

3.2. Correspondence: None

3.3. Payment of Bille/Disbursements (Warrants and Checks Report)

Check #051428 to and including #051554 in the total amount of \$148,609.05 including refunds and/or void checks reported.

3.4. Information Items (Acceptance only):

- A. CAPRI Cycle XVII District Visit Report dated August 7, 2020
- B. Safety Committee Meeting Draft Minutes of August 27, 2020

**4. COMMITTEE REPORTS**

4.1. Finance Committee (McGreehan/Rodowick) – At the August 12, 2020 Board meeting staff provided an oral report on the August 6, 2020 Finance Committee meeting. (Staff is providing the written report for information only).

4.2. Recreation and Park Committee – (Rodowick/Anderson) – The Committee met on September 1, 2020 to perform site visits of District facilities for consideration of the possible installation of a pet memorial honoring animals lost in the 2018 Camp Fire. (Written report)

**5. REPORTS**

5.1. District Report

5.2. Board Liaison reports (Oral Reports)

6. **CLOSED SESSION:** None

7. **OLD BUSINESS - NONE**

**8. NEW BUSINESS**

8.1. 2018-2019 District Final Audit. – The PRPD Board of Directors will review the independent audit for fiscal year ending June 30, 2019 prepared by Holly Pladson, Certified Public Accountant

***Recommendation:*** *Accept independent audit as presented*

8.2. Concurrence on Grant Writing Services - Staff seek concurrence from the Board to procure grant writing services to assist with the development of 3-4 proposals due December 14, 2020.

***Recommendation:*** *1) Direct staff to work with identified ad hoc BOD members to support staff review of grant writer qualifications.; and 2) Authorize District Manager to engage the services of a grant writer(s) or organization(s) to develop proposals to the end of 2021.*

**9. BOARD COMMENT**

**10. ADJOURNMENT**

Adjourn to the next regular meeting on October 14, 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@paradisepspd.com](mailto:info@paradisepspd.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](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](mailto:program.intake@usda.gov).

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Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
Terry Ashe Recreation Center, Room B  
August 12, 2020

**MINUTES**

Special Notice:

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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 6:13 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

Present via tele-conference: District Accountant Catherine Merrifield, Park Supervisor Mark Cobb, Recreation Supervisors Scott Amick and Jeff Dailey, Recreation Coordinator Taylor Guy; and Office Manager Colleen Campbell.

**1.3 WELCOME GUESTS:**

Chairperson McGreehan welcomed the following guests:

Present via tele-conference: Ellen Michels, Paradise Animal Shelter Helpers; Gina Schaefer, Camp Fire Pet Memorial Project; and Citizen John Stonebreaker.

Staff informed the Board of a comment received prior to the 1:00 p.m. deadline, via electronic mail as follows:

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*"I would like to comment that if the deadline for public comment is going to be 1:00 p.m. on the day of the Board meeting, the agenda should be posted online prior to 12:45 p.m. on the day of the Board meeting. I hope this deadline applies only to comment on non-agenda items and that the public will have the opportunity to comment on agenda items as they come up."*

*~ John Stonebreaker, Magalia, CA.*

Staff commented Mr. Stonebreaker was correct. There was a glitch on the District website that was immediately corrected once we were informed.

#### **1.4 SPECIAL PRESENTATIONS:**

##### **A. Gina Schaefer - Camp Fire Pet Memorial Project**

The Board recognized Ms. Schaefer and welcomed her to present on the Camp Fire Pet Memorial Project.

Ms. Schaefer provided a brief history of the project, indicating the project goal of \$20,000 had been met. She was seeking a location to install the memorial to honor the thousands of domestic pets, livestock and wildlife that perished in the 2018 Camp Fire. Ms. Schaefer provided a short PowerPoint presentation along with a conceptual drawing of the proposed granite monument. It was further noted that the Paradise Animal Shelter Helpers [PASH] organization has pledged to fund the on-going maintenance of the memorial.

The Board thanked Ms. Schaefer for her presentation and after a brief discussion concurred to direct this request to the Recreation and Park Committee (Rodowick/Anderson) for further review and to provide a recommendation to the full Board of Directors at a future meeting for consideration and possible approval.

##### **B. Scott Amick, PRPD Recreation Supervisor – Overview of the Healing Through Nature Program**

The Board recognized Recreation Supervisor Scott Amick and welcomed him to present an Overview of the Healing Through Nature Program.

Recreation Supervisor Amick provided a PowerPoint presentation of the program, highlighting the many organizations involved with the Outdoor Education for All program, such as Butte County Office of Education, Butte County Behavioral Health, Achieve Charter School, The Stream Team, Chico State University, Everybody healthy Body, North Valley Community Foundation, Rebuild the Ridge Foundation, Paradise Stronger, Adventist health, The Boys and Girls Club and Ridge View Rangers.

Mr. Amick summarized the 2015-2020 Strategic Plan:

- Vision
  - Outdoor Education for All (OEFA) brings together dedicated organizations and individuals who collectively deliver a range of standards-based and high-quality outdoor learning experiences for students of all ages, abilities, and backgrounds.

- Mission:
  - Partner to collectively deliver outdoor learning experiences that promote ecological literacy and health and wellness, building a citizenry active in natural and cultural resource conservation and stewardship.
- Core Values:
  - Stewardship of Nature
  - Awareness
  - Culture
  - Inclusiveness
  - Commitment
  - Partnership
  - Health and Wellness
  - Kids

The Board had open dialog with staff regarding the grant inception and goal timeline. Further, Chairperson McGreehan suggested the Recreation and Park Committee (Rodowick/Anderson) review the progress of this program.

The Board thanked Mr. Amick for his presentation.

## **2. PUBLIC COMMENT:**

Comment from John Stonebreaker via Zoom:

Questioned the July 8, 2020 Board of Directors meeting minutes regarding physical attendance of the Board members versus attending via Zoom. Mr. Stonebreaker commented a correction should be made to indicate the Board members attended the meeting via Zoom. The Board members confirmed they were physically in attendance at the July 8, 2020 Board meeting and no correction to the July 8, 2020 minutes was required.

## **3. CONSENT AGENDA**

### **3.1 Board Minutes:**

#### **a. Regular Meeting of July 8, 2020**

### **3.2 Correspondence:**

#### **a. Butte County Public Health Department Swim Scholarship confirmation for the 2020 Swim Season.**

### **3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #051232 to and including #051427 in the total amount of \$259,991.45 including reported refunds and void checks.**

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

#### **a. Safety Committee Meeting Draft Minutes of July 9, 2020**

Chairperson McGreehan asked if any items should be removed and heard separately.

Director Bellefeuille requested that item 3.3 Payment of Bills/Disbursements be removed and heard separately.

The Board concurred and Chairperson McGreehan stated he would entertain a motion on Consent Agenda items 3.1, 3.2, and 3.4.

**MOTION:**

Director Rodowick moved to approve Consent agenda items 3.1, 3.2, and 3.4 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.

Chairperson McGreehan directed the Board's attention to Consent Agenda item 3.3 Payment of Bills/Disbursements and asked Director Bellefeuille to comment.

Director Bellefeuille asked for clarification on check number 051336 Melton Design Group and check number 051372 Agents of Discovery. Staff provided information on these two transactions.

Chairperson McGreehan commented he had asked for clarification on disbursements also and was provided documentation by staff. He encouraged staff to share this information with the remaining Board members.

The Board had open dialog with staff concerning adding informational footnotes to the check register on transactions over a certain dollar amount. After a brief discussion the Board concurred to decline this recommendation and to maintain the current reporting procedure.

Seeing and hearing no further comments on this agenda item, Chairperson McGreehan stated he would entertain a motion on item 3.3 Payment of Bills/Disbursements.

**MOTION:**

Director Bellefeuille moved to approve Consent agenda item 3.3 as presented. 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.

The Board concurred to a short recess at 7:24 p.m.

The Board reconvened the public meeting at 7:32 and Chairperson McGreehan directed the Board's attention to Committee Reports.

#### 4. COMMITTEE REPORTS:

##### 4.1 Personnel Committee (Van Roekel/Bellefeuille)

At the July 8, 2020 Board meeting, staff provided an oral report on the July 7, 2020 Personnel Committee. Staff is providing the written report for information only.

The Board concurred to receive this report as presented.

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

The Committee met on July 28, 2020 to (1) Review revisions to job descriptions (Park Maintenance I, II, and III) for Board consideration and possible approval; (2) Review potential revisions to Personnel Rule Section 20, Paid Time Off (PTO), and (3) Closed Session under California Government Code Section 54957, District Manager Evaluation and Employment Agreement.

The Board concurred to receive this report as presented.

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

The Committee met on August 6, 2020 to review the 2018-2019 independent audit prepared by Holly Pladson, CPA for Board consideration and possible approval.

Committee Chairperson McGreehan reported the Committee reviewed the draft audit. The audit will be presented to the Board for review and consideration at the September 9, 2020 Board meeting.

#### 5. REPORTS

##### 5.1 District Report.

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

- **CAPRI Inspection** – District staff completed the Cycle XVII inspection with CAPRI Safety Analyst Kirk Andre on July 29, 2020. Staff received an excellent rating of 98 out of 100 points; the two missed points were (1) completing annual emergency drills; and (2) review and update of the District's Injury and Illness Prevention Manual. District Manager Efseaff stated the Safety Committee is actively working to update this information.

Various staff members provided brief oral reports on Programming, Parks, Administrative and Visitor Services, outreach, and projects.

After a brief discussion, the Board concurred to receive this report as presented.

##### 5.2 Board Liaison Reports (Oral)

- Director Rodowick – Reported the appointment of Tod Kimmelshue to the Butte County Board of Supervisors and recommended Board members reach out to him.
- Director Anderson – None
- Director Van Roekel – Reported school is starting tomorrow with on-line distance learning. This will continue until new guidelines are received from Butte County Office of Education.
- Director Bellefeuille – Reported she attended the Town of Paradise Council meeting where the Council discussed the deadline of RV camping in December 2020 on parcels and the Town requirement of having building plans submitted to the Town by the December

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deadline. Further, she reported of the Paradise Community Village developing parcels. District Manager Efseaff asked that she provide Paradise Community Village contact information to him.

- Chairperson McGreehan – Reported he attended a LAFCO meeting this month via teleconference and that the Oroville Mosquito Abatement District has been dissolved and taken over by the Butte County Mosquito Abatement District, leaving only two abatement districts, Butte County and Durham.

### 5.3 Strategic Park Planning/Wildfire Risk Reduction Buffer Study and Next Steps.

District Manager Efseaff provided a brief PowerPoint presentation on the Paradise Nature Based Fire Resilience Project Final Report authored by the Conservation Biology Institute in partnership with the Nature Conservancy and the Paradise Recreation and Park District.

District Manager Efseaff summarized the project objectives of increasing the Sierra Nevada foothill community resilience to fire and climate change, enhancing the safety and well-being of its residents, and being successful stewards of the surrounding natural areas in our District by providing land buffers designed as open space passive park recreation areas.

The Board thanked District Manager Efseaff for his presentation and he provided the Board with a copy of the final report for their review.

Director Bellefeuille stated she is excited to see the direction the District is moving, and the Board concurred that District Manager Efseaff presented an excellent report.

## 6. CLOSED SESSION

The Board concurred to hear Closed Session and Old Business item 8.2, District Manager Evaluation and Employment Agreement Amendment at the conclusion of the public meeting.

## 8. OLD BUSINESS

**8.1 Sierra Nevada Conservancy Grant – On August 14, 2019, the PRPD Board of Directors support the District application for acquisition of the (1) Noble Park, and (2) Oak Creek Park additions. Previous action provided conceptual support for acquisitions in areas adjacent to existing park land and the Recreation and Park Committee toured the properties. In June, the Sierra Nevada Conservancy approved funding for the project.**

The Board had open dialog with staff concerning the language in the agreement and acknowledged the recommended revisions provided by the District legal counsel.

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

### MOTION:

Vice Chairperson Anderson moved to approve the agreement to include the recommended revisions presented by District legal counsel. 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. NEW BUSINESS**

- 9.1 Resolution #20-08-1-485 – Proposition 68 Per Capita Grant – Staff recommends the PRPD Board of Directors approve and adopt Resolution #20-08-1-485 to ensure the District is eligible for the Proposition 68 Per Capita Funding allocation of \$177,952.**

The Board had open dialog with staff and recommended the proposed project be presented to the full Board for consideration and possible approval. Further, the Board concurred the District should explore collaborative efforts with the Town of Paradise, if possible.

Seeing and hearing no additional comments from the Board, Chairperson McGreehan stated he would entertain a motion on this agenda item.

**MOTION:**

Director Rodowick moved to approve and adopt (1) Resolution #20-08-1-485 approving application(s) for Proposition 68 Per Capita Grant Funding in the amount of \$177,952; and (2) directed staff to present the proposed project for full Board of Directors consideration and approval at a future meeting. 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.

Chairperson McGreehan directed the Board of Directors to Closed Session at 9:21 p.m.

**6. CLOSED SESSION**

- 6.1 Pursuant to Government Code Section 54956.8 – Potential interest in real estate negotiations related to potential property located in Magalia and Paradise, CA.**
- 7.3 Pursuant to Government Code Section 54957 – Employment Review, Evaluation, and Consideration of Employment Agreement Amendment – District Manager (Potential Action item 8.2)**

**7. REPORT ON CLOSED SESSION**

Chairperson McGreehan reconvened the Public Meeting at 10:25 p.m.

- 6.1** Chairperson McGreehan reported that staff reviewed several updates pursuant to Government Code Section 54956.8 – Potential interest in real estate negotiations related to potential property located in Magalia and Paradise, CA., and the Board of Directors provided staff direction.
- 6.2** Chairperson McGreehan reported the Board of Directors reviewed the findings from the Personnel Committee and completed the evaluation of the District Manager and found the performance satisfactory and a renewed agreement will be brought before the Board of Directors next month.

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**8.2 District Manager Evaluation and Employment Agreement Amendment – The PRPD Board of Directors will conduct an evaluation of the District Manager and discuss possible amendment to employment agreement.**

The Board concurred to continue this agenda item to the September 9, 2020 regularly scheduled Board meeting with a reviewed agreement from District legal counsel.

**10. BOARD COMMENT:**

Board members made brief comments on updates with various bodies. Director Bellefeuille will make connections with several organizations that may serve as good partners with the District.

**11. ADJOURNMENT:**

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 10:26 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on September 9, 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**

**August**

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
*****								
051447-051482	8/12/2020		Payroll Summary	25,949.34			25,949.34	
*****								
051514-051537	8/26/2020		Payroll Summary	13,763.88			13,763.88	
*****								
051428	8/7/2020		ACH CALPERS	4,012.57			4,012.57	
051429	8/7/2020		ACH CALPERS	11,126.70			11,126.70	
051430	8/7/2020		NORTH STATE SCREENPRINTING		342.83		342.83	
051431	8/7/2020		THOMAS ACE HARDWARE		2,491.48		2,491.48	
051432	8/7/2020		WORK TRAINING CENTER		1,252.75		1,252.75	A
051433	8/7/2020		NORTH STATE GROCERY, INC.		220.19		220.19	
051434	8/7/2020		VERIZON WIRELESS		125.44		125.44	
051435	8/7/2020		BROWNLEE, HEATHER		40.00		40.00	Refund
051436	8/7/2020		LiftOff, LLC		68.00		68.00	
051437	8/7/2020		EMPLOYMENT DEVELOPMENT DEPART		5,044.97		5,044.97	B
051438	8/7/2020		ALPINE PORTABLE TOILET SREVICES		470.00		470.00	
051439	8/7/2020		KNOWLES, EDDIE		577.00		577.00	Refund
051440	8/7/2020		PARADISE RECREATION & PARKS		3,100.00		3,100.00	C
051441	8/7/2020		PARADISE IRRIGATION DISTRICT		1,512.12		1,512.12	
051442	8/7/2020		GOLDEN PACITIC HOMES		232.88		232.88	Refund
051443	8/7/2020		MEEK'S LUMBER & HARDWARE		3,930.38		3,930.38	
051444	8/7/2020		AT&T/CALNET3		22.00		22.00	
051445	8/7/2020		BARNARD, MELISSA		203.36		203.36	Refund
051446	8/7/2020		JADED DESIGN STUDIO		750.00		750.00	
051483	8/14/2020		ACH STATE PR TAX	747.36			747.36	
051484	8/14/2020		ACH FED PR TAX	7,087.34			7,087.34	
051485	8/20/2020		ACH CALPERS	4,827.93			4,827.93	
051486	8/21/2020		ACH CALPERS	2,138.69			2,138.69	
051487	8/21/2020		VOYA INSTITUTIONAL TRUST CO	275.00			275.00	
051488	8/21/2020		PREMIER ACCESS INSURANCE CO	1,002.34			1,002.34	
051489	8/21/2020		BSN SPORTS LLC		488.95		488.95	
051490	8/21/2020		INDUSTRIAL POWERR PRODUCTS		751.92		751.92	
051491	8/21/2020		OFFICE DEPOT		249.49		249.49	
051492	8/21/2020		JAMES PICKETT		39.10		39.10	D
051493	8/21/2020		LUIS GARCIA		62.32		62.32	Refund
051494	8/21/2020		COMPUTERS PLUS		1,940.69		1,940.69	
051495	8/21/2020		CATER LAW OFFICE		1,730.30		1,730.30	
051496	8/21/2020		NORMAC		201.10		201.10	
051497	8/21/2020		ALHAMBRA		93.69		93.69	
051498	8/21/2020		SOPHIA MUNOZ-OLVEREZ		14.35		14.35	D
051499	8/21/2020		THRIFTY ROOTER		399.00		399.00	
051500	8/21/2020		CARDMEMBER SERVICE		546.99		546.99	
051501	8/21/2020		VERIZON WIRELESS		418.94		418.94	
051502	8/21/2020		KELLER SUPPLY COMPANY		3,517.35		3,517.35	
051503	8/21/2020		UMPQUA BANK		4,656.31		4,656.31	
051504	8/21/2020		TIAA COMMERCIAL FINANCE		204.29		204.29	
051505	8/21/2020		CROSSFIRE TREE & VEGETATION		1,200.00		1,200.00	
051506	8/21/2020		BUTTE COUNTY PUBLIC HEALTH		1,040.00		1,040.00	
051507	8/21/2020		CALIFORNIA SPECIAL DISTRICT ASSOC		1,797.40		1,797.40	E
051508	8/21/2020		CAPRCBM		250.00		250.00	
051509	8/21/2020		O'REILLY AUTO PARTS		456.32		456.32	
051510	8/21/2020		STEAMLINE		200.00		200.00	
051511	8/21/2020		NORTHERN RECYCLING & WASTE		880.85		880.85	
051512	8/21/2020		FOOTHILL MILL & LUMBER CO		86.52		86.52	
051513	8/21/2020		LINCOLN EQUIPMENT INC		450.32		450.32	
051538	8/28/2020		ACH STATE PR TAX	702.96			702.96	

051539	8/28/2020		ACH FED PR TAX	6,215.04			6,215.04
051540	8/28/2020		VOYA INSTITUTIONAL TRUST CO	275.00			275.00
051541	8/28/2020		PRINCIPAL LIFE INSURANCE COMPANY	133.12			133.12
051542	8/28/2020		VISION SERVICE PLAN	156.19			156.19
051543	8/28/2020		TYLER WOODCOX		13.06		13.06
051544	8/28/2020		PARADISE RECREATION & PARKS		11,000.00		11,000.00
051545	8/28/2020		PARADISE RECREATION & PARKS		10,564.41		10,564.41
051546	8/28/2020		AT&T		35.89		35.89
051547	8/28/2020		ACME TOILET RENTALS LLC		540.66		540.66
051548	8/28/2020		COMCAST		95.83		95.83
051549	8/28/2020		CHICO RENT A FENCE		216.00		216.00
051550	8/28/2020		JC NELSON SUPPLY CO		1,603.36		1,603.36
051551	8/28/2020		MEEKS LUMBER & HARDWARE		220.68		220.68
051552	8/28/2020		AT&T		45.71		45.71
051553	8/28/2020		PG&E		3,336.26		3,336.26
051554	8/28/2020		SUNBELT RENTALS		464.13		464.13
*****							
<b>TOTALS</b>				<b>38,700.24</b>	<b>70,195.59</b>	<b>0.00</b>	<b>108,895.83</b>
<b>GRAND TOTALS</b>				<b>78,413.46</b>	<b>70,195.59</b>	<b>0.00</b>	<b>148,609.05</b>

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**Refunds total 1,115.56**

Notes:

- A) Quarterly contribution payment
- B) Unemployment payment
- C) Please see the Finance section of the District Report under Direct Deposit.
- D) Reimbursement
- E) Payment for CSDA Rick Wood's services



1075 Creekside Ridge Drive  
Suite 240  
Roseville, CA 95678

Phone: (916) 722-5550  
Fax: (916) 722-5715  
Website: capri-jpa.org

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August 7, 2020

Mr. Dan Efseaff  
Paradise Recreation and Park District  
6626 Skyway  
Paradise, CA 95969

Dear Mr. Efseaff:

Thank you for the time your staff devoted to the Cycle XVII district visit that occurred on July 29, 2020.

As you know, CAPRI is a risk-sharing pool, which means that the effective risk management and loss prevention efforts of every member district have a direct impact on the results of the entire pool. The district visitation process is one of the many resources that CAPRI provides its members to enhance those efforts.

The enclosed evaluation and recommendations are a result of the survey of facilities and our review of administration and operations generated. In accordance with CAPRI guidelines, we ask that the district respond in writing to any recommendations within 45 days of this letter.

If you have any questions about the enclosed visitation report, please call our office.

Sincerely,

**Kirk Andre**

*Safety Analyst*



# CAPRI

# DISTRICT VISIT

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# REPORT

Cycle XVII



Visit Conducted On:  
**July 29, 2020**

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## EXECUTIVE SUMMARY

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This report is merely a summary of CAPRI's survey and cannot and does not address every potential unsafe practice or condition of the District. Due in part to the limited nature of the visit and the narrow scope of CAPRI's review, this report should not be relied upon as a thorough audit of District facilities or confirmation that all necessary and appropriate risk management practices of the district are in place. Furthermore, CAPRI, its staff and Board of Directors, neither assume responsibility nor warrant nor represent that the facilities, work sites, operations, and/or equipment surveyed are safe or healthful or in compliance with any with state, federal, and local law, regulations, and/or ordinances including, but not limited to, compliance with the American Disabilities Act.

Starting in Cycle XVII, CAPRI will have a new percentage-based grading scale. If the District scores 90-100%, they will receive an "Excellent" score and receive the CAPRI Ted Winslow Safety Award. Districts that score an 80-89% will receive a "Very Good." Districts that score 70-79% will receive a "Good." Districts that score 69% or lower will receive a "Needs Improvement."

The criteria below reflect the points under each category. If a certain category does not apply to the District, such as a pool, volunteers, etc., then that category will not be assessed and will not impact the District's final percentage score.

### PREPARED FOR:

Mr. Dan Efseaff  
Paradise Recreation and Park District  
6626 Skyway  
Paradise, CA 95969

### STAFF INTERVIEWED:

Dan Efseaff, District Manager  
Kristi Sweeney, Assistant District Manager  
Colleen Campbell, Administrative Assistant II & Management  
Mark Cobb, Park Supervisor

### SITES VISITED:

District Office/Terry Ashe Recreation Center  
Bille Park  
Aquatic Park/Swimming Pool  
Moore Road Park/Lezlie Morrow Memorial Dog Park  
Paradise Lake

### SURVEYED BY:

Kirk Andre, Safety Analyst



## VISIT OVERVIEW

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The District Visitation Program emphasizes risk management, loss prevention, and employment practices and is a unique opportunity for the members to share and learn from the success of other recreation and park districts around the State. CAPRI does not perform “surprise” visits. An appointment is made at least three weeks before a visit takes place unless agreed upon by the District.

The visit to your District was part of an ongoing effort by CAPRI to assist members in running a safe and healthy operation. We want to acknowledge successes and progress, as well as identify areas for improvement. We strive to be a resource, sharing information from your peers around the State about how they reduce losses and manage risk.

The District visit consisted of reviewing documentation pertaining to the categories in this report and conducting a walk-through survey of your sites. The Safety Analyst has a list of all the parks and facilities for each District and chose the sites to walk-through. The report reflects the sites visited in this report.

## OBSERVATIONS, RECOMMENDATIONS, & SCORING

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### A. FOLLOW-UP ITEMS

From the previous visit, if CAPRI had any recommendations that they have been addressed by the District. If there were no recommendations, it will be noted.

*Observation: N/A*

*Recommendations: There were no recommendations from the last visit.*

#### *Follow-Up Items Scoring:*

1.   1   Complied with recommendations from prior visitations.  
If no recommendations than fulfilled requirements. 1 pt.

## B. SAFETY COMMITTEE

District Safety Committees are required to meet no less than quarterly, with minutes of the meetings sent to CAPRI within 30 days of the date of the meeting. The composition of the Committee should reflect the operations of the District. Strong committees do not stop with recognizing hazards or needed corrections. They follow through on those corrections and document their results. They inspect District sites and review site inspection reports. When necessary, they investigate employee and patron accidents, including near misses. Committee minutes accurately reflect discussions of the agenda items.

**Observation:** *The District Safety Committee meets at least quarterly with minutes of the meetings being sent to CAPRI within 30 days from the date of the meeting. Membership within the Committee is representative of the District's operations. The Committee does a very good job in discussing a wide range of topics, including safety and training issues. Facility inspection reports are reviewed by the Committee on a regular basis. The Committee conducts a post-loss analysis of patron and employee accidents. The minutes reflect, in detail, discussions of the agenda items.*

**Recommendations:** *There are no recommendations.*

### **District Safety Committee Scoring:**

1.     3     Meetings are held at no less than on a quarterly basis and minutes are timely sent to CAPRI within 30 days of the meeting date. 3 pts.
2.     1     Membership representative of operations. 1 pt.
3.     1     Discussions involve a wide range of training and safety topics. 1 pt.
4.     1     Facilities inspections reviewed by the committee on a regular basis. 1 pt.
5.     2     Post-loss analysis of patron and employee accidents/near misses if applicable. 2 pts.
6.     1     Evidence of follow-through on suggested action items. 1 pt.
7.     1     District actively addressing issues resulting in claims occurring. 1 pt.
8.     1     Minutes accurately reflect discussions of agenda items. 1 pt.
9.     3     District is currently using the provided safety training. (IE Target Solutions, Webinars, and Workshops) 3 pts.



## C. AMERICANS WITH DISABILITIES ACT (“ADA”)

The District should be making demonstrable progress toward making its sites and programs accessible to people with disabilities. The District should perform a comprehensive self-assessment and needs-analysis of its sites at least every five years. The District should prioritize those needs and commit itself to an implementation plan over a reasonable period of time. The District should have established procedures for entering into a good faith interactive discussion when the need for reasonable accommodations is indicated.

**Observation:** *The District has been working with Disability Access Consultants (DAC) and completing a detailed self-assessment of their sites and facilities. The District is working with DAC pertaining to their self-evaluation and transition. They are continuing to improve accessibility as they renovate and upgrade their parks and facilities. New parks and facilities are being designed to meet current ADA requirements. The District has a detailed written prioritization plan for ADA compliance and is actively taking steps to improve ADA accessibility. The District has established procedures for entering into a good faith, interactive discussion as soon as the need for reasonable accommodations are indicated. One specific park the District has consulted DAC on is Moore Road Park.*

**Recommendations:** *There are no recommendations.*

### **ADA Implementation Scoring:**

1.     1     District has a Coordinator for ADA and Section 504. 1 pt.
2.     1     Coordinator verifies District’s website is ADA accessible. 1pt.
3.     3     Self-Assessment and Transition Plan in place. 3 pts.
4.     1     Establish procedures for good-faith interactive discussion if reasonable accommodation is indicated. 1 pt.
5.     1     Grievance Policy and Procedures in place. 1pt.
6.     1     District has evidence of completion of an ADA upgrade completed within the last 24 months based on Self-Assessment list and as indicated on their Transition Plan. 1 pt.

## D. SCREENING AND REVIEW

Public Resources Code Section 5164 prohibits special districts from hiring an employee or volunteer for a position having supervisory or disciplinary authority over any minor if they have been convicted of certain crimes. CAPRI requires the use of a preemployment, criminal background-screening questionnaire. Moreover, all employees and volunteers who work with minors shall first be fingerprinted and pass a background check through the State Department of Justice.

CAPRI further requires that members verify the driving record of anyone who operates a District vehicle or their personal vehicle on District business at least annually. Motor vehicle reports (MVR's) must be current for all such employees. Vehicle proof of insurance must also be current for all those who operate their own vehicles for District business. The District should have the means to deal with a driver who loses their license or whose driving record becomes unacceptable.

California's SB 1343 requires an employer who employs 5 or more employees, including temporary or seasonal employees, to provide at least two (2) hours of sexual harassment training to all supervisory employees and at least (1) one hour of sexual harassment training to all nonsupervisory employees by January 1, 2020, and once every 2 years thereafter, as specified. Training applies to all supervisory employees who are employed and to all new supervisory employees within six (6) months of their assumption of a supervisory position. Districts should have documentation of their supervisors' and employees' training.

**Observation:** *The District complies with PRC 5164 in that they require all employees and volunteers with direct control or supervision of children to undergo a fingerprint background check. The District maintains a record of the employees who have been fingerprinted and has a system in place to verify that a background check was completed. Their MVRs are current, as is their file documenting employee proof of insurance. The District has established written policies for dealing with employees whose driving records become unacceptable. The District complies with SB1343 and has documentation evidencing their supervisors' and employees' completion of sexual harassment prevention training.*

**Recommendations:** *There are no recommendations.*

### Screening and Review Scoring:

1. 1 Maintains employee's current personal auto insurance who drive their personal vehicle for District business. 1 pt.
2. 1 MVRs complete and current and reviewed by District management. 1 pt.
3. 1 District has written procedures for unacceptable MVRs or loss of license. Policy is communicated. 1 pt.
4. 1 Maintains valid copy of California Driver's License on file if employee drives on District Business. 1 pt.
5. 3 Districts complies with SB 1343. 3 pts.
6. 3 PRC 5164 documentation. Fingerprints & screening questionnaires. 3 pts.



## E. EMPLOYEE ENTRANCE MEDICAL EXAMINATION

All new, full-time hires are required to be given a post-offer, pre-placement medical exam. Medical exams are not conducted until all other background checks have been completed. Results of those exams need to be kept in a separate, confidential file, other than the employees' personnel files.

**Observation:** *The District requires post-offer, preemployment medical examinations for full-time employees. Candidates for a position are informed that the offer of employment is conditional upon completion of a satisfactory medical exam. The District does not send a candidate for the medical exam until all other background checks have been completed. The District maintains the medical records in a secure location separate from the employees' personnel files.*

**Recommendations:** *There are no recommendations.*

### **Employee Entrance Medical Examination Scoring:**

1.     1     Post-offer Preemployment Medical Examinations are required for all full-time employees. 1 pt.
2.     1     Candidates are informed that offer is conditional, based upon satisfactory exam. 1 pt.
3.     1     Medical exam is not initiated until all background checks have been completed. 1 pt.
4.     1     Results of exam are maintained in a manner that protects the employee's privacy. 1 pt.



## F. JOB DESCRIPTIONS

Clear, current job descriptions are required for all full-time and regular part-time positions. Job descriptions clearly identify the essential functions of the position.

**Observation:** *The District has a current list of job descriptions for all full-time and regular part-time positions. The job descriptions clearly identify the essential functions of each position, including the physical requirements of the job.*

**Recommendations:** *There are no recommendations.*

### **Job Descriptions Scoring:**

1.     3     Clear, current job descriptions exist for all full-time and regular part-time positions. 3 pts.
2.     3     Job descriptions clearly identify the essential functions necessary to perform for the job. 3 pts.



## G. VOLUNTEERS

Management maintains a log identifying all volunteers. When volunteers are used, they are supervised by District personnel. Volunteers receive appropriate health and safety training for the jobs they are performing. A volunteer log is maintained, using applicable job classifications for all volunteers. Volunteers complete an application prior to being accepted to volunteer. The District requires CAPRI-approved Waiver and Release forms for each volunteer.

**Observation:** *The District has a current log of all volunteers by job classification. When volunteers are used, they are supervised by District personnel. Volunteers receive appropriate training for the type of service they are performing. The District has volunteers complete an application prior to being accepted and require CAPRI-approved Waiver and Release forms for each volunteer.*

**Recommendations:** *There are no recommendations.*

### **Volunteers Scoring:**

1.     3     Management maintains a log of all volunteers. 3 pts.
2.     1     District Personnel supervise how, when, and where volunteer services are performed. 1 pt.
3.     1     Volunteers receive appropriate health and safety training. 1 pt.
4.     3     Volunteers complete an application prior to being accepted. 3 pts.
5.     1     District requires CAPRI-approved Waiver and Release forms for each volunteer. 1pt.





## H. PARTICIPANT AGREEMENT, WAIVER, & RELEASE FORMS

Waiver and release forms need to have CAPRI-approved language and printed in correct type-face. They need to be used for all District programs and activities where registration is required. The waiver form should include a description of the activity and the time frame in which the activity will take place. Forms need to be signed by the participant, or in the case of a minor, the minor's parent or guardian. Team rosters should be signed by all team members.

***Observation:** Participant waiver and release forms use CAPRI-approved language and accurately describe the name of the activity, along with the time frame of the activity. These forms are being utilized for all activities where registration is required.*

***Recommendations:** There are no recommendations.*

### ***Participant Agreement, Waiver, and Release Form Scoring:***

1.     3     CAPRI-approved language on all forms for all activities where registration is required. 3 pts.
2.     3     Form accurately describes name and timeframe of activity. 3 pts.



# I. FACILITY USE AGREEMENTS

Facility Use Agreements are contracts between the District and the facility user. The Facility Use Agreement should contain a section with CAPRI-approved indemnification, also known as “hold-harmless” language. The District should establish standards as to when they require facility users to provide liability insurance. When liability insurance is required, the District should obtain a certificate of insurance with the District named as the additional insured and be on the endorsement naming the District as an additional insured on the facility users’ liability insurance policy. When obtained, these documents should be kept on file at the District.

*Observation: The Facility Use Agreements contain CAPRI-approved indemnification language. The District has standards for when renters are required to provide a certificate of liability insurance. When required, these certificates of liability insurance are kept on file.*

*Recommendations: There are no recommendations.*

**Facility Use Agreement Scoring:**

- 1.   3   District’s Facility Use Agreement contains CAPRI-approved indemnification language. 3 pts.
- 2.   1   District has standards when to require agreement and when to require liability insurance. 1 pt.
- 3.   1   When insurance required, user provides a certificate. 1 pt.



**J. PARKS & FACILITIES**

The District’s parks and facilities evidence good care and maintenance. Parks and sport fields are inspected on a regular basis and are free and clear of hazards. Park picnic tables, benches, and shade structures do not have broken pieces that could cause injury.

***Observation:** The District’s parks and facilities evidence good care and maintenance. The parks and recreation facilities are in good working order. Sidewalks, parking areas, and tire stops are in good condition. Play areas are in good condition and have sufficient surface material.*

***Recommendations:** There are no recommendations.*

***Parks and Facilities Scoring:***

- 1.     3     Facilities evidence good care and maintained. 3 pt.
- 2.     1     Parks are well maintained and free of trip and fall hazards. 1 pt.
- 3.     1     Park structures are in good condition. 1 pt.
- 4.     1     Playground equipment is in good working and functioning condition. 1 pt.
- 5.     1     Fill material in playground area has been recycled, refilled or turned over in the past 30 days and appear to meet the standard depth. 1 pt.



**K. INSPECTION & MAINTENANCE**

The District should have a regularly scheduled inspection system. Inspection forms should be specific to the needs of the site being reviewed. There should be documentation of repairs made by the inspector during the inspection process. The District should have a documented plan for corrections that cannot be completed during the inspection process. Forms need to be initialed or signed and dated.

***Observation:** A review of the District’s inspection reports shows that District inspections take place on a regular basis and are well documented. The inspection forms are site-specific and are signed and dated by the inspector. When larger repairs are needed, the inspector calls in the need for the repair, and steps are immediately taken to initiate repairs.*

***Recommendations:** There are no recommendations.*

**Inspection and Maintenance Program Scoring:**

- 1.     3     Regularly scheduled inspection system. 3 pts.
- 2.     1     Inspection forms are site and use specific. 1 pt.
- 3.     1     All repairs are documented. 1 pt.
- 4.     1     Form signed and dated. 1 pt.
- 5.     1     All forms reviewed by a supervisor and signed off. 1 pt.



**L. DISTRICT POOLS**

The District’s pools are adequately staffed for the number of pool users. District Lifeguards have received appropriate training and are properly certified. Pool facilities are well maintained and in good condition. Pool pump rooms are clean, neat, and well maintained. Water clarity is maintained at appropriate levels.

***Observation:** The District’s pool is adequately staffed during normal operations. All lifeguards have received appropriate training and have been properly certified with ongoing training. The pool facilities are well maintained and in good condition. Water clarity and PH balance are at appropriate levels. Upon my visit there were two lifeguards on duty.*

***Recommendations:** There are no recommendations.*

**District Pools Scoring:**

- 1.     3     Pool(s) are adequately staffed for the number of pool users. 3 pt.
- 2.     1     Lifeguards have received appropriate training and are properly certified. 1 pt.
- 3.     1     Pool facility is well-maintained and in good condition. 1 pt.
- 4.     1     Daily log of water condition which includes temperature, PH balance, movement and amount of chemicals added for that day. 1 pt.
- 5.     1     Pool has appropriate and fully stocked First Aid Kit and AED. 1 pt.
- 6.     1     Pool has operational ADA lift on deck or near. 1 pt.



**M. INJURY & ILLNESS PREVENTION PROGRAM**

The District should have an established Injury and Illness Prevention Program (IIPP) that is reviewed at least on an annual basis. The individual responsible for implementing the program should be clearly identified. A system should be in place for evaluating workplace hazards as well as methods and procedures for correcting unsafe or unhealthy conditions. The District should be actively involved with safety training and have a policy for reporting hazards without fear of reprisal. There should also be a system in place to ensure employee compliance with safe and healthy work practices. The District conducts a review of their IIPP at least annually.

***Observation:** The District’s IIPP identifies the person responsible for implementing the program. It contains a system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. The District has an active training program and a system in place to ensure employee compliance with safe and healthy work practices. The District has a policy in place for reporting hazards without fear of reprisal. The District is going to review their IIPP for any updates including the infectious disease language and will review on an annual basis.*

***Recommendations:** Update the IIPP and review on an annual basis.*

**IIPP Implementation Scoring:**

- 1.     1     The District has an IIPP and a person responsible for implementing program is identified. 1 pt.
- 2.     1     Established system for identifying, evaluating, and correcting workplace hazards and unsafe conditions. 1 pt.
- 3.     1     The District has an active safety and training program. 1 pt.
- 4.     1     The District has a policy for reporting worksite hazards without fear of reprisal. 1 pt.
- 5.     1     System in place to ensure employee compliance with safe and healthy work practices. 1 pt.
- 6.     0     Evidence of annual review. 1 pt.

## N. LIFE SAFETY

Safety Data Sheets (SDS) should be current and available at all appropriate job sites. Fire extinguishers should be currently tagged, and first aid kits properly stocked. Emergency exit lights should be in good working order and fire exits clearly identified and free of obstacles. The District should complete a PPE assessment conducted through a written certification process under CCR 3380. Emergency evacuation plans should be developed along with annual drills to evaluate the effectiveness of the plans.

**Observation:** *The District's SDS are current and are readily available at the appropriate job sites. The District's fire extinguishers are charged and properly tagged. The building "EXIT" lights are fully functioning and do not contain any burned-out bulbs. Fire exits are clearly identified and free of obstacles. The District completed a PPE assessment through a written certification process under CCR 3380. The District will start to conduct emergency drills at least annually.*

**Recommendations:** *Conduct emergency drills at least annually.*

### **Life Safety Scoring:**

1.     1     District has an Emergency Action Plan (EAP) California Code of Regulations, Title 8, Section 3220 and 3221. 1 pt.
2.     1     SDS are current and readily available at the appropriate job sites. 1 pt.
3.     1     Fire extinguishers currently tagged/certified. 1 pt.
4.     1     First Aid kits stocked and readily available under California Regulation Title 8, Section 3400. 1 pt.
5.     1     Emergency exit lights are in working order and fire exits are clearly identified. 1 pt.
6.     1     District completed a PPE assessment through a written certification process under CCR 3380. 1pt.
7.     1     Emergency evacuation plans developed and are properly displayed. 1 pt.
8.     0     Safety drills are conducted at least annually. 1 pt.

## **O. LEGAL & EMPLOYMENT**

District has Employment Counsel or uses CAPRI's Labor Law/Employment Services.

*Observation: The District explained they use local counsel as well as Patty Eyres.*

*Recommendations: There are no recommendations.*

### **Legal/Employment Scoring:**

1.     1     District has Employment Counsel or uses CAPRI's Labor Law/  
Employment Services. 1pt.



## SITES VISITED

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### District Office/Terry Ashe Recreation Center

The park is located adjacent to the recreation center and includes a lighted basketball court, playground, and an ADA compliant restroom. In the winter, the basketball court is turned into an ice rink. The gazebo area was affected by the Camp Fire of 2018 and now has been restored. This area is adjacent to the basketball courts and has an attached stage that is used for presentations and performances of all types.

Site Photo:



### Bille Park

This is a large park that is a great place with plenty of walking paths. There are designated trails in the park to walk your dog. This park has plenty of green grass areas as well as playground areas for children to enjoy. The District has new waste and recycle receptacles throughout the park.

### Site Photos:







### Aquatic Park and Swimming Pool

The Aquatic Park features a pond for children to fish, a swimming pool, and group and family picnic sites with barbeques. Fishing is allowed to children 15 years old or younger. There are multiple picnic benches throughout the park with two benches specifically that are ADA accessible. The playground equipment had sufficient surface material and appeared in good working order. At the time of my visit, I saw families having picnics and kids fishing.

The pool has a section for general swimming, lap swimming, and a section with a climbing wall and a water slide. The District also has a handicap lift to assist individuals in and out of the pool. The pump room was clean, neat, and well maintained. The District takes chemical readings of the pool three times a day. At the time of the visit there were two lifeguards on duty and children were getting swimming lessons.

Site Photos:











Moore Road Park/Lezlie Morrow Memorial Dog Park

The park has a small and large dog park along with baseball fields. Moore Road Park sustained damage from the Camp Fire to its playground and areas around the park including the baseball fields. The District has done an excellent job getting the 300-foot baseball field back to playing conditions. The 200-foot baseball field is being evaluated for the lights to be replaced due to the damages from the fire and the District is also working with DAC to revamp Moore Road Park.

Site Photos:





### Paradise Lake

The District took over recreation amenities and operations at Paradise Lake from the Paradise Irrigation District as of June 1<sup>st</sup>, 2020. This is a place people can relax and enjoy a walk on the trails, fish, kayak, canoe, or take a small boat with a trolling motor out on the water. Paradise Recreation and Park District had their inaugural Photo Fishing Derby from June 1<sup>st</sup> through July 31<sup>st</sup>, 2020. Patrons can purchase annual passes to the Paradise Lake or pay for day-use. There are also picnic areas which can be reserved for a fee. Paradise Lake is so serene and people who visit will be taken back by its beauty.

Site Photo:



## CONCLUSION & SCORING

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<i>Follow-Up Items Scoring:</i>	<i>1 of 1</i>
<i>District Safety Committee Scoring:</i>	<i>14 of 14</i>
<i>ADA Implementation Scoring:</i>	<i>8 of 8</i>
<i>Screening and Review Scoring:</i>	<i>10 of 10</i>
<i>Employee Entrance Medical Examination Scoring:</i>	<i>4 of 4</i>
<i>Job Descriptions Scoring:</i>	<i>6 of 6</i>
<i>Volunteers Scoring:</i>	<i>9 of 9</i>
<i>Participant Agreement, Waiver, and Release Form Scoring:</i>	<i>6 of 6</i>
<i>Facility Use Agreement Scoring:</i>	<i>5 of 5</i>
<i>Parks and Facilities Scoring:</i>	<i>7 of 7</i>
<i>Inspection and Maintenance Program Scoring:</i>	<i>7 of 7</i>
<i>District Pools Scoring:</i>	<i>8 of 8</i>
<i>IIPP Implementation Scoring:</i>	<i>5 of 6</i>
<i>Life Safety Scoring:</i>	<i>7 of 8</i>
<i>Legal/Employment Scoring:</i>	<i>1 of 1</i>
<hr/>	
<b>Total Score:</b>	<b><i>98 of 100</i></b>

**Congratulations! Your District scored 98% and earned a rating of Excellent. There are two recommendations made during this visit.**

- 1. Update and Review the IIPP annually.***
- 2. Conduct emergency drills at least annually.***

Sincerely,  
**Kirk Andre, Safety Analyst**





# Paradise Recreation & Park District

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Paradise, CA 95969  
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## SAFETY COMMITTEE MEETING Report/Minutes

DRAFT

**DATE:** August 27, 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, Administrative Assistant II/Management

**ABSENT:** None

**FACILITATOR:** Jeff Dailey, Recreation Supervisor

#####

1. **MINUTES:**

- By unanimous vote of the members present, the July 9, 2020 Safety Committee Minutes were approved.

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

THE FOLLOWING SAFETY MEETINGS WERE HELD:

- July 9, 2020 COVID-19, Quarantine Training (Paradise Pool Staff)  
by Trish Colwell, Paradise Pool Manager
- July 29, 2020 Daily Playground Inspection Reporting (Maintenance Staff)  
by Mark Cobb, Park Supervisor
- Aug. 12, 2020 Being Aware of Your Surroundings (Maintenance Staff)  
by Mark Cobb, Park Supervisor
- Aug. 17, 2020 Review Emergency Action Plan (Office Staff)  
by Dan Efseaff, District Manager

**b. DOCUMENTED SITE INSPECTIONS, REPAIRS, AND OTHER ACCOMPLISHMENTS RELATED TO SAFETY:**

- **Site Inspections completed since last meeting:**
  - Moore Road Ballparks August 25, 2020
  - Moore Road Horse Arena August 25, 2020
- **Next inspection(s) due:**
  - Coutolenc Park (Dan/Mark)
  - Archery Range (Dan/Mark)
  - Crain Park (Dan/Mark)
  - Bille Maintenance Shop (Mark)
  - Oak Creek Park (Dan/Mark)
  - TARC (Jeff/Lori)
  - Maintenance PPE Kits (Mark)
  - First Aid Kits (Jeff)
  - Paradise Lake (Dan/Kristi/Mark/Jeff/Sophia)
- **Maintenance Requests:**
  - Paradise Pool Repair broken area of pool deck Completed 07/06/20
  - Paradise Pool Install bee and fly traps Completed 07/06/20

**c. ACCIDENT/INCIDENT REPORTS:**

- Four minor accident reported since last meeting (Paradise Pool bee stings)
- Five incidents reported since last meeting:
  - July 5, 2020 – Paradise Lake
    - Broken office door and theft of approximately \$300.00 in parking fees. Butte County Sheriff Case #2004127
  - July 9, 2020 – Paradise/Concow Pool
    - Potential COVID-19 exposure of pool staff member at Chico business. Employee quarantined 14 days. Tested negative.
  - July 12, 2020 – Paradise Lake
    - Shots heard. Boater reported they heard shots fired. Butte County Sheriff Office unable to locate. Butte County Sheriff Case #2007120136
  - July 28, 2020 – Paradise Pool
    - Vandalism. Pushed over Porta Potty. Paradise Police Case #2007280002
  - July 29, 2020 – Paradise Pool
    - Vandalism. Pushed over Porta Potty. Paradise Police Case #2007290006
  - August 25, 2020 – Terry Ashe Recreation Center
    - Drug Paraphernalia. Meth pipe in bushes by playground Paradise Police Case #20-0820006

***d. WORKERS' COMPENSATION CLAIMS:***

- July 2020. It was noted that one claim is open from 2011 and no new claims were reported since last meeting.
- The Committee reviewed correspondence from Sally Town of Sedgwick regarding the open case from 2011 regarding the reporting duties of tending physicians.

**3. MISCELLANEOUS:**

- a. The Committee reviewed the District Visitation Cycle XVII report from CAPRI regarding the July 29, 2020 site inspections and reported the District received 98% of 100%, a rating of Excellent. Committee members are actively working on updating the District's Injury and Illness Prevention Program manual and the District's Emergency Action Plan.
- b. The Committee began its review of the District's Injury and Illness Prevention Program revision – Section A. Revision comments on this section are due September 16, 2020.
- c. The Committee began its review of the District's Emergency Action Plan. Revision comments are due September 16, 2020.
- d. The Committee acknowledged receipt of restored drinking water status from Paradise Irrigation District for the following facilities:
  - Terry Ashe Recreation Center
  - Bille Park
  - Moore Road Park

Next Safety Meeting Date: August 27, 2020

Facilitator: Mark Cobb

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Colleen Campbell, Safety Committee Secretary

---

Date:

cc: CAPRI  
PRPD Board 09/09/20 – Draft Copy

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/SC\\_20\\_0827/Safety.Minutes.DRAFT\\_2020\\_0827.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/SC_20_0827/Safety.Minutes.DRAFT_2020_0827.docx)





## Staff Report

## August 6, 2019



DATE: 8/6/2020  
 TO: PRPD Board of Directors  
 FROM: Catherine Merrifield, District Accountant  
 SUBJECT: Finance Committee (Rodowick / McGreehan)  
 August 6, 2020 at 2:00 p.m.

**Attendance:** Committee Members: Al McGreehan, Chairperson; and Steve Rodowick, Member  
 Staff Members: Dan Efseaff, District Manager and Catherine Merrifield, District Accountant  
 Guest: Holly Pladson, District Auditor

The Committee was called to order 2:14 p.m.

### The Committee will meet to review and discuss the 2018-2019 draft audit prepared by Holly Pladson, CPA.

- Committee members asked several questions and reviewed details of the audit. Committee members concurred that the audit should be a part of the September 9<sup>th</sup> agenda and invited Ms. Pladson to attend. Auditor Pladson noted the district provided a Management's Discussion and Analysis report (MD&A) for the first time. This report is required, however the district, in the past, opted not to submit one. A request for change was made for the description of *Reporting Entity* on page 17 to reflect all of the district not just the Paradise area. Also, on page 30, change the title *Net OPEB Liability* to Net Other Post Employment Benefits Liability. The schedule of findings and response were discussed. There were 5 findings, this total is down from the 11 from the previous fiscal years audit.
- The Committee recommends the 2018-2019 audit be presented to the full BOD at the September 9<sup>th</sup>, 2020 regularly scheduled Board meeting for possible acceptance.

The meeting was adjourned at 3:18 p.m.

O:\BOD\BOD\_Committees\Finance\2019\2019\_0801\Finance.Committee.Report.19.0801.docx  
 8/6/2020



## Staff Committee Report

September 9, 2020



DATE: 9/3/2020  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: Park and Recreation Committee Report

### Attendance:

Committee Members: Steve Rodowick, Chair; and Robert Anderson, Member  
 PRPD Staff: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager;  
 Citizens: Ellen Michels, Gina Scheafer

The meeting convened at 2:30 pm.

### The Park and Recreation Committee will depart the Terry Ashe Recreation Center at 2:40 p.m. to:

1. Tour selected District facilities for consideration of the possible installation of a pet memorial honoring animals lost in the 2018 Camp Fire; and
2. Inspect completed and proposed improvements at these sites.

Staff met with committee members and citizen participants at TARC, then traveled to Moore Rd Park and toured potential sites for a pet memorial and reviewed project work completed, in-progress, and pending at the park.

After the Moore Rd Park tour the group met at Bille Park and walked the site. Several potential sites were identified as favored for the pet memorial. Staff and committee members provided guidance to Gina Scheafer and Ellen Michels on process for approaching the full Board for consideration of the installation of a pet memorial at Bille Park.

The meeting adjourned at 4:35 pm.

[https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Park.Rec/RPC\\_2020\\_0901/PR.Staff.Report\\_20.0901.docx](https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Park.Rec/RPC_2020_0901/PR.Staff.Report_20.0901.docx)  
 9/3/2020



## District Manager's Report

Meeting Date: September 9, 2020



DATE: 8/28/2020  
 TO: PRPD Board of Directors (BOD)  
 FROM: Dan Efseaff, District Manager  
 SUBJECT: Monthly District Report

## Monthly Report

### 1. Updates

- a. Northern California District Resources Advisory Council – Secretary of the Interior, David Bernhardt, recently appointed District Manager Efseaff to a 3-year term as the “State Agency” representative. The Advisory Council develops recommendations on policies related to fees, conservation, recreation, reducing regulations, and mineral, oil, and gas leases to this body that provides advice to the Bureau of Land Management (BLM). The Council provides advice to the Secretary of the Interior through the Northern California District Manager. The body typically meets 2-4 times a year.
- b. District Property Update – With the addition of Paradise Lake, and when the additional acquisitions at Noble and Oak Creek Park are finalized later this year, the District will own or manage approximately 793.78 acres.
  - Paradise Lake - 288.3 acres total (204.1 lake surface area and 82.3 land acres),
  - Noble (8.92 acres), and
  - Oak Creek Park (2.7 acres).

### 2. Administrative and Visitor Services

- a. Staff Evaluations - During the month of August three staff received performance evaluations. James Pickett, Park Maintenance II, Catherine Merrifield, District Accountant and Kristi Sweeney, Assistant District Manager (9-month evaluation).
- b. CAPRI's Response to Volunteer Workers and Insurance – CAPRI provided a response on our coverage. District coverage is not dependent upon who is riding in a District vehicle, rather, the threshold issue is whether the vehicle is being used in the course of conducting District business. Volunteers are a special case under California law; volunteers of public agencies can be considered unsalaried employees for purposes of workers' compensation provided the public agency has a resolution saying as much. (**Attachment A**) Also, the Memorandum of Coverage broadly defines “covered parties” under the policy to include past and present employees, volunteers, and board members that are acting on behalf of the District. The District requires a copy of all employees current insurance cards.

### 3. Finance

- a. Routine Reports – Balance Sheet (Attachment B), Profit & Loss Budget vs. Actual (Attachment C), July Profit & Loss (Attachment D), and Recovery Project (Attachment E).
- b. Impact Fees – For the month of August, the District received a total of \$24,039.17 in impact fees. Since 11/8/18, the District has received a total of \$310,655.16.
- c. 5-Star Bank – The Aug. interests for both the Money Market accounts were not posted at the time this report was completed. The interest in July for the Investment Money Market was \$35,502.75 and the Grant Money Market was \$202.23.
- d. 2018-2019 Fiscal Year Audit – The finance committee met with the auditor on Aug. 6<sup>th</sup>. It was recommended that Holly Pladson present the audit to the full board at the Sept. 9<sup>th</sup> meeting.
- e. CIP Lakeridge - At the March 11, 2020 board meeting the board was informed that the lake ridge property was listed in the fixed assets as well as a CIP project on the balance sheet. This means the assets are being overstated. When a CIP project is completed it is taken off the balance sheet as a CIP and moved to the fixed assets part of the balance sheet. Only half that step was taken in the past. To correct it the District Accountant, removed the CIP account from the balance sheet and the assets were reduced by \$82,463.57.

- f. Income Adjustment -- PRPD received funds from two grants, one in Oct. 2019 for \$50,000.00 and the other in July 2020 for \$150,000.00. These funds were initially recorded as income, however, after speaking with Rick Wood from CSDA, those funds have been determined to be deferred revenue and have been moved from the grant income account to a liability account labeled Deferred Revenue. The reason for the change is, the funds were received before they were earned. These funds will be used for CIP projects. When the projects are completed the funds will be moved back into income revenue.
- g. Direct Deposit -- The District is now able to offer direct deposit to its employees instead of paper checks. These direct deposits will be coming from the Five Star checking account. This checking account will only be used for payroll purposes. This month was the first-time payroll included direct deposits for employees that elected direct deposit instead of paper check. Funds were transferred from the Five Star Grant Money Market account to the Fivestar checking account to cover payroll expenses. There were two checks written to PRPD in August from county funds to reimburse the Grant Money Market account (\$11,000) and the Five Star checking account (\$10,564.41) to maintain a balance of \$11,000 in the account to be used for direct deposit payroll expenses in the future.

#### 4. Parks (Maintenance and Operations)

- a. All FACILITIES - Other than daily routine maintenance most of our maintenance staff time has been working on defensible space, clearing of Broom, dry grass and limbing up trees to six feet off the ground. This in itself has been quite the undertaking when you take into consideration all of our facilities that require this work. But it's well worth the labor to make our District and community safer from fire.
- b. TARC - we have purchased five sanitation stations that are placed throughout the Terry Ash Recreation Center building to go along with the smaller personal dispensers. With the addition of this new equipment, TARC now has a total of ten hand sanitizing locations to help make it more convenient and easier for patrons and staff to keep hands sanitized.
- c. New Hire - We are happy to welcome our newest PRPD maintenance team member Theresa Casaulong. Ms. Casaulong will be joining our team as a Park Maintenance 1. Theresa has been working with us now for the past six months through the Alliance For Workforce Development (AWD) program. Theresa has displayed an outstanding work ethic and a passion for helping rebuild our parks. She has been certified on chainsaws, hazmat cleanup and ten hours of OSHA General Safety. With these state funded programs coming to an end soon, Theresa's help will be in great need. So, if you happen to see her please welcome her to our PRPD family.
- d. Aquatic Pond Maintenance – Staff sent a request to the Department of Fish and Wildlife about the need to remove debris and vegetation build up in one of our facilities (Aquatic Park). It has been over 15 years since it was last completed. We would like to let the pond dry down, pump out the remainder (discharge onto land), and then clear it out with a tractor, disposing of the sediment and debris appropriately. We are also looking into retaining the existing fish during the process. Staff have received some complaints about the algae in the pond, which has built up post-fire because Berry Creek is no longer flowing through the pond. We are planning for approval and remedies in fall 2021.
- e. Minimum Shop Requirements – Some time ago, BOD members requested the minimum requirements for a new or rebuilt shop facility. Staff developed the following criteria:
- Yard:
    - 1)  $\geq$  2 acres of level land,
    - 2) Fenced in with security cameras and alarmed building.
    - 3) Paved, all-weather surface with ample parking for district vehicles and staff.
    - 4) Equivalent storage (4) fire proof out buildings for District files, misc. gear and supplies, recreation supplies, appropriate chemical storage.
    - 5) Covered large dry storage area for equipment, lumber and other maintenance material.
    - 6) Equipment lift (outside with covered roof)
    - 7) Equipment Cleaning area: outside concrete slab with water spigot
  - Building:
    - 1) Size: > 1,500 sq. ft.
    - 2) Features:
      - a) Includes office, breakroom (fridge, microwave, etc.), laundry room (for washing towels & mop heads), shower for staff (decontamination if needed).
      - b) Stations for welding 220/50amp (with exhaust fans to outside), wood working, sign making and paint with exhaust fans.
      - c) Ample storage cabinets and shelves.

- d) Large-capacity air compressor with metal air hoses running throughout building (inside and outside of building) with quick connect couplers.
  - e) Adequate cooling and heating HVAC system.
  - f) Adequate electrical system that can handle multiple power tools.
- The District will be working with an engineering firm to develop insurance replacement costs. Given the above, the former facility was inadequate for current and future needs. In addition to space needs, the septic replacement may cause a reconsideration of sites. In case we may seek a new location or expansion of area, staff recommends consideration of multipurpose facility (i.e. attached breakroom that can serve as classroom or public meeting space, or a “Makers Space” concept folded into the building design, which may allow our staff access to additional tools and unique public use).

## 5. Programs

- a. Aquatics - The Paradise Swim Pool is currently being used for Aqua Aerobics on Mondays, Wednesdays, and Fridays, and for Functional Fitness on Saturdays. We hope to keep these programs up and running through the end of September. Staff will continue to monitor the air quality and cancel programming when needed. The Paradise Piranhas Swim Team completed their swim work outs on July 31. With the start of the school year, the Concow Pool was officially closed for the season on August 15.
- b. Tiny Tots - The Tiny Tots Preschool program will start back up at the Terry Ashe Recreation Center with classes beginning on September 14. The classes will run through the fall and winter.
- c. Dancing in the Park - PRPD will be offering this exercise class through a partnership with Paradise Stronger. The class takes place at Bille Park on Tuesdays and Thursdays from 9:00-10:00 am. The class features step, shuffle, bend, and snap moves to upbeat music for all fitness levels.
- d. Fall Sports Programs –
  - i. PRPD will be offering a Youth Track Conditioning class this fall to take place at the PHS track. This type of class is allowed under the current rules if certain guidelines are followed. We feel that we can offer this class safely for the participants involved.
  - ii. We are also planning a Soccer Skills class to be held at the Pine Ridge School Field in Magalia. This class will take place two days a week in the afternoon.
  - iii. Unfortunately, the adult softball league that we had planned will continue to be postponed. These type of competitive team events are still not permitted by the California Department of Public Health.

## 6. Outreach and Development

- a. Meeting with Paradise Lake Neighborhood Watch – On Tuesday August 18<sup>th</sup> staff met with 10 Paradise Lake residents and neighborhood watch group through Zoom. The call was a good introduction between residents and District staff to open lines of communication, provide insight on District plans for the lake, assuage concerns generated by incorrect rumors, share opportunities for volunteering, and gain insight on needs and preferences of residents.
- b. USDA Grant Awarded – Staff were notified in late August that a USDA Equipment Grant had been approved for the District. USDA is paying \$261,500 (60%) of the total grant value (\$435,835) to purchase transportation (10 person vans, trailers), machinery (tractors, bobcats, augers, chipper, man lift, etc.), tools (PPE, weed wrenches, rakes, shovels, Pulaski's, etc.), and audio/visual equipment (cordless microphones, portable speakers, etc.). Maintenance staff are particularly pleased with the grant award as it will enable the District to improve and expand efforts related to public safety, fuels reduction, vegetation management, and the volunteer program.

## 7. Projects

- a. Camp Fire Insurance Settlement - BOD members should recall that the District has only received an initial advance on insurance proceeds of \$1,148,000.00. Staff are working on securing estimates on the remaining items. We worked with NorthStar Engineering to review the initial insurance estimate and provided a critique. We have authorized them to develop a cost estimate for replacement.
- b. Community Input Gathering – Staff are developing materials to gather input from community residents regarding their preferences for parks, programs, events, and amenities. The District will be reaching far and wide to gather as much input from as many different voices as possible to properly assess community needs and preferences.
- c. Moore Rd. Ball Park Lighting RFP – At the June 10, 2020 Board meeting, District Manager Efseaff was authorized to initiate an RFP for the Moore Rd Ballpark Lighting project. Staff have prepared a rough draft of the RFP and will seek a review from an engineering firm to ensure the RFP will facilitate a turn-key project proposal from all

bidders. After staff have made necessary edits to the draft RFP, staff will present the RFP before the Board for authorization to put the RFP out to bid.

Paradise Pool Swim Blocks – The new swim blocks/anchors are scheduled to be delivered to the Paradise Pool on Thursday September 3<sup>rd</sup>. Construction to remove the old swim blocks/anchors and replace with the new sets will begin September 9.

## 8. Upcoming

- a. Astronomy on the Lake – September 18th at Paradise Lake. Kayakers will enjoy a sunset paddle on Paradise Lake followed by a star tour presented by Dr. William Koperwhats from the Chico Community Observatory.
- b. CSDA – Staff will review the contract with CSDA for Rick Wood's services to renew for another year.

## Dashboard

This month's dashboard shows a comparison with the National Recreation and Park Association Survey Data for 2019.

Category	2019 NRPA Agency Performance Review	2019 PRPD Estimates	PRPD Notes
Operating Expenditure per Capita (\$/year)	\$78.69	\$37.48	FY 2018-19 General Fund Actual, Used pre-Camp Fire population estimate.
Program Revenue to Operating Expenditure (%)	27.3%	9%	Use FY 2019-20 actual Charges for program income.
Acres of Park Land per 1,000 Residents	10.1	9.4	Just including developed parks drops this number to 1.6.
Full-Time Equivalent (FTE) Employees per 10,000 Residents	8.3	0.33	Based on FTE calculation of 34,525.56 hours put in by 93 employees on District payroll.
Residents per Park	2,181	7,143	FY 2018-19 General Fund Actual, Used pre-Camp Fire population estimate.
Offer Summer Camp	82.4%	yes	



## Photographs



Figure 1. Painted Rocks left by someone at Bille Park.



Figure 2. Logo for Astronomy on the Lake

### Attachments:

- A. Resolution #94-3-1 Workers' Compensation for Volunteers
- B. Balance Sheet
- C. Profit & Loss (Budget vs. Actual)
- D. Profit & Loss
- E. Recovery Project

[https://paradisepd-my.sharepoint.com/personal/defseaff\\_paradisepd\\_com/Documents/Dan\\_OneDrive/Templates/BOD\\_2017\\_District\\_Report\\_Template\\_17\\_0905.docx](https://paradisepd-my.sharepoint.com/personal/defseaff_paradisepd_com/Documents/Dan_OneDrive/Templates/BOD_2017_District_Report_Template_17_0905.docx)  
9/3/2020



PARADISE RECREATION AND PARK DISTRICT  
RESOLUTION #94-3-1

RESOLUTION RE VOLUNTEERS

WHEREAS various residents of this community perform volunteer services on behalf of this district without compensation; and

WHEREAS it is the desire of the Board of Directors of this district to provide workers' compensation benefits to these volunteers; and

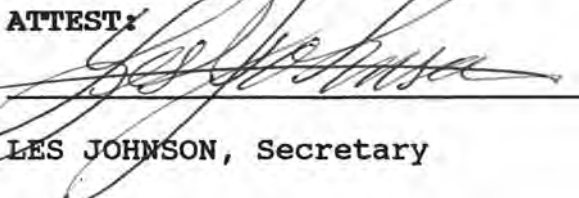
WHEREAS under Labor Code Section 3361.5 this district, by resolution of this Board of Directors, may designate volunteer unsalaried persons to be deemed employees of this district for workers' compensation purposes and thereby entitle them to workers' compensation benefits for any injury sustained while performing services for this district.

NOW, THEREFORE, BE IT RESOLVED that a volunteer unsalaried person performing volunteer services for this district under the direction and control of the Board of Directors of this district shall be entitled to workers' compensation benefits for any injury sustained while engaged in the performance of such services pursuant to Labor Code Section 3361.5.

PASSED AND ADOPTED this 8th day of March, 1994 by the following vote:

AYES: 4 NOES: 0 ABSTAIN: 0 ABSENT: 1

  
\_\_\_\_\_  
RONDA HOFFMAN, Chair

ATTEST:  
  
\_\_\_\_\_  
LES JOHNSON, Secretary





10:13 AM

09/01/20

Accrual Basis

**PRPD**  
**Balance Sheet**  
 As of August 31, 2020

Attachment B

	Aug 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Mechanics Bank - Operating	99,768.80
1003 · Five Star Bank - Payroll	11,017.80
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,177.12
1010 · Treasury Cash - 2510	
1011 · General Operating	-284,927.74
1012 · ACO Reserve	626,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
1010 · Treasury Cash - 2510 - Other	4,115.84
<b>Total 1010 · Treasury Cash - 2510</b>	<b>349,888.10</b>
<b>1030 · Investments</b>	
1031 · Five Star Bank Money Market	40,433,858.91
1032 · Five Star Bank Grant M. M.	214,565.11
<b>Total 1030 · Investments</b>	<b>40,648,424.02</b>
<b>1100 · Designated Treasury Funds</b>	
1112 · Grosso Endowment-2512	53,632.13
1113 · Grosso Scholarship-2513	4,371.17
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
<b>Total 1114-4 · Sports Equipment Donations</b>	<b>773.60</b>
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	1,056.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	429.28
<b>Total 1114 · Designated Donations-2514</b>	<b>73,418.04</b>
<b>Total 1100 · Designated Treasury Funds</b>	<b>131,421.34</b>
<b>1119 · Impact Fees</b>	
1120 · Sub Div Fees - 2520	8,103.30
1121 · Park Acqui Unincorp - 2521	55,809.21
1122 · Park Dev Unincorp - 2522	102,971.53
1124 · District Fac Unincorp - 2524	46,149.11
1126 · Park Acqui Incorp - 2526	121,471.35
1127 · Park Dev Incorp - 2527	361,014.41
1128 · District Fac Incorp - 2528	69,614.27
<b>Total 1119 · Impact Fees</b>	<b>765,133.18</b>
<b>Total Checking/Savings</b>	<b>42,008,130.36</b>
<b>Other Current Assets</b>	
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	3,930.53
1512 · FMV Adjustment-2512	343.23

10:13 AM  
09/01/20  
Accrual Basis

**PRPD**  
**Balance Sheet**  
As of August 31, 2020

	Aug 31, 20
1500 · FMV Adjustments - Other	1,978.92
Total 1500 · FMV Adjustments	6,252.68
Total Other Current Assets	6,252.68
Total Current Assets	42,014,383.04
<b>Fixed Assets</b>	
1710 · Land	750,088.53
1720 · Buildings	5,731,566.33
1730 · Furn., Fixtures & Equip (>\$5k)	360,422.28
1798 · Accum Depr - Furn Fixture Equip	-226,719.04
1799 · Accum Depr - Buildings	-4,051,763.09
1800 · Construction in Progress	
1810 · CIP-Planning	
1811 · CIP-BSF Founder Park Planning	17,442.75
Total 1810 · CIP-Planning	17,442.75
Total 1800 · Construction in Progress	17,442.75
Total Fixed Assets	2,581,037.76
<b>Other Assets</b>	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	155,419.00
Total Other Assets	455,741.00
<b>TOTAL ASSETS</b>	<b>45,051,161.80</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 · Accounts Payable	-1,018.66
Total Accounts Payable	-1,018.66
<b>Other Current Liabilities</b>	
<b>2100 · Payroll Liabilities</b>	
2110 · Wages Payable	70,400.75
2120 · Payroll Taxes Payable	4,947.60
2130 · Health Benefits Payable	-7,985.65
2140 · FSA payable	-517.60
2170 · CalPers Payable	19,589.90
2190 · Accrued Leave Payable	
2191 · Comp leave payable	2,121.36
2192 · Sick leave payable	21,534.99
2193 · Vacation leave payable	67,071.56
Total 2190 · Accrued Leave Payable	90,727.91
Total 2100 · Payroll Liabilities	177,162.91
2200 · Accrued Expenses	6,463.37
2300 · Deposits - refundable	1,000.00
<b>2400 · Deferred Revenue</b>	
2410 · Deferred Services Income	1,243.00
2420 · Deferred Facility Income	-26,429.00
2430 · Deferred Inflow - Pension	21,921.00
2440 · Deferred CIP Revenue	200,000.00
Total 2400 · Deferred Revenue	196,735.00
Total Other Current Liabilities	381,361.28
Total Current Liabilities	380,342.62
<b>Long Term Liabilities</b>	

10:13 AM

09/01/20

Accrual Basis

**PRPD**  
**Balance Sheet**  
**As of August 31, 2020**

	Aug 31, 20
2800 · Post Employment benefits	37,978.00
2805 · CalPers Pension Liability	304,548.17
<b>Total Long Term Liabilities</b>	<b>342,526.17</b>
<b>Total Liabilities</b>	<b>722,868.79</b>
<b>Equity</b>	
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
<b>Total 3000 · General Fund Balances-2510</b>	<b>920,849.99</b>
3100 · Net of Capital Investments	2,795,638.66
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	53,022.07
3213 · Grosso Scholarship-2513	2,878.45
3214 · Donations - 2514	18,155.30
3220 · Impact Fees	440,380.71
<b>Total 3200 · Designated Fund Balances</b>	<b>514,436.53</b>
3900 · Retained Earnings	2,177,960.30
3901 · Net Profit	-403,475.96
3999 · Opening Balance Equity	99.20
Net Income	38,322,484.29
<b>Total Equity</b>	<b>44,328,293.01</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>45,051,161.80</b>





10:10 AM

PRPD

## Profit &amp; Loss Budget vs. Actual

Attachment C

09/01/20

July through August 2020

Accrual Basis

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Tax Revenue	0.00	1,677,300.00	-1,677,300.00	0.0%
4200 · Impact Fee revenue	38,206.31	113,000.00	-74,793.69	33.8%
4300 · Program Income	19,240.22	227,500.00	-208,259.78	8.5%
4350 · Concession & Merchandise sales	0.00	2,100.00	-2,100.00	0.0%
4400 · Donation & Fundraising Income	3,033.25	61,000.00	-57,966.75	5.0%
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	38,589,150.24	5,500.00	38,583,650.24	701,620.9%
4900 · Interest Income	35,704.99	18,600.00	17,104.99	192.0%
<b>Total Income</b>	<b>38,685,335.01</b>	<b>2,117,500.00</b>	<b>36,567,835.01</b>	<b>1,826.9%</b>
<b>Gross Profit</b>	<b>38,685,335.01</b>	<b>2,117,500.00</b>	<b>36,567,835.01</b>	<b>1,826.9%</b>
<b>Expense</b>				
<b>5000 · Payroll Expenses</b>				
5010 · Wages & Salaries	181,270.62	1,077,800.00	-896,529.38	16.8%
5020 · Employer Taxes	13,114.84	60,000.00	-46,885.16	21.9%
5030 · Employee Benefits	25,524.83	180,000.00	-154,475.17	14.2%
5040 · Workers Comp Expense	13,012.50	55,000.00	-41,987.50	23.7%
5060 · Other Personnel Costs	26,716.63	15,800.00	10,916.63	169.1%
<b>Total 5000 · Payroll Expenses</b>	<b>259,639.42</b>	<b>1,388,600.00</b>	<b>-1,128,960.58</b>	<b>18.7%</b>
<b>5100 · Program Expenses</b>				
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	2,452.67	26,500.00	-24,047.33	9.3%
<b>Total 5100 · Program Expenses</b>	<b>2,452.67</b>	<b>40,400.00</b>	<b>-37,947.33</b>	<b>6.1%</b>
<b>5200 · Advertising &amp; Promotion</b>				
5210 · Bad Debt	70.00	10,800.00	-10,730.00	0.6%
5220 · Bank & Merchant Fees	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	1,066.69	4,600.00	-3,533.31	23.2%
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	8,327.99	15,000.00	-6,672.01	55.5%
5270 · Education, Training & Staff Dev	0.00	11,000.00	-11,000.00	0.0%
<b>5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>				
5282 · Office ET&F	1,595.20	15,000.00	-13,404.80	10.6%
5284 · Program ET&F	834.42	10,000.00	-9,165.58	8.3%
5286 · Small Tools & Equipment	-1,892.32	5,500.00	-7,392.32	-34.4%
5280 · Equip., Tools & Furn (<\$5k) - Other	279.82			
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>817.12</b>	<b>30,500.00</b>	<b>-29,682.88</b>	<b>2.7%</b>
5290 · Equipment Rental	2,675.85	92,100.00	-89,424.15	2.9%
5300 · Insurance	36,453.50	56,000.00	-19,546.50	65.1%
5310 · Interest Expense	0.00	900.00	-900.00	0.0%
5320 · Miscellaneous Expense	0.00	400.00	-400.00	0.0%
<b>5330 · Professional &amp; Outside services</b>				
5332 · Accounting	2,503.60	24,000.00	-21,496.40	10.4%
5334 · Legal	2,247.80	25,000.00	-22,752.20	9.0%
5336 · Engineering	1,200.00	100,000.00	-98,800.00	1.2%
5338 · Other Prof. & Outside Labor	3,979.15	136,000.00	-132,020.85	2.9%
<b>Total 5330 · Professional &amp; Outside services</b>	<b>9,930.55</b>	<b>285,000.00</b>	<b>-275,069.45</b>	<b>3.5%</b>
5340 · Postage & Delivery	1.20	2,000.00	-1,998.80	0.1%
5350 · Rent-Facility use fees	0.00	9,500.00	-9,500.00	0.0%
<b>5360 · Repair &amp; Maintenance</b>				
5361 · Building R&M	360.16	13,000.00	-12,639.84	2.8%
5362 · Equipment R&M	1,732.68	18,000.00	-16,267.32	9.6%
5363 · General R&M	8,389.85	10,000.00	-1,610.15	83.9%
5364 · Grounds R&M	3,120.54	40,000.00	-36,879.46	7.8%
5365 · Pool R&M	4,120.87	18,000.00	-13,879.13	22.9%
5366 · Vehicle R&M	536.18	10,000.00	-9,463.82	5.4%

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Accrual Basis

**PRPD**  
**Profit & Loss Budget vs. Actual**  
**July through August 2020**

	Jul - Aug 20	Budget	\$ Over Budget	% of Budget
5367 · Janitorial	678.17	10,510.00	-9,831.83	6.5%
5368 · Security	338.19	5,000.00	-4,661.81	6.8%
5369 · Vandalism	92.90	500.00	-407.10	18.6%
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>19,369.54</b>	<b>125,010.00</b>	<b>-105,640.46</b>	<b>15.5%</b>
5370 · Supplies - Consumable				
5372 · Office Supplies	555.64	8,500.00	-7,944.36	6.5%
5374 · Safety & staff supplies	3,585.17	5,000.00	-1,414.83	71.7%
<b>Total 5370 · Supplies - Consumable</b>	<b>4,140.81</b>	<b>13,500.00</b>	<b>-9,359.19</b>	<b>30.7%</b>
5380 · Taxes, Lic., Notices & Permits	1,040.00	3,000.00	-1,960.00	34.7%
5390 · Telephone & Internet	2,501.70	25,000.00	-22,498.30	10.0%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	0.00	6,000.00	-6,000.00	0.0%
5404 · Fuel	1,498.07	16,300.00	-14,801.93	9.2%
5406 · Meals	256.95	2,400.00	-2,143.05	10.7%
5408 · Mileage & Auto Allowance	0.00	4,300.00	-4,300.00	0.0%
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>1,755.02</b>	<b>29,000.00</b>	<b>-27,244.98</b>	<b>6.1%</b>
5410 · Utilities				
5412 · Electric & Gas	6,742.52	66,000.00	-59,257.48	10.2%
5414 · Water	2,980.26	20,000.00	-17,019.74	14.9%
5416 · Garbage	1,633.13	11,000.00	-9,366.87	14.8%
<b>Total 5410 · Utilities</b>	<b>11,355.91</b>	<b>97,000.00</b>	<b>-85,644.09</b>	<b>11.7%</b>
<b>Total Expense</b>	<b>362,850.72</b>	<b>2,257,410.00</b>	<b>-1,894,559.28</b>	<b>16.1%</b>
<b>Net Ordinary Income</b>	<b>38,322,484.29</b>	<b>-139,910.00</b>	<b>38,462,394.29</b>	<b>-27,390.8%</b>
<b>Other Income/Expense</b>				
Other Expense				
9999 · Misc. Expense	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>38,322,484.29</b>	<b>-139,910.00</b>	<b>38,462,394.29</b>	<b>-27,390.8%</b>

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09/01/20

Accrual Basis

**PRPD**  
**Profit & Loss**  
**August 2020**

Attachment D

	Aug 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4200 · Impact Fee revenue	24,039.17
4300 · Program Income	8,024.15
4400 · Donation & Fundraising Income	1,782.27
4500 · Grant Income	-150,000.00
4600 · Other Revenue	21,564.41
4900 · Interest Income	35,704.99
	-58,885.01
<b>Total Income</b>	-58,885.01
<b>Gross Profit</b>	-58,885.01
<b>Expense</b>	
5000 · Payroll Expenses	
5010 · Wages & Salaries	70,731.48
5020 · Employer Taxes	5,128.69
5030 · Employee Benefits	9,677.53
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	26,654.38
	112,192.08
<b>Total 5000 · Payroll Expenses</b>	112,192.08
5100 · Program Expenses	
5130 · Program Supplies	1,813.62
	1,813.62
<b>Total 5100 · Program Expenses</b>	1,813.62
5200 · Advertising & Promotion	70.00
5220 · Bank & Merchant Fees	623.21
5230 · Contributions to Others	1,252.75
5260 · Dues, Mbrshps, Subscr, & Pubs	628.99
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	1,595.20
5284 · Program ET&F	253.11
5286 · Small Tools & Equipment	535.24
5280 · Equip., Tools & Furn (<\$5k) - Other	279.82
	2,663.37
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	2,663.37
5290 · Equipment Rental	1,220.79
5330 · Professional & Outside services	
5332 · Accounting	2,503.60
5334 · Legal	517.50
5336 · Engineering	1,200.00
5338 · Other Prof. & Outside Labor	1,557.73
	5,778.83
<b>Total 5330 · Professional &amp; Outside services</b>	5,778.83
5340 · Postage & Delivery	1.20
5360 · Repair & Maintenance	
5361 · Building R&M	178.90
5362 · Equipment R&M	965.63
5363 · General R&M	7,686.01
5364 · Grounds R&M	2,876.07
5365 · Pool R&M	4,047.42
5366 · Vehicle R&M	536.18
5367 · Janitorial	62.70
5368 · Security	56.35
5369 · Vandalism	12.18
	16,421.44
<b>Total 5360 · Repair &amp; Maintenance</b>	16,421.44
5370 · Supplies - Consumable	
5372 · Office Supplies	315.15
5374 · Safety & staff supplies	2,639.97
	2,955.12
<b>Total 5370 · Supplies - Consumable</b>	2,955.12
5380 · Taxes, Lic., Notices & Permits	349.00

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Accrual Basis

**PRPD**  
**Profit & Loss**  
**August 2020**

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	<u>Aug 20</u>
5390 · Telephone & Internet	1,317.53
5400 · Transportation, Meals & Travel	
5404 · Fuel	1,498.07
5406 · Meals	67.03
	<hr/>
Total 5400 · Transportation, Meals & Travel	1,565.10
5410 · Utilities	
5412 · Electric & Gas	3,336.26
5414 · Water	1,512.12
5416 · Garbage	880.85
	<hr/>
Total 5410 · Utilities	5,729.23
Total Expense	<hr/> 154,582.26
Net Ordinary Income	<hr/> -213,467.27
Net Income	<hr/> <b>-213,467.27</b> <hr/>

**PRPD**  
**Profit & Loss by Job**  
 November 8, 2018 through August 31, 2020

	<b>Total Recovery Project</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4600 · Other Revenue	652,202.00
4900 · Interest Income	0.00
<b>Total Income</b>	652,202.00
<b>Gross Profit</b>	652,202.00
<b>Expense</b>	
5000 · Payroll Expenses	
5010 · Wages & Salaries	185,731.42
5020 · Employer Taxes	13,311.74
5030 · Employee Benefits	48,244.36
5060 · Other Personnel Costs	0.00
<b>Total 5000 · Payroll Expenses</b>	247,287.52
5100 · Program Expenses	
5130 · Program Supplies	13,487.94
<b>Total 5100 · Program Expenses</b>	13,487.94
5200 · Advertising & Promotion	304.93
5240 · Copying & Printing	22.52
5270 · Education, Training & Staff Dev	50.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	65.66
5284 · Program ET&F	1,412.32
5286 · Small Tools & Equipment	23,480.68
5280 · Equip., Tools & Furn (<\$5k) - Other	36.44
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	24,995.10
5290 · Equipment Rental	66,039.03
5320 · Miscellaneous Expense	505.61
5330 · Professional & Outside services	
5336 · Engineering	2,874.14
5338 · Other Prof. & Outside Labor	12,265.29
<b>Total 5330 · Professional &amp; Outside services</b>	15,139.43
5350 · Rent-Facility use fees	14,800.00
5360 · Repair & Maintenance	
5361 · Building R&M	21,503.61
5362 · Equipment R&M	104,115.01
5363 · General R&M	383,493.93
5364 · Grounds R&M	87,975.80
5365 · Pool R&M	3,882.43
5366 · Vehicle R&M	87,004.32
5367 · Janitorial	1,629.16
5368 · Security	1,253.84
5369 · Vandalism	108.64
<b>Total 5360 · Repair &amp; Maintenance</b>	690,966.74
5370 · Supplies - Consumable	

**PRPD**  
**Profit & Loss by Job**  
November 8, 2018 through August 31, 2020

	<u>Total Recovery Project</u>
5372 · Office Supplies	5,609.83
5374 · Safety & staff supplies	6,954.31
<b>Total 5370 · Supplies - Consumable</b>	<b>12,564.14</b>
5380 · Taxes, Lic., Notices & Permits	120.34
5390 · Telephone & Internet	2,266.30
<b>5400 · Transportation, Meals &amp; Travel</b>	
5402 · Air, Lodging & Other Travel	325.37
5404 · Fuel	4,769.49
5406 · Meals	345.22
5408 · Mileage & Auto Allowance	17.60
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>5,457.68</b>
<b>5410 · Utilities</b>	
5412 · Electric & Gas	589.11
5416 · Garbage	8,675.83
<b>Total 5410 · Utilities</b>	<b>9,264.94</b>
<b>Total Expense</b>	<b>1,103,272.22</b>
<b>Net Ordinary Income</b>	<b>-451,070.22</b>
<b>Other Income/Expense</b>	
Other Expense	
9999 · Misc. Expense	-1,000,000.00
<b>Total Other Expense</b>	<b>-1,000,000.00</b>
<b>Net Other Income</b>	<b>1,000,000.00</b>
<b>Net Income</b>	<b>548,929.78</b>

**PARADISE RECREATION AND PARK DISTRICT**

**Paradise, California**

**REPORT TO THE BOARD OF DIRECTORS**

**June 30, 2019**



**HOLLY B. PLADSON**

—◆ Certified Public Accountant ◆—



## HOLLY B. PLADSON

◆ Certified Public Accountant ◆

To the Board of Directors  
Paradise Recreation and Park District  
Paradise, California

I have audited the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Paradise Recreation and Park District (the District) for the year ended June 30, 2019. Professional standards require that I provide you with information about my responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of my audit. I have communicated such information to you in my letter to you dated August 7, 2020. Professional standards also require that I communicate to you the following information related to my audit.

### SIGNIFICANT AUDIT FINDINGS

#### Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. I noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the District's financial statements were:

Management's estimate of other post-employment benefits, net pension liabilities, deferred outflows of resources from pensions, and deferred inflows of resources from pensions. I evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of the pension plan in note 8 to the financial statements, and post-employment benefits other than pension benefits in note 9 to the financial statements.

The financial statement disclosures are neutral, consistent, and clear.

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**Difficulties Encountered in Performing the Audit**

I encountered no significant difficulties, other than a time-delay, in dealing with management in performing and completing my audit.

**Corrected and Uncorrected Misstatements**

Professional standards require me to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. Five of the twelve misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the District's financial statements taken as a whole. These misstatement included posting prior year deferred revenue to current year income by \$42,515; adjusting Cash in County and tax revenues by \$166,497; adjusting Cash in County fair market value of \$25,185; adjusting accrued expenses by \$101,314; and adjusting fund balances by \$441,931.

**Disagreements With Management**

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to my satisfaction, that could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit.

**Management Representations**

I have requested certain representations from management that are included in the management letter dated August 7, 2020.

**Management Consultations With Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District's financial statements, or a determination of the type of auditor's opinion that may be expressed on those statements, my professional standards require the consulting accountant to check with me to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants.

**Other Audit Findings or Issues**

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of my professional relationship and my responses were not a condition of my retention.

**OTHER MATTERS**

I applied certain limited procedures to budgetary comparison schedule, which is required supplementary information (RSI) that supplements the basic financial statements. My procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

**RESTRICTION ON USE**

This information is intended solely for the use of the information and use of the Board of Directors and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,

*Holly B. Pladson, CPA*

Holly B. Pladson, CPA

August 7, 2020

**PARADISE RECREATION AND PARK DISTRICT**

**Paradise, California**

**FINANCIAL STATEMENTS AND REQUIRED  
SUPPLEMENTARY INFORMATION WITH INDEPENDENT  
AUDITOR'S REPORT**

**June 30, 2019**



**HOLLY B. PLADSON**

—◆ Certified Public Accountant ◆—

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and Park District*

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## HOLLY B. PLADSON

—◆ Certified Public Accountant ◆—

### INDEPENDENT AUDITOR'S REPORT

To the Board of Directors  
Paradise Recreation and Park District  
Paradise, California

I have audited the accompanying financial statements of the business-type activities of Paradise Recreation and Park District, (the District) as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

#### Management's Responsibility for the Financial Statements

The District's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controller's *Minimum Audit Requirements for California Special Districts*. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

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Board of Directors  
Paradise Recreation and Park District

### **Opinion**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### **Other Matters**

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison for the General fund, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, I have also issued my report dated August 7, 2020, on my consideration of the District's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Holly B. Pladson, CPA

Chico, California

August 7, 2020



**2019 BOARD OF DIRECTORS**

<b><u>BOARD MEMBERS</u></b>	<b><u>TERM EXPIRATION</u></b>
Mary Bellefeuille, Chairperson	December 2022
Al McGreehan, Vice-Chairperson	December 2022
Robert Anderson, Secretary	December 2020
Julie Van Roekel, Director	December 2020
Steve Rodowick, Director	December 2022

**DISTRICT MANAGER**

Dan Efseaff

**DISTRICT ACCOUNTANT**

Catherine Merryfield

**MANAGEMENT'S DISCUSSION AND ANALYSIS**



**MANAGEMENT'S DISCUSSION AND ANALYSIS***Paradise Recreation  
and Park District*

## PARADISE RECREATION AND PARK DISTRICT

**MANAGEMENT'S DISCUSSION AND ANALYSIS**

This discussion and analysis of the Paradise Recreation and Park District's (the District) financial performance during the stated period provides an overview of the District's operational activities that had an impact on the financial performance of the District.

This report consists of a series of financial statements with accompanying notes. The Statements of Net Position reflects the financial position of the District as of June 30, 2019 and June 30, 2018. The Statements of Functional Activities and Changes in Net Position provide the results from operations through the fiscal years ended June 30, 2019 and June 30, 2018, and reflect how the operating results for the fiscal years affected the Statements of Net Position.

The statements referenced above include all assets and liabilities using the accrual basis of accounting, which is similar to accounting used by most private-sector companies. Accrual of current year's revenues and expenses are taken into account regardless of when cash is received or paid.

The notes that follow the financial statements provide additional information that is essential to a full understanding of the data provided in the financial statements.

## MANAGEMENT'S DISCUSSION AND ANALYSIS

*Paradise Recreation  
and Park District*

The following is a summary of the net position of the District and the change in the net positions from the prior fiscal year.

	<b>2018</b>	<b>2019</b>
<b>ASSETS</b>		
CURRENT ASSETS		
Cash and cash equivalents	\$ 1,673,881	\$ 2,821,795
Other current assets	16,883	1,000
<b>Total Current Assets</b>	<b>1,690,764</b>	<b>2,822,795</b>
DESIGNATED AGENCY FUND	-	2,177
LOAN RECEIVABLE	300,322	300,322
CAPITAL ASSETS - NET	2,795,639	2,646,059
<b>TOTAL ASSETS</b>	<b>4,786,725</b>	<b>5,771,353</b>
DEFERRED OUTFLOWS OF RESOURCES FROM PENSIONS	237,865	155,419
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES FROM PENSIONS</b>	<b>\$ 5,024,590</b>	<b>\$ 5,926,772</b>
<b>LIABILITIES</b>		
CURRENT LIABILITIES		
Accounts payable	\$ 27,252	\$ 31,874
Deferred revenue	42,515	2,814
Other current liabilities	60,793	37,660
<b>Total Current Liabilities</b>	<b>130,560</b>	<b>72,348</b>
NONCURRENT LIABILITIES		
Compensated absences	58,023	40,145
Net pension liability	315,491	304,548
Other post employment benefits	41,965	37,978
<b>Total Noncurrent Liabilities</b>	<b>415,479</b>	<b>382,671</b>
<b>TOTAL LIABILITIES</b>	<b>546,039</b>	<b>455,019</b>
DEFERRED INFLOWS OF RESOURCES FROM PENSIONS	32,038	21,921
<b>NET POSITION</b>		
<b>Non-Spendable</b>		
Invested in capital assets - net of related debt	2,795,639	2,646,059
<b>Restricted</b>		
Restricted for Impact and Development	440,381	471,173
Restricted for special projects	74,056	81,718
<b>Unrestricted</b>		
Assigned	704,500	630,000
Unassigned	431,937	1,620,882
<b>TOTAL NET POSITION</b>	<b>4,446,513</b>	<b>5,449,832</b>
<b>TOTAL NET POSITION, LIABILITIES AND DEFERRED INFLOWS OF RESOURCES FROM PENSIONS</b>	<b>\$ 5,024,590</b>	<b>\$ 5,926,772</b>

## MANAGEMENT'S DISCUSSION AND ANALYSIS

*Paradise Recreation  
and Park District*

- Cash and cash equivalents have increased primarily due to insurance recovery proceeds.
- Capital Assets – Net decreased due to annual depreciation expense.
- The change in deferred outflows and deferred inflows is a result of a CalPERS actuarial study.
- The decrease in deferred revenue is due to the loss of programs as a result of the Camp Fire.
- The increase of yet to be designated (Unassigned Reserves) as of June 30, 2019 is primarily due to an insurance recovery payment.

The following is a summary of the functional activities (revenues and expenses) and changes in net position of the District for the current and prior fiscal year.

	<b>2018</b>	<b>2019</b>
<b>REVENUES</b>		
Program service fees	\$ 431,740	\$ 207,778
Property taxes	1,437,377	1,569,394
Impact and development fees	41,902	87,345
Investment income	131	26,140
Loss on disposal of assets	-	(10,893)
Insurance recoveries	-	1,148,000
Other revenue	94,156	28,878
<b>Total Revenues</b>	<b>2,005,306</b>	<b>3,056,642</b>
<b>EXPENDITURES:</b>		
Salaries and benefits	1,498,602	1,233,045
Services and supplies	553,580	631,177
<b>Total Expenditures</b>	<b>2,052,182</b>	<b>1,864,222</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>		
BEFORE PRIOR PERIOD ADJUSTMENT	(46,876)	1,192,420
Prior period adjustment	277,148	-
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>		
AFTER PRIOR PERIOD ADJUSTMENT	230,272	1,192,420
<b>Fund Balance - Beginning of Year</b>	<b>1,630,254</b>	<b>1,860,526</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,860,526</b>	<b>\$ 3,052,946</b>

**MANAGEMENT’S DISCUSSION AND ANALYSIS**

*Paradise Recreation  
and Park District*

- Program Service Fees were reduced due to the Camp Fire.
- Impact Fee increase is due to rebuilding efforts after the Camp Fire.
- The 2019 Insurance Recoveries is the result of an insurance payment for losses due to the Camp Fire.
- The decrease in Other Revenue is from the lack of donations.
- The reduction in salaries and benefits is due to a displaced, unhouse workforce after the Camp Fire, which increased staff attrition.
- There was no auditor-recommended prior period adjustment for 2019.

The Board of Directors adopts an annual in budget in June for the following fiscal year, beginning July 1. Performance to budget is monitored by the Board throughout the year. Following is a summary of actual results in comparison to the budget.

	<b>2019</b>	<b>Budget</b>
<b>REVENUES</b>		
Program service fees	\$ 207,778	\$ 508,410
Property taxes	1,569,394	1,445,490
Impact fee	87,345	54,225
Investment income	26,140	7,945
Loss on disposal of assets	(10,893)	-
Insurance recoveries	1,148,000	-
Other revenue	28,878	65,900
<b>Total Revenues</b>	<b>3,056,642</b>	<b>2,081,970</b>
<b>EXPENDITURES</b>		
Salaries and benefits	1,233,045	1,425,862
Services and supplies	631,177	656,108
Other charges	-	-
<b>Total Expenditures</b>	<b>1,864,222</b>	<b>2,081,970</b>
<b>EXCESS (DEFICIT) OF REVENUES OVER EXPENDITURES</b>	<b>\$ 1,192,420</b>	<b>\$ -</b>

**Requests for Information:**

This report is designed to provide a general overview of the District’s finances. Questions concerning any of the information provided in this report should be addressed to the District Manager, Paradise Recreation and Park District, 6626 Skyway, Paradise CA 95969.

**FINANCIAL SECTION**

**STATEMENT OF NET POSITION*****Paradise Recreation  
and Park District***

<u>June 30, 2019</u>	<u>Governmental Activities</u>
<b>ASSETS</b>	
CURRENT ASSETS	
Cash and cash equivalents	\$ 2,821,795
Deposits and other assets	<u>1,000</u>
<b>Total Current Assets</b>	2,822,795
DESIGNATED AGENCY FUND	2,177
LOAN RECEIVABLE	300,322
CAPITAL ASSETS - NET	<u>2,646,059</u>
<b>TOTAL ASSETS</b>	5,771,353
DEFERRED OUTFLOWS OF RESOURCES FROM PENSIONS	<u>155,419</u>
<b>TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES FROM PENSIONS</b>	<u>\$ 5,926,772</u>

*The accompanying notes are an integral part of these financial statements.*

## STATEMENT OF NET POSITION

*Paradise Recreation  
and Park District*

June 30, 2019	<b>Governmental Activities</b>
<b>LIABILITIES</b>	
<b>CURRENT LIABILITIES</b>	
Accounts payable	\$ 31,874
Accrued payroll and liabilities	36,660
Deferred revenue	2,814
Deposits held for others	1,000
<b>Total Current Liabilities</b>	<b>72,348</b>
<b>NONCURRENT LIABILITIES</b>	
Compensated absences	40,145
Net pension liability	304,548
Other post employment benefits	37,978
<b>Total Noncurrent Liabilities</b>	<b>382,671</b>
<b>TOTAL LIABILITIES</b>	<b>455,019</b>
DEFERRED INFLOWS OF RESOURCES FROM PENSIONS	21,921
<b>NET POSITION</b>	
<b>Non-Spendable</b>	
Invested in capital assets - net of related debt	2,646,059
<b>Restricted</b>	
Restricted for Impact and Development	471,173
Restricted for special projects	81,718
<b>Unrestricted</b>	
Assigned	630,000
Unassigned	1,620,882
<b>TOTAL NET POSITION</b>	<b>5,449,832</b>
<b>TOTAL NET POSITION, LIABILITIES AND DEFERRED INFLOWS OF RESOURCES FROM PENSIONS</b>	<b>\$ 5,926,772</b>

*The accompanying notes are an integral part of these financial statements.*

**STATEMENT OF FUNCTIONAL ACTIVITIES AND  
CHANGES IN NET POSITION  
JUNE 30, 2019**

***Paradise Recreation  
and Park District***

<b>Functions/ Programs</b>	Program Revenues				Net (Expense) Revenue
	Expenses	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
Recreation	\$ 2,053,323	\$ 207,778	-	-	\$ (1,845,545)
General revenues					
Taxes					1,569,394
Impact and development					87,345
Investment income					26,140
Loss on disposal of assets					(10,893)
Insurance recoveries					1,148,000
Other revenue					28,878
Total General Revenues					2,848,864
Changes in net position					1,003,319
Net Position - Beginning of Year					4,446,513
Net Position - End of Year					\$ 5,449,832

*The accompanying notes are an integral part of these financial statements.*



**BALANCE SHEET – GOVERNMENTAL FUNDS***Paradise Recreation  
and Park District*

June 30, 2019	<b>General Fund</b>	<b>Nonmajor Governmental Funds</b>	<b>Total Governmental Funds</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	\$ 2,740,077	\$ 81,718	\$ 2,821,795
Deposits and other assets	1,000	-	1,000
<b>Total Current Assets</b>	<b>2,741,077</b>	<b>81,718</b>	<b>2,822,795</b>
DESIGNATED AGENCY FUND	2,177	-	2,177
LOAN RECEIVABLE	300,322	-	300,322
<b>TOTAL ASSETS</b>	<b>\$ 3,043,576</b>	<b>\$ 81,718</b>	<b>\$ 3,125,294</b>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Accounts payable	\$ 31,874	\$ -	\$ 31,874
Accrued payroll and liabilities	36,660	-	36,660
Deferred revenue	2,814	-	2,814
Deposits held for others	1,000	-	1,000
<b>TOTAL LIABILITIES</b>	<b>72,348</b>	<b>-</b>	<b>72,348</b>
<b>NET POSITION</b>			
<b>Restricted</b>			
Restricted for Impact and Development	471,173	-	471,173
Restricted for special projects	-	81,718	81,718
<b>Unrestricted</b>			
Assigned	630,000	-	630,000
Unassigned	1,870,055	-	1,870,055
<b>TOTAL NET POSITION</b>	<b>2,971,228</b>	<b>81,718</b>	<b>3,052,946</b>
<b>TOTAL LIABILITIES AND NET POSITION</b>	<b>\$ 3,043,576</b>	<b>\$ 81,718</b>	<b>\$ 3,125,294</b>

*The accompanying notes are an integral part of these financial statements.*

**RECONCILIATION OF THE GOVERNMENTAL  
FUNDS BALANCE SHEET TO THE  
GOVERNMENT-WIDE STATEMENT OF NET  
POSITION**

*Paradise Recreation  
and Park District*

Year Ended June 30, 2019

**Total fund balances - governmental funds**

\$ 3,052,946

In governmental funds, only current assets are reported. In the Statement of Net Position, all assets are reported, including capital assets and accumulated depreciation.

Capital assets at historical cost

6,924,541

Accumulated depreciation

(4,278,482)

Net

2,646,059

Long-term liabilities: In governmental funds, only current liabilities are reported. In the Statement of Net Position, all liabilities, including long-term liabilities are reported.

Long-term liabilities relating to governmental activities consist of:

Compensated absences payable

(40,145)

Other post employment benefits payable

(37,978)

Net pension liability

(304,548)

Net

(382,671)

Deferred outflows and inflows of resources represent pension related activity that will occur in future periods and, therefore, are not reported in the governmental fund. It consists of:

Deferred outflows of resources from pensions

155,419

Deferred inflows of resources from pensions

(21,921)

Net

133,498

**Net position of governmental activities**

\$ 5,449,832

*The accompanying notes are an integral part of these financial statements.*

**STATEMENT OF REVENUES, EXPENDITURES  
AND CHANGES IN FUND BALANCES –  
GOVERNMENTAL FUNDS**

*Paradise Recreation  
and Park District*

Year Ended June 30, 2019	General Fund	Nonmajor Governmental Funds	Totals
<b>REVENUES</b>			
Program service fees	\$ 207,778	\$ -	\$ 207,778
Property taxes	1,569,394	-	1,569,394
Impact and development fees	87,345	-	87,345
Investment income	24,524	1,616	26,140
Loss on disposal of assets	(10,893)	-	(10,893)
Insurance recoveries	1,148,000	-	1,148,000
Other revenue	22,832	6,046	28,878
<b>Total Revenues</b>	<b>3,048,980</b>	<b>7,662</b>	<b>3,056,642</b>
<b>EXPENDITURES:</b>			
Salaries and benefits	1,233,045	-	1,233,045
Services and supplies	631,177	-	631,177
Interest expense	-	-	-
<b>Total Expenditures</b>	<b>1,864,222</b>	<b>-</b>	<b>1,864,222</b>
<b>EXCESS OF REVENUES OVER EXPENDITURES</b>			
	1,184,758	7,662	1,192,420
<b>Fund Balance - Beginning of Year</b>	<b>1,786,470</b>	<b>74,056</b>	<b>1,860,526</b>
<b>Fund Balance - End of Year</b>	<b>\$ 2,971,228</b>	<b>\$ 81,718</b>	<b>\$ 3,052,946</b>

*The accompanying notes are an integral part of these financial statements.*

**RECONCILIATION OF THE STATEMENT OF  
REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES TO THE GOVERNMENT-WIDE  
STATEMENT OF ACTIVITIES**

*Paradise Recreation  
and Park District*

The schedule below reconciles the Net Changes in Fund Balances reported on the Governmental Funds Statement of Revenues, Expenditures, and Changes in Fund Balances, which measures only changes in current assets and current liabilities on the modified accrual basis, with the Change in Net Position of Governmental Activities reported in the Statement of Activities, which is prepared on the full accrual basis.

<b>Net change in fund balances - total governmental funds</b>	\$ 1,192,420
Amounts reported for governmental activities in the Statement of Activities differ due to:	
Governmental funds report capital outlays as expenditures; however in the Statement of Activities, these costs are allocated over their estimated useful lives as depreciation:	
Capitalizable expenditures added back to fund balances	\$ -
Depreciation expense not reported in governmental funds	<u>(255,427)</u> (255,427)
The amounts below included in the Statement of Activities do not provide or (require) the use of current financial resources and therefore are not reported as revenue or expenditures in governmental funds (net change):	
Compensated absences	(63,185)
Other post employment benefits	<u>(3,987)</u> (67,172)
Certain pension expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental fund	<u>133,498</u>
<b>Change in net position of governmental activities</b>	<b>\$ 1,003,319</b>

*The accompanying notes are an integral part of these financial statements.*

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2019

*Paradise Recreation  
and Park District*

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following is a summary of significant accounting policies followed in the preparation of the financial statements.

**Reporting Entity** Paradise Recreation and Park District (the District) is a political subdivision of the State of California and was incorporated in 1948. The District provides recreation facilities and programs to residents of Paradise, the Butte Creek Canyon area, and the unincorporated communities of Magalia, Paradise Pines, Concow, and Yankee Hill. The District encompasses approximately 172 square miles and manages nearly 500 acres of park land and facilities.

The District was formed under Section 5780-5791 of the *Public Resources Code* Article V, and is governed by a five-member Board of Directors elected by the voters of the District. A salaried general manager administrates the operations of the District in accordance with policies adopted by the Board of Directors. These financial statements encompass all fiscal activities conducted by the District.

The District's basic financial statements include the operations of all organizations for which the Board of Directors exercises oversight responsibility. Oversight responsibility is demonstrated by financial interdependency, selection of the governing authority, designation of management, ability to significantly influence operations, and accountability of fiscal matters.

**Basis of Accounting** Government-wide financial statement are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned or, for property tax revenues, in the period for which levied. Expenses are recorded when a liability is incurred, regardless of the timing of the related cash flows.

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when both measurable and available. Measurable means the amount of the transaction can be determined and available means collectible in the current period or soon enough thereafter to be used to pay liabilities of the current period. Resources not available to finance expenditures and commitments of the current period are recognized as deferred revenue or as a reservation of fund balance. The District considers property taxes available if they are collected within sixty-days after year-end. Expenditures are recorded when the related fund liability is incurred. Principal and interest on general long-term debt, as well as compensated absences and claims and judgments are recorded only when payment is due. General capital acquisitions are reported as expenditures in governmental funds. Proceeds of general long-term debt and capital leases are reported as other financing sources.

**Basis of Presentation** The accounts of the District are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts established for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulation, restrictions, or limitations. The District's resources are accounted for in these individual funds based on the purpose for which they are to be spent and the means by which spending activity is controlled. For financial reporting, these funds have been grouped into the fund types discussed below:

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2019

## *Paradise Recreation and Park District*

***Governmental Fund Types*** Governmental funds are used to account for the District's expendable financial resources and related liabilities (except those accounted for in proprietary and similar trust funds). The measurement focus is based upon determination of changes in financial position. Following are the District's governmental funds:

**General Fund** – This fund accounts for all the financial resources not required to be accounted for in another fund. This fund consists primarily of general government-type activities.

**Special Projects Fund** – accounts for funds received from special assessments for specific park and recreation facilities and operations.

***Restricted Assets*** Restricted assets are financial resources generated for a specific purpose, such as construction of improvements and financing of debt obligations. These amounts are restricted, as their use is limited by applicable bond covenants or other external requirements.

***Budgetary Control*** The District's fiscal year is the 12-month period beginning July 1. The general budget policy is that the District submit to the Butte County Auditor a board-approved budget estimating revenues and expenditures for the subsequent fiscal year prior to June 30. The final budget is legally enacted by a board resolution on or before August 10 after necessary adjustments, if any, have been made. Within certain legal restrictions, adjustments to final budget amounts may be made by the Board of Directors during the year to account for unanticipated occurrences.

***Compensated Absences*** Compensated absences represent the vested portion of accumulated vacation. In accordance with GASB Statement 16, the liability for accumulated leave includes all salary-related payments that are directly and incrementally connected with leave payments to employees, such as vacation and sick leave. A current liability has been recorded in the governmental fund type to account for these vested leave accruals, which are expected to be used within the next fiscal year. At June 30, 2019, a long-term liability of \$40,145 for unpaid vacation and sick leave has been recorded in the government-wide statement of net position.

***Property Taxes*** The District receives property taxes from Butte County (County), which has been assigned the responsibility for assessment, collection, and apportionment of property taxes for all taxing jurisdictions within the County. The District's property taxes are levied each July 1, on the assessed values of the prior January 1, for all real and personal property located in the District. Property sold after the assessment date (January 1) is reassessed and the amount of supplemental property tax levied is prorated. Secured property taxes are due in two installments on November 1, and February 1, and are delinquent after December 10 and April 10, respectively. Property taxes on the unsecured roll are due on January 1 lien date and become delinquent if unpaid by August 31. Property tax revenues are recognized in the fiscal year they are received.

The District participates in the County "Teeter Plan" method of property tax distribution and thus receives 100% of the District's apportionment each fiscal year, eliminating the need for an allowance for uncollectible taxes. The County, in return, receives all penalties and interest on the related delinquent taxes. Under the Teeter Plan, the County remits property taxes to the District based on assessments, not collections, according to the following schedule: 55 percent in December, 40 percent in April, and 5 percent at the end of the fiscal year.

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2019

### *Paradise Recreation and Park District*

**Cash and Cash Equivalents** Cash and cash equivalents include cash on hand, demand deposits in a financial institution, and deposits in the Butte County Treasury (County). The account in the financial institution serves as a clearing account into which the District makes daily deposits and then writes a check at least once each month for deposit to the County.

The District maintains substantially all of its cash in the County treasury as part of a common investment pool. Deposits in the pool are valued using the amortized cost method (which approximates fair value) and includes accrued interest. The pool has deposits and investments with a weighted-average maturity of less than two years. As of June 30, 2019, the fair value of the pool is 100.42% of the carrying value, which amounted to a net increase of \$6,253. The net change in fair value amounted to an increase of \$14,179 for the year ended June 30, 2019. Information regarding the amount of dollars invested in derivatives with the County was not available. The pool is subject to regulatory oversight by the Treasury Oversight Committee as required by *California Government Code*, Section 27130. The District is considered to be a voluntary participant in the County investment pool.

**Fair Value Measurements** The District measures some assets for fair value on a recurring basis as described in note 2. The District may be required, from time to time, to measure certain assets and liabilities at fair value on a non-recurring basis.

The District classifies its fair value assets and liabilities into a hierarchy of three levels based on the markets in which they are traded and the reliability of the assumptions used to determine fair value. The asset or liability measurement level within the hierarchy is based on the lowest level of any assumption that is significant to the measurement.

Valuations within the hierarchy levels are based on the following:

- Level 1: Quoted market prices for identical instruments traded in active exchange markets.
- Level 2: Quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active, and model-based valuation techniques for which all significant assumptions are observable or can be corroborated by observable market data.
- Level 3: Model-based techniques that use at least one significant assumption not observable in the market.

These unobservable assumptions reflect an organization's estimates of assumptions that market participants would use on pricing an asset or liability. Valuation techniques include management's judgment and estimation which may be significant.

Following is a description of the valuation methodologies used for assets measured at fair value. There have been no changes in the methodologies used during the year ended June 30, 2019.

*Designated Agency Fund:* Each beneficiary in the investment pool held by North Valley Community Foundation (the Foundation) is assigned units based on the fair market value of the assets at the time they are transferred to the Foundation. Shares in the investment pool are valued daily based on the underlying securities owned. The investments in the investment pool are primarily made up of cash, cash equivalents, and mutual funds (level 2 inputs).

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2019

## *Paradise Recreation and Park District*

**Use of Estimates** The preparation of financial statements, in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, as well as the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**Capital Assets** Capital assets are reported at historical cost, or in the case of donated items, at fair market value on the date donated. Capital assets include land, buildings and building improvements, and equipment. Capital assets are defined by the District as assets with an initial, individual cost of \$5,000 or more.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets lives are not capitalized. Major outlays for capital assets and improvements are capitalized as projects are constructed. Depreciation is recorded in the government-wide financial statements on the straight-line basis over the estimated useful life of the assets as follows:

Buildings	25 Years
Building improvements	5-15 Years
Equipment	5-7 Years
Vehicles	7 Years

**Fund Balances** Under GASB 54, fund balance for governmental funds should be reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purpose for which amounts in those funds can be spent. Fund balances are broken out in five categories:

- **Nonspendable Fund Balance** – this fund balance classification includes amounts that cannot be spent because they are either not in spendable form (i.e. prepaid expenses) or legally or contractually required to be maintained intact.
- **Restricted Fund Balance** – this fund balance classification should be reported when there are constraints placed on the use of resources externally (by creditors, grant sources, contributors, etc.) or imposed by law or enabling legislation.
- **Committed Fund Balance** – this fund balance classification can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision-making authority (i.e. fund balance designations passed by board resolution).
- **Assigned Fund Balance** – this fund balance classification are amounts that are constrained by the government’s intent to be used for specific purposes, but are neither restricted nor committed.
- **Unassigned Fund Balance** – this fund balance classification is the residual classification for the general fund.



## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2019

*Paradise Recreation  
and Park District*

***Deferred Revenue*** Activity fees paid prior to the utilization of the services are recorded as deferred revenue.

***Deferred Outflows/ Inflows of Resources From Pensions*** In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period which will only be recognized as an outflow of resources (expense) in the future. District pension contributions subsequent to the measurement date related to pension plans, are reported as deferred outflows of resources in the government-wide statement of net position. District pension contributions subsequent to the measurement date will be amortized during the next fiscal year.

In addition to liabilities, the statement of net position includes a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period and would only be recognized as an inflow of resources (revenue) at that time.

Changes in proportion and differences between the District's contributions and proportionate share of pension contributions, the District's proportionate share of the net difference between projected and actual earnings on pension plan investments, changes in assumptions, and the differences between the District's expected and actual experience, are reported as deferred inflows of resources or deferred outflows of resources in the government-wide statement of net position. These amounts are amortized over the estimated service lives of the pension plan participants.

***Net Pension Liability*** For purposes of measuring the net pension liability, deferred outflows of resources/ deferred inflows of resources related to pension, and pension expense, information about the fiduciary net position of the California Public Employees' Retirement System (CalPERS), and additions to/ deductions from CalPERS's fiduciary net position, have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable with the benefit terms. Investments are reported at fair value.

## 2. CASH AND CASH EQUIVALENTS

The District is required under state statutes to deposit most of its money in the County Treasury, which in turn pays the claims of the District. The County Treasury is limited in its investments by *California Government Code*, Section 53635, pursuant to Section 53601, to invest in demand deposits with financial institutions, savings accounts, certificates of deposits, U.S. Treasury securities, federal agency securities, state of California notes or bonds, notes or bonds of agencies within the state of California, obligations guaranteed by the Small Business Administration, bankers' acceptances, commercial paper, and the Local Agency Investment Fund (LAIF) of the state of California. The deposits in the County Treasury pooled funds are unrated.

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

*Paradise Recreation  
and Park District*

Cash and cash equivalents consisted of the following:

June 30, 2019	Maturities	Fair Value
<b>Petty Cash</b>		\$ 300
<b>Deposits (1)</b>		1,323,510
<b>Investments That are Not Securities (2)</b>		
County Treasury investment pool	1.8 years average	1,497,985
<b>Total</b>		<b>\$ 2,821,795</b>

- (1) **Deposits** The carrying amount of deposits includes checking accounts, savings accounts, nonnegotiable certificates of deposit, and money market accounts at financial institutions, if any.
- (2) **Investments That are Not Securities** A “security” is a transferable financial instrument that evidences ownership or creditorship, whether in physical or book-entry form. Investments that are not securities do not have custodial credit risk because they do not involve a transferable financial instrument. Thus, they are not categorized into custodial credit risk categories.

**Custodial Credit Risk**

Custodial credit risk is the risk that in the event of a bank failure, the District’s deposits may not be returned. The District has a collateralization agreement with the bank, which mitigates custodial credit risk. The cash balances in the bank at June 30, 2019, amounted to \$1,323,221. Deposits amounting to \$250,000 are covered by depository insurance, and the balance is subject to the collateralization agreement.

**Concentration of Credit Risk - Investments**

*California Government Code*, Section 53635, places the following concentration limits on the county investment pool:

No more than 40% may be invested in eligible commercial paper; no more than 10% may be invested in the outstanding commercial paper of any single issuer; and no more than 10% of the outstanding paper of any single issuer may be purchased.

*California Government Code*, Section 53601, places the following concentration limits on the District’s investments:

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

***Paradise Recreation  
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No more than 5% may be invested in the securities of any one issuer, except the obligations of the U.S. government, U.S. government agencies, and U.S. government-sponsored enterprises; no more than 10% may be invested in any one mutual fund; no more than 25% may be invested in commercial paper; no more than 10% of the outstanding commercial paper of any single issuer may be purchased; no more than 30% may be invested in bankers' acceptances of any one commercial bank; no more than 30% may be invested in negotiable certificates of deposit; no more than 20% may be invested in repurchase agreements or reverse repurchase agreements; and no more than 30% may be invested in medium-term notes.

**Fair Value Measurements**

The District categorizes its fair value measurements within the fair value hierarchy established by accounting principles generally accepted in the United States of America.

The District has the following recurring fair value measurements as of June 30, 2019:

- County treasurer's investment pool of \$1,497,985 are valued using quoted prices for similar instruments in active market and quoted prices for identical or similar instruments in markets that are not active (level 2 inputs).

**3. INTERFUND RECEIVABLE (PAYABLE)**

Occasionally, the Special Projects Fund has been underwritten by the General Fund for operating costs not covered by the annual property tax assessment or developer fees. Any interfund receivable (payable) represents the amount due to the General Fund for these costs.

**4. CAPITAL ASSETS**

Changes in capital assets consist of the following:

<b>June 30</b>	<b>Balance 2018</b>	<b>Additions</b>	<b>Retirements</b>	<b>Transfers</b>	<b>Balance 2019</b>
<b>NONDEPRECIATING CAPITAL ASSETS</b>					
Land	\$ 750,089	\$ -	\$ -	\$ -	\$ 750,089
Construction in progress	362,094	500	-	(280,130)	82,464
<b>Total Nondepreciating Capital Assets</b>	<b>1,112,183</b>	<b>500</b>	<b>-</b>	<b>(280,130)</b>	<b>832,553</b>
<b>DEPRECIATING CAPITAL ASSETS</b>					
Buildings and improvements	5,534,233	-	(82,797)	280,130	5,731,566
Equipment	537,583	116,240	(293,401)	-	360,422
<b>Subtotal</b>	<b>6,071,816</b>	<b>116,240</b>	<b>(376,198)</b>	<b>280,130</b>	<b>6,091,988</b>
Less: Accumulated depreciation	(4,388,360)	(255,427)	365,305	-	(4,278,482)
<b>Total Depreciating Capital Assets</b>	<b>1,683,456</b>	<b>(139,187)</b>	<b>(10,893)</b>	<b>280,130</b>	<b>1,813,506</b>
<b>Total Capital Assets - Net</b>	<b>\$ 2,795,639</b>	<b>\$ (138,687)</b>	<b>\$ (10,893)</b>	<b>\$ -</b>	<b>\$ 2,646,059</b>

Depreciation for the year ended June 30, 2019 was \$255,427.

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

*Paradise Recreation  
and Park District***5. COMPENSATED ABSENCES**

The schedule of changes in compensated absences follows:

	<b>Balance June 30, 2018</b>	<b>Amount Earned</b>	<b>Amount Paid</b>	<b>Balance June 30, 2019</b>
Compensated absences	\$ 58,023	\$ 79,295	\$ (97,173)	\$ 40,145

**6. LINES OF CREDIT**

The following is a summary of the District's outstanding lines of credit:

<b>June 30, 2019</b>	<b>Interest Rate</b>	<b>Credit Limit</b>	<b>Balance</b>
Rabobank	15.49%	\$ 25,000	\$ 8,014

The balances for the lines of credit are included in accounts payable, and are typically paid in full at the end of each month.

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

*Paradise Recreation  
and Park District***7. OPERATING LEASES**

The District leases office space, park use, and a copier. The lease for the main office is from January 21, 2003 through December 31, 2052, at the current rate of \$1,273.75 per quarter. Use of one of the parks is leased from July 1, 2016 through June 30, 2041 at \$500 per year. The copier is leased for \$204 per month, from December 2017 through December 2022. In addition, the District has entered into a lease agreement with Paradise High School for a 15-year lease of the facilities from July 1, 2016 to June 30, 2031 in exchange for the District contributing \$15,000 towards the development of new courts, with a date not yet determined. Future minimum lease payments are as follows:

Year Ending June 30	
2020	\$ 8,046
2021	8,046
2022	8,046
2023	6,821
2024	5,595
2025 - 2029	27,975
2030 - 2034	27,975
2035 - 2039	26,975
2040 - 2044	25,475
2045 - 2049	25,475
2050 - 2054	17,833
<b>Total Minimum Future Rental Expense</b>	<b>\$ 188,262</b>

**8. GENERAL INFORMATION ABOUT THE PENSION PLAN**

Qualified employees are covered under a cost-sharing multiple-employer defined benefit pension plan maintained by an agency of the state of California. Qualified permanent and probationary employees are members of CalPERS.

**California Public Employees' Retirement System**

**Plan Description** Qualified permanent and probationary employees of the District participate in the Miscellaneous Plan of PRPD (the Plan) under CalPERS, a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. Benefit provisions are established by state statute, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a publicly available financial report that can be obtained at [www.calpers.ca.gov](http://www.calpers.ca.gov).

**Benefits Provided** The Plan provides retirement, disability benefits, and death benefits to plan members and beneficiaries. The benefits are based on members' years of service, age, final compensation, and benefit formula. Members become fully vested in their retirement benefits earned to date after five years of credited service.

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

*Paradise Recreation  
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**Contributions** Member contribution rates are defined by law. Employer contribution rates are determined by periodic actuarial valuations. The actuarial methods and assumptions used for determining the rate are those adopted by the CalPERS Board of Administration. Active plan members are required to contribute 7.00% of their salary, which is partially paid by the District depending on the employee group. The District is moving towards employees covering 100% of the employee portion. The required employer contribution for the 2018-19 fiscal year was 9.409%.

The District's contribution to CalPERS for the fiscal year ended June 30, 2019, was \$69,492.

**Pension Liabilities, Pension Expense, Deferred Outflows of Resources, and Deferred Inflows of Resources Related to Pensions**

At June 30, 2019, the District reported a net pension liability of \$304,548 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2018, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017, rolled forward to June 30, 2018, using standard update procedures. The District's portion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating organizations and the state of California, actuarially determined.

For the year ended June 30, 2019, the District recognized pension expense of \$109,522. The District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

June 30, 2019	<b>Deferred Outflows Resources</b>	<b>Deferred Inflows Resources</b>
Net difference between projected and actual earnings on pension plan investments	\$ 1,506	\$ -
Differences between District contributions and proportionate share of contributions	13,781	2,197
Differences between expected and actual experience	11,685	3,976
Changes in assumptions	34,719	8,510
Changes in proportions	45,766	7,238
District contributions subsequent to the measurement date	47,962	-
<b>Total</b>	<b>\$ 155,419</b>	<b>\$ 21,921</b>

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

***Paradise Recreation  
and Park District***

The \$47,962 reported as deferred outflows of resources related to pensions, resulting from District contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year Ending June 30		
2020	\$	51,591
2021		37,069
2022		(385)
2023		(2,739)
<b>Total</b>	<b>\$</b>	<b>85,536</b>

**Actuarial Assumptions**

The total pension liability in the June 30, 2017, actuarial valuation for CalPERS was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Valuation date	June 30, 2017
Measurement date	June 30, 2018
Actuarial cost method	Entry age normal
Actuarial assumptions:	
Discount rate	7.15%
Inflation	2.50%
Salary increases	Varies by entry age and service
Investment rate of return	7.15%, net of pension plan investment and administrative expenses; includes inflation

CalPERS uses custom mortality tables to best fit the patterns of mortality among its members. The mortality table used was developed based on CalPERS specific data. The table includes 15 years of mortality improvements using Society of Actuaries scale BB.

The Actuarial assumptions used in the June 30, 2017, valuation were based on the results of an actuarial experience study for the period July 1, 1997, through June 30, 2015.

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

***Paradise Recreation  
and Park District***

The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of a percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation.

<b>Asset Class</b>	<b>Target Allocation</b>	<b>Rate of Return Years 1 - 10</b>	<b>Rate of Return Years 11+</b>
Global equity	50%	4.80%	5.98%
Global fixed income	28%	1.00%	2.62%
Inflation sensitive	0%	0.77%	1.81%
Private equity	8%	6.30%	7.23%
Real estate	13%	3.75%	4.93%
Liquidity	1%	0.00%	-0.92%
<b>Total</b>	<b>100%</b>		

**Discount Rate**

The discount rate used to measure the total pension liability was 7.15%. The amortization and smoothing periods recently adopted by CalPERS were utilized to determine whether the municipal bond rate should be used in the calculation of a discount rate. A projection of expected benefit payments and contributions was performed to determine if the assets would run out. The test revealed the assets would not run out. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Subsequent to June 30, 2019, CalPERS lowered the discount rate to 7.0%.



**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

*Paradise Recreation  
and Park District***Sensitivity of the District's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate**

The following presents the District's proportionate share of the net pension liability calculated using the discount rate of 7.15%, as well as the District's proportionate share of the net pension liability if it was calculated using a discount rate that is one percentage point lower (6.15%) or higher (8.15%), than the current rate:

June 30, 2019	1% Decrease (6.15%)	Current Discount Rate (7.15%)	1% Increase (8.15%)
District's proportionate share of the net pension liability	\$ 581,476	\$ 304,548	\$ 75,948

**Pension Plan Fiduciary New Position**

Detailed information about the pension plan's fiduciary net position is available in CalPERS's separately issued Comprehensive Annual Financial Report.

**9. POST-EMPLOYMENT BENEFITS OTHER THAN PENSION BENEFITS**

The District provides post-employment health care benefits to qualifying employees through a single-employer defined benefit healthcare plan administered by CalPERS (the Plan). Employees hired before July 1, 1999 were eligible for post-retirement health coverage. Employees hired after July 1, 1999 may obtain health insurance coverage through CalPERS, but such coverage is not paid for by the District.

**Employees Covered**

Employees covered by the benefit terms of the Plan consisted of:

June 30, 2019	
Inactive Plan members or beneficiaries currently receiving benefit payment	1
Active Plan members	-
<b>Total</b>	<b>1</b>

**Contributions**

The contribution requirements of Plan members and the District are established and may be amended by the District's Board of Directors. Currently, the District's policy is to contribute to the Plan on a pay-as-you-go basis. For the year ended June 30, 2019, the District contributed \$5,422, representing premium payments on behalf of plan members.

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

*Paradise Recreation  
and Park District***Net Other Post-Employment Benefits (OPEB) Liability**

The District's net OPEB liability for the Plan is measured as the total OPEB liability, less the Plan's fiduciary net position. The total OPEB liability of the Plan is measured as of June 30, 2019, using the alternative measurement method. The June 30, 2019 total OPEB liability was based on the alternative measurement method and assumptions as shown below:

Valuation date	June 30, 2019
Actuarial cost method	Entry age normal
Actuarial assumptions:	
Salary increases	2.00%
Discount rate	2.31%
Healthcare cost trend	4.00%

In addition, the following simplifying assumptions were made:

*Retirement Age for Active Employee:* Based on the historical average retirement age for the covered group, the active plan member was assumed to retire at age 62.

*Marital Status:* Marital status of the member at the calculation date was assumed to continue throughout retirement.

*Mortality:* Life expectancies were based on mortality table.

*Turnover:* The active member is expected to remain employed until retirement.

*Health Insurance Premiums:* The 2019 health insurance premiums were used as the basis for calculation of the present value of total benefits paid.

**Discount Rate**

The discount rate used to measure the total OPEB liability was 2.31%. The discount rate is based on the index for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or better as required under GASB Statement No. 75.

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

*Paradise Recreation  
and Park District***Changes in the Total OPEB Liability**

The changes in the total OPEB liability for the Plan are as follows:

Year Ended June 30, 2019	
<b>Total OPEB Liability</b>	
Service cost	\$ 1,455
Benefit payments - including refunds of employee contributions	(5,442)
<b>Net Change in Total OPEB Liability</b>	(3,987)
<b>Total OPEB Liability - Beginning of Year</b>	41,965
<b>Total OPEB Liability - End of Year</b>	37,978
Covered-employee payroll	757,766
District's total OPEB liability as a percentage of covered-employee payroll	5.01%

**Sensitivity of the Total OPEB Liability to Changes in the Discount Rate**

The following presents the District's total OPEB liability calculated using the discount rate of 2.31% as well as the District's total OPEB liability if it was calculated using a discount rate that is one percentage point lower (1.31%) or one percentage point higher (3.31%) than the current rate:

June 30, 2019	1% Decrease (1.31%)	Current Discount Rate (2.31%)	1% Increase (3.31%)
Total OPEB liability	\$ 39,726	\$ 37,978	\$ 36,338

**Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rate**

The following presents the District's total OPEB liability calculated using the healthcare cost trend rate of 4.00% as well as the District's total OPEB liability if it was calculated using a discount rate that is one percentage point lower (3.00%) or one percentage point higher (5.00%) than the current rate:

June 30, 2019	1% Decrease (3.00%)	Health Cost Trend Rates (4.00%)	1% Increase (5.00%)
Total OPEB liability	\$ 35,822	\$ 37,978	\$ 40,255

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

*Paradise Recreation  
and Park District***OPEB Expense**

For the year ended June 30, 2019, the District recognized OPEB expense of \$5,442.

**Alternative Measurement Method Assumptions**

The alternative valuation method of an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events in the future. Examples include assumptions about future employment, mortality, and health care cost trends. Amounts determined regarding the funded status of the plan, and the annual required contributions of the employer, are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the benefits provided at the time of each valuation and the historical pattern of benefit costs at that point. The assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets consistent with the long-term perspective of the calculations.

The following simplifying assumptions were made:

*Retirement Age for Active Employee:* Based on the historical average retirement age for the covered group, the active plan member was assumed to retire at age 62.

*Marital Status:* Marital status of the member at the calculation date was assumed to continue throughout retirement.

*Mortality:* Life expectancies were based on mortality table.

*Turnover:* The active member is expected to remain employed until retirement.

*Health Cost Trend Rate:* A rate of 2.562 was used.

*Health Insurance Premiums:* The 2018 health insurance premiums were used as the basis for calculation of the present value of total benefits paid.

*Inflation Rate and Payroll Growth Rate:* Rates were not used.

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

*Paradise Recreation  
and Park District***10. RISK MANAGEMENT**

The District has obtained general liability, auto liability, property, boiler and machinery coverage, and public officials' errors and omissions insurance through the California Association for Park and Recreation Insurance (CAPRI), a risk-sharing joint powers authority. CAPRI maintains a self-insured retention (SIR) of \$1,000,000 for its general and auto liability insurance. CAPRI has contracted out for the additional insurance coverage as listed below:

General liability	\$ 25,000,000
Auto liability	\$ 25,000,000
Public officials' errors and omissions	\$ 25,000,000
Property	\$ 25,000,000
Earthquake	\$ 5,000,000
Flood	\$ 10,000,000

The Agreement for Formation provides that CAPRI will be self-sustaining through member premiums. CAPRI reinsures through commercial companies (excess liability) for claims up to \$10,000,000 for general and automobile liability and all risk property insurance, including boiler and machinery coverage, which is subject to a \$2,000 deductible occurrence payable by the District. Earthquake and Flood claims are subject to a \$50,000 deductible per occurrence. Financial statements for CAPRI are available at the District's office for fiscal year ending June 30, 2019.

The District has obtained workers' compensation insurance through the California Association for Park and Recreation Insurance (CAPRI), a risk-sharing joint powers authority. Membership in the California Association of Recreation and Park Districts is required when applying for CAPRI.

**11. RECENT ACCOUNTING PRONOUNCEMENTS**

In June 2017, GASB issued Statement 87, *Leases*. This statement improves accounting and financial reporting for leases by governments. This statement requires recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and as inflows or outflows of resources recognized based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundation principles that leases are financing of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and the lessor is required to recognize a lease receivable and deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The District's management has not yet determined the impact that the implementation of the standard, which is required on July 1, 2020, will have on the district's financial statements, if any.

**NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2019

*Paradise Recreation  
and Park District***12. APPROPRIATIONS LIMIT**

The District establishes appropriation limits, pursuant to Section 9c of Article XIII B of the *California Constitution*, since the District's ad valorem tax on property exceeded \$.125 per \$100 assessed valuation in the 1977-78 fiscal year.

The District's Board established the appropriation limits for the 2018-2019 fiscal year to be \$2,204,410.

**13. SUBSEQUENT EVENTS**

Subsequent events have been evaluated through August 7, 2020, which is the date the financial statements were available to be issued.

On July 8, 2020, the District received payment from Pacific Gas & Electric (PG&E) to resolve the District's claims against PG&E resulting from the 2018 Camp Fire. The settlement value was determined via mediation and the Bankruptcy Court later incorporated and confirmed payments as part of a plan of reorganization filed by PG&E in its Chapter 11 bankruptcy case. The District received approximately \$38,558,560 as part of the settlement. The settlement will allow the District to survive the loss of tax and program revenue over the next two decades and allow the District to maintain operations and services, and potentially expand recreational opportunities to residents within the District.

**REQUIRED SUPPLEMENTARY INFORMATION**

**BUDGETARY COMPARISON SCHEDULE –  
GENERAL FUND**

*Paradise Recreation  
and Park District*

Year Ended June 30, 2019	<b>Adopted Original Budget</b>	<b>Approved Final Budget</b>	<b>Actual</b>	<b>Variance Positive (Negative)</b>
<b>REVENUES</b>				
Program service fees	\$ 508,410	\$ 508,410	\$ 207,778	\$ (300,632)
Property taxes	1,445,490	1,445,490	1,569,394	123,904
Impact fee	54,225	54,225	87,345	33,120
Investment income	7,945	7,945	24,524	16,579
Loss on disposal of assets	-	-	(10,893)	(10,893)
Insurance recoveries	-	-	1,148,000	1,148,000
Other revenue	65,900	65,900	22,832	(43,068)
<b>Total Revenues</b>	<b>2,081,970</b>	<b>2,081,970</b>	<b>3,048,980</b>	<b>967,010</b>
<b>EXPENDITURES</b>				
Salaries and benefits	1,425,862	1,425,862	1,233,045	192,817
Services and supplies	656,108	656,108	631,177	24,931
Other charges	-	-	-	-
<b>Total Expenditures</b>	<b>2,081,970</b>	<b>2,081,970</b>	<b>1,864,222</b>	<b>217,748</b>
<b>EXCESS (DEFICIT) OF REVENUES</b>				
OVER EXPENDITURES	-	-	1,184,758	1,184,758
<b>Fund Balance - Beginning of Year</b>	<b>1,786,470</b>	<b>1,786,470</b>	<b>1,786,470</b>	<b>-</b>
<b>Fund Balance - End of Year</b>	<b>\$ 1,786,470</b>	<b>\$ 1,786,470</b>	<b>\$ 2,971,228</b>	<b>\$ 1,184,758</b>



*Paradise Recreation  
and Park District*

**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**

**Budgets and Budgetary Accounting**

As required by state law, the District prepares and legally adopts a final operating budget. Public hearings were conducted on the proposed and final budget to review all appropriations and the sources of financing.

The budget for the general fund is adopted on the modified accrual basis of accounting. The budget for the general fund is the only legally adopted budget.

At the object level, actual expenditures cannot exceed budgeted appropriations. Management can transfer budgeted amounts between expenditure accounts within an object without the approval of the Board of Directors. Significant amendments and appropriation transfers between objects or funds must be approved by the Board of Directors. Appropriations lapse at fiscal year-end.

The budgetary data presented in the accompanying financial statements includes all revisions approved by the Board of Directors.

**OTHER REPORT**



## HOLLY B. PLADSON

◆ Certified Public Accountant ◆

### **INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Directors  
Paradise Recreation and Park District  
Paradise, California

I have audited, in accordance with the auditing standard generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controller's *Minimum Audit Requirements for California Special District*, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Paradise Recreation and Park District (the District), a political subdivision of the state of California, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements and have issued my report thereon dated August 7, 2020.

#### **Internal Control Over Financial Reporting**

In planning and performing my audit of the financial statements, I considered the District's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing my opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, I do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

My consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during my audit I did not identify any deficiencies in internal control that I consider to be material weaknesses. I did identify certain deficiencies in internal control, described in the accompanying schedule of findings, that I consider to be significant deficiencies (findings 2019-01 to 2019-03).

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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN  
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Continued

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit; and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

**District's Response to Findings**

The District's responses to the findings identified in my audit are described in the accompanying schedule of findings. The District's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, I express no opinion on them.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of my testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Holly B. Pladson, CPA*

August 7, 2020

Chico, California

**SCHEDULE OF FINDINGS AND RESPONSES**

**SCHEDULE OF FINDINGS AND RESPONSES**

June 30, 2019

*Paradise Recreation  
and Park District***CASH IN COUNTY**

2019-01

**Significant Deficiency****Condition**

During the reconciliation of the Cash in County per the trial balance to the Cash in County per the confirmation received, it was noted that the Cash in County is not reconciled to the monthly reports received from the County, nor is it adjusted to the fair market value at year-end.

**Criteria**

In order to maintain control over cash balances, the accounts need to be reconciled on a monthly basis. This includes any adjustment in fair market value and interest receivable.

**Effect**

Without reconciling to the County reports, the actual cash balance is misstated, which can cause the financial statements to be misleading.

***Recommendation***

The monthly reports from the County need to be reconciled to the internally generated accounting reports using the QuickBooks accounting software. The Cash in County amounts need to be adjusted (per the County reports) for any fair market value adjustments and any interest income.

***Response***

The District Accountant will review the reports received from the County and implement immediately.

**SCHEDULE OF FINDINGS AND RESPONSES**

June 30, 2019

*Paradise Recreation  
and Park District***COUNTY REVENUE**

2019-02

**Significant Deficiency****Condition**

During the recalculation of revenue paid to the District from the County (for property taxes and other items), it was noted that not all revenue received from the County is posted to the trial balance.

**Criteria**

In order to maintain accurate accounting of revenues received from the County, amounts collected by the County on behalf of the District need to be reconciled on a monthly basis.

**Effect**

Without reconciling to the County reports, the actual tax revenue balances are misstated, which can cause the financial statements to be misleading.

***Recommendation***

The monthly reports from the County need to be reconciled to the internally generated accounting reports using the QuickBooks accounting software. The tax revenue and interest income revenue amounts need to reconcile to the County reports.

***Response***

The District Accountant will review the reports received from the County and implement immediately.

**SCHEDULE OF FINDINGS AND RESPONSES**

June 30, 2019

*Paradise Recreation  
and Park District***PAYROLL**

2019-03

**Significant Deficiency****Condition**

During the test of controls over payroll transactions, it was noted that three of the 25 employees selected were not paid for all of the hours worked, per the employee time sheets submitted.

**Criteria**

The District Accountant needs to double check the accuracy of the hours worked per the time sheets submitted prior to processing payroll.

**Effect**

Employees could be paid inaccurately for the actual number of hours worked.

***Recommendation***

Employee time sheets need to be recalculated for the hours worked. The District Accountant should initial the total hours worked.

***Response***

The District Accountant will implement immediately.



**SCHEDULE OF FINDINGS AND RESPONSES**

June 30, 2019

*Paradise Recreation  
and Park District***ACCOUNTS PAYABLE**

2019-04

**Control Deficiency****Condition**

The District provides detailed reports to the County specifying each payment made subsequent to year-end that relates to the current fiscal year. These reports are not reconciled to the accounts payable detailed report generated by the QuickBooks accounting software. The District listed items in excess of \$55,000 that the County reported as current year expenses (and payables), but that actually belonged in the subsequent fiscal year. In addition, the District did not record over \$9,000 in expenses and payables (including a credit card payable) that related to the current fiscal year.

**Criteria**

In order to prepare financial statements that are correctly reported on the accrual basis, amounts must be reported for expenses incurred during the year, but not paid until after the fiscal year-end. In addition, reports supplied to the County need to be reconciled to the District's accounting software.

**Effect**

Without reconciling the liabilities of the District, the actual balances will not match the County reports, which can cause the financial statements to be misleading.

***Recommendation***

All expenses related to the current fiscal year, but not paid until subsequent to year-end need to be calculated and recorded in the accounting software at year-end, and reconciled to all reports given to the County. This includes credit card balances.

***Response***

The District Accountant will implement immediately.

**SCHEDULE OF FINDINGS AND RESPONSES**

June 30, 2019

*Paradise Recreation  
and Park District***CASH DISBURSEMENTS**

2019-05

**Control Deficiency****Condition**

During the test of controls over non-payroll transactions, it was noted that three of the 25 items tested either did not have the general ledger account listed, or the general ledger account coding was incorrect. In addition, one transaction was posted to the incorrect account number, one transaction did not have proper approval, and one transaction had supporting documentation that did not agree to the invoice total.

**Criteria**

Cash disbursements need to be supported by proper supporting documentation, account coding, and approval prior to payment.

**Effect**

Sufficient controls over expenditures are not in place to prevent invoices from being coded to an incorrect account nor are sufficient controls in place to prevent invoices from being paid without supporting documentation or approval.

***Recommendation***

All receipts should be reviewed by the District Accountant for proper account coding, supporting documentation, and approval before being paid.

***Response***

The District Accountant will implement immediately.

# Staff Report

## September 9, 2020



DATE: 8/31/2020  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: Grant Writer Services

### Summary

Staff seek concurrence from the Board to procure grant writing services to assist with the development of multiple grant proposals over the next year and a half. If directed, Staff could work with identified *ad hoc* BOD members to support staff review of grant writer qualifications.

**Recommendation:** 1) Direct staff to work with identified *ad hoc* BOD members to support staff review of grant writer qualifications.; and 2) Authorize District Manager to engage the services of a grant writer(s) or organization(s) to develop proposals to the end of 2021.

### 1. Background

Staff have aggressively developed and submitted grants over the past year. This may be summarized as follows:

#### a. 2019

Status	Count	%	Amount	%
01-In-Progress	2	15%	\$100,000	1%
02-Completed	0	0%	\$0	0%
03-Submitted	4	31%	\$4,595,492	45%
04-Approved	3	23%	\$820,700	8%
05-Denied	4	31%	\$4,675,000	46%
06-Not-Submitted	0	0%	\$0	0%
Total Submitted	13	100%	\$10,191,192	100%

#### b. 2020

Status	Count	%	Amount	%
01-In-Progress	3	43%	\$10,000	1%
02-Completed	0	0%	\$0	0%
03-Submitted	2	29%	\$493,900	54%
04-Approved	2	29%	\$411,745	45%
05-Denied	0	0%	\$0	0%
06-Not-Submitted	0	0%	\$0	0%
Total Submitted	7	100%	\$915,645	100%

Many of these submissions are still under consideration and require additional development and information.

While there may be other proposals to follow, this action is prompted by an upcoming grant deadline. The California State Parks have released a fourth and final round of Proposition 68 funded Statewide Park Development and Community Revitalization Program. The State notes that \$395.3 Million is available.

This grant program is highly competitive and focuses on disadvantaged communities. Staff participated in grant workshops in August and believe the District has several project opportunities that cumulatively could generate over \$12 million in grant funding to expand existing, and develop new, parks. Grant proposals in this program don't require matching funds and range between \$200,000 to \$8 Million dollars.

The District has identified projects that are compelling proposals, but each requires a separate grant application. Because of the relatively limited time available to complete these grant proposals, staff would like to engage the services of an experienced grant writer for assistance.

The District will apply for other grant opportunities during the remainder of this year and in 2021.

## 2. Fiscal Impact

The Butte Strong Fund awarded the District a Design and Planning grant that allocates funds for grant development and community outreach. The balance of additional funds is available for Professional Outside Services within the 2020-21 Fiscal Year budget. Typically, these professional consultants work on a time and material basis. We anticipate FY costs on the order of \$20-\$25K.

## 3. Discussion

Section 28 of the District By--laws (**Attachment A**) gives the Board authority to:

*“...negotiate service contracts, without the necessity of resorting to bids, whether formal or informal, with any persons or firms for furnishing to the District special services and advice in financial, economic, accounting, engineering, legal, administrative matters, or any other special service determined by the Board of Directors, if such persons or firms are specifically trained and experienced and competent to perform the special service required.”*

Because of budget authority and purchasing policies, professional services have often been engaged with staff initiative. However, as we anticipate that the costs associated with grant writing effort will accumulate over the next year, staff recommends BOD engagement in the process.

Grant writing services would enable the District to submit multiple, competitive grant proposals. Staff have been successful with grant writing but increasing workload and limited capacity restrict the District's opportunity to complete multiple proposals. Grant writing services allows the District to develop multiple grant proposals to ensure a more competitive result.

Grant writing assistance could provide a significant return on investment as these services could yield unprecedented financial support for projects to serve our community needs. Staff will focus on community outreach and draft narrative while the grant writer will compile and polish materials to submit competitive proposals. We anticipate a team approach and will work with our GIS, landscape architect, engineering and other services to develop robust proposals.

Staff have contacted four professional grant writers to inquire about service rates, capacity, success rates, and billing practices and could review this with BOD members.

## 4. Recommendation

1) Direct staff to work with identified *ad hoc* BOD members to support staff review of grant writer qualifications.; and 2) Authorize District Manager to engage the services of a grant writer(s) or organization(s) to develop proposals to the end of 2021.

### Attachments:

A. PRPD Board of Directors and Administrative By-Laws, Section 28.

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/20\\_0909/2020.0909.Grant.Writer.Staff.Report.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/20_0909/2020.0909.Grant.Writer.Staff.Report.docx)  
9/3/2020



## Paradise Recreation & Park District Board of Directors and Administrative By-Laws

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account distribution slip and processed with other accounts payable for the month. The warrant will be drawn in the name of the District Bookkeeper in the amount of the expenditures.

- d. The proper budgetary accounts will be charged from the account distribution information.

### Section 27

#### Leases, Contracts, etc:

All leases, contracts, etc. entered into by the Paradise Recreation and Park District Board of Directors and receiving Board of Directors approval shall be signed by the Chairperson and Secretary, or the District Manager, on behalf of the District when prior approval is given by the Board of Directors.

### Section 28

#### Service Contracts:

Notwithstanding any other provisions of these By-laws, the Paradise Recreation and Park District Board of Directors may negotiate a contract, without the necessity of resorting to bids, whether formal or informal, with any persons or firms for furnishing to the District special services and advice in financial, economic, accounting, engineering, legal, administrative matters, or any other special service determined by the Board of Directors, if such persons or firms are specially trained and experienced and competent to perform the special service required. The Board of Directors' conclusion to negotiate a contract therefore shall be conclusive.

### Section 29

#### Surplus Property:

The Paradise Recreation and Park District Board of Directors may declare as surplus, personal