

Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
Chico Country Day Middle School, Chico, CA  
January 8, 2019

## MINUTES

The regular meeting of the Paradise Recreation and Park District Board of Directors was called to order by District Manager Efseaff at 6:01 p.m.

### 1. CALL TO ORDER:

#### 1.1 PLEDGE OF ALLEGIANCE:

District Manager Efseaff led the Pledge of Allegiance.

#### 1.2 ROLL CALL:

Present: Directors Steve Rodowick, Mary Bellefeuille, Al McGreehan, Robert Anderson, and Julie Van Roekel

**ABSENT:** None

#### PRPD STAFF:

District Manager Dan Efseaff, Park Supervisor Mark Cobb, District Accountant Jim Bruffett, and Administrative Assistant Colleen Campbell.

#### GUESTS:

Certified Public Accountant Holly Pladson

#### 1.3 WELCOME GUESTS:

District Manager Efseaff welcomed District staff and guests to the meeting.

#### 1.4 SPECIAL PRESENTATIONS: None

### 2. NEW BUSINESS:

#### 2.1 Election of Officers

The PRPD Board of Directors will elect a Chairperson, Vice Chairperson and Secretary to serve in the 2019 calendar year.

#### NOMINATIONS FOR CHAIRPERSON:

District Manager Efseaff opened the nominations for PRPD Board of Directors Chairperson for the 2019 calendar year.

Steve Rodowick nominated Mary Bellefeuille.

Seeing no other nominations, District Manager Efseaff stated he would entertain a motion to close the nominations for PRPD Board of Directors Chairperson for the 2019 calendar year.

**MOTION:**

Director McGreehan moved to close the nominations for Chairperson of the PRPD Board of Directors for the 2019 calendar year. The motion was seconded by Director Rodowick carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

**VOTE:**

District Manager Efseaff asked the Board for a vote on the nomination of Mary Bellefeuille for PRPD Board of Directors Chairperson for the 2019 calendar year. The nomination carried with 4 ayes, 1 abstention.

**ROLL CALL VOTE:**

Steve Rodowick, aye, Al McGreehan, aye, Mary Bellefeuille, abstain; Robert Anderson, aye; and Julie Van Roekel, aye.

At this time, District Manager Efseaff turned the meeting over to Chairperson Bellefeuille to continue the election of officers for the 2019 calendar year.

**NOMINATIONS FOR VICE CHAIRPERSON:**

Chairperson Bellefeuille opened the nominations for PRPD Board of Directors Vice Chairperson for the 2019 calendar year.

Julie Van Roekel nominated Al McGreehan.

Seeing no other nominations, Chairperson Bellefeuille stated she would entertain a motion to close the nominations for PRPD Board of Directors Vice Chairperson for the 2019 calendar year.

**MOTION:**

Director Rodowick moved to close the nominations for Vice Chairperson of the PRPD Board of Directors for the 2019 calendar year. The motion was seconded by Director Van Roekel carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

**VOTE:**

Chairperson Bellefeuille asked the Board for a vote on the nomination of Al McGreehan for PRPD Board of Directors Vice Chairperson for the 2019 calendar year. The nomination carried with 4 ayes, 1 abstention.

**ROLL CALL VOTE:**

Steve Rodowick, aye, Al McGreehan, abstain, Mary Bellefeuille, aye; Robert Anderson, aye; and Julie Van Roekel, aye.

**NOMINATIONS FOR SECRETARY:**

Chairperson Bellefeuille opened the nominations for PRPD Board of Directors Secretary for the 2019 calendar year.

Steve Rodowick nominated Robert Anderson.

Seeing no other nominations, Chairperson Bellefeuille stated she would entertain a motion to close the nominations for PRPD Board of Directors Secretary for the 2019 calendar year.

**MOTION:**

Director Van Roekel moved to close the nominations for Secretary of the PRPD Board of Directors for the 2019 calendar year. The motion was seconded by Director Al McGreehan and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

**VOTE:**

Chairperson Bellefeuille asked the Board for a vote on the nomination of Robert Anderson for PRPD Board of Directors Secretary for the 2019 calendar year. The nomination carried with 4 ayes, 1 abstention.

**ROLL CALL VOTE:**

Steve Rodowick, aye, Al McGreehan, aye, Mary Bellefeuille, aye; Robert Anderson, abstain; and Julie Van Roekel, aye.

- 2019 PRPD Board of Directors:
  - Chairperson Mary Bellefeuille
  - Vice Chairperson Al McGreehan
  - Secretary Robert Anderson
  - Director Julie Van Roekel
  - Director Steve Rodowick

**3. PUBLIC COMMENT: None**

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

#### 4. CONSENT AGENDA

##### 4.1 Board Minutes:

- A. Special Meeting of November 30, 2018
- B. Regular Meeting of December 11, 2018

##### 4.2 Correspondence: None

##### 4.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #048903 to and including #048927 in the total amount of \$151,628.32.

##### 4.4 Information Items (Acceptance Only) - None

Seeing and hearing none, Chairperson Bellefeuille stated she would entertain a motion on the Consent Agenda.

#### MOTION:

Director Van Roekel moved that the PRPD Board of Directors approve the Consent Agenda as presented. The motion was seconded by Vice Chairperson McGreehan and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

ABSENT: None

To accommodate guests in the audience the Board concurred to hear New Business, item 9.1 at this time.

#### 9. NEW BUSINESS:

9.1 Amended Audit Agreement – Holly Pladson, Certified Public Accountant, will present an amendment to the audit agreement originally approved by the PRPD Board of Directors on November 14, 2017 to perform annual audit for FY 2017-18.

Chairperson Bellefeuille welcomed Ms. Pladson to the floor.

Ms. Pladson provided the Board of Directors with an overview of the challenges she was experiencing concerning the status of the District's current trial balances indicating there are three different set of numbers; an internal one, one from the previous audit for FY 2016-17, and one from the controlled audit performed by K-Coe Isom. She is seeking an additional \$5,000.00 to perform the audit for 2017-18 due to these extenuating circumstances.

The Board had open dialog with staff and Ms. Pladson and staff concerning the proposed amendment to the audit agreement. The Board concurred that the Finance Committee should be kept informed as the audit progresses.

Seeing no further dialog, Chairperson Bellefeuille stated she would entertain a motion.

#### MOTION:

Vice Chairperson McGreehan moved that the PRPD Board of Directors approve the amendment to the 2017-19 audit in the amount not to exceed \$5,000.00 as recommended by staff and further moved that

staff will keep the Finance Committee informed during the audit process. The motion was seconded by Director Rodowick and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

ABSENT: None

The Board concurred to resume the regular agenda schedule.

#### **5. COMMITTEE REPORTS: None**

Seeing no Committee Reports Chairperson Bellefeuille directed the Board's attention to Reports.

#### **6. REPORTS:**

##### **6.1 District Report (Manager's Report)**

Referencing the written report presented to the Board, District Manager Efseaff summarized the following:

##### **UPDATES:**

- The contractor inquiring to use Noble Park is still interested. He is working through the permitting process with the Town of Paradise. Staff will provide updates as they become available.
- Insurance estimates for loss have been revised to an upper limit of approximately \$4 million. We have received an initial check for \$1 million as partial payment for vehicle and facility loss. Staff has purchased two replacement trucks for maintenance use.
- We also received payment of \$148,000.00 from CAPRI for the single occurrence claim.
- Staff has applied for Public Assistance before the December 10, 2018 deadline and have provided enrollment forms on reimbursement and claims for CalOES and FEMA. Pending telephone interview.
- There is potential grant funding that may be available to recoup loss revenue. Staff is working through this process.

##### **ADMINISTRATIVE AND VISITOR SERVICES:**

- During the week of December 3, 2018, staff moved our base of operations from Chico Country Day School to temporary offices at 564 Rio Lindo Drive, #103, Chico, CA. Our regular number 872-6393 is being forwarded to our new temporary number 990-0740. We anticipate we will be able to repopulate the Terry Ashe Recreation Center in February.
- The County Assessor's office continues to work on determining the actual amount of structure loss the District experienced, but final numbers may take several months. The County provided staff with a contact person to work with regarding modifying our budget.
- Park Maintenance I, Terry Higgins, filed for early retirement. He felt this was best given the situation. He expressed his gratitude to the District and his co-workers.

- The Board requested that staff provide a card for Board signature at the February Board meeting to recognize Mr. Higgins for his service to the District.
- **Energy Improvements:** Due to current circumstances an extension has been granted to defer our rebate/installation of energy efficient lighting.
- Staff anticipates providing a mid-year budget review at the February Board meeting.

## 6.2 Finance Report

The Board concurred to receive the finance report as presented. Further, the Board requested that staff provide clearer titles to the reports to avoid confusion.

7. **CLOSED SESSION:** None

8. **OLD BUSINESS:** None

## 9. NEW BUSINESS:

### 9.2 **Employee Pay Disruption** – Consider actions related to disruption to employee pay as a result of the Camp Fire.

*Staff recommends that the Board of Directors (1) adopt retention pay for full-time employees; and (2) part-time permanent employees in District employment by the end of February for scheduled hours. The Board may direct this item to a committee for further review.*

The Board of Directors reviewed the information provided and had open discussion with staff concerning the fiscal impact.

The Board concurred to call a brief recess at 7:18 p.m.

Chairperson Bellefeuille reconvened the public meeting at 7:26 p.m. and continued discussion concerning this item.

Seeing no further dialog, Chairperson Bellefeuille stated she would entertain a motion.

### **MOTION:**

Director Van Roekel moved that the PRPD Board of Directors replenish (backfill) leave taken during the evacuation period for work days between November 8, 2018 and December 17, 2018 so that full-time employees will return to pre-fire levels and remove any negative leave balances. The motion was seconded by Secretary Anderson and carried unanimously with 5 ayes.

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

**NOES:** None

**ABSTENTIONS:** None

**ABSENT:** None

### **MOTION:**

Vice Chairperson McGreehan moved that the PRPD Board of Directors provide payment of lost wages for the scheduled number of hours for employees during the noted period of November 8, 2018 to December 17, 2018 for part-time permanent employees. As this is intended to retain employees, only employees that remain in the District employment by the end of February are eligible. The motion was seconded by Director Rodowick and carried unanimously with 5 ayes.

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

NOES: None

ABSTENTIONS: None

ABSENT: None

**9.3 Assign Standing Committees – The PRPD Board of Directors Chairperson will (1) assign two PRPD Board members to each of the following standing committees to serve for the 2019 calendar year: Personnel, Finance, and Recreation and Park; (2) establish the 2019 District ad-hoc advisory committees and assign Board members as needed; and (3) dissolve ad-hoc committees, if needed, that have met their objective(s).**

Chairperson Bellefeuille made the following standing committee appointments for the 2019 calendar year:

- Personnel Standing Committee
  - Chairperson: Al McGreehan
  - Member: Julie Van Roekel
- Finance Standing Committee
  - Chairperson: Steve Rodowick
  - Member: Mary Bellefeuille
- Recreation and Park Standing Committee
  - Chairperson: Robert Anderson
  - Member: Steve Rodowick

Further, Chairperson Bellefeuille directed staff to calendar these committee assignments for the May 2019 regularly scheduled Board meeting for re-evaluation.

The Board reviewed the ad-hoc advisory committees and concurred that these ad-hoc committees had met their objective.

With concurrence from the Board, Chairperson Bellefeuille dissolved the following ad-hoc committees as it was deemed they had met their objective(s), effective January 8, 2019:

- Paradise Community Village Corporation Ad-hoc Advisory Committee (established 06-10-03)
  - Al McGreehan and Mary Bellefeuille

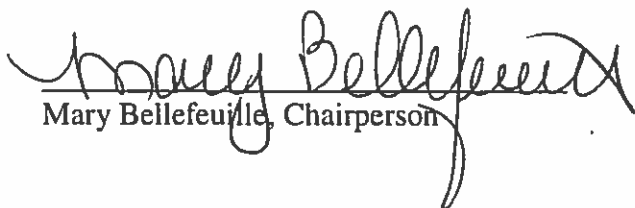
- Town of Paradise RDA Oversight Committee (established 04-26-12)
  - Al McGreehan
- Personnel Recruitment Ad-hoc Advisory Committee (established 12-13-16)
  - Al McGreehan and Julie Van Roekel
- Paradise Ice Rink Ad-hoc Advisory Committee (established 04-11-17)
  - Julie Van Roekel and Mary Bellefeuille
- Bike Park Ad-hoc Advisory Committee (established 12-13-16)
  - Steve Rodowick and Staff

#### 10. BOARD COMMENT:

- Robert Anderson stated he is looking forward to having the February Board meeting at the Terry Ashe Recreation Center.
- Steve Rodowick commented that the Bille Park trail seemed relatively undamaged by the Camp Fire.
- Mary Bellefeuille commented she liked the daily updates District Manager Efseaff was providing.
- Al McGreehan stated he will be meeting with CARPD for their quarterly meeting and requested that this be added to the February agenda, so he could provide a report.
- Robert Anderson thanked staff for continuing to work during this trying time in the aftermath of the Camp Fire.
- The Board also gave thanks for staff's efforts to open the ice rink and generous donations from the community.
- Mary Bellefeuille thanked Steve Rodowick for Chairing the Board of Directors during this difficult time.

#### 11. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 8:03 p.m. by Chairperson Bellefeuille until the next regularly scheduled meeting on February 12, 2019 at 6:00 p.m. in Room D at the Terry Ashe Recreation Center, 6626 Skyway, Paradise, California.

  
Mary Bellefeuille, Chairperson

  
Robert Anderson, Secretary