

Paradise Recreation and Park District
Board of Directors Regular Meeting
Terry Ashe Recreation Center
April 12, 2023

MINUTES

1. CALL TO ORDER:

Board Chairperson Steve Rodowick called the Regular Meeting of the Paradise Recreation and Park District Board of Directors to order at 6:01p.m.

1.1 PLEDGE OF ALLEGIANCE:

Chairperson Rodowick led the Pledge of Allegiance.

1.2 ROLL CALL:

Present: Steve Rodowick (Chairperson), Robert Anderson (Vice- Chairperson), Mary Bellefeuille (Secretary), Al McGreehan (Director), Jen Goodlin (Director).

PRPD STAFF:

Present: Dan Efseaff (District Manager), Kristi Sweeney (Assistant District Manager), Mark Cobb (Park Supervisor), Scott Amick (Recreation Supervisor), Catherine Merrifield (District Accountant), Sarah Hoffman (Board Clerk)

Present via zoom: Jeff Dailey (Recreation Supervisor),

1.3 WELCOME GUESTS:

Chairperson Rodowick welcomed guests.

Present: John Stonebraker and Melissa Cantant

Present via teleconference:

2. PUBLIC COMMENT: Citizen Stonebraker made a public comment regarding the General Plan for Lakeridge and housing along Lakeridge Circle. Citizen Cantant made a comment on pursuing using the old Concow School for a Community resource center.

3. CONSENT AGENDA:

3.1. Board Minutes: Regular Meeting of February 8, 2023, and March 8,2023

3.2. Correspondence: None

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

Check # 055205 – 055335 and ACH Payments

3.4. Information Items (Acceptance only):

A. Safety Committee Minutes of February 16, 2023, and March 24, 2023

MOTION:

Secretary Bellefeuille moved to approve the Consent Agenda. Vice-chairperson Anderson seconded the motion, and the motion carried with 5 ayes.

ROLL CALL VOTE:

Chairperson Rodowick, aye; Vice-Chairperson Anderson, aye; Secretary Bellefeuille, aye; Director McGreehan, aye; Director Goodlin, aye.

4. COMMITTEE REPORTS:

4.1. Finance Committee Meeting of February 16, 2023. – The committee met to discuss the 2023-2024 Budget Schedule, review the budget process, review California Class Investment Account, and review Finance Manual- Outline and Proposed Calendar (Verbal report presented at March meeting).

Vice- Chairperson Anderson gave a brief verbal report on the committee meeting. Director McGreehan also added some input on the meeting.

4.2. Finance Committee Meeting of March 16, 2023. – The committee met to discuss California Class Investment Account and went over how to process payroll.

Vice- Chairperson Anderson gave a brief verbal report on the committee meeting. Director McGreehan mentioned that a representative from California Class virtually attended the meeting.

4.3. Personnel Committee Meeting of March 21, 2023. – The committee met to discuss The Injury and Illness Prevention Plan, Review a potential Employee Assistance Program, and to look into ScholarShare 529 Workplace Savings Program.

Secretary Bellefeuille went through some of the updates that needed to be made to the IIPP and then gave a brief verbal report on the EAP/ 529 ScholarShare programs.

4.4. Recreation and Park Meeting of March 28, 2023. – the Park Memorial and Donation Policy and met in Closed Session Pursuant to California Code Section 54956.8 – Potential Interest in Real Estate Negotiations Related to Park Expansion within the District Boundaries to go over potential.

Secretary Bellefeuille gave a verbal report on the discussion the committee had about the Memorial and Donation Policy.

5. OLD BUSINESS:

5.1. Agreement for California Class (Advisor) Investment Account – The District’s Investment Policy provides guidelines for the prudent investment of funds and to maximize the efficiency of cash management. The Finance Committee and staff have explored investment options with California Class (Advisor) to invest a portion of District funds. California Class is a branch of Public Trust Advisors LLC (Public Trust). Recommendation: Authorize District Manager to enter into agreement with Advisor to invest District funds.

District Accountant Merrifield introduced the item and provided information on California Class.

Secretary Bellefeuille asked about differences between California Class and Meeder Investments. District Accountant Merrifield stated that California Class focuses on short-term investments (high liquidity).

Director McGreehan asked that when the amount to invest is chosen, the Finance Committee is kept informed. District Manager confirmed that we would.

Chairperson Rodowick then asked if there were any other comments from the public. There were none.

He then asked if there were any more comments or questions from the Board. There were none.

MOTION:

Director McGreehan moved to approve authorizing the District Manager to enter into the agreement with Advisor to invest District funds. Vice-chairperson Anderson seconded the motion, and the motion carried with 5 ayes.

ROLL CALL VOTE:

Chairperson Rodowick, aye; Vice-Chairperson Anderson, aye; Secretary Bellefeuille, aye; Director McGreehan, aye; Director Goodlin, aye.

5.2. Initiate Employee Assistance Program (EAP) – The EAP is a low-cost program that provides ample benefits (financial services, therapy service, wellness help, grief counseling and more) to employees. The Personnel Committee recommended adoption for Full time and Part-time permanent employees. Recommendation: Authorize District Manager to complete the application with Provider and implement the Program.

District Manager Efseaff introduced the item and then Board Clerk Hoffman continued to explain the EAP program and what it offers.

Secretary Bellefeuille then added some information on EAP programs that she has been part of in the past. Chairperson Rodowick also asked if it was open to Board members. Director McGreehan stated that staff was great for implementing this and that it was long overdue.

Chairperson Rodowick asked if there were any public comments. Citizen Stonebraker made a public comment commending the EAP program idea.

He then asked if there were any more comments from the public or the Board. There were none.

MOTION:

Secretary Bellefeuille moved to approve authorizing the District Manager to complete the application with the provider and implement the EAP program. Director McGreehan seconded the motion, and the motion carried with 5 ayes.

ROLL CALL VOTE:

Chairperson Rodowick, aye; Vice-Chairperson Anderson, aye; Secretary Bellefeuille, aye; Director McGreehan, aye; Director Goodlin, aye.

5.3. ScholarShare 529- Workplace Savings Program (Program). – The District would like to offer this Program to interested employees. The program is funded strictly through employees who enroll in the program with minor staff time required to administer the program. The Personnel Committee recommends adoption. **Recommendation: Authorize District Manager to complete the registration process for the Program.**

Board Clerk Hoffman introduced this item and gave some background on what the program entailed and the benefits of it. She stated it was a program that wouldn't cost the District any money and could be used by whichever employee signed up for it.

Director McGreehan asked if staff asked for this program. District Manager Efseaff responded.

Director McGeehan then stated that it was a valid program.

Chairperson Rodowick asked if there were any public comments. There were none.

MOTION:

Director Goodlin moved to approve authorization for the District Manager to complete the registration process for the program. Secretary Bellefeuille seconded the motion, and the motion carried with 5 ayes.

ROLL CALL VOTE:

Chairperson Rodowick, aye; Vice-Chairperson Anderson, aye; Secretary Bellefeuille, aye; Director McGreehan, aye; Director Goodlin, aye.

6. NEW BUSINESS

6.1. Chocolate Fest Rental Rate. – Staff requests Board action to consider a deviation of fees from the established policy and fee schedule due to the unusual combination of a Non-Profit group / event that has sales and charges a ticket price, while donating funds to other community-based organizations on the Ridge. **Recommendation: Approve the recommended reservation rate of \$4,500.00 for the Chocolate Fest.**

District Manager Efseaff pulled this item and tabled it for the May 10, 2023 Board of Directors Meeting.

6.2. Short List Request for Qualifications (RFQ). – The last Shortlist was approved in 2016 and has since expired. The District would like to create a new Shortlist. **Recommendation: Approve the 2023 Shortlist RFQ and authorize the release of the RFQ.**

District Manager Efseaff gave a brief verbal report on the Request for Qualifications and why we were wanting to update it. He also stated that he added extra service categories.

Board Clerk Hoffman stated that she made corrections prior to the meeting. Director McGreehan also pointed out another correction.

Secretary Bellefeuille asked where it would be posted. District Manager Efseaff responded. Director McGreehan stated that CARPD could distribute it.

Chairperson Rodowick asked if there were any more comments from the Board. There were none.

Chairperson Rodowick asked if there were any public comments. There were none.

MOTION:

Director McGreehan moved to approve the 2023 RFQ shortlist and authorize the release of the RFQ after the additional corrections are made. Secretary Bellefeuille seconded the motion, and the motion carried with 5 ayes.

ROLL CALL VOTE:

Chairperson Rodowick, aye; Vice-Chairperson Anderson, aye; Secretary Bellefeuille, aye; Director McGreehan, aye; Director Goodlin, aye.

7. REPORTS:

7.1 District Report:

District Manager Efseaff went through some of the updates. Director McGreehan briefly touched on the elections for the CARPD Board. Chairperson Rodowick asked if anyone from the PRPD Administrative staff wanted to apply for the CARPD Administrative Representative position.

Recreation Supervisor Dailey gave an update on the award letter he received regarding the fishing derby and the fish plant that happened on April 15, 2023. He also stated that he also applied for a stocking permit to add fish into the aquatic pond. Recreation Supervisor Dailey then added an update on Easter Egg Hunt, Judo, and Yoga.

Recreation Supervisor Amick stated that there had been a lot of rain in the last month, so a lot of his Element Grant Activities had been canceled. However, he now has 25 participants, and it is still going great.

Secretary Bellefeuille asked about summer camps and Recreation Supervisor Amick gave a response.

Director McGreehan then asked Recreation Supervisor Amick if everything he was doing with Elements was funded by grant money. Recreation Supervisor Amick replied “yes.”

Park Supervisor Cobb stated that the parks were hit hard. Aquatic lost a big Willow Tree but that it opened up the view of the park. He also stated that the horse arena needed some repairs.

Director McGreehan asked Park Supervisor Cobb if all the park maintenance was up to date on their certifications. Park Supervisor Cobb stated that they were and that they all recently passed their COES and that he just passed his playground safety certification text.

Secretary Bellefeuille also asked about Paradise Community Village. District Manager gave a brief update.

Secretary Bellefeuille then asked the District Accountant Merrifield about the Profit and Loss report. District Accountant Merrifield gave a response.

Assistant District Manager Sweeney gave an update on the FEMA Atmospheric River Grant and the Ice Rink Report.

Chairperson Rodowick asked if there were any public comments. Citizen Stonebraker made a public comment regarding the Ice Rink for the 2023-2024 season.

7.2 Board Liaison Reports:

- Director Goodlin- Stated that April 21,2023 is Love Paradise Make a Difference Day. She said that they had 6 projects to work on around the town
- Director McGreehan- Stated he attended a Board Meeting for CARPD via zoom. He also stated that on April 6, 2023, he attended a LAFCO meeting, and they discussed the tentative FY 2023-2024 Budget.
- Secretary Bellefeuille- Stated that she attended a URCC had a meeting where Citizen Stonebraker gave an update on and information on community service district. She stated that Tom Taylor gave a presentation on what the School Board was up to and that we should host him at a board meeting. Secretary Bellefeuille also attended the Easter Egg Hunt up in Magalia and an event PATCH put on.
- Vice- Chairperson Anderson- He stated that Concow had an Easter Egg hunt at the campgrounds. He stated that there were 2,000 eggs.
- Chairperson Rodowick- He stated that he attended BCBS meeting where the Honey Run Covered Bridge was discussed, and that Citizen Stonebraker talked about the General Plan and the Upper Ridge Community Plan. He stated that he also attended the Goat Grazing Festival and said it was well attended.

8. **CLOSED SESSION:** None

9. **BOARD COMMENT:** None

10. ADJOURNMENT:

Chairperson Rodowick adjourned the meeting at 7:43 p.m. until the next Regular Board meeting, scheduled for May 10, 2023, at 6:00 p.m. at the Terry Ashe Recreation Center,

Steve Rodowick, Chairperson

Mary Bellefeuille, Secretary