



**Paradise Recreation and Park District  
Board of Directors - Regular Meeting**  
Via Zoom Teleconference  
Wednesday, January 13, 2021, 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: Ryan Luster, The Nature Conservancy
- 1.4. Special Presentations: Partnership Update – Ryan Luster, The Nature Conservancy

**2. PUBLIC COMMENT**

**3. CONSENT AGENDA**

- 3.1. Board Minutes: Regular Meeting of December 9, 2020
- 3.2. Correspondence: None
- 3.3. Payment of Bills/Disbursements (Warrants and Checks Report)  
Check #051863 to and including #051966 in the total amount of \$345,509.97 including refunds and/or void checks reported.
- 3.4. Information Items (Acceptance only):
  - A. Safety Committee Meeting Draft Minutes for December 17, 2020

**4. COMMITTEE REPORTS - NONE**

**5. REPORT**

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

**6. CLOSED SESSION:**

- 6.1. Pursuant to Government Code Section 54956.9 - Litigation – Gilbert vs. PRPD.

- 6.2. Pursuant to Government Code Section 54956.8 – Potential interest in real estate negotiations related to park expansion located within the Town of Paradise and unincorporated areas of the District.

## 7. **REPORT ON CLOSED SESSION**

## 8. **OLD BUSINESS - NONE**

## 9. **NEW BUSINESS**

- 9.1. Resolution #21-01-2-493 Noble Park Addition - Staff seek Board approval of the resolution to authorize the District Manager signatory authority to purchase land known as Noble Park Addition [APN 050-230-088] on behalf of the District. **Recommendation:** *Approve resolution and authorize the District Manager authority to complete the land purchase on behalf of the District.*
- 9.2. Resolution #21-01-3-494 Oak Creek Park Addition – Staff seek Board approval of the resolution to authorize the District Manager signatory authority to purchase land known as Oak Creek Park Addition [APN 054-220-060] on behalf of the District. **Recommendation:** *Approve resolution and authorize the District Manager authority to complete the land purchase on behalf of the District.*
- 9.3. Resolution #21-01-1-492 Deferred Compensation (457) Plan - Staff seek Board approval of the resolution to replace the District's existing 457 deferred compensation plan from Voya Regional Trust to ICMA Retirement Corporation. **Recommendation:** *Approve resolution and authorize the District Manager to sign the agreement with ICMA Retirement Corporation to manage the District's 457 deferred compensation plan.*
- 9.4. 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 2021 calendar year and set tentative reoccurring meeting dates: Personnel, Finance, and Recreation and Park; (2) establish the 2021 District ad-hoc advisory committees and assign Board members as needed; and (3) dissolve ad-hoc advisory committees that have met their objective, as needed.  
**Recommendation:** *Approve committee assignments*

## 10. **BOARD COMMENT**

## 11. **ADJOURNMENT**

Adjourn to the next regular meeting on February 10, 2021 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).

004754

Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
 Via Zoom Teleconference  
 December 9, 2020

## MINUTES

### Special Notice:

Pursuant to California Governor Gavin Newsom's Executive Order N-29-20 issued on March 17, 2020, relating to the convening of public meetings in response to the COVID-19 pandemic, the Paradise Recreation and Park District will be closing the Board of Directors Meeting to members of the public and non-essential District staff.

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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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### **I. 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 6:01 p.m.

#### **1.1 PLEDGE OF ALLEGIANCE:**

Chairperson McGreehan led the Pledge of Allegiance.

#### **1.2 ROLL CALL:**

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

#### **PRPD STAFF:**

Present via tele-conference: District Manager Dan Efseaff, Office Manager Colleen Campbell, Assistant District Manager Kristi Sweeney, District Accountant Catherine Merrifield, Park Supervisor Mark Cobb and Recreation Supervisors Jeff Dailey and Scott Amick.

#### **1.3 WELCOME GUESTS:**

Chairperson McGreehan welcomed the following guests:

Present via tele-conference: Debbie LaPlant Moseley, Youth on the Ridge Community Foundation; and John Stonebraker, Citizen.

#### **1.4 SPECIAL PRESENTATION:**

B. ReDiscover the Ridge – Debbie LaPlant Moseley summarized the organization's goal of promoting the ridge area. Ms. LaPlant Moseley provided a brief video and also stated the organization is in the process of developing a website and a FaceBook presence.

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The Board thanked Ms. LaPlant Moseley for the excellent presentation.

A. Town of Paradise Proclamation – Melissa Schuster.

Seeing that Ms. Schuster was not in attendance. District Manager Elseaff indicated he had received the Proclamation and would forward a copy to the Board of Directors.

**2. PUBLIC COMMENT:**

Staff informed the Board no comments were received via electronic mail by the 1:00 p.m. deadline on December 9, 2020.

Chairperson McGreehan asked if anyone in attendance would like to comment.

Assistant District Manager Sweeney informed the Board of the passing of ridge resident Laurie McBride. The Board concurred to have staff send a condolence card on behalf of the Board of Directors.

Seeing and hearing no further comments. Chairperson McGreehan directed the Board's attention to the Consent Agenda and asked the Board members if there were any items that should be removed from the Consent Agenda and heard separately.

**3. CONSENT AGENDA**

**3.1 Board Minutes:**

**a. Regular Meeting of November 12, 2020**

**3.2 Correspondence: None**

**3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #051757 to and including #051862 in the total amount of \$107,085.68 including reported refunds and voided checks.**

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

**A. Safety Committee Meeting Draft Minutes of November 19, 2020**

Director Rodowick 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 the remaining Consent Agenda items.

**MOTION:**

Secretary Van Roekel moved to approve the remaining Consent agenda items as presented. The motion was seconded by Director Bellefeuille 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 Rodowick to comment.

Director Rodowick asked for clarification regarding a gap in the check sequence from check #051799 to #051813. District Accountant Merrifield indicated the referenced sequence was reported in the payroll summary for November 18, 2020.

The Board also had a brief discussion concerning other check entries that were appropriately clarified.

Seeing and hearing no further comments, Chairperson McGreehan stated he would entertain a motion on this remaining Consent Agenda item.

**MOTION:**

Secretary Van Roekel moved to approve the Consent Agenda item 3.3 Payment of Bills/Disbursements 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.

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

**The Committee met on November 12, 2020 to review the CSDA Accounting and Financial Services Agreement Extension (Written Report)**

The Board concurred to receive this report as presented.

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

**The Committee met on December 1, 2020 to (1) review potential location for the Camp Fire Memorial; and (2) review Bille Park Conceptual Plan (Written Report)**

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

**5. REPORT****5.1 District Report**

Staff reports were provided by Assistant District Manager Kristi Sweeney, Park Supervisor Mark Cobb, District Accountant Catherine Merrifield, and Recreation Supervisors Jeff Dailey and Scott Amick.

**5.2 Board Liaison Reports (Oral Reports)**

- Director Bellefeuille reported she is encouraged by all the community groups collaborating for the good of the whole.
- Secretary Van Roekel - none

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- Director Rodowick – none
- Vice Chairperson Anderson – none
- Chairperson McGreehan reported he attended a brief LAFCO meeting on the 1<sup>st</sup> Thursday of the month commenting a new member joined the Commission to represent special districts.

6. **CLOSED SESSION** - None

7. **OLD BUSINESS** – None

### 8. **NEW BUSINESS**

8.1 **Resolution #20-12-1-491 CalRecycling Grant** – Staff are seeking Board approval of **Resolution #20-12-1-491 which authorizes the District Manager to proceed with the CalRecycle Beverage Container Recycling Grant.**

Assistant District Manager Sweeney summarized the written request presented to the Board. The Board had open discussion concerning installation locations and the possibility of installing bear-proof containers. The Board directed staff to provide a copy of the application to directors.

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

#### **MOTION:**

Director Rodowick moved that the PRPD Board of Directors approve Resolution #20-12-1-491 authorizing the District Manager to proceed with CalRecycle grant application. 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.

8.1 **Norton Buffalo Hall Foundation** – The Norton Buffalo Hall has approached the District to explore a potential partnership with several non-profit groups to build a multi-use arts and cultural complex in Paradise.

Referencing the written report presented to the Board, District Manager Efseaff stated the group proposes a 15-week process to explore the partnership and develop a business plan for the endeavor. In support of that effort, the group has developed a memorandum of understanding to help formalize the process. If approved, staff will review any findings and the draft business plan with the Board of Directors following the completion of the exploration.

After a brief discussion Chairperson McGreehan asked if there was any public comment. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion.

#### **MOTION:**

Director Bellefeuille moved to authorize the District Manager to sign the memorandum of understanding with Norton Buffalo Hall Foundation to explore a potential partnership to build a multi-use arts and

cultural complex in Paradise. 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.

**8.3 Election of Officers – The PRPD Board of Directors will elect a Chairperson, Vice Chairperson and Secretary to serve in the 2021 calendar year.**

**NOMINATIONS FOR CHAIRPERSON:**

Chairperson McGreehan opened the nominations for PRPD Board of Directors Chairperson for the 2021 calendar year.

Robert Anderson nominated Mary Bellefeuille.

Mary Bellefeuille nominated Robert Anderson.

Seeing and hearing no other nominations, Chairperson McGreehan stated he would entertain a motion to close the nominations for PRPD Board of Directors Chairperson for the 2021 calendar year.

**MOTION:**

Director Rodowick moved to close the nominations for Chairperson of the PRPD Board of Directors for the 2021 calendar year. The motion was seconded by Chairperson McGreehan carried unanimously 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.

**VOTE:**

Chairperson McGreehan asked the Board for a vote on the nomination of Mary Bellefeuille for PRPD Board of Directors Chairperson for the 2021 calendar year. The nomination carried with 4 ayes, 1 abstention.

**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, abstain.

**NOMINATIONS FOR VICE CHAIRPERSON:**

Chairperson McGreehan opened the nominations for PRPD Board of Directors Vice Chairperson for the 2021 calendar year.

Robert Anderson nominated Steve Rodowick.

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Seeing and hearing no other nominations, Chairperson McGreehan stated he would entertain a motion to close the nominations for PRPD Board of Directors Vice Chairperson for the 2021 calendar year.

**MOTION:**

Chairperson McGreehan moved to close the nominations for Vice Chairperson of the PRPD Board of Directors for the 2021 calendar year. The motion was seconded by Vice Chairperson Anderson and carried unanimously 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.

**VOTE:**

Chairperson McGreehan asked the Board for a vote on the nomination of Steve Rodowick for PRPD Board of Directors Vice Chairperson for the 2021 calendar year. The nomination carried with 4 ayes, 1 abstention.

**ROLL CALL VOTE:**

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

**NOMINATIONS FOR SECRETARY:**

Chairperson McGreehan opened the nominations for PRPD Board of Directors Secretary for the 2021 calendar year.

Mary Bellefeuille nominated Robert Anderson

Seeing and hearing no other nominations, Chairperson McGreehan stated he would entertain a motion to close the nominations for PRPD Board of Directors Secretary for the 2021 calendar year.

**MOTION:**

Secretary Van Roekel moved to close the nominations for Secretary of the PRPD Board of Directors for the 2021 calendar year. The motion was seconded by Director Rodowick carried unanimously 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.

**VOTE:**

Chairperson McGreehan asked the Board for a vote on the nomination of Robert Anderson for PRPD Board of Directors Secretary for the 2021 calendar year. The nomination carried with 4 ayes, 1 abstention.

**ROLL CALL VOTE:**

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



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**2021 PRPD Board of Directors Officers:**

- Chairperson            Mary Bellefeuille
- Vice Chairperson     Steve Rodowick
- Secretary             Robert Anderson
- Director                Julie Van Roekel
- Director                Al McGreehan

**9. BOARD COMMENT:**

Board members provided brief comments on updates with various bodies.

**10. ADJOURNMENT:**

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:45 p.m. by Chairperson McGreehan until the next regular Board meeting scheduled on January 13, 2021 at 6:00 p.m. in Conference Room B. at the Terry Ashe Recreation Center.(6626 Skyway, Paradise, California).

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Mary Bellefeuille, Chairperson

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Robert Anderson, Secretary



**PARADISE RECREATION & PARK DISTRICT**  
**COUNTY MONTHLY CHECK REGISTER**

<b>Fund 2510</b>
<b>December</b>

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
*****								
051863-051875	12/2/2020		Payroll Summary	12,583.46	0.00	0.00	12,583.46	
*****								
Direct Deposit	12/2/2020		Payroll Summary	15,300.88	0.00	0.00	15,300.88	
*****								
051920-051933	12/16/2020		Payroll Summary	12,801.91	0.00	0.00	12,801.91	
*****								
Direct Deposit	12/16/2020		Payroll Summary	17,585.84	0.00	0.00	17,585.84	
*****								
051956-051966	12/30/2020		Payroll Summary	9,150.72	0.00	0.00	9,150.72	
*****								
Direct Deposit	12/30/2020		Payroll Summary	13,067.55	0.00	0.00	13,067.55	
*****								
051876	12/4/2020		ACH STATE PR TAX	1,091.11			1,091.11	
051877	12/4/2020		ACH FED PR TAX	7,846.16			7,846.16	
051878	12/4/2020		ACH CALPERS	11,126.70			11,126.70	
051879	12/4/2020		ACH CALPERS	4,282.69			4,282.69	
051880	12/4/2020		CED CHICO		186.14		186.14	
051881	12/4/2020		INDUSTRIAL POWER PRODUCTS		9.31		9.31	
051882	12/4/2020		VOYA INSTITUTIONAL TRUST CO	300.00			300.00	
051883	12/4/2020		COURT-ORDERED DEBT COLLECTIONS		199.63		199.63	
051884	12/4/2020		CALIFORNIA SPECIAL DISTRICT ASSOC		706.20		706.20	
051885	12/4/2020		PARADISE RECREATION & PARKS	14,779.49			14,779.49	A
051886	12/4/2020		PARADISE RECREATION & PARKS	15,300.88			15,300.88	A
051887	12/4/2020		LORRENIS LEEDS		800.00		800.00	
051888	12/4/2020		ALPINE PORTABLE TOILET SERVICES		350.00		350.00	
051889	12/4/2020		DSM INC		600.00		600.00	
051890	12/4/2020		BIDWELL TITLE & ESCROW COMPANY		2,000.00		2,000.00	B
051891	12/4/2020		ROTARY CLUB OF PARADISE		174.75		174.75	
051892	12/4/2020		AT&T		596.83		596.83	
051893	12/4/2020		FGL ENVIRONMENTAL		53.00		53.00	
051894	12/4/2020		JOEL BURKETT'S AUTOMOTIVE		79.50		79.50	
051895	12/4/2020		ALHAMBRA		93.66		93.66	
051896	12/4/2020		VALLEY TRUCK & TRACTOR CO		5.66		5.66	
051897	12/4/2020		CDTFA		312.13		312.13	
051898	12/4/2020		PARADISE IRRIGATION DISTRICT		1,512.12		1,512.12	
051899	12/4/2020		MEEK'S LUMBER & HARDWARE		1,386.13		1,386.13	
051900	12/4/2020		BENNY BROWN FORD			37,063.37	37,063.37	C
051901	12/4/2020		BENNY BROWN FORD			37,063.37	37,063.37	C
051902	12/4/2020		MID VALLEY TITLE & ESCROW		1,000.00		1,000.00	D
051903	12/4/2020		MID VALLEY TITLE & ESCROW		1,000.00		1,000.00	D
051904	12/14/2020		NORTH STATE GROCERY INC		95.75		95.75	
051905	12/14/2020		THOMAS ACE HARDWARE		1,244.32		1,244.32	
051906	12/14/2020		VERIZON WIRELESS		477.49		477.49	
051907	12/14/2020		ACCULARM SECURITY SYSTEMS		462.00		462.00	
051908	12/14/2020		STAPLES CONSTUCTION CO INC		15,765.75		15,765.75	
051909	12/14/2020		REVOLUTION SPEAK		700.00		700.00	
051910	12/14/2020		AT&T		80.35		80.35	
051911	12/14/2020		MELTON DESIGN GROUP		1,553.00		1,553.00	
051912	12/14/2020		OFFICE DEPOT		476.18		476.18	
051913	12/14/2020		CLARK PEST CONTROL		265.00		265.00	
051914	12/14/2020		MELINDA PATTERSON		1,248.04		1,248.04	Refund
051915	12/14/2020		TYLER WOODCOX		10.24		10.24	E
051916	12/14/2020		CARTER LAW OFFICES		1,590.00		1,590.00	
051917	12/14/2020		CHICO RENT A FENCE		216.00		216.00	
051918	12/14/2020		TIAA COMMERCIAL FINANCE INC		204.29		204.29	

051919	12/14/2020	SUNBELT RENTALS		300.98		300.98	
051934	12/16/2020	ACH STATE PR TAX	1,196.17			1,196.17	
051935	12/16/2020	ACH FED PR TAX	8,496.96			8,496.96	
051936	12/18/2020	VOYA INSTITUTIONAL TRUST CO	300.00			300.00	
051937	12/18/2020	COURT-ORDERED DEBT COLLECTIONS	224.13			224.13	
051938	12/18/2020	PARADISE RECREATION & PARKS	1,898.04			1,898.04	F
051939	12/18/2020	AARON SINGER		43.08		43.08	E
051940	12/18/2020	BUTTE COUNTY PUBLIC HEALTH		806.00		806.00	
051941	12/18/2020	NORMAC		109.32		109.32	
051942	12/18/2020	FOOTHILL MILL & LUMBER CO		471.25		471.25	
051943	12/18/2020	STREAMLINE		200.00		200.00	
051944	12/18/2020	JC NELSON SUPPLY		651.94		651.94	
051945	12/18/2020	NORTHERN RECYCLING & WASTE		674.21		674.21	
051946	12/18/2020	NORTHSTATE AGGREGATE INC		515.05		515.05	
051947	12/18/2020	PAYLESS BUILDING SUPPLY		139.83		139.83	
051948	12/18/2020	INDUSTRIAL POWER PRODUCTS		27.59		27.59	
051949	12/18/2020	KEVIN SHARRAH DESIGNS		4,656.63		4,656.63	G
051950	12/18/2020	ACCULARM SECURITY SYSTEMS		525.00		525.00	
051951	12/18/2020	CARDMEMBER SERVICE		7,724.68		7,724.68	
051952	12/18/2020	UMPQUA BANK		5,470.13		5,470.13	
051953	12/18/2020	INLAND BUSINESS SYSTEMS		26.89		26.89	
051954	12/29/2020	ACH CALPERS	4,251.86			4,251.86	
051955	12/29/2020	ACH CALPERS	2,138.69			2,138.69	
051967	12/29/2020	ACH STATE PR TAX	684.21			684.21	
051968	12/29/2020	ACH FED PR TAX	5,929.26			5,929.26	
051969	12/24/2020	COMCAST		89.83		89.83	
051970	12/24/2020	KEVIN SHARRAH DESIGNS		4,495.75		4,495.75	G
051971	12/24/2020	CHICO COMMUNITY OBSERVATORY		100.00		100.00	H
051972	12/24/2020	TARRA BOWMAN		25.00		25.00	Refund
051973	12/24/2020	KELLEY CONBER		25.00		25.00	Refund
051974	12/24/2020	VALERIE GRIFFITHS		25.00		25.00	Refund
051975	12/24/2020	SHA HINDERY		25.00		25.00	Refund
051976	12/24/2020	BRANDY KERR		25.00		25.00	Refund
051977	12/24/2020	CAREY LIVINGSTON		25.00		25.00	Refund
051978	12/24/2020	EMILY PULLEY		25.00		25.00	Refund
051979	12/24/2020	ANNE VOGT		25.00		25.00	Refund
051980	12/24/2020	TYLER WOODCOX		14.06		14.06	E
051981	12/24/2020	JAMES PICKETT		17.50		17.50	Refund
051982	12/24/2020	RENEE ROCZEY		25.00		25.00	Refund
051983	12/24/2020	ABILGAIL NIELSEN		25.00		25.00	Refund
051984	12/24/2020	WEMDY GOMES		25.00		25.00	Refund
051985	12/24/2020	PARADISE RECREATION & PARKS		15,000.00		15,000.00	I
051986	12/24/2020	PARADISE RECREATION & PARKS	13,067.55	7,000.00		20,067.55	A
051987	12/24/2020	ACME TOILET RENTALS LLC		414.40		414.40	
051988	12/24/2020	PG&E		2,819.76		2,819.76	
051989	12/24/2020	CAPRI		48,164.75		48,164.75	J
051990	12/24/2020	LES SCHWAB		78.79		78.79	
051991	12/24/2020	JENNIFER ARBUCKLE		4,417.50		4,417.50	K
051992	12/24/2020	DEPARTMENT OF JUSTICE		32.00		32.00	
051993	12/24/2020	AT&T		36.06		36.06	
051994	12/24/2020	A HUNDERD WOLVES		594.42		594.42	
051995	12/24/2020	PET WASTE ELIMINATOR		229.87		229.87	
051996	12/24/2020	NORTHSTAR ENGINEERING		2,357.50		2,357.50	

\*\*\*\*\*

<b>TOTALS</b>			<b>92,913.90</b>	<b>143,933.24</b>	<b>74,126.74</b>	<b>310,973.88</b>	
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<b>GRAND TOTALS</b>			<b>127,449.99</b>	<b>143,933.24</b>	<b>74,126.74</b>	<b>345,509.97</b>	
---------------------	--	--	-------------------	-------------------	------------------	-------------------	--

Refunds = 292.50

Notes:

- A) Direct Deposit Payroll
- B) Bille Park title
- C) Vans paid for by USDA Grant
- D) Open escrow for Noble and Oak Creek acquisitions
- E) Reimbursement for supplies

- F) FSA HealthSmart deposit
- G) Paymentst for the van wraps
- H) Donation for participation in Astronomy on the Lake
- I) Reimbursement to Grant Money Market for covering direct deposit
- J) Payment for Workers' Comp and Liability Insurance
- K) Grant writing services for Cal Recycle grant

Z:\Finance\Reports\Month\_End\_Reports\2018-2019[BOD.Disbursements 2019 Master Copy.xlsx]2020 (12)





# Paradise Recreation & Park District

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Paradise, CA 95969  
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Phone: 530-872-6393  
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## SAFETY COMMITTEE MEETING

### Report/Minutes

DRAFT

**DATE:** December 17, 2020 at 8:30 a.m.

**LOCATION:** Terry Ashe Recreation Center – (Via TEAMS)

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

**ABSENT:** None

**FACILITATOR:** Dan Efseaff, District Manager

#####

1. **MINUTES:**

- By unanimous vote of the members present, the November 19, 2020 Safety Committee Minutes were approved.

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

- a. THE FOLLOWING SAFETY MEETINGS WERE HELD:
  - Dec. 03, 2020 Ladder Safety (Maintenance Staff Meeting)  
by Mark Cobb, Park Supervisor
  - Dec. 16, 2020 Carbon Monoxide Safety (All Staff Meeting)  
by Sunny Quigley, Administrative Assistant II
  
- b. DOCUMENTED SITE INSPECTIONS, REPAIRS, AND OTHER ACCOMPLISHMENTS RELATED TO SAFETY:
  - Site Inspections completed since last meeting: None
  - Next inspection(s) due: Aquatic Park, Noble Park, Lakeridge Park, Bille Shop and Paradise Lake
  - Maintenance Request Forms since last meeting: None

c. ACCIDENT/INCIDENT REPORTS:

- Two incidents have been reported since last meeting for documentation purposes only.

d. WORKERS' COMPENSATION REPORTS:

- November 2020. It was noted one open claim (laceration) closed on 11/17/20 and one remains open (2011).

3. **MISCELLANEOUS:**

- The Committee confirmed IIPP revisions to Sections A through E and the Emergency Action Plan will be completed in January 2021.
- District Manager Efseaff reported the pending litigation case has settled and he thanked staff for participating in the process.

Next Safety Meeting Date: January 21, 2021

Facilitator: Mark Cobb

\_\_\_\_\_  
Colleen Campbell, Safety Committee Secretary

\_\_\_\_\_  
Date:

cc: CAPRI  
PRPD Board 01/13/21 – Draft Copy

[https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/SC\\_20\\_1217/Safety.Minutes.DRAFT\\_2020\\_1217.docx](https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/SC_20_1217/Safety.Minutes.DRAFT_2020_1217.docx)



**District Report****Meeting Date:** January 13, 2021

DATE: 1/5/2021  
 TO: PRPD Board of Directors (BOD)  
 FROM: Dan Efseaff, District Manager  
 SUBJECT: Monthly District Report

**Monthly Report****1. Updates**

- a. SNC Funded Acquisitions Progress – In August 2020 staff were officially granted funds from the Sierra Nevada Conservancy to pay for acquisition of land adjacent to Oak Creek Park and Noble Park. The property owners and District Manager Efseaff signed the purchase agreements and the properties are now in escrow. Staff anticipate the close of escrow in late January.
- b. UC Berkeley Planning Effort – Staff provided information for the Fall 2020 UC Berkeley Department of City & Regional Planning workshop on Rebuilding for a Resilient Recovery. The draft report and is available (Executive Summary attached (Attachment A))

**2. Administrative and Visitor Services**

- a. Tis The Season to be Festive – December 18<sup>th</sup> was officially pajama day 2020 at the TARC (Figure 4). Staff enjoyed celebrating the joy of working together at the TARC while enjoying the cozy indulgence of “work appropriate” jammies.

**3. Finance**

- Routine Reports – Balance Sheet (Attachment B), Profit & Loss Budget vs. Actual (Attachment C), Profit & Loss (Attachment D), and Recovery Project (Attachment E), Recovery Project for the Fiscal Year (Attachment F).
- Impact Fees – For the month of December, the District received a total of \$7,915.56 in impact fees. Since 11/8/18, the District has received a total of \$357,581.15.
- 5-Star Bank – The November interest deposits for the Investment Money Market was \$21,104.02 and the Grant Money Market was \$110.74. The December interest was not posted at the time this report was finished.
- Other Revenue on the Profit & Loss for Dec. - An Insurance payment related to Camp Fire losses.
- Midyear Budget Review – Profit & Loss Budget vs Actual (Attachment D) explanation of accounts over 50% used.
  - 4100 – Tax Revenue - As of 12/30/20, we have not yet received tax payment from the County (anticipating a payment in January).
  - 4300 - Program Income – COVID impacts dramatically cut our anticipated (an already modest estimate) income. We anticipate some rebound as restrictions are lifted, but still below our anticipated revenue.
  - 4200 – Impact Fee Revenue – increase is due to new fees on homes with additional square footage or new homes.
  - 4600 – Other Revenue - The PG&E settlement and Insurance payments were recorded using this income account. Because of the uncertainty during the adoption of the budget, we did not include this settlement.
  - 4900 – Interest Income – Additional income from Five Star Bank interest bearing accounts.
  - 5020 – Employer Taxes - Increase related COVID-19 unemployment benefits.
  - 5130 – Program Supplies – Increase associated with the addition of the Drive-In movie and Decorating the TARC for the holidays.
  - 5220 Bank & Merchant Fees - More people are using their credit cards to pay for Impact fees, Square charges a fee for each transaction.
  - 5260 – Dues, Mbrships, Subscr, & Pubs; Increase in website subscriptions and memberships with associations. One of the significant increases shifts funds from software to subscriptions and this will have to be taken into account in the future.
  - 5286 Small tools & Equipment - replacing tools lost in the Camp Fire.
  - 5300 – Insurance - Increase in insurance rates.
  - 5332 – Accounting - Increase in the cost of the annual audit.

- 5363 – General R&M - Costs related to repairs from the Camp fire. This will return to a baseline level in the next FY.
- 5374 – Safety & staff supplies; Ice and water purchased for the maintenance staff.
- 5380 – Taxes. Lic., Notices & Permits – Over the budgeted amount for the year.
- 5416 – Garbage; Additional cost of dumpster for Camp Fire debris removal
- Total Expenses are comfortably below budgeted amounts and appear on track for the rest of the Fiscal Year (especially when we consider the recovery project funds).

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

- Gold Nugget Museum Property –the Goats are clearing the property; they have also been quite entertaining for the passersby.
- Lower Bille Trail. We have cleared the trail to the Grotto and hope to start repairs on the walking bridge when deemed safe to (Figure 5).
- Lakeridge- we had started the clearing of the Lakeridge property but had to cease for the tree removal program operations, we will be continuing back up when weather permits.
- New Vans- Thanks to Kristi & Dan, working on the USDA Grant we were able to purchase two new Ford ten passenger Transit Vans. They are at Kevin Sharrah Designs having wraps put on (Figure 6).
- Moore Rd. Ballpark - After two years of working with PG&E and their contractors the retro fitting of LED lighting has finally been completed on field #2 (large field) (Figures 7 & 8). This lighting upgrade this will result in a considerable amount of savings on our PG&E bill. We are also looking into reconditioning the outfield turf. With all the repairs from the Campfire (new backstop & scoreboard) upgraded lighting and reconditioning of the turf, we feel the Moore Rd. Ballpark will become one of the area’s most desirable ballparks for tournaments. This will not only benefit PRPD but also our local economy.

#### 5. Programs

- Achieve Charter School Field Trip Series – Staff lead two Field Trips to Lower Bidwell Park with the 6<sup>th</sup> and 7<sup>th</sup> Grade classes from Achieve Charter School. The students were treated to River Otters nursing their newborn pups on both excursions. Friday Field Trips will continue through the first semester of 2021.
- Outdoor Education for All Youth Symposium – Participants reported upon challenges and solutions to those challenges that their respective organizations were facing with common themes emerging: Lack of funding due to COVID restrictions, activity space restrictions, homelessness in park spaces, equity challenges, and “Nature Deprivation Syndromes” were the short list of common challenges. Common solutions: community and organization partnerships, resource sharing, Covid compliant operations policies, sharing grant and voucher opportunities, pivoting to digital instruction and technology-based program implementation.
- Drive in Movie Theater – A total of 60 automobiles with an average of 3 participants per vehicle have attended our first 5 film showings, with ELF being our most popular offering. 180 participants have enjoyed the drive-in theater, making our first season of films a smashing success! Staff plan on utilizing the theater set up extensively in 2021 to complement our traditional programs and events.
- NorCal Highschool Mountain Biking League – Staff are exploring a collaboration with the NICA to bring a regional mountain biking event, track, and feeder program to The Ridge. Information gathering stages are promising in that the league is exploring seeding a team on The Ridge with funding from the EBHB Voucher program, reducing the league registration expense by 80%. Feeder program collaboration with local charter schools will begin with 80 donated bicycles from the Folsom State Prison Work Rehabilitation program with transportation facilitated by Golden West Homes, a PRPD community partner.

#### 6. Outreach and Development

- Bloomberg CityLab/Quick Take video - Our small but mighty District is featured on the innovative idea to explore wildfire risk reduction buffers to protect communities. This video, “The Price of Saving Paradise,” does a good job of diving into the idea. <https://lnkd.in/g/SZjhP>
- Noble Park Design Community Input Meeting – Staff met with residents of Paradise to discuss the Noble Park design plan, answer questions and listen to concerns. Residents with property adjoining the park identified security, noise and privacy as top concerns. Other participants wanted large playground features that parents could play on with their children, bird watching area, natural materials wherever possible, and informational signs throughout the park that identify native plant and animal species, information about the Noble family that once farmed the land, and other historical events relevant to the town.

- c. Upper Ridge Master Plan Stakeholders Meeting – Staff joined other Magalia stakeholder groups and residents to discuss outreach opportunities and engagement in the Upper Ridge Master Planning process being led by Butte County.
- d. Upper Ridge Community Council Meeting – Staff presented during the Upper Ridge Community Council meeting on December 3<sup>rd</sup> to inform the public about the ongoing Lakeridge Park Community Input survey and meetings underway to for the park design plan. Staff were pleased to see survey submissions related to Lakeridge Park have picked up considerably following the meeting.

## 7. Projects

- a. Wildfire Risk Reduction Buffer Project-
  - i. Hazard Mitigation Grant Program (HMGP)- The California Governor's Office of Emergency Services (Cal OES) acknowledged receipt of our Hazard Mitigation Grant Program (HMGP) Notice of Interest (NOI) submitted by the District. The Project (Number: PA-00000331) request, entitled: Wildfire Risk Reduction and Climate Adaptation - Fuels Reduction and Buffer Development (Federal Share Request: \$7,387,500 and Required Applicant Match: \$2,462,500). Cal OES staff reviewed the application and determined that it is an ineligible activity and will not be selected for development and submission.
  - ii. Building Resiliency in Communities Grant – the District was invited to supply additional information for a BRIC grant for
  - iii. The Brazilian Film festival – One of our partners (Virtual Planet) developed a immersive experience to discuss the prospects of the buffer plan and completed a film on it for the festival in December. The Wildfire Explorer film was featured and the Portuguese title they chose is 'Paradise em Chamas'. Here is the link to the lineup (check out the two films at the bottom of the page). <https://www.curtabrasilia.com.br/mostra-cvr/>

## 8. Volunteer Program

- a. Lower Bille Look Out Trail – First phase of trail work has been completed (Figures 9 & 10). Included cutting back overgrown vegetation from two years' worth of growth that has become a safety and fire hazard. Removed high potential dead and burnt trees under 6 inches in diameter. Work has been done on the full length of the main top trail with wildland fire chaining techniques (slop and scatter), and concepts such as the use of keyholes (additional path opening cut out from main path to allow crew to chain material through opening).
- b. Paradise Lake Trail – Continuous project that is always going to need consistent work. Staff is continuing to lead crew(s) on the trail to remove heavy fuel loads, down and dead debris, and reduce high potential hazardous as needed.
- c. Drive-In Movie Theater – 3-4 volunteers participated each night to help kick off the drive-in movie theater for the winter wonderland (Figures 11 & 12). Community members helped with setting up projector, parking, directing traffic, and cleanup.
- d. Tree Decorating – A crew of 5 were excited to decorate the Christmas tree in front of TARC for Saturday nights festivities and light parade (Figures 13 & 14).
- e. Volunteer/Staff portal – Staff is continuing to work on building out the portal with streamline, that will soon need an all-inclusive input from different departments. Portal is a password-protected version of Streamline that could be used by staff, volunteers, and board members to collaborate internally. Streamline Portal is a cloud-based, password-protected intranet tool for the team that is separate from the public-facing website.
  - **Create unlimited users of various types:** administrators who can view the site as well as manage all content and make any updates; users with limited updating capabilities, and view-only users, who can view the site once logged in but cannot make changes.
  - **Powered by the familiar technology:** built using the same tech that powers Streamline Web means little or no additional training will be required.
- f. Total number of Volunteer Hours to Date (VHD) – 857.26      Last report of VHD – 755.26
  - Paradise Lake: 558.76
  - Moore Road Ball Park: 21
  - Bille: 89.5
  - Noble: 73
  - Lakeridge: 72
  - Crain Memorial Park: 6
  - Terry Ashe Recreation Center: 37

## Dashboard

The dashboard provides a snapshot of district activities. This month's dashboard shows that the District's busy year writing grant proposals.

Status	2019				2020				Total
	Count	%	Amount	%	Count	%	Amount	%	
01-In-Progress	0	0%	\$0	0%	0	0%	\$0	0%	\$0
02-Completed	0	0%	\$0	0%	0	0%	\$0	0%	\$0
03-Submitted	0	0%	\$0	0%	4	40%	\$1,209,542	9%	\$1,209,542
04-Approved	4	31%	\$1,328,092	13%	3	30%	\$589,697	4%	\$1,917,789
05-Denied	6	46%	\$8,713,100	85%	3	30%	\$11,445,400	86%	\$20,158,500
06-Not-Submitted	3	23%	\$150,000	1%	0	0%	\$0	0%	\$150,000
<b>Total Submitted</b>	<b>13</b>	<b>100%</b>	<b>\$10,191,192</b>	<b>100%</b>	<b>10</b>	<b>100%</b>	<b>\$13,244,639</b>	<b>100%</b>	<b>\$23,435,831</b>

### 9. Upcoming

- a. Welcome to Paradise Sign – Charles Brooks (Rebuild Paradise) shared that Rotary is onboard for ownership of the Welcome to Paradise Sign and has approval from their insurance carrier. Staff will work with them to develop a maintenance/ stewardship agreement between PRPD, Paradise Rotary and the Sign Committee. Staff will be working with the partners to develop a process and agreement
- b. Committee work – Continuing on from a busy agenda in 2020, PRPD committees will pick up a number of efforts including review of the financial investments and budget, job descriptions, and park improvements.

### Photographs



Figure 1. Jeff Wrobel and Ridgeview Rangers helping to deliver trees.



Figure 2. Lorrennis Leeds with one of the 23 beautiful trees she found sponsors for to donate to District families.



Figure 3. A few of the trees for the holiday tree give away (the trees are great but look at that shiny floor!!).



Figure 4. Official Pajama Day at the TARC!



Figure 5. Grotto Bridge at Bille Park



Figure 6. New Van Wrap



Figure 7. Moore Rd baseball field lit with new lights



Figure 8. New LED lighting fixtures at Moore Rd Park



Figure 9. Lower Bille Look out trail (Before)



Figure 10. (After)



Figure 11. Assisting with set up of BIG screen.



Figure 12. Scott and Jeff doing Kung Fu Panda shadow show during setup.



Figure 13. Tree decorating at TARC



Figure 14. Fun in decorating

#### Attachments:

- A. Post-Disaster Pathways -Planning for Resilience in California's Wildland Urban Interface. December 2020. Authors: Jessica Finkel, Dori Ganetsos, Matt Gutierrez, Hanah Goldov, Clay Kerchhof, Laurel Mathews, Ben Ulrey, Lauren Willey, Sadie Wilson
- B. Balance Sheet
- C. Profit & Loss (Budget vs. Actual)
- D. Profit & Loss
- E. Recovery Project
- F. Recovery Project (Fiscal Year)



[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)  
1/6/2021



# Post-Disaster Pathways

## Planning for Resilience in California's Wildland Urban Interface

December 2020

Authors: Jessica Finkel, Dori Ganetsos, Matt Gutierrez, Hanah Goldov, Clay Kerchof, Laurel Mathews, Ben Ulrey, Lauren Willey, Sadie Wilson

### Executive Summary

Wildfires, although inherent to the climate of California, are increasing in frequency and severity on an annual basis due to a variety of factors including climate change, land use patterns, and inappropriate forest management. In 2020, California endured five of the six worst wildfires in its history as a state. This increase in wildfires has serious implications as a quarter of the State's population—11.2 million people in 4.46 million homes—lives in a high fire-risk area.

Rather than redirecting development away from these high fire-risk areas, including the Wildland Urban Interface (WUI), state and local legislation largely focuses on retrofitting existing homes to be more fire-resistant, imposing stricter building code and site design standards for newly-constructed homes, and ensuring that jurisdictions have sufficient emergency evacuation routes and shelter-in-place plans in case of an emergency. This report builds upon prior land use research on infill development, sprawl management, and land conservation. We make the case that wildfires worsen the State's already severe shortage of affordable housing, and that sprawling development in remote hillside areas undermines California's efforts to curb carbon emissions.

In order to inform policy making at the state level, we study two communities recently affected by fires that represent different aspects of fire risk and resilience. We use a mixed-methods approach combining a scenario exercise, quantitative data analysis, and qualitative interviews to understand the impacts of the Tubbs Fire (2017) and Camp Fire (2018) on the Californian communities of Santa Rosa and Paradise, respectively. Our analysis of these two case study communities with different physical and socioeconomic characteristics —Santa Rosa being suburban in nature and Paradise as a small rural town—allows us to make recommendations for state-level policies to balance a variety of goals, including reducing wildfire risk, increasing housing supply and resilience, and providing climate change mitigation. Through a displacement analysis, we find that the vast majority of the families displaced by these two fires, 96% for the Tubbs Fire and 83% for the Camp Fire, still resided in the same county one year after the fire. This implies that there is a preference for remaining in place when possible, particularly amongst homeowners, as these families have community ties to, and financial interest in, their communities. State-level policies need to anticipate disasters and proactively guide regions and communities towards disaster recovery that rebuilds with wildfire resilience in mind while also meeting housing and climate goals.

In this report, we conduct a scenario exercise to explore how different post-fire land use patterns might impact a jurisdiction's housing supply, fire risk, overall affordability, and climate mitigation metrics such as greenhouse gas (GHG) emissions, residential energy use, and vehicle miles traveled (VMT). We explore scenarios at the city and regional level that move homes out of the WUI, incorporate greenbelts and wildfire buffers between housing units and

the WUI, bolster density around existing commercial corridors, incorporate accessory dwelling units (ADUs) and ‘Missing Middle’ housing typologies to add discreet density, and embrace manufactured housing as an affordable-by-design form of housing. We assess the social, economic, environmental, and policy implications of these different rebuilding scenarios, which range from allowing homeowners to rebuild their old home in place, to scenarios that encourage residents to relocate to denser housing typologies at a regional scale.

Through our scenario exercise, we find that:

- Rebuilding pathways must consider both the local and regional scale to ensure that strategies for mitigating fire risk locally do not inadvertently exacerbate risk at the county or regional scale.
- Strategic relocation from the WUI to infill locations brings significant reductions to fire risk, VMT, GHG emissions, transportation costs, and residential energy costs.
- ADUs and ‘Missing Middle’ housing typologies offer potential for affordable and regionally appropriate density without drastically altering the existing neighborhood character of communities. However, widespread ADU creation will require financing assistance for homeowners and policy incentives for jurisdictions.
- Manufactured housing offers upfront cost savings and housing affordability benefits, but siting and distance from jobs affect the long-term climate, wildfire risk, and transportation costs.
- Conservation land uses are associated with greater ecosystem services as compared to parks and open space land uses, but more research is needed to evaluate the difference between the two for fire protection purposes.

Wildfire risk continues to worsen, requiring significant changes that may be politically challenging. We are beyond easy fixes. Planning and policies for disaster recovery and wildfire resilience ultimately must recognize the costs of sprawl in the WUI and the benefits of reorienting new development towards urban infill. Disaster recovery is an opportunity for California’s regions and communities to reduce wildfire vulnerability, support housing supply and resilience, and promote climate change mitigation goals.

We recommend that the State of California adopt the following policy goals and objectives in planning for a more resilient future:

- Reducing Wildfire Risk
  - Impose a fire hazard area development impact fee
  - Authorize regional mitigation revenue sharing amongst regional planning agencies
  - Provide planning grants and technical assistance for regional wildfire resilience planning
  - Promote interagency and intergovernmental alignment on mitigation funding
  - Issue new statewide land use guidelines in high wildfire risk areas
  - Collect and standardize wildfire risk and damage data to build viable catastrophe risk models
  - Integrate community fire rating and insurance risk ratings

- Increasing Housing Supply and Resilience
  - Provide financing for ADUs and Missing Middle housing typologies in regions vulnerable to wildfire
  - Provide technical assistance and planning grants to support voluntary buyouts for homeowners in high wildfire risk areas
  - Incorporate wildfire risk and other natural hazards in the Regional Housing Needs Assessment
  - Provide manufactured housing community planning grants to communities that are vulnerable to wildfire
  
- Reducing Greenhouse Gas Emissions and Promoting Open Space
  - Authorize regional transfer of development rights (TDR) programs to direct development away from high wildfire risk areas
  - Enact urban growth boundaries to protect working lands and open spaces at high risk of wildfire and development
  - Promote Property Assessed Clean Energy (PACE) financing to achieve resilience and energy efficiency goals



12:19 PM

12/30/20

Accrual Basis

**PRPD**  
**Balance Sheet**  
 As of December 30, 2020

Attachment A

	Dec 30, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1000 · Mechanics Bank - Operating	181,954.94
1003 · Five Star Bank - Payroll	20,423.69
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,177.12
1010 · Treasury Cash - 2510	
1011 · General Operating	-1,392,327.35
1012 · ACO Reserve	626,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
<b>Total 1010 · Treasury Cash - 2510</b>	<b>-761,627.35</b>
<b>1030 · Investments</b>	
1031 · Five Star Bank Money Market	41,473,068.98
1032 · Five Star Bank Grant M. M.	215,108.13
<b>Total 1030 · Investments</b>	<b>41,688,177.11</b>
<b>1100 · Designated Treasury Funds</b>	
1112 · Grosso Endowment-2512	54,619.72
1113 · Grosso Scholarship-2513	4,926.80
1114 · Designated Donations-2514	
1114-1 · Bille Park Donations	125.00
1114-10 · Swim Scholarship Fund	997.82
1114-11 · Dog Park Donations	2,874.61
1114-12 · Coutolenc Camp Fund	1,452.89
1114-13 · Ice Rink Donations	49,213.83
1114-14 · General Donations	3,232.04
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Sports Equipment Donations	
1114-41 · Wrestling Mat fund	773.60
<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	978.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	1,777.41
<b>Total 1114 · Designated Donations-2514</b>	<b>74,688.17</b>
<b>Total 1100 · Designated Treasury Funds</b>	<b>134,234.69</b>
<b>1119 · Impact Fees</b>	
1120 · Sub Div Fees - 2520	8,419.95
1121 · Park Acqui Unincorp - 2521	57,772.60
1122 · Park Dev Unincorp - 2522	106,367.15
1124 · District Fac Unincorp - 2524	47,810.32
1126 · Park Acqui Incorp - 2526	125,426.04
1127 · Park Dev Incorp - 2527	372,841.69
1128 · District Fac Incorp - 2528	71,808.60
<b>Total 1119 · Impact Fees</b>	<b>790,446.35</b>
<b>Total Checking/Savings</b>	<b>42,056,086.55</b>
<b>Other Current Assets</b>	
<b>1500 · FMV Adjustments</b>	
1510 · FMV Adjustment-2510	3,930.53
1512 · FMV Adjustment-2512	343.23
1500 · FMV Adjustments - Other	1,978.92
	<b>6,252.68</b>

12:19 PM

12/30/20

Accrual Basis

**PRPD**  
**Balance Sheet**  
As of December 30, 2020

	Dec 30, 20
Total 1500 · FMV Adjustments	6,252.68
Total Other Current Assets	6,252.68
Total Current Assets	42,062,339.23
Fixed Assets	
1710 · Land	750,088.53
1720 · Buildings	5,720,780.38
1730 · Furn., Fixtures & Equip (>\$5k)	970,725.21
1798 · Accum Depr - Furn Fixture Equip	-285,743.70
1799 · Accum Depr - Buildings	-4,242,329.96
1800 · Construction in Progress	
1810 · CIP-Planning	
1811 · CIP-BSF Founder Park Planning	43,670.95
Total 1810 · CIP-Planning	43,670.95
1820 · CIP-Acquisition	3,865.00
1840 · CIP-Facility	
1841 · CIP-Paradise Pool Swim Blocks	29,303.37
Total 1840 · CIP-Facility	29,303.37
Total 1800 · Construction in Progress	76,839.32
Total Fixed Assets	2,990,359.78
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	159,962.00
Total Other Assets	460,284.00
<b>TOTAL ASSETS</b>	<b>45,512,983.01</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	27,819.99
Total Accounts Payable	27,819.99
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Wages Payable	70,400.75
2120 · Payroll Taxes Payable	4,947.60
2130 · Health Benefits Payable	-6,893.00
2140 · FSA payable	-1,123.36
2160 · 457 Retirement Payable	300.00
2170 · CalPers Payable	19,555.71
2180 · Garnishments payable	224.14
2190 · Accrued Leave Payable	
2192 · Sick leave payable	10,892.37
2193 · Vacation leave payable	28,930.43
Total 2190 · Accrued Leave Payable	39,822.80
Total 2100 · Payroll Liabilities	127,234.64
2200 · Accrued Expenses	6,463.37
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2430 · Deferred Inflow - Pension	39,239.00
2440 · Deferred CIP Revenue	209,025.08
Total 2400 · Deferred Revenue	248,264.08
Total Other Current Liabilities	382,962.09



12:19 PM

12/30/20

Accrual Basis

**PRPD**  
**Balance Sheet**  
As of December 30, 2020

	Dec 30, 20
Total Current Liabilities	410,782.08
Long Term Liabilities	
2800 · Post Employment benefits	36,310.00
2805 · CalPers Pension Liability	359,790.00
Total Long Term Liabilities	396,100.00
Total Liabilities	806,882.08
Equity	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3030 · General Reserve	3,000.00
3050 · Designated Captial Outlay	626,700.00
Total 3000 · General Fund Balances-2510	920,849.99
3100 · Net of Capital Investments	2,646,058.58
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	53,632.13
3213 · Grosso Scholarship-2513	3,675.01
3214 · Donations - 2514	24,411.11
3220 · Impact Fees	471,173.27
Total 3200 · Designated Fund Balances	552,891.52
3900 · Retained Earnings	1,773,809.12
3999 · Opening Balance Equity	99.20
Net Income	38,812,092.52
Total Equity	44,706,100.93
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>45,512,983.01</b>



11:49 AM

PRPD

Attachment B

12/30/20

## Profit &amp; Loss Budget vs. Actual

Accrual Basis

July through December 2020

	Jul - Dec 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	85,132.30	113,000.00	-27,867.70	75.3%
4300 · Program Income	35,202.26	227,500.00	-192,297.74	15.5%
4350 · Concession & Merchandise sales	158.00	2,100.00	-1,942.00	7.5%
4400 · Donation & Fundraising Income	3,805.79	61,000.00	-57,194.21	6.2%
4401 · Scholarships Granted	0.00	0.00	0.00	0.0%
4500 · Grant Income	0.00	12,500.00	-12,500.00	0.0%
4600 · Other Revenue	39,494,429.03	5,500.00	39,488,929.03	718,080.5%
4900 · Interest Income	118,457.80	18,600.00	99,857.80	636.9%
<b>Total Income</b>	<b>39,737,185.18</b>	<b>2,117,500.00</b>	<b>37,619,685.18</b>	<b>1,876.6%</b>
<b>Gross Profit</b>	<b>39,737,185.18</b>	<b>2,117,500.00</b>	<b>37,619,685.18</b>	<b>1,876.6%</b>
<b>Expense</b>				
<b>5000 · Payroll Expenses</b>				
5010 · Wages & Salaries	468,346.43	1,077,800.00	-609,453.57	43.5%
5020 · Employer Taxes	37,189.94	60,000.00	-22,810.06	62.0%
5030 · Employee Benefits	87,129.56	180,000.00	-92,870.44	48.4%
5040 · Workers Comp Expense	23,057.00	55,000.00	-31,943.00	41.9%
5060 · Other Personnel Costs	3,499.38	15,800.00	-12,300.62	22.1%
<b>Total 5000 · Payroll Expenses</b>	<b>619,222.31</b>	<b>1,388,600.00</b>	<b>-769,377.69</b>	<b>44.6%</b>
<b>5100 · Program Expenses</b>				
5110 · Concession & Merchandise Exp.	0.00	8,900.00	-8,900.00	0.0%
5120 · Program Contract Labor	700.00	5,000.00	-4,300.00	14.0%
5130 · Program Supplies	15,400.51	26,500.00	-11,099.49	58.1%
<b>Total 5100 · Program Expenses</b>	<b>16,100.51</b>	<b>40,400.00</b>	<b>-24,299.49</b>	<b>39.9%</b>
<b>5200 · Advertising &amp; Promotion</b>	<b>1,119.07</b>	<b>10,800.00</b>	<b>-9,680.93</b>	<b>10.4%</b>
5210 · Bad Debt	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	2,540.48	4,600.00	-2,059.52	55.2%
5230 · Contributions to Others	2,602.75	15,100.00	-12,497.25	17.2%
5240 · Copying & Printing	0.00	3,000.00	-3,000.00	0.0%
5260 · Dues, Mbrshps, Subscr, & Pubs	27,697.87	15,000.00	12,697.87	184.7%
5270 · Education, Training & Staff Dev	50.00	11,000.00	-10,950.00	0.5%
<b>5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>				
5282 · Office ET&F	1,861.84	15,000.00	-13,138.16	12.4%
5284 · Program ET&F	964.31	10,000.00	-9,035.69	9.6%
5286 · Small Tools & Equipment	3,886.57	5,500.00	-1,613.43	70.7%
5280 · Equip., Tools & Furn (<\$5k) - Other	689.58			
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>7,402.30</b>	<b>30,500.00</b>	<b>-23,097.70</b>	<b>24.3%</b>
5290 · Equipment Rental	6,974.79	92,100.00	-85,125.21	7.6%
5300 · Insurance	72,907.00	56,000.00	16,907.00	130.2%
5310 · Interest Expense	6.58	900.00	-893.42	0.7%
5320 · Miscellaneous Expense	5.00	400.00	-395.00	1.3%
<b>5330 · Professional &amp; Outside services</b>				
5332 · Accounting	28,208.40	24,000.00	4,208.40	117.5%
5334 · Legal	5,607.80	25,000.00	-19,392.20	22.4%
5336 · Engineering	4,185.00	100,000.00	-95,815.00	4.2%
5338 · Other Prof. & Outside Labor	40,372.57	136,000.00	-95,627.43	29.7%
<b>Total 5330 · Professional &amp; Outside services</b>	<b>78,373.77</b>	<b>285,000.00</b>	<b>-206,626.23</b>	<b>27.5%</b>
5340 · Postage & Delivery	284.90	2,000.00	-1,715.10	14.2%
5350 · Rent-Facility use fees	1,273.75	9,500.00	-8,226.25	13.4%
<b>5360 · Repair &amp; Maintenance</b>				
5361 · Building R&M	922.95	13,000.00	-12,077.05	7.1%
5362 · Equipment R&M	2,708.99	18,000.00	-15,291.01	15.0%
5363 · General R&M	19,896.63	10,000.00	9,896.63	199.0%
5364 · Grounds R&M	4,182.58	40,000.00	-35,817.42	10.5%
5365 · Pool R&M	7,156.24	18,000.00	-10,843.76	39.8%
5366 · Vehicle R&M	5,300.64	10,000.00	-4,699.36	53.0%

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12/30/20

Accrual Basis

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

	Jul - Dec 20	Budget	\$ Over Budget	% of Budget
5367 · Janitorial	3,247.39	10,510.00	-7,262.61	30.9%
5368 · Security	1,721.10	5,000.00	-3,278.90	34.4%
5369 · Vandalism	92.90	500.00	-407.10	18.6%
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>45,229.42</b>	<b>125,010.00</b>	<b>-79,780.58</b>	<b>36.2%</b>
5370 · Supplies - Consumable				
5372 · Office Supplies	3,076.41	8,500.00	-5,423.59	36.2%
5374 · Safety & staff supplies	7,344.06	5,000.00	2,344.06	146.9%
<b>Total 5370 · Supplies - Consumable</b>	<b>10,420.47</b>	<b>13,500.00</b>	<b>-3,079.53</b>	<b>77.2%</b>
5380 · Taxes, Lic., Notices & Permits	3,026.13	3,000.00	26.13	100.9%
5390 · Telephone & Internet	7,840.00	25,000.00	-17,160.00	31.4%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	0.00	6,000.00	-6,000.00	0.0%
5404 · Fuel	6,686.14	16,300.00	-9,613.86	41.0%
5406 · Meals	616.55	2,400.00	-1,783.45	25.7%
5408 · Mileage & Auto Allowance	0.00	4,300.00	-4,300.00	0.0%
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>7,302.69</b>	<b>29,000.00</b>	<b>-21,697.31</b>	<b>25.2%</b>
5410 · Utilities				
5412 · Electric & Gas	19,301.02	66,000.00	-46,698.98	29.2%
5414 · Water	9,772.94	20,000.00	-10,227.06	48.9%
5416 · Garbage	6,858.37	11,000.00	-4,141.63	62.3%
<b>Total 5410 · Utilities</b>	<b>35,932.33</b>	<b>97,000.00</b>	<b>-61,067.67</b>	<b>37.0%</b>
<b>Total Expense</b>	<b>946,312.12</b>	<b>2,257,410.00</b>	<b>-1,311,097.88</b>	<b>41.9%</b>
<b>Net Ordinary Income</b>	<b>38,790,873.06</b>	<b>-139,910.00</b>	<b>38,930,783.06</b>	<b>-27,725.6%</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>38,790,873.06</b>	<b>-139,910.00</b>	<b>38,930,783.06</b>	<b>-27,725.6%</b>

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12/30/20  
Accrual Basis

**PRPD**  
**Profit & Loss**  
**December 2020**

Attachment C

	<u>Dec 20</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4200 · Impact Fee revenue	7,915.56
4300 · Program Income	2,965.33
4350 · Concession & Merchandise sales	158.00
4400 · Donation & Fundraising Income	64.01
4600 · Other Revenue	369,637.36
<b>Total Income</b>	<u>380,740.26</u>
<b>Gross Profit</b>	380,740.26
<b>Expense</b>	
5000 · Payroll Expenses	
5010 · Wages & Salaries	99,899.11
5020 · Employer Taxes	8,039.19
5030 · Employee Benefits	20,482.22
5040 · Workers Comp Expense	11,711.25
5060 · Other Personnel Costs	104.00
<b>Total 5000 · Payroll Expenses</b>	<u>140,235.77</u>
5100 · Program Expenses	
5120 · Program Contract Labor	700.00
5130 · Program Supplies	9,432.57
<b>Total 5100 · Program Expenses</b>	<u>10,132.57</u>
5200 · Advertising & Promotion	670.00
5220 · Bank & Merchant Fees	233.37
5230 · Contributions to Others	100.00
5260 · Dues, Mbrshps, Subscr. & Pubs	5,390.75
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	96.94
5286 · Small Tools & Equipment	2,716.45
5280 · Equip., Tools & Furn (<\$5k) - Other	689.58
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<u>3,502.97</u>
5290 · Equipment Rental	931.38
5300 · Insurance	36,453.50
5330 · Professional & Outside services	
5332 · Accounting	706.20
5336 · Engineering	2,357.50
5338 · Other Prof. & Outside Labor	14,243.52
<b>Total 5330 · Professional &amp; Outside services</b>	<u>17,307.22</u>
5340 · Postage & Delivery	282.30
5360 · Repair & Maintenance	
5361 · Building R&M	463.87
5362 · Equipment R&M	39.31
5363 · General R&M	3,582.37
5364 · Grounds R&M	190.99
5365 · Pool R&M	22.29
5366 · Vehicle R&M	4,561.13
5367 · Janitorial	695.04
5368 · Security	1,058.09
<b>Total 5360 · Repair &amp; Maintenance</b>	<u>10,613.09</u>
5370 · Supplies - Consumable	
5372 · Office Supplies	758.95
5374 · Safety & staff supplies	129.12
<b>Total 5370 · Supplies - Consumable</b>	<u>888.07</u>
5380 · Taxes, Lic., Notices & Permits	806.00
5390 · Telephone & Internet	1,357.65
5400 · Transportation, Meals & Travel	

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 12/30/20  
 Accrual Basis

**PRPD**  
**Profit & Loss**  
 December 2020

---

	<b>Dec 20</b>
5404 · Fuel	1,245.63
5406 · Meals	85.80
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>1,331.43</b>
5410 · Utilities	
5412 · Electric & Gas	2,819.76
5414 · Water	1,512.12
5416 · Garbage	674.21
<b>Total 5410 · Utilities</b>	<b>5,006.09</b>
<b>Total Expense</b>	<b>235,242.16</b>
<b>Net Ordinary Income</b>	<b>145,498.10</b>
<b>Net Income</b>	<b>145,498.10</b>

**PRPD**  
**Recovery Project**  
 December 2020

	<u>Total Recovery Project</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4600 · Other Revenue	369,637.36 *
<b>Total Income</b>	<u>369,637.36</u>
<b>Gross Profit</b>	369,637.36
<b>Expense</b>	
5280 · Equip., Tools & Furn (<\$5k)	689.58
5290 · Equipment Rental	216.00
5330 · Professional & Outside services	
5336 · Engineering	2,357.50
<b>Total 5330 · Professional &amp; Outside services</b>	<u>2,357.50</u>
5360 · Repair & Maintenance	
5363 · General R&M	1,243.55
5368 · Security	525.00
<b>Total 5360 · Repair &amp; Maintenance</b>	<u>1,768.55</u>
<b>Total Expense</b>	<u>5,031.63</u>
<b>Net Ordinary Income</b>	<u>364,605.73</u>
<b>Net Income</b>	<u><u>364,605.73</u></u>

\* Note An insurance payment related to Camp Fire losses





PRPD  
**Profit & Loss by Job**  
July through December 2020

	<u>Total Recovery Project</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4600 · Other Revenue	935,790.78
<b>Total Income</b>	<u>935,790.78</u>
<b>Gross Profit</b>	935,790.78
<b>Expense</b>	
5000 · Payroll Expenses	
5010 · Wages & Salaries	0.00
5020 · Employer Taxes	0.00
5030 · Employee Benefits	0.00
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	0.00
<b>Total 5000 · Payroll Expenses</b>	<u>0.00</u>
5100 · Program Expenses	
5120 · Program Contract Labor	0.00
5130 · Program Supplies	0.00
<b>Total 5100 · Program Expenses</b>	<u>0.00</u>
5200 · Advertising & Promotion	0.00
5220 · Bank & Merchant Fees	0.00
5230 · Contributions to Others	0.00
5260 · Dues, Mbrshps, Subscr, & Pubs	0.00
5270 · Education, Training & Staff Dev	0.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	0.00
5284 · Program ET&F	284.24
5286 · Small Tools & Equipment	852.19
5280 · Equip., Tools & Furn (<\$5k) - Other	689.58
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<u>1,826.01</u>
5290 · Equipment Rental	4,209.30
5300 · Insurance	0.00
5310 · Interest Expense	0.00
5320 · Miscellaneous Expense	0.00
5330 · Professional & Outside services	
5332 · Accounting	0.00
5334 · Legal	0.00
5336 · Engineering	2,985.00
5338 · Other Prof. & Outside Labor	3,897.88
<b>Total 5330 · Professional &amp; Outside services</b>	<u>6,882.88</u>
5340 · Postage & Delivery	0.00
5350 · Rent-Facility use fees	0.00
5360 · Repair & Maintenance	
5361 · Building R&M	0.00
5362 · Equipment R&M	2,167.04
5363 · General R&M	14,139.37

PRPD  
**Profit & Loss by Job**  
July through December 2020

	<u>Total Recovery Project</u>
5364 · Grounds R&M	473.91
5365 · Pool R&M	210.43
5366 · Vehicle R&M	56.45
5367 · Janitorial	0.00
5368 · Security	750.72
5369 · Vandalism	0.00
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>17,797.92</b>
5370 · Supplies - Consumable	
5372 · Office Supplies	0.00
5374 · Safety & staff supplies	269.86
<b>Total 5370 · Supplies - Consumable</b>	<b>269.86</b>
5380 · Taxes, Lic., Notices & Permits	0.00
5390 · Telephone & Internet	35.89
5400 · Transportation, Meals & Travel	
5404 · Fuel	344.10
5406 · Meals	0.00
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>344.10</b>
5410 · Utilities	
5412 · Electric & Gas	0.00
5414 · Water	0.00
5416 · Garbage	2,022.18
<b>Total 5410 · Utilities</b>	<b>2,022.18</b>
<b>Total Expense</b>	<b>33,388.14</b>
<b>Net Ordinary Income</b>	<b>902,402.64</b>
<b>Net Income</b>	<b>902,402.64</b>

# Staff Report

# January 13, 2021



DATE: 1/5/2021

TO: Board of Directors

FROM: Dan Efseaff, District Manager  
Kristi Sweeney, Assistant District Manager

SUBJECT: Signatory Authorization for Additions to Noble (Resolution #21-01-2-493) and Oak Creek (Resolution #21-01-3-494) Parks, Acquisition Purchase Documents.

## 1. Background

At the May 8, 2019 Board of Directors (BOD) meeting, BOD members supported a conceptual approach to explore funding for acquisitions and associated studies, continue landowner negotiations, and tour the properties with the Recreation and Parks Committee. The Committee toured the properties on June 14, 2019 and indicated a favorable view of the potential acquisitions.

Staff submitted a preapplication in May 2019 and the Sierra Nevada Conservancy later invited us to submit a full proposal. At the regular August 14, 2019 meeting, Directors approved resolution #19-08-4-467 to authorize the District Manager to submit a full grant proposal to fund the acquisitions for Oak Creek and Noble Park expansions. The SNC awarded the grant in June 2020 (agreement completed in August).

The District and landowners have signed purchase agreements for both parcels and have set up escrow accounts for each property. The title company requires a resolution authorizing District Manager, Daniel S Efseaff, to sign the purchase documents at the close of escrow on behalf of the District. Staff seek Board approval of the resolution to authorize the District Manager signatory authority to purchase land known as Noble Park Addition [APN 050-230-088] and land known as Oak Creek Park Addition [APN 054-220-060] on behalf of the District. Because there are two separate escrow transactions, two separate resolutions are required.

## 2. Grant

Acquisition to expand and enhance Noble Park and Oak Creek Park

Project Name: Acquisition to expand and enhance Noble Park and Oak Creek Park in Paradise, CA  
 Location: Paradise, Butte County CA  
 Acquisition Type: Fee-Title Property  
 Requested Grant Amount: \$220,700.00

Funding would be provided under the Proposition 68 Sierra Nevada Watershed Improvement Program Strategic Land Conservation Grant Program Of 2019 Under the Park And Water Bond Act Of 2018.

## 3. Fiscal Impact

Some additions funds required for management of the properties; however, they may reduce our costs of maintenance since they add additional access to already existing park land and these costs can be absorbed.

## 4. Permits and Environmental Review

When the park properties are developed, the District will have to complete CEQA documentation and obtain permits from the Town of Paradise. Parks and open space are an acceptable land use for these properties under current zoning.

## 5. Discussion

These property acquisitions expand existing park lands (Noble Park and Oak Creek Park) and improve our ability to manage fuels, expand recreational opportunities, and protect forest, watershed, and archeological resources. The Noble Addition (Barch, 6667 Nedry Drive) property (8.92 acres) preserves natural habitat (wetland, year-round creek, oak woodland, and grinding stones) and provides a natural component to the adjoining Noble Park property (12-acres of former orchard land and planned as a developed park). The Oak Creek Addition (Baker, 1489 Pearson) property (2.6 acres) provides "front door" access (the park currently has access only across private property) from a major road (Pearson Road) and opens 17.3 acres of creek-side forest and trails on Oak Creek Park. The completed acquisitions

open the door to future collaboration with partners and potential for additional funding opportunities to develop the park properties.

**6. Recommendation**

*Approve Resolution #21-01-2-493 (Noble Addition) and Resolution #21-01-3-494 (Oak Creek Addition) and authorize District Manager authority to complete the land purchase on behalf of the District.*

**Attachments:**

- A) Resolution #21-01-2-493
- B) Resolution #21-01-3-494

[https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2021/21.0113/2021\\_0113.BOD.Grant.SNC.Acquisitions.Noble.Oak.Creek.Staff.Report.docx](https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.0113/2021_0113.BOD.Grant.SNC.Acquisitions.Noble.Oak.Creek.Staff.Report.docx)  
1/5/2021



## Paradise Recreation & Park District

6626 Skyway  
Paradise, CA 95969  
Email: [info@ParadisePRPD.com](mailto:info@ParadisePRPD.com)

Phone: 530-872-6393  
Fax: 530-872-8619  
Website: [www.ParadisePRPD.com](http://www.ParadisePRPD.com)

### Resolution #21-01-2-493

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PARADISE RECREATION AND PARK DISTRICT  
AUTHORIZING DISTRICT MANAGER SIGNATORY AUTHORITY TO PURCHASE  
LAND ADJACENT TO NOBLE PARK AS FINANCED BY THE SIERRA NEVADA  
CONSERVANCY GRANT.**

BE IT RESOLVED, AT THE OFFICIAL MEETING OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT, A CALIFORNIA SPECIAL DISTRICT, HELD ON **JANUARY 13, 2021**,

AT OUR NORMAL PLACE OF BUSINESS, 6626 SKYWAY, PARADISE, CA 95969, THAT IT WAS RESOLVED TO **PURCHASE** THE PROPERTY KNOWN AS **NOBLE PARK ADDITION (APN #050-230-088) LOCATED AT 6667 NEDRY DRIVE, PARADISE, CA 95969** FROM **SUSAN A. BARCH, TRUSTEE** PER THE TERMS OF THE CONTRACT DATED **11/29/2020**.

#### PROPERTY LEGAL DESCRIPTION

Real property in the Town of Paradise, County of Butte, State of California, described as follows:

PARCEL I:

BEING A PORTION OF THE NORTHWEST QUARTER OF SECTION 7, TOWNSHIP 22 NORTH, RANGE 4 EAST, M.D.B. & M., MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF PARCEL 3 AS SHOWN ON THAT CERTAIN PARCEL MAP FOR JOAN C. MORGAN, FILED FOR RECORDING ON NOVEMBER 13, 1975, IN THE OFFICE OF THE RECORDER OF THE COUNTY OF BUTTE, STATE OF CALIFORNIA IN [BOOK 53 OF PARCEL MAPS AT PAGE 97](#), ALSO SAID POINT OF BEGINNING BEING ON THE NORTH LINE OF THAT CERTAIN PARCEL OF LAND DESCRIBED IN THE DEED TO OTTIS AND ROSE MARIE LOVELL, FILED FOR RECORDING DECEMBER 8, 1970, IN BOOK 1648, AT PAGE 598, IN THE OFFICE OF THE RECORDER OF COUNTY OF BUTTE, STATE OF CALIFORNIA; THENCE SOUTH 89° 11' 45" WEST, 238.03 FEET; THENCE NORTH 00° 07' 45" EAST, 191.91 FEET TO A POINT BEING SOUTH 25.00 FEET MEASURED PERPENDICULAR FROM THE SOUTH LINE OF PARCEL 1 OF SAID PARCEL MAP; THENCE NORTH 89° 47' 45" EAST, 238.00 FEET, ALONG A LINE PARALLEL WITH AND 25.00 FEET SOUTH OF SAID SOUTH LINE, TO THE WEST LINE OF PARCEL 3 OF SAID PARCEL MAP; THENCE NORTH 00° 07' 45" EAST, 135.58 FEET TO THE NORTHWEST CORNER OF SAID PARCEL 3; THENCE NORTH 89° 11' 45" EAST 530.35 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 3; THENCE SOUTH 00° 43'

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12" EAST, 324.96 FEET, TO THE SOUTHEAST CORNER OF SAID PARCEL 3; THENCE SOUTH 89° 11' 45" WEST, 535.17 FEET TO THE TRUE POINT OF BEGINNING.

TOGETHER WITH PARCEL 3, AS SHOWN ON THAT CERTAIN PARCEL MAP, FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF BUTTE, STATE OF CALIFORNIA, ON MARCH 28, 1994, IN BOOK 134 OF MAPS, AT PAGE(S) 19, 20 AND 21.

EXCEPTING THEREFROM THAT PORTION OF PARCEL 3, AS SHOWN ON THAT CERTAIN PARCEL MAP, FILED IN THE OFFICE OF THE RECORDER OF BUTTE COUNTY, CALIFORNIA ON MARCH 28, 1994 IN [BOOK 134 OF MAPS, AT PAGE\(S\) 19, 20 AND 21](#) DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID PARCEL 3 AND THE TRUE POINT OF BEGINNING OF THE HEREIN DESCRIBED PARCEL OF LAND; THENCE NORTH 89° 16' 48" EAST ALONG THE NORTHERLY BOUNDARY OF SAID PARCEL 3, A DISTANCE OF 578.27 FEET TO THE NORTHEAST CORNER OF SAID PARCEL 3; THENCE SOUTH 03° 00' 00" WEST ALONG THE EASTERLY BOUNDARY OF SAID PARCEL 3, A DISTANCE OF 320.52 FEET; THENCE NORTH 71° 15' 57" WEST, 570.02 FEET; THENCE NORTH 45° 52' 17" WEST, 28.21 FEET TO A POINT ON THE WEST BOUNDARY OF SAID PARCEL 3; THENCE NORTH 00° 43' 12" WEST ALONG THE WEST BOUNDARY OF SAID PARCEL 3, A DISTANCE OF 110.11 FEET TO THE POINT OF BEGINNING.

THE ABOVE DESCRIBED PARCEL IS PURSUANT TO A LOT LINE ADJUSTMENT APPROVED BY THE TOWN OF PARADISE, BY DEED RECORDED APRIL 18, 2013 AS SERIAL NO. [2013-0015297](#) OF OFFICIAL RECORDS.

PARCEL II:

A NON-EXCLUSIVE PUBLIC EASEMENT FOR INGRESS AND EGRESS AND FOR PUBLIC UTILITIES OVER THE EASTERLY 60 FEET OF PARCEL 2, AS SHOWN ON THAT CERTAIN PARCEL MAP, FILED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF BUTTE, STATE OF CALIFORNIA, ON DECEMBER 13, 1975, IN [BOOK 53 OF MAPS, AT PAGE\(S\) 97 AND 98](#).

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IT WAS FURTHER RESOLVED THAT **DANIEL S EFSEAFF, DISTRICT MANAGER** BE AUTHORIZED TO SIGN ALL DOCUMENTS TO CLOSE THE ESCROW.

Approved and adopted the 13<sup>TH</sup> day of January, 2021 by the following vote.

**AYES:**                      **NOES:**                      **ABSENT:**                      **ABSTAIN:**

\_\_\_\_\_  
Mary Bellefeuille, Board Chairperson

ATTEST:

\_\_\_\_\_  
Robert Anderson, Board Secretary

I, the undersigned, hereby certify that the foregoing Resolution Number 21-01-2-493 was duly adopted by the Board of Directors following a roll call vote:

Ayes:                      Noes:                      Absent:                      Abstain:

\_\_\_\_\_ (Clerk)







## Paradise Recreation & Park District

6626 Skyway  
Paradise, CA 95969  
Email: [info@ParadisePRPD.com](mailto:info@ParadisePRPD.com)

Phone: 530-872-6393  
Fax: 530-872-8619  
Website: [www.ParadisePRPD.com](http://www.ParadisePRPD.com)

### Resolution #21-01-3-494

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PARADISE RECREATION AND PARK DISTRICT  
AUTHORIZING DISTRICT MANAGER SIGNATORY AUTHORITY TO PURCHASE  
LAND ADJACENT TO OAK CREEK PARK AS FINANCED BY THE SIERRA  
NEVADA CONSERVANCY GRANT.**

BE IT RESOLVED, AT THE OFFICIAL MEETING OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT, A CALIFORNIA SPECIAL DISTRICT, HELD ON **JANUARY 13, 2021**,

AT OUR NORMAL PLACE OF BUSINESS, 6626 SKYWAY, PARADISE, CA 95969, THAT IT WAS RESOLVED TO **PURCHASE** THE PROPERTY KNOWN AS **OAK CREEK PARK ADDITION (APN #054-220-060) LOCATED AT 1489 PEARSON RD., PARADISE, CA 95969** FROM **PAUL M AND HELENE A. BAKER** PER THE TERMS OF THE CONTRACT DATED **11/25/2020** .

#### LEGAL DESCRIPTION

Real property in the Town of Paradise, County of Butte, State of California, described as follows:

**PARCEL I:**

PARCEL 3, AS SHOWN ON THAT CERTAIN PARCEL MAP, RECORDED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF BUTTE, STATE OF CALIFORNIA, ON OCTOBER 24, 1980, IN [BOOK 79 OF MAPS, AT PAGE\(S\) 49](#).

**PARCEL II:**

A NON-EXCLUSIVE EASEMENT FOR ROAD AND PUBLIC UTILITIES OVER THE WESTERLY 30 FEET OF PARCELS 1 AND 2, AS SHOWN ON THAT CERTAIN PARCEL MAP, RECORDED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF BUTTE, STATE OF CALIFORNIA, ON OCTOBER 24, 1980, IN [BOOK 79 OF MAPS, AT PAGE\(S\) 49](#). SAID EASEMENT WAS CREATED BY RESERVATION CONTAINED IN GRANT DEED RECORDED NOVEMBER 12, 1980 IN BOOK 2568, AT PAGE(S) 165 AND 169.

**PARCEL III:**

NON-EXCLUSIVE EASEMENTS FOR ROAD AND PUBLIC UTILITIES AND PIPE LINES OVER PARCEL 4, AS SHOWN ON THAT CERTAIN PARCEL MAP, RECORDED IN THE OFFICE OF THE RECORDER OF THE COUNTY OF BUTTE,

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STATE OF CALIFORNIA, ON OCTOBER 24, 1980, IN [BOOK 79 OF MAPS, AT PAGE\(S\) 49](#). SAID EASEMENT WAS CREATED BY RESERVATION CONTAINED IN GRANT DEED RECORDED NOVEMBER 10, 1980 IN BOOK 2567, AT PAGE(S) 542.

APN: 054-220-060

IT WAS FURTHER RESOLVED THAT **DANIEL S EFSEAFF, DISTRICT MANAGER** BE AUTHORIZED TO SIGN ALL DOCUMENTS TO CLOSE THE ESCROW.

Approved and adopted the 13<sup>TH</sup> day of January, 2021 by the following vote.

**AYES:**                      **NOES:**                      **ABSENT:**                      **ABSTAIN:**

\_\_\_\_\_  
Mary Bellefeuille, Board Chairperson

ATTEST:

\_\_\_\_\_  
Robert Anderson, Board Secretary

I, the undersigned, hereby certify that the foregoing Resolution Number 21-01-3-494 was duly adopted by the Board of Directors following a roll call vote:

Ayes:                      Noes:                      Absent:                      Abstain:

\_\_\_\_\_ (Clerk)

# Staff Report

# January 13, 2021



DATE: 12/11/2020  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: Resolution #21-01-1-492 New Deferred Compensation Plan

## Summary

Staff seek Board approval of the resolution to add a second provider service to the District's existing 457 deferred compensation plan. The District currently utilizes Voya Regional Trust but seeks approval to add ICMA Retirement Corporation as another provider.

**Recommendation:** Approve resolution #21-01-1-492 and authorize the District Manager to sign the agreement with ICMA Retirement Corporation to manage funds for District employees that opt in to the 457 deferred compensation plan with ICMA Retirement Corporation.

### 1. Background

As part of the District's benefits plan, all District employees can choose to invest into a retirement savings plan (457 plan). The District does not incur costs associated with the plan (no District matching funds), but the plan does allow for full and part time employees to save for retirement. The District has offered the elective 457 plan to employees for years, but the plan has had very limited participation. The District seeks to offer employees a 457 plan offered by ICMA Retirement Corporation, a non-profit corporation based in Washington, D.C. that focuses only on government plans. The new service provider also has an easy-to-use online platform that will enable plan participants to view, monitor and manage their own portfolio. The administrative fees charged to plan holders by ICMA Retirement Corporation are lower than those associated with our current provider Voya Regional Trust. The District originally considered replacing the Voya plan with those offered by ICMA, but at least one current staff participant was not interested in switching providers. If approved, District employees could choose to participate in the plan using either Voya Regional Trust or ICMA-RC; although we forecast that the District will shift to one provider over time.

### 2. Fiscal Impact

The District incurs minimal administrative cost to for this service (minimal staff time to update payroll processes, enroll new employees, or direct payments to the service plan providers). All other costs are incurred directly by plan participants.

### 3. Discussion

As the District tries to minimize future pension liabilities while simultaneously trying to hire and retain talented staff, benefits such as the 457 deferred compensation plans are of key importance for recruitment and retention.

### 4. Recommendation

Approve resolution #21-01-1-492 and authorize the District Manager to sign the agreement with ICMA Retirement Corporation to manage funds for District employees that opt in to the 457 deferred compensation plan with ICMA Retirement Corporation.

## Attachments:

- A. IMCA RC Service Agreement
- B. IMCA RC Declaration of Trust
- C. Resolution #21-01-1-492

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2021/21.0113/2021.0113.Deferred.Compensation.Plan.Staff.Report.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.0113/2021.0113.Deferred.Compensation.Plan.Staff.Report.docx)  
 1/5/2021



## **ADMINISTRATIVE SERVICES AGREEMENT**

Between

**ICMA Retirement Corporation**

and

**Paradise Recreation & Park District**

Type: **457**

Account #: **302819**

## ADMINISTRATIVE SERVICES AGREEMENT

This Administrative Services Agreement (“Agreement”), made as of this day, (please enter date) \_\_\_\_\_, (herein referred to as the "Inception Date"), between the International City Management Association Retirement Corporation (“ICMA-RC”), a nonprofit corporation organized and existing under the laws of the State of Delaware, and the **Paradise Recreation & Park District** (“Employer”), an **Entity** organized and existing under the laws of the State of **California** with an office at **6626 Skyway Road, Paradise, California 95969**.

### RECITALS

Employer acts as public plan sponsor of a retirement plan (“Plan”), and in that capacity, has responsibility to obtain administrative services and investment alternatives for the Plan;

VantageTrust is a group trust established and maintained in accordance with New Hampshire Revised Statutes Annotated section 391:1 and Internal Revenue Service Revenue Ruling 81-100, 1981-1 C.B. 326, which provides for the commingled investment of retirement funds;

ICMA-RC, or its wholly owned subsidiary, acts as investment adviser to VantageTrust Company, LLC, the Trustee of VantageTrust;

ICMA-RC has designed, and VantageTrust offers, a series of separate funds (the “Funds”) for the investment of plan assets as referenced in VantageTrust’s principal disclosure documents, the VantageTrust Disclosure Memorandum and the Funds’ Fact Sheets (together, “VT Disclosures”); and

ICMA-RC provides a range of services to public employers for the operation of employee retirement plans including, but not limited to, communications concerning investment alternatives, account maintenance, account recordkeeping, investment and tax reporting, transaction processing, and benefit disbursement.

## AGREEMENTS

### 1. Appointment of ICMA-RC

Employer hereby appoints ICMA-RC as Administrator of the Plan to perform all nondiscretionary functions necessary for the administration of the Plan. The functions to be performed by ICMA-RC shall be those set forth in Exhibit A to this Agreement.

### 2. Adoption of VantageTrust

Employer has adopted the Declaration of Trust of VantageTrust Company and agrees to the commingled investment of assets of the Plan within VantageTrust. Employer agrees that the investment, management, and distribution of amounts deposited in VantageTrust shall be subject to the Declaration of Trust, as it may be amended from time to time and shall also be subject to terms and conditions set forth in disclosure documents (such as the VT Disclosures or Employer Bulletins) as those terms and conditions may be adjusted from time to time.

### 3. Employer Duty to Furnish Information

Employer agrees to furnish to ICMA-RC on a timely basis such information as is necessary for ICMA-RC to carry out its responsibilities as Administrator of the Plan, including information needed to allocate individual participant accounts to Funds in VantageTrust, and information as to the employment status of participants, and participant ages, addresses, and other identifying information (including tax identification numbers). Employer also agrees that it will notify ICMA-RC in a timely manner regarding changes in staff as it relates to various roles. Such notification is to be completed through the online EZLink employer contact options. ICMA-RC shall be entitled to rely upon the accuracy of any information that is furnished to it by a responsible official of the Employer or any information relating to an individual participant or beneficiary that is furnished by such participant or beneficiary, and ICMA-RC shall not be responsible for any error arising from its reliance on such information. ICMA-RC will provide reports, statements and account information to the Employer through EZLink, the online plan administrative tool.

Employer is required to send in contributions through EZLink, the online plan administration tool provided by ICMA-RC. Alternative electronic methods may be allowed but must be approved by ICMA-RC for use. Contributions may not be sent through paper submittal documents.

To the extent Employer selects third-party funds that do not have fund profile information provided to ICMA-RC through electronic data feeds from external sources (such as Morningstar) or third-party fund providers, the Employer is responsible for providing to ICMA-RC timely fund investment updates for disclosure to Plan participants. Such updates may be provided to ICMA-RC through the Employer's investment consultant or other designated representative.

#### 4. ICMA-RC Representations and Warranties

ICMA-RC represents and warrants to Employer that:

- (a) ICMA-RC is a non-profit corporation with full power and authority to enter into this Agreement and to perform its obligations under this Agreement. The ability of ICMA-RC, or its wholly owned subsidiary, to serve as investment adviser to VantageTrust Company is dependent upon the continued willingness of VantageTrust Company for ICMA-RC, or its wholly owned subsidiary, to serve in that capacity.
- (b) ICMA-RC is an investment adviser registered as such with the U.S. Securities and Exchange Commission under the Investment Advisers Act of 1940, as amended.
- (c) ICMA-RC shall maintain and administer the Plan in accordance with the requirements for eligible deferred compensation plans under Section 457 of the Internal Revenue Code and other applicable federal law; provided, however, that ICMA-RC shall not be responsible for the eligible status of the Plan in the event that the Employer directs ICMA-RC to administer the Plan or disburse assets in a manner inconsistent with the requirements of Section 457 or otherwise causes the Plan not to be carried out in accordance with its terms. Further, in the event that the Employer uses its own customized plan document, ICMA-RC shall not be responsible for the eligible status of the Plan to the extent affected by terms in the Employer's plan document that differ from those in ICMA-RC's model plan document. ICMA-RC shall not be responsible for monitoring state or local law applicable to retirement plans or for administering the Plan in compliance with local or state requirements regarding plan administration unless Employer notifies ICMA-RC of any such local or state requirements.

#### 5. Employer Representations and Warranties

Employer represents and warrants to ICMA-RC that:

- (a) Employer is organized in the form and manner recited in the opening paragraph of this Agreement with full power and authority to enter into and perform its obligations under this Agreement and to act for the Plan and participants in the manner contemplated in this Agreement. Execution, delivery, and performance of this Agreement will not conflict with any law, rule, regulation or contract by which the Employer is bound or to which it is a party.
- (b) Employer understands and agrees that ICMA-RC's sole function under this Agreement is to act as recordkeeper and to provide administrative, investment or other services at the direction of Plan participants, the



## Plan number 302819

Employer, its agents or designees in accordance with the terms of this Agreement. Under the terms of this Agreement, ICMA-RC does not render investment advice, is neither the “Plan Administrator” nor “Plan Sponsor” as those terms are defined under applicable federal, state, or local law, and does not provide legal, tax or accounting advice with respect to the creation, adoption or operation of the Plan and its related trust. ICMA-RC does not perform any service under this Agreement that might cause ICMA-RC to be treated as a “fiduciary” of the Plan under applicable law, except, and only, to the extent that ICMA-RC provides investment advisory services to individual participants enrolled in Guided Pathways Advisory Services.

- (c) Employer acknowledges and agrees that ICMA-RC does not assume any responsibility with respect to the selection or retention of the Plan’s investment options. Employer shall have exclusive responsibility for the Plan’s investment options, including the selection of the applicable mutual fund share class. Where applicable, Employer understands that the VT Retirement IncomeAdvantage Fund is an investment option for the Plan and that the fund invests in a separate account available through a group variable annuity contract. By entering into this Agreement, Employer acknowledges that it has received the Important Considerations document and the VT Disclosures and that it has read the information therein concerning the VT Retirement IncomeAdvantage Fund.
- (d) Employer acknowledges that certain such services to be performed by ICMA-RC under this Agreement may be performed by an affiliate or agent of ICMA-RC pursuant to one or more other contractual arrangements or relationships, and that ICMA-RC reserves the right to change vendors with which it has contracted to provide services in connection with this Agreement without prior notice to Employer.
- (e) Employer acknowledges that it has received ICMA-RC’s Fee Disclosure Statement, prepared in substantial conformance with ERISA regulations regarding the disclosure of fees to plan sponsors.
- (f) Employer approves the use of its Plan in ICMA-RC external media, publications and materials. Examples include press releases announcements and inclusion of the general plan information in request for proposal responses.

#### 6. Participation in Certain Proceedings

The Employer hereby authorizes ICMA-RC to act as agent, to appear on its behalf, and to join the Employer as a necessary party in all legal proceedings involving the garnishment of benefits or the transfer of benefits pursuant to the divorce or separation of participants in the Plan. Unless Employer notifies ICMA-RC otherwise, Employer consents to the disbursement by ICMA-RC of benefits that have been garnished or transferred to a

former spouse, current spouse, or child pursuant to a domestic relations order or child support order.

7. Compensation and Payment

- (a) **Plan Administration Fee.** The amount to be paid for plan administration services under this Agreement shall be **0.55%** per annum of the amount of Plan assets invested in VantageTrust. Such fee shall be computed based on average daily net Plan assets in VantageTrust.
- (b) **Compensation for Management Services to VantageTrust, Compensation for Advisory and other Services to the VT III Vantagepoint Funds and Payments from Third-Party Mutual Funds.** Employer acknowledges that, in addition to amounts payable under this Agreement, ICMA-RC, or its wholly owned subsidiary, receives fees from VantageTrust for investment advisory services and plan and participant services furnished to VantageTrust. Employer further acknowledges that ICMA-RC, including certain of its wholly owned subsidiaries, receives compensation for advisory and other services furnished to the VT III Vantagepoint Funds, which serve as the underlying portfolios of a number of Funds offered through VantageTrust. For a VantageTrust Fund that invests substantially all of its assets in a third-party mutual fund not affiliated with ICMA-RC, ICMA-RC or its wholly owned subsidiary receives payments from the third-party mutual fund families or their service providers in the form of 12b-1 fees, service fees, compensation for sub-accounting and other services provided based on assets in the underlying third-party mutual fund. These fees are described in the VT Disclosures and ICMA-RC's fee disclosure statement. In addition, to the extent that third party mutual funds are included in the investment line-up for the Plan, ICMA-RC receives administrative fees from its third party mutual fund settlement and clearing agent for providing administrative and other services based on assets invested in third party mutual funds; such administrative fees come from payments made by third party mutual funds to the settlement and clearing agent.
- (c) **Redemption Fees.** Redemption fees imposed by outside mutual funds in which Plan assets are invested are collected and paid to the mutual fund by ICMA-RC. ICMA-RC remits 100% of redemption fees back to the specific mutual fund to which redemption fees apply. These redemption fees and the individual mutual fund's policy with respect to redemption fees are specified in the prospectus for the individual mutual fund and referenced in the VT Disclosures.
- (d) **Payment Procedures.** All payments to ICMA-RC pursuant to this Section 7 shall be made from Plan assets held by VantageTrust or received from third-party mutual funds or their service providers in connection with Plan assets invested in such third-party mutual funds, to the extent not paid by

Plan number 302819

the Employer. The amount of Plan assets administered by ICMA-RC shall be adjusted as required to reflect any such payments as are made from the Plan. In the event that the Employer agrees to pay amounts owed pursuant to this Section 7 directly, any amounts unpaid and outstanding after 30 days of invoice to the Employer shall be withdrawn from Plan assets.

The compensation and payment set forth in this Section 7 are contingent upon the Employer's use of ICMA-RC's EZLink system for contribution processing and submitting contribution funds by ACH or wire transfer on a consistent basis over the term of this Agreement.

8. Contribution Remittance

Employer understands that amounts invested in the Plan are to be remitted directly to Vantagepoint Transfer Agents in accordance with instructions provided to Employer by ICMA-RC and are not to be remitted to ICMA-RC. In the event that any check or wire transfer is incorrectly labeled or transferred to ICMA-RC, ICMA-RC may return it to Employer with proper instructions.

9. Indemnification

ICMA-RC shall not be responsible for any acts or omissions of any person with respect to the Plan or its related trust, other than ICMA-RC in connection with the administration or operation of the Plan. Employer shall indemnify ICMA-RC against, and hold ICMA-RC harmless from, any and all loss, damage, penalty, liability, cost, and expense, including without limitation, reasonable attorney's fees, that may be incurred by, imposed upon, or asserted against ICMA-RC by reason of any claim, regulatory proceeding, or litigation arising from any act done or omitted to be done by any individual or person with respect to the Plan or its related trust, excepting only any and all loss, damage, penalty, liability, cost or expense resulting from ICMA-RC's negligence, bad faith, or willful misconduct.

10. Term

This Agreement shall be in effect and commence on the date all parties have signed and executed this Agreement ("Inception Date"). The term of this Agreement will commence on the Inception Date and extend **five (5)** years from that date. This Agreement will be renewed automatically for each succeeding year unless written notice of termination is provided by either party to the other no less than 60 days before the end of such Agreement year. The Employer understands and acknowledges that, in the event the Employer terminates this Agreement (or replaces the Vantagepoint PLUS Fund, offered by VantageTrust, as an investment option in its investment line-up), ICMA-RC retains full discretion to release Plan assets invested in the Vantagepoint PLUS Fund in an orderly manner over a period of up to 12 months from the date ICMA-RC receives written notification from the Employer that it has made a final and binding selection of a replacement for ICMA-RC as administrator of the Plan (or a replacement investment option for the Vantagepoint PLUS Fund).

## 11. Amendments and Adjustments

- (a) This Agreement may be amended by written instrument signed by the parties.
- (b) ICMA-RC may modify this agreement by providing 60 days' advance written notice to the Employer prior to the effective date of such proposed modification. Such modification shall become effective unless, within the 60-day notice period, the Employer notifies ICMA-RC in writing that it objects to such modification.
- (c) The parties agree that enhancements may be made to administrative services under this Agreement. The Employer will be notified of enhancements through the Employer Bulletin, quarterly statements, electronic messages or special mailings. Likewise, if there are any reductions in fees, these will be announced through the Employer Bulletin, quarterly statement, electronic messages or special mailing.

## 12. Notices

Unless otherwise provided in this Agreement, all notices required to be delivered under this Agreement shall be in writing and shall be delivered, mailed, e-mailed or faxed to the location of the relevant party set forth below or to such other address or to the attention of such other persons as such party may hereafter specify by notice to the other party.

**ICMA-RC:** Legal Department, ICMA Retirement Corporation, 777  
North Capitol Street, N.E., Suite 600, Washington, D.C., 20002-4240  
**Facsimile:** (202) 962-4601

**Employer:** at the office set forth in the first paragraph hereof, or to any other address, facsimile number or e-mail address designated by the Employer to receive the same by written notice similarly given.

Each such notice, request or other communication shall be effective: (i) if given by facsimile, when transmitted to the applicable facsimile number and there is appropriate confirmation of receipt; (ii) if given by mail or e-mail, upon transmission to the designated address with no indication that such address is invalid or incorrect; or (iii) if given by any other means, when actually delivered at the aforesaid address.

## 13. Complete Agreement

This Agreement shall constitute the complete and full understanding and sole agreement between ICMA-RC and Employer relating to the object of this Agreement and correctly sets forth the complete rights, duties and obligations of each party to the other as of its date. This Agreement supersedes all written and oral agreements, communications or negotiations among the parties. Any prior agreements, promises, negotiations or representations, verbal or otherwise, not expressly set forth in this Agreement are of no force and effect.

14. Titles

The headings of Sections of this Agreement and the headings for each of the attached schedules are for convenience only and do not define or limit the contents thereof.

15. Incorporation of Exhibits

All Exhibits (and any subsequent amendments thereto), attached hereto, and referenced herein, are hereby incorporated within this Agreement as if set forth fully herein.

16. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of **California**, applicable to contracts made in that jurisdiction without reference to its conflicts of laws provisions.

Plan number 302819

In Witness Whereof, the parties hereto certify that they have read and understand this Agreement and all Schedules attached hereto and have caused this Agreement to be executed by their duly authorized officers as of the Inception Date first above written.

**PARADISE RECREATION & PARK DISTRICT**

By \_\_\_\_\_  
Signature/Date

By KRISTI SWEENEY \_\_\_\_\_  
Name and Title (Please Print)

**INTERNATIONAL CITY MANAGEMENT  
ASSOCIATION RETIREMENT CORPORATION**

By  \_\_\_\_\_  
Erica McFarquhar  
Assistant Secretary

Please return an executed copy of the Agreement to a Delivery Address, either:

- (a) Via DocuSign
- (b) Electronically to [PlanAdoptionServices@icmarc.org](mailto:PlanAdoptionServices@icmarc.org), or
- (c) In paper form to ICMA-RC  
ATTN: PLAN ADOPTION SERVICES  
777 North Capitol Street NE  
Suite 600  
Washington DC 20002-4240

## Exhibit A

### Administrative Services

The administrative services to be performed by ICMA-RC under this Agreement shall be as follows:

- (a) Participant enrollment services are provided online. Employees will enroll online through a secure site or the Employer will enroll employees through EZlink.
- (b) Establishment of participant accounts for each employee participating in the Plan for whom ICMA-RC receives appropriate enrollment instructions. ICMA-RC is not responsible for determining if such Plan participants are eligible under the terms of the Plan.
- (c) Allocation in accordance with participant directions received in good order of individual participant accounts to investment funds offered under the Plan.
- (d) Maintenance of individual accounts for participants reflecting amounts deferred, income, gain or loss credited, and amounts distributed as benefits.
- (e) Maintenance of records for all participants for whom participant accounts have been established. These files shall include enrollment instructions (provided to ICMA-RC through Account Access or EZLink), beneficiary designation instructions and all other documents concerning each participant's account.
- (f) Provision of periodic reports to the Employer through EZLink. Participants will have access to account information through Participant Services, Voice Response System, Account Access, and TextAccess, and through quarterly statements that can be delivered electronically through Account Access or by postal service.
- (g) Communication to participants of information regarding their rights and elections under the Plan.
- (h) Making available Participant Services Representatives through a toll-free telephone number from 8:30 a.m. to 9:00 p.m. Eastern Time, Monday through Friday (excluding holidays and days on which the securities markets or ICMA-RC are closed for business (including emergency closings)), to assist participants.
- (i) Making available access to ICMA-RC's web site, to allow participants to access certain account information and initiate certain plan transactions at any time. Account access is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window is outlined at <https://accountaccess.icmarc.org>.
- (j) Maintaining the security and confidentiality of client information through a system of controls including but not limited to, as appropriate: restricting plan and participant information only to those who need it to provide services, software and hardware security, access controls, data back-up and storage procedures, non-disclosure agreements, security incident response procedures, and audit reviews.

## Plan number 302819

- (k) Making available access to ICMA-RC's plan sponsor EZLink web site to allow plan sponsors to access certain plan information and initiate plan transactions such as enrolling participants and managing contributions at any time. EZLink is normally available 24 hours a day, seven days a week except during scheduled maintenance periods designed to ensure high-quality performance. The scheduled maintenance window is outlined at <https://ezlink.icmarc.org>.
- (l) Distribution of benefits as agent for the Employer in accordance with terms of the Plan. Participants who have separated from service can request distributions through Account Access or via form.
- (m) Upon approval by the Employer that a domestic relations order is an acceptable qualified domestic relations order under the terms of the Plan, ICMA-RC will establish a separate account record for the alternate payee and provide for the investment and distribution of assets held thereunder.
- (n) Loans may be made available on the terms specified in the Loan Guidelines, if loans are adopted by the Employer. Participants can request loans through Account Access.
- (o) Guided Pathways Advisory Services – ICMA-RC's participant advice service, "Fund Advice", and asset allocation service, "Asset Class Guidance" may be made available through a third-party vendor on the terms specified on ICMA-RC's website.
- (p) ICMA-RC will determine appropriate delivery method (electronic and/or print) for plan sponsor/participant communications and education based on a number of factors (audience, effectiveness, etc.).



## DECLARATION OF TRUST

This Declaration of Trust (the “Group Trust Agreement”) is made as of the 19th day of May, 2001, by Vantage Trust Company, which declares itself to be the sole Trustee of the trust hereby created.

WHEREAS, the ICMA Retirement Trust was created as a vehicle for the commingling of the assets of governmental plans and governmental units described in Section 818(a)(6) of the Internal Revenue Code of 1986, as amended, pursuant to a Declaration of Trust dated October 4, 1982, as subsequently amended, a copy of which is attached hereto and incorporated by reference as set out below (the “ICMA Declaration”); and

WHEREAS, the trust created hereunder (the “Group Trust”) is intended to meet the requirements of Revenue Ruling 81-100, 1981-1 C.B. 326, and is established as a common trust fund within the meaning of Section 391:1 of Title 35 of the New Hampshire Revised Statutes Annotated, to accept and hold for investment purposes the assets of the Deferred Compensation and Qualified Plans held by and through the ICMA Retirement Trust.

NOW, THEREFORE, the Group Trust is created by the execution of this Declaration of Trust by the Trustee and is established with respect to each Deferred Compensation and Qualified Plan by the transfer to the Trustee of such Plan’s assets in the ICMA Retirement Trust, by the Trustees thereof, in accord with the following provisions:

- (a) *Incorporation of ICMA Declaration by Reference; ICMA By-Laws.* Except as otherwise provided in this Group Trust Agreement, and to the extent not inconsistent herewith, all provisions of the ICMA Declaration are incorporated herein by reference and made a part hereof, to be read by substituting the Group Trust for the Retirement Trust and the Trustee for the Board of Trustees referenced therein. In this respect, unless the context clearly indicates otherwise, all capitalized terms used herein and defined in the ICMA Declaration have the meanings assigned to them in the ICMA Declaration. In addition, the By-Laws of the ICMA Retirement Trust, as the same may be amended from time-to-time, are adopted as the By-Laws of the Group Trust to the extent not inconsistent with the terms of this Group Trust Agreement.

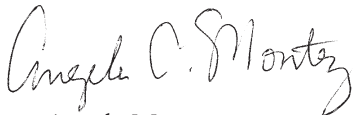
Notwithstanding the foregoing, the terms of the ICMA Declaration and By-Laws are further modified with respect to the Group Trust created hereunder, as follows:

1. any reporting, distribution, or other obligation of the Group Trust vis-à-vis any Deferred Compensation Plan, Qualified Plan, Public Employer, Public Employer Trustee, or Employer Trust shall be deemed satisfied to the extent that such obligation is undertaken by the ICMA Retirement Trust (in which case the obligation of the Group Trust shall run to the ICMA Retirement Trust); and
  2. all provisions dealing with the number, qualification, election, term and nomination of Trustees shall not apply, and all other provisions relating to trustees (including, but not limited to, resignation and removal) shall be interpreted in a manner consistent with the appointment of a single corporate trustee.
- (b) *Compliance with Revenue Procedure 81-100.* The requirements of Revenue Procedure 81-100 are applicable to the Group Trust as follows:
1. Pursuant to the terms of this Group Trust Agreement and Article X of the By-Laws, investment in the Group Trust is limited to assets of Deferred Compensation and Qualified Plans, investing through the ICMA Retirement Trust.
  2. Pursuant to the By-Laws, the Group Trust is adopted as a part of each Qualified Plan that invests herein through the ICMA Retirement Trust.
  3. In accord with the By-Laws, that part of the Group Trust’s corpus or income which equitably belongs to any Deferred Compensation and Qualified Plan may not be used for or diverted to any purposes other than for the exclusive benefit of the Plan’s employees or their beneficiaries who are entitled to benefits under such Plan.

4. In accord with the By-Laws, no Deferred Compensation Plan or Qualified Plan may assign any or part of its equity or interest in the Group Trust, and any purported assignment of such equity or interest shall be void.
- (c) *Governing Law.* Except as otherwise required by federal, state or local law, this Declaration of Trust (including the ICMA Declaration to the extent incorporated herein) and the Group Trust created hereunder shall be construed and determined in accordance with applicable laws of the State of New Hampshire.
- (d) *Judicial Proceedings.* The Trustee may at any time initiate an action or proceeding in the appropriate state or federal courts within or outside the state of New Hampshire for the settlement of its accounts or for the determination of any question of construction which may arise or for instructions.

IN WITNESS WHEREOF, the Trustee has executed this Declaration of Trust as of the day and year first above written.

VANTAGETRUST COMPANY

By: 

Name: Angela Montez

Title: Assistant Secretary



# Paradise Recreation & Park District

6626 Skyway  
Paradise, CA 95969  
Email: [info@ParadisePRPD.com](mailto:info@ParadisePRPD.com)

Phone: 530-872-6393  
Fax: 530-872-8619  
Website: [www.ParadisePRPD.com](http://www.ParadisePRPD.com)

## Resolution #21-01-1-492

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT AUTHORIZING ICMA Retirement Corporation DEFERREED COMPENSATION PLAN AND TRUST

Account Number 30-2819

Name of Employer: Paradise Recreation and Pak District State: California

Title of Program Coordinator: District Accountant  
(see definition below for duties of Program Coordinator)

Resolution of the above named Employer ("Employer")

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the establishment of a deferred compensation plan for such employees serves the interests of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the establishment of a deferred compensation plan to be administered by the ICMA Retirement Corporation serves the above objectives; and

WHEREAS, the Employer desires that its deferred compensation plan be administered by the ICMA Retirement Corporation, and that some or all of the funds held under such plan be invested in VantageTrust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans;

NOW THEREFORE BE IT RESOLVED that the Employer hereby adopts the deferred compensation plan (the "Plan") in the form of: (Select one)

The ICMA Retirement Corporation Deferred Compensation Plan and Trust, referred to as Appendix A

The plan provided by the Employer (executed copy attached hereto).

BE IT FURTHER RESOLVED that the Employer hereby adopts the Declaration of Trust of VantageTrust, attached hereto as Appendix B, intending this adoption to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in VantageTrust.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose.

Resolution #21-01-1-492  
January 13, 2021  
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BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan.

BE IT FURTHER RESOLVED that the District Accountant shall be the coordinator for this program; shall receive necessary reports, notices, etc. from ICMA Retirement Corporation or VantageTrust; shall cast, on behalf of the Employer, any required votes under VantageTrust; Administrative duties to carry out the plan may be assigned to the appropriate departments, and is authorized to execute all necessary agreements with ICMA Retirement Corporation incidental to the administration of the Plan.

Approved and adopted the 13<sup>TH</sup> day of January, 2021 by the following vote.

**AYES:**                      **NOES:**                      **ABSENT:**                      **ABSTAIN:**

\_\_\_\_\_  
Mary Bellefeuille, Board Chairperson

ATTEST:

\_\_\_\_\_  
Robert Anderson, Board Secretary

I, the undersigned, hereby certify that the foregoing Resolution Number 21-01-1-492 was duly adopted by the Board of Directors following a roll call vote:

Ayes:                      Noes:                      Absent:                      Abstain:

\_\_\_\_\_ (Clerk)

**Paradise Recreation and Park District  
2020 STANDING COMMITTEES**

**Current Assignments**

**PERSONNEL:**

**JULIE VAN ROEKEL, Chairperson      MARY BELLEFEUILLE, Member**

- *Review and recommend staff salary and wages*
- *Review general staffing needs*
- *Review and recommend other personnel matters as needed*
- *Budget study and review (personnel)*
- *Meet as needed to observe daily operation*
- *Provide Board and Staff Liaison and subjects related thereto.*

**FINANCE:**

**AL MCGREEHAN, Chairperson      STEVE RODOWICK, Member**

- *Review and recommend equipment and projects for Fixed Assets*
- *Review budget and general finance items as needed*
- *Review short- and long-term capital improvement plan*
- *Budget study and review (income and expense)*
- *Evaluate development and assessment fees as needed*
- *Review Marketing Plan and amend as needed*

**RECREATION AND PARK:**

**STEVE RODOWICK, Chairperson      ROBERT ANDERSON, Member**

- *Visit facilities and review needs*
- *Review Town and County general plan and District master plan, as well as each respective implementation status*
- *Review and recommend various facility use agreements as needed*
- *Meet with Paradise Unified School District as needed*
- *Serve as liaisons to other public agencies*
- *Meet as needed on program and facility related items.*





***Paradise Recreation and Park District***  
***2020 STANDING COMMITTEES***

- ❑ Under California Government Code 54953, all meetings of a legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.
- ❑ Our Ad-hoc Advisory Committees will be formed for a specific purpose and are usually temporary. Ad-hoc Advisory Committees will contain less than a quorum of Board members and will advise staff on a specific matter. Any decisions subject to Board action will be considered by the full Board and may be reviewed and recommended through one of the standing committees.
- ❑ It is recommended that one current committee member stay on each standing committee to assure continuity on pending issues.

Board approved 01-08-2020

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