



**Paradise Recreation and Park District
Board of Directors - Regular Meeting**
Terry Ashe Recreation Center, Room B
Wednesday, September 08, 2021, 6:00 pm

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to bodclerk@paradisepd.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

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: None
- 1.4. Special Presentations: None

2. PUBLIC COMMENT

3. CONSENT AGENDA

- 3.1. Board Minutes: Regular Meeting of August 11, 2021
- 3.2. Correspondence: None
- 3.3. Payment of Bills/Disbursements (Warrants and Checks Report) Check #052734 to and including #052849 and check #900694 to and including #900703 in the total amount of \$172,161.45 including refunds and/or void checks reported.
- 3.4. Information Items (Acceptance only): None
- 3.5. Approval of Paradise High School Swim Team Agreement

4. COMMITTEE REPORTS - NONE

5. REPORT

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

6. CLOSED SESSION:

- 6.1. Pursuant to California Government Code Section 54956.8 – Potential interest in real estate negotiations related to park expansion within the incorporated and unincorporated areas of the District

7. REPORT ON CLOSED SESSION

8. OLD BUSINESS - NONE

9. NEW BUSINESS

- 9.1. Consultant Agreement: Buffer and Acquisition Projects – Using already secured funding from The Nature Conservancy, the District seeks action to finalize an agreement with Chris Thomas (Consultant) to build District capacity, develop information for the acquisition and development of potential properties, explore funding sources, educate interested landowners, and complete due

diligence on strategically located parks and trails to mitigate wildfire risks and provide new community amenities **Recommendation:** *Authorize the District Manager to finalize the agreement.*

- 9.2. Paradise-Opoly – Project Designer, Mr. Tanner Strauss is seeking permission and signed release to use the District logo and Terry Ashe Recreation Center signage likenesses depicted in the form of artwork as a part of the Paradise-Opoly board game. Proceeds from the game are intended toward local non-profit organizations. Staff is awaiting several follow-up questions on the organization’s legal status, mechanisms to ensure distribution to the organizations and per unit costs.

Recommendation: *Make conditional on legal review, consider District participation (authorize permission and signed release) with Paradise-Opoly project designer to allow District Logo and Signage likenesses portraying District facilities.*

- 9.3. Outdoor Equity Grant Program Resolution – Staff seek Board authorization for the District Manager to submit a proposal for the Outdoor Equity Grant Program on behalf of the District and approve resolution #21.09.1-505. **Recommendation:** *Approve resolution #21-09-1-505 as presented and authorize staff to submit a proposal for the Outdoor Equity Grant Program on behalf of the District.*

10. BOARD COMMENT

11. ADJOURNMENT

Adjourn to the next regular meeting on October 13, 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@paradisepd.com at least 48 hours in advance of the meeting.

This institution is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Paradise Recreation and Park District
Board of Directors Regular Meeting
Via Zoom Teleconference
August 11, 2021

DRAFT

MINUTES

Special Notice:

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to bodclerk@paradisepd.com before 1:00 p.m. on the day of the meeting and they will be read into the record.

Please use the link to join the webinar: <https://us02web.zoom.us/j/84518561101?pwd=YlBnYlBpM0VMVk4vNzkxd2JXRHQzQT09>
Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose), +1 346 248 7799 US (Houston), or +1 253 215 8782 US (Tacoma)
Meeting ID: 845 1856 1101 Password: 282411

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1. CALL TO ORDER:

The regular meeting of the Paradise Recreation and Park District Board of Directors was called to order by Board Chairperson Mary Bellefeuille at 6:00 p.m.

1.1 PLEDGE OF ALLEGIANCE:

Chairperson Bellefeuille led the Pledge of Allegiance.

1.2 ROLL CALL:

Present: Chairperson Mary Bellefeuille, Vice Chairperson Steve Rodowick, Secretary Robert Anderson, and Director Dennis Ivey.

Absent: Director Al McGreehan

PRPD STAFF:

Present: Assistant District Manager Kristi Sweeney, Office Manager Colleen Campbell, Recreation Supervisor Jeff Dailey, Park Supervisor Mark Cobb, District Accountant Catherine Merrifield, Recreation Specialists Jess Mercer and Kirk Williams, Recreation Coordinator Lori McCoslin, and Administrative Assistants Lorrennis Leeds, and Sunny Quigley.

Present via tele-conference: None

1.3 WELCOME GUESTS:

Chairperson Bellefeuille welcomed the following guest:

Present via tele-conference: John S., Citizen.

1.4 SPECIAL PRESENTATION: Recreation Specialist Jess Mercer

Ms. Mercer provided a PowerPoint presentation on the District’s programming and special events.

2. PUBLIC COMMENT:

Citizen John S. stated he was having difficulty hearing the dialog via Zoom. Staff stated they were working to resolve the issue.

3. CONSENT AGENDA

3.1 Board Minutes:

b. Regular Meeting of July 14, 2021

c. Special Meeting of July 21, 2021

3.2 Correspondence: None

3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #052567 to and including #052733; and Check #900681 to and including #900693 in the total amount of \$308,444.45 including reported refunds and voided checks.

3.4 Information Items (Acceptance Only):

a. Safety Committee Meeting Draft Minutes of July 15, 2021

Chairperson Bellefeuille asked if there were any items to be removed and heard separately. Seeing and hearing none, Chairperson Bellefeuille stated she would entertain a motion.

MOTION:

Vice Chairperson Rodowick moved to approve the Consent Agenda as presented. The motion was seconded by Secretary Anderson and carried with 4 ayes, 1 absent.

ROLL CALL VOTE:

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Anderson, aye; and Director Dennis Ivey, aye.

4. COMMITTEE REPORTS - NONE

5. REPORT

5.1 District Report

Staff reports were provided by Assistant District Manager Sweeney, District Accountant Merrifield, Park Supervisor Cobb, Recreation Supervisor Dailey, Recreation Coordinator McCoslin and Ice Rink Manager Leeds.

5.2 Board Liaison Reports

- Bellefeuille - None
- Anderson - None
- Ivey - None
- Rodowick Stated he spoke at the Town Council meeting on Tuesday, August 10, 2021 concerning the solid waste franchise trash agreement.

6. CLOSED SESSION - NONE

7. OLD BUSINESS - NONE

8. NEW BUSINESS

8.1 Paradise Ridge Firesafe Council [PRFSC] Meeting Space Request – PRFSC requests a reviewal of the contract to use Room D at TARC once per month at no charge.

Administrative Assistant Quigley summarized the written report presented to the Board.

After a brief discussion, Chairperson Bellefeuille stated she would entertain a motion.

MOTION:

Chairperson Bellefeuille moved to approve the meeting contract renewal at no charge to December 2022 as presented. The motion was seconded by Vice Chairperson Rodowick and carried with 4 ayes, 1 absent.

ROLL CALL VOTE:

Chairperson Mary Bellefeuille, aye; Vice Chairperson Steve Rodowick, aye; Secretary Anderson, aye; and Director Dennis Ivey, aye.

9. BOARD COMMENT:

Vice Chairperson Rodowick recommended an article in *Upgraded Living* on the Paradise Lake. He also informed the Board that the PASH Pet Memorial reveal will be postponed at this time.

10. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:03 p.m. by Chairperson Bellefeuille until the next regular Board meeting scheduled on September 8, 2021, at 6:00 p.m. in Conference Room B, at the Terry Ashe Recreation Center, (6626 Skyway, Paradise, California).

Mary Bellefeuille, Chairperson

Robert Anderson, Secretary

PARADISE RECREATION & PARK DISTRICT
COUNTY MONTHLY CHECK REGISTER

Fund 2510

August

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

052749-052775	8/11/2021		Payroll Summary	15,644.57	0.00	0.00	15,644.57	

Direct Deposit	8/11/2021		Payroll Summary	18,949.41	0.00	0.00	18,949.41	

052803-052826	8/25/2021		Payroll Summary	12,568.28	0.00	0.00	12,568.28	

Direct Deposit	8/25/2021		Payroll Summary	17,376.34	0.00	0.00	17,376.34	

052734	8/3/2021		SURPLUS CITY			5,850.49	5,850.49	A
052735	8/6/2021		NORTH STATE GROCERY INC		409.27		409.27	
052736	8/6/2021		THOMAS ACE HAREWARE		2,277.35		2,277.35	
052737	8/6/2021		STEVEN RODOWICK		637.98		637.98	B
052738	8/6/2021		SHERI BEESON		45.00		45.00	Refund
052739	8/6/2021		FOOTHILL MILL & LUMBER CO		8.51		8.51	
052740	8/6/2021		RENTAL GUYS CHICO		263.27		263.27	
052741	8/6/2021		PARADISE IRRIGATION DIST		1,556.10		1,556.10	
052742	8/6/2021		INLAND BUSINESS SYSTEMS		1,017.41		1,017.41	
052743	8/6/2021		CHICO RENT A FENCE		216.00		216.00	
052744	8/6/2021		DE LAGE LANDEN FINANCIAL		223.49		223.49	
052745	8/6/2021	Void	GLENDIE POLARIS YAMAHA		0.00		0.00	
052746	8/6/2021		MAGOON SIGNS		150.15		150.15	
052747	8/6/2021		PERKINS MOBILE AUTO GLASS		100.00		100.00	
052748	8/6/2021		BUTTE COUNTY PUBLIC HEALTH		393.00		393.00	
052776	8/13/2021		VOYA INSTITUTIONAL TRUST	340.00			340.00	
052777	8/13/2021		ROBERT ANDERSON		25.00		25.00	B
052778	8/13/2021		PARADISE RECREATION & PARK	18,949.41			18,949.41	C
052779	8/13/2021		NORMAC INC		326.81		326.81	
052780	8/13/2021		O'REILLY AUTO PARTS		80.94		80.94	
052781	8/13/2021		LES SCHWAB TIRES		157.72		157.72	
052782	8/13/2021		EMPLOYMENT DEVELOPMENT DE		844.97		844.97	
052783	8/13/2021		TYLER WOODCOX		2.69		2.69	B
052784	8/13/2021		CARTER LAW OFFICE		832.50		832.50	
052785	8/13/2021		PAYLESS BUILDING SUPPLY		158.07		158.07	
052786	8/13/2021		MELTON DESIGN GROUP		2,950.00		2,950.00	
052787	8/13/2021		VERIZON WIRELESS		358.36		358.36	
052788	8/13/2021		CARDMEMBER SERVICE		1,776.69		1,776.69	
052789	8/13/2021		KELLER SUPPLY COMPANY		11,006.81		11,006.81	E
052790	8/13/2021		CALIFORNIA SPECIAL DISTRICT		703.56		703.56	
052791	8/20/2021		COLLEEN A CAMPBELL	894.35			894.35	
052792	8/20/2021		DANIELLE KAPPENMAN		250.00		250.00	
052793	8/20/2021		UMPQUA		6,641.07		6,641.07	
052794	8/20/2021		ALHAMBRA		125.79		125.79	
052795	8/20/2021		PG&E		116.86		116.86	
052796	8/20/2021		HEALTHSMART BENEFIT SOLUTION		450.00		450.00	
052797	8/20/2021		JENNIFER ARBUCKLE		1,520.00		1,520.00	
052798	8/20/2021		NORTHERN RECYCLING & WASTE		707.89		707.89	
052799	8/20/2021		STREAMLINE		360.00		360.00	
052800	8/20/2021		ENTERPRISE RECORD		233.85		233.85	
052801	8/20/2021		NORTHSTATE AGGREGATE INC		564.62		564.62	
052802	8/20/2021		CHICO ENVIRONMENTAL		4,982.89		4,982.89	
052827	8/27/2021		PREMIER ACCESS INSURANCE	1,227.64			1,227.64	
052828	8/27/2021		PRINCIPAL LIFE INSURANCE	0.36			0.36	
052829	8/27/2021		PRINCIPAL LIFE INSURANCE	150.39			150.39	

052830	8/27/2021	VISION SERVICE PLAN	176.50		176.50	
052831	8/27/2021	VOYA INSTITUTIONAL TRUST CO	340.00		340.00	
052832	8/27/2021	VANTAGEPOINT TRANSFER AGEN	250.00		250.00	D
052833	8/27/2021	KELLER SUPPLY COMPANY		2,023.78	2,023.78	
052834	8/27/2021	AHTHONY SALZARULO		20.00	20.00	B
052835	8/27/2021	TYLER WOODCOX		9.84	9.84	B
052836	8/27/2021	AARON SINGER		168.60	168.60	B
052837	8/27/2021	WILLIAM DAVIDSON		35.05	35.05	B
052838	8/27/2021	PARADISE RECREATION & PARK	17,376.34		17,376.34	C
052839	8/27/2021	BETH BORIE		200.00	200.00	Refund
052840	8/27/2021	JENNIFER LUDOLF		40.00	40.00	Refund
052841	8/27/2021	COMPUTERS PLUS		197.50	197.50	
052842	8/27/2021	CHRISTENSEN TELECOMMUNICA		75.00	75.00	
052843	8/27/2021	ACME TOILET RENTALS LLC		414.40	414.40	
052844	8/27/2021	PG&E		4,404.53	4,404.53	
052845	8/27/2021	OFFICE DEPOT		406.22	406.22	
052846	8/27/2021	COMCAST		89.83	89.83	
052847	8/27/2021	ALPINE PORTABLE TOILET SERV		552.50	552.50	
052848	8/27/2021	AT&T		77.37	77.37	
052849	8/27/2021	AT&T		600.45	600.45	
900694	8/6/2021	ACH CALPERS	5,016.33		5,016.33	
900695	8/6/2021	ACH CALPERS	13,234.55		13,234.55	
900696	8/13/2021	ACH STATE PR TAX	1,279.89		1,279.89	
900697	8/13/2021	ACH FED PR TAX	9,505.24		9,505.24	
900698	8/13/2021	ACH CALIFORNIA STATE DISBURS	118.61		118.61	
900699	8/20/2021	ACH CALPERS	4,888.16		4,888.16	
900700	8/27/2021	ACH STATE PR TAX	1,151.48		1,151.48	
900701	8/27/2021	ACH FED PR TAX	8,564.14		8,564.14	
900702	8/27/2021	ACH CALPERS	2,726.42		2,726.42	
900703	8/27/2021	ACH CALIFORNIA STATE DISBURS	118.61		118.61	

TOTALS			86,308.42	51,789.69	5,850.49	143,948.60

GRAND TOTALS			114,521.27	51,789.69	5,850.49	172,161.45

Notes:

Refunds = 285.00

- A) Storage container for NCIDC crews
- B) Reimbursement
- C) Transferring funds to the Five Star Bank account for direct deposit payroll
- D) Vantage Point Agent is the payee for the new 457 retirement investment company for employee benefits
- E) PRPD was not receiving all of the invoices from Keller Supply in the mail and was past due since May. This payment was to pay for the past due amounts. The invoices will now be sent via email.

Z:\Finance\Reports\Month_End_Reports\[Disbursements report 2021.xlsx]Aug 2021

**PARADISE RECREATION AND PARK DISTRICT
AND PARADISE UNIFIED SCHOOL DISTRICT**

2021 SWIM POOL USAGE AGREEMENT

Paradise Recreation and Park District (PRPD) hereby agrees to allow the Paradise Unified School District (PUSD) to use PRPD's swimming pool located at 5600 Recreation Drive, Paradise, CA (the "Pool") for the term described in Section 2. below. Since the Pool is usually closed during this time of the year, and because of the high operational costs to keep it open, PRPD and PUSD agree to share the operational expenses of the Pool as set forth herein, with PRPD solely responsible for all remaining ownership and operational costs of the Pool.

Based on the foregoing, PRPD and PUSD agree as follows:

1. **Scheduling, Hours and Usage.** PUSD's daily schedule for use of the Pool shall be subject to prior approval by PRPD. Hours and usage may vary as PUSD may determine in its sole and absolute discretion. Notwithstanding the foregoing, the Pool may not be available for all or a major portion of the Term because of needed repairs to and renovations of it.
2. **Term.** The term of this agreement will be August 16, 2021 through October 31, 2022 (the "Term").
3. **Payment.** PUSD will pay PRPD for PUSD's use of the Pool as follows:
 - a). \$4.00 per hour for actual use (Swim Pool Rental).
 - b). A percentage of Pacific Gas & Electric charges equal to PUSD's actual use during the billing period divided by the normal time during a similar period of time during which the Pool is generally open.
 - c). Notwithstanding the foregoing, PUSD's total costs, whether as a shared user with the Paradise Piranhas Swim Team, or as the sole user, shall not exceed the sum of \$6,000.00 for the Term.

- d). PUSD will pay the above costs for pool usage within 30 days of PRPD's billing of such at the conclusion of the Term.
4. **Insurance Coverage.** At all times during the Term hereof PUSD shall keep and maintain in full force and effect Worker's Compensation insurance as required by applicable state laws as well as a commercial general liability insurance with a limit of not less than \$2 million on claims made, annual aggregate basis, and property casualty and automobile liability insurance each with a limit of not less than \$2 million on an occurrence basis and provide PUSD with a certification of insurance naming PUSD as an additional insured thereon with an additional insured endorsement.
5. **Indemnification.** PUSD agrees to defend, indemnify and hold harmless PUSD and its officers, employees and agents from and against any and all liability, loss, expense, attorney's fees, and/or claims for injury or damages arising out of its acts or omissions in performance of this Agreement.
6. **Maintenance and Repair.** Maintenance and repair of the Pool is under the direct control and supervision of PRPD's Park Supervisor. PRPD will provide during the Term all required Pool maintenance, Pool chemicals, utilities, and household supplies. In the event PUSD becomes or is aware of a maintenance issue or concern about the Pool, PUSD will immediately notify PRPD thereof. PRPD likewise will notify PUSD's Swim Team Coach of any maintenance issue or concern affecting use of the Pool of which it becomes aware.
7. **Supplies.** Any and all supplies provided by PRPD for the Pool remaining at the end of the Term shall be returned by PUSD to PRPD. PUSD shall also replace any and all lost or broken items, fixtures, and/or equipment at the Pool, including, without limitation, the following:
- 1) Emergency Back Board; and,
 - 2) Ring Buoy.

8. **First Aid.** PUSD shall provide and maintain at the Pool at all times during its use thereof all on-site first aid supplies and equipment.

9. **Safety and Life Guards.** At all times during its use of the Pool during the term hereof, PUSD shall fully comply with all provisions of the Swimming Pool Sanitation and Safety Code set forth in California Health and Safety Code Sections 116025, et seq. Without limiting the foregoing, PUSD shall provide at all times during its use of the Pool (i) a certified coach meeting all American Red Cross standards for lifeguard, first aid, as well as CPR and (ii) a certified lifeguard meeting American Red Cross standards for lifeguarding, first aid, and CPR.

10. PUSD shall inform PRPD of any need to cancel its usage of the Pool as soon as it learns of such. PRPD will charge PUSD for all dates scheduled, unless canceled as above provided.

11. This Agreement covers only PUSD’s usage of the Pool for the purposes and Term stated herein. The Pool may not be used by PUSD for any other activity or purpose, without the prior written consent of PRPD.

SIGNED:

David McCready, PUSD Asst. Superintendent

Date

Dan Efseaff, District Manager

Date

District Manager's Report**Meeting Date: September 8, 2021**

DATE: 9/1/2021
 TO: PRPD Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Monthly District Report

Monthly Report**1. Updates**

- a. Staff Appreciation - Teacher Lori has a multi-generational rock-star status among the numerous residents that have had the opportunity to participate in her Tiny Tots programs, Cross-County, Pinewood Derby events, and other holiday events. Lori has brought so much happiness to our residents over the years that many of them continue to keep in touch with her even after they have long-aged out of Tiny Tots (Figure 1).
- b. Staff Retirement - Staff gave Colleen Campbell recognition and appreciation on Tuesday August 17, 2021, her last day at PRPD, with a plaque and flowers (Figure 2). Colleen provided organizational understanding, history, and documentation to the District and our residents. Staff miss her being part of the team but wish her happiness, health and joy in her new adventures.

2. Administrative and Visitor Services

- a. Pre-Employment/Worker's Comp Evaluations Process – Staff have established an account with a local company to perform pre-employment medical evaluations for new-hire candidates and worker's compensation injury-related medical services. The company engaged provides the same services for Police and Fire departments. Having an established account in place will streamline services and ensure consistency in evaluations and billing.
- b. PSPS Event and PG&E TARC Rental – On Wednesday August 18 PG&E utilized the Terry Ashe Recreation Center as a Community Support Center during a Planned Safety Power Shutoff event affecting some areas within our District. The team running the event for PG&E had food, water, mobile device chargers and tables set up for people that needed power.

3. Finance

- a. Routine Reports – Balance Sheet (Attachment A), Year to Date (YTD) Profit & Loss Budget vs. Actual (Attachment B), Monthly Profit & Loss (Attachment C), Investment and Reserve (Attachment D), and Recovery Project for the Fiscal Year (Attachment E).
- b. FEMA Disaster Recovery Loan - The FEMA Community Disaster Loan was added to the Balance Sheet under Long Term Liability. Two disbursements were issued totaling \$461,680.00 which was deposited to the Five Star Investment Money Market Account. These funds will be transferred to Butte County in September to PRPD's General Operating Fund Account.
- c. Impact Fees - For the month of August, the District received a total of \$15,315.85 in impact fees.

4. Parks (Maintenance and Operations)

- a. All PRPD Playgrounds – Our Facilities Playgrounds are being topped off with Engineered Wood Fiber (EWF) this is a regular scheduled playground maintenance procedure (Figures 3-6). It ensures the proper amount of fall material is in our playgrounds. As with everything at PRPD, SAFETY is our highest priority, especially the playgrounds.
- b. Aquatic Park – The Butte County Mosquito Vector Control District (BCMVCD) has ordered Mosquito Fish for the Aquatic Pond. BCMVCD regularly monitors the pond and adds fish as needed.
- c. Lower Bille Park Grotto Bridge – At our last Board meeting, Board member Steve Rodowick recommended contacting the Chico State Construction Management director, to see if they would be interested in taking on the Grotto Bridge as a class project. I contacted Mr. Chris Souder who teaches the class, and I'm happy to say they are very interested. I will keep everyone update as more information comes available.

- d. Terry Ashe Recreation Center – On November 8th 2018 the iron gates that went to our outside kitchen, were destroyed in the Campfire. I've been in contact with Miles Peacock from the Butte College Welding Program for the last couple years, on seeing if his program would be interested in doing the gates as a project. The COVID - 19 Pandemic put a holt to any of their projects. I have recently been back in touch with Mr. Peacock and he's interested working it into the courses they are doing. I'll keep you updated.
- e. Trail Work and Defensible Space – District Manager Dan Efseaff has been working with Alicia Edwards from the Northern California Indian Development Council on working with PRPD on some projects manly Trails and Defensible space clearing. I'm happy to report they'll be starting very soon. We have provided their crews with a secure site that includes storage and room for equipment. I had the pleasure of meeting Alicia and her crews. They are very enthusiastic about helping in rebuild/recovery projects on the ridge. Their help is definitely welcomed by PRPD.

5. Programs

- a. Adult Softball – The first of three “Battle on the Ridge” softball tournaments was held on Saturday, August 7th with five teams competing in the women’s division. The men’s and coed tournaments are coming up. The two PRPD softball leagues continue Monday and Wednesday nights at the Moore Road Ball Parks and will run through September.
- b. MLB Pitch, Hit and Run – PRPD hosted the national Pitch, Hit and Run competition at the Moore Road Ball Parks on Saturday, June 19. Joshua Shanoff not only won his age division at PRPD's local contest, but his score was good enough to be invited to the Oakland Coliseum to compete in the Northern CA section where he took first place for age 9 and 10 boys (Figure 2). He now has a chance to be invited to compete at the World Series. A special thank you goes out to PRPD staff member Willie Davidson for heading up this event. Hopefully PRPD can continue this as an annual event.
- c. Aquatics – With the start of the school year, both the Paradise and Concow Pools are finished with their full summer schedules. The Paradise Pool remains open for Aqua Aerobics and PHS Swim Team practices through October. The Concow Pool is staying open for a shorter after school recreation swim through middle September.
- d. Fall Programs – Some of the programming for the fall will include youth cross country, Tiny Tots preschool, Community Halloween, the baseball movie series, and youth sports skills.
- e. CSU Chico Program – Staff were contracted to engage first generation college students from the TRIO program in teambuilding initiatives at Bille Park. Due to poor air quality, the program was moved on campus at Chico State. 25 Students enjoyed a day of growth mindset programming led by PRPD Facilitators.
- f. Outdoor Education for All – As part of the OEFA program, community partners met to present in the second round of grant funding for the Prop 64 Youth Community Access Grant. A highly competitive grant, PRPD and OEFA were well represented as a cornerstone partner in the Elements program that, when funded, will serve to create a Youth Advisory Council within Butte and Glenn Counties.

6. Outreach and Development

- a. RTCA Field Orientation Tour – On Tuesday August 24, 2021, staff led a Zoom/in-person pre-project meeting with our liaison with the National Park Service Technical Assistance team and key stakeholders in the District-wide trails planning project. The meeting was helpful in disseminating District goals and plans for a networked trail system across the District and gathering information on related projects from other organizations and agencies. Wednesday August 25th District staff hosted 13 Federal, State, and local government agency and organization staff to tour District sites in Paradise and Magalia (Figure 3). Information shared among participants was incredibly informative and identified some clear next steps in initiating the trail network master plan and associated trail projects such as the Magalia loop trail.

7. Projects

- a. Volunteer Program – Some planned outdoor workdays have been cancelled due to air quality, but on clear days volunteers have been able to get out.
 - i. Paradise lake trail work – Trail work always continues! The lake trail is consistently needing attention and maintenance. CCC/Cal-fire have not been able to get out on the trail much due to being activated for fire assignments, but community members have stepped up to help keep the trail clear of vegetation, trash, and hazards. (Figure 3)

- ii. Lower Bille Trail – Community members and staff have started trail work on Lower Bille lookout trail. The first phase is to clean up, clear, and remove overgrown vegetation to identify where trail needs to be reinforced. (Figure 4)
- iii. Volunteer of the Year – Staff is working on an annual award for volunteers. It has been a time coming for the volunteer program to identify its first volunteer of the year. Individuals take time out of their own lives to donate and assist the District while asking for nothing in return. Volunteer of the year award will be a way to show annual appreciation and recognition to one identified volunteer based on hours, attitude, and leadership.
- iv. Information on wheels – Last summer and spring volunteers/Intern occupied the information table at Paradise Lake to provide visitors with answers, program updates, PRPD news, and a friendly smile. Staff have now found a way to get the information/updates on the road to reach individuals where they are. The volunteer tool trailer is now equipped with a built-in bulletin board that will travel everywhere the program does (volunteer workdays, events, activities, etc.) Individuals in the community are always asking about PRPD news, so send updated program and District news our way to spread the word! (Figure 5)
- v. Total number of Volunteer Hours to Date (VHD) - 1,786.86 Last report of VHD – 1,617.36
 - a. Paradise Lake: 1,041.26
 - b. Bille: 89.5
 - c. Noble: 73
 - d. Lakeridge: 72
 - e. Crain Memorial Park: 373.1
 - f. Terry Ashe Recreation Center: 87
 - g. Aquatic Park: 30
 - h. Moore Road Ball Park: 21

8. Upcoming

- a. Baseball Community Movie Series - "The Jackie Robinson Story" will be shown at Pine Ridge Highschool on Thursday September 9, 2021. Show starts at 7:30 pm.

Photographs

Hi Lori!
 Thanks so much for the cute card & money you sent Justin - he was so excited to hear from you! You made such an impact on his life & we can't thank you enough for your amazing Tiny Tots program! May God richly bless you always! Love Mike & Sue



Figure 1. A long-time fan of Teacher Lori and the family's thank you card.



Figure 2. Flowers and plaque given to Colleen on her last day at PRPD in thanks for her years of service to the District and our residents.



Figure 3. Loading wood chips into the spraying machine.



Figure 4. Spraying the wood chips into TARC playground area.



Figure 5. New fall material ready for playground users.



Figure 6. TARC playground with added fall material.



Figure 7. RTCA field tour participants at Lakeridge.



Figure 8. Joshua Shanoff, winner of the local MLB Pitch, Hit and Run competition.



Figure 9. Community Members assisting with removal of Himalayan Blackberry on trail at Paradise Lake



Figure 10. Community Members assisting with trail work at Bille Park.



Figure 11. Volunteer Trailer – Wheeling out the information!

Attachments:

- A. Balance Sheet
- B. Year to Date (YTD) Profit & Loss Budget vs. Actual
- C. Monthly Profit & Loss
- D. Investment and Reserve
- E. Recovery Project for the Fiscal Year

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021.BOD.DistrictReport.Template.19.0124.docx
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09/01/21

Accrual Basis

PRPD
Balance Sheet
As of August 31, 2021

	Aug 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	287,925.38
1003 · Five Star Bank - Payroll	25,007.03
1005 · Petty Cash	300.00
1008 · North Valley Community Found	2,414.77
1010 · Treasury Cash - 2510	
1011 · General Operating	-1,634,215.47
1012 · ACO Reserve	606,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
Total 1010 · Treasury Cash - 2510	-1,023,515.47
1030 · Investments	
1031 · Five Star Bank Money Market	4,123,888.35
1032 · Five Star Bank Grant M. M.	215,695.73
1033 · Investment Reserves	
1033.02 · Capital Improvement & Acquisit	9,497,174.25
1033.03 · Current Operations	8,010,268.21
1033.04 · Desig Proj/Sp Use/Grant Match	750,962.64
1033.05 · Future Operations	18,774,066.13
1033.06 · Technology	150,192.52
1033.07 · Vehicle Fleet & Equipment	750,962.64
Total 1033 · Investment Reserves	37,933,626.39
Total 1030 · Investments	42,273,210.47
1100 · Designated Treasury Funds	
1112 · Grosso Endowment-2512	53,632.13
1113 · Grosso Scholarship-2513	4,619.16
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	6,884.11
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Sports Equipment Donations	
1114-41 · Wrestling Mat fund	773.60
Total 1114-4 · Sports Equipment Donations	773.60
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,593.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	1,063.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	223.24
Total 1114 · Designated Donations-2514	76,806.07
Total 1100 · Designated Treasury Funds	135,057.36
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,236.81
1121 · Park Acqui Unincorp - 2521	62,632.92
1122 · Park Dev Unincorp - 2522	121,724.71
1124 · District Fac Unincorp - 2524	50,847.97
1126 · Park Acqui Incorp - 2526	151,581.54
1127 · Park Dev Incorp - 2527	448,101.43
1128 · District Fac Incorp - 2528	89,513.50

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Accrual Basis

PRPD
Balance Sheet
As of August 31, 2021

	Aug 31, 21
Total 1119 · Impact Fees	932,638.88
Total Checking/Savings	42,633,038.42
Other Current Assets	
1310 · Miscellaneous Receivables	20,504.10
1400 · Interest Receivable	
1410 · Interest Receivable	2,786.80
1413 · Interest Receivable - 2513	222.58
1420 · Interest Receivable - 2520	2,452.18
Total 1400 · Interest Receivable	5,461.56
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	13,599.33
1512 · FMV Adjustment-2512	2,420.78
1513 · FMV Adjustment-2513	11,997.91
1500 · FMV Adjustments - Other	1,978.92
Total 1500 · FMV Adjustments	29,996.94
Total Other Current Assets	55,962.60
Total Current Assets	42,689,001.02
Fixed Assets	
1710 · Land	750,088.53
1720 · Buildings	5,741,888.45
1730 · Furn., Fixtures & Equip (>\$5k)	1,094,125.02
1798 · Accum Depr - Furn Fixture Equip	-276,237.45
1799 · Accum Depr - Buildings	-4,241,039.94
1800 · Construction in Progress	
1810 · CIP-Planning	
1810.1 · CIP-BSF Founder Park Planning	125,630.72
Total 1810 · CIP-Planning	125,630.72
1820 · CIP-Acquisition	
1820.1 · Oak & Noble Acquisition	18,347.50
Total 1820 · CIP-Acquisition	18,347.50
1830 · CIP-Development	
1830.1 · CIP-Aquatic Park Lighting	580.01
Total 1830 · CIP-Development	580.01
1840 · CIP-Facility & Park Amenities	
1840.1 · CIP-Paradise Pool Swim Blocks	1,247.17
1840.2 · CIP-Cal Recycle	169,238.02
1840.4 · CIP-RTGGP Trails Grant	36.19
Total 1840 · CIP-Facility & Park Amenities	170,521.38
Total 1800 · Construction in Progress	315,079.61
Total Fixed Assets	3,383,904.22
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	159,962.00
Total Other Assets	460,284.00
TOTAL ASSETS	46,533,189.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	

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Accrual Basis

PRPD
Balance Sheet
As of August 31, 2021

	Aug 31, 21
2000 · Accounts Payable	35,965.40
Total Accounts Payable	35,965.40
Other Current Liabilities	
2100 · Payroll Liabilities	
2120 · Payroll Taxes Payable	-10,758.18
2130 · Health Benefits Payable	-350.72
2140 · FSA payable	-777.98
2170 · CalPers Payable	26,419.76
2180 · Garnishments payable	-2.50
2190 · Accrued Leave Payable	
2192 · Sick leave payable	13,125.81
2193 · Vacation leave payable	31,148.82
Total 2190 · Accrued Leave Payable	44,274.63
Total 2100 · Payroll Liabilities	58,805.01
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2430 · Deferred Inflow - Pension	39,239.00
2440 · Deferred CIP Revenue	200,000.00
Total 2400 · Deferred Revenue	239,239.00
Total Other Current Liabilities	299,044.01
Total Current Liabilities	335,009.41
Long Term Liabilities	
2700 · FEMA Community Disaster Loan	461,680.00
2805 · CalPers Pension Liability	359,790.00
2806 · OPEB Liability	391,761.00
Total Long Term Liabilities	1,213,231.00
Total Liabilities	1,548,240.41
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	606,700.00
Total 3000 · General Fund Balances-2510	900,849.99
3100 · Net of Capital Investments	2,646,058.58
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	54,619.72
3213 · Grosso Scholarship-2513	4,926.80
3214 · Donations - 2514	74,766.17
3220 · Impact Fees	790,446.35
Total 3200 · Designated Fund Balances	924,759.04
3280 · Invest. in General Fixed Assets	-140,627.23
3900 · Retained Earnings	40,902,347.81
3999 · Opening Balance Equity	-354,580.80
Net Income	105,841.44
Total Equity	44,984,948.83
TOTAL LIABILITIES & EQUITY	46,533,189.24

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Accrual Basis

PRPD
Profit & Loss Budget vs. Actual
 July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Tax Revenue	0.00	718,000.00	-718,000.00	0.0%
4200 · Impact Fee revenue	28,844.21	120,000.00	-91,155.79	24.0%
4300 · Program Income	51,458.53	206,500.00	-155,041.47	24.9%
4350 · Concession & Merchandise sales	0.00	2,100.00	-2,100.00	0.0%
4400 · Donation & Fundraising Income	1,393.05	55,300.00	-53,906.95	2.5%
4500 · Grant Income	504,048.53	642,000.00	-137,951.47	78.5%
4600 · Other Revenue	0.00	405,500.00	-405,500.00	0.0%
4900 · Interest Income	17,796.89	251,900.00	-234,103.11	7.1%
Total Income	603,541.21	2,401,300.00	-1,797,758.79	25.1%
Gross Profit	603,541.21	2,401,300.00	-1,797,758.79	25.1%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	275,580.39	1,220,400.00	-944,819.61	22.6%
5020 · Employer Taxes	22,318.34	61,800.00	-39,481.66	36.1%
5030 · Employee Benefits				
5030.1 · Retired Health Premium Employer	2,097.25			
5030.2 · Admin Fee for Active	58.59			
5030.3 · Admin Fee for Retired	398.58			
5030 · Employee Benefits - Other	51,568.04	257,100.00	-205,531.96	20.1%
Total 5030 · Employee Benefits	54,122.46	257,100.00	-202,977.54	21.1%
5040 · Workers Comp Expense	8,468.68	56,700.00	-48,231.32	14.9%
5060 · Other Personnel Costs	2,026.43	15,800.00	-13,773.57	12.8%
5000 · Payroll Expenses - Other	700.80	0.00	700.80	100.0%
Total 5000 · Payroll Expenses	363,217.10	1,611,800.00	-1,248,582.90	22.5%
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	292.49	6,900.00	-6,607.51	4.2%
5120 · Program Contract Labor	500.00	6,500.00	-6,000.00	7.7%
5130 · Program Supplies	3,581.45	27,700.00	-24,118.55	12.9%
5100 · Program Expenses - Other	0.00	0.00	0.00	0.0%
Total 5100 · Program Expenses	4,373.94	41,100.00	-36,726.06	10.6%
5140 · Fundraising Expense	0.00	18,200.00	-18,200.00	0.0%
5200 · Advertising & Promotion	391.61	11,200.00	-10,808.39	3.5%
5220 · Bank & Merchant Fees	1,123.38	5,200.00	-4,076.62	21.6%
5230 · Contributions to Others	2,500.00	25,600.00	-23,100.00	9.8%
5240 · Copying & Printing	2,289.59	7,100.00	-4,810.41	32.2%
5260 · Dues, Mbrshps, Subscr, & Pubs	4,474.64	32,600.00	-28,125.36	13.7%
5270 · Education, Training & Staff Dev	-435.60	8,500.00	-8,935.60	-5.1%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	6.42	10,300.00	-10,293.58	0.1%
5284 · Program ET&F	0.00	10,300.00	-10,300.00	0.0%
5286 · Small Tools & Equipment	5,905.49	21,200.00	-15,294.51	27.9%
5280 · Equip., Tools & Furn (<\$5k) - Other	0.00	0.00	0.00	0.0%
Total 5280 · Equip., Tools & Furn (<\$5k)	5,911.91	41,800.00	-35,888.09	14.1%
5290 · Equipment Rental	1,859.77	94,900.00	-93,040.23	2.0%
5300 · Insurance	40,424.00	76,400.00	-35,976.00	52.9%
5310 · Interest Expense	56.23	1,100.00	-1,043.77	5.1%
5320 · Miscellaneous Expense	0.00	300.00	-300.00	0.0%
5330 · Professional & Outside services				
5332 · Accounting	783.56	44,800.00	-44,016.44	1.7%
5334 · Legal	4,837.50	25,800.00	-20,962.50	18.8%
5336 · Engineering	24.29	203,000.00	-202,975.71	0.0%
5338 · Other Prof. & Outside Labor	8,941.78	365,000.00	-356,058.22	2.4%
5330 · Professional & Outside services - Other	0.00	0.00	0.00	0.0%
Total 5330 · Professional & Outside services	14,587.13	638,600.00	-624,012.87	2.3%

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Accrual Basis

PRPD
Profit & Loss Budget vs. Actual
July through August 2021

	Jul - Aug 21	Budget	\$ Over Budget	% of Budget
5340 · Postage & Delivery	1,051.40	2,000.00	-948.60	52.6%
5350 · Rent-Facility use fees	0.00	7,800.00	-7,800.00	0.0%
5360 · Repair & Maintenance				
5361 · Building R&M	26.49	24,000.00	-23,973.51	0.1%
5362 · Equipment R&M	801.20	19,000.00	-18,198.80	4.2%
5363 · General R&M	1,124.82	21,000.00	-19,875.18	5.4%
5364 · Grounds R&M	4,005.78	57,000.00	-52,994.22	7.0%
5365 · Pool R&M	15,712.88	19,000.00	-3,287.12	82.7%
5366 · Vehicle R&M	213.57	11,000.00	-10,786.43	1.9%
5367 · Janitorial	1,593.52	11,000.00	-9,406.48	14.5%
5368 · Security	252.66	7,000.00	-6,747.34	3.6%
5369 · Vandalism	0.00	1,000.00	-1,000.00	0.0%
5360 · Repair & Maintenance - Other	0.00	0.00	0.00	0.0%
Total 5360 · Repair & Maintenance	23,730.92	170,000.00	-146,269.08	14.0%
5370 · Supplies - Consumable				
5372 · Office Supplies	1,230.88	12,900.00	-11,669.12	9.5%
5374 · Safety & staff supplies	1,234.14	16,500.00	-15,265.86	7.5%
5370 · Supplies - Consumable - Other	0.00	0.00	0.00	0.0%
Total 5370 · Supplies - Consumable	2,465.02	29,400.00	-26,934.98	8.4%
5380 · Taxes, Lic., Notices & Permits	3,329.48	4,200.00	-870.52	79.3%
5390 · Telephone & Internet	2,491.64	24,800.00	-22,308.36	10.0%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	2,255.45	9,000.00	-6,744.55	25.1%
5404 · Fuel	4,952.40	16,800.00	-11,847.60	29.5%
5406 · Meals	1,185.50	5,000.00	-3,814.50	23.7%
5408 · Mileage & Auto Allowance	0.00	8,900.00	-8,900.00	0.0%
5400 · Transportation, Meals & Travel - Other	0.00	0.00	0.00	0.0%
Total 5400 · Transportation, Meals & Travel	8,393.35	39,700.00	-31,306.65	21.1%
5410 · Utilities				
5412 · Electric & Gas	10,172.08	60,900.00	-50,727.92	16.7%
5414 · Water	3,856.40	24,200.00	-20,343.60	15.9%
5416 · Garbage	1,435.78	15,200.00	-13,764.22	9.4%
5410 · Utilities - Other	0.00	0.00	0.00	0.0%
Total 5410 · Utilities	15,464.26	100,300.00	-84,835.74	15.4%
Total Expense	497,699.77	2,992,600.00	-2,494,900.23	16.6%
Net Ordinary Income	105,841.44	-591,300.00	697,141.44	-17.9%
Net Income	105,841.44	-591,300.00	697,141.44	-17.9%

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09/01/21

Accrual Basis

PRPD
Profit & Loss
August 2021

	Aug 21
Ordinary Income/Expense	
Income	
4200 · Impact Fee revenue	15,315.85
4300 · Program Income	14,858.97
4400 · Donation & Fundraising Income	279.16
4500 · Grant Income	354,918.41
4900 · Interest Income	8,121.21
	393,493.60
Total Income	393,493.60
Gross Profit	393,493.60
Expense	
5000 · Payroll Expenses	
5010 · Wages & Salaries	88,833.45
5020 · Employer Taxes	6,533.19
5030 · Employee Benefits	
5030.1 · Retired Health Premium Employer	1,239.25
5030.2 · Admin Fee for Active	29.89
5030.3 · Admin Fee for Retired	8.84
5030 · Employee Benefits - Other	19,238.18
	20,516.16
Total 5030 · Employee Benefits	20,516.16
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	1,170.04
5000 · Payroll Expenses - Other	700.80
	117,753.64
Total 5000 · Payroll Expenses	117,753.64
5100 · Program Expenses	
5110 · Concession & Merchandise Exp.	292.49
5130 · Program Supplies	1,142.73
	1,435.22
Total 5100 · Program Expenses	1,435.22
5200 · Advertising & Promotion	300.00
5220 · Bank & Merchant Fees	458.23
5240 · Copying & Printing	1,264.18
5260 · Dues, Mbrshps, Subscr, & Pubs	888.79
5270 · Education, Training & Staff Dev	-525.00
5280 · Equip., Tools & Furn (<\$5k)	
5282 · Office ET&F	6.42
5286 · Small Tools & Equipment	2,272.08
	2,278.50
Total 5280 · Equip., Tools & Furn (<\$5k)	2,278.50
5290 · Equipment Rental	676.87
5310 · Interest Expense	31.16
5330 · Professional & Outside services	
5332 · Accounting	783.56
5334 · Legal	2,767.50
5338 · Other Prof. & Outside Labor	1,007.90
	4,558.96
Total 5330 · Professional & Outside services	4,558.96
5340 · Postage & Delivery	1.40
5360 · Repair & Maintenance	
5361 · Building R&M	26.49
5362 · Equipment R&M	433.62
5363 · General R&M	1,011.43
5364 · Grounds R&M	2,994.97
5365 · Pool R&M	13,030.59
5367 · Janitorial	916.38
	18,413.48
Total 5360 · Repair & Maintenance	18,413.48
5370 · Supplies - Consumable	
5372 · Office Supplies	770.68

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Accrual Basis

PRPD
Profit & Loss
August 2021

	Aug 21
5374 · Safety & staff supplies	736.37
Total 5370 · Supplies - Consumable	1,507.05
5390 · Telephone & Internet	1,281.23
5400 · Transportation, Meals & Travel	
5402 · Air, Lodging & Other Travel	20.00
5404 · Fuel	2,350.32
5406 · Meals	207.45
Total 5400 · Transportation, Meals & Travel	2,577.77
5410 · Utilities	
5412 · Electric & Gas	4,521.39
5414 · Water	1,556.10
5416 · Garbage	727.89
Total 5410 · Utilities	6,805.38
Total Expense	159,706.86
Net Ordinary Income	233,786.74
Net Income	233,786.74

**Paradise Recreation & Park District
Investment & Reserves Report
31-Jul-21**

Summary	Maximum Target	6/30/2021 Balance	2021/2022 Allocated	2021/2022 Interest	7/31/2021 Balance	Annual Funding Goal
Reserve Funds						
CalPERS 115 Trust	500,000	0.00	0.00	0.00	0.00	30,000
Capital Improvement & Acquisition	25,000,000	9,493,120.05	0.00	4,054.20	9,497,174.25	100,000
Current Operations	8,000,000	8,006,848.74	0.00	3,419.46	8,010,268.20	50,000
Designated Project/Special Use/Grant Matching	1,500,000	750,642.06	0.00	320.57	750,962.63	50,000
Future Operations	25,000,000	18,766,051.76	0.00	8,014.37	18,774,066.13	100,000
Technology	150,000	150,128.41	0.00	64.11	150,192.52	5,000
Vehicle Fleet & Equipment	1,000,000	750,642.06	0.00	320.57	750,962.63	75,000
Total Reserves Funds	61,150,000	37,917,433.08	0.00	16,193.30	37,933,626.38	410,000

Detail

Five Star Investment Money Market	2021 - 2022	
	7/31/2021	Interest Earned
CalPERS 115 Trust	0.00	0.00
Capital Improvement & Acquisition	9,497,174.25	1,843.95
Current Operations	8,010,268.20	1,555.26
Designated Project/Special Use/Grant Matching	750,962.63	145.81
Future Operations	18,774,066.13	3,645.14
Technology	150,192.52	29.16
Vehicle Fleet & Equipment	750,962.63	145.81
General Operating	3,633,534.79	705.48
Sub-Total Five Star	41,567,161.17	8,070.60
Add/Subtract Changes	461,680.00	
Total Five Star	42,057,514.74	

Five Star	Beginning Balance	Change	Interest Earned	Ending Balance
	Grant Money Market Account		215,695.73	0.00
Payroll Interest Checking	25,007.03	0.00	1.99	25,009.02
Total Five Star	240,702.76	0.00	43.53	240,746.29

Mechanics

Checking (as of July 31, 2021)	199,219.30	-93098.54 *	0.00	106,120.76
Total	199,219.30	-93,098.54	0	106,120.76

* Funds transferred to Butte County

Total in interest earning accounts	41,914,028.22	8,114.13
Other Investment Income		0.00
Total		8,114.13

Paradise Recreation & Park District's (District) Investment Policy describes the District's commitment to managing risk by selecting investment products based on safety, liquidity and yield. Per California Government Code Section 53600 et. seq., specifically section 53646 and section 53607, this investment report details all investment-related activity in the current period. District investable funds are currently invested in Five Star Bank which meets those standards. That being said, the District's Investment Policy remains a prudent investment course, and is in compliance with the "Prudent Investor's Policy" designed to protect public funds.

10:23 AM
09/01/21
Accrual Basis

PRPD
Recovery Project
July through August 2021

	RP1 General (Recovery Project)	Total Recovery Pr...	TOTAL
Ordinary Income/Expense			
Expense			
5000 · Payroll Expenses			
5010 · Wages & Salaries	158.64	158.64	158.64
5020 · Employer Taxes	13.08	13.08	13.08
5030 · Employee Benefits	30.48	30.48	30.48
Total 5000 · Payroll Expenses	<u>202.20</u>	<u>202.20</u>	<u>202.20</u>
5280 · Equip., Tools & Furn (<\$5k)			
5286 · Small Tools & Equipment	1,701.66	1,701.66	1,701.66
Total 5280 · Equip., Tools & Furn (<\$5k)	<u>1,701.66</u>	<u>1,701.66</u>	<u>1,701.66</u>
5290 · Equipment Rental	1,597.30	1,597.30	1,597.30
5360 · Repair & Maintenance			
5362 · Equipment R&M	185.51	185.51	185.51
5363 · General R&M	552.50	552.50	552.50
5364 · Grounds R&M	685.94	685.94	685.94
Total 5360 · Repair & Maintenance	<u>1,423.95</u>	<u>1,423.95</u>	<u>1,423.95</u>
5390 · Telephone & Internet	89.83	89.83	89.83
Total Expense	<u>5,014.94</u>	<u>5,014.94</u>	<u>5,014.94</u>
Net Ordinary Income	<u>-5,014.94</u>	<u>-5,014.94</u>	<u>-5,014.94</u>
Net Income	<u><u>-5,014.94</u></u>	<u><u>-5,014.94</u></u>	<u><u>-5,014.94</u></u>

Staff Report

September 8, 2021



DATE: 8/27/2021
 TO: Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Approval of Consultant Agreement to provide Project Management Services Related to Building Capacity and Reviewing Opportunities related to Nature Based Solutions.

Report in Brief

The Paradise Recreation and Park District has worked on fire risk reduction strategies following the 2018 Camp Fire. On November 13, 2019, the Board of Directors (BOD) approved an agreement with The Nature Conservancy (TNC) and a consultant (Conservation Biology Institute) to evaluate the scientific basis for nature-based fire risk reduction. On November 12, 2020, the BOD approved a follow-up agreement with TNC to continue this work to support and develop nature-based wildfire risk reduction strategies (including buffers and strategic park locations). On March 10, 2021, the BOD approved a second Cooperative and Task Agreement.

The agreement grants \$100,000 to the District to increase capacity (staff or consultant) to assist with the acquisition and development of potential properties, explore funding sources, work with interested landowners, and complete due diligence on strategically located parks and trails to mitigate wildfire risks and provide new community amenities.

The project fits in with District goals to develop a study to examine the strategic development of parks and trails within the District to mitigate extreme wildfire risk.

The District explored options of hiring an independent contractor to carry out the tasks, or a potential position if a suitable consultant could not be found. After a considerable effort, Staff recommends proceeding with a contract with Chris Thomas (Consultant) to coordinate and manage these efforts. The term of the contract will coincide with the term of the TNC funding and may be extended if additional funds are found. Mr. Thomas comes with a variety of environmental and community planning experience and can help us develop some of the partnerships that we will need to move forward. His experience also includes film production and GIS work.

Fiscal impacts are limited to overhead costs as much of the funding will come from grant funds. The District may fund additional efforts related to District business (for example a shop site evaluation, encroachment issues, coordinating property surveys or appraisals, etc.).

The original agreement was reviewed by the District's lawyer, revisions will be submitted prior to the meeting with anticipated minor changes.

Recommendation: Authorize the District Manager to finalize the agreement.

Attachments:

- A. Chris Thomas Resume
- B. Draft Consultant Agreement and Scope of Work

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.0908/BOD.Consultant.Agreement.Thomas.Report.21.0908.docx

9/1/2021

Christopher Thomas
 1686 Filbert Avenue
 Chico, CA 95926
 530.680.3279
upstream8367@sbcglobal.net

SUMMARY

Twenty years' experience as a multidisciplinary environmental and community planner, specializing in federal, state, and local agency land use permits, environmental review, and GIS analysis, with interests in natural resource and sustainable communities planning, urban greening and urban hydrology. Lead environmental planner for a variety of projects involving commercial and residential developments, surface mining and land reclamation/restoration, solid waste, groundwater management studies, State Water Project exports, wetlands restoration, complete streets, low impact development, and an assortment of conditional use permits.

WORK EXPERIENCE

Senior Environmental Planner, San Francisco Planning Department, San Francisco, CA 10/14 – 6/19.

Environmental Review: managed environmental impact reviews for numerous commercial, industrial, residential, and mixed-use projects requiring extensive assessment of technical reports prepared by consultants evaluating potential impacts to air quality (modeling for criteria air pollutants, toxic air contaminants), biological resources, greenhouse gas emissions, cultural resources, geotechnical and seismic hazards, hazardous materials, hydrology and water quality, noise (modeling of construction and operational noise), transportation and circulation (traffic modeling, motorist and pedestrian safety), energy consumption and waste.

Project management typically involved a team-based environment of technical and City specialists, with frequent intra- and interdepartmental collaboration to ensure compliance with Federal, State and local laws and regulations. Projects required outreach to public and numerous presentations to the City Planning Commission and Board of Supervisors. Member of the Planning Department air quality and noise teams meeting weekly to discuss difficult project analyses and evolving regulations. Twice weekly public counter duty at the City Permit Center.

Senior Planner, Butte County Department of Development Services, Oroville, CA 4/06 – 8/14.

Manager, County Surface Mining Program: review and processing of permit and reclamation plan applications; annual mine inspections and financial assurance reviews for 22 surface mines; interpretation and implementation of Surface Mining and Reclamation Act for a variety of mining and enforcement issues; review of mine reclamation and close-out; interface with operators and State Department of Conservation; presentations to County Mining Commission; project management; reports; primary author of updated mining ordinance.

Environmental Review: Initial studies for water export projects, aquifer recharge studies, mine permits and reclamation plans, subdivision maps, conditional use permits; project manager for surface mining EIR over a three-year period.

General Planning: Project management for subdivision, use permit, lot line adjustment, legal lot determination and merger applications, including general plan and zoning code consistency analyses; Subdivision Map Act interpretation; Williamson Act issues; staff reports for and presentations to the Planning Commission, Board of Supervisors and public; GIS analysis/cartography; General Plan 2030 goals-policies-objectives review; grant writing; rural living informational brochure; building permit review.

Public Outreach: Facilitation at Butte County's 2030 General Plan and the Oroville Urban Area Greening Plan public workshops; interface with mining community, public and County for highly contentious mining projects, enforcement issues and mining ordinance update; six years of twice weekly public counter detail.

Environmental Planner, Sycamore Associates, Walnut Creek, CA, 9/01 – 5/04.

Entitlements, planning, environmental review, reports covering: Clean Water Act Section 404 Permits/401 Certifications; Endangered Species Act Section 7 Consultations; Streambed Alteration Agreements; water quality review (hydro-modification studies, National Pollution Discharge Elimination System compliance, Stormwater Management Plans, and Best Management Practices); Resource Management Plans; CEQA/EIR review; mitigation and monitoring plans; mitigation bank and conservation easement planning; restoration plans; Geologic Hazard Abatement Districts; protocol and reconnaissance plant and wildlife surveys.

Project Management: budgeting and preparation of project bids; critical timeline oversight; coordination with sub-consultants; meetings with regulatory agencies; presentations to hearing bodies. GIS/CAD analyses incorporating construction footprint, buffers, wetlands, slope, critical habitat delineations and California Natural Diversity Database data; impact/alternatives analysis; field surveys; demographic analysis; watershed delineations.

Presentation graphics: design and content for educational/interpretive brochures and signage; marketing for firm (web content and presentations).

OTHER EXPERIENCE

Film Production, San Francisco and New York City, 10/82 – 8/01

Technical, editing and production work on a wide variety of industrial, commercial, feature and documentary productions. Work included:

- Grip, electrician, sound recording, videography, and lighting design
- Writing, storyboarding and editing for short films
- Project planning and budgeting

EDUCATION

Certificate in Geographic Information Systems, San Francisco State University College of Extended Learning, 9/99 – 5/05.
Graduate Program in City Planning and Landscape Architecture (Environmental Planning Emphasis), University of California, Berkeley, 9/93 – 6/96 (completed coursework).

Bachelor of Arts, Anthropology, Wesleyan University, Middletown, CT, 1978.

Computer and Additional Skills

Proficient with ArcGIS Pro (including Spatial Analyst); California Natural Diversity Database, RareFind and California Wildlife Habitat Relationships software; California Emissions Estimator Model 2016.3.2; Microsoft Office 2020, Access, Project, Visio; Adobe CS6 Design Suite. Experienced photographer, videographer, and video editor.

**2021- 2022 CONSULTING AGREEMENT
BETWEEN THE PARADISE RECREATION AND PARK DISTRICT AND
CHRISTOPHER THOMAS**

This agreement is executed by and between Paradise Recreation and Park District, a California recreation and park district (the “District”), and Christopher Thomas, a California (the “Consultant”), and is based upon the following facts:

A. District desires to engage Consultant as an independent contractor to perform services on the terms and conditions set forth below.

B. Consultant desires to accept such engagement as an independent contractor for District on the terms and conditions set forth below.

In consideration of the foregoing facts, the recital of which is incorporated below by this reference as though fully set forth, and of the mutual conditions, covenants and promises set forth below, the parties agree as follows:

1. **Scope of Services.** District hereby engages Consultant to provide services as described in the attached scope of work (the “Services”), a copy of which is attached hereto as Exhibit “A.” Upon mutual agreement, the Services may be amended to allow for changes under this agreement with all other terms remaining in force.

2. **Standard of Care.** Consultant’s services performed under this agreement will be performed in a manner consistent with the care and skill ordinarily exercised by members of Consultant’s profession practicing under similar conditions at the same time and in the same or similar locality. When the findings and recommendations of Consultant are based on information supplied by District and others, such findings and recommendations are correct to the best of Consultant’s knowledge and belief. No person or entity other than District and Consultant shall be construed as a beneficiary to this Agreement.

3. **Status as Independent Contractor.** District and Consultant agree that Consultant, in performing the above services, is an independent contractor of District and is not an employee of the District and nothing herein at any time shall be construed to create the relationship of employer-employee or of joint venturers between District and Consultant. Under no circumstances shall Consultant look to District

as an employer or as a partner. Consultant shall not be entitled to any benefits accorded to District's employees, including, without limitation, Workers' Compensation, disability insurance, vacation or sick pay. Consultant shall be free to perform similar or other services for other persons during the term hereof so long as such does not interfere with Consultant's timely performance of the services to be performed by it under this Agreement.

4. **Term.** The term of this agreement shall commence upon 9/1/2021 hereof and conclude by 12/16/2022 and/or sooner or when the scope of work is completed. Notwithstanding the foregoing, this Agreement may be terminated by either party by written notice should the other party fail substantially to perform its obligations under this agreement and continue such default after the expiration of a seven-day notice period. Either party may terminate this agreement without necessity of cause upon the expiration of a 30-day notice period. If the District terminates this Agreement in the absence of default by Consultant, Consultant shall be paid for services performed and costs incurred by it prior to its receipt of notice of termination from District, including reimbursement for direct expenses due, plus an additional amount, not to exceed ten percent of charges incurred to the termination notice date, to cover services to orderly close the work and prepare project files and documentation, plus any additional direct expenses incurred by Consultant including but not limited to cancellation fees or charges. Consultant will use reasonable efforts to minimize such additional charges. This agreement may be extended for one year upon mutual agreement of both parties.

5. **Payment.** District agrees to pay Consultant the total not to exceed sum of \$50,000, payable in installments upon completion of each task and delivery of the Deliverables therefor as identified in Exhibit "A." Exhibit B illustrates the cost schedule and or budget used for this project.

6. **Insurance Coverage.** Consultant will follow Worker's Compensation insurance requirements under applicable state laws. If required, Consultant will maintain employer's liability coverage and provide the District with proof of this coverage. During the performance of this Agreement Consultant will maintain professional liability insurance with a limit of \$2 million on claims made, annual aggregate basis, and commercial general liability and automobile liability insurance each with

a limit of not less than \$2 million on an occurrence basis and provide the District with a certification of insurance naming the District as additional insured and an additional insured endorsement.

7. **Compliance with Laws.** District and Consultant shall each use reasonable care in its efforts to comply with laws, codes, ordinances and regulations in force at the time of the performance by each under this Agreement, insofar as such laws are applicable to a party's performance. Unless otherwise provided for in the scope of work of this agreement or by law, the responsibility for making any disclosures or reports to any third party, for notifying all governmental authorities of the discovery of hazardous materials on the jobsite, and for taking corrective, remedial, or mitigative action shall be solely that of District. It is Consultant's belief that the work is not subject to California Prevailing Wage Law, unless expressly identified as such within the scope of work. Should it be alleged or determined that some or all of the work is subject to California Prevailing Wage Law, then Consultant shall bear such additional costs associated with Consultant complying with those laws.

8. **No Authority to Act as Agent.** Consultant acknowledges and agrees that it has no implied, inherent or apparent authority to act as an agent for District or bind District in any manner other than in performing the above services or to in any way obligate or bind the District. Consultant further covenants that it shall not make any implied or actual representations to any other person that it has any such authority.

9. **Indemnification.** Consultant hereby agrees to indemnify and hold District free and harmless of and from any and all claims, demands, causes of action, actions, liability, damages, costs and expenses, including attorney's fees incurred by District in enforcing this provision or in defending itself, arising out of or in any way connected with its performance of the above services, whether resulting from its willful acts or negligence.

10. **General Provisions.**

a. This agreement shall constitute the entire agreement between the parties as to the subject matter hereof.

b. This agreement shall not be assigned by either party without advance written permission from the other party.

c. This agreement shall not be revised without the written consent of either party.

d. If any provision or portion thereof contained in this agreement is held unconstitutional, invalid or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable and shall not be affected and shall remain in full force and effect.

e. This agreement shall be interpreted and construed in accordance with the laws of the State of California.

f. Either party's failure to enforce any provision or provisions of this agreement shall not be in any way construed as a waiver of any such provision or provisions or prevent that party thereafter from enforcing each and every other provision of this agreement.

g. Should litigation or arbitration be brought to enforce the terms of this agreement, the prevailing party will be entitled to costs and reasonable attorney's fees.

Executed by signatures on the dates below.

DISTRICT:

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

By: _____ Date: ___/___/___
Daniel S. Efseaff, District Manager

CONSULTANT:

By: _____ Date: ___/___/___
Christopher Thomas, Consultant

O:\Admin\Agreements_Non-Profit.Partners\CRHA\General.Program.AGREEMENT.MASTER.21.0322.docx
Rev. 03/22/2021

CONSULTANT AGREEMENT
Exhibit A – SCOPE OF WORK
PARADISE WILDFIRE RISK REDUCTION PROJECT and
DISTRICT-RELATED PROJECTS

The District is working on numerous planning, acquisition, and land management tasks related to new park acquisitions and agreements, donated property, tax-defaulted property, encroachment issues, easement discussions related to overall District goals and the exploration of properties that meet a variety of goals including fire risk reduction, recreation, and economic benefits.

CONSULTANT

The following describes the role and responsibilities and scope of work and/or services that Consultant will provide to the District.

Paradise Wildfire Risk Reduction Project

The work will include the following tasks:

- 1 Develop Project Information**
 - 1a Ongoing review of project documentation (reports, technical analyses, meeting minutes, mapping files, etc.)
 - 1b Assist the District in the establishment of a GIS system and work with staff and CSUC GIC to develop maps and GIS layers.
 - 1c Develop summary description of Wildfire Risk Reduction Buffer project to be used for outreach.

- 2 Public Outreach and Engagement**
 - 2a Using GIS, develop buffer area property database and landowner contact list (name, address, contact info, APN, size, zoning and general plan designations, current and adjacent land use, land cover, topography, fire hazard status, etc.)
 - 2b Prepare accessible educational materials describing project goals (wildfire risk reduction at community scale), process and scope.
 - 2c Help refine District webpage to include project information and provide real estate transactions and property intake forms.
 - 2d Serving as District's representative to landowners during initial contact, disseminate educational materials to buffer area landowners.
 - 2e Prepare for and conduct informational meetings for public.
 - 2f Respond to public questions and follow up with potentially willing participants in the project.

- 3 Inter-Agency Outreach**
 - 3a Develop agency contact list and forward project information to relevant agencies with follow up as needed.
 - 3b Conduct meetings with agencies if requested, including site visits as may be helpful.
 - 3c Develop cooperative agreements and/or MOUs with relevant agencies (BLM, USFS) to assure their neighboring land management practices complement the project goals

- 4 Develop Prioritization Strategy and Implementation Options**
 - 4a Define real estate and funding options to meet project goals (e.g., fee acquisition, easements, and other real estate options).
 - 4b Work with staff to develop a rubric for prioritizing options.
 - 4c Develop a property report format and reports to aid PRPD's BOD on decision-making for developing buffer.

5 Ongoing Project Management

- 5a Help oversee due diligence efforts for transactions (Phase I, preliminary title reports, surveys, etc.)
- 5b Provide recommendations and oversee work of additional consultants. This may include, but not be limited to real estate and website professionals.
- 5c Develop and maintain file structure for all project documentation and communication.
- 5d Assist in staff report preparation and attend BOD meetings.
- 5e Regular meetings with project director to discuss project status, updates.
- 5f Research approaches to other collaborative local and/or regional land management programs relevant to this project (land trusts, HCPs) to elicit strategies for outreach, collaboration, marketing, etc.

District-Related Projects

The District has several property and project related efforts that the consultant may support. Many of these tasks are like the Buffer-related project noted above but have other funding sources and will need to be identified specifically in invoices. The work will include the following task:

1 District Project Management

- 1a Facilitate completion of information related to potential a variety of real estate transactions (fee-title, easements, agreements, etc.). This may include, but not limited to recommendations, real estate and website professionals' oversight, and other efforts that do not fit within the buffer project.
- 1b Assist in staff report preparation and attend BOD meetings.
- 1c Facilitate communication with park neighbors to help remedy any fence line issues and provide updates.
- 1d Support and review the development of projects and plans related to donated real estate or facilities. This may include supporting the management of capital projects and park unit and master management plans.
- 1e Write and review grant and funding proposals.

**Exhibit B – Schedule and Budget
CONSULTANT AGREEMENT
PARADISE WILDFIRE RISK REDUCTION PROJECT**

The Consultant will provide services according to the following schedule and budget:

Paradise Wildfire Risk Reduction Project

TASK	DESCRIPTION	HOURS	COST (\$)	DUE DATE
1	Develop Project Information			
1a	Ongoing review of project documentation (reports, technical analyses, meeting minutes, mapping files, etc.)			Ongoing
1b	Assist the District in the establishment of a GIS system and work with staff and CSUC GIC to develop maps and GIS layers.			Ongoing
1c	Develop summary description of Wildfire Risk Reduction Buffer project to be used for outreach.			10/15/21
	<i>Subtotal</i>	200	8,000	
2	Public Outreach and Engagement			
2a	Using GIS, develop buffer area property database and landowner contact list (name, address, contact info, APN, size, zoning and general plan designations, current and adjacent land use, land cover, topography, fire hazard status, etc.)			10/15/21
2b	Prepare accessible educational materials describing project goals (wildfire risk reduction at community scale), process and scope.			11/1/21
2c	Help refine District webpage to include project information and provide real estate transactions and property intake forms.			11/15/21
2d	Serving as District's representative to landowners during initial contact, disseminate educational materials to buffer area landowners.			12/1/21
2e	Prepare for and conduct informational meetings for public.			Ongoing
2f	Respond to public questions and follow up with potentially willing participants in the project.			Ongoing
	<i>Subtotal</i>	220	8,800	
3	Inter-Agency Outreach			
3a	Develop agency contact list and forward project information to relevant agencies with follow up as needed.			11/1/21
3b	Conduct meetings with agencies if requested, including site visits as may be helpful.			Ongoing
3c	Develop cooperative agreements and/or MOUs with relevant agencies (BLM, USFS) to assure their neighboring land management practices complement the project goals			6/1/22
	<i>Subtotal</i>	60	2,400	
4	Develop Prioritization Strategy and Implementation Options			
4a	Define real estate and funding options to meet project goals (e.g., fee acquisition, easements, and other real estate options).			12/1/21

TASK	DESCRIPTION	HOURS	COST (\$)	DUE DATE
4b	Work with staff to develop a rubric for prioritizing options.			12/1/21
4c	Develop a property report format and reports to aid PRPD's BOD on decision-making for developing buffer.			12/15/21
	<i>Subtotal</i>	200	8,000	
5	Ongoing Project Management			
5a	Help oversee due diligence efforts for transactions (Phase I, preliminary title reports, surveys, etc.)			Ongoing
5b	Provide recommendations and oversee work of additional consultants. This may include, but not be limited to real estate and website professionals.			Ongoing
5c	Develop and maintain file structure for all project documentation and communication.			10/15/21
5d	Assist in staff report preparation and attend BOD meetings.			Ongoing
5e	Regular meetings with project director to discuss project status, updates.			Ongoing
5f	Research approaches to other collaborative local and/or regional land management programs relevant to this project (land trusts, HCPs) to elicit strategies for outreach, collaboration, marketing, etc.			Ongoing
	<i>Subtotal</i>	320	12,800	
Total		1,000 hours	\$40,000	

District-Related Projects

Task	Description	Hours	Cost (\$)	Due Date
1	District Project Management			
1a	Facilitate completion of information related to potential a variety of real estate transactions (fee-title, easements, agreements, etc.). This may include, but not limited to recommendations, real estate and website professionals' oversight, and other efforts that do not fit within the buffer project.			As determined by the District Manager.
1b	Assist in staff report preparation and attend BOD meetings.			As determined by the District Manager.
1c	Facilitate communication with park neighbors to help remedy any fence line issues and provide updates.			As determined by the District Manager.
1d	Support and review the development of projects and plans related to donated real estate or facilities. This may include supporting the management of capital projects and park unit and master management plans.			As determined by the District Manager.
1e	Write and review grant and funding proposals.			As determined by the District Manager.

The Consultant will bill according to a rate not to exceed \$40.00 per hour. Mileage may be reimbursed according to the District's approved rate.

The Consultant will bill on a time and materials basis according to a rate of \$40.00 per hour. Specific tasks are subject to modification per the direction of the District Manager.

This project will not exceed a total cost of \$50,000. This may be amended by mutual agreement in writing.

Mileage may be reimbursed according to the District's approved rate.

Staff Report

September 8, 2021



DATE: 8/5/2021
 TO: PRPD Board of Directors
 FROM: Sunny Quigley, Title
 SUBJECT: Request to Use District Logo and Facility Signage Likenesses on Paradise-Opoly Game Board

Report in Brief

Paradise-Opoly (a recently formed LLC) seeks permission and signed release to use the District logo and Terry Ashe Recreation Center signage likenesses depicted in the form of artwork as a part of the Paradise-Opoly board game. The artwork will be featured on the game board, a playing card representing the Terry Ashe Recreation Center, a book included with the game that is about Paradise and promotional materials for the game.

Project Designer, Mr. Tanner Strauss, assures that there are no infringements with this game model. Monopoly rules or mechanics thereof, can not be copyrighted, nor does the game infringe on any existing Monopoly copyrights or trademarks as it is completely original in design.

Staff presented some follow-up questions (status of LLC, mechanism for sales and to ensure distribution of funds to non-profits, other partners), some which were addressed in a letter (Attachment A). More information may be found at the organization's webpage (www.paradise-opoly.com/).

Staff requested additional status about the organization's legal status, mechanisms for disbursement, and other organizations participating.

Staff submitted this item to the District lawyer for review too late to be included in this packet. Staff recommends delay to a subsequent meeting, if the review has not been completed in time.

Recommendation: *Conditional on legal review, consider District participation (authorize permission and signed release) with Paradise-Opoly project designer to develop District Logo and Signage likenesses portraying District facilities.*

Attachments:

- A. Paradise-Opoly Project Letter

https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.0908/Paradise Opoly Request.Staff.Report.21.0908.docx
 9/1/2021



PO BOX 830
PARADISE, CA 95967
(310)717-9533

INFO@PARADISE-OPOLY.COM

Dear Mr. Dan Efsseff,

my name is Tanner Stauss and I am making the locally made Paradise-Opoly board game. It's been over two years in the making and I am close to going into production on the final product. It was a huge community involvement in the beginning to decide what would be included in the game as the favorite parts of the town and its history. It's being done as a monopoly style game and The Paradise Rec. Center was chosen to be one of the game squares on the board and is grouped with Moore Road Ball Park and The Flumes. It's a beautifully and carefully designed game that I've designed with only the community and historic culture in mind.

There is no cost to the Rec. Center to be included in the game, it was purely chosen by the people as were all the elements of the game. I am seeking permission, along with a signed release, to use the name and the Terry Ashe Rec. Center sign/logo (from the front of the building) in the game. The depiction would be in the form of artwork of the front of the Terry Ashe Rec. Center building with the ice rink in front. The games mascots, Melvin the Miner and Dave the Donkey, will be skating on the ice. The artwork will be featured on the game board, a playing card representing the Rec. Center, a book included with the game that's about Paradise and promotional materials for the game. I have formed a company, Paradise-Opoly LLC, that the release would be on behalf of.

With knowledge that the TARC may not necessarily be the home of the ice rink in the future, I still think it is a grand representation. It has and continues to become an iconic part of the holidays around Paradise. Part of the theme in the game is immortalizing parts of Paradise just as locals loved them most. Showing the ice rink will be either a great current representation or a beloved part of history, no matter when in the future you play it.

If there are questions regarding the legal use of the name Paradise-Opoly and using the monopoly style, I assure that there are no infringements happening with this game. Monopoly rules (mechanics) can not be copyrighted, nor does the game infringe on any existing Monopoly copyrights or trademarks as it is completely original in design. I have gone as far as submitting an application for a USPTO registered trademark for the games name and logo. In the small chance of any legal action ever coming towards my LLC, I will also provide a liability release, releasing your brand/organization of any recourse relating to the board game.

I have put a lot of time and effort into making sure all bases are being covered with the creation of this game and company. This will be a quality, upper shelf board game product, custom from end to end.

You can see a whole lot more about the game, images and the background at paradise-opoly.com. I plan on releasing it December of 2021 and already have around 1500 units pre-ordered including 14 local retailers in Paradise and Chico. As well, I plan on donating any net-profits I make from this endeavor, which has grown astronomically since it's inception, to local

fire recovery and rebuilding efforts. Two specific non-profit organizations I plan to donate to are The Butte Strong Fund and Regenerating Paradise. They are both engaging in projects that bring low income and affordable housing to the Ridge for folks struggling to find affordable places to live. This is exactly the type of thing I'd like to donate funds towards and help Paradise move forward to. Funds would most likely be dispersed as a wire transfer or check directly to the non-profit with stipulation it be used only towards the specific housing projects mentioned. To date, no funds have been donated as I have not reached a point of making profits. I anticipate reaching a point of profits and donations by mid 2022. Until then all pre-sales revenue is going towards the production, fulfillment and marketing of the game to ensure continued future sales.

I do not have a cost breakdown to show at this point and the cost per unit is bit of a muddy calculation. However if including all projected costs associated with developing, producing, storing and shipping the game, marketing and advertising, legal fees, permitting, etc. etc., the cost will be roughly \$35-45 per unit with a 3000 quantity production run. And that does not include any compensation to myself. I have yet to compensate myself in any way from the game although I have invested around \$7000 of personal funds so far. The retail price is \$59 + tax. I hopefully plan to lower that price at some point once my production and overhead costs have gone down from the startup phase.

In addition to the artwork included on the board and playing card, there will be a short story about the Rec. Center on its respective card and in a book included with the game. I have written the story through my own knowledge and research and it will be used upon your review and approval. If there are any major interesting facts to note in the history that I left out please let me know, keeping in mind I have to keep it fairly short. Here is the story as it is written now:

“The beautiful Terry Ashe Recreation Center is located in the heart of Paradise and hosts many of the larger gatherings and events in town. The center was named after Terry Ashe, a long time district manager to the Paradise Parks and Rec. department who played a large role in the development of the parks. Local residents and youth get to enjoy a full playground, basketball courts and a front row view to the local parades throughout the year. In the winter time, the Rec. Center hosts the very popular local ice rink, Paradise on Ice!”

I thank you kindly for your time and consideration of my project. As I said, the Paradise community was the main source of input for what was chosen to be in the game, obviously the Rec. Center is a town favorite! I look forward to your response!

Warmly,

Tanner Stauss
Paradise-Opoly Creator

Staff Report

September 8, 2021



DATE: 8/26/2021
 TO: Board of Directors
 FROM: Kristi Sweeney, Assistant District Manager
 SUBJECT: Outdoor Equity Grant Program: WAGON WHEEL – RECONNECTING PEOPLE TO THEIR LANDS, HISTORY AND PRESENT TO FIND THEIR FUTURES
 Resolution #21-09-1-505

1. BACKGROUND

California Department of Parks and Recreation has created a funding opportunity titled Outdoor Equity Grants Program (OEP). The OEP goal is to increase the ability of residents in underserved communities, with an emphasis on students eligible for free or reduced-price meals, foster youth, and students of limited English proficiency, to participate in outdoor experiences on public lands and in state parks. OEP grants seek to improve the health and wellness of Californians through new educational and recreational activities, service learning, career pathways, and leadership opportunities that strengthen a connection to the natural world.

Project Names (Working Titles): WAGON WHEEL – RECONNECTING PEOPLE TO THEIR LANDS, HISTORY AND PRESENT TO FIND THEIR FUTURES

The District has actively been promoting outdoor education and access programs centered on social emotional learning concepts and nature immersive Adverse Childhood Experiences (ACEs) intervention/trauma-informed techniques. Staff are developing An OEP program content proposal based on community youth input. If awarded funding the District can increase capacity and programming for youth across the District to engage in outdoor recreation opportunities on public lands in our District and beyond to California State Parks.

2. Fiscal Impact

The OEP grant does not require matching funds, so fiscal impact to the District, if awarded funding, is minimal. Grant funding requests can range from a minimum request of \$20,000 to a maximum request of \$700,000, which is paid to recipients awarded grant funding through a reimbursement process. Additional funds or existing District resources may be used to reduce the requested amount (which may increase the competitive nature of the proposal). If awarded funding, the District would have up to two years to complete the project(s).

3. Discussion

The program requires Board authorization for the District Manager to submit a proposal on behalf of the District. Expanding youth access to adventures in nature both locally and beyond District boundaries aligns well with District goals. If successful, the model could be expanded to include people of all ages across the District.

4. Recommendation

Approve resolution #21-09-1-505 as presented and authorize the District Manager to submit a proposal for the Outdoor Equity Grant Program on behalf of the District.

Attachments:

- A) Resolution #21-09-1-505

https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2021/21.0908/2021_0908.Outdoor.Equity.Grant.Staff.Report.docx
 9/1/2021



Paradise Recreation & Park District

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RESOLUTION #21-09-1-505

Resolution Of The Board Of Directors Of The Paradise Recreation And Park District Of Approving The Application For Outdoor Equity Grants Program Grant Funds

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Outdoor Equity Grants Program, setting up necessary procedures governing the application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the Applicant to certify by resolution the approval of the application before submission of said application to the State; and

WHEREAS, successful Applicants will enter into a contract with the State of California to complete the Grant Scope program;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby:

APPROVES THE FILING OF AN APPLICATION FOR THE WAGON WHEEL - RECONNECTING PEOPLE TO THEIR LANDS, HISTORY AND PRESENT TO FIND THEIR FUTURES; AND

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the program(s) included in this application, the sufficient funds to complete the program(s); and
2. Certifies that if the grant is awarded, the Applicant has or will have sufficient funds to operate the program(s) as described in the Grant Selection Criterion response, and
3. Certifies that the Applicant has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide; and
4. Delegates the authority to the District Manager to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state, and local laws, ordinances, rules, regulations, and guidelines.
6. Will consider promoting inclusion per Public Resources Code §80001(b)(8 A-G).

Approved and adopted the 8th day of September 2021

I, the undersigned, hereby certify that the foregoing Resolution Number 21-09-1-505_____was duly adopted by the Paradise Recreation and Park District Board of Directors following a roll call vote:

AYES:

NOES

ABSENT:

ABSTAIN:

Mary Bellefeuille, Chairperson

ATTEST:

Robert Anderson, Secretary