



**Paradise Recreation and Park District  
Board of Directors - Regular Meeting**  
Terry Ashe Recreation Center, Room B  
Wednesday, November 13, 2024, 6:00 pm

Members of the public may submit comments prior to the meeting via email to [BODclerk@paradisepdpd.com](mailto:BODclerk@paradisepdpd.com) before 1:00 p.m. on the day of the meeting or they may comment on Agenda items on during 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. The public may access this meeting remotely: Web Access: <https://us02web.zoom.us/j/84518561101?pwd=TXRZdUNPTk5MNFM1SWdvdzlmZENUQT09>  
Telephone Access: **Dial:** +1 669 900 9128. **Meeting ID:** 845 1856 1101 **Password:** 6626

**1. CALL TO ORDER**

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Welcome Guests:
- 1.4. Special Presentations:

**2. PUBLIC COMMENT**

**3. CONSENT AGENDA**

- 3.1. Board Minutes: Regular Meeting Minutes of October 9, 2024
- 3.2. Payment of Bills/Disbursements (Warrants and Checks Report)  
Check # 057897 - 058038 and ACHs
- 3.3. Pool Resurfacing Estimate. **Recommendation:** *Authorize District Manager to complete project.*
- 3.4. Information Items (Acceptance only): Safety Committee Meeting of October 24, 2024.

**4. COMMITTEE REPORTS**

- 4.1. Finance Committee Meeting of October 10, 2024. – The committee reviewed medical insurance, a new copier proposal, and acquisition funds.
- 4.2. Personnel Committee Meeting of October 15, 2024. – The committee reviewed medical insurance options.
- 4.3. Recreation and Park Committee Meeting of October 22, 2024. – The committee reviewed Lakeridge and Bille Park updates and status with Melton Design Group.

**5. OLD BUSINESS**

- 5.1. Paradise Horseman's Association Annual Report (Information Only). – Scarlett Miller (PHA President) will present the Annual Report as per the lease agreement.

**6. NEW BUSINESS**

- 6.1. New Printer/Scanner Lease and Service Agreement. – Following changes with our current vendor, staff explored alternative printing options with a local vendor and found Global Office Incorporated (Global) meets performance criteria at a lower rate (savings of \$74.16 annually). Global will buy out the remaining time of the existing contract without any penalties, and staff find the potential improved performance and service appealing. The agreements are under legal review. **Recommendation:** *Authorize the District Manager to complete the Lease and Service Agreement with Global.*
- 6.2. Full-Time Employee Health Insurance Allocation - In August 2024, the District's health insurance provider notified staff of premium rate increases for January 1, 2025. Historically, the Board authorized a health insurance allocation for benefited (full-time) employees that matched the least expensive health insurance premium available. The increase will result in the least expensive monthly premium rising to \$1,013.70 or 10.81% (an increase of \$98.88 per month). Staff seeks

Board approval to match the allocation to this amount. **Recommendation:** Approve an increase in the health insurance allocation for benefited employees to match the lowest priced premium cost of \$1,013.70 effective January 1, 2025.

- 6.3. Employee Benefits Update (Medical, Vision, Dental). – Working with GCI Insurance Brokers, the District has found improved options with Humana for Dental and Vision that will provide comparable care at a cheaper rate. Dental and Vision are entirely paid for by the employee so it will not financially affect the District. **Recommendation:** Authorize the District Manager to apply on behalf of the District.

## 7. REPORT

- 7.1. District Report

## 8. BOARD COMMENT

## 9. ADJOURNMENT

Adjourn to the next regular meeting on 12/11/2024 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@paradisepprd.com](mailto:info@paradisepprd.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).

Paradise Recreation and Park District  
**Board of Directors Regular Meeting**  
 Terry Ashe Recreation Center  
 October 9, 2024

**MINUTES**

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**1. CALL TO ORDER:**

Board Chairperson Anderson called the Regular Meeting of the Paradise Recreation and Park District Board of Directors to order at 6:00 p.m.

**1.1 PLEDGE OF ALLEGIANCE:**

Chairperson Anderson led the Pledge of Allegiance.

**1.2 ROLL CALL:**

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

**PRPD STAFF:**

Present: Dan Efseaff (District Manager), Kristi Sweeny (Assistant District Manager), Jeff Dailey (Recreation Supervisor), Scott Amick (Recreation Supervisor), Sarah Hoffman (Board Clerk), Sunny Quigley (Administrative Assistant II)

**1.3 WELCOME GUESTS:**

John Stonebraker, 1 Citizen (no name given)

**2. PUBLIC COMMENT:** Citizen Stonebraker.

**3. CONSENT AGENDA**

**3.1. Board Minutes:**

**A. Regular Meeting of September 11, 2024**

**B. Special Meeting Minutes of September 18, 2024**

**3.2. Payment of Bills/Disbursements (Warrants and Checks Report) Check # 057754 - 057896 and ACHs**

**3.3. Information Items (Acceptance only):**

**A. Safety Committee Meeting of September 19, 2024.**

Board Clerk Hoffman pulled Item 3.1B from the Consent Agenda.

**MOTION:** Approve Consent Agenda items 3.1A, 3.2 and 3.3 **MADE BY:** McGreehan. **SECOND:** Rodowick. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0.

### **Items pulled from Consent Agenda**

#### **3.1. Board Minutes: Special Meeting Minutes of September 18, 2024**

Board Clerk Hoffman identified corrections to the minutes.

**MOTION:** Approve the Special Meeting Minutes of September 18, 2024. **MADE BY:** Rodowick. **SECOND:** McGreehan. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0.

#### **4. COMMITTEE REPORTS: None**

Staff suggested an agenda order change to consider Item 6.1 and Item 6.2 before Item 5.1. The Board concurred.

**6.1. Honey Run Covered Bridge Association (HRCBA) Memorandum of Understanding (MOU) Update.** The February 2023 MOU between the District and HRCBA provides a framework to explore potential partnerships and support toward the rebuild of and improvements at the Honey Run Covered Bridge. With notable progress on the project, Staff notes that establishing a temporary committee or workgroup with BOD members will aid this effort. **Recommendation:** Assign two BOD members (and an alternate) to a temporary committee that will terminate with the expiration of the MOU.

**MOTION:** Assign Director McGreehan and Director Bellefeuille with Secretary Rodowick as the alternate, to a temporary committee that will terminate with the expiration of the MOU. **MADE BY:** McGreehan. **SECOND:** Anderson. **Roll Call Vote: AYES:** 4 (Anderson, Goodlin, Rodowick, and Bellefeuille). **NOES:** 0. **ABSENT:** 0. **ABSTENTIONS:** 1 (McGreehan).

**6.2. PATCH Funding Proposal – PATCH is seeking funding to help with the costs of a Community Needs and Market Assessment for a Collaborative Arts and Cultural Center in Downtown Paradise.** **Recommendation:** Approve and Accept the Funding Proposal from PATCH.

Director McGreehan recused himself. After he left the room, discussion started.

Public Comment: Citizen Stonebraker

**MOTION:** Approve and Accept the Funding Proposal from PATCH. **MADE BY:** Bellefeuille. **SECOND:** Goodlin. **Roll Call Vote: AYES:** 4 (Anderson, Goodlin, Rodowick, and Bellefeuille). **NOES:** 0. **ABSENT:** 0.

#### **5. OLD BUSINESS**

**5.1. Neighbor-to-Neighbor (N2N) Subgrantee Umbrella Agreements. – Following BOD direction provided at the August 14, 2024, meeting, the BOD will consider several Subgrantee Umbrella Agreements with organizations with proposals that exceed the \$5,000 threshold. Recommendation:** Authorize the District Manager to execute agreements with identified partner organizations.

005038

MOTION: Authorize the District Manager to execute agreements with identified partner organizations. MADE BY: Bellefeuille. SECOND: McGreehan. Roll Call Vote: AYES: 4 (Goodlin, Rodowick, Bellefeuille, and McGreehan). NOES: 1 (Anderson). ABSENT: 0

Public Comment: Citizen Stonebraker

**5.2. Resolution #24-10-01-544- Local Hazard Mitigation Plan (LHMP) – In 2019, Staff participated in Butte County’s Hazard Mitigation Planning Committee to help craft the Local Hazard Mitigation Plan (LHMP). The LHMP is consulted when addressing known hazards to ensure general health and safety of people within Butte County. FEMA approved the plan in early 2020 (expires at the end of 2024). The County and its consultant guided an update process to ensure that the plan is in place before the expiration date. Recommendation: Approve and Adopt Resolution #24-10-1-544.**

Public Comment: Citizen Stonebraker

MOTION: Approve and Adopt Resolution #24-10-1-544. MADE BY: Rodowick. SECOND: McGreehan. Roll Call Vote: AYES: 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). NOES: 0. ABSENT: 0

## 6. NEW BUSINESS

**6.3. Resolution #24-10-2-545 for the Community Change Grant and Partnership agreement with the Butte County Fire Safe Council (BCFSC) – Staff is collaborating with the Butte County Fire Safe Council (BCFSC) to prepare a proposal for the Environmental Protection Agency Community Change Grant to fund a community resilience hub in Lakeridge Park and fuels reduction projects and educational workshops to mitigate wildfire risk within Magalia. Recommendation: A) Approve and Adopt Resolution #24-10-2-545. B) Authorize the District Manager to execute the Agreement Between PRPD and BCFSC contingent upon legal review.**

Public Comment: Citizen Stonebraker, Citizen(s) Amick (Sent via email)

**MOTION:** A) Approve and Adopt Resolution #24-10-2-545. B) Authorize the District Manager to execute the Agreement Between PRPD and BCFSC contingent upon legal review. **MADE BY:** Rodowick. **SECOND:** Anderson. **Roll Call Vote: AYES:** 5 (Anderson, Goodlin, Rodowick, Bellefeuille, and McGreehan). **NOES:** 0. **ABSENT:** 0

The Chair announced a short break at 7:17 PM. The meeting resumed at 7:25 PM.

## 7. REPORT

### 7.1 District Report

## 8. CLOSED SESSION

The meeting went into Closed Session at 8:36 PM to discuss:

**8.1. The Board will meet in Closed Session pursuant to California Government Code: 54956.9(e)(3) - Receipt of a Government Claim threatening litigation dated August 15, 2024**

Closed Session concluded at 8:46 PM.

**REPORT ON CLOSED SESSION:**

District Manager Efseaff gave a brief update on the receipt of a government claim threatening litigation that was dated August 15, 2024.

**9. BOARD COMMENT**

Secretary Rodowick, Director Bellefeuille, Vice-Chairperson Goodlin, and Director McGreehan.

**10. ADJOURNMENT**

Chairperson Anderson adjourned the meeting at 8:46 PM until the next Regular Board meeting, scheduled for December 11, 2024, at 6:00 p.m. at the Terry Ashe Recreation Center

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Robert Anderson, Chairperson

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Steve Rodowick, Secretary

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

Fund 2510

OCTOBER

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
*****								
057897-057922	10/2/2024		Payroll Summary	13,482.64	0.00	0.00	13,482.64	
*****								
Direct Deposit	10/2/2024		Payroll Summary	36,962.00	0.00	0.00	36,962.00	
*****								
057923-057979	10/16/2024		Payroll Summary	14,685.61	0.00	0.00	14,685.61	
*****								
Direct Deposit	10/16/2024		Payroll Summary	35,265.27	0.00	0.00	35,265.27	
*****								
058021-058038	10/30/2024		Payroll Summary	15,076.74	0.00	0.00	15,076.74	
*****								
Direct Deposit	10/30/2024		Payroll Summary	35,906.33	0.00	0.00	35,906.33	
*****								
057925	10/4/2024		VOYA INSTITUTIONAL TRUST CO	500.00			500.00	
057926	10/4/2024		MISSION SQUARE RETIREMENT	1,682.69			1,682.69	
057927	10/4/2024		FRANCHISE TAX BOARD	50.00			50.00	
057928	10/4/2024		PARADISE RECREATION & PARKS	36,962.00			36,962.00	A
057929	10/4/2024		CORNING FORD			54,042.66	54,042.66	B
057930	10/4/2024		KELLY MUNSON		2,010.00		2,010.00	
057931	10/4/2024		INDUSTRIAL POWER PRODUCTS		140.81		140.81	
057932	10/4/2024		COMCAST		96.68		96.68	
057933	10/4/2024		THOMAS ACE HARWARE		3,062.67		3,062.67	
057934	10/4/2024		CPS HR CONSULTING		12,200.83		12,200.83	C
057935	10/4/2024		MARSHA BURCH		4,792.50		4,792.50	
057936	10/4/2024		NATIONAL RECREATION AND PARK ASSOCIATION		180.00		180.00	
057937	10/4/2024		INLAND BUSINESS SYSTEMS		479.64		479.64	
057938	10/4/2024		BUTTE COUNTY - NEAL ROAD LANDFILL		178.97		178.97	
057939	10/4/2024		DE LAGE LANDEN FINANCIAL SERVICES INC		223.49		223.49	
057940	10/4/2024		FEDEX		27.50		27.50	
057941	10/4/2024		FOOTHILL MILL & LUMBER CO		54.55		54.55	
057942	10/4/2024		PARADISE STRONGER		144.00		144.00	Refund
057943	10/4/2024		HYDROTEC SOLUTIONS INC		885.00		885.00	
057944	10/4/2024		KEN'S PARADISE HITCH & WELD		223.52		223.52	
057945	10/4/2024		LASH'S GLASS		60.00		60.00	
057946	10/4/2024		REDLINE INSTALLATIONS		380.48		380.48	Refund
057947	10/4/2024		ROMTEC		63,208.37		63,208.37	D
057949	10/11/2024		TRAILERS PLUS LIVE OAK			8,416.22	8,416.22	E
057950	10/11/2024		ALHAMBRA		195.83		195.83	
057951	10/11/2024		PARADISE IRRIGATION DISTRICT		4,669.88		4,669.88	
057952	10/11/2024		OPD BUSINESS SOLUTIONS LLC		476.81		476.81	
057953	10/11/2024		MAGOON SIGNS		166.71		166.71	
057954	10/11/2024		ELAN FINANCIAL SERVICES		3,163.74		3,163.74	
057955	10/11/2024		KELLER SUPPLY COMPANY		1,634.46		1,634.46	
057956	10/11/2024		SHANON HEANEY		40.00		40.00	Refund
057981	10/18/2024		VOYA INSTITUTIONAL TRUST CO	500.00			500.00	
057982	10/18/2024		MISSION SQUARE RETIREMENT	1,682.69			1,682.69	
057983	10/18/2024		FRANCHISE TAX BOARD	50.00			50.00	
057984	10/18/2024		PARADISE RECREATION & PARK DI	1,516.72			1,516.72	F
057985	10/18/2024		PARADISE RECREATION & PARKS	35,265.27			35,265.27	A
057986	10/18/2024		INDUSTRIAL POWER PRODUCTS		134.88		134.88	
057987	10/18/2024		IRAYZ MOVENENT		1,281.80		1,281.80	
057988	10/18/2024		TREE OF LIFE		1,600.00		1,600.00	

CHECK	ISSUE DATE	VOID	PAYEE	SALARY AND BENEFITS	SERVICE SUPPLIES	FIXED ASSETS	NET CHECK	NOTES
057989	10/18/2024		VERIZON WIRELESS		824.75		824.75	
057990	10/18/2024		UMPQUA BANK		8,539.51		8,539.51	
057991	10/18/2024		PG&E		8,961.59		8,961.59	
057992	10/18/2024		KELLER SUPPLY COMPANY		2,648.01		2,648.01	
057993	10/18/2024		LES SCHWAB TIRES		308.17		308.17	
057994	10/18/2024		JENNICA HEINKE		68.80		68.80	Refund
057995	10/18/2024		PARADISE RIDGE CHAMBER OF COMMERCE		693.00		693.00	Refund
057996	10/18/2024		DEL ORO WATER COMPANY		107.96		107.96	
057997	10/18/2024		ACME TOILET RENTALS LLC		445.26		445.26	
057998	10/18/2024		NORTHERN RECYCLING & WASTE SERVICES LLC		1,873.50		1,873.50	
057999	10/18/2024		STREAMLINE		200.00		200.00	
058000	10/18/2024		FLORAL NATIVE NURSERY		1,646.56		1,646.56	
058001	10/18/2024		NORTHSTATE AGGREGATE INC		63.58		63.58	
058002	10/18/2024		STONE RIDGE TERMITE & PEST		200.00		200.00	
058003	10/18/2024		ARTURO MOSQUEDA		750.00		750.00	
058004	10/18/2024		NORMAC INC		296.68		296.68	
058005	10/18/2024		KEN'S PARADISE HITCH & WELD		124.92		124.92	
058006	10/18/2024		JENNIFER ARBUCKLE		3,741.00		3,741.00	
058007	10/25/2024		EXTRA SELF STORAGE		1,634.00		1,634.00	
058008	10/25/2024		ACME TOILET RENTALS LLC		445.26		445.26	
058009	10/25/2024		CSDA MEMBER SERVICES		8,687.00		8,687.00	G
058010	10/25/2024		KONKOW PARTNERS		200.00		200.00	
058011	10/25/2024		DEPARTMENT OF ALCOHOLIC BEVERAGE CONTR		50.00		50.00	
058012	10/25/2024		MID VALLEY TITLE & ESCROW COMPANY		2,733.30		2,733.30	
058013	10/25/2024		SCOTT MUHLBAIER		356.70		356.70	Refund
058014	10/25/2024		FROM THE GROUND UP FARMS INC		1,600.00		1,600.00	
058015	10/25/2024		BASIC BENEFITS		50.00		50.00	
058016	10/25/2024		O'REILLY AUTO PARTS		659.96		659.96	
058017	10/25/2024		KEVIN SHARRAH DESIGNS		81.19		81.19	
058018	10/25/2024		COMCAST		96.68		96.68	
058019	10/25/2024		NORTHSTAR ENGINEERING		1,037.00		1,037.00	
058020	10/25/2024		DOG WASTE DEPOT		172.36		172.36	
ACH	10/2/2024		ACH CALPERS	8,686.79			8,686.79	
ACH	10/2/2024		ACH CALPERS	3,938.25			3,938.25	
ACH	10/7/2024		ACH STATE PR TAX	2,247.08			2,247.08	
ACH	10/7/2024		ACH FED PR TAX	14,830.74			14,830.74	
ACH	10/7/2024		ACH CALPERS	10,602.82			10,602.82	
ACH	10/11/2024		ACH CALPERS	8,979.25			8,979.25	
ACH	10/18/2024		ACH STATE PR TAX	2,281.76			2,281.76	
ACH	10/18/2024		ACH FED PRPTAX	14,794.72			14,794.72	
ACH	10/28/2024		ACH CALPERS	8,929.75			8,929.75	
ACH	10/28/2024		ACH CALPERS	3,938.25			3,938.25	

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<b>TOTALS</b>				<b>159,382.94</b>	<b>151,009.86</b>	<b>62,458.88</b>	<b>372,851.68</b>	
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<b>GRAND TOTALS</b>				<b>202,627.93</b>	<b>151,009.86</b>	<b>62,458.88</b>	<b>416,096.67</b>	
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Refund = 1,682.98

Notes:

- A) Transferring funds to the Five Star Bank account for direct deposit payroll
- B) New maintenance truck to replace totaled truck
- C) Payment for Salary Survey
- D) Aquatic Building Consultant
- E) New trailer for the Neighbor to Neighbor Program
- F) Employee payment for FSA account
- G) Yearly membership fee



# Staff Report

November 13, 2024



DATE: 11/6/2024  
 TO: Board of Directors (BOD)  
 FROM: Mark Cobb, (Park Supervisor)  
 SUBJECT: Pool Resurfacing Bid

## Report In Brief

Staff revealed that the Paradise Pool needed relining at Board meetings prior to the 2024 Swim Season and discussed deferring it to the fall after the season. While it worked for the season, unfortunately, the top coating has worn down and the fiberglass is more exposed than earlier in the year. Park Supervisor Cobb reached out to several contractors for bids with two responses, Ace Pool Plastering (out of El Dorado, Ca.) and Spray Tech Systems (out of Rancho Cordova). The lowest bid came from Ace Pool Plastering at 70,000, while Spray Tech Systems has a proposal of \$155,000 to 185,000. The District set aside \$50,000 in the budget for pool repairs and the remaining balance of \$20,000 will be coming Capital Improvement & Acquisition Reserve and possibly the general budget.

***Recommendation:*** Provide District Manager with authorization to complete project.

[https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2024/2024.1113/BOD.Pool.Relining.Report.24.1106.docx](https://paradisepd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.1113/BOD.Pool.Relining.Report.24.1106.docx)  
 11/7/2024



# Paradise Recreation & Park District

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Email: [info@ParadisePRPD.com](mailto:info@ParadisePRPD.com)

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

## SAFETY COMMITTEE MEETING Report/Minutes

- DATE:** September 19, 2024, at 8:30 a.m.
- LOCATION:** Teams
- ATTENDANCE:** Sarah Hoffman, Administrative Assistant III  
Mark Cobb, Park Supervisor  
Jeff Dailey, Recreation Supervisor  
Kristi Sweeney, Assistant District Manager
- ABSENT:** Dan Efseaff, District Manager
- FACILITATOR:** Sarah Hoffman

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1. **CALL TO ORDER:** 10:00 AM

2. **MINUTES:**

- Mark Cobb moved to approve the minutes from the September 19, 2024, Safety Committee Meeting with the noted corrections. Jeff Dailey seconded the motion. The rest of the committee members present concurred.

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

a. THE FOLLOWING SAFETY MEETINGS WERE HELD:

- September 11, 2024      Hard Hat Availability  
   Led by Ray Lockridge, Park Foreman
- September 18, 2024      Cold and Flu/ Hard Hats  
   Led by Paul Schoewe, Park Maintenance II
- September 25, 2024      Driving Safety  
   Led by Spencer Strauss, Park Maintenance III Trail  
   Crew
- October 2, 2024            Examining Tires before Leaving the Yard  
   Led by Vince Strang, Park Assistant III
- October 16, 2024         Traffic Safety  
   Led by Ray Lockridge, Park Foreman

- b. DOCUMENTED SITE INSPECTIONS, REPAIRS, AND OTHER ACCOMPLISHMENTS RELATED TO SAFETY:
- None
- c. ACCIDENT/INCIDENT REPORTS: They were on the attached accident report
- 10/8/2024- Tamra found a small white bag of substance in a book she brought to work. She had gotten it from the library.
  - Joe was working at the ball field at Moore road and there was a lot of drinking going on and he did not feel comfortable being there.
- d. WORKERS' COMPENSATION REPORTS:
- Workers Compensation Open Detail Report since September 29, 2024
    - Open Claim for 4A2207P8RB50001
    - Open Claim for 4A23036N0290001
    - Open Claim for 4A2408VNB1W0001

#### 4. MISCELLANEOUS:

Next Safety Meeting Date: October 17, 2024, at 8:30 a.m.

Facilitator: Sarah Hoffman

Adjourned: 8:40 AM

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Sarah Hoffman, Safety Committee Secretary

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Date:

cc: CAPRI  
PRPD Board

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/2024/SC\\_24.1024/24.1024.DRAFT.Minutes.Draft.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/Safety Committee/2024/SC_24.1024/24.1024.DRAFT.Minutes.Draft.docx)

# Finance Committee Report

October 10, 2024



DATE: 10/28/2024  
 TO: PRPD Board of Directors  
 FROM: Sarah Hoffman, Administrative Assistant III  
 SUBJECT: October Finance Committee Report

**Attendance: Committee Members:** Al McGreehan, Chairperson: and Steve Rodowick, Member  
**Staff Members:** Dan Efseaff, District Manager; Catherine Merrifield, District Accountant; Sarah Hoffman, Administrative Assistant III  
**Guest:** Melanie Brubaker (GCI Insurance Brokers) and Billy Hansen (Global Office Inc.)

Chair McGreehan called the meeting to order at 3:00 PM

**The Committee met to:**

Staff suggested handling item 2 before item 1. The committee concurred.

**2. Review Global Office Inc Printer Proposal**

The committee concurred on taking this item to the Full Board.

**1. Review Medical Insurance**

The committee stated they would like to see the District hold a meeting with all those receiving medical/ medical stipend. Staff agreed and said they would and would revisit the Finance Committee before taking the item to the full board for consideration. Staff reported that the medical insurance costs are going up in January 2025.

**3. Funds (Verbal Report)**

District Manager Efseaff discussed possible land and funding for it.

The Committee adjourned at 4:10 PM

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Finance/2024/FC\\_24.0903/FC.Report.24.0903.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Finance/2024/FC_24.0903/FC.Report.24.0903.docx)  
 11/7/2024

# Personnel Committee Report

October 15, 2024



DATE: 10/17/2024  
 TO: Board of Directors  
 FROM: Sarah Hoffman, Administrative Assistant III  
 SUBJECT: October Personnel Committee Report

**Attendance:** Committee Chair, Jen Goodlin; Committee Member, Mary Bellefeuille  
 PRPD Staff: Sarah Hoffman, Administrative Assistant III; Dan Efseaff, District Manager; District Accountant, Catherine Merrifield.

The meeting was called to order at 3:05 PM.

The Committee met to:

**1. Discuss New Insurance Options**

District Manager Efseaff briefed Committee members on the reasons why the District is looking into new Medical Insurance options. Administrative Assistant Hoffman then reviewed the new options and pricing. The Committee discussed questions and suggestions with staff before the committee provided direction to continue exploration of the new options and potential consideration with the Full Board.

**The meeting adjourned at 3:47 PM.**

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Personnel/2024/PC\\_24.1015/PC.Report.24.1015.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2024/PC_24.1015/PC.Report.24.1015.docx)  
 11/7/2024

# Staff Committee Report

October 22, 2024



DATE: 10/28/2024  
 TO: Board of Directors  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: October Recreation and Park Committee Report

**Attendance:**

Committee Members: Mary Bellefeuille, Chair (present via phone); Robert Anderson, Member  
PRPD Staff Present: Dan Efseaff, District Manager; Kristi Sweeney, Assistant District Manager.

Guests Present: Patrick Farrar(Melton Design), Gregg Melton(Melton Design), Sarah Richelieu (Melton Design), Citizen Stonebraker.

The meeting was called to order at 1:10 PM.

The Committee met to:

**1. Receive Updates on Lakeridge and Bille Park (Melton Design Group)**

District Manager Efseaff briefly reviewed the projects and introduced the team from Melton Design Group, who provided updates on the projects and reviewed design details.

The meeting adjourned at 1:43 PM.

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_Committee.Rec.Park/2024/RPC.24.1022/RPC.Report\\_24.1022.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Rec.Park/2024/RPC.24.1022/RPC.Report_24.1022.docx)  
11/7/2024

# Staff Report

November 13, 2024



DATE: 11/1/2024  
 TO: Board of Directors (BOD)  
 FROM: Sarah Hoffman, Administrative Assistant III  
 SUBJECT: Replace Contract with Inland Business Systems with new one with Global Office Incorporated for printer services.

## Report in Brief

The District signed a current contract with Inland Business Systems (Inland) in 2018 to provide printer services for a large volume, color printer/scanner. Though the performance of the machine initially was good, recently, we have experienced several issues with the printer, requiring service calls to Inland, and the use of our IT consultant to remedy. While the printer has been switched out for a newer model several times, we have still encountered significant printing output delays and trouble with Bluetooth features. Not long after the District received the latest printer, the Inland office closed in Chico and they consolidated their services to Sacramento, making it difficult to get a technician on site if problems arise.

As a result, the District searched for improved alternative printing options with a local presence and found Global Office Incorporated (Global). Global provided a proposal that provides a lower rate to the District and importantly, will buy out the remaining time of the existing contract without any penalties. The District will save \$74.16 annually and it may be summarized as:

Current Situation										
Machine	Location	Current Equip Pymt	AMV BLK	Current BLK Rate	Current BLK Payment \$	AMV Color	Current CLR Rate	Current Color Payment \$	Total Combined	
Xerox C8145	Print Room	\$ 208.84	2379	\$ 0.006620	\$ 15.75	3848	\$ 0.066130	\$ 254.47	\$ 479.05	
Proposed Solution										
Machine	Location	New Equip Pymnt	AMV BLK	New BLK Rate	New Blk Payment	AMV Color	New Color Rate	New Color Payment	Total Combined	Monthly Savings
Canon C5840	Print Room	\$ 239.27	2379	\$ 0.0060	\$ 14.27	3848	\$ 0.05700	\$ 219.34	\$ 472.87	\$ 6.18

Several local companies switched to Global Office with the changes at Inland, including CARD. The contract would replace the Xerox printer with one manufactured by Cannon. The Finance Committee reviewed the proposal with staff and the Global representative at its last meeting and concurred with the recommendation to switch.

**Recommendation:** *Authorize the District Manager to sign the Lease and Service Agreement with Global.*

## Attachments:

- A. Proposal from Global Office
- B. Global Office Lease Agreement
- C. Global Office Service Agreement

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 11/7/2024

# Solution



## NEW Canon imageRUNNER Advance DX C5840i utilizing NASPO

- Staple and hole-punching
- Scan up to 270 pages per minute.
- Scan to desktop, email, folder, etc. as PDF/TIFF/JPEG.
- Copy, print, scan up to 12” x 18” documents.
- 200 sheet single pass, dual scan document feeder.
- 10 second warm time from power on.
- 100 user mailboxes for document storage.



### Lease option 60-months

\$233.91/month

### Service Rates

Cost per copy BW

\$ .006

Cost per copy Color

\$ .057

(Service rates include all parts, labor, and toner)

Current Situation										
Machine	Location	Lease	AMV BLK	BLK Rate	BLK Cost	AMV Color	Color Rate	Color Cost	Total	
Xerox C8145	Print Room	\$ 208.84	2379	\$ 0.006620	\$ 15.75	3848	\$ 0.066130	\$ 254.47	\$ 479.05	
Proposed Solution										
Machine	Location	Lease	AMV BLK	BLK Rate	BLK Cost	AMV Color	Color Rate	Color Cost	Total	Monthly Savings
Canon C5840	Print Room	\$ 233.91	2379	\$ 0.0060	\$ 14.27	3848	\$ 0.05700	\$ 219.34	\$ 467.52	\$ 11.54

Pricing includes buying out current Xerox lease, returning equipment to leasing company, delivery of new equipment, set-up, network deployment, and training.



APPLICATION NO.
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AGREEMENT NO.
---------------

**1905 Notre Dame Blvd. Ste. 230 Chico CA 95926 • Phone: 877.287.5033**

The words **Lessee, you** and **your** refer to **Customer**. The words **Lessor, we, us** and **our** refer to **GLOBAL OFFICE, INC.**

**CUSTOMER INFORMATION**

FULL LEGAL NAME Paradise Recreation & Park District			EQUIPMENT LOCATION (IF DIFFERENT)		
STREET ADDRESS 6626 Skyway		PHONE 530-872-6393	CITY	STATE	ZIP
CITY Paradise	STATE CA	ZIP 95969	FAX	FEDERAL TAX I.D. #	

**EQUIPMENT DESCRIPTION**

MAKE/MODEL/ACCESSORIES Canon imageRUNNER ADVANCE DX C5840i	SERIAL NO.

CHECK HERE FOR MULTIPLE PLACEMENTS - SEE ATTACHED SCHEDULE "A"

**TERM AND PAYMENT SCHEDULE**

Months 60	Monthly Payment* \$233.91	<i>(The lease contract payment ("Payment") period is monthly unless otherwise stated.) *plus applicable taxes</i>
<b>INSURANCE &amp; TAXES</b>	You are required to provide and maintain insurance related to the Equipment, and to pay any property, use, and other taxes related to this Agreement or the Equipment (see paragraphs 2 and 4 on page 2 of this Agreement). If you are tax-exempt, you agree to furnish us with satisfactory evidence of your exemption.	
<b>UCC &amp; MISCELLANEOUS</b>	You agree that we will file Uniform Commercial Code ("UCC") documents and obtain credit bureau reports. You authorize us to sign any documents in connection with the Uniform Commercial Code on your behalf. You agree to pay a one-time fee, not to exceed \$159.00 for the purpose of filing the UCC documents.	

**END OF LEASE OPTIONS**

You will have the following option at the end of the original term, provided that no event of default under the Agreement has occurred and is continuing. To the extent that any purchase option indicates that the purchase price will be the "Fair Market Value" (or "FMV"), such term means the value of the Equipment in continued use. 1) Purchase all but not less than all the Equipment for the Fair Market Value per paragraph 1, 2) Renew the Agreement per paragraph 1, or 3) Return the Equipment per paragraph 3.

**THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT; THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED.**

**CUSTOMER ACCEPTANCE**

By signing below, you certify that you have reviewed and do agree to all terms and conditions of this Agreement on this page and on page 2 attached hereto.

Paradise Recreation & Park District	<b>X</b>		
CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATED
PRINT NAME			

**ACCEPTANCE OF DELIVERY**

The undersigned hereby certifies that: (i) all of the above-described equipment (the "Equipment") has been delivered to the above-named customer (the "Customer") at the address indicated above, (ii) the Equipment has been installed, is fully operational and in good condition, and is unconditionally accepted.

Paradise Recreation & Park District	<b>X</b>		
CUSTOMER (as referenced above)	SIGNATURE	TITLE	DATE OF DELIVERY

**LESSOR ACCEPTANCE**

GLOBAL OFFICE, INC.			
LESSOR	SIGNATURE	TITLE	DATED

1. **AGREEMENT:** For business purposes only, you agree to lease from us the goods, together with all replacements, parts, repairs, additions, and accessions incorporated therein or attached thereto and any and all proceeds of the foregoing, including, without limitation, insurance recoveries (the "Equipment") and/or to finance certain licensed software and services ("Financed Items", which are included in the word "Equipment" unless separately stated), all as described on page 1 of this Agreement, excluding equipment marked as not financed under this Agreement, as it may be supplemented from time to time. You agree to all of the terms and conditions contained in this Agreement and any supplement, which (with the acceptance certification) is the entire agreement regarding the Equipment ("Agreement") and which supersedes any purchase order or invoice. You authorize us to correct or insert missing Equipment identification information and to make corrections to your proper legal name and address. This Agreement becomes valid upon execution by us and will start on the date we pay the supplier. Interim rent/due date adjustments will be in an amount equal to 1/30th of the Payment, multiplied by the number of days between the Agreement start date and the first Payment due date. Unless otherwise stated in an addendum hereto, this Agreement will renew for 3-month term(s) unless you send us written notice at least 90 days (before the end of any term) that you want to purchase or return the Equipment. All of the provisions of this Agreement shall continue to apply, including, without limitation, your obligations to remit Payments and other charges, until all of the Equipment is either returned to us or purchased by you. If any provision of this Agreement is declared unenforceable in any jurisdiction, the other provisions herein shall remain in full force and effect in that jurisdiction and all others. You understand and agree that we have no right, title or interest in intangible property or associated services such as periodic software licenses and prepaid database subscription rights (such intangible property "Software") and you will comply throughout the term of this Agreement with any license and/or other agreement entered into with the supplier of the Software.

- 2. RENT, TAXES AND FEES:** You will pay the monthly Payment (as adjusted) when due, plus any applicable sales, use and property taxes. The base Payment will be adjusted proportionately upward or downward: (1) by up to 10% to accommodate changes in the actual Equipment cost; (2) if the shipping charges or taxes differ from the estimate given to you; and (3) to comply with the tax laws of the state in which the Equipment is located. If we pay any taxes, insurance or other expenses that you owe hereunder, you agree to reimburse us when we request and to pay us a processing fee for each expense or charge we pay on your behalf. We may charge you for any filing fees required by the Uniform Commercial Code (UCC) or other laws, which fees vary state-to-state. By the date the first Payment is due, you agree to pay us an origination fee of \$150, as shown on our invoice or addendum, to cover us for all closing costs. We will have the right to apply all sums, received from you, to any amounts due and owed to us under the terms of this Agreement. If for any reason your check is returned for nonpayment, you will pay us a bad check charge of \$30 or, if less, the maximum charge allowed by law. We may make a profit on any fees, estimated tax payments and other charges paid under this Agreement.
- 3. MAINTENANCE AND LOCATION OF EQUIPMENT; SECURITY INTEREST:** You agree to keep the Equipment: (1) in good repair, condition and working order, in compliance with applicable manufacturers' and regulatory standards; (2) free and clear of all liens and claims; and (3) only at your address shown on page 1, and you agree not to move it unless we agree. As long as you have given us the written notice as required in paragraph 1 prior to the expiration or termination of this Agreement's term, if you do not purchase the Equipment, you will return all but not less than all of the Equipment and all related manuals and use and maintenance records to a location we specify, at your expense, in retail re-saleable condition, full working order and complete repair. You are solely responsible for removing any data that may reside in the Equipment you return, including but not limited to hard drives, disk drives or any other form of memory. You grant us a security interest in the Equipment to secure all amounts you owe us under any agreement with us, and you authorize us to file a financing statement (UCC-1). You will not change your state of organization, headquarters or residence without providing prior written notice to us so that we may amend or file a new UCC-1. You will notify us within 30 days if your state of organization revokes or terminates your existence.
- 4. COLLATERAL PROTECTION; INSURANCE; INDEMNITY; LOSS OR DAMAGE:** You agree to keep the Equipment fully insured against risk and loss, with us as lender's loss payee, in an amount not less than the original cost until this Agreement is terminated. You also agree to obtain a general public liability insurance policy with such coverage and from such insurance carrier as shall be satisfactory to us and to include us as an additional insured on the policy. Your insurance policy(s) will provide for 10 days advance written notice to us of any modification or cancellation. You agree to provide us certificates or other evidence of insurance acceptable to us. If you fail to comply with this requirement within 30 days after the start of this Agreement, you agree to one of the following options, the selection of which is at our sole discretion: (1) we may obtain insurance covering our interest (and only our interest) in the Equipment for the Agreement term and renewals. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled by us at any time. You may be required to pay us an additional amount each month for the insurance premium and an administrative fee. The cost may be more than the cost of obtaining your own insurance; or (2) we may charge you a monthly property damage surcharge of up to .0035 of the Equipment cost as a result of our credit risk and administrative and other costs, as would be further described on a letter from us to you. We may make a profit on this program. **NOTHING IN THIS PARAGRAPH WILL RELIEVE YOU OF RESPONSIBILITY FOR LIABILITY INSURANCE ON THE EQUIPMENT.** We are not responsible for, and you agree to hold us harmless and reimburse us for and to defend on our behalf against, any claim for any loss, expense, liability or injury caused by or in any way related to delivery, installation, possession, ownership, use, condition, inspection, removal, return or storage of the Equipment, although we reserve the right to participate in the defense and to select or approve defense counsel. You are responsible for the risk of loss or for any destruction of or damage to the Equipment. You agree to promptly notify us in writing of any loss or damage. If the Equipment is destroyed and we have not otherwise agreed in writing, you will pay to us the unpaid balance of this Agreement, including any future rent to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 3%). Any proceeds of insurance will be paid to us and credited, at our option, against any loss or damage. You authorize us to sign on your behalf and appoint us as your attorney-in-fact to endorse in your name any insurance drafts or checks issued due to loss or damage to the Equipment. All indemnities will survive the expiration or termination of this Agreement.
- 5. ASSIGNMENT: WE ARE THE OWNER OF THE EQUIPMENT. YOU HAVE NO RIGHT TO SELL, TRANSFER, ASSIGN OR SUBLEASE THE EQUIPMENT OR THIS AGREEMENT, without our prior written consent.** Without our prior written consent, you shall not reorganize or merge with any other entity or transfer all or a substantial part of your ownership interests or assets. You agree that we may sell or assign the Agreement without notice and the new Lessor will have the same rights that we have now and will not have to perform any of our obligations. You agree that the new Lessor will not be subject to any claims, defenses, or offsets that you may have against us.
- 6. DEFAULT AND REMEDIES:** You will be in default if: (a) you do not pay any Payment or other sum due to us or any other person when due or if you fail to perform in accordance with the covenants, terms and conditions of this Agreement or any other agreement with us or any of our affiliates or any material agreement with any other lender, (b) you make or have made any false statement or misrepresentation to us, (c) you or any guarantor dies, dissolves or terminates existence, (d) there has been a material adverse change in your or any guarantor's financial, business or operating condition, or (e) any guarantor defaults under any guaranty for this Agreement. If any part of a Payment is more than 5 days late, you agree to pay a late charge of 10% of the Payment which is late or if less, the maximum charge allowed by law. If you are ever in default, at our option, we can terminate this Agreement and require that you pay the unpaid balance of this Agreement, including any future Payments to the end of the term plus the anticipated purchase price of the Equipment (both discounted at 3%). We may recover default interest on any unpaid amount at the rate of 12% per year. Concurrently and cumulatively, we may also use any or all of the remedies available to us under Articles 2A and 9 of the UCC and any other law, including requiring that you: (1) return the Equipment to us to a location we specify; and (2) immediately stop using any Financed Items. In addition, we will have the right, immediately and without notice or other action, to set-off against any of your liabilities to us any money, including depository account balances, owed by us to you, whether or not due. In the event of any dispute or enforcement of rights under this Agreement or any related agreement, you agree to pay our reasonable attorney's fees (including any incurred before or at trial, on appeal or in any other proceeding), actual court costs and any other collection costs, including any collection agency fee. If we have to take possession of the Equipment, you agree to pay the costs of repossession, moving, storage, repair and sale. The net proceeds of the sale of any Equipment will be credited against what you owe us under this Agreement. **YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL, INDIRECT OR INCIDENTAL DAMAGES FOR ANY DEFAULT, ACT OR OMISSION BY ANYONE.** Any delay or failure to enforce our rights under this Agreement will not prevent us from enforcing any rights at a later time. You agree that this Agreement is a "Finance Lease" as defined by Article 2A of the UCC and your rights and remedies are governed exclusively by this Agreement. You waive all rights under sections 2A-508 through 522 of the UCC. If interest is charged or collected in excess of the maximum lawful rate, we will not be subject to any penalties.
- 7. FAXED OR SCANNED DOCUMENTS, OR E-SIGNATURE, MISC.:** This Agreement may be executed in counterparts. The executed counterpart which has our original signature and/or is in our possession shall constitute chattel paper as that term is defined in the UCC and shall constitute the original agreement for all purposes, including, without limitation: (i) any hearing, trial or proceeding with respect to this Lease; and (ii) any determination as to which version of this Agreement constitutes the single true original item of chattel paper under the UCC. If you manually or electronically sign and transmit this Agreement to us by facsimile or other electronic transmission, the transmitted copy shall be binding upon the parties. You agree that the facsimile or other similar electronic transmission of this Agreement manually signed by us, when attached to the facsimile or other electronic copy signed by you (manually or electronically), shall constitute the original agreement for all purposes. The parties further agree that, for purposes of executing this Agreement, and subject to our prior approval and at our sole discretion: (a) a document signed and transmitted by facsimile or other electronic transmission shall be treated as an original document; (b) the manual or electronic signature of any party on such document shall be considered as an original signature; (c) the document transmitted shall have the same effect as a counterpart thereof containing original signature; and (d) at our request, you, who executed this Lease and transmitted its signature by facsimile or other electronic transmission shall provide the counterpart of this Lease containing your original manual signature to us. No party may raise as a defense to the enforcement of this Agreement that a facsimile or other electronic transmission was used to transmit any signature of a party to this Lease. You agree to execute any further documents that we may request to carry out the intents and purposes of this Agreement. All notices shall be mailed or delivered by facsimile transmission or overnight courier to the respective parties at the addresses shown on this Agreement or such other address as a party may provide in writing from time to time. By providing any telephone number, now or in the future, for a cell phone or other wireless device, you are expressly consenting to receiving communications, regardless of their purpose, at that number, including, but not limited to, prerecorded or artificial voice message calls, text messages, and calls made by an automatic dialing system from us and our affiliates and agents. These calls and messages may incur access fees from your provider. To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means to you: when you open an account, we will ask for your name, address and other information that will allow us to identify you. We may also ask to see identifying documents. You authorize us to furnish your information, including credit application, payment history and account information, to credit reporting agencies and our assignees, purchasers or investors.
- 8. WARRANTY DISCLAIMERS:** **YOU AGREE THAT YOU HAVE SELECTED THE SUPPLIER AND EACH ITEM OF EQUIPMENT BASED UPON YOUR OWN JUDGMENT AND YOU DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. WE DO NOT TAKE RESPONSIBILITY FOR THE INSTALLATION OR PERFORMANCE OF THE EQUIPMENT. THE SUPPLIER IS NOT AN AGENT OF OURS AND WE ARE NOT AN AGENT OF THE SUPPLIER, AND NOTHING THE SUPPLIER STATES OR DOES CAN AFFECT YOUR OBLIGATION UNDER THIS AGREEMENT. YOU WILL CONTINUE TO MAKE ALL PAYMENTS UNDER THIS AGREEMENT REGARDLESS OF ANY CLAIM OR COMPLAINT AGAINST ANY SUPPLIER, LICENSOR OR MANUFACTURER, AND ANY FAILURE OF A SERVICE PROVIDER TO PROVIDE SERVICES WILL NOT EXCUSE YOUR OBLIGATIONS TO US UNDER THIS AGREEMENT. THIS AGREEMENT IS A NET AGREEMENT, YOU HAVE AN UNCONDITIONAL OBLIGATION TO MAKE ALL PAYMENTS AND YOU CANNOT WITHHOLD, SET OFF OR REDUCE SUCH PAYMENTS FOR ANY REASON. WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, OF, AND TAKE ABSOLUTELY NO RESPONSIBILITY FOR, MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE, CONDITION, QUALITY, ADEQUACY, TITLE, DATA ACCURACY, SYSTEM INTEGRATION, FUNCTION, DEFECTS, OR ANY OTHER ISSUE IN REGARD TO THE EQUIPMENT, ANY ASSOCIATED SOFTWARE AND ANY FINANCED ITEMS.**
- 9. LAW, JURY WAIVER:** **Agreements, promises and commitments made by Lessor, concerning loans and other credit extensions must be in writing, express consideration and be signed by Lessor to be enforceable.** This Agreement may be modified only by written agreement and not by course of performance. This Agreement will be governed by and construed in accordance with the law of the state of the principal place of business of Lessor or its assignee. You consent to jurisdiction and venue of any state or federal court in the state the Lessor or its assignee has its principal place of business and waive the defense of inconvenient forum. For any action arising out of or relating to this Agreement or the Equipment, **YOU AND WE WAIVE ALL RIGHTS TO A TRIAL BY JURY.**



# Equipment Maintenance Agreement

## Customer

**BILL TO:**

Company Name:	Paradise Recreation & Park District		
Department:			
Address:	6626 Skyway		
City:	Paradise	County:	
State:	CA	Zip:	95969
Contact:	Catherine Merrifield	FAX:	
Phone:	530-872-6393		
Email:	cmerrifield@paradisepprd.com		

**SHIP TO:**

Company Name:	Paradise Recreation & Park District		
Department:			
Address:	6626 Skyway		
City:	Paradise	County:	
State:	CA	Zip:	95969
Contact:	Sarah Hoffman	FAX:	
Phone:	530-872-6393		
Email:	shoffman@paradisepprd.com		

**Meter Contact Information**

Contact Name:	Sarah Hoffman
Phone Number:	530-872-6393
Email Address:	shoffman@paradisepprd.com
Primary Service Tech:	Edgar Abarca

**START DATE:** \_\_\_\_\_ TBD

**END DATE:** \_\_\_\_\_ TBD

## Equipment

N	Location	Make & Model	Serial	Equip ID	BW Images Incl	CLR Images Incl	BW Rate	CLR Rate	BW Overage	CLR Overage	CPC Base Charge	Charge
1	Office	Canon C5840			2,000	3,000	0.0060	0.0570	0.0060	0.0570	\$0.00	\$183.00
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

**Total Images Included**      **2,000**      **3,000**

**Special EMA Instructions:**

Fees / Misc	\$0.00
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<b>Total</b>	<b>\$183.00</b> (plus tax)
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Base Frequency: \_\_\_\_\_ Monthly

Overage Frequency: \_\_\_\_\_ Quarterly

## Acceptance

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Global Office Inc**  
1905 Notre Dame Blvd. Ste. 230 Chico, CA 95928

Signature  
*Billy Hansen*

Date \_\_\_\_\_

## Equipment Maintenance Agreement- Terms and Conditions

During the term of the Equipment Maintenance Agreement (EMA), Global Office Inc. (Global) will provide on-site service and repair (including parts and labor) when required, preventative maintenance as required and all supplies excluding staples and paper (for supply inclusive contracts) for the equipment listed on the front of this document or subsequent amendment or equipment schedule.

If Global cannot maintain the equipment to its performance specifications, Global will replace the equipment with a comparable model at no additional charge to the Customer.

For the term following the date of original installation, or purchase of EMA, Global guarantees the copier to operate at 98% uptime. The uptime is calculated per quarter on 600 working hours (8:00 AM - 5:00 PM). Customer will be reimbursed for the time the copier is out of service in excess of 2% of normal working hours per quarter (12 hours). The reimbursement will be determined in increments of 9 working hours and to be settled quarterly.

Meters to be collected at a regular interval for billing purposes. Client agrees to allow Global to install a software tool to automatically collect meters.

Annual plans are for a 12-month period or the specified number of copies, whichever occurs first. All plans are subject to a minimum 3% annual increase.

### 1. Items NOT Covered by Global EMA

- a) \$3.37 per month per system charge to cover shipping.
- b) Maintenance and parts required due to customer neglect.
- c) Damage caused by the relocation of equipment without prior notification.
- d) Service performed by NON-Global employees.
- e) Any damage caused by natural disasters or other than normal equipment wear and tear.

### 2. On Site Response Time

- a) Global guarantees a 4 hour average response time during normal business hours.
- b) Normal Business hours are Monday through Friday 8:00AM to 5:00 PM (Excluding Holidays)

### 3. Termination of Contract

- a) EMA's may be cancelled by either the customer or Global upon 30 days written notice. Customer termination of an EMA prior to the expiration date will be billed in accordance with the terms in effect on the termination date. Termination will be subject to the monthly minimum coverage through the termination month and the following early termination charges based on the number of full months remaining on the EMA contract.
  - b) 0-6 Months remaining: Balance of contract due
  - 7-12 Months remaining: 7 payments due
  - 13-24 Months remaining: 12 payments due
- c) There will be a charge according to Per-Call Equipment service rates and Terms for any parts and service labor provided on or after the expiration date of the EMA.

### 4. After hours or non-contract charges

- a) An hourly rate for non-contract customers is \$150.00 an hour with a two-hour minimum.
- b) After hours service (after 5PM) can be provided at 1.5 times the regular hourly rate, plus \$50.00 travel time.
- c) Global will provide service to non-EMA customers on a time and material basis.

### 5. Limitations

- a) Global will not be responsible for any consequential or incidental damages resulting from the use or service of the equipment. Such damages include loss of revenue, downtime cost and loss of use of equipment.

### 6. Breach

- a) If the customer fails to pay in a timely manner for services, Global can withhold service and supplies for the equipment covered under this agreement.
- b) Invoices are payable upon receipt, terms are net.
- c) All accounts, which go beyond 30 days, will be charged 1% per month.
- d) Customer shall be responsible for all costs incurred as a result of any collection activity required to satisfy all outstanding balances.

### 7. Automatic Renewal of EMA

- a) Unless the customer notifies Global 30 days prior the end of the EMA period, the EMA will be renewed automatically for the succeeding EMA period with a minimum 3% increase.

Initial	
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# Staff Report

# November 13, 2024



DATE: 10/29/2024  
 TO: Board of Directors (BOD)  
 FROM: Kristi Sweeney, Assistant District Manager  
 SUBJECT: Full-Time Employee Health Insurance Allocation

## Summary

In August 2024, the District's health insurance provider notified staff of premium rate increases for January 1, 2025. Historically, the Board authorized a health insurance allocation for benefited (full-time) employees that matched the least expensive health insurance premium available. The increase will result in the least expensive monthly premium rising to \$1,013.70 or 10.81% (an increase of \$98.88 per month). Staff seeks Board approval to match the allocation to this amount.

***Recommendation:*** Approve an increase in the health insurance allocation for full-time time employees to match the lowest priced premium cost of \$1,013.70 effective January 1, 2025.

### 1. Background

In Fiscal Year 1999-2000, the Board authorized the District's participation in the CalPERS Health Insurance program and initiated a health stipend for full-time District staff participating in the program. Since then, the Board increased health stipends to match the lowest cost health insurance premium rate nine times. The most recent increase occurred in April 2024 when the Board authorized an increase in the health insurance stipend benefit for full-time employees to match the lowest priced health insurance premium of \$914.82, which took effect immediately and retro actively paid employees back the difference they paid out of pocket from January 2024 to April 2024.

In August 2024, the health insurance provider notified the District of a premium increase scheduled for January 1, 2025. The lowest health insurance premium increase (10.81%) leaves the current health insurance stipend of \$914.82 short by \$98.88 per month. The District Manager strongly supported the idea of BOD consideration as changes occur, rather than the concept of an automatic escalation and indicated that Staff will monitor future notifications and bring it to the BOD on a timely basis.

Because of the recent escalations, Staff explored several alternatives to the current insurance situation that may be cheaper and provide equivalent services (or better) to employees. While the District found favorable alternatives, the current contract limits change to the middle of 2025 (for 2026), therefore providing additional time to consider the options and reach out to employees and retirees to address questions or concerns. Staff discovered this restriction after the last committee meetings.

### 2. Fiscal Impact

The request fits within the current annual budget. The Board approved an Employee Benefits budget line at \$560,000. Current expenditures are \$121,818.33 (21.8% of the total). Currently, 17 full-time staff receive the health insurance stipend. If the Board chooses to approve the increase, the increased cost to the District would be \$120,630.30 (estimated from allocating 17 employees \$1,013.70 from January until July).

### 3. Committee Recommendation

Both the Finance and Personnel Committees have been briefed on potential new insurance options and costs. While the focus at the committees remained on the new options, Staff discussed the impending increase in health insurance.

### 4. Discussion

After a few years of limited growth, health insurance costs continue to increase. An increased allocation to cover the increased rate will realign this benefit to match the cost of the lowest priced health insurance premium. Staff will also examining potential updates to the personnel manual and/or clarifications from the BOD.

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2024/2024.1113/BOD.Health.Stipend.Increase.Request.Report\\_24.1029.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.1113/BOD.Health.Stipend.Increase.Request.Report_24.1029.docx)  
 11/7/2024

# Staff Report

## November 13, 2024



DATE: 10/31/2024  
 TO: Board of Directors (BOD)  
 FROM: Sarah Hoffman, Administrative Assistant III  
 SUBJECT: Benefits Update (Medical, Dental, Vision) - Information Only

### Report in Brief

District Staff and BOD Committees have been diligently looking into different health coverages (Medical/Dental/Vision) to provide better coverage at lower costs. Most of the effort has been on medical coverage. With the CalPERS insurance contract restriction that changes must occur in June 2025 to take effect January 2026, the District has additional time to consider the benefits and implications of separating from CalPERS Medical. However, the District may move forward with other changes such as improvements to dental and vision benefits. The District's current dental is Premier Access and Vision is VSP. Some staff have noted having a difficult time finding adequate care for dental care, but the vision program has been positive. Administrative Assistant III Hoffman worked with GCI Insurance Brokers to find similar or better care in both dental and vision and to find those options at a lower cost to the employee.

In working with GCI, they have found a company called Humana who offers both Dental and Vision at lower rates (dental being nearly half of what a single employee pays) and there are more options on where you can go to find care. In switching to Humana, the District will be able to offer:

- A dental plan with
  - a \$3,000 annual maximum (our current maximum is \$1,200) and
  - a monthly fee \$39.01 (considerably less than the current fee of \$70 a month)
- The vision option with Humana is:
  - A monthly fee of \$5.22 (compared to the current \$14).
  - The benefits offered appear slightly better than the current plan.

If the District chooses to move forward with the switch, there is an option to bundle the dental and vision which will come with a 2% discount on both items. Dental and Vision are entirely paid for by the employee so it will not financially affect the District. The plans that the District are looking at are cheaper than what employees currently pay.

**Recommendation:** *Authorize the District Manager to apply on behalf of the District.*

### Attachments:

- A. Humana Application

[https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2024/2024.1113/BOD.Dental.Vision.Change.Report.24.1105.docx](https://paradisepprd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.1113/BOD.Dental.Vision.Change.Report.24.1105.docx)  
 11/7/2024

Employer Group Application (all group sizes)

**Humana Insurance Company**

**CALIFORNIA**

Humana.com

The offering company(ies) listed below, severally or collectively, as the content may require, are referred to in this Employer Group Application as “Humana”, “We”, “Us”, or “Our”.

Dental, Vision, Life, and Disability plans insured or administered by **Humana Insurance Company**.

**1. GROUP INFORMATION** - Please type or print clearly in black ink

Group number: \_\_\_\_\_

Group name:				Requested effective date __/__/____	
Corporate/Situs location street address:		City:	State:	ZIP code:	County:
Date company established (MM/DD/YYYY):	Federal Tax ID:	Nature of business/SIC code:		Phone number:	
<b>Benefit Administrator/management contact name:</b>					
Phone number:			Email address:		
<b>Billing contact name:</b>					
Billing address (N/A if same as street address):			City:	State:	ZIP code:
Phone number:			Email address:		
Are separate divisions/classes required for billing or reporting? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain. Attach additional signed and dated sheets, if necessary.					

**2. ELIGIBILITY REQUIREMENTS**

Eligible employee count (including those employees who waive coverage):	Dental	Vision	Life	Short Term Disability	Long Term Disability
Are you offering coverage to retirees (Dental and Vision)? <input type="checkbox"/> No <input type="checkbox"/> Yes Required age (minimum 50): _____ Minimum years of service: _____					
Number of retirees to be covered:	<b>Dental:</b> _____		<b>Vision:</b> _____		
Does this company have any subsidiaries or affiliates, or are there any other associated entities that are eligible to file a federal or state combined tax return? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, enter information below:					
<b>Company name</b>				<b>Total employees</b>	
Do you want to exclude a class of employees? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, check class to exclude: <input type="checkbox"/> Union <input type="checkbox"/> Non-union <input type="checkbox"/> Hourly <input type="checkbox"/> Salary <input type="checkbox"/> Management <input type="checkbox"/> Non-management					
Is this a Collectively Bargained Plan? <input type="checkbox"/> No <input type="checkbox"/> Yes Name of plan _____ Plan number (assigned by employer for use in filing IRS form 5500): _____					
Has this Group been insured by Humana within the last three years? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, provide prior Group number: _____ Termination date: _____					
<b>Probationary Waiting Period</b> Probationary waiting period for eligible employees: <input type="checkbox"/> 0 days <input type="checkbox"/> 30 days <input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input type="checkbox"/> Other: _____ If you prefer months, please select “Other” and specify the number of months.					

**Probationary Waiting Period**

For STD, LTD groups of 100+ Eligible employees only: Does the probationary waiting period apply uniformly to all classes of employee?  
 Yes (indicate "all" as Class Name in #1)  No (indicate the class name and waiting period per class (if more than 4, add additional pages).

1. Class Name \_\_\_\_\_  
 For eligible employees:  0 days  30 days  60 days  90 days  Other: \_\_\_\_\_  
 If you prefer months, please select "Other" and specify the number of months.

2. Class Name \_\_\_\_\_  
 For eligible employees:  0 days  30 days  60 days  90 days  Other: \_\_\_\_\_  
 If you prefer months, please select "Other" and specify the number of months.

3. Class Name \_\_\_\_\_  
 For eligible employees:  0 days  30 days  60 days  90 days  Other: \_\_\_\_\_  
 If you prefer months, please select "Other" and specify the number of months.

4. Class Name \_\_\_\_\_  
 For eligible employees:  0 days  30 days  60 days  90 days  Other: \_\_\_\_\_  
 If you prefer months, please select "Other" and specify the number of months.

**Effective Date Provision**

Employee effective provision:  
 First of the month following probationary waiting period  
 Immediately following probationary waiting period (required for 90 day probationary waiting period)  
 The employee termination date coincides with the effective date provision  
 For STD, LTD, and Life, the employee termination date is the last day of employment

**3. COBRA/STATE CONTINUATION**

Is your Group subject to: COBRA  No  Yes State Continuation  No  Yes

Are any present or former employees/dependent currently on or eligible to elect COBRA/State Continuation?  No  Yes  
 If yes, enter information below. Attach additional signed and dated sheets (reorder CA-52660), if necessary.

Name of applicant	Qualifying event (e.g. termination of employment, divorce, etc)	Indicate if the applicant is currently on COBRA or State Continuation	COBRA/State Continuation			Lines of coverage (select all that apply)	
			Qualifying event date	Start date	End date	Dental	Vision
		<input type="checkbox"/> COBRA <input type="checkbox"/> State Continuation				<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> COBRA <input type="checkbox"/> State Continuation				<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> COBRA <input type="checkbox"/> State Continuation				<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> COBRA <input type="checkbox"/> State Continuation				<input type="checkbox"/>	<input type="checkbox"/>

**Plan Selection** – Please review the Regulatory Pre-enrollment Disclosure Guide with your agent, broker or producer. Complete the quote number and reference number (if applicable) to indicate the plans elected.

**4. DENTAL PLAN SELECTION**  Electing  Not electing

Sold quote number: \_\_\_\_\_  
 Plan 1 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Plan 2 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Plan 3 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Attach additional signed and dated sheets (reorder CA-52659-HIC), if necessary.

**EMPLOYER CONTRIBUTION** (Percentage or dollar amount): Minimum employer contribution toward employee premium is 0% or \$0.  
 Employee: \_\_\_\_\_ Employee/Spouse/ Domestic Partner: \_\_\_\_\_ Employee/Child: \_\_\_\_\_ Family: \_\_\_\_\_



<b>Participation</b> - Available to employers with 1 or more enrolled employees and • Non-Contributory plan - 100% • Contributory plan - 50% • Voluntary plan - minimum of 2 enrolled	Number of employees waiving with other qualifying coverage:	Number of employees waiving without other qualifying coverage:	Number of employees enrolled:

**CURRENT CARRIER**  
 Is this Group transferring group dental coverage from another group carrier?  No  Yes  
 Does prior coverage include orthodontia?  No  Yes  
 If yes, provide carrier name: \_\_\_\_\_ Proposed termination date: \_\_\_\_\_

**5. VISION PLAN SELECTION**  Electing  Not electing

Sold quote number: \_\_\_\_\_  
 Plan 1 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Plan 2 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Dual choice arrangements are subject to underwriting review.

**EMPLOYER CONTRIBUTION** (Percentage or dollar amount): Minimum employer contribution toward employee premium is 0% or \$0.  
 Employee: \_\_\_\_\_ Employee/Spouse/ Domestic Partner: \_\_\_\_\_ Employee/Child: \_\_\_\_\_ Family: \_\_\_\_\_

<b>Participation</b> - Available to employers with: • 1 or more enrolled employees when sold with dental; • 5 or more enrolled when standalone; and • Non-Contributory plan - 100% • Contributory plan - 50% • Voluntary plan - minimum of 5 enrolled	Number of employees waiving with other qualifying coverage:	Number of employees waiving without other qualifying coverage:	Number of employees enrolled:

**6. LIFE PLAN SELECTION**

Sold quote number: \_\_\_\_\_ Reference # \_\_\_\_\_  
**Basic Life and AD&D:**  Electing  Not electing -OR- **Basic Life ONLY:**  Electing  Not electing

**EMPLOYER CONTRIBUTION** (Percentage or dollar amount) for **BASIC** Employee and Dependent Life **ONLY**: Minimum employer contribution toward employee premium is 0% or \$0.  
 Employee: \_\_\_\_\_ Employee/Spouse/ Domestic Partner: \_\_\_\_\_ Employee/Child: \_\_\_\_\_ Family: \_\_\_\_\_

**Participation Requirement** - Available to employers with two or more enrolled employees.  
 • Non-contributory plan - 100%      • Contributory plan - 50%

Number of hours worked per week to be eligible (select between 20 and 40 hours, or if other please specify): \_\_\_\_\_

**CURRENT CARRIER**  
 Is this Group transferring group life coverage from another group carrier?:  No  Yes  
 If yes, provide carrier name: \_\_\_\_\_ Proposed termination date: \_\_\_\_\_

As of the date of this application, list any employees currently disabled and not actively at work (attach additional signed and dated pages, if necessary): \_\_\_\_\_

Rate Guarantee:  2 Year  3 Year  
 Age Reduction Schedule:  Schedule 1  Schedule 2  Schedule 3  Other (as quoted)  
 Flat amount \$ \_\_\_\_\_  
 Salary plan – options are 1x to 7x salary (in .5 increments), rounded to the next highest \$1,000  
 Salary level: \_\_\_\_ x salary      Maximum benefit: \$ \_\_\_\_\_  
 Class schedule (complete the table below)

Class	Description	Flat amount or Salary level
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

**Basic Dependent Life:**  Electing  Not electing  
 If yes, indicate volume amount  \$20,000/ \$10,000  \$10,000/ \$10,000  \$10,000/\$2,500  
 \$20,000/ \$5,000  \$10,000/ \$5,000  \$5,000/\$1,000

**Voluntary Employee Life:**  Electing  Not electing Reference # \_\_\_\_\_  
 Available to employers with five or more or 25% of the eligible employees enrolled, whichever is greater.

Do you want AD&D?  Electing  Not Electing  
 Rate Guarantee:  2 Year  3 Year  
 Age Reduction Schedule:  Schedule 1  Schedule 2  Schedule 3  Other (as quoted)  
 Minimum amount \$ \_\_\_\_\_  Maximum benefit \$ \_\_\_\_\_

**Voluntary Dependent Life** (only available if Employee Voluntary Life is elected):  Electing  Not Electing  
**Dependent Child Voluntary Amount**  \$5,000  \$10,000

**7. SHORT-TERM DISABILITY (STD) PLAN SELECTION**  Electing  Not electing

Sold quote number: \_\_\_\_\_  
 Class 1 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 2 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 3 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 4 name \_\_\_\_\_ / Reference # \_\_\_\_\_

Number of hours worked per week to be eligible (select between 20 and 40 hours, or if other please specify): \_\_\_\_\_

**CURRENT CARRIER**

Is this group transferring group disability coverage from another group carrier?  Yes  No  
 If yes, provide carrier name: \_\_\_\_\_ Proposed termination date: \_\_\_\_\_

**8. LONG-TERM DISABILITY (LTD) PLAN SELECTION**  Electing  Not electing

Sold quote number: \_\_\_\_\_  
 Class 1 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 2 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 3 name \_\_\_\_\_ / Reference # \_\_\_\_\_  
 Class 4 name \_\_\_\_\_ / Reference # \_\_\_\_\_

Number of hours worked per week to be eligible (select between 20 and 40 hours, or if other please specify): \_\_\_\_\_

**CURRENT CARRIER**

Is this group transferring group disability coverage from another group carrier?  Yes  No  
 If yes, provide carrier name: \_\_\_\_\_ Proposed termination date: \_\_\_\_\_

## 9. COMPLETE BELOW IF SELECTED *EITHER* SHORT-TERM OR LONG-TERM DISABILITY

As of the date of this application, list any employees currently disabled and not actively at work (attach additional signed and dated pages, if necessary):

**W-2 services option for Short-Term Disability** (please choose one):

Option 1: Withhold state and federal income taxes and the employee's portion of FICA. Prepare and file W-2 forms.

Option 2: Withhold state and federal income taxes and the employee's portion of FICA. Applicant waives W-2 forms services.

A detailed description of the W-2 services elected by applicant pursuant to this application will be provided to the applicant. Such services will be performed in accordance with the above election and established as standard procedures.

**W-2 services option for Long-Term Disability** (please choose one):

Option 1: Withhold state and federal income taxes and the employee's portion of FICA. Prepare and file W-2 forms.

Option 2: Withhold state and federal income taxes and the employee's portion of FICA. Applicant waives W-2 forms services.

A detailed description of the W-2 services elected by applicant pursuant to this application will be provided to the applicant. Such services will be performed in accordance with the above election and established as standard procedures.

## 10. THE FOLLOWING APPLIES TO ALL GROUPS SUBJECT TO ERISA

As claims administrator that makes claim determinations as described in Section 503 of the Employee Retirement Income Security Act (ERISA), we shall apply the terms of the Policy or Group Plan to make decisions regarding eligibility for coverage, processing claims for benefits, or deciding appeals of denied claims.

You, the participating employer, policyholder, contract holder, or Certificate sponsor, intend to establish, sponsor, plan sponsor and endorse an employee benefit plan which will be governed by ERISA. You are the ERISA plan administrator.

## 11. THE FOLLOWING APPLIES TO ALL GROUPS

The Group is only eligible if a bona fide business entity exists.

If you fail to pay premium when due, coverage may be subject to termination as specified under the terms of the Policy. You understand and agree that your coverage is continued monthly subject to timely payment of premium. We reserve the right to change the premium rates on any premium due date, as permitted by applicable law. You will receive advance written notice.

You will provide information or participation and eligibility records upon request that are relevant to this Employer Group Application and group coverage for inspection by Us or Our representative. For you to remain eligible you must meet the eligibility, participation and contribution requirements for each respective coverage at all times. You agree to make this information available to us for the term of the Policy. As required by law, we maintain the privacy of personal and health information.

We have the right to use information provided by you to determine whether this Employer Group Application will be accepted or declined and to establish appropriate premiums.

**12. AGREEMENT AND SIGNATURE – Review your policy/certificate carefully**

You, the authorized representative of the Group named herein, understand, agree and represent: You have read this Employer Group Application and the information you provided is accurate and complete to the best of your knowledge and belief and can be substantiated by your records. You have received and reviewed the applicable regulatory information and the Humana issued proposal. You referred to the proposal to select the benefit plan(s) applied for in this Employer Group Application and confirmed your selection from the Humana issued proposal before signing below. By executing this Employer Group Application, you agree to its terms and represent and warrant that you shall comply with the terms of the Policy and all applicable laws. An act of fraud or an intentional misrepresentation of a material fact may void or terminate an individual’s or Group’s coverage as specified under the terms of the Policy or Certificate. We shall rely on your representations and any information submitted by you or on your behalf. Providing incomplete, inaccurate or untimely information may reduce an individual’s or Group’s coverage or may increase past premium. The falsity of any statement in the application for any life or disability policy shall not bar the right to recovery under the policy unless such false statement was made with actual intent to deceive or unless it materially affected either the acceptance of the risk or the hazard assumed by the insurer.

For your protection California law requires the following to appear on this form:

**Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.**

Coverage is not in effect unless and until you receive written notification from Us. The Employer Group Application will form part of any contract or coverage issued. The original version of this Agreement is in the English language. If there are any discrepancies or conflicts between the English and any other version that has been translated into another language, the English version will control. Neither you nor the agent has the authority to waive a complete answer to any question, determine coverage or insurability, alter any contract, bind Us by making any promise or representation, or waive any of Our other rights or requirements. No waiver or change will bind Us unless signed by an authorized officer of Our company.

**CALIFORNIA LAW PROHIBITS AN HIV TEST FROM BEING REQUIRED OR USED BY HEALTH INSURANCE COMPANIES AS A CONDITION OF OBTAINING HEALTH INSURANCE COVERAGE.**

**DO NOT CANCEL ANY CURRENT GROUP COVERAGE UNTIL YOU RECEIVE WRITTEN NOTICE FROM US THAT WE HAVE ISSUED COVERAGE.**

Dated on: \_\_\_\_\_ by: \_\_\_\_\_  
(month, day, year) (Printed name of authorized representative of Group)

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**13. AGENT INFORMATION**

<b>Agency of Record</b> (for commissions and correspondence)	<b>Agent/Agency of Record</b> (for split commissions)
Name (print or type)	Name (print or type)
Tax ID/Social Security Number/Humana Agent Number	Tax ID/Social Security Number/Humana Agent Number
Commission split <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, percentage: _____ (equals 100%)	Commission split <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, percentage: _____ (equals 100%)
<b>Writing Agent/Broker Producer</b>	<b>Agent/Agency of Record</b>
Name (print or type)	Name (print or type)
Tax ID/Social Security Number/Humana Agent Number	Tax ID/Social Security Number/Humana Agent Number
Commission split <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, percentage: _____ (equals 100%)	Commission split <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, percentage: _____ (equals 100%)

**General Agency** (Complete only if agency involved in sale)

General agency information pertains to: <input type="checkbox"/> Agency of Record <input type="checkbox"/> Writing Agent	
Name (print or type)	Tax ID/Social Security Number/Humana Agent Number

In accordance with 10 California Code of Regulations, Section 2274.76, did you help or advise and/or answer questions regarding the application (including electronically), medical health questions or health insurance for any applicant?  No  Yes

If yes, who did you help? \_\_\_\_\_

In accordance with CIC § 10119.3, to the best of my knowledge, the information on the application is complete and accurate, and I have explained to the applicant in easy-to-understand language, the risk to the applicant of providing inaccurate information and that the applicant understood the explanation.

As the Agent, I acknowledge that I am responsible to meet with the Group submitting this Employer Group Application in order to fully and accurately represent the terms and conditions of the plans and services of the offering or insuring entity, or one of its subsidiaries. These provisions are available to me and the Group in the Regulatory Pre-enrollment Disclosure Guide or other plan literature. Additionally, I acknowledge that I am responsible for providing the Group a copy of their completed and signed Employer Group Application.

Writing Agent signature: \_\_\_\_\_

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

## District Report

Meeting Date: November 13, 2024



DATE: 10/31/2024  
 TO: PRPD Board of Directors (BOD)  
 FROM: Dan Efseaff, District Manager  
 SUBJECT: Monthly District Report

## Monthly Report

### 1. Administrative and Visitor Services

- a. Front Desk- The front desk has been slower than most years due to no ice rink. There are still many reservations for rooms in relation to the Neighbor-to-Neighbor partner events.

### 2. 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), Meeder Investment (Attachment E), and California Class (Attachment F).
- b. Other Revenue - \$20,000 for Maintenance truck that was totaled
- c. Interest Revenue - \$5,352.00 Refund for overcharged by Meeder Investment
- d. Impact Fees - For the month of Oct, the District received a total of \$3,892.26 in impact fees.
- e. Investments –
- i. Five Star Bank Interest deposits: Investment Money Market = \$3,165.05 and Grant Money Market = \$796.59.
  - ii. Meeder Investment: \$118,779.39
  - iii. California Class: \$4,439.75
  - iv. Tri Counties Bank Money Market: \$1,557.32
- f. Updates - Rick Wood from CSDA helped staff complete the remaining requests from the auditor for the FY 2022-2023 audit. Staff is waiting for further instructions from the auditor.

### 3. Parks

- a. Gold Nugget Museum (GNM) Update - The GNM recently reported that DADCO completed a cleanup to satisfy the Town vegetation ordinance and is lining up a more extensive work to complete it. Last year they spent \$2500 to clean up that property and have spent \$1500 to date. They have authorized Rancho Engineering to complete calculations on the two bridges over that creek. The District will explore options on PID water to return water to the site. GNM also requested an inspection on the septic to get a handle on future options for bathrooms (they have been exploring relatively inexpensive (under \$10,000 installed), moveable, ADA certified bathrooms. Recently, District Manager Efseaff met with GNM representative Brian Gray to discuss various options. While currently, both organizations are not able to commit substantial resources to rebuilding, both organizations discussed potential steps to help move in that direction, such as efforts for clearing the lot (removing some of the debris to allow mechanical clearing), adding picnic tables, constructing the bridges, and restoring water and electricity to the site. At the moment, GNM is planning to use the property with about 5 events a year. Staff anticipates further discussions to explore changes to the agreement for the future in 2025.
- b. TARC – The Pollinator Garden has been completed. Our maintenance crew along with Sophia and her volunteers really did a fantastic job on it. The point has always been uncompleted and a eye sore. Having this feature added along with the decorative rock around the stage has given that area a well overdue makeover. (Figures 1 and 2)
- c. Crain Park– The dead pine tree in the middle of the field was taken down by our tree crew. District Manager Efseaff and Park Supervisor Cobb met with Brenda Rightmyer from the Fire Safe Council and we very happy to report they will be helping us with much of the clearing of dead trees and brush around the park. Also, after close

inspection of the two larger cherry trees, the District felt that they have become hazards to patrons. They are showing stress cracks. Maintenance tried to save them, but time has taken its toll. Anything biological has a limited life span, and unfortunately these have reached the end of theirs. (Figures 3 through 6)

- d. Bille Park – Maintenance crews have been painting all the gates. Gates to any facility are the first thing patrons see and having them looking good helps begin their experience at the park feeling like they know it will be a well-kept, which in fact, all of our parks are, and we should be very proud of our maintenance staff for keeping them like that. Maintenance has also been refurbishing the benches around the upper playground. They are hoping to complete the ADA access ramp to the restrooms by early spring 2025. (Figures 7 and 8)
- e. Horse Arena – Maintenance repaired a leak at the horse arena. PRPD has always supported the Paradise Horseman’s Association by helping them clean the facility as well as addressing any maintenance issues immediately, and they have been appreciative of that. (Figure 9)

#### 4. Programs

- a. PRES Flag Football – The flag football program at Paradise Ridge Elementary School has been a popular new afterschool program. Twenty children are participating from 3:00 to 4:30pm on Tuesdays and Thursdays through November 21. We will be offering basketball as the next afterschool program. (Figure 10 and 11)
- b. Tiny Tots Preschool – The Tiny Tots program just started a new session with 14 kids on Monday and Wednesday, and 15 on Tuesday and Thursday. The children are moving into fall themed activities and projects. A particular highlight recently was a visit from a Cal Fire truck. All the kids got to get up into the truck and have a look around. (Figures 12 and 13)
- c. Judo – PRPD’s judo classes have started up again at Spring Valley School since the school year started. We are averaging eight children a month in that program. In addition, the judo classes at the Terry Ashe Recreation Center currently have 12 kids participating. (Figure 14)
- d. Aquatics – Usage of the Paradise pool finally came to an end on Friday, November 1<sup>st</sup> with the completion of the swim team’s usage. Both the Home Tech Charter and Paradise High School Swim Teams have been practicing in the pool Monday through Friday since August 14. The teams had one home swim meet on September 25<sup>th</sup>.
- e. Ridge Hiking Association – This month’s hike was planned to focus on a day of wellness starting with a hike at Paradise Lake and Kayaking to top it off. We had a limited attendance of two participants and ended up not kayaking since they were only interested in hiking.

#### 5. Outreach

- a. Johnny Appleseed Days- For the first year, PRPD assisted Paradise Chamber of Commerce by coordinating the Luther Lawn area of the festival. The area was named “The Connection Corner” to coincide with The Neighbor-to-Neighbor grant. Staff ran the Great Pumpkin Race game, educated the community on the Neighbor-to-Neighbor grant, and collaborated with other partners. (Figure 15)
- b. Sunday Sundaes at Crain Park: PRPD hosted a free Community Ice Cream Social for the Concow Community at Crain Park. Around 35 people trickled in and out while enjoying ice cream, lawn games, and connecting with their neighbors on a beautiful Fall day. (Figure 16)
- c. UCLA Fire Workshop – As part of a National Science Foundation (NSF) Grant, the UCLA Department of Urban Planning & Institute of the Environment and Sustainability invited District Manager Efsaef to participate in a workshop at UCLA on wildfire strategies in mid-October. The NSF grant paid for travel expenses for approximately 25 people from the US and Canada in the day long focused workshop. The participants represented agencies, insurance industry, tribal and cultural representatives, fire fighters, researchers, among others. The findings will be presented in a proceedings document.
- d. Golden Feather Unified School District (GFUSD) - GFUSD shared some updates with the District on the Concow School. They are excited to share that it looks like they will be receiving a Community Schools Grant. This will allow the District to hire a coordinator (shared with other foothill Districts) to help with facilities coordination and would also bring services to the school and area. Initially, they had planned to revive the library, but due to decreases in their budget, they now plan to move the library to Spring Valley as a cost-saving measure. They are open to host PRPD classes at their facilities and have procedures in place. Superintendent Peete suggested some events such as organizing community dances, a weekly open gym basketball session, and potential use of equipment currently at the school. He shared that the judo program is going really well. Other future ideas include dance, ballet, music lessons, and collaborating camps with their summer programs.

## 6. Volunteer Program

1. Pollinator Garden – Pollinator Garden planting and mulching was complete this month. Shout out to Annalise (Climate Fellow) for completing mulch and working on a plant map. The fence around the garden still needs to be installed and will depend on maintenance workload. Linda W. is a dedicated volunteer working on appreciation signage for volunteers who helped plant. The signage will be placed in the garden so those can come back and visit their contribution to creating a third space. (Figures 17 and 18)
2. Crain Stewardship Day – This month's day at Crain was rescheduled to next month due to red flag warning and high winds. **Next volunteer day:** November 15 from Noon – 3pm.
3. Butte County Climate Action Day – PRPD was one host site of many to take action for climate related projects in partnership with California Volunteers, Office of the Governor. They helped sponsor and support multiple host sites across Butte County and we have been grateful to participate for the past 3 years. Our project was at Moore Road Ball Park focusing on forest health and wildfire resiliency by removing invasives and pruning black oak trees. Volunteers from California Conservation Corps (CCC) and community volunteers joined PRPD staff and our Climate action fellow to fill a 20-yard container in 2 hours. (Figures 19 and 20)
4. Love Paradise, Make A Difference Day – Local community volunteer day to show Paradise Love. This year PRPD was a host site at Noble Park focusing on weeding, planting, and mulching trees from the previous tree plantings in Fall 2022. Volunteers had a blast meeting their neighbors, making teams, and planting trees. Shout out to Love Paradise planning team, community volunteers, Paradise Charter Middle School, and California Conservation Corps. (Figures 21 and 22)

## 7. Project Development

- a. Aquatic Center – Staff have been finalizing agreements with supporting service providers and Trover Construction Project Management (management) and NorthStar Engineering (site survey, preparation, and infrastructure development) have begun work. RomTech is updating the initial plans based on Town code requirements.
- b. Sierra Nevada Conservancy (SNC) Grant - SNC granted a time extension for an acquisition in Butte Creek Canyon. The extension will allow the District to complete updated due diligence, develop an use agreement with the landowner and other documents. Over the next few months, staff will provide an update on this effort.
- c. Buffer Project – The District will seek a no cost extension of the BRIC grant to better align with other funding efforts and provide additional time to share with the public and other partners. In addition, the extension will allow for an application that aligns better with likely 2025 grant applications for the next step.

## 8. Upcoming

- a. Town of Paradise & Partners Communication Upgrades – PRPD Staff have been researching better communication services for the District for emergency notification needs.

The Ridge Emergency Planning Group (REPG, Town of Paradise) identified the need for a better, redundant, interoperable system to improve communication between agencies during emergencies. The Town of Paradise is currently upgrading the communications system for the Paradise Police Department. This major upgrade provides an opportunity to repurpose equipment or frequencies that are being replaced to address some of the Town's communications needs. The Town introduced community partners to the VEOCI Emergency Management program ([www.veoci.com](http://www.veoci.com)) last year that they plan to use here in Butte County to manage and coordinate emergencies, which includes a long list of other tools in addition to messaging and communication. This introduction provided attendees (PRPD had two staff representatives) with an overview of how VEOCI works and how organizations or Emergency Operations Center (EOC) Sections can use it to better manage emergencies.

The County signed the agreement with VEOCI last month and is working on scheduling training. The Town will still need to work with the County concerning how partners such as PRPD, PID and PUSD will be licensed and incorporated into the system. The more agencies that are involved the lower the cost.



### Photographs



Figure 1. The Pollinator Garden at TARC



Figure 2. Maintenance crew members that worked on the Pollinator Garden.



Figure 3. Maintenance had to cut down a large pine tree at Crain Park.



Figure 4. Maintenance cleaning scraps of the Pine Tree that was cut down.



*Figure 5. Due to the condition of the cherry trees at Crain Park, it is time for them to come out.*



*Figure 6. Due to the condition of the cherry trees at Crain Park, it is time for them to come out.*



*Figure 7. A bench at Bille Park before being replaced.*



*Figure 8. A bench at Bille Park after being replaced. Good job PRPD Maintenance.*



Figure 9. Maintenance fixed a broken pipe in the middle of the horse arena.



Figure 10. JC and Willie Running our Flag Football program.



Figure 11. JC and Willie Running our Flag Football program.



Figure 12. Tiny Totters learning about fire trucks.



Figure 13. Teacher Lori supervises the Tiny Tots as they climbed up into the Cal Fire trucks.



Figure 14. Judo group before practice.



Figure 15. People of all ages enjoying the great pumpkin race.



Figure 16. Residents of Conrow chatting and enjoying ice cream.



Figure 17. The Pollinator Garden getting ready for mulch.



Figure 18. Signs that are located in the Pollinator Garden displaying who planted.



Figure 19. Butte County Climate Action Day focused on forest health and wildfire resiliency at Moore Road Ball Park.



Figure 20. The CCC Crew that helped out at Moore Road Ball Park.



*Figure 21. Volunteers at Love Paradise, Make a Difference Day.*



*Figure 22. Love Paradise, Make a Difference Day was held at Noble Park focusing on weeding, planting, and mulching trees from the previous tree plantings in Fall 2022.*

**Attachments:**

- A. Balance Sheet
- B. YTD Profit & Loss Budget vs. Actual
- C. Monthly Profit & Loss
- D. Investment and Reserve
- E. Recovery Project for the Fiscal Year
- F. California Class Report

[https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/\\_BOD/2024/2024.1113/2024.1113.BOD.District.Report.docx](https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/_BOD/2024/2024.1113/2024.1113.BOD.District.Report.docx)  
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Accrual Basis

**PRPD**  
**Balance Sheet**  
As of October 31, 2024

	Oct 31, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1001 · 1 Tri Counties Bank Checking	641,301.14
1002 · Mechanics Bank - Operating	72,476.32
1003 · Five Star Bank - Payroll	41,131.37
1005 · Petty Cash	300.00
1008 · North Valley Community Found	3,154.88
1010 · Treasury Cash - 2510	
1011 · General Operating	-109,322.66
1012 · ACO Reserve	606,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
1010 · Treasury Cash - 2510 - Other	20,000.00
<b>Total 1010 · Treasury Cash - 2510</b>	<b>521,377.34</b>
<b>1030 · Investments</b>	
1031 · Five Star Bank Money Market	374,349.40
1032 · Five Star Bank Grant M. M.	205,404.18
1033 · Investment Reserves	
1033.01 · CalPERS 115 Trust	7,742.04
1033.02 · Capital Improvement & Acquisit	10,210,717.62
1033.03 · Current Operations	4,820,302.80
1033.04 · Desig Proj/Sp Use/Grant Match	1,028,984.44
1033.05 · Future Operations	19,749,610.99
1033.06 · Technology	155,996.87
1033.07 · Vehicle Fleet & Equipment	799,984.44
<b>Total 1033 · Investment Reserves</b>	<b>36,773,339.20</b>
1034 · US Bank (Meeder Investments)	1,254.60
1035 · Tri Counties Bank	516,154.33
1036 · California Class	4,356.41
<b>Total 1030 · Investments</b>	<b>37,874,858.12</b>
<b>1100 · Designated Treasury Funds</b>	
1112 · Grosso Endowment-2512	54,619.72
1113 · Grosso Scholarship-2513	5,489.54
1114 · Designated Donations-2514	
1114.1 · Parks & Facilities Donations	10,817.21
1114.2 · Recreation Donations	
1114.3 · Scholarship Donations	10,618.93
1114.2 · Recreation Donations - Other	6,454.35
<b>Total 1114.2 · Recreation Donations</b>	<b>17,073.28</b>
1114.4 · General Donations	23,541.25
<b>Total 1114 · Designated Donations-2514</b>	<b>51,431.74</b>
<b>Total 1100 · Designated Treasury Funds</b>	<b>111,541.00</b>
<b>1119 · Impact Fees</b>	
1120 · Sub Div Fees - 2520	9,910.58
1121 · Park Acqui Unincorp - 2521	45,519.55
1122 · Park Dev Unincorp - 2522	154,078.28
1124 · District Fac Unincorp - 2524	58,551.38
1126 · Park Acqui Incorp - 2526	214,135.79
1127 · Park Dev Incorp - 2527	618,343.77
1128 · District Fac Incorp - 2528	648.03
<b>Total 1119 · Impact Fees</b>	<b>1,101,187.38</b>
<b>Total Checking/Savings</b>	<b>40,367,327.55</b>
<b>Other Current Assets</b>	
1310 · Miscellaneous Receivables	-0.02

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Accrual Basis

**PRPD**  
**Balance Sheet**  
As of October 31, 2024

	Oct 31, 24
<b>1500 · FMV Adjustments</b>	
1510 · FMV Adjustment-2510	2.76
1512 · FMV Adjustment-2512	307.34
1513 · FMV Adjustment-2513	31.28
1500 · FMV Adjustments - Other	4,716.38
<b>Total 1500 · FMV Adjustments</b>	5,057.76
<b>Total Other Current Assets</b>	5,057.74
<b>Total Current Assets</b>	40,372,385.29
<b>Fixed Assets</b>	
1710 · Land	1,461,695.91
1715 · Land Development	19,349.00
1720 · Buildings	5,750,913.53
1730 · Furn., Fixtures & Equip (>\$5k)	1,647,158.30
1740 · Vehicles	164,951.27
1798 · Accum Depr - Furn Fixture Equip	-318,381.00
1799 · Accum Depr - Buildings	-4,759,675.77
1800 · Construction in Progress	
1810 · CIP-Planning	
1810.1 · CIP-BSF Park Planning	157,272.27
1810.2 · CIP-Yellowstone Kelly (YK)	19,569.00
1810.3 · CIP-Buffer Study (BRIC)	173,032.70
1810.4 · CIP-OHV Study	4,287.53
<b>Total 1810 · CIP-Planning</b>	354,161.50
1820 · CIP-Acquisition	
1820.1 · Oak & Noble Acquisition (SNC)	33,501.12
1820.2 · Buffer (TNC)	77,664.34
<b>Total 1820 · CIP-Acquisition</b>	111,165.46
1830 · CIP-Development	
1830.1 · CIP-Aquatic Park Lighting	580.01
1830.2 · CIP-State Park Grant (SPPG)	231,310.60
1830.3 · CIP-Per Capita Program (PCP)	37,869.50
<b>Total 1830 · CIP-Development</b>	269,760.11
1840 · CIP-Facility & Park Amenities	
1840.1 · CIP-Paradise Pool Swim Blocks	1,247.17
1840.10 · CIP-GameTime Playground (GT)	2,128.50
1840.4 · CIP-RTGGP Trails Grant	50,409.49
1840.5 · Existing Park Improvements	450,376.63
1840.7 · Recovery Projects	74,653.62
1840.8 · CIP-Rotary Grant (PRF)	14,820.93
1840.9 · CIP-Rural Rec & Tourism (RRT)	101,079.90
<b>Total 1840 · CIP-Facility &amp; Park Amenities</b>	694,716.24
1850 · CIP-Programs	
1850.1 · North Valley Com Found -HTTN	323.04
1850.2 · Elements Grant (CNRA)	104,563.47
1850.3 · Far Northern Grant (FNRC)	19,023.35
1850.4 · Neighbor to Neighbor Grant(NTN)	44,259.63
<b>Total 1850 · CIP-Programs</b>	168,169.49
<b>Total 1800 · Construction in Progress</b>	1,597,972.80
<b>Total Fixed Assets</b>	5,563,984.04
<b>Other Assets</b>	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	369,050.00



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Accrual Basis

**PRPD**  
**Balance Sheet**  
As of October 31, 2024

	Oct 31, 24
Total Other Assets	669,372.00
<b>TOTAL ASSETS</b>	<b>46,605,741.33</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
2000 · Accounts Payable	122,396.61
Total Accounts Payable	122,396.61
<b>Other Current Liabilities</b>	
2100 · Payroll Liabilities	
2120 · Payroll Taxes Payable	5,355.55
2130 · Health Benefits Payable	-21,138.35
2140 · FSA payable	-821.10
2160 · 457 Retirement Payable	1,682.69
2170 · CalPers Payable	54,380.29
2180 · Garnishments payable	47.50
2190 · Accrued Leave Payable	
2192 · Sick leave payable	17,166.56
2193 · Vacation leave payable	44,205.95
Total 2190 · Accrued Leave Payable	61,372.51
Total 2100 · Payroll Liabilities	100,879.09
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2430 · Deferred Inflow - Pension	18,586.00
2440 · Deferred CIP Revenue	200,000.00
Total 2400 · Deferred Revenue	218,586.00
Total Other Current Liabilities	320,465.09
Total Current Liabilities	442,861.70
<b>Long Term Liabilities</b>	
2700 · FEMA Community Disaster Loan	60,454.95
2805 · CalPers Pension Liability	542,157.00
2806 · OPEB Liability	68,674.00
Total Long Term Liabilities	671,285.95
Total Liabilities	1,114,147.65
<b>Equity</b>	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3020 · Imprest Cash Reserve	300.00
3030 · General Reserve	3,000.00
3050 · Designated Captial Outlay	606,700.00
Total 3000 · General Fund Balances-2510	901,149.99
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	54,619.72
3213 · Grosso Scholarship-2513	5,489.54
3214 · Donations - 2514	77,722.50
3220 · Impact Fees	886,393.39
Total 3200 · Designated Fund Balances	1,024,225.15
3280 · Invest. in General Fixed Assets	3,188,395.18
3900 · Retained Earnings	41,063,246.78
3999 · Opening Balance Equity	-354,580.80
Net Income	-331,142.62

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Accrual Basis

**PRPD**  
**Balance Sheet**  
**As of October 31, 2024**

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	Oct 31, 24
Total Equity	45,491,593.68
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>46,605,741.33</b>

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Accrual Basis

**PRPD**  
**Profit & Loss Budget vs. Actual**  
 July through October 2024

	Jul - Oct 24	Budget	\$ Over Budget	% of B...
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
4100 · Tax Revenue	59,638.45	1,186,000.00	-1,126,361.55	5.0%
4200 · Impact Fee revenue	21,830.10	90,000.00	-68,169.90	24.3%
4300 · Program Income	89,799.36	276,000.00	-186,200.64	32.5%
4350 · Concession & Merchandise sales	180.00	1,600.00	-1,420.00	11.3%
4400 · Donation & Fundraising Income	486.47	60,000.00	-59,513.53	0.8%
4500 · Grant Income	171,091.73	1,350,000.00	-1,178,908.27	12.7%
4600 · Other Revenue	20,579.03	500,000.00	-479,420.97	4.1%
4900 · Interest Income	515,179.77	1,110,200.00	-595,020.23	46.4%
<b>Total Income</b>	<b>878,784.91</b>	<b>4,573,800.00</b>	<b>-3,695,015.09</b>	<b>19.2%</b>
<b>Gross Profit</b>	<b>878,784.91</b>	<b>4,573,800.00</b>	<b>-3,695,015.09</b>	<b>19.2%</b>
<b>Expense</b>				
5000 · Payroll Expenses				
5010 · Wages & Salaries	632,219.19	2,219,700.00	-1,587,480.81	28.5%
5020 · Employer Taxes	49,354.49	117,800.00	-68,445.51	41.9%
5030 · Employee Benefits				
5030.1 · Retired Health Premium Employer	5,560.60			
5030.2 · Admin Fee for Active	95.50			
5030.3 · Admin Fee for Retired	38.60			
5030 · Employee Benefits - Other	116,123.63	560,000.00	-443,876.37	20.7%
<b>Total 5030 · Employee Benefits</b>	<b>121,818.33</b>	<b>560,000.00</b>	<b>-438,181.67</b>	<b>21.8%</b>
5040 · Workers Comp Expense	68,140.00	110,000.00	-41,860.00	61.9%
5060 · Other Personnel Costs	2,413.99	15,500.00	-13,086.01	15.6%
<b>Total 5000 · Payroll Expenses</b>	<b>873,946.00</b>	<b>3,023,000.00</b>	<b>-2,149,054.00</b>	<b>28.9%</b>
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	157.78	3,000.00	-2,842.22	5.3%
5120 · Program Contract Labor	3,288.50	124,000.00	-120,711.50	2.7%
5130 · Program Supplies	7,320.59	51,200.00	-43,879.41	14.3%
<b>Total 5100 · Program Expenses</b>	<b>10,766.87</b>	<b>178,200.00</b>	<b>-167,433.13</b>	<b>6.0%</b>
5140 · Fundraising Expense	0.00	2,000.00	-2,000.00	0.0%
5200 · Advertising & Promotion	554.98	17,500.00	-16,945.02	3.2%
5220 · Bank & Merchant Fees	1,821.60	6,300.00	-4,478.40	28.9%
5230 · Contributions to Others	6,334.00	25,000.00	-18,666.00	25.3%
5240 · Copying & Printing	5,404.47	20,000.00	-14,595.53	27.0%
5260 · Dues, Mbrshps, Subscr, & Pubs	20,229.17	40,000.00	-19,770.83	50.6%
5270 · Education, Training & Staff Dev	1,234.80	6,700.00	-5,465.20	18.4%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	1,079.11	9,000.00	-7,920.89	12.0%
5284 · Program ET&F	0.00	8,400.00	-8,400.00	0.0%
5286 · Small Tools & Equipment	4,133.39	18,600.00	-14,466.61	22.2%
<b>Total 5280 · Equip., Tools &amp; Furn (&lt;\$5k)</b>	<b>5,212.50</b>	<b>36,000.00</b>	<b>-30,787.50</b>	<b>14.5%</b>
5290 · Equipment Rental	4,793.22	30,000.00	-25,206.78	16.0%
5300 · Insurance	80,168.41	160,600.00	-80,431.59	49.9%
5310 · Interest Expense	127.63	200.00	-72.37	63.8%
5320 · Miscellaneous Expense	0.00	300.00	-300.00	0.0%
5330 · Professional & Outside services				
5332 · Accounting	1,665.84	44,000.00	-42,334.16	3.8%
5334 · Legal	4,792.50	11,000.00	-6,207.50	43.6%
5336 · Engineering	0.00	300,000.00	-300,000.00	0.0%
5338 · Other Prof. & Outside Labor	58,067.14	362,000.00	-303,932.86	16.0%
<b>Total 5330 · Professional &amp; Outside services</b>	<b>64,525.48</b>	<b>717,000.00</b>	<b>-652,474.52</b>	<b>9.0%</b>
5340 · Postage & Delivery	422.13	1,500.00	-1,077.87	28.1%
5350 · Rent-Facility use fees	7,232.50	15,000.00	-7,767.50	48.2%
5360 · Repair & Maintenance				
5361 · Building R&M	336.27	7,000.00	-6,663.73	4.8%

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Accrual Basis

**PRPD**  
**Profit & Loss Budget vs. Actual**  
**July through October 2024**

	Jul - Oct 24	Budget	\$ Over Budget	% of B...
5362 · Equipment R&M	3,799.37	18,000.00	-14,200.63	21.1%
5363 · General R&M	799.38	7,000.00	-6,200.62	11.4%
5364 · Grounds R&M	5,465.96	65,000.00	-59,534.04	8.4%
5365 · Pool R&M	28,445.17	60,000.00	-31,554.83	47.4%
5366 · Vehicle R&M	1,423.49	18,000.00	-16,576.51	7.9%
5367 · Janitorial	4,160.54	18,000.00	-13,839.46	23.1%
5368 · Security	522.73	4,000.00	-3,477.27	13.1%
5369 · Vandalism	158.46	2,000.00	-1,841.54	7.9%
<b>Total 5360 · Repair &amp; Maintenance</b>	<b>45,111.37</b>	<b>199,000.00</b>	<b>-153,888.63</b>	<b>22.7%</b>
5370 · Supplies - Consumable				
5372 · Office Supplies	3,454.87	21,000.00	-17,545.13	16.5%
5374 · Safety & staff supplies	1,206.95	12,000.00	-10,793.05	10.1%
<b>Total 5370 · Supplies - Consumable</b>	<b>4,661.82</b>	<b>33,000.00</b>	<b>-28,338.18</b>	<b>14.1%</b>
5380 · Taxes, Lic., Notices & Permits	3,808.40	34,000.00	-30,191.60	11.2%
5390 · Telephone & Internet	9,173.49	24,000.00	-14,826.51	38.2%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	197.23	9,000.00	-8,802.77	2.2%
5404 · Fuel	10,202.25	44,000.00	-33,797.75	23.2%
5406 · Meals	3,190.94	11,000.00	-7,809.06	29.0%
5408 · Mileage & Auto Allowance	30.00	1,000.00	-970.00	3.0%
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>13,620.42</b>	<b>65,000.00</b>	<b>-51,379.58</b>	<b>21.0%</b>
5410 · Utilities				
5412 · Electric & Gas	34,351.89	95,000.00	-60,648.11	36.2%
5414 · Water	9,499.32	30,000.00	-20,500.68	31.7%
5416 · Garbage	7,016.32	25,000.00	-17,983.68	28.1%
<b>Total 5410 · Utilities</b>	<b>50,867.53</b>	<b>150,000.00</b>	<b>-99,132.47</b>	<b>33.9%</b>
<b>Total Expense</b>	<b>1,210,016.79</b>	<b>4,784,300.00</b>	<b>-3,574,283.21</b>	<b>25.3%</b>
<b>Net Ordinary Income</b>	<b>-331,231.88</b>	<b>-210,500.00</b>	<b>-120,731.88</b>	<b>157.4%</b>
<b>Other Income/Expense</b>				
Other Expense				
9999 · Misc. Expense	-89.26			
<b>Total Other Expense</b>	<b>-89.26</b>			
<b>Net Other Income</b>	<b>89.26</b>			
<b>Net Income</b>	<b>-331,142.62</b>	<b>-210,500.00</b>	<b>-120,642.62</b>	<b>157.3%</b>

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11/04/24  
Accrual Basis

**PRPD**  
**Profit & Loss**  
**October 2024**

	Oct 24
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
4200 · Impact Fee revenue	3,892.26
4300 · Program Income	11,532.99
4350 · Concession & Merchandise sales	180.00
4400 · Donation & Fundraising Income	86.35
4600 · Other Revenue	20,026.97
4900 · Interest Income	132,534.48
	168,253.05
<b>Total Income</b>	168,253.05
<b>Gross Profit</b>	168,253.05
<b>Expense</b>	
5000 · Payroll Expenses	
5010 · Wages & Salaries	201,482.43
5020 · Employer Taxes	15,870.12
5030 · Employee Benefits	
5030.1 · Retired Health Premium Employer	1,390.15
5030.2 · Admin Fee for Active	22.04
5030.3 · Admin Fee for Retired	8.91
5030 · Employee Benefits - Other	41,635.25
	43,056.35
5040 · Workers Comp Expense	0.00
5060 · Other Personnel Costs	615.24
	261,024.14
5100 · Program Expenses	
5110 · Concession & Merchandise Exp.	91.95
5120 · Program Contract Labor	756.00
5130 · Program Supplies	1,727.89
	2,575.84
5200 · Advertising & Promotion	34.98
5220 · Bank & Merchant Fees	-30.50
5240 · Copying & Printing	578.63
5260 · Dues, Mbrshps, Subscr, & Pubs	9,159.01
5270 · Education, Training & Staff Dev	745.00
5280 · Equip., Tools & Furn (<\$5k)	
5286 · Small Tools & Equipment	1,070.00
	1,070.00
5290 · Equipment Rental	2,845.52
5300 · Insurance	-4.12
5330 · Professional & Outside services	
5338 · Other Prof. & Outside Labor	12,315.67
	12,315.67
5340 · Postage & Delivery	276.61
5350 · Rent-Facility use fees	1,634.00
5360 · Repair & Maintenance	
5361 · Building R&M	104.89
5362 · Equipment R&M	2,749.36
5363 · General R&M	183.07
5364 · Grounds R&M	1,965.45
5365 · Pool R&M	4,277.97
5366 · Vehicle R&M	595.73
5367 · Janitorial	1,159.86
	11,036.33
5370 · Supplies - Consumable	
5372 · Office Supplies	1,240.66

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11/04/24

Accrual Basis

**PRPD**  
**Profit & Loss**  
**October 2024**

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	Oct 24
5374 · Safety & staff supplies	490.42
<b>Total 5370 · Supplies - Consumable</b>	<b>1,731.08</b>
5380 · Taxes, Lic., Notices & Permits	50.00
5390 · Telephone & Internet	2,460.70
5400 · Transportation, Meals & Travel	
5404 · Fuel	2,862.24
5406 · Meals	868.33
5408 · Mileage & Auto Allowance	30.00
<b>Total 5400 · Transportation, Meals &amp; Travel</b>	<b>3,760.57</b>
5410 · Utilities	
5412 · Electric & Gas	8,961.59
5414 · Water	4,679.22
5416 · Garbage	1,889.06
<b>Total 5410 · Utilities</b>	<b>15,529.87</b>
<b>Total Expense</b>	<b>326,793.33</b>
<b>Net Ordinary Income</b>	<b>-158,540.28</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
9999 · Misc. Expense	9.68
<b>Total Other Expense</b>	<b>9.68</b>
<b>Net Other Income</b>	<b>-9.68</b>
<b>Net Income</b>	<b>-158,549.96</b>

**Paradise Recreation & Park District  
Investment & Reserves Report  
31-Oct-24**

Summary						Annual
Reserve Funds	Maximum Target	6/30/2024 Balance	FY 2024-2025 Allocated	FY 2024-2025 Interest	10/31/2024 Balance	Funding Goal
CalPERS 115 Trust	500,000	5,509.41	0.00	2,225.51	7,734.92	30,000
Capital Improvement & Acquisition	25,000,000	10,091,330.12	0.00	119,006.83	10,210,336.95	100,000
Current Operations	8,000,000	6,017,411.97	-1,297,805.00	100,374.76	4,819,981.73	50,000
Designated Project/Special Use/Grant Matching	1,500,000	1,019,544.20	0.00	9,410.13	1,028,954.33	50,000
Future Operations	25,000,000	19,513,605.13	0.00	235,253.35	19,748,858.48	100,000
Technology	150,000	154,108.83	0.00	1,882.03	155,990.86	5,000
Vehicle Fleet & Equipment	1,000,000	790,544.20	0.00	9,410.13	799,954.33	75,000
<b>Total Reserves Funds</b>	<b>61,150,000</b>	<b>37,592,053.86</b>	<b>-1,297,805.00</b>	<b>477,562.75</b>	<b>36,771,811.61</b>	<b>410,000</b>

★ Correcting Beginning balance to match QuickBooks.

Detail		FY 2024 - 2025
Reserve Accounts	10/31/2024	Interest Earned
CalPERS 115 Trust	7,734.92	23.48
Capital Improvement & Acquisition	10,210,336.95	30,999.66
Current Operations	4,819,981.73	14,633.97
Designated Project/Special Use/Grant Matching	1,028,954.33	3,124.01
Future Operations	19,748,858.48	59,959.62
Technology	155,990.86	473.60
Vehicle Fleet & Equipment	799,954.33	2,428.75
General Operating	4,795,349.56	14,741.08
<b>Sub-Total Reserve Accounts</b>	<b>41,627,070.17</b>	<b>126,384.19</b>
<b>Total Reserve Accounts</b>	<b>37,720,759.73</b>	

Five Star	Beginning Balance	Change	Interest Earned	Ending Balance
Grant Money Market Account	204,607.59	(0.00)	796.59	205,404.18
Five Star Investment Money Market	554,985.41	300,000.00	3,165.05	858,150.46
Payroll Interest Checking	40,035.05	(34,811.71)	1.70	5,225.04
<b>Total Five Star</b>	<b>799,628.05</b>	<b>265,188.29</b>	<b>3,963.34</b>	<b>1,068,779.68</b>

Mechanics	Deposits	Checks/Fees
Checking (as of Sep 30, 2024)	72,545.81	99.49
<b>Total</b>	<b>-</b>	<b>72,446.32</b>

Tri Counties	Deposits	Checks/Fees
Money Market (as of Sep 30, 2024)	514,597.01	0.00
Checking	558,590.93	302.04
<b>Total</b>	<b>1,073,187.94</b>	<b>302.04</b>

<b>Total in interest earning accounts</b>	<b>39,305,693.74</b>	<b>128,739.80</b>
<b>Other Investment Income</b>		<b>0.00</b>
<b>Total</b>		<b>128,739.80</b>

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.

Paradise Recreation & Park District - Operating Account

**PORTFOLIO SUMMARY**

As of September 30, 2024



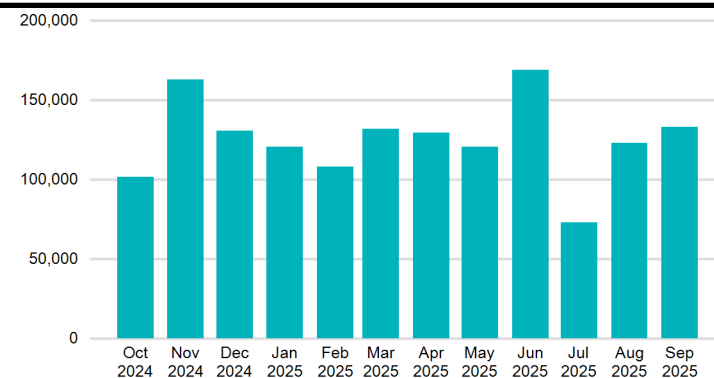
**MONTHLY RECONCILIATION**

<b>Beginning Book Value</b>	<b>35,511,552.18</b>
Contributions	
Withdrawals	
Prior Month Management Fees	(2,058.15)
Prior Month Custodian Fees	(229.33)
Realized Gains/Losses	1,497.78
Purchased Interest	(374.47)
Gross Interest Earnings	119,943.56
<b>Ending Book Value</b>	<b>35,630,331.57</b>

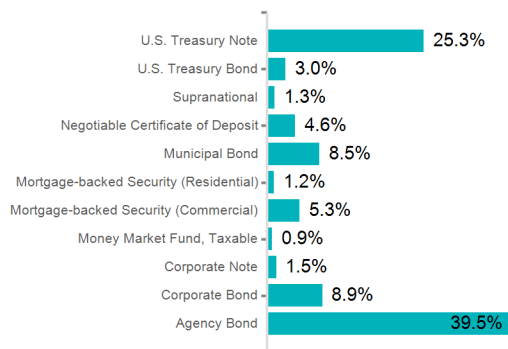
**PORTFOLIO CHARACTERISTICS**

Portfolio Yield to Maturity	4.54%
Portfolio Effective Duration	2.25 yrs
Weighted Average Maturity	2.46 yrs
Weighted Average Life	2.66 yrs

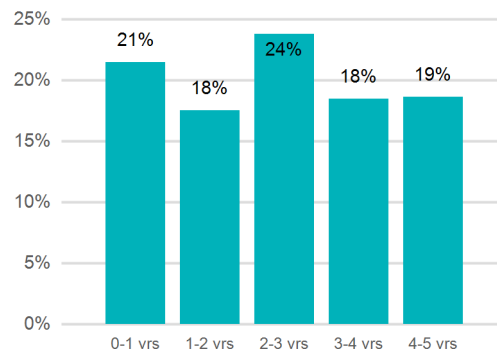
**PROJECTED MONTHLY INCOME SCHEDULE**



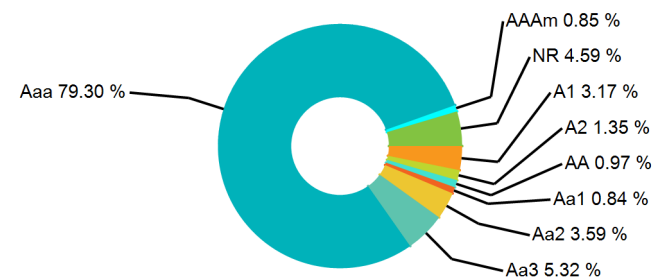
**SECTOR ALLOCATION**



**MATURITY DISTRIBUTION**



**CREDIT QUALITY**







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**Paradise Recreation & Park District**  
**6626 Skyway**  
**Paradise, CA 95969**

### California CLASS

#### California CLASS

Average Monthly Yield: 5.0039%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Income Earned YTD	Average Daily Balance	Month End Balance
CA-01-0077-0001	CC Reserve Fund	1,047,531.54	0.00	0.00	4,439.75	45,887.66	1,047,674.76	1,051,971.29
<b>TOTAL</b>		<b>1,047,531.54</b>	<b>0.00</b>	<b>0.00</b>	<b>4,439.75</b>	<b>45,887.66</b>	<b>1,047,674.76</b>	<b>1,051,971.29</b>