

Paradise Recreation and Park District
Board of Directors Regular Meeting
Terry Ashe Recreation Center
March 8, 2023

MINUTES

1. CALL TO ORDER:

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

1.1 PLEDGE OF ALLEGIANCE:

Chairperson Rodowick led the Pledge of Allegiance.

1.2 ROLL CALL:

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

PRPD STAFF:

Present: Dan Efseaff (District Manager), Kristi Sweeney (Assistant District Manager), Mark Cobb (Park Supervisor), Jeff Dailey (Recreation Supervisor), Catherine Merrifield (District Accountant), Sarah Hoffman (Board Clerk), Sunny Quigley (Administrative Assistant II)

1.3 WELCOME GUESTS:

Chairperson Rodowick welcomed guests.

Present: John Stonebraker.

Present via teleconference: Maddie Ferson (American Ramp Company).

2. PUBLIC COMMENT: None

3. CONSENT AGENDA:

3.1 Board Minutes: Regular Meeting of February 8, 2023- Will be included with April Packet

**3.2 Payment of Bills/Disbursements (Warrants and Checks Report)
Check # 055133 – 055204 and ACHs**

MOTION:

Director McGreehan moved to approve item 3.2, payment of bills/disbursements. Vice-chairperson Anderson seconded the motion, and the motion carried with 5 ayes.

ROLL CALL VOTE:

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

Chairperson Rodowick asked for Board concurrence to move items 6.1 and 6.2 to before committee reports. The Board concurred.

6.1. Consulting Agreement with American Ramp Company (ARC, Consultant) – At the June 8, 2022, meeting, the BOD approved a Memorandum of Understanding (MOU) between PRPD and Butte County accepting funds (\$20,000) toward the design work of a recreational trail and bike skills feature and other supporting amenities along the YKT Corridor. Consultant provided a responsive proposal (Attachment A), which has been revised into a new Scope of Work. The project will use PRPD’s standard agreement (legal reviewed). Recommendation: Authorize District Manager to complete agreement with consultant.

District Manager Efseaff introduced the item and introduced Maddie Ferson (Consultant). Ms.Ferson provided a brief verbal report on ARC and their specialties.

Secretary Bellefeuille asked about bike skill amenity locations and the potential for other uses. She also asked about community engagement and surveys and the Consultant’s California presence. District Manager Efseaff and Ms. Ferson provided feedback.

Director McGreehan asked about the timeline on the proposal and additional information about ARC’s staff in California. Ms. Ferson provided feedback.

Director McGreehan then stated that the Town of Paradise has a Plan related to the development of the Yellowstone Kelly Trail that should be considered in locating trail amenities.

Director Goodlin asked about the features and use of durable materials. Maddie provided feedback.

Chairperson Rodowick asked if there were any comments or questions from the public. Citizen Stonebraker made a public comment in regard to the YSKT being a main source of transportation and concern of changes to the transportation function of the trail. No other comments received.

MOTION:

Secretary Bellefeuille moved to authorize the District Manager to complete the agreement with American Ramp Company. Director Goodlin seconded the motion, and the motion carried with 5 ayes.

ROLL CALL VOTE:

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

6.2. Consulting Agreement with Deer Creek Resources (DCR, Consultant). – To satisfy a variety of Geographical Information Systems (GIS) Services and other associated needs (field mapping for trails, planning, and fuels work) over the next few years, the District has worked with Consultant to discuss needs for a variety of funded projects, planning, and project development needs.

Consultant will use PRPD's standard agreement with some minor additions that will require legal review. Recommendation: Authorize District Manager to complete agreement with consultant.

District Manager Efseaff provided a verbal report on the agreement with DCR and what the consultant would be doing for PRPD.

Chairperson Rodowick asked District Manager about the term on the agreement. District Manager Efseaff stated there was a mistake in the term and it would be corrected.

Director McGreehan asked about the \$50,000 for the estimated project total and how much of that has already been used. District Manager Efseaff provided feedback.

Vice-Chairperson Anderson asked about DCR and Zeke Lunder (consultant Principal) and his experience. District Manager Efseaff provided feedback.

Director Goodlin noted the value of GIS tracking is worth the cost and will save money in the long run.

Chairperson Rodowick asked if there were any comments or questions from the public. Citizen Stonebraker asked about the scope of work on the agreement and how much of the \$50,000 has already been spent. District Manager Efseaff provided feedback.

Chairperson Rodowick asked for any further comments or questions from the public and received none.

MOTION:

Director McGreehan moved to authorize the District Manager to complete the agreement with Deer Creek Resources. Secretary Bellefeuille seconded the motion, and the motion carried with 5 ayes.

ROLL CALL VOTE:

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

4. COMMITTEE REPORTS:

4.1. Finance Committee Meeting of February 16, 2023 (Verbal Report) - The committee met to discuss the 2023-2024 Budget Schedule, review the budget process, review California Class Investment Account, and review Finance Manual- Outline and Proposed Calendar. A written report will be provided in the next packet.

Director McGreehan gave a verbal report on the Finance Committee meeting. He stated that the committee will be busy over the next few months. District Manager Efseaff noted some of the items returning on future agendas.

4.2. Personnel Committee Meeting of February 21, 2023- The committee met to discuss a hiring staff request and met in a Closed Session to discuss the District Manager Evaluation/Employment Agreement and Employee Salary/ Wage negotiations.

Secretary Bellefeuille gave a quick verbal report on the hiring request regarding staff wanting to hire an Event Coordinator.

5. OLD BUSINESS:

5.1. Injury and Illness Prevention Program Manual (IIPP). – In November 2022, the Personnel Committee reviewed the draft document. Staff seek BOD approval of the updated Injury and Illness Prevention Program manual. Recommendation: Approve the updated Injury and Illness Prevention Program manual and approve Resolution #23-03-1-523.

The Committee provided suggestions to the document. Staff anticipates that this item will return to the April 12, 2023, Board of Directors Meeting

6. NEW BUSINESS:

6.3. Rotary Club of Paradise Vocational Services Sponsorship Request - The Rotary Club of Paradise Vocational Services team is looking to put on a Job Fair on May 5th and has asked Paradise Recreation and Park District to be the main sponsor for the event. Recommendation: Approve District sponsorship for the event.

District Manager Efseaff gave a brief verbal report on the item. He then invited Administrative Assistant Leeds to further explain the item.

Director McGreehan asked how High school kids could participate. Administrative Assistant Leeds explained that PUSD will release Students from school with the intention to attend.

Secretary Bellefeuille asked about the fiscal impact. Board Clerk Hoffman provided feedback.

Chairperson Rodowick then asked for public comments and comments or questions from the Board. He received none.

MOTION:

Director McGreehan moved to approve District sponsorship for the May 5th Job Fair. Secretary Bellefeuille seconded the motion, and the motion carried with 5 ayes.

ROLL CALL VOTE:

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

6.4. Authorizing Resolution to Apply for FEMA/CalOES Atmospheric River Disaster Assistance – Staff seek Board approval to submit applications to both FEMA and CalOES for cost reimbursement related to storm-related projects completed during the time period of December 27, 2022-January 31, 2023. Recommendation: 1) Direct staff to apply for FEMA and CalOES cost reimbursement for projects related to damages to District facilities due to the atmospheric rivers occurring December 27, 2022-January 31, 2023; and 2) Approve Resolution #23-03-2-524 to provide District Manager and Assistant District Manager with signatory authority.

Assistant District Manager Sweeney gave a verbal report on the item and then asked for questions.

Chairperson Rodowick asked about Bille Park and damages. Director McGreehan asked about the timing and term associated with damages and then identified corrections for the resolution.

Secretary Bellefeuille asked about the signing instructions on the application. Assistant District Manager Sweeny provided feedback.

Chairperson Rodowick then asked for public comments. Citizen Stonebraker made a public comment generalizing agenda and report errors.

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

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

MOTION:

Secretary Bellefeuille moved to approve staff move forward on the application for FEMA and CalOES cost reimbursement for projects related to damages to District facilities due to the atmospheric rivers occurring December 27, 2022 - January 31, 2023; and approve Resolution #23-03-2-524 to provide District Manager and Assistant District Manager signatory authority with form corrections. Vice-Chairperson Anderson seconded the motion, and the motion carried with 5 ayes.

ROLL CALL VOTE:

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

7. REPORTS:

7.1 District Report:

Assistant District Manager Sweeney gave an update on the Community Assistance Grant.

Recreation Supervisor Dailey thanked Lori McCoslin for all that she does for PRPD. He then talked about the baseball fields and staff activities to get them ready for the season, gave a fish plant update, stated that there will be Judo classes coming to Concow, and then talked about the upcoming April events.

Park Supervisor Cobb gave a verbal report on a recent County pool inspection, the PRPD pool received a rare 100% compliance. He also provided an update on the tree work following recent storms.

Secretary Bellefeuille congratulated Park Supervisor Cobb on the outstanding score and Director Goodlin commended the park crew for all that they do.

District Manager Efseaff went over the preliminary ice rink report. Ice Rink Manager Leeds also went through the report. There were then several questions from the Board about the ice rink.

There were questions on the weather policy, income/ expenses, past year's costs, and what other options we are looking for, for the next year. Staff provided answers to the questions.

Chairperson Rodowick then asked if there were any public comments. Citizen Stonebraker made a public comment on both the Community Assistance Grant and the Ice Rink.

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

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

7.2 Board Liaison Reports:

- Secretary Bellefeuille stated that she went to a URCC meeting where PG&E gave an update. Citizen Stonebraker gave an update on Community Service District options. Rebuild Paradise gave updates on grants that they had available, and CHIP gave an update on the housing project on Lakeridge Circle.
- Director McGreehan stated that he attended a meeting on February 15th with a few District and county staff members along with District Supervisor Teeter on some possible joint ventures and possible additional funding for Lakeridge. He stated he attended the PRPD Finance Committee Meeting on February 16th. On March 2nd he attended a LAFCO meeting where they had a public hearing to dissolve a drainage district and had a hearing where they revisited the prior actions regarding the Tuscan Water District. Then there was an item concerning a 7.5 -acre annexation property. On March 10th, he will attend a meeting with staff and representatives from the Magalia Community center to talk about a possible MOU between the two agencies. On March 14th the Paradise Citizens Alliance is hosting an agency organization collaborative meeting that he will attend, and lastly, on March 15th, he is attending a California Association of Recreation and Parks Board meeting.
- Director Goodlin gave a brief verbal report on her attendance at the Special District Leadership Academy.

8. **CLOSED SESSION:** None

9. **BOARD COMMENT:** None

10. ADJOURNMENT:

Chairperson Rodowick adjourned the meeting at 7:59 p.m. until the next Regular Board meeting, scheduled for April 12, 2023, at 6:00 p.m. at the Terry Ashe Recreation Center,


Steve Rodowick, Chairperson


Mary Bellefeuille, Secretary