



**Paradise Recreation and Park District
Board of Directors - Regular Meeting**
Terry Ashe Recreation Center, Room C
Wednesday, March 11, 2020 , 6:00 pm

Members of the public may comment on Agenda items at the time the item is presented. Speakers may comment on items not listed on the Agenda under Public Comment. Comments should be limited to a maximum of three (3) minutes. State Law prohibits the PRPD Board of Directors from acting on items not listed on the agenda. Please notify the meeting clerk prior to the start of the meeting if you wish to be heard.

1. CALL TO ORDER

- 1.1. Pledge of Allegiance
- 1.2. Roll Call
- 1.3. Welcome Guests: Paradise Piranhas Swim Team representative.
- 1.4. Special Presentations: Recognize Brandy Rice-Scharf, Recreation Leader III, on her retirement from the District after 17 years of service.

2. PUBLIC COMMENT

3. CONSENT AGENDA

- 3.1. Board Minutes: Regular Meeting of February 12, 2020
- 3.2. Correspondence: None
- 3.3. Payment of Bills/Disbursements (Warrants and Checks Report)
Check #050724 to and including #050809 in the total amount of \$117,190.56 including refunds and/or void checks reported.
- 3.4. Removal of Controllable Assets from District Inventory
- 3.5. Information Items (Acceptance only):
 - A. Draft Safety Committee Meeting Minutes for February 27, 2020

4. COMMITTEE REPORTS - None

5. REPORT

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

6. CLOSED SESSION - None

7. OLD BUSINESS

- 7.1. Paradise Piranhas Swim Team Report and 2020-2021 Agreement – A representative for the Paradise Piranhas Swim Team will provide an oral report supplementing the written 2019 financial report and season update submitted to the PRPD Board of Directors as indicated in Section J of the Agreement. The PRPD Board of Directors will consider the approval of the 2020-2021 Agreement has presented.
Recommendation: Approve Agreement as presented and authorize the District Manager to sign the agreement on behalf of the District.

- 7.2. Resolution #20-03-1-476 CalTRUST Account – The PRPD Board of Directors will (1) approve and adopt the resolution authorizing the opening of an account at CalTRUST as presented; and (2) authorize the District Manager to sign the Program Registration form and Participation Agreement on behalf of the District.

Recommendation: Approve as presented and authorize the District Manager to sign required documents on behalf of the District.

8. **NEW BUSINESS** - None

9. **BOARD COMMENT**

10. **ADJOURNMENT**

Adjourn to the next regular meeting on April 8, 2020 at 6:00 p.m., in Conference Room B, at the Terry Ashe Recreation Center (6626 Skyway, Paradise, California).



In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at 530-872-6393 or info@paradisepd.com at least 48 hours in advance of the meeting.

Paradise Recreation and Park District
Board of Directors Regular Meeting
 Terry Ashe Recreation Center, Room B
 February 12, 2020

004677

MINUTES

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

1. CALL TO ORDER:

1.1 PLEDGE OF ALLEGIANCE:

Chairperson McGreehan led the Pledge of Allegiance.

1.2 ROLL CALL:

Present: Chairperson Al McGreehan, Secretary Julie Van Roekel, Director Steve Rodowick and Director Mary Bellefeuille

ABSENT: Vice Chairperson Robert Anderson, excused absence.

PRPD STAFF:

District Manager Dan Efseaff, Assistant District Manager Kristi Sweeney, District Accountant Catherine Merrifield, Recreation Supervisor Jeff Dailey, Park Supervisor Mark Cobb, Recreation Leader Tyler Woodcox, and Administrative Assistant II & Management Colleen Campbell.

1.3 WELCOME GUESTS:

Approximately seven members of Park on the Green; Michelle Rader and Bill Hartley, Gold Nugget Museum; and Rick Wood, California Special Districts Association.

1.4 SPECIAL PRESENTATIONS: None

2. PUBLIC COMMENT:

Members of the Park on the Green voiced their concerns on the Lakeridge project.

Michelle Rader, Gold Nugget Days, Inc. requested that the District consider Gold Nugget Museum's continued usage of the property on Pearson and Mallan Lane. The Board directed Ms. Rader to open dialog with staff.

Bill Hartley, Gold Nugget Days, Inc. informed the Board that the Gold Nugget Days Parade route will be altered this year to include Clark and Pearson Roads instead of Skyway.

Magalia resident Beth Borie commended the District on the success of the Ice Rink program this year.

Seeing and hearing no further Public Comment, Chairperson McGreehan directed the Board to New Business 8.2 and suggested to accommodate guests in the audience that this item be heard at this time. The Board concurred.

NEW BUSINESS:

8.2 Resolution #20-02-2-475 Financial Investment Policy – The PRPD Finance Standing Committee (Rodowick/Bellefeuille) recommends the PRPD Board of Directors approve the policy as presented.

The Board had open discussion with staff concerning amending the language of the policy and resolution. The Board welcomed Rick Wood, California Special Districts Association Finance and Administration Director to the floor. Mr. Wood had open dialog with the Board concerning the California Government Codes defined in the resolution and the policy language of ‘accounting department’.

The Board thanked Mr. Wood for his comments and Chairperson McGreehan brought the item back to the Board for discussion.

The Board concurred to amend the second paragraph of the resolution and to approve the policy language as written.

Chairperson McGreehan asked if anyone in the audience would like to comment on this agenda item. Seeing and hearing none. Chairperson McGreehan stated he would entertain a motion from the Board.

MOTION:

Secretary Van Roekel moved to approve Resolution #20-02-2-475 amending the second paragraph of the resolution to read:

Whereas, the District intends to choose and implement among the optional recommendations in California Government Code Section 53607 and 53646 et seq to define the District’s reporting responsibilities.

The motion was seconded by Director Bellefeuille and carried with 4 ayes and 1 absent.

ROLL CALL VOTE:

Chairperson McGreehan, aye; Vice Chairperson Anderson, absent; Secretary Van Roekel, aye; Director Rodowick, aye; and Director Bellefeuille, aye.

Chairperson McGreehan directed the Board to the Consent Agenda and asked if the Board desired to have any items removed and heard separately.

3. CONSENT AGENDA

3.1 Board Minutes:

a. Regular Meeting of January 8, 2020

3.2 Correspondence: None

- 3.3 Payment of Bills/Disbursements (Warrants and Checks Report) – Payroll Checks and Payables Checks #050443 to and including #050723 in the total amount of \$598,410.91 including reported refunds and void checks.**
- 3.4 Information Items (Acceptance Only):**
- a. Piranhas Swim Team Draft Agreement for 2020**
 - b. Paradise/Concow Swim Pool Report (Jeff)**
 - c. Notice to open staff negotiations for the 2020-2021 fiscal year.**
 - d. Draft Safety Committee Meeting Minutes for January 30, 2020**
- 3.5 Memorandum dated January 28, 2020 concerning alternate BOD meeting date in November 2020.**

Chairperson McGreehan requested that item 3.4a – Piranhas Swim Team Draft Agreement for 2020 be removed and heard separately.

District Manager Efseaff requested that item 3.4b – Paradise/Concow Swim Pool Report be removed and heard separately.

The Board concurred and Chairperson McGreehan asked if anyone in the audience would like to comment on this agenda item. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion from the Board.

MOTION:

Director Rodowick moved to approve the remaining items on the Consent agenda as presented. The motion was seconded by Secretary Van Roekel and carried with 4 ayes and 1 absent.

AYES: McGreehan, Van Roekel, Rodowick and Bellefeuille

NOES: None

ABSTENTIONS: None

ABSENT: Anderson

Chairperson McGreehan directed the Board's attention to Consent Agenda item 3.4a – Piranhas Swim Team Draft Agreement and suggested in light of the reduction of post-fire participants, staff revisit item 1.4 pertaining to the current number of participants (currently not over 100) needed for renegotiation of costs. In addition, consider extending the agreement for 2-3 years with mandatory annual reports to the PRPD Board of Directors.

The Board concurred with these suggested amendments and staff stated they will discuss this with the Piranhas organization prior to presenting the final agreement at the March Board meeting.

Chairperson McGreehan directed the Board's attention to Consent Agenda item 3.4b – Paradise/Concow Swim Pool Report and asked District Manager Efseaff to comment.

District Manager Efseaff introduced the new report format and asked for comments from the Board. The Board concurred they were in favor of the new format.

Chairperson McGreehan asked if anyone in the audience would like to comment on this agenda item. Seeing and hearing none, Chairperson McGreehan stated he would entertain a motion from the Board.

MOTION:

Secretary Van Roekel moved to approve Consent Agenda item 3.4b - Paradise/Concow Swim Pool Report as presented. The motion was seconded by Director Rodowick and carried with 4 ayes and 1 absent.

AYES: McGreehan, Van Roekel, Rodowick and Bellefeuille

NOES: None

ABSTENTIONS: None

ABSENT: Anderson

4. COMMITTEE REPORTS:

4.1 Finance Standing Committee (Bellefeuille/Rodowick)

The Committee met on January 8, 2020 to review draft Financial Investment Policy for possible recommendation to the PRPD Board of Directors.

The Board concurred to receive this report as presented.

5. REPORTS

5.1 District Report.

Staff briefly summarized the written report presented to the Board.

- Activity Guide – District Manager Efseaff reported staff members are actively recruiting for new classes and programs for the upcoming slate of classes. Several are tied in with our direction to develop outdoor programs and events. Staff will be working to add a greater variety of classes with a focus on Magalia; however, recruiting instructors has been slow.
- Internship Position Filled – Sophia Munoz-Oliverez has been chosen to join our team in mid-February as the Park Operations and Volunteer Coordinator intern.
- Parks (Maintenance and Operation) – Park Supervisor Mark Cobb reported staff has successfully dismantled and returned the ice rink equipment to Magic Ice and are now working towards prepping for Gold Nugget Days in April. Supervisor Cobb reported the District has received 12 trash/recycle receptacles through California Vocations and these have been installed at Bille Park.
- Programs – Recreation Supervisor Jeff Dailey reported on current programming and preparations being done for the Gold Nugget Craft Fair on April 25th and 26th. Supervisor Dailey introduced Recreation Leader Tyler Woodcox who provided an update on District programming in Magalia.
- Outreach and Development – District Manager Efseaff briefly updated the Board on acquisitions, PUSD advisory committee attendance, Student Resource Fair participation, Strategic Park Planning with The Nature Conservancy and a CSUC student outreach program geared to seek input from community members that may tie into the District's task of updating the Master Plan.

Chairperson McGreehan asked if anyone in the audience would like to comment on this agenda item. Seeing and hearing none, Chairperson McGreehan directed the Board to Board Liaison Reports and asked for comments.

5.2 Board Liaison Reports.

Director Rodowick reported he and District Manager Efseaff attended the Butte County Board of Supervisors Meeting concerning allocation of Prop 68 funds. It was determined the County will utilize these funds for the Veteran's Memorial in Oroville.

Chairperson McGreehan reported the Paradise Citizen's Alliance will have a kick-off meeting at the Terry Ashe Recreation Center on February 21st and encouraged the District Manager and/or the Assistant District Manager to attend.

Director Rodowick also reported he attended the Town Council meeting where retired veterinarian Art Colyer was recognized by the Paradise Animal Shelter Helpers [PASH] for his years of practice in Paradise.

6. CLOSED SESSION: None

7. OLD BUSINESS: None

8. NEW BUSINESS:

8.1 Resolution #20-02-1-474 – Staff Recognition

Recognize Brandy Rice-Scharf for her 17 years of service as a Recreation Professional.

District Manager Efseaff reported that Ms. Rice-Scharf will attend the March meeting for recognition.

Chairperson McGreehan read the resolution into the record as follows:

RESOLUTION #20-02-1-474

RESOLUTION OF THE BOARD OF DIRECTORS OF THE PARADISE RECREATION AND PARK DISTRICT RECOGNIZING BRANDY RICE-SCHARF FOR 17 YEARS OF SERVICE TO THE DISTRICT

WHEREAS, Brandy Rice-Scharf has been employed by the Paradise Recreation and Park District for seventeen years as a Recreation Professional; and

WHEREAS, the Board of Directors of the Paradise Recreation and Park District would like to recognize Brandy Rice-Scharf for her outstanding service in providing leisure services to the patrons of our District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Paradise Recreation and Park District recognizes Brandy Rice-Scharf for her seventeen years of outstanding service as a Recreation Professional in providing leisure services to the patrons of our District.

PASSED AND ADOPTED by the Board of Directors of the Paradise Recreation and Park District on the 12th day of February 2020.

Chairperson McGreehan stated he would entertain a motion on this agenda item.

MOTION:

Secretary Van Roekel moved to approve Resolution #20-02-1-474 recognizing Brandy Rice-Scharf for her 17 years of service as a recreation professional. The motion was seconded by Director Rodowick and carried with 4 ayes and 1 absent.

ROLL CALL VOTE:

Chairperson McGreehan, aye; Vice Chairperson Anderson, absent; Secretary Van Roekel, aye; Director Rodowick, aye; and Director Bellefeuille, aye.

8.3 Butte Local Agency Formation Commission [LAFCO]

Butte LAFCO is seeking nominations to serve on the Commission as an Alternate Non-Enterprise Member to May 31, 2021. Deadline for nomination submittal is March 10, 2020.

After a brief discussion the Board concurred to decline the invitation to submit a nomination.

9. BOARD COMMENT:

District Manager Efseaff stated he was pleased to announce the PRPD Board of Directors has been awarded the 2019 Outstanding Commission/Board Award from the California Association of Park and Recreation Commissioners and Board Members.

On a somber note, District Manager Efseaff reported that retired Assistant District Manager/Recreation Superintendent Dean Moore passed away. No memorial service is planned.

10. ADJOURNMENT:

Seeing no further business, the regular meeting of the Paradise Recreation and Park District Board of Directors was adjourned at 7:43 p.m. by Chairperson McGreehan until the regular Board meeting scheduled on March 11, 2020 at 6:00 p.m. in Conference Room B, at the Terry Ashe Recreation Center, (6626 Skyway, Paradise, California).

Al McGreehan, Chairperson

Julie Van Roekel, Secretary

PARADISE RECREATION & PARK DISTRICT
COUNTY MONTHLY CHECK REGISTER

Fund 2510
FEBRUARY

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

050739-050760	2/12/2020		Payroll Summary	21,363.63	0.00	0.00	21,363.63	

050789-050809	2/26/2020		Payroll Summary	21,855.93	0.00	0.00	21,855.93	

050724	2/7/2020		ACH CALPERS	3,112.35			3,112.35	
050725	2/7/2020		ACH CALPERS	9,534.28			9,534.28	
050726	2/7/2020		ACH CALPERS	200.00			200.00	
050727	2/7/2020		THOMAS ACE HAREWARE		1,656.47		1,656.47	
050728	2/7/2020		NORTH STATE GROCERY INC		184.60		184.60	
050729	2/7/2020		WORK TRAINING CENTER		1,252.75		1,252.75	
050730	2/7/2020		INDUSTRIAL POWER PRODUCTS		103.47		103.47	
050731	2/7/2020		NORMAC INC		236.46		236.46	
050732	2/7/2020		COMPUTERS PLUS		170.00		170.00	
050733	2/7/2020		CALIFORNIA SPECIAL DISTRICT ASSOC		706.20		706.20	A
050734	2/7/2020		NORTHERN RECYCLING & WASTE SERV		2,290.21		2,290.21	
050735	2/7/2020		RAY MORGAN COMPANY		7,827.49		7,827.49	B
050736	2/7/2020		JC NELSON SUPPLY CO		670.33		670.33	
050737	2/7/2020		PARADISE IRRIGATION DISTRICT		263.88		263.88	
050738	2/7/2020		VALLEY TRUCK & TRACTOR CO		97.22		97.22	
050761	2/21/2020		ACH STATE PR TAX	634.68			634.68	
050762	2/21/2020		ACH FED PR TAX	5,385.06			5,385.06	
050763	2/21/2020		ACH CALPERS	3,264.33			3,264.33	
050764	2/21/2020		ACH CALPERS	1,691.24			1,691.24	
050765	2/21/2020		PREMIER ACCESS INSURANCE CO	1,002.34			1,002.34	
050766	2/21/2020		VOYA INSTITUTIONAL TRUST CO	275.00			275.00	
050767	2/21/2020		CED CHICO		360.38		360.38	
050768	2/21/2020		NORTH STATE SCREENPRINTING		487.60		487.60	
050769	2/21/2020		CHICO RENT-A-FENCE		216.00		216.00	
050770	2/21/2020		GIESE ELECTRIC		560.00		560.00	
050771	2/21/2020		FOOTHILL MILL & LUMBER CO		707.89		707.89	
050772	2/21/2020		MEEK'S LUMBER & HARDWARE		1,111.78		1,111.78	
050773	2/21/2020		PARADISE SANITATION COMPANY		190.00		190.00	
050774	2/21/2020		CHICO STATE ENTERPRISES		7,244.24		7,244.24	C
050775	2/21/2020		VALLEY TRUCK & TRACTOR CO		77.22		77.22	
050776	2/21/2020		HEALTHSMART BENEFITS SOLUTIONS	450.00			450.00	
050777	2/21/2020		HERC RENTALS		1,021.76		1,021.76	
050778	2/21/2020		MAGIC ICE USA INC		8,400.00		8,400.00	D
050779	2/21/2020		VERIZON WIRELESS		315.18		315.18	
050780	2/21/2020		CARDMEMBER SERVICE		4,585.68		4,585.68	
050781	2/21/2020		TIAA COMMERCIAL FINANCE INC		204.29		204.29	
050782	2/21/2020		ESPLANADE OFFICE		1,556.20		1,556.20	
050783	2/21/2020		CARTER LAW OFFICES		495.00		495.00	
050784	2/21/2020		PG&E		4,824.36		4,824.36	
050785	2/21/2020		BYSWQC		257.50		257.50	
050786	2/21/2020		O'REILLY AUTO PARTS		39.81		39.81	
050787	2/21/2020		STREAMLINE		200.00		200.00	
050788	2/21/2020		NORTHSTATE AGGREGATE INC		107.75		107.75	

TOTALS				25,549.28	48,421.72	0.00	73,971.00	

GRAND TOTALS				68,768.84	48,421.72	0.00	117,190.56	
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- Notes:
- A) Payment for Rick Wood's services
 - B) See district report for details
 - C) GIS work for project development all sites
 - D) Payment for remaining amount owed for Ice rink lease

Staff Report

March 11, 2020



DATE: 2/26/2020
 TO: Board of Directors
 FROM: Dan Efseaff, Catherine Merrifield
 SUBJECT: Removal of Controllable Assets from District Inventory

Report in Brief

As part of the review of fixed assets schedules with staff from the California Special Districts Association, we found several corrections. Some of the corrections reflect the removal of assets that were removed since the last review (FY 2016–2017) or destroyed during the Camp Fire. The list includes the removal of items that should have been expensed and not capitalized as they did not meet the monetary threshold (\$5,000). The removal of the items will allow the fixed asset schedule to tie in with our previous audit and to the Balance Sheet.

Our Fixed Assets and Controllable Assets Policy (attached), requires the District Manager to submit a written statement concerning the removal of controllable assets from the District inventory. We provide a description of these assets below (Table 1). In addition, District policy (Section C.3 of the resolution above) requires that destroyed assets require the District Manager to request from the Board of Directors, “a relief from accountability of the destroyed fixed asset.”

To comply with this procedure, staff recommends removal of these items from our accounting system.

Recommendation: Approve as presented.

Table 1. List of items recommended for removal from fixed assets

Fixed assets	Controlled assets
AQUATIC PARK RECREATION BUILDING	Howard Rotavator HA (orange)
MAINTENANCE SHOP	Kawasaki Utility Vehicle accessories
PARADISE MEMORIAL PARK	Ryan Textron Lawnaire (green)
Kawasaki Utility Vehicle	Tandem Axle Trailer (Brown) E329040
Ransomes Riding Mower	Utility Trailer (White) E329675
1988 FORD F-250 P/U Flatbed #030703	Storage Unit
1997 FORD F-150 P/U E049305	Folding Chairs Metal (124)
2004 Ford F-350 4x4 PU #1162804	Folding Chairs Metal (18)
2006 Chevrolet Silverado 1500 Pickup	Folding Tables - 6FT (8)
2011 FORD F150 4X4 Pickup	Folding Tables Beige Mighty Lite (13)
2013 FORD F150 Pickup	Booths
John Deere Backhoe/Tractor/Loader	FMC sprayer w/Honda G-300 engine (red)
Landscape Trailer E329674	Honda Generator EZ5000
John Deere 4-WD Tractor Loader-Backhoe	Roll away toolbox - red w/lock in cage includes tools
Dollamur 715 Wrestling Mat 42'X40"X1.25"	Suregrip Cabinets Fireproof 2- (yellow)
	Tag-a-long trailer
	Ball Park Trailer #311159
	Earth & Turf Top Dresser
	Mower Trailer #E950126
	Park Cart Electric
	Snoco Trailer e320563
	Toolbox on 2004 F-350

Attachment:

A. Fixed Assets and Controllable Assets Policy

Paradise Recreation and Park District

FIXED ASSETS AND CONTROLLABLE ASSETS POLICY Resolution #04-10-2-239

Paradise Recreation and Park District fixed assets and controllable assets shall be accounted for in a manner to safeguard the investment, to fix responsibility, and to provide data for required reporting.

A. FIXED ASSETS

Fixed assets include the following items:

- Land
 - Structures and Improvements
 - Equipment
1. Equipment is further defined as moveable property of a relatively permanent nature (*useful life of three years*) and significant value (*\$5,000.00 or more*).
 2. All items of equipment with a value of \$5,000.00 or more shall be classified as fixed assets requiring Board approval. They will be recorded as assets of the District on the balance sheet, and will be listed on the District inventory.
 - a. The Bookkeeper will identify purchase of Fixed Assets on all purchasing documents for such assets.
 - b. The Bookkeeper will ensure that pertinent information regarding serial numbers, brands, etc. is received, recorded, and filed.
 - c. The District Manager will monitor the District's accountability for Fixed Assets periodically.

B. CONTROLLABLE ASSETS OTHER THAN FIXED ASSETS

1. Controllable assets include moveable property with a value of \$250.00 to \$4,999.00 of a relatively permanent nature or other property of a lesser value, which might be considered theft sensitive.
2. Examples of controllable assets that may have a value of less than \$4,999.00 are:
 - a. Modular furniture (folding tables and chairs)
 - b. Landscape equipment
 - c. Office equipment
 - d. Power tools
3. Equipment items with a value of \$250.00 to \$4,999.00 or other property of a lesser value, which might be considered theft sensitive, will not require specific Board approval. They will be charged to the appropriate accounts, and will be placed on the controllable asset inventory.

4. Supervisors will maintain control of, and will be accountable for, the controllable assets.
 - a. The Bookkeeper will ensure that pertinent information regarding serial numbers, brands, etc. are received, recorded and filed.
 - b. The District Manager will monitor the District's accountability for controllable assets periodically.

C. DISPOSITION OF FIXED ASSETS

The Paradise Recreation and Park District fixed assets and controllable assets will be disposed of in one of seven ways:

1. Lost
2. Stolen
3. Destroyed
4. Traded in
5. Dismantled for parts
6. Transferred to another public agency
7. Surplus sale

Procedure:

1. Lost: The District Manager shall request in writing, to the Board of Directors, a relief from accountability of the lost fixed asset.
2. Stolen: The District Manager shall report the loss to the appropriate law enforcement agency and the Bookkeeper. The District Manager shall request in writing, to the Board of Directors, a relief from accountability.
3. Destroyed: The District Manager shall request in writing, to the Board of Directors, a relief from accountability of the destroyed fixed asset.
4. Trade In: The District Manager shall present a written request to the Board of Directors for approval to negotiate a trade-in on a fixed asset purchase.
5. Dismantled for Parts: The District Manager shall make a written request to the Board of Directors for approval to use a fixed asset for parts. When the Board approves this request, the written request and approval shall be given to the Bookkeeper for documentation.
6. Transfer to Another Public Agency:
 - a. The District Manager shall present a written request to the Board of Directors for approval to transfer the fixed asset to another public agency.
 - b. Written request and approval shall be given to the Bookkeeper for documentation.
 - c. If a trade of a fixed asset items has taken place, then all appropriate transfer information shall be given to the Bookkeeper for documentation.

7. Surplus Sale:

- a. The District Manager shall present a written request to the Board of Directors for approval of surplus sale of a fixed asset.
- b. After approval by the Board of Directors, the surplus sale shall take place in the following manner:
 1. Local area public agencies shall have first opportunity to purchase surplus fixed assets.
 2. If the surplus fixed asset is not sold to a public agency, it will then be available for public sale.
 3. A written notice for surplus sale will be completed by the District Manager.
- c. Once the fixed asset is sold, appropriate information will be given to the Bookkeeper for documentation.
- d. Surplus sale may be handled by competitive bid, auction, or other means of sale.

D. DISPOSITION OF CONTROLLABLE ASSETS

1. Controllable assets will not require Board of Directors' approval for disposition.
2. The District Manager will submit a written statement concerning the removal of the controllable asset from the District inventory. This statement will be given to the Bookkeeper to be filed.
3. Include in the written statement:
 - a. Description of controllable asset
 - b. Reason for removal of controllable asset.

E. GOVERNMENT DISPOSITION OF ASSETS.

1. The District may dispose of assets by appropriate Government Code Sections.

F. ANNUAL FIXED ASSET INVENTORY AND CERTIFICATION

The Paradise Recreation and Park District fixed assets inventory is accounted for in a manner to safeguard the investment, to fix responsibility for the safekeeping of the equipment, and to provide data for the required financial reporting.

1. The Bookkeeper shall send a current inventory to the District Manager of all fixed assets no later than June 30th of each year. —
2. The Bookkeeper shall also keep a current inventory of controllable assets and present the District Manager with a completed copy by June 30th of each year.



Paradise Recreation & Park District

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Paradise, CA 95969
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SAFETY COMMITTEE MEETING

Report/Minutes

DRAFT

DATE: February 27, 2020 at 8:30 a.m.

LOCATION: District Manager's Office

ATTENDANCE: Dan Efseaff, District Manager
Kristi Sweeney, Assistant District Manager
Jeff Dailey, Recreation Supervisor
Mark Cobb, Park Supervisor
Colleen Campbell, Administrative Assistant II/Management

ABSENT: None

1. MINUTES:

- By unanimous vote of the members present, the January 30, 2020 Safety Committee Minutes were approved.

2. SAFETY AND HEALTH ISSUES DISCUSSED:

THE FOLLOWING SAFETY MEETINGS WERE HELD:

- Feb. 12, 2020 Vehicle Safety Inspections (Maint. Staff Mtg)
by Ray Lockridge, Park Maintenance
- Feb. 21, 2020 Securing Loads Safely (Maint. Staff Mtg)
by Mark Cobb, Park Supervisor
- Feb. 27, 2020 Proper Lifting Techniques (Maint. Staff Mtg)
by Mark Cobb, Park Supervisor

b. *DOCUMENTED SITE INSPECTIONS, REPAIRS, AND OTHER ACCOMPLISHMENTS RELATED TO SAFETY:*

- **Maintenance Requests: None**
- **Site Inspections completed since last meeting:**
 - Aquatic Park – Feb. 19. 2020

District Manager Efseaff scheduled April 29, 2020 to complete site inspections with Committee Members.

The Committee reviewed the frequency of the inspections at each location that average one to two times per year and concurred to reduce the number of inspections at Crain Park from four to two citing the District now has a daily park attendant at that location.

c. ACCIDENT/INCIDENT REPORTS:

- The Committee reviewed the accident/incident reports since last meeting. It was noted that one incident occurred since the last meeting. The Committee reviewed the documented incident involving an Alliance For Workforce Development subcontractor and patron at Bille Park.

District Manager Efseaff discussed the option of initiating an After Action Analysis for incidents as a way to improve organizational performance.

d. WORKERS' COMPENSATION CLAIMS:

- January 2010. It was noted that one claim exists from 2011 and no new claims were reported since last meeting.

3. MISCELLANEOUS:

- Follow up on Liability Waiver Requirements - Assistant District Manager Sweeney discussed her conversation with Kirk Andre of CAPRI concerning the District's requirement to have patrons sign individual liability waivers when participating in unstructured events such as the ice rink and public pool. Assistant District Manager Sweeney will also discuss this issue at the next scheduled Leadership meeting and will research the best options for the District to comply with this requirement.
- Recreation Supervisor Jeff Dailey attended an on-site meeting on February 25, 2020 at Moore Road Ballpark with CAPRI-appointed attorney Chris Maloney concerning potential litigation.

Next Safety Meeting Date: March 26, 2020

Facilitator: Jeff Dailey

Colleen Campbell, Safety Committee Secretary

Date:

cc: CAPRI
PRPD Board 03/11/20 – Draft Copy

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District Report

Meeting Date: March 11, 2020



DATE: 2/26/2020
 TO: PRPD Board of Directors (BOD)
 FROM: Dan Efseaff, District Manager
 SUBJECT: Monthly District Report

Monthly Report

1. Updates

- a. Paradise Lake Agreement – We anticipate that the Paradise Irrigation District Board will consider the agreement for PRPD to provide recreation services at their March meeting.

2. Administrative and Visitor Services

- a. Applicant Pool - In mid-February, staff began advertising for part-time Administrative Assistant I applicants to create a candidate pool to draw from for additional staffing to meet the potential needs of the District. Staff began with a soft advertising approach at no cost by posting the position on our website, electronic sign, and facebook. To date interest has been slow. Deadline is April 15, 2020.
- b. Staff Program Recruitment – staff has sorted through 128 applicants for the Healing Through Nature Program funded from the Butte Strong Foundation and the Aaron Rodgers fund. Depending on the fit, we anticipate that the applicant may also assist District needs on marketing, social media, events, and recreational programs.

3. Finance

- a. Routine Reports – Balance Sheet (Attachment A), Profit & Loss Budget vs. Actual (Attachment B), and Recovery Project (Attachment C).
- b. Impact Fees – For the month of February, the District received a total of \$22,535.24 in impact fees. Since 11/8/18, the District has received a total of \$208,165.91.
- c. 5-Star Bank – The February interest for the Money Market accounts was not posted at the time this report was completed. For the month of January, the Investment Money Market received interest of \$2,190.63, the Grant Money Market received \$118.76.
- d. CSDA Rick Wood – Updated the Balance Sheet accounts for the money held by the County. This required a call to our auditor, who was very helpful. We scheduled the morning of March 11th for the Auditor to be on-site to do field work for the 2018 – 2019 audit. We did extensive work on the fixed assets schedules removed items destroyed by the fire and added new items purchased. Items below the policy threshold (\$5,000) have been removed from the schedule and from the Balance Sheet, but there is a complete list of the items on hand with staff. Per policy, management has the authority to expense them.
- e. Donation – Ray Morgan donated a Sharp 75” touch flat screen display with floor stand (to make it portable) and a check for \$8,096.86 to PRPD. For accounting purposes on their part, they needed us to write them a check as payment for the display in the amount of \$7,827.49.
- f. Lake Ridge – The lake ridge property is listed in our fixed assets as well as a CIP project on the balance sheet. This means our assets are being overstated. When a CIP project is completed it is taken off the balance sheet as a CIP and moved to the fixed assets part of the balance sheet. Only half that step was taken in the past. To correct it the District Accountant will remove the CIP account. Once the CIP account is removed from the balance sheet our assets will be reduced by \$82,463.57.

4. Parks (Maintenance and Operations)

- a. TARC – The multi-function court has been lined to accommodate basketball and pickleball. We have added an extra pickleball court they can now have three games going at once (two games the prior years).

- b. TARC LED Lighting – We have finished the LED retrofit lighting in the building and on the multi-function court. This should reflect on a considerably lower electrical bill.
- c. Moore Road Ballpark – The beautiful weather has allowed the crews to finish the large field (Field 2) with the rebuilding from the fire of the backstop, score board, score booth, painted restrooms and refinished tables. We hope to start on the small field in early spring.
- d. Crain Park – We have rebuilt the picnic tables damaged from the fire. The crews have spent some time up there and have the park looking great and ready to be enjoyed by all.

5. Programs

- a. Easter Egg Hunt - The annual children's Easter Egg Hunt is scheduled for Saturday, April 4 at the Terry Ashe Recreation Center at 10:00 am. The Easter Bunny will also be making an appearance.
- b. Gold Nugget Craft Faire - The 42nd annual P.R.P.D. Gold Nugget Craft Fair is scheduled for April 25 and 26. Currently there are 20 preregistered vendors signed up for the event.
- c. Kids Fishing Derby - The Kids Fishing Derby at the Aquatic Park Pond is scheduled for Saturday, May 2 at 9:00 am. Although PRPD does not have grant money to purchase fish for this year's event, we do have an allotment in the amount of 250 pounds of trout that will be delivered by the CA Department of Fish and Wildlife.
- d. Paradise Stronger - PRPD has a new class set up with instructor Aaron Singer of Paradise Stronger. This fitness class is whole body workout that uses elastic resistance bands and your own body weight. The class started February 15 and continues Saturdays at the Recreation Center from 9:00-10:00 am. The first couple classes are averaging 12 people.
- e. Pickleball - The pickleball program started back up at the Terry Ashe Recreation Center on Tuesday, February 25 and will continue Tuesday and Thursday mornings as weather conditions allow. PRPD is excited to be offering pickleball at the Pine Ridge Gym in Magalia starting on Sunday, March 8.
- f. Baseball - The Paradise High School baseball team has been taking advantage of the nice weather and utilizing the newly upgraded Moore Road Ball Field after school on Monday through Friday. Paradise Little League also has a couple teams practicing on the field.

6. Outreach and Development

- a. Partner Study Submittal
 - 1) The Strategic Growth Council Climate Change Research Program Grant – The District was built into a study with Conservation Biology Institute and Point Blue Conservation Science. The proposal (entitled: "Transforming land use decisions to minimize wildfire impacts on vulnerable communities, ecosystems, and carbon loss.") was submitted to the Climate Change Research Program (CCRP) Round 3 Solicitation (FY 2019-2020). The project may help with develop additional science to add land use management in our area. The project proposal noted 4 objectives including: 1) Quantify the impact of land use decisions on wildfire activity; 2) Improve fire modeling techniques; 3) Identify conflicts and co-benefits of alternate land use scenarios on vulnerable communities, biodiversity, and wildfire; 4) Deliver modeling results and evaluation to managers and decision makers in communities. The District will receive limited funding (\$30K to conduct outreach and participate in the program).
 - 2) National Fish and Wildlife Federation Grant – The Nature Conservancy will apply for a continuation of the strategic park planning study currently underway and seek additional funds for acquisitions and planning. They currently anticipate applying for approximately \$500K.
- b. Benefit-Cost Analysis Study – The Nature Conservancy announced that the Paradise Wildfire Risk Reduction Buffer project was selected as a pilot for Benefit-Cost Analysis under our partnership project with Earth Economics and FEMA. The study will examine the potential park buffer benefits and costs.
- c. Statewide Park Development Grant - The District submitted a proposal to develop the Lakeridge Park property as a community asset and recreation facility. The project supports long-term District plans to develop park facilities to serve Magalia and the Upper Ridge. The project included an acquisition of about 4 acres) and Park Development. State Parks announced that the \$4M grant did not qualify for funding and that the round was the

most competitive in their history (applicants requested \$2.3B which greatly exceeded the \$254.9M available). Round 4 will be announced after a review of the program.

- d. USDA Equipment Grant – The District submitted a proposal to request funding for transportation and equipment to better manage the lands and facilities in our care for invasive plant removal, vegetation management and fuels reduction projects. The transportation would be used to facilitate single vehicle transportation of work and volunteer crews and associated tools and heavy equipment.
- e. Volunteer Program Development – The District's new Volunteer Coordinator has organized a Broom Removal Work Party, targeted for Bille Park on March 12, 2020. Interest and inquires in volunteer opportunities with the District have increased since the announcement of the Broom Removal Work Party announcement and staff plan to continue a regular cadence of volunteer events and opportunities to maintain engagement with our community in volunteers.
- f. CalChamber presentation – District Manager Efsaef was an invited speaker in Sacramento for the Sacramento Forum on Wildfire Mitigation & Resilience (3/5/2020).
- g. Citizen Input- Staff is working with a CSUC class to create a survey and events to obtain information to help guide facilities and program choices. The meetings will likely occur in Magalia, Paradise, and Chico and we are establishing the dates.

7. Upcoming

- a. Committee meetings – Staff anticipates meetings with the Finance Committee (Budget), Personnel (Job Descriptions and Salary Scales).

Photographs



Figure 1. Kids in Magalia picked their favorite park amenities, playground design, and draw their dream park.

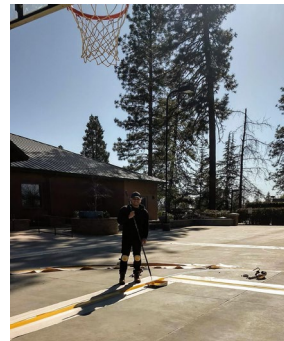


Figure 2 & 3: Here is a worker making improvements to the lines at TARC. Since the take down of the ice rink, the lines disappeared. Now, we have clean, fresh lines for basketball, and pickleball courts. Let the games begin!

Attachments:

- A. Balance Sheet as of February 29, 2020
- B. Profit & Loss vs. Actual 19-20, February 2020
- C. Recovery Project, February 2020

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3/4/2020

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02/26/20

Accrual Basis

PRPD
Balance Sheet
As of February 29, 2020

Attachment A

	Feb 29, 20
ASSETS	
Current Assets	
Checking/Savings	
1000 · Mechanics Bank - Operating	284,527.63
1005 · Petty Cash	300.00
1010 · Treasury Cash - 2510	
1011 · General Operating	-92,994.30
1012 · ACO Reserve	626,700.00
1013 · General Reserve	3,000.00
1014 · Deposits held for others	1,000.00
Total 1010 · Treasury Cash - 2510	537,705.70
1030 · Investments	
1031 · Five Star Bank Money Market	1,178,730.26
1032 · Five Star Bank Grant M. M.	63,903.73
Total 1030 · Investments	1,242,633.99
1100 · Designated Treasury Funds	
1111 · Aquatic Unicorp-2511	49.41
1112 · Grosso Endowment-2512	53,632.13
1113 · Grosso Scholarship-2513	4,124.32
1114 · Designated Donations-2514	
1114-1 · Bille Park Donations	125.00
1114-10 · Swim Scholarship Fund	997.82
1114-11 · Dog Park Donations	2,874.61
1114-12 · Coutolenc Camp Fund	1,452.89
1114-13 · Ice Rink Donations	6,191.83
1114-14 · General Donations	1,186.00
1114-2 · Bike Park Fund	1,500.00
1114-3 · Lakeridge Park Donations	3,050.00
1114-4 · Sports Equipment Donations	
1114-41 · Wrestling Mat fund	773.60
Total 1114-4 · Sports Equipment Donations	773.60
1114-5 · Pam Young Fund	1,000.00
1114-6 · Easter Egg Scholarships	4,658.61
1114-7 · Child-Youth Scholarships	10.00
1114-8 · McGreehan Children's Schlshp	1,056.00
1114-9 · Skate Park Fund	3,044.36
1114 · Designated Donations-2514 - Other	429.28
Total 1114 · Designated Donations-2514	28,350.00
Total 1100 · Designated Treasury Funds	86,155.86
1119 · Impact Fees	
1120 · Sub Div Fees - 2520	8,103.30
1121 · Park Acqui Unincorp - 2521	47,166.73
1122 · Park Dev Unincorp - 2522	78,005.24
1124 · District Fac Unincorp - 2524	40,531.66
1126 · Park Acqui Incorp - 2526	90,064.05
1127 · Park Dev Incorp - 2527	270,701.71
1128 · District Fac Incorp - 2528	48,779.34
Total 1119 · Impact Fees	583,352.03
Total Checking/Savings	2,734,675.21
Other Current Assets	
1400 · Interest Receivable	
1410 · Interest Receivable	1,361.18
1411 · Interest Receivable - 2511	0.19
1413 · Interest Receivable - 2513	217.91
1420 · Interest Receivable - 2520	30.81
1421 · Interest Receivable - 2521	157.18

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Accrual Basis

PRPD
Balance Sheet
As of February 29, 2020

	Feb 29, 20
1422 · Interest Receivable - 2522	232.59
1424 · Interest Receivable - 2524	139.34
1426 · Interest Receivable - 2526	243.68
1427 · Interest Recievable - 2527	743.90
1428 · Interest Receivable - 2528	119.64
	3,246.42
Total 1400 · Interest Receivable	3,246.42
1500 · FMV Adjustments	
1510 · FMV Adjustment-2510	-13,124.68
1512 · FMV Adjustment-2512	-926.25
1500 · FMV Adjustments - Other	-4,880.93
	-18,931.86
Total 1500 · FMV Adjustments	-18,931.86
Total Other Current Assets	-15,685.44
Total Current Assets	2,718,989.77
Fixed Assets	
1710 · Land	750,088.53
1720 · Buildings	5,731,566.33
1730 · Furn., Fixtures & Equip (>\$5k)	379,967.31
1798 · Accum Depr - Furn Fixture Equip	-261,746.21
1799 · Accum Depr - Buildings	-4,051,763.09
1800 · Construction in Progress	
1801 · CIP-Lakeridge Park Development	82,463.57
	82,463.57
Total 1800 · Construction in Progress	82,463.57
Total Fixed Assets	2,630,576.44
Other Assets	
1900 · PCV Promissory Note	300,322.00
1950 · Deferred Outflow - Pension	155,419.00
	455,741.00
Total Other Assets	455,741.00
TOTAL ASSETS	5,805,307.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	-3,389.03
	-3,389.03
Total Accounts Payable	-3,389.03
Other Current Liabilities	
2100 · Payroll Liabilities	
2110 · Wages Payable	70,400.75
2120 · Payroll Taxes Payable	11,030.07
2130 · Health Benefits Payable	-3,597.82
2140 · FSA payable	-440.68
2160 · 457 Retirement Payable	275.00
2170 · CalPers Payable	27,158.70
2190 · Accrued Leave Payable	
2191 · Comp leave payable	2,121.36
2192 · Sick leave payable	21,534.99
2193 · Vacation leave payable	67,071.56
	90,727.91
Total 2190 · Accrued Leave Payable	90,727.91
Total 2100 · Payroll Liabilities	195,553.93
2200 · Accrued Expenses	6,463.37
2300 · Deposits - refundable	1,000.00
2400 · Deferred Revenue	
2410 · Deferred Services Income	40,648.38
2420 · Deferred Facility Income	4,681.00

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02/26/20

Accrual Basis

PRPD
Balance Sheet
As of February 29, 2020

	Feb 29, 20
2430 · Deferred Inflow - Pension	21,921.00
Total 2400 · Deferred Revenue	67,250.38
Total Other Current Liabilities	270,267.68
Total Current Liabilities	266,878.65
Long Term Liabilities	
2800 · Post Employment benefits	41,965.00
2805 · CalPers Pension Liability	304,548.17
Total Long Term Liabilities	346,513.17
Total Liabilities	613,391.82
Equity	
2030 · Designated for Petty Cash	300.00
3000 · General Fund Balances-2510	
3010 · General Fund Available	291,149.99
3030 · General Reserve	3,000.00
3050 · Designated Captial Outlay	626,700.00
Total 3000 · General Fund Balances-2510	920,849.99
3100 · Net of Capital Investments	3,145,295.97
3200 · Designated Fund Balances	
3212 · Grosso Endowment-2512	53,022.07
3213 · Grosso Scholarship-2513	2,878.45
3214 · Donations - 2514	18,155.30
3220 · Impact Fees	440,380.71
Total 3200 · Designated Fund Balances	514,436.53
3280 · Invest. in General Fixed Assets	-349,657.31
3900 · Retained Earnings	1,207,565.39
3901 · Net Profit	-403,475.96
3999 · Opening Balance Equity	99.20
Net Income	156,501.58
Total Equity	5,191,915.39
TOTAL LIABILITIES & EQUITY	5,805,307.21

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PRPD

Profit & Loss Budget vs. Actual 19-20

Attachment B

02/26/20

July 2019 through February 2020

Accrual Basis

	Jul '19 - Feb 20	Budget	\$ Over Bud...	% of Bu...
Ordinary Income/Expense				
Income				
4100 · Tax Revenue	1,469,347.69	1,445,600.00	23,747.69	101.6%
4200 · Impact Fee revenue	162,729.13	63,200.00	99,529.13	257.5%
4300 · Program Income	126,022.87	259,400.00	-133,377.13	48.6%
4350 · Concession & Merchandise sales	55.50	17,000.00	-16,944.50	0.3%
4400 · Donation & Fundraising Income	61,971.71	66,000.00	-4,028.29	93.9%
4401 · Scholarships Granted	0.00	0.00	0.00	0.0%
4500 · Grant Income	50,000.00	144,200.00	-94,200.00	34.7%
4600 · Other Revenue	18,976.84	4,000.00	14,976.84	474.4%
4900 · Interest Income	11,639.48	7,000.00	4,639.48	166.3%
Total Income	1,900,743.22	2,006,400.00	-105,656.78	94.7%
Gross Profit	1,900,743.22	2,006,400.00	-105,656.78	94.7%
Expense				
5000 · Payroll Expenses				
5010 · Wages & Salaries	544,284.66	1,088,580.00	-544,295.34	50.0%
5020 · Employer Taxes	40,022.29	65,300.00	-25,277.71	61.3%
5030 · Employee Benefits	98,480.68	189,000.00	-90,519.32	52.1%
5040 · Workers Comp Expense	34,254.00	60,000.00	-25,746.00	57.1%
5050 · Accrued Leave	0.00	4,000.00	-4,000.00	0.0%
5060 · Other Personnel Costs	10,191.69	3,100.00	7,091.69	328.8%
5000 · Payroll Expenses - Other	490.50			
Total 5000 · Payroll Expenses	727,723.82	1,409,980.00	-682,256.18	51.6%
5100 · Program Expenses				
5110 · Concession & Merchandise Exp.	0.00	11,200.00	-11,200.00	0.0%
5120 · Program Contract Labor	1,540.00			
5130 · Program Supplies	20,891.50	27,650.00	-6,758.50	75.6%
Total 5100 · Program Expenses	22,431.50	38,850.00	-16,418.50	57.7%
5200 · Advertising & Promotion	3,819.63	16,500.00	-12,680.37	23.1%
5210 · Bad Debt	0.00	0.00	0.00	0.0%
5220 · Bank & Merchant Fees	3,335.75	4,700.00	-1,364.25	71.0%
5230 · Contributions to Others	2,540.50	15,100.00	-12,559.50	16.8%
5240 · Copying & Printing	70.57	1,000.00	-929.43	7.1%
5260 · Dues, Mbrshps, Subscr, & Pubs	12,948.70	11,600.00	1,348.70	111.6%
5270 · Education, Training & Staff Dev	1,535.92	16,000.00	-14,464.08	9.6%
5280 · Equip., Tools & Furn (<\$5k)				
5282 · Office ET&F	8,300.99	18,600.00	-10,299.01	44.6%
5284 · Program ET&F	0.00	5,000.00	-5,000.00	0.0%
5286 · Small Tools & Equipment	7,304.10	4,400.00	2,904.10	166.0%
5280 · Equip., Tools & Furn (<\$5k) - Other	3,606.73			
Total 5280 · Equip., Tools & Furn (<\$5k)	19,211.82	28,000.00	-8,788.18	68.6%
5290 · Equipment Rental	101,413.27	110,000.00	-8,586.73	92.2%
5300 · Insurance	53,460.00	54,000.00	-540.00	99.0%
5310 · Interest Expense	499.93	0.00	499.93	100.0%
5320 · Miscellaneous Expense	97.00	2,200.00	-2,103.00	4.4%
5330 · Professional & Outside services				
5332 · Accounting	19,779.48	10,000.00	9,779.48	197.8%
5334 · Legal	16,071.20	7,000.00	9,071.20	229.6%
5336 · Engineering	0.00	5,000.00	-5,000.00	0.0%
5338 · Other Prof. & Outside Labor	48,726.01	93,000.00	-44,273.99	52.4%
5330 · Professional & Outside services - Other	4,234.44			
Total 5330 · Professional & Outside services	88,811.13	115,000.00	-26,188.87	77.2%
5340 · Postage & Delivery	133.16	2,500.00	-2,366.84	5.3%
5350 · Rent-Facility use fees	4,027.50	15,200.00	-11,172.50	26.5%
5360 · Repair & Maintenance				
5361 · Building R&M	12,600.37	26,000.00	-13,399.63	48.5%
5362 · Equipment R&M	100,754.35	17,000.00	83,754.35	592.7%
5363 · General R&M	352,189.37	10,000.00	342,189.37	3,521.9%

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PRPD

Profit & Loss Budget vs. Actual 19-20

02/26/20

July 2019 through February 2020

Accrual Basis

	Jul '19 - Feb 20	Budget	\$ Over Bud...	% of Bu...
5364 · Grounds R&M	42,618.82	43,000.00	-381.18	99.1%
5365 · Pool R&M	9,799.52	20,000.00	-10,200.48	49.0%
5366 · Vehicle R&M	78,055.52	10,000.00	68,055.52	780.6%
5367 · Janitorial	4,980.25	9,600.00	-4,619.75	51.9%
5368 · Security	697.08	1,300.00	-602.92	53.6%
5369 · Vandalism	184.05	0.00	184.05	100.0%
Total 5360 · Repair & Maintenance	601,879.33	136,900.00	464,979.33	439.6%
5370 · Supplies - Consumable				
5372 · Office Supplies	6,153.48	10,000.00	-3,846.52	61.5%
5374 · Safety & staff supplies	5,181.73	7,500.00	-2,318.27	69.1%
Total 5370 · Supplies - Consumable	11,335.21	17,500.00	-6,164.79	64.8%
5380 · Taxes, Lic., Notices & Permits	1,248.62	4,200.00	-2,951.38	29.7%
5390 · Telephone & Internet	16,732.64	25,000.00	-8,267.36	66.9%
5400 · Transportation, Meals & Travel				
5402 · Air, Lodging & Other Travel	4,336.88	3,000.00	1,336.88	144.6%
5404 · Fuel	11,829.83	13,000.00	-1,170.17	91.0%
5406 · Meals	1,379.37	2,000.00	-620.63	69.0%
5408 · Mileage & Auto Allowance	165.38	5,000.00	-4,834.62	3.3%
Total 5400 · Transportation, Meals & Travel	17,711.46	23,000.00	-5,288.54	77.0%
5410 · Utilities				
5412 · Electric & Gas	40,737.29	78,000.00	-37,262.71	52.2%
5414 · Water	3,336.24	22,000.00	-18,663.76	15.2%
5416 · Garbage	9,200.65	8,000.00	1,200.65	115.0%
Total 5410 · Utilities	53,274.18	108,000.00	-54,725.82	49.3%
Total Expense	1,744,241.64	2,155,230.00	-410,988.36	80.9%
Net Ordinary Income	156,501.58	-148,830.00	305,331.58	-105.2%
Other Income/Expense				
Other Expense				
9999 · Misc. Expense	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	156,501.58	-148,830.00	305,331.58	-105.2%

PRPD
Profit & Loss by Job
February 2020

	<u>RP1 General</u> <u>(Recovery Project)</u>	<u>Total Recovery Project</u>
Expense		
5000 · Payroll Expenses		
5010 · Wages & Salaries	2,523.23	2,523.23
5020 · Employer Taxes	184.41	184.41
5030 · Employee Benefits	617.06	617.06
5060 · Other Personnel Costs	0.00	0.00
Total 5000 · Payroll Expenses	<u>3,324.70</u>	<u>3,324.70</u>
5280 · Equip., Tools & Furn (<\$5k)		
5286 · Small Tools & Equipment	261.99	261.99
Total 5280 · Equip., Tools & Furn (<\$5k)	<u>261.99</u>	<u>261.99</u>
5290 · Equipment Rental	216.00	216.00
5330 · Professional & Outside services		
5330 · Professional & Outside services - Other	750.00	750.00
Total 5330 · Professional & Outside services	<u>750.00</u>	<u>750.00</u>
5360 · Repair & Maintenance		
5363 · General R&M	1,512.93	1,512.93
5364 · Grounds R&M	867.73	867.73
5366 · Vehicle R&M	43.09	43.09
5367 · Janitorial	0.00	0.00
Total 5360 · Repair & Maintenance	<u>2,423.75</u>	<u>2,423.75</u>
5400 · Transportation, Meals & Travel		
5404 · Fuel	43.62	43.62
5406 · Meals	0.00	0.00
Total 5400 · Transportation, Meals & Travel	<u>43.62</u>	<u>43.62</u>
5410 · Utilities		
5416 · Garbage	756.75	756.75
Total 5410 · Utilities	<u>756.75</u>	<u>756.75</u>
Total Expense	<u>7,776.81</u>	<u>7,776.81</u>
Net Ordinary Income	<u>-7,776.81</u>	<u>-7,776.81</u>
Net Income	<u><u>-7,776.81</u></u>	<u><u>-7,776.81</u></u>

Staff Report**March 11, 2020**

DATE: 2/24/2020
TO: PRPD Board of Directors
FROM: Jeff Dailey, Recreation Supervisor
SUBJECT: 2020-2021 Paradise Recreation and Park District and Paradise Piranhas Swim Team final agreement with changes.

Summary

Recommendations were suggested for changes to the Piranhas Swim Team Agreement at the February 2020 PRPD Board of Directors Meeting. Those included changing the length of the agreement from one to two years, and changing the number of swimmers needed to discuss a renegotiation of costs from 100 to 50. The Paradise Piranhas Swim Team were contacted and in agreement with the recommended changes.

Recommendation:

Staff recommends board approval of the 2020-2021 PRPD and Paradise Piranhas Swim Team pool use agreement.

Attachments:

- A. 2020-2021 PRPD and Paradise Piranhas Swim Team pool usage agreement.

**Paradise Recreation and Park District
Paradise Piranhas Swim Team, Inc.**

2020-2021 Agreement

It is agreed that the Paradise Recreation and Park District, hereinafter called PRPD, will allow Paradise Piranhas Swim Team, Inc., hereinafter called Piranhas, a non-profit corporation, to use the Paradise Recreation and Park District Swim Pool located at 5600 Recreation Drive in Paradise, Butte County, California, in accordance with the following conditions:

- A. The PRPD will be in charge of the swim pool daily schedule. Hours and usage may vary depending on the yearly demands on this facility. The PRPD will notify the Piranhas of their available usage by February 1st of each year. This usage will be for practices and swim meets, Monday through Friday. The swim pool may not be subleased or assigned to any other group or organization during this usage without securing written authorization by the PRPD.
- B. The term of this agreement will be for the period of May 1, 2020 to October 31, 2021.
- C. The Piranhas will properly supervise all activities and abide by PRPD swim pool safety in order to protect members, visitors, and patrons.
- D. The coach(es) and assistant coach(es) shall be interviewed by the District Manager or authorized staff to discuss rules and policies before season begins. The coach(es) and assistant coach(es) must be fully certified as required by the State of California and U.S. Swimming, Inc.
- E. A certified lifeguard meeting American Red Cross standards for lifeguarding, first aid, and CPR shall be on duty at all times during practices and meets.

- F. The District Manager or authorized staff will meet with the Piranhas officers on an as needed basis.
- G. The Piranhas will present the upcoming schedule of activities to the PRPD by March 31 of each year.
- H. If it is necessary to purchase swim pool equipment to benefit the Piranhas, such purchases and financial responsibility must have District Manager's approval prior to purchase.
- I. The Piranhas will reimburse PRPD for the use of the pool in the following manner:
1. \$5.00 per hour (Swim Pool Rental).
 2. Percentage of Pacific Gas & Electric charges as related to usage.
 3. Reimbursement for lifeguard assignments (if scheduled by PRPD).
 4. The PRPD District Manager agrees to discuss a renegotiation of costs if the Piranhas do not have over fifty participants.
 5. Invitational Swim Meet fees will be negotiated separately.
- J. The Piranhas will pay the above costs for pool usage within 30 days of PRPD's billing at the conclusion of the Piranhas 2020 and 2021 seasons. The Piranhas will present a written financial report and season update for each year to the PRPD Board of Directors at the March Board Meeting. Piranhas further agrees to keep and maintain, at its sole cost and expense, during the term of this agreement, sufficient and adequate public liability insurance with a combined single limit of \$1,000,000 pertaining to liability for personal injury and \$10,000 pertaining to property damage and fire, and said policy shall name PRPD as an additional insured and proof of sufficient insurance shall be given by Piranhas with certificate of such insurance naming PRPD as additional insured and additional insured endorsement prior to facility usage. Such liability insurance must cover swim pool usage as stated in this

agreement. The Piranhas, in consideration of using this facility, agrees to indemnify and hold harmless the PRPD and all its officers, Board members, employees, Manager, or agents for any claims arising out of the use of the land, facilities, or equipment and the conduct of activities.

K. This agreement rescinds any prior agreement between PRPD and the Piranhas.

L. Both parties must adhere to conditions of agreement. Any violation or default renders agreement invalid.

M. Parties hereto agree that this Agreement may be terminated by either party upon giving the other party (30) days written Notice of Intention to do so.

BY THE PARADISE RECREATION AND PARK DISTRICT

Daniel Efseaff, District Manager

Date

BY THE PARADISE PIRANHAS SWIM TEAM, INC.

Arlinda Black, President

Date

2019 PARADISE PIRANHAS INCOME/EXPENSES

2/12/20

Sum of AMOUNT				
SEASON	TYPE	TRANSACTION DESCRIPTION	DESCRIPTION	Total
Balance				\$ 23,085.47
Fall 18	EXPENSES	Beyond Fitness	Sep, Oct & Nov pool fees	\$ (1,656.00)
		Beyond Fitness Total		\$ (1,656.00)
		VOID CK# 4758	lost check in fire	\$ 3,300.00
		VOID CK# 4758 Total		\$ 3,300.00
		VOID CK# 4761	Fall treats	\$ 30.93
		VOID CK# 4761 Total		\$ 30.93
	EXPENSES Total			\$ 1,674.93
Fall 18 Total				\$ 1,674.93
Winter 19	EXPENSES	Deposit	Piranha Strong T's/sweatshirts	\$ 241.00
		Deposit Total		\$ 241.00
		Merch C&H	Merch fees	\$ (173.81)
		Merch C&H Total		\$ (173.81)
		Dialed in Athletics	Piranha Strong T's/sweatshirts	\$ (4,628.10)
		Dialed in Athletics Total		\$ (4,628.10)
		DRPD	Feb pool fees	\$ (2,000.00)
			March & April pool fees	\$ (4,000.00)
		DRPD Total		\$ (6,000.00)
		Oroville Safe	keys made for Storage	\$ (6.33)
		Oroville Safe Total		\$ (6.33)
		Postmaster	PO Box fee	\$ (92.00)
		Postmaster Total		\$ (92.00)
		Yoursite	website	\$ (71.99)
		Yoursite Total		\$ (71.99)
		Amazon	Lock Box	\$ (19.99)
		Amazon Total		\$ (19.99)
	EXPENSES Total			\$ (10,751.22)
	WINTER REGISTRATION	Deposit	winter registration	\$ 5,355.00
		Deposit Total		\$ 5,355.00
	WINTER REGISTRATION Total			\$ 5,355.00
	DONATION	Deposit	North Coast Aquatics Booster	\$ 2,100.00
			Park City Swimming	\$ 1,500.00
			Network for Good	\$ 240.00
			Paypal - donation	\$ 5,130.00
			Rolling Hills Casino	\$ 1,000.00
			San Mateo Bulldogs	\$ 1,300.00
			Nate McKay (paypal)	\$ 335.77
		Deposit Total		\$ 11,605.77
	DONATION Total			\$ 11,605.77
	COACH & ASSISTANT	Ace Payroll	winter payroll	\$ (4,684.26)
		Ace Payroll Total		\$ (4,684.26)
	COACH & ASSISTANT Total			\$ (4,684.26)
	CERTIFICATIONS	Jaime Luevano	Official Certs	\$ (66.00)
		Jaime Luevano Total		\$ (66.00)
	CERTIFICATIONS Total			\$ (66.00)
Winter 19 Total				\$ 1,459.29
Summer 18	EXPENSES	VOID CK# 4720	relays	\$ 48.00
		VOID CK# 4720 Total		\$ 48.00
		PRPD	2018 Pool fees	\$ (3,864.14)
		PRPD Total		\$ (3,864.14)
	EXPENSES Total			\$ (3,816.14)
	SWIM MEET	VOID CK# 4730	hospitality 7/6	\$ 24.00
		VOID CK# 4730 Total		\$ 24.00
	SWIM MEET Total			\$ 24.00
Summer 18 Total				\$ (3,792.14)
Summer 19	EXPENSES	Deposit	T-shirts	\$ 220.00
			repay SwimSmarter/Swim Connection	\$ 72.75
			NVAL shirts	\$ 671.00
		Deposit Total		\$ 963.75
		Merch C&H	Merch fees	\$ (42.25)
		Merch C&H Total		\$ (42.25)
		Dialed in Athletics	shirts	\$ (920.21)
		Dialed in Athletics Total		\$ (920.21)
		DRPD	Summer pool fees	\$ (2,640.00)
			meeting place	\$ (90.00)
		DRPD Total		\$ (2,730.00)
		PRPD	year end BBQ	\$ (94.00)
		PRPD Total		\$ (94.00)
		Devin Kutil	hotel - Redding Meet	\$ (128.80)

		hotel - NVALS	\$ (651.10)
		Summer bonus check	\$ (137.50)
Devin Kutil Total			\$ (917.40)
Team Unify		annual license fee	\$ (299.00)
Team Unify Total			\$ (299.00)
Making Waves Swim Shop		Swim Caps	\$ (245.91)
Making Waves Swim Shopd Total			\$ (245.91)
US Postal Service		Oroville PO Box	\$ (53.00)
US Postal Service Total			\$ (53.00)
Swim Smarter		Jessica US card	\$ (50.75)
Swim Smarter Total			\$ (50.75)
Swim Connection		Jessica swim meet fees	\$ (22.00)
Swim Connection Total			\$ (22.00)
Secretary of State		CI-100	\$ (20.00)
Secretary of State Total			\$ (20.00)
Gridley Gators		relays	\$ (72.00)
Gridley Gators Total			\$ (72.00)
Durham Dolphins		relays	\$ (80.00)
Durham Dolphins Total			\$ (80.00)
Barbara Triebswetter		year end BBQ	\$ (103.24)
Barbara Triebswetter Total			\$ (103.24)
Matthews, Hutton & Warren		2018 taxes	\$ (640.00)
Matthews, Hutton & Warren Total			\$ (640.00)
NVAL		2019 dues	\$ (123.00)
NVAL Total			\$ (123.00)
Orland Otters		relays	\$ (64.00)
Orland Otters Total			\$ (64.00)
Plumas Swim Team		relays	\$ (30.00)
		camp site	\$ (30.00)
Plumas Swim Team Total			\$ (60.00)
Franchise Tax Board		2018 taxes	\$ (10.00)
Franchise Tax Board Total			\$ (10.00)
Attorney Generals Registry		2018 taxes	\$ (25.00)
Attorney Generals Registry of Charitable Trusts Total			\$ (25.00)
Willows Hydro Jets		NVAL shirts	\$ (900.00)
Willows Hydro Jets Total			\$ (900.00)
NVALS		relays	\$ (54.00)
NVALS Total			\$ (54.00)
Arlinda Black		awards	\$ (191.10)
Arlinda Black Total			\$ (191.10)
Raleys		gift cards	\$ (150.00)
Raleys Total			\$ (150.00)
Extra Storage		storage fee	\$ (966.00)
Extra Storage Total			\$ (966.00)
EXPENSES Total			\$ (7,869.11)
DONATION			
Deposit		Network for Good donation	\$ 150.00
		Folsom Sea Otters	\$ 108.75
			\$ 1,050.00
Deposit Total			\$ 1,308.75
Deposit		Paypal - donation	\$ 50.00
Deposit Total			\$ 50.00
DONATION Total			\$ 1,358.75
COACH & ASSISTANT			
Ace Payroll		summer payroll	\$ (12,227.52)
Ace Payroll Total			\$ (12,227.52)
COACH & ASSISTANT Total			\$ (12,227.52)
SWIM MEET			
Deposit		relays	\$ 120.00
		Petty Cash	\$ 500.00
		snack bar	\$ 1,443.28
		Auction	\$ 1,412.00
		Swim fees	\$ 18.00
		Buzzin Beans	\$ 120.00
		Swim meet fees	\$ 6,780.00
		Fine Designs	\$ 923.55
		Durham Dolphin relays	\$ 50.00
Deposit Total			\$ 11,366.83
DRPD		dumpster/lifeguards	\$ (409.22)
DRPD Total			\$ (409.22)
Jaime Luevano		awards	\$ (561.31)
Jaime Luevano Total			\$ (561.31)
Hasty Awards		awards	\$ (97.70)
Hasty Awards Total			\$ (97.70)
Withdrawal		Petty Cash	\$ (500.00)
Withdrawal Total			\$ (500.00)
Barbara Triebswetter		snack bar	\$ (378.11)

		Barbara Triebswetter Total		\$	(378.11)
		Brandi Warren	refund swim meet fees	\$	(28.00)
		Brandi Warren Total		\$	(28.00)
		Elaine Brennan	snack bar	\$	(32.94)
		Elaine Brennan Total		\$	(32.94)
		NVAL	Colorado rental	\$	(250.00)
		NVAL Total		\$	(250.00)
		Pueblitos	hospitality 7/6	\$	(50.00)
		Pueblitos Total		\$	(50.00)
		Johnny on the Spot	portable toilet	\$	(267.90)
		Johnny on the Spot Total		\$	(267.90)
		DUSD	tables/chairs	\$	(78.00)
		DUSD Total		\$	(78.00)
		SWIM MEET Total		\$	8,713.65
	CERTIFICATIONS	Devin Kutil	Certifications Devin Kutil	\$	(73.96)
		Devin Kutil Total		\$	(73.96)
		Ben Lubetkin	Certifications	\$	(44.96)
		Ben Lubetkin Total		\$	(44.96)
		CERTIFICATIONS Total		\$	(118.92)
	SUMMER REGISTRATION	Deposit	summer registration	\$	6,909.50
		Deposit Total		\$	6,909.50
		SUMMER REGISTRATION Total		\$	6,909.50
	SPONSORS	Deposit	Murray DDS	\$	200.00
			Oxford Suites	\$	300.00
		Deposit Total		\$	500.00
		SPONSORS Total		\$	500.00
		Summer 19 Total		\$	(2,733.65)
Fall 19	EXPENSES	Yoursite	Website Fees	\$	(71.99)
		Yoursite Total		\$	(71.99)
		PRPD	Fall pool fees	\$	(679.82)
		PRPD Total		\$	(679.82)
		Devin Kutil	Scan to be on deck	\$	(20.00)
		Devin Kutil Total		\$	(20.00)
		Ben Lubetkin	Scan & TB test to be on deck	\$	(69.00)
		Ben Lubetkin Total		\$	(69.00)
		K & K Insurance Group	insurance	\$	(315.00)
		K & K Insurance Group Total		\$	(315.00)
		Risk Management	insurance	\$	(615.00)
		Risk Management Total		\$	(615.00)
		SE Payments	Merch fees	\$	(16.00)
		SE Payments Total		\$	(16.00)
		EXPENSES Total		\$	(1,786.81)
	COACH & ASSISTANT	Ace Payroll	Fall payroll	\$	(2,002.56)
			Year end payroll	\$	(113.49)
		Ace Payroll Total		\$	(2,116.05)
		Kristian Colwell	Fall payroll	\$	(500.50)
		Kristian Colwell Total		\$	(500.50)
		COACH & ASSISTANT Total		\$	(2,616.55)
	FALL REGISTRATION	Deposit	Fall registration	\$	2,255.00
		Deposit Total		\$	2,255.00
		Deposit-SE Payments	Fall registration	\$	96.75
		Deposit-SE Payments Total		\$	96.75
		FALL REGISTRATION Total		\$	2,351.75
	OTHER INCOME	Deposit	Swim Outlet kickback	\$	26.86
			Chocolate fest	\$	1,315.00
		Deposit Total		\$	1,341.86
		OTHER INCOME Total		\$	1,341.86
		Fall 19 Total		\$	(709.75)
Winter 20	EXPENSES	US Postal Service	PO Box fee	\$	(106.00)
		US Postal Service Total		\$	(106.00)
		SNS	2020 Sanction fees	\$	(20.00)
		SNS Total		\$	(20.00)
		EXPENSES Total		\$	(126.00)
		Winter 20 Total		\$	(126.00)
		Grand Total		\$	18,858.15

2020 MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
					1 Practice 3:30-6:00pm	2
3	4 Practice 3:30-6:00pm	5	6 Practice 3:30-6:00pm	7	8 Practice 3:30-6:00pm	9
10	11 Practice 3:30-6:00pm	12	13 Practice 3:30-6:00pm	14	15 Practice 3:30-6:00pm	16
17	18 Practice 3:30-6:00pm	19	20 Practice 3:30-6:00pm	21	22 Practice 3:30-6:00pm	23
24	25 HOLIDAY	26	27 Practice 3:30-6:00pm	28	29 Practice 3:30-6:00pm	30
31						

2020 JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
	1 Practice 3:30-6:00pm	2	3 Practice 3:30-6:00pm	4	5 Practice 3:30-6:00pm Welcome BBQ 6:00-8:30pm	6
7	8 Practice 7:00-9:45am	9 Practice 7:00-9:45am	10 Practice 7:00-9:45am	11 Practice 7:00-9:45am	12 Practice 7:00-9:45am	13
14	15 Practice 7:00-9:45am	16 Practice 7:00-9:45am	17 Practice 7:00-9:45am	18 Practice 7:00-9:45am	19 Practice 7:00-9:45am	20
21	22 Practice 7:00-9:45am	23 Practice 7:00-9:45am	24 Practice 7:00-9:45am	25 Practice 7:00-9:45am	26 Practice 7:00-9:45am	27
28	29 Practice 7:00-9:45am	30 Practice 7:00-9:45am				

2020 JULY

SUN	MON	TUE	WED	THU	FRI	SAT
			1 Practice 7:00-9:45am	2 Practice 7:00-9:45am	3 HOLIDAY	4
5	6 Practice 7:00-9:45am	7 Practice 7:00-9:45am	8 Practice 7:00-9:45am Movie Night 5:00-9:00pm	9 Practice 7:00-9:45am	10 Practice 7:00-9:45am	11
12	13 Practice 7:00-9:45am	14 Practice 7:00-9:45am	15 Practice 7:00-9:45am	16 Practice 7:00-9:45am	17 Practice 7:00-9:45am	18
19	20 Practice 7:00-9:45am	21 Practice 7:00-9:45am	22 Practice 7:00-9:45am	23 Practice 7:00-9:45am	24 Swim Meet Set Up 5:00-8:00pm	25 Firecracker Meet 7:00am-8:00pm
26	27 Practice 7:00-9:45am	28 Practice 7:00-9:45am	29 Last day of Practice 7:00-9:45am	30	31	

2020 AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7 Year End BBQ 5:00-8:00pm	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Staff Report

March 11, 2020



DATE: 2/27/2020
 TO: Board of Directors
 FROM: Dan Efseaff, District Manager
 SUBJECT: CalTRUST Interest-Bearing Account

Report in Brief

At the June 12, 2019 regularly scheduled Board meeting, the BOD authorized Staff to:

- 1) develop a resolution and open new accounts with Five Star Bank,
- 2) develop a resolution and open CALTRUST accounts, and
- 3) Develop a Financial Investment Policy for BOD consideration.

The BOD approved the resolution for the Five Star Bank account (7/10/2019) and adopted the Financial Investment Policy (2/12/2020). The action on the CALTRUST account is the remaining action from this initial effort.

The CALTRUST account provides an alternative for Special Districts to the Local Agency Investment Fund (LAIF) and complies with California Government Code 53601 and 53605. In 2005, the CSAC Finance Corporation and the League of California Cities established the Investment Trust of California (CalTRUST) as a Joint Powers Authority in conjunction with public agencies in California for the purpose of pooling and investing local agency funds. The fund typically provides an equivalent return better return than LAIF and provides the potential for the District to diversify funds.

District legal counsel reviewed the documents and at his direction a secondary contact of the Assistant District Manager has been added to act on the behalf of the District in the absence of the District Manager.

To open the account, the District Manager will sign the CalTRUST Program Registration Form and Participating Agreement on behalf of the District.

Recommendation: *Approve and adopt Resolution #20-03-1-476 authorizing staff to open an interest-bearing account with CalTRUST and authorize the District Manager to sign necessary documents on behalf of the District.*

Attachments:

- A. Resolution #20-03-1-476 and CalTRUST Program Registration Form and Participation Agreement



6626 Skyway
Paradise, CA 95969
Email: info@ParadisePRPD.com

Phone: 530-872-6393
Fax: 530-872-8619
Website: www.ParadisePRPD.com

Paradise Recreation & Park District

Resolution #20-03-1-476

RESOLUTION OF THE PARADISE RECREATION AND PARK DISTRICT BOARD OF DIRECTORS AUTHORIZING THE OPENING OF AN ACCOUNT AT CalTRUST

WHEREAS, the Board of Directors of the Paradise Recreation and Park District (herein “Board”) is a local non-enterprise special district formed and authorized to provide services within its jurisdiction, pursuant to State of California Public Resources Code, Division 5, Chapter 4, Article 1, commencing with Section 5780; and,

WHEREAS, on June 12, 2019, the Board of Directors approved the opening of an account at CalTRUST.

NOW, THEREFORE BE IT RESOLVED, DETERMINED AND ORDERED by the Paradise Recreation and Park District Board of Directors as follows:

1. The Paradise Recreation and Park District Board of Directors authorizes the following:
 - a. Creation of an account at CalTRUST as indicated in the CalTRUST Program Registration Form and Participation Agreement [Attachment A]; and
 - b. The District Manager or the Assistant District Manager to execute transactions with respect to such account on behalf of the Paradise Recreation and Park District.

PASSED AND ADOPTED by the Board of Directors of the Paradise Recreation and Park District on the 11th day of March 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Al McGreehan, Chairperson

Julie Van Roekel, Secretary



Program Registration Form and Participation Agreement

Instructions

To become a CalTRUST Participant, please complete this **Program Registration Form and Participation Agreement**. If you have any questions concerning any part of this form, please call the CalTRUST toll-free number: (833) CALTRUST (225-7788).

All capitalized terms used but not otherwise defined herein shall have the meanings ascribed to them in the CalTRUST Joint Exercise of Powers Agreement, dated as of February 24, 2005, as amended September 12, 2012, by and among the members of CalTRUST (the "JP Agreement") or the information statement of CalTRUST (the "Information Statement"), as applicable.

When the Program Registration Form and Participation Agreement is complete, please handle as follows:

FAX OR SCAN AND E-MAIL A COPY of this Form to the CalTRUST Program Administrator:

CalTRUST Program Administrator
admin@caltrust.org
(916) 471-0523

MAIL THE ORIGINAL of this Form to:

CalTRUST Program Administrator
1100 K Street, Suite 101
Sacramento, CA 95814

Part 1. Agency Information

Name of Agency: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Type of Agency: _____
[County, City, Special District, Non-Profit, Other (please specify)]

Tax ID Number: _____



Part 2. Contact Information for Agency Personnel

Primary Contact

Name: _____

Title: _____

Telephone: _____ E-Mail Address: _____

Signature: _____

Secondary Contact

Name: _____

Title: _____

Telephone: _____ E-Mail Address: _____

Signature: _____

Additional Contact (Optional)

Name: _____

Title: _____

Telephone: _____ E-Mail Address: _____

Signature: _____

Additional Contact (Optional)

Name: _____

Title: _____

Telephone: _____ E-Mail Address: _____

Signature: _____



Part 3. Withdrawal Instructions

The Administrator agrees to honor all properly authorized wire transfer requests in accordance with the terms of the Information Statement that is then current.

At any time, the Participant may change (a) wiring instructions, (b) authorized representatives, (c) other information. However, the Participant agrees that the Administrator may rely on the information previously supplied by the Participant until the Administrator receives authorized written notification of any change on forms prescribed by CalTRUST. Changes will become effective on the Business Day following receipt of written notice by the Administrator.

The Administrator is hereby authorized to act upon instructions received in writing by the authorized representative(s) listed below to have amounts withdrawn from this account and wired only to the Federal Reserve member bank account designated below, unless changed by written instructions to the Administrator. It is understood that the Administrator will be under no obligation to honor, in whole or in part, any transfer request which (a) exceeds available funds invested in the Shares Program, (b) is provided by any person other than the authorized persons designated below, (c) is not in accordance with any other requirements stated herein.

Bank Name: _____

ABA Number: _____

Account Name: _____

Account Number: _____

Bank Address: _____



Part 4. Acknowledgement & Certification

The undersigned certify and affirm that:

1. None of CalTRUST, its Trustees, the Administrator, the Investment Advisor or the Custodian has provided any advice to the Participant about whether to participate in CalTRUST. The Participant has requested and received from the Administrator all information that the Participant, after due inquiry, deemed relevant to participating in CalTRUST. The Participant has carefully reviewed the Information Statement and JP Agreement, has discussed with CalTRUST representatives any questions the Participant may have had as to such materials, and as to the business, operations or financial condition of CalTRUST, and agrees to be bound by the terms of the Information Statement and acknowledges the terms of the JP Agreement as they relate to the Participant. The Participant understands the risks of this investment as described in the Information Statement. The Participant has taken into account that, like an investment in most securities, there is a risk of loss of this investment, and that an investment through the Series of Shares known as the "CalTRUST Medium-Term Fund" Series will be relatively illiquid so that funds invested in those Funds will not be readily available. Taking into account these factors and all other factors relating to the Shares Program, the Participant has independently concluded that this investment is suitable for the Participant.
2. The Participant has consulted with its own legal, accounting, tax, investment and other advisers in connection with this investment, to the extent that the Participant has deemed necessary, including with respect to the investment of any tax-exempt bond proceeds, which may result in certain consequences if invested.
3. The Participant is duly authorized to enter into this Program Registration Form and Participation Agreement, and the person signing this Program Registration Form and Participation Agreement on behalf of the Participant is authorized to do so, under all applicable governing documents and investment objectives of the Participant, by the legislative or other governing body of the Participant, and pursuant to applicable laws. This Program Registration Form and Participation Agreement constitutes a legal, valid and binding agreement of the Participant enforceable against the Participant in accordance with its terms.
4. The Participant is either a political subdivision of a state, or an agency, authority, or instrumentality of the United States, a state or any political subdivision of a state, as those terms are used in the Investment Company Act of 1940, or designated non-profit.
5. The Participant understands that the Shares have not been registered under the Securities Act of 1933, as amended. The Participant understands that no federal or state agency has passed on the merits or fairness of this investment.
6. This Program Registration Form and Participation Agreement shall be binding on the Participant and its successors and assigns and shall inure to the benefit of the successors and assigns of CalTRUST and the Administrator. This Program Registration Form and Participation Agreement shall be governed by the laws of the State of California as such laws are applied to agreements that are made in California by California residents and that are to be performed wholly within California.
7. The Participant has reviewed CalTRUST's Investment Policy and has determined that it satisfies, and does not conflict with, the Participant's legal and policy requirements and investment objectives, including any limitations that the Participant has adopted that are more restrictive than State law or CalTRUST's Investment Policy, and the Participant agrees to review the Investment Policy each time its governing body reviews its own investment policy. To the extent that the Participant has any questions or concerns about the Investment Policy, it agrees to raise these matters expediently with CalTRUST and if such questions or concerns are not addressed to the satisfaction of the Participant, it agrees to sell its Shares.
8. The Participant accepts responsibility for the investment decisions of the Investment Advisor and agrees that it will independently review the performance of the Investment Advisor as often as it deems necessary to meet all legal requirements applicable to the investment of the Participant's funds with respect to investment decisions affecting the Participant.
9. If the Participant has in effect an annual delegation of discretionary investment power to its treasurer, such delegation to the treasurer will be in effect at all times when the Participant participates in the Shares Program.
10. *The Participant has carefully reviewed and understands the important disclosures and information contained in the Information Statement concerning the requirements, and consequences for failing to comply with such requirements, with respect to the following topics:*
 - When funds may be invested through or withdrawn from the Series of Shares known as the, CalTRUST FedFund Government Money Market Fund, CalTRUST TempFund Money Market Fund, CalTRUST Short-Term Fund, and/or CalTRUST Medium-Term Fund;
 - When investments will begin earning income after an investment of funds through the CalTRUST FedFund Government Money Market Fund, CalTRUST TempFund Money Market Fund, CalTRUST Short-Term Fund, and/or CalTRUST Medium-Term Fund;
 - When investments will stop earning income in connection with a withdrawal of funds from the CalTRUST FedFund Government Money Market Fund, CalTRUST TempFund Money Market Fund, CalTRUST Short-Term Fund, and/or CalTRUST Medium-Term Fund;
 - Requisite form and timing of advance notices of and timing of receipt of funds for investments through the CalTRUST FedFund Government Money Market Fund, CalTRUST TempFund Money Market Fund, CalTRUST Short-Term Fund, and/or CalTRUST Medium-Term Fund;
 - Requisite form and timing of advance notices of requests for withdrawals from the CalTRUST FedFund Government Money Market Fund, CalTRUST TempFund Money Market Fund, CalTRUST Short-Term Fund, and/or CalTRUST Medium-Term Fund; and
 - When funds to be invested through the CalTRUST Medium-Term Fund will be automatically and temporarily invested through the CalTRUST Short-Term Fund, and when such funds will be automatically transferred from the CalTRUST Short-Term Fund and invested through the CalTRUST Medium-Term Fund as requested.



Part 5. Waiver and Disclaimer Related to Use of the CalTRUST Investment Program Internet Site by Participants

This Waiver and Disclaimer, acknowledged and agreed to by: _____,
the primary authorized representative of _____,

a participant in the CalTRUST Investment Program, hereinafter the "Program", sets forth terms and conditions for use of CalTRUST's "Internet Site for CalTRUST Investment Program (or Program) Participants," hereinafter "Internet Site." The accounts and services provided by the Trustee/Administrator, including those which the Program participant may access through the Internet Site, are governed by a separate Agreement between the parties, which Agreement remains in full force and effect. This Waiver and Disclaimer relating to the Program participant's use of the Internet Site is separate from and does not supersede the Agreement for participation in the Program.

1. **USE RESTRICTIONS** CalTRUST maintains the Internet Site as a service to Program Participants. Reproduction or modification of any information contained in the Internet Site is prohibited without the express written consent of the Trustee/Administrator. CalTRUST makes no representations that the information contained in the Internet Site is appropriate, available or permissible for use in all locations. Use of the Internet Site is prohibited where such use is in violation of the law.
2. **LIABILITY DISCLAIMER** In providing the information contained on the Internet Site, CalTRUST takes all reasonable precautions to ensure that the data is complete and accurate; however, neither the Trustee/Administrator nor any of its agents, shall have liability for any direct or indirect uses of such data, including, but not limited to, any and all investment decisions, regulatory filings or other uses made upon reliance upon any such data.

THE INFORMATION CONTAINED IN THE INTERNET SITE IS PROVIDED "AS IS" AND WITHOUT ANY WARRANTIES OR REPRESENTATIONS OF ANY KIND, EITHER EXPRESSED OR IMPLIED. CALTRUST DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CALTRUST MAKES NO WARRANTY OR REPRESENTATION AS TO THE ACCURACY OR COMPLETENESS OF THE INFORMATION CONTAINED IN THE INTERNET SITE. CALTRUST SHALL NOT BE LIABLE FOR ANY DAMAGES OR EXPENSES OF ANY KIND ARISING OUT OF YOUR USE, ACCESS OR INABILITY TO ACCESS THE INTERNET SITE OR YOUR RELIANCE ON THE INFORMATION CONTAINED IN THE INTERNET SITE.

3. **RIGHT TO CHANGE OR MODIFY** CalTRUST reserves the right to change, modify and/or withdraw the information in the Internet Site at any time without notice. The products and services referred to in the Internet Site may not be available in all locations. CalTRUST reserves the right to change, modify and/or withdraw any products and services at any time without notice.
4. **COMMUNICATIONS** Any information you send to the Internet Site must be legal, truthful and not violate the rights of others.
5. **JURISDICTION** This Waiver and Disclaimer shall be construed in accordance with, and governed by the laws of the State of California, without giving effect to conflict of law principles, and except insofar as the same are or may be preempted or superseded by applicable Federal law.
6. **INTEGRATION** These terms and conditions form the entire understanding and agreement with respect to the subject matter hereof and supersede any and all prior understandings or agreements. In the event of a conflict between these terms and conditions and those set forth in the agreement between the parties for participation in the Program, the terms and conditions of the agreement for participation in the Program shall prevail.
7. **SEVERABILITY** If any term or condition shall, to any extent, be invalid or unenforceable, the remainder of the terms and conditions shall not be affected thereby, nor shall the application of such term or provision to persons or circumstances other than those as which it is held invalid or unenforceable be affected thereby.
8. **THIRD PARTY CONTENT** CalTRUST is not responsible for content appearing on the Internet Site that is created, produced or provided by a third party. CalTRUST shall not be responsible for the accuracy or completeness of any such third party content.
9. **OTHER WEB LINKS** CalTRUST is not responsible for the content of other sites that are not controlled by CalTRUST to which the Internet Site may be linked. Inclusion of a link to another site does not imply an endorsement by CalTRUST.

Signature: _____ **Date:** _____



Part 6. Authorized Representatives and Online Trading Designations

(Below are the individuals authorized to conduct transactions on behalf of the participating entity)

The undersigned certify that any of the persons signing below as an authorized representative of the Participant have the full authority and capacity to invest funds in and withdraw funds from the Shares Program, as well as manage accounts through the CalTRUST Online Portal, pursuant to compliance with the minimum number of authorized traders listed below. The undersigned agree that the certifications, instructions, and authorizations contained in this Program Registration Form and Participation Agreement will remain in effect until the Administrator receives written notice of change.

Authorized Representatives of: _____
 (Name of Agency)

Minimum Number of Signatories Required to Authorize a Trade: _____

Trustee/Fiduciary Signatures and Online Access

(The total number of Trustees/Fiduciaries signing below must equal or exceed the number of authorized signatories required per trade, as listed on the line above.)

Trustee/Fiduciary

Name: _____

Title: _____

Email: _____ **Phone:** _____

Signature: _____ **Date:** _____

Select Online Trading Option(s):

No Online Access	Trade Entry	Void Trade	Approve Trade	Trade Alert Email	Income Distribution Email
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trustee/Fiduciary

Name: _____

Title: _____

Email: _____ **Phone:** _____

Signature: _____ **Date:** _____

Select Online Trading Option(s):

No Online Access	Trade Entry	Void Trade	Approve Trade	Trade Alert Email	Income Distribution Email
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Trustee/Fiduciary

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Select Online Trading Option(s):

No Online Access	Trade Entry	Void Trade	Approve Trade	Trade Alert Email	Income Distribution Email
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trustee/Fiduciary

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Select Online Trading Option(s):

No Online Access	Trade Entry	Void Trade	Approve Trade	Trade Alert Email	Income Distribution Email
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trustee/Fiduciary

Name: _____

Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Select Online Trading Option(s):

No Online Access	Trade Entry	Void Trade	Approve Trade	Trade Alert Email	Income Distribution Email
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Part 7. Statement Only Access

The following individual(s) will be granted access to the CalTRUST Online Participant Portal, but will only be able to access monthly statements and fund information. Please note: Authorized representatives listed in Part 6 will have this access already and do not need to be indicated here.

Contact

Name: _____

Title: _____

Telephone: _____ **E-Mail Address:** _____

Contact

Name: _____

Title: _____

Telephone: _____ **E-Mail Address:** _____

Contact

Name: _____

Title: _____

Telephone: _____ **E-Mail Address:** _____



Part 8. Signatures of Person(s) Authorized to Establish Accounts

(Signature required from the individual(s) authorized to approve participation in the CalTRUST Program)

The undersigned hereby duly execute and deliver this Program Registration Form and Participation Agreement as of this _____ day of _____, 20____, as authorized signatories of:

Name of Agency: _____

Authorized Signatory

Name: _____

Title: _____

Signature: _____

Witness Name (optional): _____

Witness Signature (optional): _____

Additional Authorized Signatory (Optional)

Name: _____

Title: _____

Signature: _____

Witness Name (optional): _____

Witness Signature (optional): _____

