



**FEATHER RIVER RECREATION & PARK DISTRICT**  
Regular Board Meeting  
March 23, 2021

**ACTIVITY CENTER**  
1875 Feather River Blvd.  
Oroville, CA 95965

## **AGENDA**

**Open Session 5:30 PM**

**This meeting will be available in-person at the Activity Center, with a call-in option.**

**Dial: (530) 212-8376; Conference Code: 603692**

*Written comments must be sent to [victoriaa@frrpd.com](mailto:victoriaa@frrpd.com) 1-hour prior to the meeting to be presented to the Board. If you need a special accommodation to participate in this meeting, please contact (530)533-2011.*

### **CALL MEETING TO ORDER**

### **ROLL CALL**

Chairperson Steven Rocchi  
Vice-Chairperson Shannon DeLong  
Director Scott "Kent" Fowler  
Director Devin Thomas  
Director Clarence "Sonny" Brandt

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENT**

The Board will invite anyone in the audience wishing to address the Board, on a matter not listed on the agenda, to state your name for the record and make your presentation. You are limited to three (3) minutes. *The Board cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.*

### **ACKNOWLEDGMENTS**

Thank you, Forbestown Advisory Council for volunteer work performed during the Forbestown Hall & Park Cleanup Day on February 27<sup>th</sup>. (Appendix A)

### **CONSENT AGENDA**

*Items listed on the Consent Agenda are considered routine and will be enacted, approved, or adopted by one motion unless a request for removal or explanation is received from a Board member, staff, or member of the public. Items removed shall be considered immediately following the adoption of the Consent Agenda.*

**1. February 23, 2021 Regular Board Meeting Minutes** (Appendix B)

**2. February 2021 Financials** (Appendix C)

Consent Agenda Motion:

Vote:

### **ACTION ITEM(S)**

**1. Resolution No. 1955-21 A Resolution of the Board of Directors of the Feather River Recreation and Park District approving the transfer of Parkland Impact Fee Funds to the General Fund in the amount of \$106,000 to partially fund Bear Rock Playground Riverbend Park** (Appendix D)  
Staff Report Provided by General Manager, Shawn Rohrbacker.

**Motion:**

**Vote:**

2. **Palermo Pool House Roof Repair/Replacement** (Appendix E)  
Staff Report Provided by Interim Park Supervisor, Brian Wilson.  
**Motion:**  
**Vote:**
  
3. **Add One Full-Time Customer Relations Specialist Position** (Appendix F)  
Staff Report Provided by Executive Administrator, Victoria Anton  
**Motion:**  
**Vote:**
  
4. **Eagle Sculpture Proposal at Riverbend Park** (Appendix G)  
Example provide by Steve Nielsen. Project to be funded by Oroville Arts Council, if approved.  
**Motion:**  
**Vote:**
  
5. **Levy Administration Services Agreement with SCI Consulting Group** (Appendix H)  
5-year agreement provided by SCI.  
**Motion:**  
**Vote:**

**DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS** (Appendix I)

*Finance Committee, Parks & Facilities Committee*

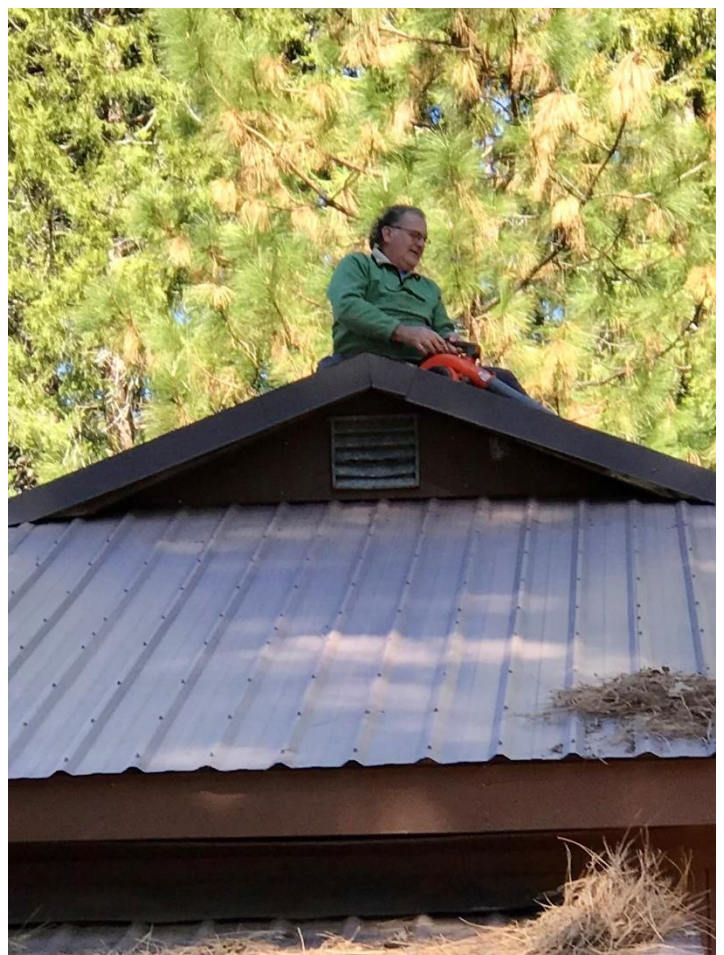
**UNFINISHED BUSINESS**

**BOARD ITEMS FOR UPCOMING AGENDA(S)**

1. Master Plan Finalization
2. Feather River Trail Property Project
3. 2021-22 Budget Workshop

**ADJOURNMENT**









## FEATHER RIVER RECREATION & PARK DISTRICT

Regular Board Meeting

February 23, 2021

## ACTIVITY CENTER

1875 Feather River Blvd.

Oroville, CA 95965

### Draft Minutes

Open Session 5:30 PM

**To provide access to meetings and maximize transparency, a live and interactive audio stream is available for all public board meetings with the following credentials:**

**Dial into the meeting: (530) 212-8376 Conference Code: 603692**

**CHAIRPERSON ROCCHI CALLED THE MEETING TO ORDER AT 5:32 PM.**

### ROLL CALL

|                                  |                          |
|----------------------------------|--------------------------|
| Chairperson Steven Rocchi        | <u>Present</u>           |
| Vice-Chairperson Shannon DeLong  | <u>Present</u>           |
| Director Scott "Kent" Fowler     | <u>Present</u>           |
| Director Devin Thomas            | <u>Arrived at 5:34pm</u> |
| Director Clarence "Sonny" Brandt | <u>Present</u>           |

### PLEDGE OF ALLEGIANCE

### PUBLIC COMMENT

FRRPD Recreation Coordinator, Michelle Huffman informed the Board of the recent success hosting virtual gymnastics meets. Staff's innovative efforts have provided opportunities for competitors in and out of state. Michelle's private business, Ohana Gymnastics, provided a \$600 donation to the District to assist with the increase in internet costs to accommodate the event(s).

### ACKNOWLEDGMENTS

Thank you, Bidwell Parlor No. 21 – Native Sons of the Golden West and Pat Fox, for their donation of flags for the Riverbend Park flagpole.

### CONSENT AGENDA

**1. February 23, 2021 Regular Board Meeting Minutes**

**2. January 2021 Financials**

#### Consent Motion & Vote:

Director Fowler made the motion to approve the Consent Agenda.

Director Thomas seconded the motion.

**\*The motion to approve the Consent Agenda passed with a unanimous vote.**

### ACTION ITEMS

**1. Contract for Environmental Permit Services – Nature Center Trail**

Director Brandt made the motion to approve the contract for environmental permit services for the Nature Center Trail.

Director DeLong seconded the motion.

**\*The motion to approve the contract for environmental permit services for the Nature Center Trail passed with a unanimous vote.**

**2. Resolution 1954-21: A Resolution of the Board of Directors of the Feather River Recreation and Park District Directing Preparation of the Engineer's Report for Fiscal Year 2021-22 for the Continuation of the**

**Park Maintenance and Recreation Improvement District of the Feather River Recreation and Park District**  
Director Brandt made the motion to approve Resolution 1954-21.  
Director DeLong seconded the motion.

**\*The motion to approve Resolution 1954-21 passed with a unanimous vote.**

#### **NON-ACTION ITEMS**

**1. Presentation Update for the River Ranch Subdivision Open Space and Pocket Park Development**

Engineers representing the **River Ranch Subdivision provided an update** to the FRRPD Board of Directors regarding an agreement for the dedication and donation of open space and a pocket park within the Subdivision. A Draft Letter of Intent was presented, outlining the preliminary understanding FRRPD has with the developer.

**2. Priority Park Maintenance Projects**

Interim Park Supervisor, Brian Wilson, provided a report outlining immediate Park & Facility needs.

#### **DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS**

Committee and Staff reports were reviewed.

#### **BOARD ITEMS FOR UPCOMING AGENDAS**

**1. 2020-21 Budget Schedule**

- A. March - Review Budget with Staff
- B. April - Board Budget Workshop
- C. April - Benefit Assessment Oversight Community Input/Engineers Report
- D. May - Approval of Preliminary Budget
- E. June - Public Hearing
- F. June - Adoption of Appropriation Limitations
- G. July - Adoption of Final Budget
- H. July 31<sup>st</sup> - Submit Final Budget to Butte County

**CHAIRPERSON ROCCHI ADJOURNED THE MEETING AT 6:18 PM.**

Feather River Recreation & Park District  
Profit & Loss with Budget Board Agenda  
February 2021

|   | Feb 21         | Budget         | \$ Over Budget  | Jul '20 - Feb 21 | YTD Budget       | \$ Over Budget   | Annual Budget    |
|---|----------------|----------------|-----------------|------------------|------------------|------------------|------------------|
| <b>Ordinary Income/Expense</b>                |                |                |                 |                  |                  |                  |                  |
| <b>Income</b>                                 |                |                |                 |                  |                  |                  |                  |
| 4100 - Tax Revenue                            | 18,124         | 0              | 18,124          | 1,072,053        | 950,000          | 122,053          | 1,800,000        |
| 4150 - Tax Revenue (BAD)                      | 0              | 0              | 0               | 156,444          | 197,536          | (41,092)         | 297,536          |
| 4300 - Program Income                         | 26,601         | 37,871         | (11,270)        | 269,470          | 302,966          | (33,496)         | 454,450          |
| 4400 - Donation & Fundraising Income          | 600            | 167            | 433             | 3,238            | 1,332            | 1,906            | 2,000            |
| 4500 - Grant/Reimbursed Expense Income        | 93,230         |                |                 | 105,285          |                  |                  |                  |
| 4600 - Other Income                           | 0              | 17             | (17)            | 512              | 132              | 380              | 200              |
| 4900 - Interest Income                        | 0              | 833            | (833)           | 13,906           | 6,668            | 7,238            | 10,000           |
| 4905 - Interest Income - BAD                  | 0              | 167            | (167)           | 1,275            | 1,332            | (57)             | 2,000            |
| <b>Total Income</b>                           | <b>138,555</b> | <b>39,055</b>  | <b>99,500</b>   | <b>1,622,183</b> | <b>1,459,966</b> | <b>162,217</b>   | <b>2,566,186</b> |
| <b>Gross Profit</b>                           | <b>138,555</b> | <b>39,055</b>  | <b>99,500</b>   | <b>1,622,183</b> | <b>1,459,966</b> | <b>162,217</b>   | <b>2,566,186</b> |
| <b>Expense</b>                                |                |                |                 |                  |                  |                  |                  |
| 5000 - Payroll Expenses                       | 82,872         | 107,462        | (24,590)        | 822,533          | 922,113          | (99,580)         | 1,351,961        |
| 5031 - GASB 68 Benefit Expense                | 0              | 0              | 0               | 56,394           | 59,610           | (3,216)          | 59,610           |
| 5100 - Advertising & Promotion                | 0              | 346            | (346)           | 0                | 2,766            | (2,766)          | 4,150            |
| 5120 - Bank Fees                              | 363            | 500            | (137)           | 3,435            | 4,000            | (565)            | 6,000            |
| 5130 - Charitable Contributions               | 0              | 0              | 0               | 0                | 2,500            | (2,500)          | 2,500            |
| 5140 - Copying & Printing                     | 706            | 750            | (44)            | 5,700            | 6,000            | (300)            | 9,000            |
| 5155 - Employment New Hire Screen             | 68             | 148            | (80)            | 158              | 1,180            | (1,022)          | 1,772            |
| 5160 - Dues, Mbrshps & Subscriptions          | 0              | 130            | (130)           | 7,386            | 7,780            | (394)            | 8,300            |
| 5160* - Dues, Mbrshps & Publications          | 150            |                |                 | 150              |                  |                  |                  |
| 5170 - Education & Development                | 0              | 279            | (279)           | 780              | 2,234            | (1,454)          | 3,350            |
| 5175 - Equipment Rental                       | 173            | 321            | (148)           | 2,853            | 2,566            | 287              | 3,850            |
| 5180 - Equipment, Tools & Furn (<\$5k)        | 1,224          | 3,975          | (2,751)         | 18,134           | 31,800           | (13,666)         | 47,700           |
| 5200 - Insurance                              | 0              | 0              | 0               | 118,557          | 129,000          | (10,443)         | 129,000          |
| 5210 - Interest Expense - Operating           | 203            | 250            | (47)            | 1,719            | 2,000            | (281)            | 3,000            |
| 5225 - Postage & Delivery                     | 518            | 100            | 418             | 869              | 800              | 69               | 1,200            |
| 5230 - Professional & Outside Svcs            | 15,333         | 14,235         | 1,098           | 84,916           | 160,685          | (75,769)         | 218,425          |
| 5260 - Repairs & Maintenance                  |                |                |                 |                  |                  |                  |                  |
| 5261 - Building R&M                           | 68             | 2,083          | (2,015)         | 4,428            | 16,668           | (12,240)         | 25,000           |
| 5262 - Equip Repairs & Small Tools            | 4,299          | 1,208          | 3,091           | 10,845           | 9,668            | 1,177            | 14,500           |
| 5263 - General R&M                            | 91             | 750            | (659)           | 683              | 6,000            | (5,317)          | 9,000            |
| 5264 - Grounds R&M                            | 6,379          | 5,417          | 962             | 40,232           | 43,332           | (3,100)          | 65,000           |
| 5265 - Janitorial Supplies                    | 213            | 2,333          | (2,120)         | 8,301            | 18,668           | (10,367)         | 28,000           |
| 5266 - Vandalism Repair                       | 0              | 417            | (417)           | 1,847            | 3,332            | (1,485)          | 5,000            |
| 5267 - Vehicle R&M                            | (80)           | 500            | (580)           | 5,821            | 4,000            | 1,821            | 6,000            |
| 5268 - Aquatics Pool R&M                      | 790            | 2,500          | (1,710)         | 17,645           | 20,000           | (2,355)          | 30,000           |
| 5269 - Outside Contractor/Services R&M        | 650            | 833            | (183)           | 10,274           | 6,668            | 3,606            | 10,000           |
| <b>Total 5260 - Repairs &amp; Maintenance</b> | <b>12,410</b>  | <b>16,041</b>  | <b>(3,631)</b>  | <b>100,076</b>   | <b>128,336</b>   | <b>(28,260)</b>  | <b>192,500</b>   |
| 5270 - Security                               | 202            | 1,667          | (1,465)         | 4,630            | 13,332           | (8,702)          | 20,000           |
| 5280 - Supplies - Consumable                  | 1,199          | 2,577          | (1,378)         | 13,894           | 20,617           | (6,723)          | 30,925           |
| 5290 - Taxes, Lic., Notices & Permits         | 0              | 406            | (406)           | 5,341            | 3,251            | 2,090            | 4,875            |
| 5300 - Telephone/Internet                     | 1,286          | 1,153          | 133             | 8,884            | 9,228            | (344)            | 13,840           |
| 5310 - Transportation, Meals & Travel         | 1,637          | 2,670          | (1,033)         | 12,196           | 21,370           | (9,174)          | 32,050           |
| 5320 - Utilities                              | 12,760         | 24,071         | (11,311)        | 217,752          | 194,621          | 23,131           | 290,905          |
| <b>Total Expense</b>                          | <b>131,104</b> | <b>177,081</b> | <b>(45,977)</b> | <b>1,486,357</b> | <b>1,725,789</b> | <b>(239,432)</b> | <b>2,434,913</b> |

Feather River Recreation & Park District  
Profit & Loss with Budget Board Agenda  
February 2021

|                                      | Feb 21 | Budget    | \$ Over Budget | Jul '20 - Feb 21 | YTD Budget | \$ Over Budget | Annual Budget |
|--------------------------------------|--------|-----------|----------------|------------------|------------|----------------|---------------|
| Net Ordinary Income                  | 7,451  | (138,026) | 145,477        | 135,826          | (265,823)  | 401,649        | 131,273       |
| Other Income/Expense                 |        |           |                |                  |            |                |               |
| Other Income                         |        |           |                |                  |            |                |               |
| 4200 · Impact Fee Income             | 14,172 |           |                | 74,176           |            |                |               |
| 4650 · Insurance Proceeds            | 0      |           |                | 213,850          |            |                |               |
| 4910 · Interest Income - Impact Fees | 0      |           |                | 5,071            |            |                |               |
| Total Other Income                   | 14,172 |           |                | 293,097          |            |                |               |
| Other Expense                        |        |           |                |                  |            |                |               |
| 5102 · Insurance Claim Expense       | 510    |           |                | 44,890           |            |                |               |
| 7210 · Debt Interest Expense         | 7,743  | 7,743     | 0              | 63,481           | 63,480     | 1              | 93,945        |
| Total Other Expense                  | 8,253  | 7,743     | 510            | 108,371          | 63,480     | 44,891         | 93,945        |
| Net Other Income                     | 5,919  | (7,743)   | 13,662         | 184,726          | (63,480)   | 248,206        | (93,945)      |
| Net Income                           | 13,370 | (145,769) | 159,139        | 320,552          | (329,303)  | 649,855        | 37,328        |

Feather River Recreation & Park District  
Balance Sheet  
As of February 28, 2021

7:15 PM  
03/11/2021

|   | Feb 28, 21           | Feb 29, 20           | \$ Change            | % Change       |
|---|----------------------|----------------------|----------------------|----------------|
| <b>ASSETS</b>                                 |                      |                      |                      |                |
| <b>Current Assets</b>                         |                      |                      |                      |                |
| <b>Checking/Savings</b>                       |                      |                      |                      |                |
| <b>1010 - Treasury Cash</b>                   |                      |                      |                      |                |
| 1010.1 - Treasury Cash - General              | 478,388.42           | 268,716.83           | 209,671.59           | 78.03%         |
| 1010.2 - Treasury Cash - Reserve              | 302,494.00           | 332,494.00           | -30,000.00           | -9.02%         |
| 1010.3 - Treasury Admin Ins Proceeds          | 216,525.19           | 283,136.19           | -66,611.00           | -23.53%        |
| 1010.4 - Treasury Ins Proceeds Playtown       | 126.76               | 118,624.27           | -118,497.51          | -99.89%        |
| <b>Total 1010 - Treasury Cash</b>             | <b>997,534.37</b>    | <b>1,002,971.29</b>  | <b>-5,436.92</b>     | <b>-0.54%</b>  |
| 1020 - Imprest Cash                           | 584.10               | 955.45               | -371.35              | -38.87%        |
| 1030 - BofW - Merchant Acct.                  | 64,388.60            | 150,360.83           | -85,972.23           | -57.18%        |
| 1031 - BofW Project INS PROCEEDS              | 54,008.67            | 1,154,913.30         | -1,100,904.63        | -95.32%        |
| 1040 - Fund 2610 - BAD                        | 196,194.48           | 191,409.23           | 4,785.25             | 2.5%           |
| <b>1050 - Impact Fees</b>                     |                      |                      |                      |                |
| 1051 - Impact - Parklands                     | 514,645.96           | 424,309.98           | 90,335.98            | 21.29%         |
| 1052 - Impact - Public Use                    | 38,288.81            | 26,163.19            | 12,125.62            | 46.35%         |
| 1053 - Impact - Aquatics                      | 71,527.64            | 60,006.09            | 11,521.55            | 19.2%          |
| <b>Total 1050 - Impact Fees</b>               | <b>624,462.41</b>    | <b>510,479.26</b>    | <b>113,983.15</b>    | <b>22.33%</b>  |
| <b>Total Checking/Savings</b>                 | <b>1,937,172.63</b>  | <b>3,011,089.36</b>  | <b>-1,073,916.73</b> | <b>-35.67%</b> |
| <b>Accounts Receivable</b>                    |                      |                      |                      |                |
| 1210 - Accounts Receivable                    | 84,256.29            | 90,641.19            | -6,384.90            | -7.04%         |
| <b>Total Accounts Receivable</b>              | <b>84,256.29</b>     | <b>90,641.19</b>     | <b>-6,384.90</b>     | <b>-7.04%</b>  |
| <b>Other Current Assets</b>                   |                      |                      |                      |                |
| 1302 - FEMA Riverbend Claim A/R               | 2,839.00             | 2,839.00             | 0.00                 | 0.0%           |
| 1310 - Miscellaneous Receivables              | -0.01                | 531.82               | -531.83              | -100.0%        |
| 1316 - Prepaid Expenses/Debt Interest         | 7,743.26             | 8,418.26             | -675.00              | -8.02%         |
| 1320 - Umpqua Bank Project Fund               | 188,856.12           | 188,856.12           | 0.00                 | 0.0%           |
| <b>Total Other Current Assets</b>             | <b>199,438.37</b>    | <b>200,645.20</b>    | <b>-1,206.83</b>     | <b>-0.6%</b>   |
| <b>Total Current Assets</b>                   | <b>2,220,867.29</b>  | <b>3,302,375.75</b>  | <b>-1,081,508.46</b> | <b>-32.75%</b> |
| <b>Fixed Assets</b>                           |                      |                      |                      |                |
| 1410 - Land                                   | 627,494.00           | 627,494.00           | 0.00                 | 0.0%           |
| 1420 - Buildings & Improvements               | 15,029,019.80        | 14,916,103.80        | 112,916.00           | 0.76%          |
| 1430 - Equipment & Vehicles                   | 1,175,085.01         | 1,160,373.75         | 14,711.26            | 1.27%          |
| 1440 - Construction in Progress               |                      |                      |                      |                |
| 1443 - CIP Riverbend Restoration RB99         | 1,406,744.66         | 124,240.64           | 1,282,504.02         | 1,032.27%      |
| 1446 - CIP Act Center Improvement AC99        | 0.00                 | 46,305.00            | -46,305.00           | -100.0%        |
| 1448 - CIP Nelson SBF NE99                    | 207,331.00           | 90,983.91            | 116,347.09           | 127.88%        |
| 1450 - CIP Feather River Trail FRT99          | 5,765.10             | 2,145.00             | 3,620.10             | 168.77%        |
| 1451 - CIP Playtown Bathroom Fire             | 321,424.02           | 116,000.00           | 205,424.02           | 177.09%        |
| <b>Total 1440 - Construction in Progress</b>  | <b>1,941,264.78</b>  | <b>379,674.55</b>    | <b>1,561,590.23</b>  | <b>411.3%</b>  |
| 1499 - Accumulated Depreciation               | -5,433,828.23        | -4,824,103.09        | -609,725.14          | -12.64%        |
| <b>Total Fixed Assets</b>                     | <b>13,339,035.36</b> | <b>12,259,543.01</b> | <b>1,079,492.35</b>  | <b>8.81%</b>   |
| <b>Other Assets</b>                           |                      |                      |                      |                |
| 1550 - GASB 68 CalPERS Valuation              |                      |                      |                      |                |
| 1551 - GASB68 Deferred Outflow Pension        | 204,906.00           | 204,906.00           | 0.00                 | 0.0%           |
| <b>Total 1550 - GASB 68 CalPERS Valuation</b> | <b>204,906.00</b>    | <b>204,906.00</b>    | <b>0.00</b>          | <b>0.0%</b>    |
| <b>Total Other Assets</b>                     | <b>204,906.00</b>    | <b>204,906.00</b>    | <b>0.00</b>          | <b>0.0%</b>    |
| <b>TOTAL ASSETS</b>                           | <b>15,764,808.65</b> | <b>15,766,824.76</b> | <b>-2,016.11</b>     | <b>-0.01%</b>  |



Feather River Recreation & Park District  
Balance Sheet  
As of February 28, 2021

7:15 PM  
03/11/2021

|  | Feb 28, 21           | Feb 29, 20           | \$ Change        | % Change      |
|--|----------------------|----------------------|------------------|---------------|
| <b>LIABILITIES &amp; EQUITY</b>        |                      |                      |                  |               |
| <b>Liabilities</b>                     |                      |                      |                  |               |
| <b>Current Liabilities</b>             |                      |                      |                  |               |
| <b>Accounts Payable</b>                |                      |                      |                  |               |
| 2000 - Accounts Payable                | 63,266.57            | 71,045.21            | -7,778.64        | -10.95%       |
| <b>Total Accounts Payable</b>          | 63,266.57            | 71,045.21            | -7,778.64        | -10.95%       |
| <b>Credit Cards</b>                    |                      |                      |                  |               |
| 2300 - Credit Cards Payable            | 1,067.33             | 2,808.47             | -1,741.14        | -62.0%        |
| 2350 - Supplier Accounts               | 160.16               | 5,692.41             | -5,532.25        | -97.19%       |
| <b>Total Credit Cards</b>              | 1,227.49             | 8,500.88             | -7,273.39        | -85.56%       |
| <b>Other Current Liabilities</b>       |                      |                      |                  |               |
| 2100 - Payroll Liabilities             | 14,208.57            | 1,041.35             | 13,167.22        | 1,264.44%     |
| 2400 - Deposits/Refunds to Customers   | 2,843.60             | -347.00              | 3,190.60         | 919.48%       |
| <b>Total Other Current Liabilities</b> | 17,052.17            | 694.35               | 16,357.82        | 2,355.85%     |
| <b>Total Current Liabilities</b>       | 81,546.23            | 80,240.44            | 1,305.79         | 1.63%         |
| <b>Long Term Liabilities</b>           |                      |                      |                  |               |
| 2954 - Ford Motor Vehicle Loan         | 34,419.66            | 13,185.29            | 21,234.37        | 161.05%       |
| 2955 - Umpqua Bank Tax Exempt Bond A   | 2,669,389.00         | 2,885,555.00         | -216,166.00      | -7.49%        |
| 2960 - Umpqua Bank Taxable Bond B      | 94,999.97            | 120,999.97           | -26,000.00       | -21.49%       |
| 2975 - GASB 68 CalPERS Liab Valuation  | 967,811.00           | 967,811.00           | 0.00             | 0.0%          |
| <b>Total Long Term Liabilities</b>     | 3,766,619.63         | 3,987,551.26         | -220,931.63      | -5.54%        |
| <b>Total Liabilities</b>               | 3,848,165.86         | 4,067,791.70         | -219,625.84      | -5.4%         |
| <b>Equity</b>                          | 11,916,642.79        | 11,699,033.06        | 217,609.73       | 1.86%         |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>15,764,808.65</b> | <b>15,766,824.76</b> | <b>-2,016.11</b> | <b>-0.01%</b> |

Feather River Recreation & Park District  
 Detail Fixed Asset & Bonds  
 As of February 28, 2021

|  | Date       | Source Name                   | Memo                           | Amount            | Balance              |
|--|------------|-------------------------------|--------------------------------|-------------------|----------------------|
| <b>1010 - Treasury Cash</b>  |            |                               |                                |                   | <b>216,651.95</b>    |
| <b>1010.3 - Treasury Admin Ins Proceeds</b>  |            |                               |                                |                   | <b>216,525.19</b>    |
| Total 1010.3 - Treasury Admin Ins Proceeds   |            |                               |                                |                   | 216,525.19           |
| <b>1010.4 - Treasury Ins Proceeds Playtown</b>   |            |                               |                                |                   | <b>126.76</b>        |
| Total 1010.4 - Treasury Ins Proceeds Playtown  |            |                               |                                |                   | 126.76               |
| Total 1010 - Treasury Cash   |            |                               |                                |                   | 216,651.95           |
| <b>1031 - BofW Project INS PROCEEDS</b>  |            |                               |                                |                   | <b>86,464.57</b>     |
|  | 02/11/2021 | FRANKLIN CONSTRUCTION, INC    | RIVERBEND PLAYGROUND INSTALL   | -32,445.90        | 54,018.67            |
|  | 02/22/2021 | Bank of West- Fees            | bank fees                      | -10.00            | 54,008.67            |
| Total 1031 - BofW Project INS PROCEEDS   |            |                               |                                | -32,455.90        | 54,008.67            |
| <b>*** Staff notes: March 2021: Riverbend outstanding invoices to be paid on 3/11/21 total \$155k, 3/11/21: Riverbend Fund cash balance negative \$101k</b>  |            |                               |                                |                   |                      |
| <b>1302 - FEMA Riverbend Claim A/R</b>   |            |                               |                                |                   | <b>2,839.00</b>      |
| Total 1302 - FEMA Riverbend Claim A/R  |            |                               |                                |                   | 2,839.00             |
| <b>1320 - Umpqua Bank Project Fund</b>   |            |                               |                                |                   | <b>188,856.12</b>    |
| Total 1320 - Umpqua Bank Project Fund  |            |                               |                                |                   | 188,856.12           |
| <b>1410 - Land</b>   |            |                               |                                |                   | <b>627,494.00</b>    |
| Total 1410 - Land  |            |                               |                                |                   | 627,494.00           |
| <b>1420 - Buildings &amp; Improvements</b>   |            |                               |                                |                   | <b>15,029,019.80</b> |
| Total 1420 - Buildings & Improvements  |            |                               |                                |                   | 15,029,019.80        |
| <b>1430 - Equipment &amp; Vehicles</b>   |            |                               |                                |                   | <b>1,175,085.01</b>  |
| Total 1430 - Equipment & Vehicles  |            |                               |                                |                   | 1,175,085.01         |
| <b>1440 - Construction in Progress</b>   |            |                               |                                |                   | <b>1,820,393.26</b>  |
|  |            |                               |                                |                   | <b>1,376,766.40</b>  |
| <b>1443 - CIP Riverbend Restoration RB99</b>   |            |                               |                                |                   | <b>1,406,744.66</b>  |
|  | 02/23/2021 | Rock Creek Construction, Inc. | AMPHITHEATRE RETAINER          | 29,978.26         | 1,406,744.66         |
| Total 1443 - CIP Riverbend Restoration RB99  |            |                               |                                | 29,978.26         | 1,406,744.66         |
| <b>*** Staff notes: \$1.4m Riverbend projects are completed and to be moved into fixed assets Needed: in service date and confirmation completion approval from GM: beach, playground, amphitheater, any misc projects</b> |            |                               |                                |                   |                      |
| <b>1448 - CIP Nelson SBF NE99</b>  |            |                               |                                |                   | <b>116,462.74</b>    |
|  | 02/04/2021 | HOLIDAY POOL CONSTRUCTION     | NELSON POOL SBF GRANT          | 88,152.74         | 204,615.48           |
|  | 02/09/2021 | MELTON DESIGN GROUP           | CONSTRUCTION DOCS              | 2,715.52          | 207,331.00           |
| Total 1448 - CIP Nelson SBF NE99   |            |                               |                                | 90,868.26         | 207,331.00           |
| <b>1450 - CIP Feather River Trail FRT99</b>  |            |                               |                                |                   | <b>5,740.10</b>      |
|  | 02/26/2021 | CARTER LAW OFFICE             | LEGAL EASEMENT RIVER TRAIL SBF | 25.00             | 5,765.10             |
| Total 1450 - CIP Feather River Trail FRT99   |            |                               |                                | 25.00             | 5,765.10             |
| <b>1451 - CIP Playtown Bathroom Fire</b>   |            |                               |                                |                   | <b>321,424.02</b>    |
| Total 1451 - CIP Playtown Bathroom Fire  |            |                               |                                |                   | 321,424.02           |
| Total 1440 - Construction in Progress  |            |                               |                                | 120,871.52        | 1,941,264.78         |
| <b>2955 - Umpqua Bank Tax Exempt Bond A</b>  |            |                               |                                |                   | <b>-2,723,864.00</b> |
|  | 02/01/2021 | BANK OF NEW YORK MELLON       | 2015A PRINCIPAL PAYMENT        | 54,475.00         | -2,669,389.00        |
| Total 2955 - Umpqua Bank Tax Exempt Bond A   |            |                               |                                | 54,475.00         | -2,669,389.00        |
| <b>2960 - Umpqua Bank Taxable Bond B</b>   |            |                               |                                |                   | <b>-100,999.97</b>   |
|  | 02/01/2021 | BANK OF NEW YORK MELLON       | 2015B PRINCIPAL PAYMENT        | 6,000.00          | -94,999.97           |
| Total 2960 - Umpqua Bank Taxable Bond B  |            |                               |                                | 6,000.00          | -94,999.97           |
| <b>TOTAL</b>   |            |                               |                                | <b>148,890.62</b> | <b>16,470,830.36</b> |

Feather River Recreation & Park District  
 Check Register  
 February 2021

| Date       | Num      | Name                              | Memo                                 | Credit            |
|------------|----------|-----------------------------------|--------------------------------------|-------------------|
| Feb 21     |          |                                   |                                      |                   |
| 02/11/2021 | 88998    | HUMANA INSURANCE CO.              | 657103-001                           | 60.00             |
| 02/11/2021 | 88999    | PREMIER ACCESS                    | 15763                                | 766.80            |
| 02/11/2021 | 89000    | BLUE SHIELD OF CALIFORNIA         | 4004625                              | 7,494.40          |
| 02/11/2021 | 89001    | AFLAC                             | JRF86 JAN20                          | 1,303.62          |
| 02/11/2021 | 89002    | BRANDT, CLARENCE SONNY            | BOD STIPEND                          | 100.00            |
| 02/11/2021 | 89003    | FOWLER, SCOTT KENT                | BOD STIPEND                          | 100.00            |
| 02/11/2021 | 89004    | ROCCHI, STEVE                     | BOD STIPEND                          | 100.00            |
| 02/11/2021 | 89005    | THOMAS, DEVIN                     | BOD STIPEND                          | 100.00            |
| 02/11/2021 | 89006    | BANKCARD CENTER                   | STATEMENT 7524                       | 185.65            |
| 02/11/2021 | 89007    | BANKCARD CENTER                   | STATEMENT 4607                       | 1,138.70          |
| 02/11/2021 | 89008    | BANKCARD CENTER                   | STATEMENT 9693                       | 1,954.03          |
| 02/11/2021 | 89009    | COMCAST                           | Acct#8155600190189780 PHONE/INTERENT | 454.01            |
| 02/11/2021 | 89010    | COMCAST                           | Acct# 8155 60 019 0233893            | 227.53            |
| 02/11/2021 | 89011    | All Metals Supply, Inc.           | TRAILER PARTS                        | 118.05            |
| 02/11/2021 | 89012    | ALL THINGS CLEANING               | PARKS RESTROOMS JANITORIAL           | 5,109.00          |
| 02/11/2021 | 89013    | BETTER DEAL EXCHANGE              | Acct#701960                          | 295.45            |
| 02/11/2021 | 89014    | DURAN, NADINE                     | REFUND FITNESS CARD                  | 68.00             |
| 02/11/2021 | 89015    | EWING                             | IRRIGATION                           | 148.61            |
| 02/11/2021 | 89016    | GANI, TARA                        | REFUND                               | 92.00             |
| 02/11/2021 | 89017    | Golden Bear Alarms                | QTRLY ALARM FBT                      | 109.50            |
| 02/11/2021 | 89018    | HOBBS PEST SOLUTIONS, INC.        | PEST CONTROL                         | 75.00             |
| 02/11/2021 | 89019    | HOLIDAY POOL CONSTRUCTION         | NELSON POOL SBF PROJECT              | 88,152.74         |
| 02/11/2021 | 89020    | Industrial Power Products         | EQUIP REPAIR                         | 168.22            |
| 02/11/2021 | 89021    | LES SCHWAB TIRES                  | 2008 DODGE TIRE REPLACE              | 259.59            |
| 02/11/2021 | 89022    | MAZES CONSULTING                  | IT SUPPORT/SUBSCRIPTIONS             | 3,418.35          |
| 02/11/2021 | 89023    | NORTH YUBA WATER DISTRICT         | 2695 FBT WATER                       | 25.00             |
| 02/11/2021 | 89024    | OROVILLE POWER EQUIPMENT          | MISC PARTS/SUPP                      | 391.56            |
| 02/11/2021 | 89025    | P.G. & E.                         | PGE 12/22/20-1/21/21                 | 8,085.59          |
| 02/11/2021 | 89026    | RIEBES AUTO PARTS                 | TRUCK REPAIR                         | 302.74            |
| 02/11/2021 | 89027    | SOUTH FEATHER WATER & POWER       | 007771-000                           | 62.72             |
| 02/11/2021 | 89028    | SURPLUS CITY                      | CONEX RENTAL                         | 255.00            |
| 02/11/2021 | 89029    | Valley Truck & Tractor, Inc.      | BACKHOE REPAIR                       | 137.21            |
| 02/11/2021 | 89030    | DAWSON OIL COMPANY                | 62765 FUEL                           | 1,159.10          |
| 02/11/2021 | 89031    | HOME DEPOT                        | HOME DEPOT STATEMENT                 | 256.50            |
| 02/11/2021 | 89032-55 | PAYROLL                           | PAYROLL ITEMS                        | 23,069.17         |
| 02/25/2021 | 89056    | VALENCIA, ESTELA.                 | EXPENSE REIMBR                       | 90.07             |
| 02/25/2021 | 89057    | AT&T - CALNET                     | WIRELESS PHONES                      | 95.78             |
| 02/25/2021 | 89058    | BANK OF NEW YORK MELLON           | JAN21-MAR21 UMPQUA LOANS             | 83,704.78         |
| 02/25/2021 | 89059    | CALF. WATER SERVICE               | Acct 520857777 12/20/20-1/19/21      | 4,750.95          |
| 02/25/2021 | 89060    | CRESO EQUIPMENT RENTALS           | RENTAL STUMP GRINDER                 | 172.90            |
| 02/25/2021 | 89061    | DEL-MAR RENTAL & LANDSCAPE SUPPLY | SAND                                 | 122.16            |
| 02/25/2021 | 89062    | EWING                             | IRRIGATION                           | 318.60            |
| 02/25/2021 | 89063    | FORD MOTOR CREDIT COMPANY LLC     | TRUCK PAYMNTS                        | 1,645.94          |
| 02/25/2021 | 89064    | MELTON DESIGN GROUP               | NELSON POOL CONSTRUCTION DOCS        | 2,715.52          |
| 02/25/2021 | 89065    | OROVILLE CHAMBER OF COMMERCE      | ANNUAL MEMBERSHIP                    | 150.00            |
| 02/25/2021 | 89066    | POLYMENDERS                       | MLK SLIDE REPLACE                    | 1,570.00          |
| 02/25/2021 | 89067    | RECOLOGY BUTTE COLUSA COUNTIES    | TRASH                                | 1,790.09          |
| 02/25/2021 | 89068    | RIEBES AUTO PARTS                 | TRUCK REPAIR                         | 232.46            |
| 02/25/2021 | 89069    | SCI Consulting Group              | BAD ENGINEERS REPORT                 | 7,435.00          |
| 02/25/2021 | 89070    | WAL-MART COMMUNITY                | STATEMENT 1712                       | 107.56            |
| 02/25/2021 | 89071    | WEBB, JOHN                        | AC TREE REMOVAL                      | 400.00            |
| 02/25/2021 | 89072    | Staples                           | STAPLES STATEMENT 3721               | 142.14            |
| 02/25/2021 | 89073    | DAMON, DIRK                       | DOJ REIMBR                           | 68.00             |
| 02/25/2021 | 89074-97 | PAYROLL                           | PAYROLL ITEMS                        | 22,142.93         |
| Feb 21     |          |                                   |                                      | <u>273,398.72</u> |



## STAFF REPORT

**DATE: MARCH 23, 2021**

**TO: FRRPD BOARD OF DIRECTORS**

**FROM: SHAWN ROHRBACKER, GENERAL MANAGER**

**RE: IMPACT FEE TRANSFER FOR NEW IMPROVEMENTS AT RIVERBEND PARK**

### SUMMARY

With the completion of the Bear Rock Playground, all projects related to the flood insurance account for Riverbend Park are complete. Insurance proceeds to date total \$4,908,063.96, covering the complete repair of 2017 flood damages. As you may recall, FRRPD saved approximately \$1.5 million in reimbursement by installing drought tolerant landscape instead of the turf and spray irrigation areas that existed before the flood. This savings was used to build the new soccer field parking lot; pave Salmon Run Rd; beach improvements; and construction of the new amphitheater and bear rock playground.

I commend the District in this monumental task in improvements to Riverbend Park that will be enjoyed by the community for generations to come. Although a monumental achievement, at the end of park repair and new improvements, the insurance fund was not able to cover \$106,000 of the total project cost. This does not include \$264,869 that will be provided by insurance once we have bids for construction of the water play area and \$187,500 in reimbursement from FEMA. The FEMA reimbursement is 75% of the \$250,000 insurance deductible. I am processing the final project paperwork for FEMA now and may be able to add FEMA reimbursement for repairs that insurance did not cover. This includes repairs to the old gravel parking lot next to the soccer fields, gravel road repairs to Salmon Run Rd and ramp repairs at Bedrock Skate and Bike Park.

The FRRPD General Fund recently covered the \$106,000 deficit in the insurance fund. In considering the new improvements that were made to Riverbend Park and future funds that will be available from insurance and FEMA, I recommend allocating \$106,000 from the Parklands Impact Fee account to cover the temporary shortfall. There is currently \$514,645.96 in the account, of which \$250,000 is allocated for the Nelson Pool project. This will leave \$158,645.96 in the account. No projects are currently allocated for this account. Ongoing considerations include ADA parking at Palermo Park and an addition to the insurance/FEMA fund for a new water play area.

### RECOMMENDATION

Approve Resolution 1955-21 to transfer \$106,000 from the Parkland Impact Fee to the General Fund to cover the difference in cost for new construction at Riverbend Park that was previously allocated to the Insurance Fund.





RESOLUTION NO. 1955-21

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF PARKLAND IMPACT FEE FUNDS TO THE GENERAL FUND IN THE AMOUNT OF \$106,000 TO PARTIALLY FUND BEAR ROCK PLAYGROUND RIVERBEND PARK**

**WHEREAS**, at a regular board meeting the Feather River Recreation and Park District Board of Directors approved utilization of Parkland Impact Fee Funds for the Bear Rock Playground Riverbend Park installation.

**WHEREAS**, the Feather River Recreation and Park District Board approved additional \$106,000 of the Parkland Impact Fee Funds allocated for said project; and

**WHEREAS**, the Feather River Recreation and Park District Board of Directors, after receiving the recommendation from the General Manager, agrees that it is in the best interest of the District to transfer Parkland Impact Fee Funds in the amount of \$106,000 to fund a portion of Bear Rock Playground at Riverbend Park; and

**NOW THEREFORE, IT BE RESOLVED**, that the Board of Directors of the Feather River Recreation and Park District authorizes the transfer of \$106,000 from the Parkland Use Impact Fees account to the General Fund for the Bear Rock Playground Riverbend Park.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 23<sup>rd</sup> day of March 2021 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Steven Rocchi, Chairperson

\_\_\_\_\_  
Shawn Rohrbacker, General Manager



## STAFF REPORT

**DATE: MARCH 23, 2021**

**TO: FRRPD BOARD OF DIRECTORS**

**FROM: BRIAN WILSON, RECREATION SUPERVISOR**

**RE: PALERMO POOL HOUSE ROOF REPAIR/REPLACEMENT**

### SUMMARY

The Palermo Pool House Roof is in need of significant repair. Staff has collected repair estimates from (3) local contractors and is requesting approval to accept the estimate presented by George Roofing.

### BACKGROUND

On February 23, 2021 Staff presented a list of priority maintenance projects to be completed prior to the end of the Fiscal Year 20/21. Repair/replace of the Palermo Pool House Roof is on this list. Years of weather and wind have left the roof with water damage causing the roof to fail.

Staff has collected repair/replace estimates (see attached) from (3) local contractors. George Roofing has provided the lowest bid with a base bid to replace the roof at \$4,980. The bid includes an additional charge to "remove and replace" dry rot, as necessary. Staff has determined that should the entire roof deck need to be replaced additional costs could reach \$12,300 putting the entire project cost at approximately \$17,300. George Roofing has completed roofing projects for the District in the past on budget and on schedule.

### BUDGETARY IMPACT

Minimum project cost of \$5000

Potential cost \$17,000

### RECOMMENDATION

Authorize staff to accept the bid from George Roofing to complete the repair to the Palermo Pool House Roof at a cost not to exceed \$17,500.

### ATTACHMENTS

|          |                     |   |
|----------|---------------------|---|
| Estimate | George Roofing      | 25-Jan-2021                             |
| Estimate | Butte Roofing Co    | 15-Mar-2021                             |
| Estimate | Dan Gardner Roofing | (no date/received by email 14-Feb-2021) |

**GEORGE ROOFING**

6810 LINCOLN BLVD  
OROVILLE CA 95966  
SLC# 452266  
DIR PWR# 1000005383



**WE DO ROOFING RIGHT!**

PHONE: (530) 533-6393  
FAX: (530) 533-0287  
CELL: (530) 693-1771

**PROPOSAL**

Date: 25-Jan-2021 ±

Attn: Brian Wilson

TO: Feather River Parks and Rec

PROJECT ADDRESS:  
2350 Ludlum Ave  
Palermo CA

PH: (530) 533-2011 FAX:

eMail: [brian@frrpd.com](mailto:brian@frrpd.com)

We propose to furnish the materials and labor to complete the following;

- 1 Remove and dispose of roofing on pool house
- 2 Remove and replace dry rot at a rate of \$5.50 per sq.ft. for plywood, \$12.00 lineal ft for 2x10"
- 3 Install a 60 mil TPO roof system over 1/2" fanfold
- 4 Provide a 5 year Workmanship Warranty
- 5 Butte County Prevailing Wage rates

Total Price: \$ 4,980.00

**Terms & Conditions:**

- + Full balance due on completion.
- + Amounts unpaid after 30 days are subject to Liquidated Damages of 1-1/2% (18%APR).
- + All listed prices are cash discounted 3%, payment other than cash/check will forfeit this discount.

Note 1: California Building Code requires compliance with Title 24 Energy Standards over air conditioned areas with attic ductwork. This can be satisfied by having R30 attic insulation, code insulated ductwork, or by installing a Cool Roof Compliant Shingle.

Note 2: We can not install roofing over wood rot, if discovered, it must be repaired. We can complete the repair for an extra cost of labor time and materials or you can have the repair done by others.

Note 3: Our Company has a current and valid contractors license from the CSLB, please check us out at [www.cslb.ca.gov](http://www.cslb.ca.gov) and enter our license number 452266. We carry General Liability Insurance with limits of \$1,000,000/occurrence and \$2,000,000 aggregate. We also carry Workers' Compensation Insurance, with a limit of \$1,000,000/occurrence.

Thank You

Guy Burns  
(530) 965-2752 Cell

|                     |       |
|---------------------|-------|
| <b>Accepted by;</b> |       |
| Signature           | Date  |
|                     |       |
| Print Name          | Title |
|                     |       |



**Butte Roofing Company**  
 8 Seville Court ,  
 Chico, CA  
 Phone: (530) 513-2613

**Company Representative**  
 Jordyn Raker  
 Phone: (530) 864-5185  
 jordyn@butte-roofing.com

2350 Ludlum Ave.

03/15/2021

**Brian Wilson**

2350 Ludlum Avenue  
 Palermo, CA 95968 (530) 533-2011

**Roofing Section**

- Remove existing and haul away
- Install 1/4" Dens Deck for Class A fire rating
- Install JM 60 Mil TPO single ply membrane as per manufacturer specifications
- Install all trims and accessories from JM
- This includes a 15 yr NDL with JM
- Bid reflects California Prevailing Wage Rates Dir# 1000056098

**Material**

DensDeck Insulation - 1/4"x4'x8'  
 Johns Manville TPO - ,060 - 5'x100' - White  
 Johns Manville TPO Edge Sealant (16 oz) - Clear  
 Johns Manville TPO Membrane Cleaner (1 Gal)  
 Johns Manville RhinoBond TPO Plate (500/Box) - 3"  
 Johns Manville T-Joint Patch - White  
 Flashco Galvanized Steel TPO-Cladded Drip Edge - 2"x4" (10') - White  
 Johns Manville #14 All Purpose Fastener - 1 1/4" (1000/Cnt)  
 Johns Manville High Load Plate - 2 3/8" (1000/Cnt)  
 15 year NDL

**LABOR**

Single Ply Install Labor  
 Tear off labor  
 Disposal fees

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\$15,476.63

**Carpentry**

- Re-sheath entire deck
- Replace damaged rafters, up to 4.

1/2"x4'x8' CDX Plywood  
 2"x10"x20' D.F.  
 Carpentry Labor

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\$12,067.54

TOTAL

\$27,544.17



# Dan Gardner Roofing

LIC #1046966

(530) 403-8803

## Proposed Contract Agreement

This Proposal is being made by Dan Gardner Roofing, with a principal place of business at 3267 Foothill Blvd., Oroville, CA. 95966 for a Removal and Installation of a roof located at the Palermo pool house in Oroville, Ca.95966

1. Services to be performed.
  - a. Remove old roofing and all plywood and dispose.
  - b. *Remove structural rot from roof framing and fascia and replace.*
  - c. Install FR10 fire resistant slip sheet with 60 MIL GAF evergard TPO with 2x4 TPO clad metal on all four sides of structure with unenforced intersection patches on all T lap areas. .
  - d. Dan Gardner Roofing will provide permit.

Cost of Project

...Total      \$16,675.67

2. Warranty
  - a. Dan Gardner Roofing guarantees all work shall be completed in a good workmanlike manner and in compliance with all building codes and other applicable laws.
  - b. A four year warranty on all workmanship will apply.

This proposal is valid for no more than 30 days due to fluctuating costs of material which may raise the proposed price of materials for this project.

Acceptance of Proposed Contract Agreement

Signatures:

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## STAFF REPORT

**DATE: MARCH 23, 2021**

**TO: FRRPD BOARD OF DIRECTORS**

**FROM: VICTORIA ANTON, EXECUTIVE ADMINISTRATOR**

**RE: ADD ONE FULL-TIME CUSTOMER RELATIONS SPECIALIST POSITION**

### **SUMMARY**

**Customer Relations Specialist:** Staff is requesting to add one full-time Customer Relations Specialist position to the Administration Department at the starting hourly rate of \$14.25. The full-time position will have the same Essential Job Functions and Required Knowledge and Skills as the current, part-time job description.

### **BACKGROUND**

The 2020-21 District budget includes staffing 4 part-time Customer Relations Specialists for front desk operations and administrative support. During budget planning meetings with the General Manager, staff discussed modifying the front desk team to include one full-time position and one part-time position. The addition will enhance customer service experiences and improve interdepartmental communication. Advantages of the full-time position includes options for medical insurance and retirement benefits.

### **BUDGETARY IMPACT**

The change from four part-time, to one full-time and one part-time Customer Relations Specialist positions, will remain within the budgeted payroll amount. At this time, only one part-time specialist is employed by the District.

### **RECOMMENDATION**

Executive Administrator Anton and General Manager Rohrbacker recommends approval.

### **ATTACHMENT(S)**

Full-time Customer Relations Specialist job description.



## Job Description

**Title:** Full-Time Customer Relations Specialist

**Starting Wage:** \$14.25/hour

**Department:** Administration

**Status:** Non-exempt

### **JOB SUMMARY:**

Under the supervision of the Executive Administrator, serves as front-line receptionist. This position is responsible for providing clerical support to administration, handling paperwork, completing registrations and reservations and assisting all departments with administrative needs. Salary includes a benefit package, including a defined contribution towards health, dental and vision insurance, and is also part of the PERS retirement system which includes a paid percentage by both employer and employee.

**ESSENTIAL JOB FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Answers telephone, directs calls, takes messages and acts as front-line receptionist
- Provides clerical support for the Executive Assistant and members of the Supervisor team
- Communicate with customers, employees and other individuals to answer questions, disseminate or explain information, take orders and address complaints to the proper department, file Work Service Requests with the maintenance department as needed
- Compile, copy, sort and file records of office activities, business transactions and other activities.
- Operate office machines, such as; photocopiers, scanners, facsimile machines, voicemail systems and computers
- Maintain and update filing, inventory, and database systems (either manually or using a computer)
- Manage calendars and schedules
- Deliver messages
- Perform clerical duties related to all aspects of the District.

### **REQUIRED KNOWLEDGE AND SKILLS:**

- Excellent communication skills and organizational skills
- Must be able to multi task at a high efficiency
- Ability to establish and maintain good inter-personal relationships with parents, children, staff and the community
- Detail-oriented and proficient in maintaining accurate records
- Ability to follow directions
- Skill in establishing priorities and managing workload
- Skill in reading, understanding, interpreting, and applying relevant laws, codes and regulations

Full-Time Customer Relations *DRAFT March 2021*

*This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives*



- Strong computer skills, able to work multiple computer programs

**EDUCATION, CERTIFICATIONS AND LICENSES:**

- One (1) year of administrative experience
- High School Diploma/ G.E.D. required
- A valid State of California class 'C' driver's license

**ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:** *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- May be required to lift and carry items up to 40 pounds
- Ability to sit at a desk for extended periods of time
- Must be able to stand, walk, see hear and communicate with the sufficient acuity to successfully perform all aspects of the job
- Perform simple grasping and fine manipulation, dexterity and frequent handling of papers
- There will be some bending, kneeling and overhead reaching
- Ability to use telephone and write or use keyboard to communicate through written means

**ADDITIONAL INFORMATION:**

**Reports To:** Executive Administrator

**Direct Reports:** N/A

*Full-Time Customer Relations DRAFT March 2021*

*This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives*



## LEVY ADMINISTRATION SERVICES AGREEMENT

THIS AGREEMENT is made on \_\_\_\_\_, 20\_\_, between the **Feather River Recreation and Park District**, (“District”) and **SCI Consulting Group** (“Consultant” or “SCI”), a California Corporation, who agree as follows:

1. **Scope of Work (“Work”).** Consultant shall perform the work and render the services described in the Scope of Work shown below (the “Work”). The Consultant shall provide all labor, equipment, material and supplies required or necessary to properly and competently perform the Work, and determine the method, details and means of doing the Work.
2. **Payment.**
  - a. In exchange for the Work, District shall pay to the Consultant a fee for completed phases of the Work. The total fee for the Work shall not exceed amounts set forth in the Fee Schedule shown below. There shall be no compensation for extra or additional work or services by the Consultant unless approved in advance in writing by District. The Consultant’s fee shall include all of the Consultant’s costs and expenses related to the Work.
  - b. At the completion of each phase of the Work, the Consultant shall submit to the District an invoice for the Work performed. If the Work is satisfactorily completed and the invoice is accurately computed, the District shall pay the invoice within 30 days of its receipt.
3. **Term.** This Agreement shall take effect on the above date and shall continue in effect until completion of the Work.
4. **Insurance.**
  - a. **Types & Limits.** The Consultant, at its sole cost and expense, shall procure and maintain for the duration of this Agreement the following types and limits of insurance:

|  |   |
|--|---|
| Commercial General Liability                               | \$2,000,000 per occurrence<br>\$4,000,000 aggregate   |
| Automobile Liability                                       | \$2,000,000 per accident                              |
| Workers' Compensation                                      | Statutory limits                                      |
| Professional Liability                                     | \$2,000,000 per claim                                 |
| Excess Liability (over General Liability & Auto Liability) | \$1,000,000 per occurrence<br>& \$1,000,000 aggregate |
  - b. **Other Requirements.** The general liability policy(ies) shall be endorsed to name the District, its officers and employees as additional insureds regarding liability arising out of the Work.
  - c. **Proof of Insurance.** Upon request, the Consultant shall provide to the District proof of insurance.

5. **Indemnification.** The Consultant shall indemnify, defend, protect, and hold harmless the District, and its officers and employees from and against any and all liability, losses, claims, damages, expenses, demands, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) arising out of the Consultant's performance of the Work and caused by willful misconduct of or by the Consultant or its employees, agents and subcontractors.
6. **Entire Agreement.** This writing represents the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract between the parties concerning the Work, and supersedes all prior oral and/or written negotiations, representations or contracts. This Agreement may be amended only by a subsequent written contract approved and executed by both parties.
7. **Independent Contractor.** The Consultant's relationship to the District is that of an independent contractor.
8. **Successors and Assignment.** This Agreement shall bind and inure to the benefit of the heirs, successors and assigns of the parties; however, the Consultant shall not subcontract, assign or transfer this Agreement or any part of it without the prior written consent of the District.
9. **No Waiver of Rights.** Any waiver at any time by either party of its rights as to a breach or default of this Agreement shall not be deemed to be a waiver as to any other breach or default.
10. **Severability.** If any part of this Agreement is held to be void, invalid or unenforceable, then the remaining parts will nevertheless continue in full force and effect.
11. **Governing Law and Venue.** This Agreement will be governed by and construed in accordance with the laws of the State of California.
12. **Default.** In the event that the Consultant defaults in the obligations of the Consultant under this Agreement, or the Consultant defaults in the performance of the terms and conditions of this Agreement, the District may, at its option, declare this Agreement to be in default and, at any time thereafter, may do any one or more of the following: a) enforce performance of the Agreement by the Consultant; or b) terminate this Agreement. In the event that this Agreement is terminated, payment shall still be due for all Work performed by the Consultant through the date of the termination.
13. **Cancellation.** The District or the Consultant may cancel this Agreement without cause. The party desiring to cancel this Agreement shall notify the other party in writing. In the event that this Agreement is cancelled, payment shall still be due for all Work performed by the Consultant through the date of the notification of cancellation.
14. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Agreement, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, and litigation costs.

**15. Notice.** Any notice, invoice or other communication that is required or permitted to be given under this Agreement shall be in writing and either served personally or sent by prepaid, first class U.S. mail or by commercial delivery service, addressed as follows:

**Public Agency:**

Feather River Recreation and Park District  
1875 Feather River Blvd  
Oroville, CA 9596

**Consultant:**

SCI Consulting Group  
4745 Mangels Boulevard  
Fairfield, CA 94534

Any party may change its address by notifying the other party of the change in the manner provided below:

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

## SCOPE OF WORK

This section outlines the engineering services and other responsibilities SCI would perform as the Engineer of Work and Assessment Levy Administrator for Feather River Recreation and Park District.

### DEFINITIONS

|                    |  |
|--------------------|--|
| District:          | Feather River Recreation and Park District, staff and Directors.                   |
| Assessment:        | Park maintenance and recreation improvement district                               |
| SCI or Consultant: | SCI Consulting Group, and any and all employees and subcontractors.                |
| Administration:    | Services related to the determination, levy and collection of assessment revenues. |

### ENGINEER'S REPORT AND OTHER DOCUMENTS

1. Obtain upcoming fiscal year estimated cost information from the District to use as a basis for the budget in the Engineer's Report.
2. Calculate and prepare the preliminary assessment roll for inclusion in the Engineer's Report.
3. Prepare the Engineer's Report, including any necessary upgrades due to any recent court rulings or other requirements.
4. File the final Engineer's Report with the District.
5. Prepare any needed resolutions and staff reports for the Assessment.
6. Prepare and assist with the publication of any notices for the continuation of the Assessment.
7. Attend the District Board meeting at which the public hearing is held, and the Engineer's Report is approved.

### CONFIRMATION OF DISTRICT PARCELS, LEVY CALCULATION, VERIFICATION AND SUBMITTAL

1. Create a database including every parcel in the boundaries of the Assessment District, including the parcel attributes necessary for calculating the Assessments, and update it with new information for the upcoming year.
2. Identify new or changed parcels that may require an updated or new assessment calculation and recalculate the final assessment on a parcel-by-parcel basis.
3. Prepare the final Assessment Roll for the Assessment District and submit it to the County for inclusion on the upcoming fiscal year tax bills.

**DISTRICT INFORMATION AND LEVY CONFIRMATION**

1. Verify and validate Auditor's levy data prior to the printing of tax bills.

**RESPONDING TO PUBLIC INQUIRIES AND APPEALS**

1. Provide the County Auditor/Tax Collector with our toll-free phone number so property owners can directly contact SCI Consulting Group throughout the fiscal year regarding any questions that arise.
2. Throughout the fiscal year, research and, if necessary, revise any Assessments which we find to be based upon incorrect information being used to apply the method of assessment. (It should be noted that, due to our comprehensive levy validation procedures, actual revisions are expected to be very minimal, if any.)

**DEFENSE AND SUPPORT OF THE ASSESSMENTS**

1. Provide a full response, support of the assessments and basis for the assessments to any person who questions the assessments or the legal basis for the assessments.
2. In the event of any legal challenge or petition against the assessments, provide professional, assessment engineering and technical support in support of the assessments. If such services are required, they would be provided in close collaboration with the District and District legal counsel.

## FEE SCHEDULE

SCI shall be compensated for the performance of the Scope of Work as follows:

1. For Fiscal Year 2021-22 , the total compensation for the Scope of Work shall be \$15,383 payable as follows:
  - a. Upon submittal of the special assessment levies to the County Auditor, the sum of \$8,000 shall be due.
  - b. On January 31 of the fiscal year, the remainder shall be due.
2. For Fiscal Year 2022-23 , the total compensation for the Scope of Work shall be \$15,383 payable as follows:
  - a. Upon submittal of the special assessment levies to the County Auditor, the sum of \$8,000 shall be due.
  - b. On January 31 of the fiscal year, the remainder shall be due.
3. For Fiscal Year 2023-24 , the total compensation for the Scope of Work shall be \$15,383 payable as follows:
  - a. Upon submittal of the special assessment levies to the County Auditor, the sum of \$8,000 shall be due.
  - b. On January 31 of the fiscal year, the remainder shall be due.
4. The Scope of Work includes one meeting with the District. Any additional meetings shall be billed at the rate of \$550 per person per meeting.
5. In the event that the District elects to request optional, additive scope of work, SCI will work with the District to negotiate compensation for these additional tasks and execute an Addendum to the agreement for these additional services.
6. Incidental costs incurred by SCI for the purchase of property data, maps, travel and other out-of-pocket expenses incurred in performing the Scope of Work shall be reimbursed at actual cost by the District with total cost not to exceed \$1,500 per year, without prior authorization from the District. Publication of the legal notice of public hearing will be billed separately as incurred.

Note: All costs associated with this proposal can be financed or refunded by assessment proceeds.

The Fee Schedule shown above is valid as long as this agreement is executed within 90 days from the date this agreement was submitted to the District.



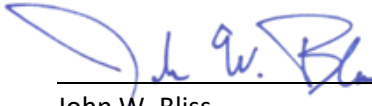
**SIGNATURE PAGE**

By signing below, we agree to the terms of this Levy Administration Services Agreement.

**Accepted:**

**Accepted:**

\_\_\_\_\_  
Shawn Rohrbacker  
General Manager  
Feather River Recreation and Park District

  
\_\_\_\_\_  
John W. Bliss  
President  
SCI Consulting Group

3-15-21

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Sculpture example and placement proposal provided by Steve Nielsen.





## MARCH 2021 DEPARTMENT UPDATES

### Recreation & Park Department

*Brian Wilson – Recreation Supervisor*

#### Program Update

- Gymnastics
  - Team Training Camp M-Th 4:30p-7:30p
- The following programs are scheduled to resume adopting guidance for COVID related County Reassignment to Tier 2 in the State Blueprint for a safer economy.
  - Recreation Gymnastics Classes
  - Fitness/Dance and Martial Arts Classes
    - U-Jam Fitness w/Lori
    - Karate w/Sensei Jackson
- The following programs are scheduled to resume adopting guidance from the State Department of Public Health for Outdoor and Indoor Youth and Recreational Adult Sports
  - Adult Sports-Softball

#### Current Projects

- Prep for Adult Sports
  - Staff-Recruit/Hire/Train/Schedule
  - League Scheduling
  - Order Supplies /Equipment
    - Adult Softballs (Mens / Womens)
- Prep for Youth Sports
  - Staff-Recruit/Hire/Train/Schedule
  - League Scheduling
  - Order Supplies /Equipment
- Summer Aquatics – Plan & Prep
  - Staff-Recruit/Hire/Train/Schedule
  - Pool Program Scheduling
    - Team
    - Private Events
    - Public Events
      - Lessons
      - Open Swim
      - Family Swim

#### Ongoing Internal Projects

- Professional Advancement /Educational Opportunities
  - Lifeguard Instructor Recertification Course 4/23/21
- Revisit Nelson Exansion Prop 68 Grant application
  - Walking/Fitness Trail
  - Multi-Purpose Court and Loop
    - Basketball
    - Pickleball
    - Youth “learn to ride” bike loop
  - Overlook Picnic Site



**MARCH 2021 DEPARTMENT UPDATES**

**Recreation & Park Department**  
*Brian Wilson –Interim Park Supervisor*

**Recent Projects**

- MLK Park: Faulty Backflow preventer replaced
  - Result: Service line re-opened / no longer leaking
- Nelson Park: Dugout graffiti clean up / paint
- Nelson Park: Bleacher repairs
- Nelson Park: Fertilizer Application
- Nolan Fields: Failed well pump and control pump repaired/replaced
  - Result: Resume Irrigation for all fields on west side of property
- Nolan Fields: Chain link fence repairs
- Nolan Fields: Infield dirt install
  - Result: Improved infield drainage / playability
- Nolan Fields: Bleacher repair
  - Result: Safety Improvement
- Riverbend: Dog bag dispenser installs
- Tennis Courts 2 poles converted to high efficiency LED panels
  - Result: Equal to or better lighting at reduced power usage

**Current Projects**

- Activity Center: Sod install at pre-school playground
- Nelson Park: Ball Field repairs/preps for Baseball/Softball Season
- Nolan Park: Ball Field repair/prep
- Palermo Park: Roof repair/replace Collecting bids
- Palermo Park: Water service line repair/replace Collecting bids
- Palermo Park: Ball Field repair/prep
- Playtown Park: Bathroom Facility Rebuild Contracted Out
- Riverbend: Prep for Wildflower and Nature Festival  
 Herbicide application  
  
 Fertilizer application
- All Parks Spring Landscape Maintenance Schedule
  - Scheduling Weekly routine Landscape Maintenance Tasks
  - Irrigation checks / timer checks
  - Recruiting/Hiring Part Time Staff

**Upcoming Projects**

- Palermo Pool: Season prep for May 3 start date  
 Pool house office and restroom repair/paint  
 Deck painting (as needed)  
 Pool parking lot and parking areas gravel fill/float



## MARCH 2021 DEPARTMENT UPDATES

### Childcare Services

*Estela Valencia – Director of Children’s Services*

**Preschool Enrollment:** 35 children

#### **Recently Completed Events/Projects:**

- Children enjoyed a fun Valentines Party and Pre-K Dolphin’s completed their class book.

#### **Upcoming Events/Projects:**

- Our first Math training is scheduled for March 24, 2021 with our coach Kathryn Dailey. Our staff will be completing the Mandatory Integrated Pest Management Training next month.
- Spring school age camp is expected to start April 5-April 9<sup>th</sup> at the Activity Center.
- Pre-k Dolphin graduation is expected to take place on May 21, 2021 here at the Activity Center, it will be an outdoor event, with only two people per graduate allowed.

### Administration, Events & Marketing

*Victoria Anton – Executive Administrator*

#### **Ongoing & Completed Projects:**

- Planning Community Events: 2021 Concerts in the Park Series, 2021 Cleanup Events
- District Marketing: Monthly Newsletter, Social Media Promotions
- Extended Front Desk Office Hours: Monday through Thursday 12:30 PM- 6PM and Fridays 12:30pm – 5pm, to accommodate the influx of program registrations and facility reservations.
- Explore Butte County created an Oroville Tourism Committee consisting of local leaders to designate zone marketing for 2021. The committee has met to discuss the marketing needs for our jurisdiction and will move forward with creating a visitor map highlighting the tourism and recreational opportunities centered in Oroville. I have worked closely with the Oroville Chamber of Commerce to determine visitor points of interest and draft examples. Final presentation of the map will be presented to the Explore Butte County in May.
- The FRRPD Parks & Facilities Committee met and discussed revisions to the Lake Oroville Little League Facility Use Agreement, upcoming Prop 68 Grant opportunities, and the 2021 Cleanup Event Schedule including the re-launch of the District’s Adopt-a-Park/Community Beautification Program.
- Community Support: The District partnered with the Community Action Agency of Butte County to host a food distribution event on March 12<sup>th</sup> at Riverbend Park.
- **Wildflower & Nature Festival April 3<sup>rd</sup> 2021 at Riverbend Park:** The event will offer over 40 booths hosted by local businesses selling handmade items, and non-profit agencies providing informational materials on natural resources in Butte County. Live band performances by the Strung Nugget Gang and Feather River Gypsies will take place throughout the day. Staff plans to hold a ribbon cutting for the Bear Rock Play Area at 9am.