

**FEATHER RIVER RECREATION AND PARK DISTRICT  
1875 FEATHER RIVER BLVD., OROVILLE, CA 95965**

“We will provide and maintain quality parks, recreation experiences, and related facilities and programs for all residents of the District in a fiscally sustainable manner that compliments the natural resources and cultural heritage of our community.”

**DISTRICT BOARD MEETING**

Regular Board Meeting

March 26, 2019

*Location: FRRPD Conference Room*

**AGENDA** Closed session 5:00PM/ Open Session immediately following

*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)533-2011 at least 48 hours in advance of the meeting.*

**1. CALL MEETING TO ORDER** Time: \_\_\_\_\_

**2. ROLL CALL**  
Director Sonny Brandt \_\_\_\_\_  
Director Marcia Carter \_\_\_\_\_  
Director Steven Rocchi \_\_\_\_\_  
Vice Chairperson Kent Fowler \_\_\_\_\_  
Chairperson Gary Emberland \_\_\_\_\_

**3. PLEDGE OF ALLEGIANCE**

**4. ADJOURNMENT TO CLOSED SESSION**  
**A. Subject to Government Code section 54956.8, Conference with Real Property Negotiator – Properties: those unimproved parcels adjacent to or near the Activity Center; District Negotiator: General Manager Randy Murphy; Negotiators of properties: owners or their agents; and, Under Negotiation: Sale and purchase of properties and prices and terms thereof contingent upon funding becoming available therefor.**  
**B. Pursuant to Government Code section 54956.9, Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to section 54956.9(b) – one case, the facts and circumstances of which are not yet known to a potential plaintiff or plaintiffs.**  
**C. Pursuant to Government Code section 54957, Public Employee Performance Evaluation: General Manager.**

**5. ANNOUNCEMENTS FROM CLOSED SESSION**

**6. PUBLIC COMMENT**

At this time, the Board will extend the courtesy of the Hearing Session to interested parties who wish to speak on items not on the agenda. State law prohibits the Board from taking action on any item presented if it is not listed on the agenda, except under special circumstances as defined in the Government Code. You are limited to three (3) minutes. The Board reserves the right to limit public comment to 15 minutes, and can reopen public comment at a later time. The Chairperson will invite anyone 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. The Board will not and cannot take any action except for brief response by the Board or staff to a statement or question relating to a non-agenda item.

**7. ACKNOWLEDGEMENTS**

- A. Thank you to Recology and volunteers at the March 13<sup>th</sup> River Clean Up.**
- B. Thank you to the Friends of the Nature Center for \$10K donation.**
- C. Thank you to Tree of Life for tree service.**

**8. 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 from the Consent Agenda shall be considered immediately following the adoption of the Consent Agenda.*

- A. Review and approve February 21, 2019 Special Board Meeting minutes.** (Appendix A)
- B. Review and approve February 26, 2019 Regular Board Meeting minutes.** (Appendix B)
- C. Review and approve February financials.** (Appendix C)
- D. RESOLUTION NO 1900-19: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT NOMINATING RANDOLPH P. "RANDY" MURPHY AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS.** (Appendix D)
- E. RESOLUTION NO 1901-19: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT NOMINATING RANDOLPH P. "RANDY" MURPHY AS A CANDIDATE FOR ELECTION TO THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD OF DIRECTORS.** (Appendix E)

**9. ITEMS PULLED FROM THE CONSENT AGENDA**

**10. NON-ACTION ITEMS**

- 1. SDRMA Letter re: Insurance increase.** (Appendix F)

**11. ACTION ITEMS (Require vote)**

- 1. Fee waiver for the Annual DA Softball Tournament at Nelson Complex.** (Appendix G)  
*Requested Action: Review and approve*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**2. Fee waiver for Sonshine Festival on June 15<sup>th</sup> at Berry Creek. (Appendix H)**

*Requested Action: Review and approve*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**3. Fee waiver for Every 15 Minutes at the Activity Center. (Appendix I)**

*Requested Action: Review and approve*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**4. Discuss priorities regarding Prop 68 applications. (Appendix J)**

*Requested Action: Give direction to staff*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**5. RESOLUTION NO 1902-19: A RESOLUTION OF THE FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS ADOPTING A LEGISLATIVE POLICY AND AMENDING THE DISTRICT CREDIT CARD POLICY. (Appendix K)**

*Requested Action: Review and Approve*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**6. RESOLUTION NO 1903-19: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT AUTHORIZING AGREEMENT WITH UMPQUA BANK TO PARTICIPATE IN CSDA DISTRICT PURCHASING CARD PROGRAM.**

(Appendix L)

*Requested Action: Review and approve*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**7. RESOLUTION NO 1904-19: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TOTAL CREDIT LIMIT ON CSDA COMMERCIAL CARDS** (Appendix M)

*Requested Action: Review and Approve*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**8. Discuss new job descriptions.** (Appendix N)

*Requested Action: Review and approve*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**9. LAFCO Call for Nominations for Enterprise District.** (Appendix O)

*Requested Action: Give direction to staff*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**10. LAFCO Request for Vote to fill Non-Enterprise Vacancy. (Appendix P)**

*Requested Action: Give direction to staff*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**11. Authorize GM to enroll in CalKidz Summer Food Service Program (Appendix Q)**

*Requested Action: Give direction to staff*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**12. Riverbend update and change order requests. (Appendix R)**

*Requested Action: Review and approve*

**VOTE**

Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Steven Rocchi	_____
Vice Chairperson Kent Fowler	_____
Chairperson Gary Emberland	_____

**12. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS**

*The following committees met: Finance and Policy*

**13. CORRESPONDENCE**

**A. AB 510 Letter of Support (Appendix S)**

**B. Donation of \$10K from Friends of the Nature Center (Appendix T)**

**14. UNFINISHED BUSINESS**

None

**15. BOARD ITEMS FOR UPCOMING AGENDAS**

**TBA: Policy re: 100% fee waiver by GM for in-kind work**

**April: Presentation from Oroville High School students re: Eggs in the Classroom**

**April: Board budget workshop- Special Meeting, April 4<sup>th</sup> at 2 PM**

**April: BAD oversight committee- Committee Meeting, date/time TBA**

**May: Board approval of preliminary budget- Regular Board meeting agenda item**

**June: Public Hearing date. Adoption of appropriation limitations. Regular Board meeting agenda item**

**July: Adoptions of final budget: Regular Board meeting agenda item**

**FEATHER RIVER RECREATION AND PARK DISTRICT  
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**DISTRICT BOARD MEETING**

Regular Board Meeting

February 26, 2019

*Location: FRRPD Conference Room*

**Draft Minutes**

**Closed session 5:00PM/ Open Session 5:30PM**

*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)533-2011 at least 48 hours in advance of the meeting.*

**1. Chairperson Emberland called the meeting to order at 5:35 PM.**

**2. ROLL CALL**

Director Sonny Brandt	<u>Present</u>
Director Marcia Carter	<u>Present</u>
Director Steven Rocchi	<u>Present</u>
Vice Chairperson Kent Fowler	<u>Present</u>
Chairperson Gary Emberland	<u>Present</u>

**3. PLEDGE OF ALLEGIANCE**

**4. ADJOURNMENT TO CLOSED SESSION**

**A. Pursuant to Government Code section 54956.9, Conference with Legal Counsel – Anticipated Litigation: One case that might result in litigation, the facts and circumstances of which, the District believes, are not yet known to a potential plaintiff**

**5. ANNOUNCEMENTS FROM CLOSED SESSION**

Direction given to staff

**6. PUBLIC COMMENT**

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**7. ACKNOWLEDGEMENTS**

None

**8. CONSENT AGENDA**

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**A. Review and approve January 22, 2019 Regular Board Meeting minutes.**

Director Rocchi made the motion to approve the Consent Agenda.

Director Brandt seconded the motion.

The motion to pass the Consent Agenda passed with a unanimous vote.

**9. ITEMS PULLED FROM THE CONSENT AGENDA**

None

**10. ACTION ITEMS (Require vote)****1. RESOLUTION NO. 1898-19: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE 2017-2018 DISTRICT AUDIT BY KCOE & ISOM.**

A presentation about the audit was given.

Vice Chairperson Fowler made the motion to approve Resolution No. 1898-19.

Director Rocchi seconded the motion.

The motion to approve Resolution No. 1898-19 passed with a unanimous vote.

**2. Review CSDA Call for Nominations.**

Director Brandt nominated General Manager Murphy for the CSDA Board.

Vice Chairperson Fowler seconded the motion.

The motion to nominate General Manager Murphy for the CSDA Board passed with a unanimous vote.

**3. Review SDRMA Call for Nominations.**

Director Brandt nominated General Manager Murphy for the SDRMA Board.

Vice Chairperson Fowler seconded the motion.

The motion to nominate General Manager Murphy for the SDRMA Board passed with a unanimous vote.

**4. Discuss support for the grant for park development for the South Oroville African American Historical Society.**

Director Brandt made the motion to support the grant for park development for the South Oroville African American Historical Society.

Vice Chairperson Fowler seconded the motion.

The motion to support the grant for park development for the South Oroville African American Historical Society passed with a unanimous vote.

**5. Approve Surplus Inventory List.**

A3

Director Brandt made the motion to approve the Surplus Inventory List.

Director Rocchi seconded the motion.

The motion to approve the Surplus Inventory List passed with a unanimous vote.

**6. RESOLUTION 1899-19: 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 2019-20 FOR THE CONTINUATION OF THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT OF THE FEATHER RIVER RECREATION AND PARK DISTRICT.**

Vice Chairperson Fowler made the motion to pass Resolution No 1899-19.

Director Rocchi seconded the motion.

The motion to pass Resolution No 1899-19 passed with a unanimous vote.

**7. Discuss rental fee increases.**

Vice Chairperson Fowler made the motion to allow staff to increase rental fees up to 50%.

Director Brandt seconded the motion.

The motion to allow staff to increase rental fees up to 50% passed with a unanimous vote.

**8. Review OYSC fee waiver request.**

Vice Chairperson Fowler made the motion to approve the OYSC fee waiver.

Director Rocchi seconded the motion.

The motion to approve the OYSC fee waiver passed with a unanimous vote.

**9. Review AAFCC Junteenth fee waiver request.**

Vice Chairperson Fowler made the motion to approve the AAFCC fee waiver.

Director Carter seconded the motion.

The motion to approve the AAFCC fee waiver passed with a unanimous vote.

**10. Clarify Wildflower & Nature Festival fee structure.**

No Action

**11. Review Palermo Park update.**

No Action

**12. Review and approve Riverbend change order requests.**

Director Rocchi made the motion to approve Riverbend change order requests.

Director Brandt seconded the motion.

The motion to approve Riverbend change order requests passed with a unanimous vote.

**10. NON-ACTION ITEMS**

**1. CSDA Presentation by Dane Wadlé**

**2. Financials – Committee update**

**12. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS**

*The following committees met: Finance and Policy*



**13. CORRESPONDENCE**

A. Notice from SBF re: Outcome of NOFA submittals

**14. UNFINISHED BUSINESS**

None

**15. BOARD ITEMS FOR UPCOMING AGENDAS**

TBA: Presentation from Oroville High School students re: Eggs in the Classroom

April: Board budget workshop- Special Meeting, date/time TBA

April: BAD oversight committee- Committee Meeting, date/time TBA

May: Board approval of preliminary budget- Regular Board meeting agenda item

June: Public Hearing date. Adoption of appropriation limitations. Regular Board meeting agenda item

July: Adoptions of final budget: Regular Board meeting agenda item

Chairperson Emberland adjourned the meeting at 8:08 PM.

*Can you spare one minute per month to make your local Park District better?  
Please register at [www.flashvote.com/frprd](http://www.flashvote.com/frprd) to let your voice be heard.*

**FEATHER RIVER RECREATION AND PARK DISTRICT  
1875 FEATHER RIVER BLVD., OROVILLE, CA 95965**

B1

“We will provide and maintain quality parks, recreation experiences, and related facilities and programs for all residents of the District in a fiscally sustainable manner that compliments the natural resources and cultural heritage of our community.”

**DISTRICT BOARD MEETING**

Special Board Meeting

February 21, 2019

*Location: Southside Oroville Community Center Conference Room*

**Draft Minutes****Open Session 1:00 PM**

*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)533-2011 at least 48 hours in advance of the meeting.*

**1. Vice Chairperson Emberland called the meeting to order at 1:00 PM.**

**2. ROLL CALL**

Director Sonny Brandt	<u>Present</u>
Director Marcia Carter	<u>Present</u>
Director Steven Rocchi	<u>Present</u>
Vice Chairperson Scott Kent Fowler	<u>Present</u>
Chairperson Emberland	<u>Present</u>

**3. PLEDGE OF ALLEGIANCE****4. ADJOURNMENT TO CLOSED SESSION**

None

**5. ANNOUNCEMENTS FROM CLOSED SESSION****6. PUBLIC COMMENT**

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**7. ACKNOWLEDGEMENTS**

None

**8. CONSENT AGENDA**

B2

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None

**9. ITEMS PULLED FROM THE CONSENT AGENDA**

None

**10. NON-ACTION ITEMS****A. Board of Directors – Management Staff Workshop**

*A facilitated discussion among the members of the Board of Directors and management staff of the District focusing on team building and improving group dynamics.*

**11. ACTION ITEMS (Require vote)**

None

**12. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS**

None

**13. CORRESPONDENCE**

None

**14. UNFINISHED BUSINESS**

None

**15. BOARD ITEMS FOR UPCOMING AGENDAS**

**A. Presentation by Dane Wadlé, CSDA Public Affairs Field Coordinator**

**B. Presentation from Oroville High School students**

**16. Vice Chairperson Emberland adjourned the meeting at 4:45 PM.**

*Can you spare one minute per month to make your local Park District better?*

*Please register at [www.flashvote.com/frprd](http://www.flashvote.com/frprd) to let your voice be heard.*

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses			18				MONTHLY ACTUAL VS. MONTHLY BUDGET						
Year to Date Income Statement and Staff Report			PAYROLL USE	Payroll %	69%		Annual Budget divided by "X" amount of months						
Feb-19			YTD	YTD	YTD	YTD BUDGET	Feb-19	Feb-19	MONTHLY	YTD			
			TOTAL	Annual Budget	Over (Under)	67% % used	ACTUAL YTD TOTAL	BUDGET 8	Over (Under)	100% % used			
STAFF REPORT. COMPARE 2 MONTHS REVENUE/EXPENSES. YTD totals and budget comparison			TOTAL	Annual Budget	Over (Under)	% used	ACTUAL YTD TOTAL	BUDGET 8	Over (Under)	% used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS		
Ordinary Income/Expense													
Income													
4100	· Tax Revenue	38,962	905,330	1,600,000	(694,670)	57%	905,330	1,066,667	(161,337)	85%			
4150	· Tax Revenue (BAD)		146,054	280,329	(134,275)	52%	146,054	186,886	(40,832)	78%			
· Program Income													
4350	· Discounts & Credits	(541)	(4,135)	(12,550)	8,415	33%	(4,135)	(8,367)	4,232	49%			
4300	· Program Income	64,366	552,319	1,015,000	(462,681)	54%	552,319	676,667	(124,348)	82%	Feb19: Classes \$5k, Rentals/Bday \$5.5k, Camp \$3k, Preschool \$33k, Adult/Youth Sports \$5k, Gymnastics \$19.2k		
Total · Program Income			63,825	70,763	548,184	1,002,450	(454,266)	55%	548,184	668,300	(120,116)	82%	
4400	· Donation & Fundraising Income	695	3,617	9,000	(5,383)	40%	3,617	6,000	(2,383)	60%	Feb19: Preschool donation \$650		
4500 · Grant/Reimbursed Expense Income			9,120	43,500	(34,380)	21%	9,120	29,000	(19,880)	31%			
4600 · Other Income			49	79	500	(421)	16%	79	333	(254)	24%		
4900 · Interest Income			7,625	8,000	(375)	95%	7,625	5,333	2,292	143%			
4905 · Interest Income - BAD			1,139	875	264	130%	1,139	583	556	195%			
Total Income			102,787	71,507	1,621,148	2,944,654	(1,323,506)	55%	1,621,148	1,963,103	(341,954)	83%	
Gross Profit			102,787	71,507	1,621,148	2,944,654	(1,323,506)	55%	1,621,148	1,963,103	(341,954)	83%	
Expense													
· Payroll Expenses													
5010	· Wages & Salaries	124,940	87,732	831,958	1,409,284	(577,326)	59%	831,958	939,523	(107,564)	85%	\$68.8k per payroll budgeted	
5020	· Employer Taxes	16,781	10,657	83,407	152,320	(68,913)	55%	83,407	101,547	(18,140)	79%	\$58.6k per payroll expensed	
5030	· Employee Benefits	13,583	12,788	101,435	165,979	(64,544)	61%	101,435	110,653	(9,218)	88%	Increases effective Jan 2019	
5040	· Workers Comp	5,859	3,950	37,302	61,909	(24,607)	60%	37,302	41,273	(3,971)	87%	All FT positions filled	
5060	Labor/Benefits CIP Projects			0		0		0	0	0		Summer positions will be hired	
5060	Labor OT Riverbend FEMA			0		0		0				Payroll expense will increase	
Total · Payroll Expenses			161,163	115,127	1,054,102	1,789,492	(735,390)	59%	1,054,102	1,192,995	(138,893)	85%	
5031 GASB 68 Benefit Expense			35,330	36,762	(1,432)	96%	35,330	24,508	10,822	144%			
5100 · Advertising & Promotion			199	388	4,174	10,000	(5,826)	42%	4,174	6,667	(2,493)	63%	
5120 · Bank Fees			734	737	6,226	13,000	(6,774)	48%	6,226	8,667	(2,441)	72%	
5130 · Charitable Contributions				1,250	9,692	2,500	7,192	388%	9,692	1,667	8,025	582%	Feb19: 2nd payment to WTC \$1250
5140 · Copying & Printing			707	851	6,217	12,000	(5,783)	52%	6,217	8,000	(1,783)	78%	
5155 · Employment New Hire Screen			142		993	3,100	(2,108)	32%	993	2,067	(1,074)	48%	
5160 · Dues, Mbrshps, Publications, Subscript			2,520	629	12,494	14,000	(1,506)	89%	12,494	9,333	3,161	134%	Jan/Feb19 Annual dues: Quickbooks, CRPS Rec Sup, Chamber,
5170 · Education & Development				1,818	7,608	15,000	(7,392)	51%	7,608	10,000	(2,392)	76%	Feb19: \$55 Park Sup CRPS Expo, \$200 Preschool 6 Teachers Child Ed, \$1.5k Board training offsite
5175 · Equipment Rental			1,566	2,212	8,310	5,600	2,710	148%	8,310	3,733	4,577	223%	
· Equipment, Tools & Furn (<\$5k)													
5182 · Operating ET&F			1,206		1,693	2,500	(807)	68%	1,693	1,667	26	102%	
5184 · Program ET&F			146		4,684	15,450	(10,766)	30%	4,684	10,300	(5,616)	45%	
5186 · Site/Shop ET&F			1,180	1,638	4,655	13,500	(8,845)	34%	4,655	9,000	(4,345)	52%	All maintenance tools/park supplies- shop vac, drill sets, wheelbarrow, etc
5187 · Computers & Technology ET&F			467	1,961	10,311	20,000	(9,689)	52%	10,311	13,333	(3,022)	77%	Feb19: \$1.5 upgrade client sign, Tablet
Total · Equipment, Tools & Furn (<\$5k)			2,999	3,599	21,343	51,450	(30,107)	41%	21,343	34,300	(12,957)	62%	
5200 · Insurance					53,088	52,500	588	101%	53,088	35,000	18,088	152%	
5210 · Interest Expense - Operating			120	116	1,027	3,600	(2,573)		1,027	2,400	(1,373)	43%	
5225 · Postage & Delivery				103	732	3,200	(2,468)	23%	732	2,133	(1,401)	34%	
· Professional & Outside Svcs													
5232 · Accounting				1,030	25,800	32,000	(6,200)	81%	25,800	21,333	4,467	121%	Feb19: Final Audit docs 2017-18
5233 · Bands/Recreation				375	1,075	1,900	(825)	57%	1,075	1,267	(192)	85%	
5234 · Board Stipends			700	1,000	6,600	12,000	(5,400)	55%	6,600	8,000	(1,400)	83%	
5235 · Recreation Instructors			2,390	2,068	16,308	30,400	(14,092)	54%	16,308	20,267	(3,959)	80%	
5236 · Legal			3,381	878	17,321	18,000	(679)	96%	17,321	12,000	5,321	144%	
5237 · Contract Janitorial			5,584	5,109	42,061	69,000	(26,939)	61%	42,061	46,000	(3,939)	91%	
5239 · Outside Service Admin/Consult			9,324	44,368	81,149	57,000	24,149	142%	81,149	38,000	43,149	214%	Feb19: \$7.4k BAD Eningers Report. \$31.6k 2018 Election expense. \$3.2k Temp employee
Total · Professional & Outside Svcs			21,379	54,828	190,314	220,300	(29,986)	86%	190,314	146,867	43,447	130%	
5250 · Rent					0	0	0		0	0	0		
· Repairs & Maintenance													
5261 · Building R&M			1,390	1,632	26,942	40,000	(13,058)	67%	26,942	26,667	275	101%	
5262 · Equipment R&M			1,063	3,153	8,077	18,000	(9,923)	45%	8,077	12,000	(3,923)	67%	Feb19: Report Segway blower \$2k
5263 · General R&M			141	75	7,693	25,000	(17,307)	31%	7,693	16,667	(8,974)	46%	
5264 · Grounds R&M			1,206	136	9,581	40,000	(30,419)	24%	9,581	26,667	(17,086)	36%	
5265 · Janitorial Supplies			1,845	2,924	14,872	29,500	(14,628)	50%	14,872	19,667	(4,795)	76%	
5266 · Vandalism Repair			433	69	1,558	10,000	(8,442)	16%	1,558	6,667	(5,109)	23%	

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses			18				MONTHLY ACTUAL VS. MONTHLY BUDGET				
Year to Date Income Statement and Staff Report			PAYROLL USE	Payroll %	69%		Annual Budget divided by "X" amount of months				
Feb-19			YTD	YTD	YTD	YTD BUDGET	Feb-19	Feb-19	MONTHLY	YTD	
			TOTAL	Annual Budget	Over (Under)	67% % used	ACTUAL YTD TOTAL	BUDGET 8	Over (Under)	100% % used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS
<b>STAFF REPORT. COMPARE 2 MONTHS REVENUE/EXPENSES. YTD totals and budget comparison</b>											
5267 · Vehicle R&M	6,404	3,104	12,482	6,000	6,482	208%	12,482	4,000	8,482	312%	
5268 · Aquatics Pool R&M	39	1,618	20,025	45,000	(24,975)	45%	20,025	30,000	(9,975)	67%	
5269 · Outside Contractor/Services R&M		117	3,081	20,000	(16,919)	15%	3,081	13,333	(10,253)	23%	
<b>Total · Repairs &amp; Maintenance</b>	<b>12,521</b>	<b>12,828</b>	<b>104,311</b>	<b>233,500</b>	<b>(129,189)</b>	<b>45%</b>	<b>104,311</b>	<b>155,667</b>	<b>(51,356)</b>	<b>67%</b>	
5270 · Security	836	110	3,274	15,000	(11,726)	22%	3,274	10,000	(6,726)	33%	
· Supplies - Consumable											
5281 · Misc Staff & Uniform Supplies	6,058	662	9,504	9,000	504	106%	9,504	6,000	3,504	158%	Jan/Feb19 change to Maintenance Dept uniforms \$4k
5282 · Office Supplies	850	30	3,808	6,250	(2,442)	61%	3,808	4,167	(359)	91%	
5284 · Program Food	1,151	1,092	8,903	12,400	(3,497)	72%	8,903	8,267	636	108%	
5286 · Program Supplies	574	1,246	10,111	29,500	(19,389)	34%	10,111	19,667	(9,556)	51%	
5287 · Safety Supplies	106	27	1,527	3,500	(1,973)	44%	1,527	2,333	(806)	65%	
5289 · Site Supplies		70	93	2,200	(2,107)	4%	93	1,467	(1,374)	6%	
<b>Total · Supplies - Consumable</b>	<b>8,739</b>	<b>3,127</b>	<b>33,946</b>	<b>62,850</b>	<b>(28,904)</b>	<b>54%</b>	<b>33,946</b>	<b>41,900</b>	<b>(7,954)</b>	<b>81%</b>	
5290 · Taxes, Lic., Notices & Permits		38	3,484	5,000	(1,516)	70%	3,484	3,333	151	105%	
5300 · Telephone/Internet	1,068	1,023	8,675	14,000	(5,325)	62%	8,675	9,333	(658)	93%	
· Transportation, Meals & Travel											
5312 · Air, Lodging, Other Travel		11	5,131	5,000	131	103%	5,131	3,333	1,798	154%	
5314 · Fuel	1,200	1,269	20,864	21,750	(886)	96%	20,864	14,500	6,364	144%	
5316 · Meals		29	428	1,000	(572)	43%	428	667	(239)	64%	
5318 · Mileage	23	294	1,106	2,500	(1,394)	44%	1,106	1,667	(561)	66%	
<b>Total · Transportation, Meals &amp; Travel</b>	<b>1,223</b>	<b>1,603</b>	<b>27,529</b>	<b>30,250</b>	<b>(2,721)</b>	<b>91%</b>	<b>27,529</b>	<b>20,167</b>	<b>7,362</b>	<b>137%</b>	
· Utilities											
5322 · Electric	5,086	5,425	72,704	110,000	(37,296)	66%	72,704	73,333	(629)	99%	
5324 · Garbage	1,217	1,522	11,603	23,300	(11,697)	50%	11,603	15,533	(3,931)	75%	
5326 · Gas/Propane	875	833	5,356	5,900	(544)	91%	5,356	3,933	1,423	136%	
5328 · Sewer	146	146	3,058	4,000	(942)	76%	3,058	2,667	391	115%	
5329 · Water	3,586	2,563	73,314	95,000	(21,686)	77%	73,314	63,333	9,980	116%	
<b>Total · Utilities</b>	<b>10,910</b>	<b>10,489</b>	<b>166,035</b>	<b>238,200</b>	<b>(72,165)</b>	<b>70%</b>	<b>166,035</b>	<b>158,800</b>	<b>7,235</b>	<b>105%</b>	
<b>Total Expense</b>	<b>226,826</b>	<b>210,876</b>	<b>1,758,903</b>	<b>2,831,304</b>	<b>(1,072,401)</b>	<b>62%</b>	<b>1,758,903</b>	<b>1,887,536</b>	<b>(128,633)</b>	<b>93%</b>	
<b>Total Profit (Loss)</b>	<b>(124,039)</b>	<b>(139,369)</b>	<b>(137,754)</b>	<b>113,350</b>	<b>(251,104)</b>		<b>(137,754)</b>	<b>75,567</b>	<b>(213,321)</b>		
Other Income/Expense							0	0			
Other Income											
4200 · Impact Fee Income	24,576	23,470	82,576				82,576	0			
4910 · Interest Income - Impact Fees			2,133				2,133	0			
4910 · Insurance Proceeds NOT RIVERBEND		205	205				205	0			
<b>Total Other Income</b>	<b>24,576</b>	<b>23,675</b>	<b>84,914</b>				<b>84,914</b>	<b>0</b>			
Other Expense											
7000 · Year End Adj Fair Value Adjustment			0				0				
7210 · Debt Interest Expense	9,071	9,071	74,020	109,825			74,020	73,217			
<b>Total Other Expense</b>	<b>9,071</b>	<b>9,071</b>	<b>74,020</b>	<b>109,825</b>			<b>74,020</b>	<b>73,217</b>			
<b>Net Other Income</b>	<b>15,505</b>	<b>14,604</b>	<b>10,894</b>				<b>10,894</b>	<b>0</b>			
<b>Net Income</b>	<b>(108,534)</b>	<b>(124,765)</b>	<b>(126,860)</b>	<b>3,525</b>			<b>(126,860)</b>	<b>2,350</b>			

	Feb 28, 19	Feb 28, 18	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
<b>1010 - Treasury Cash</b>				
1010.1 - Treasury Cash - General	403,813.40	453,848.41	-50,035.01	-11.03%
1010.2 - Treasury Cash - Reserve	373,594.00	383,594.00	-10,000.00	-2.61%
<b>Total 1010 - Treasury Cash</b>	<b>777,407.40</b>	<b>837,442.41</b>	<b>-60,035.01</b>	<b>-7.17%</b>
1020 - Imprest Cash	829.97	470.51	359.46	76.4%
1030 - BofW - Merchant Acct.	169,498.69	213,631.08	-44,132.39	-20.66%
1031 - BofW Project RIVERBEND	546,159.05	2,698,031.09	-2,151,872.04	-79.76%
1040 - Fund 2610 - BAD	189,888.86	168,197.74	21,691.12	12.9%
<b>1050 - Impact Fees</b>				
1051 - Impact - Parklands	271,640.13	191,669.38	79,970.75	41.72%
1052 - Impact - Public Use	15,563.99	30,599.73	-15,035.74	-49.14%
1053 - Impact - Aquatics	40,551.33	30,316.68	10,234.65	33.76%
<b>Total 1050 - Impact Fees</b>	<b>327,755.45</b>	<b>252,585.79</b>	<b>75,169.66</b>	<b>29.76%</b>
<b>Total Checking/Savings</b>	<b>2,011,539.42</b>	<b>4,170,358.62</b>	<b>-2,158,819.20</b>	<b>-51.77%</b>
<b>Accounts Receivable</b>				
1210 - Accounts Receivable	15,326.85	54,093.89	-38,767.04	-71.67%
<b>Total Accounts Receivable</b>	<b>15,326.85</b>	<b>54,093.89</b>	<b>-38,767.04</b>	<b>-71.67%</b>
<b>Other Current Assets</b>				
1302 - FEMA Riverbend Claim A/R	2,839.00	250,000.00	-247,161.00	-98.86%
1316 - Prepaid Expenses/Debt Interest	9,071.13	9,709.73	-638.60	-6.58%
1320 - Umpqua Bank Project Fund	188,856.12	241,800.00	-52,943.88	-21.9%
<b>Total Other Current Assets</b>	<b>200,766.25</b>	<b>501,509.73</b>	<b>-300,743.48</b>	<b>-59.97%</b>
<b>Total Current Assets</b>	<b>2,227,632.52</b>	<b>4,725,962.24</b>	<b>-2,498,329.72</b>	<b>-52.86%</b>
<b>Fixed Assets</b>				
1410 - Land	627,494.00	627,494.00	0.00	0.0%
1420 - Buildings & Improvements	10,314,889.08	10,306,394.08	8,495.00	0.08%
1430 - Equipment & Vehicles	834,044.09	802,004.23	32,039.86	4.0%
<b>1440 - Construction in Progress</b>				
1443 - CIP Riverbend Restoration RB99	4,341,732.03	300,858.12	4,040,873.91	1,343.12%
1447 - CIP Berry Creek Bathroom BC99	30,419.35	24,472.02	5,947.33	24.3%
1449 - CIP Palermo Park	17,175.81	0.00	17,175.81	100.0%
<b>Total 1440 - Construction in Progress</b>	<b>4,389,327.19</b>	<b>325,330.14</b>	<b>4,063,997.05</b>	<b>1,249.19%</b>
1499 - Accumulated Depreciation	-4,283,320.47	-3,872,382.85	-410,937.62	-10.61%
<b>Total Fixed Assets</b>	<b>11,882,433.89</b>	<b>8,188,839.60</b>	<b>3,693,594.29</b>	<b>45.11%</b>
<b>Other Assets</b>				
1550 - GASB 68 CalPERS Valuation				
1551 - GASB68 Deferred Outflow Pension	232,623.00	124,015.00	108,608.00	87.58%
<b>Total 1550 - GASB 68 CalPERS Valuation</b>	<b>232,623.00</b>	<b>124,015.00</b>	<b>108,608.00</b>	<b>87.58%</b>
<b>Total Other Assets</b>	<b>232,623.00</b>	<b>124,015.00</b>	<b>108,608.00</b>	<b>87.58%</b>
<b>TOTAL ASSETS</b>	<b>14,342,689.41</b>	<b>13,038,816.84</b>	<b>1,303,872.57</b>	<b>10.0%</b>

	Feb 28, 19	Feb 28, 18	\$ Change	% Change
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 - Accounts Payable	94,601.24	222,202.44	-127,601.20	-57.43%
<b>Total Accounts Payable</b>	94,601.24	222,202.44	-127,601.20	-57.43%
<b>Credit Cards</b>				
2300 - Credit Cards Payable	2,326.63	915.30	1,411.33	154.19%
2350 - Supplier Accounts	759.60	363.77	395.83	108.81%
<b>Total Credit Cards</b>	3,086.23	1,279.07	1,807.16	141.29%
<b>Other Current Liabilities</b>				
2100 - Payroll Liabilities	10,828.37	15,521.82	-4,693.45	-30.24%
<b>Total Other Current Liabilities</b>	10,828.37	15,521.82	-4,693.45	-30.24%
<b>Total Current Liabilities</b>	108,515.84	239,003.33	-130,487.49	-54.6%
<b>Long Term Liabilities</b>				
2954 - Ford Motor Vehicle Loan	24,091.90	33,133.47	-9,041.57	-27.29%
2955 - Umpqua Bank Tax Exempt Bond A	3,094,835.00	3,297,450.00	-202,615.00	-6.15%
2960 - Umpqua Bank Taxable Bond B	145,999.98	173,000.00	-27,000.02	-15.61%
2975 - GASB 68 CalPERS Liab Valuation				
2976 - GASB 68 Deferred Inflow Pension	149,733.00	85,013.00	64,720.00	76.13%
2977 - GASB 68 Net Pension Liability	844,607.00	709,041.00	135,566.00	19.12%
<b>Total 2975 - GASB 68 CalPERS Liab Valuation</b>	994,340.00	794,054.00	200,286.00	25.22%
<b>Total Long Term Liabilities</b>	4,259,266.88	4,297,637.47	-38,370.59	-0.89%
<b>Total Liabilities</b>	4,367,782.72	4,536,640.80	-168,858.08	-3.72%
<b>Equity</b>				
3010 - Imprest Cash Reserve	1,000.00	1,000.00	0.00	0.0%
3020 - General Reserve	20,000.00	20,000.00	0.00	0.0%
3030 - Investment in Assets	6,439,516.82	5,022,758.82	1,416,758.00	28.21%
3040 - General Fund Balance	-1,461,551.34	-23,687.34	-1,437,864.00	-6,070.18%
3050 - Benefit Assessment District	42,695.91	24,168.02	18,527.89	76.66%
3060 - Impact Fees (general)	246,363.94	243,785.83	2,578.11	1.06%
3099 - Undistributed Retained Earnings	3,124,867.59	0.00	3,124,867.59	100.0%
Net Income	1,562,013.77	3,214,150.71	-1,652,136.94	-51.4%
<b>Total Equity</b>	9,974,906.69	8,502,176.04	1,472,730.65	17.32%
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>14,342,689.41</b>	<b>13,038,816.84</b>	<b>1,303,872.57</b>	<b>10.0%</b>

Feather River Recreation & Park District  
 Detail Fixed Asset & Bonds  
 As of February 28, 2019

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 03/13/2019  
 Accrual Basis

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	Date	Source Name	Memo	Amount	Balance
<b>1031 - BofW Project RIVERBEND</b>					<b>573,081.82</b>
	02/14/2019	FRANKLIN CONSTRUCTION, INC	RIVERBEND CONSTRUCTION	-238,478.88	334,602.94
	02/14/2019	HYLTON SECURITY, INC.	JAN19 SECURITY	-9,840.00	324,762.94
	02/14/2019	MELTON DESIGN GROUP	RIVERBEND PHASE 2	-2,378.89	322,384.05
	02/22/2019	FEMA PAYMENT		168,750.00	491,134.05
	02/22/2019	FEMA/INSURANCE PAYMENT		55,025.00	546,159.05
Total 1031 - BofW Project RIVERBEND				-26,922.77	546,159.05
<b>1302 - FEMA Riverbend Claim A/R</b>					<b>213,776.00</b>
	02/22/2019	FEMA PAYMENT		-168,750.00	45,026.00
	02/22/2019	FEMA PAYMENT		-42,187.00	2,839.00
Total 1302 - FEMA Riverbend Claim A/R				-210,937.00	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>10,314,889.08</b>
Total 1420 - Buildings & Improvements					10,314,889.08
<b>1430 - Equipment &amp; Vehicles</b>					<b>834,044.09</b>
Total 1430 - Equipment & Vehicles					834,044.09
<b>1440 - Construction in Progress</b>					<b>4,347,008.37</b>
<b>1443 - CIP Riverbend Restoration RB99</b>					<b>4,299,413.21</b>
	02/22/2019	MELTON DESIGN GROUP	PHASE 2 CONSTRUCTION DOCS, CONTIGENC	4,720.00	4,304,133.21
	02/22/2019	MELTON DESIGN GROUP	PHASE 2, ADDED TO PHASE 1 CONSTRUCTION ADMIN	1,301.70	4,305,434.91
	02/28/2019	FRANKLIN CONSTRUCTION, INC	TURF SOD	16,000.00	4,321,434.91
	02/28/2019	FRANKLIN CONSTRUCTION, INC	AMPHITHEATER	22,207.50	4,343,642.41
	02/28/2019	FRANKLIN CONSTRUCTION, INC	LESS 5% RENTENTION	-1,910.38	4,341,732.03
Total 1443 - CIP Riverbend Restoration RB99				42,318.82	4,341,732.03
<b>1447 - CIP Berry Creek Bathroom BC99</b>					<b>30,419.35</b>
Total 1447 - CIP Berry Creek Bathroom BC99					30,419.35
<b>1449 - CIP Palermo Park</b>					<b>17,175.81</b>
Total 1449 - CIP Palermo Park					17,175.81
Total 1440 - Construction in Progress				42,318.82	4,389,327.19
<b>2955 - Umpqua Bank Tax Exempt Bond A</b>					<b>-3,145,895.00</b>
	02/19/2019	BANK OF NEW YORK MELLON	MAR19 LOAN 2015B	51,060.00	-3,094,835.00
Total 2955 - Umpqua Bank Tax Exempt Bond A				51,060.00	-3,094,835.00
<b>2960 - Umpqua Bank Taxable Bond B</b>					<b>-151,999.98</b>
	02/19/2019	BANK OF NEW YORK MELLON	MAR19 LOAN 2015B	6,000.00	-145,999.98
Total 2960 - Umpqua Bank Taxable Bond B				6,000.00	-145,999.98



Feather River Recreation & Park District  
 Check Register  
 February 2019

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 Accrual Basis

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Date	Num	Name	Memo	Credit
1010 - Treasury Cash				
1010.1 - Treasury Cash - General				
02/07/2019	84405	PREMIER ACCESS	DENTAL JAN/FEB19 PREMIUMS	1,927.07
02/07/2019	84406	BLUE SHIELD OF CALIFORNIA	4004625 FEB19 HEALTH PREMIUMS	9,480.66
02/14/2019	84407	AFLAC	JRF86 DEC/JAN19	2,054.88
02/14/2019	84408	GARY EMBERLAND	MONTHLY BOD STIPEND	200.00
02/14/2019	84409	MARCIA CARTER	MONTHLY BOD STIPEND	100.00
02/14/2019	84410	SCOTT KENT FOWLER	MONTHLY BOD STIPEND	100.00
02/14/2019	84411	BRANDT, CLEARENCE 'SONNY'	BOD STIPEND	100.00
02/14/2019	84412	STEVEN ROCCHI	MONTHLY BOD STIPEND	200.00
02/14/2019	84413	BANKCARD CENTER	STATEMENT 4607	837.98
02/14/2019	84414	BANKCARD CENTER	STATMENT 9561	2,801.42
02/14/2019	84415	A1 Appliance	WASHING MACHINE	595.13
02/14/2019	84416	ALL THINGS CLEANING	JAN19 JANITORAL PARKS	4,784.00
02/14/2019	84417	BANKCARD CENTER	STATEMENT 6280	885.82
02/14/2019	84418	BETTER DEAL EXCHANGE	Acct#701960 JAN19	288.78
02/14/2019	84419	BLUE STAR SOLUTIONS	TEMP EMPLOYEE	768.00
02/14/2019	84420	Butte County Air Quality Mgmt. District	RIVERBEND PARK ANNUAL BURN F	37.50
02/14/2019	84421	CINTAS	JANITORIAL SUPPLIES	945.55
02/14/2019	84422	COMP	DRUG SCREEN	46.50
02/14/2019	84423	CPRS	ANNUAL AGENCY, PLUS GM	480.00
02/14/2019	84424	CRESO EQUIPMENT RENTALS	EQUIPMENT RENTAL	1,558.19
02/14/2019	84425	DAVE'S PARTY RENTAL	TABLECLOTHS DANCE EVENT	81.76
02/14/2019	84426	DAWSON OIL COMPANY	JAN18 FUEL	1,199.86
02/14/2019	84427	FASTENAL	MISC SUPPLIES/REPAIRS	177.24
02/14/2019	84428	FEATHER RIVER AIRE	HVAC FILTER WINTER SERVICE	575.00
02/14/2019	84429	Golden Bear Alarms	SEC ALARM FBT	109.50
02/14/2019	84430	HOLM, KRISTY	REFUND GYM BDAY	225.00
02/14/2019	84431	HOME DEPOT	HOME DEPOT STATEMENT DEC18 ,	4,461.29
02/14/2019	84432	INDUSTRIAL PLUMBING SUPPLY	TOILET REPAIR PARTS	208.07
02/14/2019	84433	LIMEY TEES	ALL DEPT STAFF SHIRTS/JACKETS	4,507.29
02/14/2019	84434	MAZES CONSULTING	IT SUPPORT/SOFTWARE	3,316.69
02/14/2019	84435	Mendoza, Jill	REFUND SP7 GYM7	300.00
02/14/2019	84436	NORTH STATE PARENT	MAG AD	47.00
02/14/2019	84437	Staples	STAPLES STATEMENT JAN19	391.93
02/14/2019	84438	STEPHENS, SUMMER	REFUND KARATE	55.00
02/14/2019	84439	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE/USAGE	706.62
02/14/2019	84440	HARRY BURLESON	YOUTH SPORT JUDO	169.00
02/14/2019	84441-84501	PAYROLL	PAYROLL ITEMS	33,471.50
02/28/2019	84502	COMCAST	Acct# 8155 60 019 0233893	123.29
02/28/2019	84503	DEBORAH PELTZER ,	CELL PHONE REIMBR	30.00
02/28/2019	84504	ERIC DANNER ,	CELL PHONE REIMBR	30.00
02/28/2019	84505	ESTELA VALENCIA ,	CELL REIMBR	40.00
02/28/2019	84506	HUE VANG ,	CELL PHONE REIMBR	30.00
02/28/2019	84507	JASON GRAY ,	MONTHLY CELL REIMBR	30.00
02/28/2019	84508	JUSTIN VALENCIA ,	CELL PHONE REIMBR	30.00
02/28/2019	84509	MICHELLE HUFFMAN	MONTHLY CELL PHONE REIMBR	30.00
02/28/2019	84510	MONICA MIROLA-LOPEZ ,	MONTHLY CELL PHONE REIMBR	30.00
02/28/2019	84511	RANDY MURPHY	OUT OF COUNTY MILEAGE	78.88
02/28/2019	84512	ROBERT BRIAN WILSON ,	CELL PHONE REIMBR	30.00
02/28/2019	84513	SCOTT THOMPSON ,	MONTHLY CELL REIMBR	50.00
02/28/2019	84514	STEPHANIE PEOPLES ,	MONTHLY CELL REIMBR	25.00
02/28/2019	84515	TAYLOR M. HAURY ,	MONTHLY CELL PHONE	25.00
02/28/2019	84516	THOMAS GORMAN ,	CELL PHONE REIMBR	30.00
02/28/2019	84517	ZERIMAR RAMIREZ ,	MONTHLY CELL REIMBR	30.00
02/28/2019	84518	ESTELA VALENCIA ,	5 TEACHERS CHILD ED CONFEREN	200.00
02/28/2019	84519	ARAMARK	MAINTENANCE UNIFORMS 7925852	26.00
02/28/2019	84520	AT&T - CALNET	PHONE LINES	83.44
02/28/2019	84521	BANK OF NEW YORK MELLON	LOAN PAYMENT MAR19	84,273.40
02/28/2019	84522	BLUE STAR SOLUTIONS	TEMP EMPLOYEE	1,680.00
02/28/2019	84523	Butte County Elections Division	2018 BOD ELECTION	31,660.04
02/28/2019	84524	CHICO RENT-A-FENCE	TEMP FENCE RENTAL	175.50
02/28/2019	84525	CINTAS	JANITORIAL SUPPLIES	1,362.99
02/28/2019	84526	COMCAST	Acct#8155600190189780 PHONE/INT	431.29
02/28/2019	84527	DEL-MAR RENTAL & LANDSCAPE SUPPLY		592.03
02/28/2019	84528	ENTERPRISE-RECORD	ADVERTISE DANCE EVENT	145.00
02/28/2019	84529	FP MAILING SOLUTIONS	POSTAGE MACHINE	102.96
02/28/2019	84530	HOBBS PEST SOLUTIONS, INC.	PEST CONTROL	75.00
02/28/2019	84531	INDUSTRIAL PLUMBING SUPPLY	TOILET VALVES	1,075.45
02/28/2019	84532	LES SCHWAB TIRES	TIRES F250 AND TRAILER	1,619.55
02/28/2019	84533	RECOLOGY BUTTE COLUSA COUNTIES		1,216.55
02/28/2019	84534	SCI Consulting Group	BAD ENGINEER REPORT ADMINIST	7,435.00
02/28/2019	84535	SHARP'S LOCKSMITHING	KEYS/LOCK REPAIR	52.40
02/28/2019	84536	SURPLUS CITY	CONEX RENTAL	75.00
02/28/2019	84537	TWSD	4-112.01 WATER NELSON	359.68
02/28/2019	84538	Valley Truck & Tractor, Inc.	BELT GATOR	73.32
02/28/2019	84539	WAL-MART COMMUNITY	STATEMENT 1712	105.55
02/28/2019	84540	WAXIE SANITARY SUPPLY	VACUUM BAGS	95.77
02/28/2019	84541	JEREMY MIRELES	DANCE EVENT DJ	375.00
02/28/2019	84542	KELLY VINCENT	IN-STEP SCHOOL OF DANCE SESSI	187.20
02/28/2019	84543	LYNNDÉE CAPUT	WHOLE BODY FITNESS 1/27 TO 2/2:	136.50
02/28/2019	84544	RONNIE SMITH ENTERPRISES	KARATE-SESSION 2	1,574.95
02/28/2019	84545-84602	PAYROLL	PAYROLL ITEMS	32,625.48
02/28/2019	84603	FORD MOTOR CREDIT COMPANY L LEASE 9423800 F250		887.55
				<u>247,539.00</u>
Total 1010.1 - Treasury Cash - General				<u>247,539.00</u>
Total 1010 - Treasury Cash				<u>247,539.00</u>
<b>TOTAL</b>				<b><u>247,539.00</u></b>

Feather River Recreation and Park District Income  
Statement by Program Year to Date

C7

July 2018-February 2019 Income by Program	Aquatics	Classes	Events	Rentals (excluding Gym Meets)	Camp	Preschool	Adult Sports	Youth Sports	Gymnastics	Gym Bday	Gym Meet Rental
<b>Ordinary Income/Expense</b>											
<b>Income</b>											
4300 - Program Income											
4350 - Discounts & Credits	0	-598	-2	-23	-189	-2,161	0	0	-1,217	0	0
4300 - Program Income - Other	23,401	41,658	2,103	11,983	65,088	215,401	4,900	17,935	142,332	4,425	23,000
<b>Total 4300 - Program Income</b>	<b>23,401</b>	<b>41,060</b>	<b>2,101</b>	<b>11,960</b>	<b>64,899</b>	<b>213,240</b>	<b>4,900</b>	<b>17,935</b>	<b>141,115</b>	<b>4,425</b>	<b>23,000</b>
4400 - Donation & Fundraising Income	0	0	1,315	0	0	650	0	0	684	0	0
4500 - Grant/Reimbursed Expense Income	0	0	0	0	0	0	0	0	1,620	0	0
<b>Total Income</b>	<b>23,401</b>	<b>41,060</b>	<b>3,416</b>	<b>11,960</b>	<b>64,899</b>	<b>213,890</b>	<b>4,900</b>	<b>17,935</b>	<b>143,418</b>	<b>4,425</b>	<b>23,000</b>
<b>Gross Profit</b>	<b>23,401</b>	<b>41,060</b>	<b>3,416</b>	<b>11,960</b>	<b>64,899</b>	<b>213,890</b>	<b>4,900</b>	<b>17,935</b>	<b>143,418</b>	<b>4,425</b>	<b>23,000</b>
<b>Expense</b>											
<b>Total Expense</b>	<b>39,846</b>	<b>40,633</b>	<b>13,169</b>	<b>726</b>	<b>43,125</b>	<b>238,350</b>	<b>6,573</b>	<b>12,653</b>	<b>150,534</b>	<b>1,874</b>	<b>726</b>
<b>Net Ordinary Income</b>	<b>-16,445</b>	<b>427</b>	<b>-9,753</b>	<b>11,234</b>	<b>21,774</b>	<b>-24,460</b>	<b>-1,673</b>	<b>5,282</b>	<b>-7,116</b>	<b>2,551</b>	<b>22,274</b>
<b>Other Income/Expense</b>											
<b>Other Expense</b>											
7210 - Debt Interest Expense	0	13,047	0	0	0	14,497	0	0	28,993	0	0
<b>Total Other Expense</b>	<b>0</b>	<b>13,047</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>14,497</b>	<b>0</b>	<b>0</b>	<b>28,993</b>	<b>0</b>	<b>0</b>
<b>Net Other Income</b>	<b>0</b>	<b>-13,047</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-14,497</b>	<b>0</b>	<b>0</b>	<b>-28,993</b>	<b>0</b>	<b>0</b>
<b>Net Income/Loss</b>	<b>-16,445</b>	<b>-12,620</b>	<b>-9,753</b>	<b>11,234</b>	<b>21,774</b>	<b>-38,956</b>	<b>-1,673</b>	<b>5,282</b>	<b>-36,109</b>	<b>2,551</b>	<b>22,274</b>
<b>2018-19 Annual Revenue Budget</b>	<b>\$ 48,000</b>	<b>\$ 105,000</b>	<b>\$ 7,250</b>	<b>\$ 29,750</b>	<b>\$ 87,000</b>	<b>\$ 319,000</b>	<b>\$ 22,000</b>	<b>\$ 65,000</b>	<b>\$ 300,000</b>	<b>\$ 17,000</b>	<b>\$ 20,000</b>
Jul18-Feb19 Revenue per this report	\$ 23,401	\$ 41,060	\$ 3,416	\$ 11,960	\$ 64,899	\$ 213,240	\$ 4,900	\$ 17,935	\$ 143,418	\$ 4,425	\$ 23,000
Mar19-Jun19 Estimated Revenue	\$ 24,750	\$ 18,000	\$ 3,500	\$ 8,000	\$ 22,225	\$ 113,000	\$ 6,500	\$ 16,000	\$ 67,000	\$ 3,000	\$ 7,000
<b>2018-19 Total Estimated Revenue</b>	<b>\$ 48,151</b>	<b>\$ 59,060</b>	<b>\$ 6,916</b>	<b>\$ 19,960</b>	<b>\$ 87,124</b>	<b>\$ 326,240</b>	<b>\$ 11,400</b>	<b>\$ 33,935</b>	<b>\$ 210,418</b>	<b>\$ 7,425</b>	<b>\$ 30,000</b>
Estimated Over/Under Budget 2018-19	\$ 151	\$ (45,940)	\$ (334)	\$ (9,790)	\$ 124	\$ 7,240	\$ (10,600)	\$ (31,066)	\$ (89,582)	\$ (9,575)	\$ 10,000
2018-19 % Actual Revenue over/under Budget	0%	-78%	-5%	-49%	0%	2%	-93%	-92%	-43%	-129%	33%
<b>2019-18 Proposted Revenue Budget</b>	<b>\$ 48,400</b>	<b>\$ 68,100</b>	<b>\$ 15,000</b>	<b>\$ 30,760</b>	<b>\$ 89,900</b>	<b>\$ 387,000</b>	<b>\$ 20,000</b>	<b>\$ 40,000</b>	<b>\$ 335,675</b>	<b>\$ 13,500</b>	<b>\$ 72,120</b>
% budget revenue increase vs. actual 2018-19	1%	15%	117%	54%	3%	19%	75%	18%	60%	82%	140%

**STAFF REPORT**

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: APPROVE RESOLUTION TO NOMINATE RANDY MURPHY TO SDRMA BOARD OF DIRECTORS**

**SUMMARY**

Request for the Board to approve Resolution No 1900-19 nominating GM Randy Murphy to the Special District Risk Management Authority (SDRMA) Board of Directors.

**BACKGROUND**

Your Board has previously nominated GM Randy Murphy to represent the District and stand for possible election to the SDRMA Board. After review of the nomination information, staff discovered that the SDRMA process requires the Board approve a resolution.

**BUDGETARY IMPACT**

None.

**RECOMMENDATION**

Approve the attached Resolution nominating Randy Murphy to the SDRMA Board of Directors.

**ALTERNATIVE ACTIONS**

None.

**ATTACHMENTS**

Resolution 1900-19



**RESOLUTION NO. 1900-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT NOMINATING RANDOLPH P. "RANDY" MURPHY AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS**

**WHEREAS**, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority (JPA) formed under California Government Code, Section 6500 et seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

**WHEREAS**, the JPA and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

**WHEREAS**, the Board of Directors of SDRMA established procedures and guidelines for the Director Election Process; and

**WHEREAS**, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-10, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before May 1, 2019 filing deadline in order for the candidate's name to be placed on the official ballot.

**NOW THEREFORE, IT BE RESOLVED**, that the Feather River Recreation and Park District Board of Directors:

1. hereby nominates Randolph P. "Randy" Murphy, its General Manager, as a candidate for the Board of Directors of the Special District Risk Management Authority; and
2. has determined that Randolph P. "Randy" Murphy is a management employee for purposes of SDRMA Election Policy 2017-10, Section 4.1; and
3. further directs that a copy of this Resolution be delivered to SDRMA on or before the May 1, 2019 filing deadline.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 26<sup>th</sup> day of March 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest:

\_\_\_\_\_  
Gary Emberland, Chairperson

\_\_\_\_\_  
Randy Murphy, General Manager

**STAFF REPORT**

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: APPROVE RESOLUTION TO NOMINATE RANDY MURPHY TO CSDA BOARD OF DIRECTORS**

**SUMMARY**

Request for the Board to approve Resolution No 1901-19 nominating GM Randy Murphy to the California Special District Association (CSDA) Board of Directors.

**BACKGROUND**

Your Board has previously nominated GM Randy Murphy to represent the District and stand for possible election to the CSDA Board. After review of the nomination information, staff discovered that the CSDA process prefers that the Board approve a resolution.

**BUDGETARY IMPACT**

None.

**RECOMMENDATION**

Approve the attached Resolution nominating Randy Murphy to the CSDA Board of Directors.

**ALTERNATIVE ACTIONS**

None.

**ATTACHMENTS**

Resolution 1901-19



**RESOLUTION NO. 1901-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT NOMINATING RANDOLPH P. "RANDY" MURPHY AS A CANDIDATE FOR ELECTION TO THE CALIFORNIA SPECIAL DISTRICT ASSOCIATION BOARD OF DIRECTORS**

**WHEREAS**, the California Special District Association (CSDA) has announced a call for nominations for its Board of Directors to serve a three-year term beginning January 1, 2020; and

**WHEREAS**, the leadership of CSDA is elected from six geographical networks; and

**WHEREAS**, the Feather River Recreation and Park District is located in the CSDA Northern Network; and

**WHEREAS**, the CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA member services, legislative advocacy, education and resources.

**NOW THEREFORE, IT BE RESOLVED**, that the Feather River Recreation and Park District Board of Directors hereby nominates Randolph P. "Randy" Murphy, its General Manager, as a candidate for the Board of Directors of the California Special District Association; and

**BE IT FURTHER RESOLVED**, that the Feather River Recreation and Park District Board of Directors understands and acknowledges that, should he be elected, the GM will be required to attend several meetings and trainings, some of which may not be reimbursed by CSDA.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 26<sup>th</sup> day of March 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest:

\_\_\_\_\_  
Gary Emberland, Chairperson

\_\_\_\_\_  
Randy Murphy, General Manager



## STAFF REPORT

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: PRELIMINARY NOTIFICATION OF SDRMA INSURANCE RATE INCREASE**

### **SUMMARY**

Staff is providing notice to the Board that SDRMA is raising the District's Property and Liability insurance deductible from \$1,000 to \$25,000 per occurrence and that annual premiums are projected to increase approximately 47%.

### **BACKGROUND**

SDRMA determined that the loss experience of FRRPD is higher than the baseline established for the Property/Liability Program. During the review period, SDRMA has paid or reserved over \$5,123,000 for multiple claims experienced by FRRPD. This resulted in a net loss of 2633%, which is greater than the 35%-70% baseline established for the program.

In addition, due to the number of catastrophic incidents throughout the state along with increasing liability court judgements, SDRMA excess carriers are imposing a rate increase on all of their clients, which is being passed on to FRRPD.

The attached letter goes into more detail, but, the bottom line is that our rates are going up significantly. That said, there are things that the Board can do to help offset some of the increase in future years. Specifically, there are a number of conferences and seminars that the Board and staff can attend to get credit toward premium reductions. As noted on one of the attached, we could have received an additional \$1500+ if we had maxed out our attendance at SDRMA-sponsored trainings.

### **BUDGETARY IMPACT**

To be determined.

### **RECOMMENDATION**

Encourage Board members and staff to attend SDRMA-sponsored activities when and where practicable.

### **ALTERNATIVE ACTIONS**

None.

### **ATTACHMENTS**

SDRMA Letter dated March 5, 2019

SDRMA PLP CIP

SDRMA FRRP CIP

March 11, 2019

Ms. Deborah Peltzer  
Business Manager  
Feather River Recreation & Park District  
1875 Feather River Boulevard  
Oroville, California 95965

RE: 2019-20 Property/Liability Program Rate Information

Dear Ms. Peltzer,

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors, we sincerely appreciate your safety/loss prevention efforts and continued support of SDRMA. We write to share information about changes affecting the calculation of your agency's estimated contribution for program year 2019-20.

**Risk Factor Adjustment:** *The risk factor applied to calculate your District's annual invoice will increase from .85 to 1.2. This increase is based on the District's loss history and claim development and does not include any changes to scheduled items (i.e. vehicle and/or property) or changes to Credit Incentive Program (CIP) points earned. This risk factor adjustment results in an increase of approximately 47% for the District's "Net Package Contribution" for the 2019-20 program year and is separate from the rate increase approved by the SDRMA Board.*

**Deductible Adjustment:** *We are also implementing a \$25,000 deductible for any liability or property claims with an occurrence date of July 1, 2019 or later.*

By policy, the SDRMA Board of Directors requires an annual review of losses for each individual member agency and a comparison of those losses to the loss experience of all Authority members. This review ensures that the risk factor assigned to each member:

- *Fairly and equitably rates each member;*
- *Equalizes contributions based on a member's exposures and loss experience; and*
- *Encourages members to focus on preventing claims and improving their loss experience.*

The analysis of individual members' losses and the comparison of their losses to the loss experience for all SDRMA members involves only members with multiple losses/claims and where their loss experience exceeds the established baseline. The policy also requires that member's annual contribution amounts be increased to reflect member losses above the established baseline and conversely, decreased if losses are below the established baseline (detailed loss history attached).

Based on our review and analysis, we have determined that the loss experience of your agency is higher than the established baseline for the Property/Liability Program. During our review period, SDRMA has paid or reserved over \$5,123,000 for multiple claims experienced by your agency. This resulted in a net loss ratio of 2633%, which is greater than the 35%-70% baseline established for this program.

**Rate Increase:** SDRMA continues to make every effort to reduce operating costs and minimize rate increases while ensuring the financial integrity of the Property/Liability Program. Unfortunately, due to catastrophic fires within California and increasing liability court judgements, our excess carriers are imposing a rate increase on all their clients, including SDRMA. Based on those factors and overall pool claims costs over the past several years, after





considerable review and discussion on February 6, 2019, the Board approved a **5% increase for the liability rates and a 11% increase for property rates** for 2019-20. This increase will still leave a revenue shortfall that will require the use of reserves and investment income to fully fund the program.

Also, after intensive pricing review, the Board approved a change to the calculation of the Volume Discount that is applied to Property, Mobile Equipment and Auto Liability. SDRMA will no longer use a member's general liability contribution as a factor in determining the percentage of Volume Discount given.

New for 2019-20, as communicated in the Renewal Questionnaire packet, effective July 1, 2019, scheduled property values (building and contents) were automatically "trended" based on specific inflationary factors provided by Marshall & Swift. Properties added during the current policy or appraised within the last year were exempt from this process.

In addition, your agency's actual contribution amount for 2019-20 may vary compared to 2018-19 due to the rate increases, any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

*Other Important Items to Note:*

- No Longevity Distribution is declared for the Property/Liability Program this year.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- SDRMA's Spring Education Day/Annual Membership Meeting is Tuesday, March 26 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including meals. For more information, please visit our website at [www.sdrma.org](http://www.sdrma.org) and click on "Register for a Training Workshop" on the right side of the page.
- Your annual contribution provides your agency with access to safety and loss prevention services, resources, and trainings that are provided at no additional cost, including Target Solutions, AB 1825/AB 1234 training, ergonomic assessments, and safety DVDs.
- Members considering withdrawal from coverage with SDRMA for the 2019-20 program year are required to submit a "Notice of Intent to Withdraw". This notice must be received in the SDRMA office before April 1 in accordance with the SDRMA Bylaws.

On behalf of the Board of Directors and our entire risk management team, we thank you for your continued participation in our programs! If you have any questions, please contact Heather Thomson, Chief Financial Officer at [hthomson@sdrma.org](mailto:hthomson@sdrma.org) or 800.537.7790.

Sincerely,  
Special District Risk Management Authority

Mike Scheafer, President  
Board of Directors

# Special District Risk Management Authority



## Property/Liability 10 Year Claim Summary

Feather River Recreation & Park District  
 Member Since - 07/01/2014  
 Member Type - Recreation and Park  
 As of 12/31/2018

Coverage Period	Number of Claims			Total Claims Amount			Average Severity Comparison		
	Open	Closed	Total	Paid	Outstanding Reserve	Total Incurred	Member	Member Type	Pool
2018-19	0	1	1	\$2,800	\$0	\$2,800	\$2,800	\$189,271	\$17,239
2017-18	2	1	3	\$2,313	\$92,687	\$95,000	\$31,667	\$136,294	\$28,777
2016-17	1	1	2	\$5,154,569	\$123,437	\$5,278,007	\$2,639,003	\$14,850	\$28,779
2015-16	0	1	1	\$10	\$0	\$10	\$10	\$17,707	\$47,496
2014-15	0	0	0	\$0	\$0	\$0	\$0	\$11,320	\$65,266
	<b>3</b>	<b>4</b>	<b>7</b>	<b>\$5,159,693</b>	<b>\$216,124</b>	<b>\$5,375,817</b>			

### Claims by Claim Type

Claim Type	Number of Claims			Total Claims Amount			Average Severity Comparison		
	Open	Closed	Total	Paid	Outstanding Reserve	Total Incurred	Member	Member Type	Pool
General Property Damage	0	1	1	\$0	\$0	\$0	\$0	\$3,016	\$20,711
General Bodily Injury	0	2	2	\$10	\$0	\$10	\$5	\$11,863	\$35,877
Flood	1	0	1	\$5,154,569	\$123,437	\$5,278,007	\$5,278,007	\$5,278,007	\$818,924
Vandalism	2	1	3	\$5,113	\$92,687	\$97,800	\$32,600	\$17,138	\$11,064
	<b>3</b>	<b>4</b>	<b>7</b>	<b>\$5,159,693</b>	<b>\$216,124</b>	<b>\$5,375,817</b>			

Claim Status: C - Closed O - Open R - Reopened

Report Date: 03/11/2019

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# Special District Risk Management Authority



## Property/Liability Claim Detail

Feather River Recreation & Park District  
As of 12/31/2018

Loss Date	Claim Number	Claimant Name	Loss Category	Loss Type	Claim Status	Indemnity Paid	Indemnity Reserve	Expense Paid	Expense Reserve	Total Incurred
07/11/2015	516006225-0001		General Bodily Injury	Dangerous Condition	C	\$0.00	\$0.00	\$10.45	\$0.00	\$10.45
2015-16		No. of Claims: 1				\$0.00	\$0.00	\$10.45	\$0.00	\$10.45
12/02/2016	617006756-0001		General Property Damage	Damage By Dist. Equipment/Manh	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/07/2017	617006858-0001		Flood	Flood	O	5,154,333.95	\$122,437.41	\$235.24	\$1,000.00	\$5,278,006.60
2016-17		No. of Claims: 2				5,154,333.95	\$122,437.41	\$235.24	\$1,000.00	\$5,278,006.60
11/16/2017	718007269-0001		General Bodily Injury	Personal Injury	C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
02/06/2018	718007309-0001		Vandalism	Vandalism/Malic.Misch.	O	\$0.00	\$30,000.00	\$1,332.99	\$1,167.01	\$32,500.00
04/15/2018	718007395-0001		Vandalism	Vandalism/Malic.Misch.	O	\$0.00	\$60,000.00	\$980.03	\$1,519.97	\$62,500.00
2017-18		No. of Claims: 3				\$0.00	\$90,000.00	\$2,313.02	\$2,686.98	\$95,000.00
12/01/2018	819007667-0001		Vandalism	Vandalism/Malic.Misch.	C	\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00
2018-19		No. of Claims: 1				\$2,800.00	\$0.00	\$0.00	\$0.00	\$2,800.00
Reporting Years: 4		Total No. of Claims: 7	No. of Open Claims: 3			5,157,133.95	\$212,437.41	\$2,558.71	\$3,686.98	\$5,375,817.05

Claim Status: C - Closed O - Open R - Reopened

Report Date: 03/11/2019  
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## Property/Liability Program

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### 2018-19 Credit Incentive Program Criteria

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability coverage through the Credit Incentive Program.

Credit incentives of up to 15 points can be earned based on an Agency's participation in meeting the following program guidelines. One CIP point is equal to a 1% discount on the Agency's Property/Liability Program for the Auto and General Liability net contributions invoice only. Participating members may choose among various options to complete during the CIP period (April 1 – March 31) to reach the maximum points allowable within each track.

**The maximum total points a member can receive is 15 points (not including bonus points) and points earned before March 31, 2019 will be applied to the 2019-20 Program Year.** Options allowing a member to earn points for both Property/Liability and Workers' Compensation are designated with *(Credit will be applied to both programs)*. Points are currently awarded as follows:

#### ADMINISTRATION TRACK (9 POINTS MAXIMUM)

For staff accredited with the SDRMA General Safety Specialist Certificate or Supervisor Safety Specialist Certificate. This certificate program is a way for the Agency's staff to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires the Agency employee complete and pass four OSHA certified general training courses and to receive the Supervisor Safety Specialist certificate, complete and pass two supervisory safety courses in addition to the four OSHA certified general training courses. Certificates are valid for 2 years.

**2 points**

**No Documentation Required** - Will be confirmed by SDRMA.

*(Credit will be applied to both programs)*

For management staff accredited with the Special District Administrator designation by the Special District Leadership Foundation (SDLF). This certification program is a way for special district administrators to affirm – to their customers, to their board of directors, and to themselves – that they are competent and experienced in their profession. Requirements for this certification include management experience, continuing education, community service, and ultimately an exam.

**2 points**

**No Documentation Required** - Will be confirmed by SDLF.

*(Credit will be applied to both programs)*

For each full-day attendance by the Agency's safety officer, designated individual, or employee(s) at an SDRMA Safety/Claims Education Day (First attendee earns 2 points, second attendee earns 1 point).

**3 Points maximum**

**No Documentation Required** - Will be confirmed by SDRMA workshop attendance sheet.

*(Credit will be applied to both programs)*

For each full-session attendance by the Agency's management staff in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops and/or the Special District Leadership Academy (Each attendee earns 1 point).

**2 points maximum**

**No Documentation Required** - Will be confirmed by CSDA training attendance sheet.

*(Credit will be applied to both programs)*

For attending an approved Legal Seminar relating to Employment Practices or Human Resource issues (Each attendee earns 1 point).

**2 Points maximum**

**Documentation Required** – Course syllabus and certificate of completion must be submitted to SDRMA for credit.



## Property/Liability Program

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For utilizing SDRMA's Safety DVD/Video Library. Participating members must review a minimum of 4 Safety DVD/Videos.

**2 points**

**No Documentation Required** - Will be confirmed by SDRMA.

For staff participation in SDRMA's online safety training program – TargetSolutions Safety Programs. 25% of member employees (FT, PT and volunteer firefighters) must each successfully complete a minimum of four individual e-training modules.

**3 points**

**No Documentation Required** - Will be confirmed by SDRMA.

### GOVERNANCE TRACK – GOVERNING BODY RELATED (4 POINTS MAXIMUM)

For Agency accredited with District of Distinction designation by the Special District Leadership Foundation (SDLF). This accreditation program enables districts to demonstrate to their communities, the media and legislators their commitment to operate in a sound, responsible manner. Districts apply to SDLF for designation as a “District of Distinction” by submitting financial audits, policies and procedures and proof of Governance and Ethics training received by directors and executive staff.

**4 points**

**No Documentation Required** - Will be confirmed by SDLF.

*(Credit will be applied to both programs)*

For each full-day attendance by a member of the Agency's governing body at an SDRMA Safety/Claims Education Day (Each attendee earns 1 point).

**2 Points maximum**

**No Documentation Required** - Will be confirmed by SDRMA workshop attendance sheet.

*(Credit will be applied to both programs)*

For each full-session attendance by a member of the Agency's governing body in a California Special Districts Association (CSDA) sponsored training program, such as CSDA annual conference workshops (SDRMA approved), Board Leadership Training, Special District Leadership Academy and/or Special District Leadership Foundation (Each attendee earns 1 point).

**2 points maximum**

**No Documentation Required** - Will be confirmed by CSDA training attendance sheet.

*(Credit will be applied to both programs)*

For completion by a member of the Agency's governing body of a minimum of two CSDA Education / Webinar training session(s).

**2 points**

**No Documentation Required** - Will be confirmed by CSDA training attendance sheet.

For members of a governing body accredited with the SDRMA General Safety Specialist Certificate. This certificate program is a way for the Agency's governing body to demonstrate their dedication to safety and loss prevention. The General Safety Specialist certificate requires an Agency's governing body member complete and pass four OSHA certified general training courses.

**1 point**

**No Documentation Required** - Will be confirmed by SDRMA.

*(Credit will be applied to both programs)*

### CLAIMS TRACK (2 POINTS)

For a participating member agency not having any “paid” claims (excluding first party property claims).

**2 points**

**No Documentation Required** - Will be confirmed by SDRMA.



## Property/Liability Program

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The following bonus points are in addition to the 15 CIP point limit:

### CLAIMS BONUS (3 POINTS)

For a member agency not having any “paid” claims as outlined under the Claims Track for the prior 5 consecutive years.

**3 points**

**No Documentation Required** - Will be confirmed by SDRMA.

### CONTACT INFORMATION

For questions regarding point credits or the Credit Incentive Program, please contact SDRMA Chief Risk Officer Dennis Timoney at dtimoney@sdrma.org or SDRMA Claims Manager Debbie Yokota at dyokota@sdrma.org or call the SDRMA office at 800.537.7790.

Also, visit our website at [www.sdrma.org](http://www.sdrma.org), click on MemberPlus Services and then click on TargetSolutions Program to view information about the program or take an online demonstration course of several of our Online Certified Safety Training Program Courses available to all members including:

Over 800 member safety-training courses in English and Spanish

- Courses that meet State and Federal government regulations for required contact hours for certified water and wastewater operators
- Courses endorsed by the National Fire Protection Association (NFPA)
- Courses that are recognized and accepted by the California Water Environmental Association (CWEA) and the California Department of Health Services (DHS)
- OSHA approved training courses – 40 new courses
- Professional Development Courses in Leadership, Management, Computer Skills, Customer Service, Finance, Health and Wellness
- Online Driver Training and Compliance Program
- Emergency Vehicle Operator
- Law Enforcement, Online Police Training
- Human Resources

# Property/Liability Credit Incentive Program



## Feather River Recreation & Park District

CIP Points Earned as of: 3/18/2019

The Credit Incentive Program (CIP) is designed to encourage our Members to take a proactive approach for loss prevention administration, training and safety/risk management. In an effort to assist our Members in achieving the lowest contributions possible, we performed a review of the documents submitted to date for the CIP program year 2018-19. **The CIP points earned will be applied toward the invoice for the 2019-20 program year. However, the actual dollar credit shown as 'Earned CIP Credits' on the invoice may differ from this report due to the actual General and Auto Liability amounts on the invoice.** The following earned credits have been documented:

CIP Criteria Description*	CIPs Earned	CIP \$ Earned	Unearned CIPs	Unearned CIP \$
SDRMA Safety Specialist Certificate	0	\$0	2	\$442
Special District Administrator designation from SDLF	0	\$0	2	\$442
Staff Attendance at SDRMA Workshop	2	\$442	0	\$0
Additional Staff Attendance at SDRMA Workshop	1	\$221	0	\$0
Management Staff Attendance at CSDA Sponsored Training	1	\$221	0	\$0
Additional Management Staff Attendance at CSDA Sponsored Training	1	\$221	0	\$0
Attendance at Approved Legal Seminar	0	\$0	1	\$221
Additional Attendance at Approved Legal Seminar	0	\$0	1	\$221
TargetSolutions Online Training Program	0	\$0	3	\$663
Use of SDRMA Safety Video Library	0	\$0	2	\$442
<b>ADMINISTRATION TRACK TOTALS - 9 POINTS MAXIMUM</b>	<b>5</b>	<b>\$1,104</b>	<b>4</b>	<b>\$883</b>
SDLF District of Distinction designation	0	\$0	4	\$883
Single Board Member Attendance at SDRMA Workshop	1	\$221	0	\$0
Additional Board Member Attendance at SDRMA Workshop	0	\$0	1	\$221
Single Board Member Attendance at CSDA Training	1	\$221	0	\$0
Additional Board Member Attendance at CSDA Training	1	\$221	0	\$0
Completion of two CSDA Education / Webinar sessions	0	\$0	2	\$442
General Safety Specialist Certificate	0	\$0	1	\$221
<b>GOVERNANCE TRACK TOTALS - 4 POINTS MAXIMUM</b>	<b>3</b>	<b>\$663</b>	<b>1</b>	<b>\$221</b>
No Claims during the year	0	\$0	2	\$442
<b>CLAIMS TRACK TOTALS - 2 POINTS MAXIMUM</b>	<b>0</b>	<b>\$0</b>	<b>2</b>	<b>\$442</b>
<b>COMBINED TRACK TOTALS - 15 POINTS MAXIMUM</b>	<b>8</b>	<b>\$1,767</b>	<b>7</b>	<b>\$1,546</b>
<b>5 YEAR NO CLAIMS BONUS</b>	<b>0</b>	<b>\$0</b>	<b>3</b>	<b>\$663</b>
<b>TOTAL CREDIT INCENTIVE POINTS</b>	<b>8</b>	<b>\$1,767</b>	<b>10</b>	<b>\$2,208</b>

\*For detailed information, please see the Property/Liability CIP criteria for the applicable Program Year. For questions, please contact Dennis Timoney, Chief Risk Officer at 800.537.7790 or dtimoney@sdrma.org.

**STAFF REPORT**

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: DISTRICT ATTORNEY SOFTBALL TOURNEY FEE WAIVER REQUEST**

**SUMMARY**

Fee waiver request for the Butte County DA-sponsored annual softball tournament at Nelson Complex.

**BACKGROUND**

The Butte County DA sponsors this annual fundraiser for the Law Enforcement/Firefighter Memorial Fund.

**BUDGETARY IMPACT**

Waiving about \$255 in rental fees

**RECOMMENDATION**

Waive the fees for a positive community event.

**ALTERNATIVE ACTIONS**

None

**ATTACHMENTS**

None





**STAFF REPORT**

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: SONSHINE FESTIVAL AT BERRY CREEK FEE WAIVER REQUEST**

**SUMMARY**

Fee waiver request for the Sonshine Community Festival at Berry Creek.

**BACKGROUND**

Several local churches get together for a day of fellowship and music at Berry Creek Park on June 15<sup>th</sup>. They do not charge entrance or booth rental fees. Several group members have committed to helping to do some labor in exchange for the 100% fee waiver.

**BUDGETARY IMPACT**

Waiving about \$500 in rental fees

**RECOMMENDATION**

Waive the fees for a positive community event.

**ALTERNATIVE ACTIONS**

None

**ATTACHMENTS**

None



## STAFF REPORT

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: EVERY 15 MINUTES EVENT FEE WAIVER REQUEST**

### SUMMARY

Staff requests direction regarding setting the fee for the use of the Activity Center to promote the local high school participation in the Every 15 Minutes program.

### BACKGROUND

The Every 15 Minutes program is a two-day program focusing on high school juniors and seniors, which challenges them to think about drinking, driving, personal safety, the responsibility of making mature decisions and the impact their decisions have on family, friends, their community, and many others.

The program brings together a broad coalition of interested local agencies with the goal of reducing alcohol-related incidents among youth. The partnering of the California Highway Patrol, local law enforcement, local hospitals, emergency medical responders, schools, businesses, and service clubs validates the importance of working together to ensure a healthy community.

The two-day Every 15 Minutes program is very dramatic and emotional-and purposely so. Teenagers are constantly reminded about the choices they have to make involving alcohol and how many others are affected by their decisions.

They know the intellectual statistics. However, many teens share the belief it will never happen to them.

This powerful program is designed to create an awareness among students that they are not invincible. This program helps open the emotional doors, and it They experience first-hand how their actions affect the lives of so many other people.

OHS and LPHS students have utilized the Activity Center for this important event every other year. The District charged \$900 for the first event four years ago and nothing two years ago. This year's event is scheduled to be held overnight on **May 23<sup>rd</sup>**.

**BUDGETARY IMPACT**

OGBC pays \$3500 per day to host gymnastics events at the AC. Given that this program is sponsored by the State Office of Traffic Safety, staff believes that a 100% fee waiver would be inappropriate.

**RECOMMENDATION**

Offer the facility for the overnight activity for \$1000 if District personnel is needed to staff the AC and \$500 if they are not.

**ALTERNATIVE ACTIONS**

None

**ATTACHMENTS**

None



## STAFF REPORT

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: REQUEST TO PRIORITIZE POTENTIAL PROP 68 PROJECTS**

### SUMMARY

Staff request for the Board to prioritize projects for Proposition 68 funding.

### BACKGROUND

California voters approved Proposition 68 in June 2018. The state recently made \$254 Million available and called for projects to be submitted by August 5<sup>th</sup>. Funds can be used to improve/renovate existing parks as well as to create new parks. Grants will be awarded in a range between \$200,000 and \$8.5 Million and are expected to be announced by the end of the calendar year. The awarded projects must be completed by March 31, 2022.

Staff has identified several potential projects and, since they cannot all be completed in the allotted time, seeks Board direction regarding the priorities to be assigned to the various endeavors.

Projects to consider:

1. Riverbend Park expansion. Utilize MDG's updated plan to include a campground and other amenities.
2. Coordinate with the City and County and create a Regional Park that includes all public places and buildings between the river and the north and west sides of Safford from the Nature Center to SR 70 (the Nature Center, the Veterans Memorial, the Municipal Auditorium, Centennial Plaza, Bedrock Park, Rotary Park, Bedrock Tennis Courts. This would need to be done before Prop 68 funds could be expended on the Muni and any of the other current "non-park" sites.) If we don't do the Regional Park idea, any improvements would have to skip over some substantial portions of the riverfront, or we would have to find another way to pay for the improvements on non-park properties. As part of this project:
  - a. Repair the existing trail, including pavement and retaining structures, along the riverfront through the downtown core.
  - b. Install lighting on trail
  - c. Provide more overlooks and interpretive signage along trail.
  - d. Collaborate with Fish and Wildlife and other state/federal agencies to eliminate non-native or invasive species along river's edge and to reduce other foliage to a manageable level in order to discourage human habitation along the waterfront. In other words, find a balance that significantly reduces the deleterious human

impact on the river while trying to maintain the necessary food chain for invertebrates and other native species in the Feather River ecosystem.

- e. Rezone non-park land.
  - f. Perfect land title defects along the existing trail alignment.
  - g. Acquire Ford property for expansion of Centennial Plaza into downtown (?)
  - h. Design repairs and other improvements for the Muni and other structures for a new application in the next round.
3. Acquire the property for Berry Creek Park from the school district and rezone as a park to allow for park improvements.
  4. Assist in the design and development of property owned by the South Oroville African American Historical Society to be maintained by FRRPD.
  5. Make improvements to Nelson Sports Complex (lighting, bleachers, fences, parking, bathrooms, snack bar, etc).

**BUDGETARY IMPACT**

Prop 68 grants do not require a match of any kind. District expenses related to the grant application (design costs, etc) are eligible for reimbursement if an award is made. However, staff time is not reimbursed.

**RECOMMENDATION**

Provide direction to staff.

**ALTERNATIVE ACTIONS**

None.

**ATTACHMENTS**

None.



## STAFF REPORT

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: APPROVE DISTRICT CREDIT CARD POLICIES AND PROCEDURES**

### **SUMMARY**

Request for the Board to approve the attached Policies and Procedures for District credit cards.

### **BACKGROUND**

The use of credit is pervasive in the modern business world. District staff often utilize credit to purchase goods and services needed in their daily routines. On any given day, several thousand dollars can be spent. The childcare program purchases groceries and art supplies, the business office pays for IT services and subscriptions, parks staff buys tools and maintenance supplies, and gymnastics books travel and training seminars. Some items are expensed via petty cash. Others via a store specific card or line of credit. Still others by way of bank-issued credit cards. Yet they all have a few things in common:

- All items are purchased following District Purchasing Policy
- All items conform to the Board approved annual budget
- All forms of credit are paid in full each month

Since the use of credit cards is so common, staff has determined that the District should have Policies and Procedures (P&P) regarding their use. Additionally, the following agenda item requires that the District have a P&P in place and staff has been unable to find one. A generic form of this P&P was presented to the P&P Committee in February and they agreed that the District should adopt one.

### **BUDGETARY IMPACT**

None.

### **RECOMMENDATION**

Approve the adoption of District Credit Card Policies and Procedures and direct staff to include it in the Board Policy Manual when it gets updated in the future.

### **ALTERNATIVE ACTIONS**

None.

### **ATTACHMENTS**

Draft of District Credit Card Policies and Procedures

## **Feather River Recreation and Park District Credit Card Policies and Procedures**

**Purpose:** The purpose of this policy is to communicate eligibility, usage and payment of expenditure requirements for all District Credit Cards.

### **Policies**

1. Feather River Recreation and Parks District will issue a credit card to authorized employees for job-related expenses. Being a Feather River Recreation and Parks District cardholder is a special privilege.
2. Employees shall use their credit cards to charge authorized business-related expenses.
3. Personal purchases of any type are strictly prohibited.
4. The employee is responsible for all charges made to the card. Consequently, the employee will be held liable for any unauthorized items appearing on the credit card statement.
5. Cardholders are required to sign the Cardholder Agreement indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

### **Procedures**

1. The General Manager is responsible for authorizing the distribution of all credit cards.
2. The employee must obtain a receipt for the purchase and include a brief description of the business purpose and the budget account code on the receipt.
3. The receipt is to be submitted to the Business Manager upon request.
4. Upon receipt of the credit card statement, the Business Manager will match the receipts to the individual items and assign the appropriate accounting code. Any items that do not have a receipt will be the personal responsibility of the cardholder.
5. The employee must notify the Business Manager immediately in the event a card is lost or stolen.
6. The credit card is the property of Feather River Recreation and Parks District. An employee leaving the employment of Feather River Recreation and Parks District must surrender the credit card to the Business Manager, who will then notify the issuing authority to cancel the employee's account.

**CARDHOLDER AGREEMENT**

I, \_\_\_\_\_, hereby acknowledge receipt of the District Credit Card XXXX -XXXX -  
XXXX – XXXX

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement and the Credit Card Policies and Procedures for Feather River Recreation and Parks District. I acknowledge receipt of the Credit Card Policies and Procedures and confirm that I understand the terms and conditions.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. I will return the card to the General Manager upon demand during the period of my employment. I understand that the card is not to be used for personal purchases and that I must provide a receipt for every purchase. If the card is used for personal purchases or for purchases for any other entity or if I fail to provide a receipt substantiating a legitimate business expense by the end of the current month, Feather River Recreation and Parks District will be entitled to reimbursement from me of such purchases (through deduction of my paycheck, if necessary). Feather River Recreation and Parks District shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Cardholder)

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(General Manager)





## STAFF REPORT

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: APPROVE DISTRICT LEGISLATIVE ADVOCACY POLICY**

### **SUMMARY**

Request for the Board to approve the attached District Legislative Advocacy Policy.

### **BACKGROUND**

As discussed during CSDA representative's presentation at the February 26<sup>th</sup> Board meeting, the District is sometimes asked to provide letters of support or opposition for issues pending before the State Legislature. When the timeline does not allow for the matter to be heard at a regularly scheduled Board meeting, the District often misses out on these opportunities to support or oppose these matters.

CSDA recommends that the District adopt a Legislative Advocacy Policy that would allow the General Manager to provide those letters, as long as they fit within the adopted boundaries, and then report back to the Board.

The attached CSDA magazine article provides additional information for your Board's consideration.

### **BUDGETARY IMPACT**

None.

### **RECOMMENDATION**

Approve the adoption of District Legislative Advocacy Policy and direct staff to include it in the Board Policy Manual when it gets updated in the future.

### **ALTERNATIVE ACTIONS**

None.

### **ATTACHMENTS**

Draft of District Legislative Advocacy Policy

Copy of CSDA Magazine Article

Resolution No 1902-19

# Are You Missing a Policy for Taking Positions on State Legislation?

The legislative year is in full swing with members of the Legislature and the Governor already discussing important topics affecting special districts, including issues regarding property tax allocation, impact and connection fees, a state “water tax,” accessory dwelling units, and many other critical issues for special districts. CSDA will soon be asking for your help through Calls to Action on the most important bills, so now is the time to make sure you are prepared.

Special districts have the authority to lobby the State Legislature, other agencies, and individual decision makers on legislation and other matters of interest to the district, and to share your position with legislators directly through letters of support or opposition. Throughout the year, CSDA will send out a Call to Action to all special districts regarding a specific bill or issue that significantly impacts the special district community. The Call to Action is a chance for your district to register its support or opposition to legislation that impacts your services.

To make sure your district is ready to respond to a Call to Action in the fast-moving legislative environment, make sure that your district has adopted a Legislative Advocacy Policy, governing the process your agency must go through to register your support or opposition to an issue of interest to your district.

If your district has not adopted a Legislative Advocacy Policy yet, visit the Take Action page of the CSDA website at [csda.net/advocate/take-action](http://csda.net/advocate/take-action) for a FREE copy of CSDA’s Legislative Advocacy sample policy, which can be used by your district as a policy template.

The Legislative Advocacy sample policy is also one of the many resources included in the CSDA Sample Policy Handbook available through the CSDA bookstore.



## Governor Newsom’s First Budget Protects Property Tax, Calls for Water Tax, and Studies Developer Fees

On January 10, Governor Gavin Newsom unveiled his first state budget proposal and, in doing so, announced plans regarding redevelopment agency (RDA) successors, the water tax, and developer impact fees.

Within Governor Newsom’s budget proposal, he plans to improve Enhanced Infrastructure Financing Districts (EIFDs) rather than reestablishing RDAs that divert property taxes from special districts and other local governments. Governor Newsom’s plan would remove the 55 percent voter approval requirement for EIFDs to incur debt and pair them with federal Opportunity Zones.

In describing his EIFD proposal, Governor Newsom stated, “Bringing back redevelopment, I looked at it. We are putting more money now than when we killed redevelopment. Thank you Toni Atkins and that transaction fee; thank you to the new bond; thank you to the Cap-and-Trade program; thank you to the billion dollars I just announced. And, we are doing it in a way that doesn’t take money from the education system that requires us to backfill. And, we are doing it in a way that doesn’t take money from the counties if we did reestablish redevelopment. I think EIFDs can achieve the same or even greater result.”

Asked if he was closing the door on more expansive redevelopment proposals, Governor Newsom stated, “With our enhanced infrastructure

financing and these opportunities on overlays, I think we'll have more than enough to convince people that this is a legitimate successor agency to redevelopment as we have known it."

Governor Newsom's budget also seemingly embraced a statewide water tax to fund access to safe and affordable drinking water. According to the Governor's Budget Summary, the administration is looking to take the same approach proposed last year by SB 623 (Monning), potentially placing the burden of tax collection on local agencies already strained by other state mandated programs and services.

The Governor's budget proposal includes \$4.9 million General Fund one-time spending for the State Water Resources Control Board and the Department of Food and Agriculture to take initial steps toward implementation of the new Safe and Affordable Drinking Water Program. The Governor followed his call for a water tax with a visit along with his cabinet at the Monterey Park Tract in Ceres. There, he participated in a roundtable discussion with members of the community who are paying for water that is unsafe to drink.

Although not explicitly discussed within his proposed budget, at his press conference, Governor Newsom also announced he would convene a task force on developer impact fees. He exclaimed, "These impact fees are out of control; they are usurious. They are driving up the cost of housing, and I just want folks to know I want to tackle that. And, to the extent we have to go to the ballot on that, that's something we are at least open to do."

More broadly, Governor Newsom announced significant one-time expenditures in health and education. Calling his budget one that seeks "discipline" while building a strong financial foundation, Governor Newsom announced a total budget of \$209 billion, a 4% increase over the prior year, with general fund spending totaling \$144 billion (a 3.6% increase). Additions to the state Rainy Day Fund will bring the balance to \$15.3 billion in 2019-2020, gradually increasing to \$19.4 billion by 2022-2023.

Other notable items in the Governor's budget proposal include:

- \$13.6 billion dedicated to paying down the state's unfunded liabilities, including an "unprecedented" \$3 billion supplemental

contribution to pay down the state's liabilities within CalPERS.

- \$25 million for mutual aid to support local governments in their pre-deployment work in response to emergencies.
- \$50 million one-time spending for local grants and to immediately begin a comprehensive, statewide education campaign on disaster preparedness and safety.
- \$31.3 million to back-fill wildfire-related property tax revenue losses for cities, counties, and special districts.

With a new administration in the Governor's Office, CSDA will continue to closely monitor the budget process for relevant issues related to special districts. You can find a full summary of the Governor's Budget Proposal at [ebudget.ca.gov](http://ebudget.ca.gov). Legislators will conduct Budget Sub-Committee Hearings over the coming months, with the Governor's May Revise due out in mid-May following analysis of the April tax receipts. The budget, which must be passed by a June 15 Constitutional deadline, takes effect July 1.

To keep up with the latest breaking budget and legislative news affecting special districts, sign up for the Advocacy News blog at [csda.net/advocate/advocacy-blog](http://csda.net/advocate/advocacy-blog).



Look for the updated Take Action brochure, designed to equip district leaders for grassroots advocacy and public outreach, at upcoming CSDA events, conferences, or when speaking to your public affairs field coordinators.

## TAKE ACTION

The California State Legislature has reconvened for the 2019-2020 Legislative Session and Governor Gavin Newsom was sworn in as our 40th Governor. As legislators are working on new legislation, make every day an opportunity to increase awareness and understanding for special districts.

### SPRING

- Attend Special Districts Legislative Days in Sacramento on May 21-22, 2019
- Respond to CSDA "Calls to Action" on priority legislation by submitting letters of support and opposition
- Check for legislative updates on the Take Action page of the CSDA website at [csda.net/advocate/take-action](http://csda.net/advocate/take-action)
- Promote the upcoming Districts Make the Difference Student Video Contest with the updated timeline for 2019

**RESOLUTION 1902-19****A RESOLUTION OF THE FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS ADOPTING A LEGISLATIVE POLICY AND AMENDING THE DISTRICT CREDIT CARD POLICY.**

**WHEREAS**, the Feather River Recreation and Park District is a non-enterprise, independent, special district, has five members who serve as the Board of Directors; and

**WHEREAS**, the policy determination is the responsibility of the Board of Directors alone and policy execution is the responsibility of the General Manager and other District personnel;

**WHEREAS**, the Board of Directors would like to solidify a Legislative Policy and amend the Credit Card Policy; and

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the Feather River Recreation and Park District do hereby adopt a Legislative Policy and amend the Credit Card Policy; and

**BE IT FURTHER RESOLVED** that the Board of Directors of the Feather River Recreation and Park District approve insertion of the attached revisions the Policies & Procedures Handbook.

**PASSED** and adopted at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 26th day of March 2019 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: \_\_\_\_\_

Gary Emberland, Chairman

\_\_\_\_\_  
Randy Murphy, General Manager



## STAFF REPORT

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: APPROVE A RESOLUTION TO AUTHORIZE THE GENERAL MANAGER TO APPLY FOR A CSDA COMMERCIAL CREDIT CARD**

### SUMMARY

Request for the Board to authorize the General Manager to apply for California Special District Association (CSDA) sponsored commercial credit card through Umpqua Bank.

### BACKGROUND

The District currently uses Bank of the West (BOW) for its primary credit card purchases. The BOW account is primitive by most current banking standards: they do not offer a rebate, they do not offer online access to the account, and they are very slow to respond to needed changes (a recent credit line increase took several months to complete).

CSDA has partnered with Umpqua Bank to make a Commercial Card available to its members. Participants of CSDA's Commercial Card program have received rebates totaling over \$29,000, with some agencies receiving more than \$2,000 cash back. Especially designed for CSDA members and administered by Umpqua Bank, the CSDA Commercial Card program provides online reporting tools, greater security over employee spending, and enhanced rebate opportunities. Fleet program benefits are also available. Please refer to the attached flyer for more information.

### BUDGETARY IMPACT

None.

### RECOMMENDATION

Approve Resolution 1903-19 to authorize the General Manager to apply for the CSDA-sponsored Commercial Credit Card through Umpqua Bank.

### ALTERNATIVE ACTIONS

None.

### ATTACHMENTS

CSDA Flyer

Resolution 1903-19

# CSDA COMMERCIAL CARD



L2

Umpqua Bank is proud to be selected as the CSDA's Commercial Card Program provider. CSDA's specialized card program offers one powerful business tool to manage purchasing, travel, fleet and expense management – all in one card. It's also backed by Visa® and designed for your business, so you can securely manage your expenses and payables while giving your employees flexibility without sacrificing control.

## Key features

### Advanced online reporting tools

- Analyze company spend trends
- Manage payables and vendors
- Create spend reports to negotiate preferred pricing with suppliers
- Integrated online expense approval system
- Competitive rebate

### Expense controls

- Greater security and control over employee spending through use of customized limits
- Controlled spend guidelines by card type, employee, purchase type or department level
- Fleet management, providing clear oversight of fuel and vehicle maintenance expenses
- Customized billing and payment options
- Select the statement cycle and due date that's right for your organization
- Choose central or individual billing preferences to suit your company's needs

### Complimentary benefits

- Travel accident insurance
- Lost luggage reimbursement
- Auto rental collision damage waiver
- Worldwide emergency card replacement and emergency cash
- Visa® liability waiver program
- 24/7 customer support

## Key benefits

### Streamline processes

- Streamline accounts payable and reduce administrative costs
- Manage card portfolio with online company administrator tool
- Integrate with third-party accounting and expense management software

### Realize efficiencies

- Improve expense reporting with detailed reports, downloads and automated extracts
- Support accounting and reconciliation with enhanced data for cost allocation, regulatory reporting, budget reporting and reconciliation of cardholder activity

### Gain cost savings

- Save on expenses by converting checks to card payments
- Control unauthorized spending by leveraging security features
- Negotiate discounts with preferred vendors

Become more productive and streamline your business processes with the CSDA Commercial Card from Umpqua Bank. For more information contact:

### Vanessa Ryan

VP, Commercial Relationship Manager

TEL: 916-724-1214

[VanessaRyan@umpquabank.com](mailto:VanessaRyan@umpquabank.com)



Products and services are subject to program qualifications and, in some cases, credit approval. Fees may apply.



**RESOLUTION NO. 1903-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT AUTHORIZING AGREEMENT WITH UMPQUA BANK TO PARTICIPATE IN THE CSDA DISTRICT PURCHASING CARD PROGRAM**

**WHEREAS**, Credit cards and purchasing cards are mechanisms for purchasing goods and services for the convenience of the Feather River Recreation and Park District; and

**WHEREAS**, the California Special Districts Association (CSDA) has negotiated with Umpqua Bank to provide a Purchasing Card Program for vendor payments, purchasing, travel or fleet transactions; and

**WHEREAS**, the CSDA District Purchasing Card Program is available to members of the CSDA and the District is a member of the CSDA; and

**WHEREAS**, the Program requires an application for credit approval, a resolution by the District Governing Board, and District policy and procedures regarding the use of the credit cards; and

**WHEREAS**, the District has a Standard Practice of procedures for using credit cards as required by the Program.

**NOW THEREFORE, IT BE RESOLVED**, that the Feather River Recreation and Park District Board of Directors hereby directs the following actions:

- A. Authorize participation with Umpqua Bank in the CSDA District Purchasing Card program
- B. Authorize the application to the Program for credit cards or purchasing cards
- C. Authorize the General Manager to execute any necessary agreements
- D. Authorize the positions of Business Manager or General Manager to add new participants or cancel former employees.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 26<sup>th</sup> day of March 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_

Gary Emberland, Chairperson

\_\_\_\_\_  
Randy Murphy, General Manager



## STAFF REPORT

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: APPROVE A RESOLUTION TO SET THE CSDA COMMERCIAL CREDIT CARD LIMIT**

### **SUMMARY**

Request for the Board to authorize the General Manager to apply for California Special District Association (CSDA) sponsored commercial credit card through Umpqua Bank.

### **BACKGROUND**

The District currently uses Bank of the West (BOW) for its primary credit card purchases. The BOW account is primitive by most current banking standards: they do not offer a rebate, they do not offer online access to the account, and they are very slow to respond to needed changes (a recent credit line increase took several months to complete).

CSDA has partnered with Umpqua Bank to make a Commercial Card available to its members. Participants of CSDA's Commercial Card program have received rebates totaling over \$29,000, with some agencies receiving more than \$2,000 cash back. Especially designed for CSDA members and administered by Umpqua Bank, the CSDA Commercial Card program provides online reporting tools, greater security over employee spending, and enhanced rebate opportunities. Fleet program benefits are also available. Please refer to the attached flyer for more information.

### **BUDGETARY IMPACT**

Minimal impact from collected rebates.

### **RECOMMENDATION**

Approve Resolution 1904-19 to authorize the General Manager to apply for the CSDA-sponsored Commercial Credit Card through Umpqua Bank.

### **ALTERNATIVE ACTIONS**

None.

### **ATTACHMENTS**

Resolution 1904-19





**RESOLUTION NO. 1904-19**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TOTAL CREDIT LIMIT ON CSDA COMMERCIAL CARDS**

**WHEREAS**, the Board of Directors has authorized the General Manager to apply for Commercial Credit Cards sponsored by CSDA through Umpqua Bank; and

**WHEREAS**, due to the numerous benefits offered by Umpqua Bank, it makes good business sense to consolidate District credit purchases as much as possible; and

**WHEREAS**, the Board of Directors has previously approved a credit limit of \$30,000 for prior bank credit card accounts; and

**WHEREAS**, the aforementioned credit limit does not include several individual store and business accounts.

**THEREFORE, IT BE RESOLVED**, that the Board of Directors of the Feather River Recreation and Park District recommends the combined limit of all CSDA Commercial Cards to be \$50,000; and

**THEREFORE, BE IT FURTHER RESOLVED**, that the Board of Directors of the Feather River Recreation and Park District directs staff, to the extent practicable, to cancel all other credit accounts and purchase services and supplies with the new CSDA Commercial Cards.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 26<sup>th</sup> day of March 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: \_\_\_\_\_  
Gary Emberland, Chairperson

\_\_\_\_\_  
Randy Murphy, General Manager



## STAFF REPORT

**DATE: MARCH 23, 2019**

**TO: FRRPD BOARD OF DIRECTORS**

**FROM: DEBORAH PELTZER, BUSINESS MANAGER**

**RE: ADD TWO NEW JOB DESCRIPTIONS.**

**SUMMARY:** Add the following job descriptions effective immediately

1. Cheerleading Head Coach Part-time
2. Accounting Clerk Part-time

### **BACKGROUND**

1. **Cheer Head Coach:** In 2017-18, the District offered cheerleading classes to the public. At the time, the District utilized the Gymnastics Coach job descriptions for the Cheer program. Starting late 2018-19, the Gymnastic Recreation Supervisor developed a structured Cheerleading program and a job description geared toward Cheerleading is recommended to ensure the growth of the program.
2. **Accounting Clerk:** Staff is requesting to add a part-time position in the accounting department. This position will focus on bi-weekly payroll data entry, accounts payable data entry and check printing. Since 2015, the District employee count has grown between 50-110%, depending on the season. The District's revenue, project costing, grant writing and overall accounting and human resources has grown to a point where a part-time accounting clerk is necessary to ensure the Districts' economic growth and financial reporting accuracy.

### **BUDGETARY IMPACT**

Cheer Head Coach Part-time: \$20/hour- offset by program revenue

Accounting Clerk Part-time: \$15/hour- increased productivity of the accounting department

**RECOMMENDATION:** GM Murphy and PPP Committee recommends approval

**ALTERNATIVE ACTIONS:** NA

**ATTACHMENTS:** 2 detailed job descriptions attached



## Job Description

**Title:** Cheerleading Head Coach

**Department:** Gymnastics

**Starting Wage:** \$20.00/hour

**Status:** Non-Exempt/Part-time

### JOB SUMMARY

The Cheer Head Coach is an instructor for the Gymnastics Department supporting coaches to reach and teach every child, collaborate with parents and families, and work with the community to maintain both a developmentally appropriate and rigorous Cheerleading program. Candidates must hold the belief that all children can succeed, and this belief must drive him or her to be relentless in their focus on student academic and social growth, skill development and achievement.

**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.*

- Conduct regular conferences with parents to keep them informed on participants progress.
- Coordinate and manage student recruitment, enrollment and retention.
- Participate in professional development workshops, classes and organizations.
- Collaborate with Gymnastics Recreation Supervisor to plan instructional activities, lessons, and competitive schedule that promote developmentally appropriate student learning.
- Monitor the safety of students, staff and facilities.
- Regularly inspect equipment and play areas to ensure safety and cleanliness.
- Promote the positive image of the Cheerleading and all programs offered by the FRRPD.
- Help to build a professional work environment that is typified by hard work, respect and collaboration and includes a system of constant feedback, reflection and action.
- Remain current on issues and trends with National Competitive Cheerleading Organizations.
- Assure that newly updated handouts are given to parents and families.

Cheerleading Head Coach Board Review March 2019

*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*

**REQUIRED KNOWLEDGE AND SKILLS:**

- 3+ years Cheer Squad Coaching experience
- Excellent communication skills and organizational skills.
- Ability to establish and maintain good inter-personal relationships with parents, children, staff and the community.
- Detail-oriented and proficient in maintaining accurate records.
- Skill in reading, understanding, interpreting, and applying relevant laws, codes and regulations.

**EDUCATION, CERTIFICATIONS AND LICENSES:**

- A valid State of California class 'C' driver's license and a satisfactory driving record required.
- CPR and First Aid certificates
- USA Gymnastics Instructor Certification or Equivalent

**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 and children up to 100 pounds.
- 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 bending, kneeling, overhead reaching and spotting.
- Ability to use telephone and write or use keyboard to communicate through written means.

**ADDITIONAL INFORMATION:**

**Reports To:** Recreation Supervisor Gymnastics

Cheerleading Head Coach Board Review March 2019

*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*



## Job Description

**Title:** Accounting Clerk: Payroll/AP  
**Department:** Admin

**Starting Wage:** \$15.00/hour  
**Status:** Non-Exempt/Part-time

### JOB SUMMARY

The Accounting Clerk primary responsibility, under the direction of the Business Manager, completes all functions of bi-weekly payroll and assists with accounts payable vendor check-run. Maintain and update employee data; process payroll; and print paychecks. Reconcile payroll deductions: insurance, pension, garnishments and payroll tax. Work also includes preparing quarterly and annual federal and state payroll reporting returns. Accounts Payable invoice data entry and bi-weekly payments to vendors.

**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.*

- Process and prepare bi-weekly payroll. Collect timecards, data-entry in accounting software, reconcile deductions, print paychecks
- Reconcile and remit prompt payment of payroll taxes, benefits and pension deductions
- Prepare monthly, quarterly and year-end required payroll and pension documents
- Ensure compliance with current government payroll regulations
- Process and prepare Accounts Payable invoices: review and verify Supervisor approval and coding is accurate prior to data entry into Account Software
- Assist with printing bi-weekly Accounts Payable check-run
- Reconcile all Agency credit card accounts for accuracy and process for payment
- Adhere to all deadline requirements
- Perform a variety of clerical tasks including data entry, copying, scanning, and maintaining records and files.

Accounting Clerk Board Review March 2019

*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*

**REQUIRED KNOWLEDGE AND SKILLS:**

- Knowledge and thorough understanding of payroll functions: including input/processing, payroll reports, reconciliations, payroll taxes and benefits
- Experience with QuickBooks software or similar software
- Strong written and verbal communication skills
- Microsoft Office products experience and other relevant technologies.
- Detail-oriented and proficient in maintaining accurate records.
- Minimum typing skills 40 wpm
- Ability to work independent in a time sensitive environment
- Ability to work in a team oriented environment

**EDUCATION, CERTIFICATIONS AND LICENSES:**

- Community College AA degree in Office Administration with accounting emphasis or related field and one (1) year of related experience; OR
- Two (2) years of payroll and/or bookkeeping experience in the public or private sector and/or any combination of education and work experience as determined by General Manager
- A valid State of California class 'C' driver's license and a satisfactory driving record required.

**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 and in meetings 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:** Business Manager

**Direct Reports:** N/A

Accounting Clerk Board Review March 2019

*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*



## STAFF REPORT

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: NOMINATE A CANDIDATE TO FILL AN ENTERPRISE VACANCY ON THE BUTTE COUNTY LAFCO BOARD**

### **SUMMARY**

Request for the Board to nominate an Enterprise representative on the Butte County LAFCO Board.

### **BACKGROUND**

Butte County Local Agency Formation Commission (LAFCO) is seeking nominations for a Regular Enterprise member to serve on its Board. Since our District is a non-Enterprise member, the nomination must be from a district on the attached list.

### **BUDGETARY IMPACT**

None.

### **RECOMMENDATION**

Nominate a Board member from an Enterprise district and authorize the Chair to notify LAFCO of the Board's selection.

### **ALTERNATIVE ACTIONS**

None.

### **ATTACHMENTS**

Call for Nomination from LAFCO, dated March 5, 2019  
List of Enterprise Districts from which to select a nominee



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## BUTTE LOCAL AGENCY FORMATION COMMISSION

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1453 Downer Street, Suite C • Oroville, California 95965-4950  
(530)538-7784 • Fax (530)538-2847 • www.buttelafo.org

02

TO: Butte County Special Districts  
Butte County Special District Association

FROM: Stephen Lucas, Executive Officer  
Jill Broderson, Management Analyst

**SUBJECT: Election of a Special District *Regular* “Enterprise” Member**

DATE: March 5, 2019

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The Butte Local Agency Formation Commission is calling for nominations to serve on the Commission for:

- One (1) Special District **Regular “Enterprise”** Member. The term for this seat is four years and will begin June 1, 2019 and expire in May 31, 2023.

At this time, we are only soliciting a **written nomination letter** that provides:

- The name of your nominee; and
- The District Board on which he or she serves; and
- The nomination must be made by an **official action of your Board of Directors and signed by the appropriate Officer of the Board.**

Nomination letters must be returned to Stephen Lucas, Executive Officer, Butte Local Agency Formation Commission, 1453 Downer Street, Suite C, Oroville, California 95965 by Friday, **April 12, 2019**, either by U.S. Mail, e-mail or hand delivered. Postmarks of Friday, **April 12, 2019** will be accepted. Nomination letters received by LAFCO, or postmarked after the closing date, will not be accepted.

If you do not have a District Board meeting scheduled within this time frame and would like to make a nomination, you will have to schedule a special Board meeting.

Should you have any questions or if I can be of any assistance, please feel free to contact myself or Jill Broderson, Management Analyst at your convenience.

Attachments: Enterprise Districts Roster



**ENTERPRISE SPECIAL DISTRICTS**

Biggs-West Gridley Water District	1713 West Biggs Gridley Highway	Gridley, CA 95948	530-846-3317
Butte Water District	735 Virginia Street	Gridley, CA 95948	530-846-3100
Durham Irrigation District	P.O. Box 98	Durham, CA 95938	530-343-1594
Lake Madrone Water District	12 Star Road	Berry Creek, CA 95916	530-533-2885
Lake Oroville Area Public Utility District	1960 Elgin Street	Oroville, CA 95966	530-533-2000
Paradise Irrigation District	P.O. Box 2409	Paradise, CA 95967	530-877-4971
Richvale Irrigation District	P.O. Box 147	Richvale, CA 95974	530-882-4243
Richvale Sanitary District	P.O. Box 1	Richvale, CA 95974	530-882-4286
South Feather Water & Power Agency	2310 Oro-Quincy Highway	Oroville, CA 95966	530-533-4578
Thermalito Water & Sewer District	410 Grand Avenue	Oroville, CA 95965	530-533-0740
Western Canal Water District	P.O. Box 190	Richvale, CA 95974	530-342-5083



## STAFF REPORT

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: SELECT A CANDIDATE TO FILL THE NON-ENTERPRISE VACANCY ON THE BUTTE COUNTY LAFCO BOARD**

### SUMMARY

Second request for the Board to select a replacement for Tom Lando on the Butte County LAFCO Board.

### BACKGROUND

Your Board may recall that the Butte County Local Agency Formation Commission (LAFCO) recently requested the District to select one of two candidates to represent non-enterprise special districts: Tom Lando, from CARD and Al McGreehan from Paradise Park and Rec. This matter was presented at the January meeting and the Board declined to vote.

LAFCO has notified the District that a quorum was not reached and has asked your Board to reconsider its position (see attached email). As you may also recall, in order for the election to be valid, a quorum (21) of districts must complete and return their ballots. Otherwise, the process will repeat until such time they receive ballots from a majority of the districts. This is an important ballot, as the Special District LAFCO Commission will be making decisions on budget issues, policies and projects that may have a direct impact on our District.

Staff reached out to Steve Lucas of LAFCO to explain that the Board had previously declined to vote and he said that the District had three options in order to be included in the quorum:

1. Select from among the proffered candidates; or
2. Select a write-in candidate; or
3. Affirm the 'no vote' position previously expressed and return the ballot marked as such.

### BUDGETARY IMPACT

None.

### RECOMMENDATION

Select from among the three options noted above and direct the Chair and Secretary to execute the ballot.

### ALTERNATIVE ACTIONS

None.

### ATTACHMENTS

Letter from LAFCO with Nomination Results, dated January 4, 2019

LAFCO Ballot

Email from LAFCO to Randy Murphy, dated March 1, 2019



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## BUTTE LOCAL AGENCY FORMATION COMMISSION

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1453 Downer Street, Suite C • Oroville, California 95965-4950  
(530)538-7784 • Fax (530)538-2847 • [www.buttelafco.org](http://www.buttelafco.org)

P2

TO: Butte County Special Districts  
Butte County Special District Association

FROM: Stephen Lucas, Executive Officer  
Jill Broderon, Management Analyst

SUBJECT: Nomination Results for Special District Regular "Non-Enterprise" Member

DATE: January 4, 2019

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### Nominations Requested

On October 26, 2018, the Butte Local Agency Formation Commission called for nominations for:

- One (1) Special District **Regular "Non-Enterprise"** Member.

The seat was most recently held by Tom Lando from the Chico Area Recreation District. Due to a conflict of interest, Mr. Lando resigned from his seat on LAFCO; therefore, his seat on LAFCO was vacated mid-term with a remaining term to expire in May 31, 2021.

### Nominations Received

The nomination period closed on Friday, December 31, 2018. The following two nominations were received:

- Tom Lando, Director, Chico Area Recreation & Park District ("Non-Enterprise").
- Al McGreehan, Director, Paradise Recreation & Park District ("Non-Enterprise").

Therefore, the Butte Local Agency Formation Commission is conducting an election for:

- One (1) Special District **Regular "Non-Enterprise"** Member; and

The remaining term for the vacated seat will May 31, 2021.

#### PLEASE NOTE:

1. The nominee with the highest total number of votes will be deemed the **Regular "Non-Enterprise" Member**.
2. Should any nominee decline the position elected to, the remaining nominee will advance to that seat.

Instructions:

1. Votes shall be made by official action of the Districts' Board of Directors.
2. Ballots shall be certified by the signature of the Chair, or an alternate District Board Member chosen by the Districts' Board for the purpose of signing the attached ballot AND counter-signed by the Districts' General Manager/Secretary of Board.
3. Ballots shall be returned no later than **4:00 p.m. on Friday, March 1, 2019**. Ballots postmarked after the closing date will not be accepted.
4. Districts may submit their ballots one of the following ways:

<b>Hand Delivered</b>	<b>Electronic Mail</b>	<b>Certified Mail</b>
Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965	<a href="mailto:slucas@buttecounty.net">slucas@buttecounty.net</a>	Stephen Lucas Executive Officer Butte LAFCO 1453 Downer Street, Suite C Oroville, CA 95965

5. District ballots returned by electronic mail shall be scanned copies of the original signed certified ballot.
6. If you do not have a District Board meeting scheduled within this time frame, a special meeting shall be scheduled in order to submit a valid ballot.

**In order for the election to be valid, a quorum (21) of districts must complete and return their ballots. Otherwise, the process will repeat until such time we receive ballots from a majority of the districts.** This is an important ballot, as your Special District LAFCO Commissioner will be making decisions on budget issues, policies and projects that may have a direct impact on your district. Please participate in this election and submit your vote.

Should you have any questions, please feel free to contact myself or Jill Broderson, Management Analyst at your convenience.

Attachment



BUTTE LOCAL AGENCY FORMATION COMMISSION  
1453 Downer Street, Suite C  
Oroville, CA 95965 – (530) 538-7784

## 2019 ELECTION BALLOT

### Special District *Regular* "Non-Enterprise" Member

There are two (2) nominations for the Special District *Regular* "Non-Enterprise" Member position. Please vote for one (1) nominee by marking the corresponding box. You may also vote for a write-in candidate.

Tom Lando - Chico Area Recreation & Park District

Al McGreehan - Paradise Area Recreation & Park District

\_\_\_\_\_  
*(Write in Candidate)* *(Name of District)*

#### PLEASE NOTE:

- The nominee with the highest total number of votes will be deemed the *Regular* "Non-Enterprise" Member.**
- Should any nominee decline the position elected to, the remaining nominee will advance to that seat.**

### Certification of Ballot

\_\_\_\_\_  
District Board Chair or Designee

\_\_\_\_\_  
District Manager/Secretary of the Board

\_\_\_\_\_  
District

\_\_\_\_\_  
Date

**Randy Murphy**

---

**From:** Broderson, Jill <jbroderson@buttecounty.net>  
**Sent:** Friday, March 1, 2019 4:06 PM  
**To:** Willmann, Ann; Biggs-West Gridley Water District ; Butte Water District ; Lake Madrone Water District; Lake Oroville Area Public Utility District; Paradise Irrigation District; Richvale Irrigation District; South Feather Water & Power Agency ; Boucher, James; Western Canal Water District; Ravert, Rochelle; Bangor Cemetery District; Berry Creek Community Services District ; Butte County Mosquito & Vector Control District ; Butte County Resource Conservation District; Butte County Resource Conservation District; Butte County Resource Conservation District; Buzztail Community Services District ; Chico Area Recreation & Park District ; Spence, Jeff; Drainage District #100 ; McClure, Andrew; Durham Mosquito Abatement District; Durham Recreation & Park District ; El Medio Fire Protection District ; Randy Murphy; Teague, Pat; KimsheW Cemetery District ; Smith, Cheryl; Oroville Mosquito Abatement District; Spreen, Misty; Paradise Recreation & Park District; Paradise Recreation & Park District ; Knight, Jay; Reclamation District No. 833 ; Richardson Springs Community Services District ; Behr, Paul; Minasian, Paul; Valentine, Gwen; Menchaca, Clarissa; Larson, Marvin  
**Cc:** Lucas, Steve; Stover, Joy  
**Subject:** SECOND NOTICE - Butte LAFCO - Election of a Special District Regular "Non-Enterprise" Member  
**Attachments:** Nomination Results (1-4-2019).pdf; Election Ballot (1-4-2019).pdf

On January 4, 2019, Butte LAFCO held an election (original correspondence attached) for a Special District *Regular* "Non-Enterprise" Member. Ballots were requested to be returned no later than 4:00 p.m., Friday, March 1, 2019. As of 4:05 p.m. on Friday, March 1, 2019, eleven (11) ballots were returned. Those districts who have participated include:

- South Feather Water & Power Agency
- Western Canal Water District
- Butte County Mosquito & Vector Control District
- Butte Creek Drainage District
- Chico Area Recreation and Park District
- Drainage District #2
- Durham Recreation and Park District
- Oroville Cemetery District
- Paradise Recreation and Park District
- Rock Creek Reclamation District
- Thompson Flat Cemetery District

The election is not valid, as a quorum (21) of districts must complete and return their ballots. Please note that this process will repeat until such time ballots are received from a majority of the districts. Therefore, the election period has been extended until **Friday, May 3, 2019.** Those districts who have already submitted their votes need not vote again;

however, those who have not, your participation is requested. Current Special District LAFCO representatives will continue to serve until such time a valid election is concluded or their term of office expires.

Attached is the original memorandum (Nomination Results 1-4-2019) that explains the process, provides simple instructions and includes a ballot (Election Ballot 1-4-2019). This is an important ballot, as your Special District LAFCO Commissioner will be making decisions on budget issues, policies and projects that may have a direct impact on your district. Please participate in this election by submitting your vote.

Should you have any questions, please feel free to contact Stephen Lucas, Executive Officer or myself at 538-7784. Thank you.

Jill Broderson  
Management Analyst  
Butte Local Agency Formation Commission  
1453 Downer Street, Suite C  
Oroville, CA 95965  
☎ (530) 538-3825 ~ 📠 (530) 538-2847  
✉ jbroderson@buttecounty.net ~ [www.buttelafco.org](http://www.buttelafco.org)

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**STAFF REPORT**

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: AUTHORIZE THE GENERAL MANAGER TO ENROLL IN CALKIDZ PROGRAM**

**SUMMARY**

Request for the Board to authorize the General Manager to execute the necessary forms in order to enroll the District in the CalKidz Summer Food Service Program.

**BACKGROUND**

The State of California and the Butte County Office of Education team up to provide nutritious meals to children in low income areas when they are out of school for fifteen or more consecutive days. The District has been invited to participate in the program this summer. The recipients would not necessarily be enrolled in District programs but would come here to pick up and eat their free lunch. The actual meals would be prepared off-site and staff would bring them here each morning.

The two attachments provide additional information for your Board's consideration.

**BUDGETARY IMPACT**

Since the meals would be prepared off-site and the District would be reimbursed for all staff time and other expenses, there is no budgetary impact.

**RECOMMENDATION**

Authorize the GM to execute the required forms in order to enroll the District in the CalKidz Summer Food Service Program.

**ALTERNATIVE ACTIONS**

None.

**ATTACHMENTS**

Summary of CalKidz Summer Food Service Program  
BCOE Website Information re: the CalKidz Program





## CalKidz, BCOE

### Summer Food Service Program Sponsor

Julianna Roberts- Food & Nutrition Administrator, [jroberts@bcoe.org](mailto:jroberts@bcoe.org),  
1-530-532-5780 or 1-530-712-1401

**Purpose:** To prevent child food insecurity by providing nutritious meals to children in low income areas when they are out of school for 15 or more continuous days.

**Program Structure:** USDA's Food and Nutrition Service funds the program nationally. The California Department of Education's Nutrition Services Division administers the program. Butte County Office of Educations CalKidz division sponsors feeding sites and are able to operate breakfast, lunch, snack, and supper (select sites) programs during the summer months. CalKidz receives funding as meals served at USDA reimbursement rates.

**Eligibility:** Determined on a per site basis. The site is determined to be eligible if the nearest school has at least 50% of its school year enrollment approved for free and reduced price meals, or if 50% of the children in attendance are "identified migrant", or a tribal authority certified letter stating that the location is on a tribal reservation/trust land. Summer Food program sites can be anywhere (school, church, park, bus stop, city pool, library, low income housing complex) in a community where the 50% low income criteria is met and where children can be supervised while eating. If the site is approved as a "migrant" then up to 3 meals (breakfast, lunch, and dinner) could be served. Sites that are not "migrant" will qualify for up to 2 meals (Breakfast and Lunch).

**Summer 2017 Results:** BCOE, CalKidz was the sponsor for 47 sites in 13 counties. We served a total of 49,378 breakfast meals, 74,361 lunch meals, 757 snacks and 2,053 dinners. CalKidz totaled 126,549 meals served to over 3,500 children daily when all sites were open during the months of June, July and August.

**Combined Results of Summer 2017 & 2018:** CalKidz was the sponsor for 62 sites in 13 counties serving over 260,969 Meals to over 7,000 Children.

**Participation:** Children 18 years of age or younger can participate at all "open" sites. The majority of our programs are "open" however we do sponsor some "closed" sites where only students enrolled at the site can participate, these are the colleges and camps. The program exists to feed children in low income areas and adults are not allowed to eat for free. At some sites we are set up to allow the purchase of adult meals but that is the exception not the rule.

**Rules and Regulations:** Required by USDA and each site must be in compliance to serve

- Training is required for staff directly involved in the preparation/service of meals
- Post the nondiscrimination and site rules posters
- Hang the Free Lunch banner advertising to the community at large
- Follow all State and local health and safety standards for meal preparation and service
- Serve the meal/s only during the assigned/posted time period
- Serve each child all the components of a reimbursable meal
- Count each child as they receive their meal and record at end of meal service
- Count second meals separately and record separately
- Supervise children and ensure meals are eaten in the designated eating area
- Encourage children to try new foods, and minimize waste
- Daily records of food prepared and served must be completed and turned in for review

**"This institution is an equal opportunity provider."**

[Return to CalKidz](#)

## CALKIDZ SUMMER FOOD PROGRAM



CalKidz' target population is located in areas of low income based on local school data amounts of regular year free and reduced meals. To qualify as a feeding site, the location must be in an area that has 50% or greater children qualifying for regular year free and reduced meals. CalKidz also targets sites that have a predominant number of state-qualified migrant students whom automatically qualify for free and reduced meals during the regular year. CalKidz is looking into expansion into native trust lands as another targeted population to help those most in need. All three targets are low-income areas where food insecurity is high and the majority of the sites reside in rural areas where opportunities for social programs are scarce. Our open food sites are available for all children 18 years and under. CalKidz does not require families to provide income information, register, or complete other paperwork for open feeding sites. Acceptance and participation requirements for the program and all activities are the same for all regardless of race, color, national origin, gender, age or disability, and there is no discrimination in the meal service.

FREE Meals for Children

[Para información en Español click aquí](#)

Program sponsored by:

Butte County Office of Education CalKidz - Summer Food Program

FREE meals for all children (18 years and younger) are being served this summer at:

Select your county at bottom of page

This program is sponsored by Butte County Office of Education CalKidz - Summer Food Program. **All children are welcome during posted serving times. No pre-registration or documentation required. All meals must be eaten on site.**

Meals will be provided to all children without charge and are the same for all children:

"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin,

sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.ascr.usda.gov/complaint-resolution> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider."

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PROFESSIONAL LEARNING  
CALENDAR  
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State and Federal Required  
Information  
Current Board Agenda



## **STAFF REPORT**

**DATE: MARCH 26, 2019**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: RIVERBEND PARK UPDATE AND CHANGE ORDER REQUEST**

### **SUMMARY**

This report will provide an update to the Riverbend Park Reconstruction Project Phases 1 and 2 as well as summarize Contract Change Orders (CCOs) and Proposed Change Orders (PCOs) to date.

### **BACKGROUND**

Melton Design Group (MDG) has submitted the attached summary of the activities that have occurred and/or are in process at Riverbend since the last update. This report also includes a list of CCOs and PCOs that have been approved since that time. Also, as discussed at the April 26th Special Meeting, the Board approved Resolution 1382-18 that granted the General Manager authority to approve CCOs of \$50K or less and not greater than a cumulative total of 10% of the awarded construction contract amount (\$318,957), so the Board must ratify any new CCOs and PCOs in order to keep the project moving forward.

### **BUDGETARY IMPACT**

Since these changes are spending repurposed insurance monies, there is no net effect on the General Fund.

### **RECOMMENDATION**

Ratify the Contract Changes Orders (CCOs) and Proposed Change Orders (PCOs), as presented, and provide direction, as necessary. Provide direction regarding the splash pad.

### **ALTERNATIVE ACTIONS**

None

### **ATTACHMENTS**

MDG Riverbend Update Report, dated March 19, 2019

# RIVERBEND PARK RENOVATION

## Board of Directors Update

March 19, 2019

### 1. Phase One Work in Progress

Most of phase one is complete. Final items to complete include the following:

- A. Weed abatement
- B. Amphitheater landscape
- C. Final irrigation inspection

### 2. Phase One Schedule

The Park is now open to the public. The amphitheater area will be ready for sod in two weeks, which could be sooner depending on rain days. Final irrigation inspections will occur next week and be complete near the same time the amphitheater landscape is done.

### 3. New Change Orders

\$6,543.11    Miscellaneous Landscape Changes

- Excavation and backfill to locate missing potable water line
- Excavation and backfill to locate existing sleeves for parking lot islands
- Leaf cleanup beyond project boundary

### 4. Phase 2 Update

- A. Meeting with the City of Oroville to determine permit requirements for music events in the park. Results will determine final direction for extent of Amphitheater construction documents.
- B. Dock quotes almost complete. Bid requests to be sent out next week.
- C. Water Play Area – MDG is working with the County and an equipment manufacturer to lower the cost of improvements. It looks like FRRPD will be able to add a circulation system to the existing water play area and be within County/State requirements.

Direction from the Board is needed to consider fixing old water play area with a few extra additions by this summer or wait to see if a large water play area is possible after Prop 68 grant awards are announced at the end of this year.

END OF REPORT



February 27, 2019

The Honorable Ken Cooley  
California State Assembly  
State Capitol, Room 3013  
Sacramento, CA 95814

**RE: Assembly Bill 510 (Cooley) – Support [As Introduced February 13, 2019]**

Dear Assembly Member Cooley:

The Feather River Recreation and Park District (FRRPD) is pleased to support Assembly Bill 510, which allows public agencies to diligently manage their financial and equipment resources by setting their own records retention policies for recordings related to routine video monitoring, radios, and telephones. As you may know, FRRPD offers a variety of recreation programs and activities for people of all ages through its Activity Center located on Feather River Boulevard, including: preschool and kinder-care; youth summer camps; various dance, fitness and yoga classes; instruction in multiple martial arts techniques; renowned recreational and competitive gymnastics classes and regional competitions; youth team sports (coordinated with local schools); adult team sports; senior fitness and education classes; guided trips and tours; and, swim lessons along with other aquatic programs.

AB 510 modernizes the Government Code to allow local public agencies, including special districts, to adopt records retention policies designed for modern digital recording technologies, while ensuring the proper retention of any records in which an incident may have occurred. This change in law will allow agencies to retain important records while deleting useless ones, thus saving a significant amount of taxpayer dollars on unnecessary data storage costs.

The District is investigating the installation of security cameras in our parks in order to reduce vandalism and theft. The potential expense to retain thousands of hours of recordings would be cost prohibitive to our approximately \$3 Million annual budget.

AB 510 modernizes existing law to catch up with the technology of today and will allow flexibility for our district to adapt to future technological advances, allowing our district to diligently manage our financial and equipment resources by setting our own records retention policies based on the needs and the use of our cameras, radios, and telephones.

For these reasons, the Feather River Recreation and Park District is pleased to support Assembly Bill 510. Please feel free to contact me if you have any questions.

Sincerely,

Randy Murphy  
General Manager

cc: Dillon Gibbons, Senior Legislative Representative, California Special Districts Association