

**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

December 18, 2018

Location: FRRPD Conference Room

AGENDA

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. CALL MEETING TO ORDER Time: _____

2. ROLL CALL
Director Sonny Brandt _____
Director Marcia Carter _____
Director Scott Kent Fowler _____
Director Steven Rocchi _____
Chairperson Emberland _____

3. PLEDGE OF ALLEGIANCE

4. ADJOURNMENT TO CLOSED SESSION
A. Pursuant to Government Code section 54956.9(b)(3)(A), Conference with Legal Counsel – Anticipated Litigation
B. Union Negotiations -Pursuant to Government Code section 54957.6

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 Denny’s, Round Table Pizza, Starbucks, Good Earth Coffee and Tea House, Feather River 4 Wheel Drive and Auto Service, Mt. Ida Mandarin Ranch, and Orange Grove Rebekah Lodge No. 84 for their generous donations to our annual Breakfast with Santa.
- B. Thanks to everyone who supported our float in the Parade of Lights.

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 November 14, 2018 Special Board Meeting minutes.** (Appendix A)
- B. Review and approve November 27, 2018 Regular Board Meeting minutes.** (Appendix B)

9. ITEMS PULLED FROM THE CONSENT AGENDA

10. NON-ACTION ITEMS

- A. Financials – Committee update**

11. ACTION ITEMS (Require vote)

1. Select a Chair and Vice Chair for the 2019 calendar year. (Appendix C)

Requested Action: Discuss and approve

VOTE

- Director Sonny Brandt _____
- Director Marcia Carter _____
- Director Scott Kent Fowler _____
- Director Steven Rocchi _____
- Chairperson Emberland _____

2. Consider committee appointments. (Appendix D)

Requested Action: Discuss and approve

VOTE

- Director Sonny Brandt _____
- Director Marcia Carter _____
- Director Scott Kent Fowler _____
- Director Steven Rocchi _____
- Chairperson Emberland _____

3. Set regular Board meeting schedule for 2019. (Appendix E)

Requested Action: Discuss and approve

VOTE

- Director Sonny Brandt _____
- Director Marcia Carter _____
- Director Scott Kent Fowler _____
- Director Steven Rocchi _____
- Chairperson Emberland _____

4. Review General Manager’s request to ratify contract with Blue Star Solutions.

(Appendix F)

Requested Action: Ratify contract

VOTE

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

5. Review and approve staff request to replace flooring. (Appendix G)

Requested Action: Review and approve

VOTE

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

6. Discuss updates to facility and program use fees. (Appendix H)

Requested Action: Give direction to staff

VOTE

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

7. Review and discuss requests for assistance to fire victims. (Appendix I)

Requested Action: Give staff direction

VOTE

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

8. Review Butte Local Agency Formation Commission (LAFCO) invitation to nominate a Director to fill the vacancy on the LAFCO Board. (Appendix J)

Requested Action: If the Board desires, nominate a director.

VOTE

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

9. Review and approve Riverbend change order requests. (Appendix K)

Requested Action: Approve change orders.

VOTE

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

12. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS (Appendix L)

The following committees met: Finance

13. CORRESPONDENCE

A. Letter from North Valley Community Foundation (Appendix M)

14. UNFINISHED BUSINESS

15. BOARD ITEMS FOR UPCOMING AGENDAS

A. Master Plan discussion

B. Presentation from Oroville High School students

16. ADJOURNMENT

Time: _____

***Can you spare one minute per month to make your local Park District better?
Please register at www.flashvote.com/frrpd to let your voice be heard.***

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DISTRICT BOARD MEETING
Emergency Board Meeting
November 14, 2018

Location: FRRPD Board Room
Open Session 12:00 PM

Draft Minutes

This portion of the meeting was recorded by Chairperson Emberland.

1. **Chairperson Emberland called the meeting to order at 12:04 PM.**

2. **ROLL CALL**

Director Marcia Carter	<u>Present</u>
Director Scott Kent Fowler	<u>Absent</u>
Director Steven Rocchi	<u>Present</u>
Chairperson Emberland	<u>Present</u>

3. **PLEDGE OF ALLEGIANCE**

Suspended

4. **PUBLIC COMMENT**

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5. **ACKNOWLEDGEMENTS**

None

6. **CONSENT AGENDA**

None

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

None

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

1. Authorize General Manager to pay for air scrubbers.

General Manager Randy Murphy presented his staff report. There was discussion amongst the Board and staff.

Director Rocchi made the motion to approve the rental of air scrubbers.

Director Carter seconded the motion.

*The motion to approve the rental or air scrubbers passed with a 3-0-1 vote (Fowler absent).

2. Approve General Manager to pay staff wages during the Camp Fire Disaster.

General Manager Randy Murphy presented his staff report. There was discussion amongst the Board and staff.

Director Rocchi made the motion to approve paying staff wages during the Camp Fire.

Director Carter seconded the motion.

*The motion to approve paying staff wages during the Camp Fire passed with a 3-0-1 vote (Fowler absent).

9. NON-ACTION ITEMS**1. Review and discuss current state of the District due to emergency evacuation, current evacuation warning and flooding of District sites.**

The Board gave direction to staff.

10. DIRECTOR, & COMMITTEE REPORTS, MANAGER & STAFF REPORTS

The following committees met: None

11. CORRESPONDENCE

None

12. ADJOURNMENT TO CLOSED SESSION

None

13. ANNOUNCEMENTS FROM CLOSED SESSION

None

14. UNFINISHED BUSINESS

None

15. BOARD ITEMS FOR NEXT AGENDA

None

16. Chairperson Emberland adjourned the meeting at 12:40 PM.

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DISTRICT BOARD MEETING

Regular Board Meeting
November 27, 2018

Location: FRRPD Conference Room

Draft Minutes

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

This portion of the meeting was recorded by Chairperson Emberland.

1. **Chairperson Emberland called the meeting to order at 5:03 PM.**

2. **ROLL CALL**

Director Marcia Carter	<u>Present</u>
Director Scott Kent Fowler	<u>Absent</u>
Director Steven Rocchi	<u>Present</u>
Chairperson Emberland	<u>Present</u>

3. **PLEDGE OF ALLEGIANCE**

4. **ADJOURNMENT TO CLOSED SESSION**

A. Pursuant to Government Code Section 54957(b), the Board will meet to consider the evaluation of performance related to the following position: General Manager

5. **ANNOUNCEMENTS FROM CLOSED SESSION**

Direction given to staff

6. **PUBLIC COMMENT**

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7. ACKNOWLEDGEMENTS

- A. Thank you to Foodmaxx, Raley's, Better Builders Construction, and Derek Marrow for their donations to our Halloween Trick or Treat.
- B. Thank you OGBC for putting on a fantastic Halloween Jamboree Gymnastics Meet.
- C. Thank you to Cintas for donating towels for our Camp Fire evacuee showers.

8. CONSENT AGENDA

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- A. Review and approve minutes for the October 16, 2018 Regular Board Meeting
- B. Review and approve minutes for the October 26, 2018 Special Board Meeting
- C. Review and approve minutes for the November 8, 2018 Special Board Meeting

Director Carter made the motion to approve the Consent Agenda.

Director Rocchi seconded the motion.

*The motion to approve the Consent Agenda passed with a 3-0-1 vote (Fowler absent).

9. ITEMS PULLED FROM THE CONSENT AGENDA

None

10. REGULAR AGENDA**A. ACTION ITEMS (Require vote)**

1. Pursuant to California Government Code Section 1780, and following the Board's direction given on October 16th, the District notified the County Elections official and posted notice of the Board vacancy created by Victoria Smith's resignation. The Board may interview and then select a new Director from this group.

The Board interviewed Sonny Brandt.

Director Rocchi made the motion to appoint Sonny Brandt to the FRRPD Board of Directors.

Director Carter seconded the motion.

*The motion to appoint Sonny Brandt to the FRRPD Board of Directors passed with a 3-0-1 vote (Fowler absent).

2. Resolution 1394-18: A resolution of the Board of Directors of the Feather River Recreation and Park District approving the total credit limit increase on Bank of the West District credit cards.

General Manager Randy Murphy presented his staff report. There was discussion amongst the Board.

Director Rocchi made the motion to pass Resolution 1394-18.

Director Carter seconded the motion.

*The motion to pass Resolution 1394-18 passed with a 3-0-1 vote (Fowler absent).

3. Review Butte Local Agency Formation Commission (LAFCO) invitation to nominate a Director to fill the vacancy on the LAFCO Board.

Tabled until next meeting.

4. Approve exchange of services with the Exchange Club of Oroville.

General Manager Randy Murphy presented his staff report. There was discussion amongst the Board.

Director Rocchi made the motion to approve the exchange of services with the Exchange Club.

Director Carter seconded the motion.

*The motion to approve the exchange of services with the Exchange Club passed with a 3-0-1 vote (Fowler absent).

5. Review and approve Riverbend change order requests.

General Manager Randy Murphy presented the change order requests. There was discussion amongst the Board.

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

Director Carter seconded the motion.

*The motion to approve Riverbend change order requests passed with a 3-0-1 vote (Fowler absent).

11. NON-ACTION ITEMS

1. Update on the District's involvement in the Camp Fire relief efforts.

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

The following committees met: None

There was discussion amongst the Board and staff about the department updates.

13. CORRESPONDENCE**14. UNFINISHED BUSINESS****15. BOARD ITEMS FOR UPCOMING AGENDAS**

A. Committee assignments in December

B. CSDA presentation in January

16. Chairperson Emberland adjourned the meeting at 6:36 PM.

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

Please register at www.flashvote.com/frprd to let your voice be heard.



STAFF REPORT

DATE: DECEMBER 18, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: SELECTION OF CHAIR AND VICE-CHAIR FOR CALENDAR YEAR 2019

SUMMARY

Staff request for Board to select from among its members to serve as Chair and then vice-chair for 2019.

BACKGROUND

The Board historically selects a Chair and then Vice-Chair at the last regular meeting each year to serve for the following calendar year.

BUDGETARY IMPACT

None

RECOMMENDATION

Request to nominate a Chair and Vice-Chair for the coming year.

ALTERNATIVE ACTIONS

None

ATTACHMENT

None



STAFF REPORT

DATE: DECEMBER 18, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: CONSIDERATION OF COMMITTEE APPOINTMENTS

SUMMARY

Staff request to consider committee appointments.

BACKGROUND

The Board recently filled the vacancy created by the resignation of Vicki Smith and now has a full complement of Directors. The Board historically revisits all Committee appointments after the Chairperson is selected each year. The current appointments are as follows:

Committee	Appointee 1	Appointee 2	Alternate(s)
Finance	VACANT	Carter	
Park & Facilities	Emberland	Fowler	
Recreation	Carter	Rocchi	
Personnel, Policies & Procedures	VACANT	Fowler	
Supplemental Benefits Fund (SBF)	Emberland	VACANT	Carter Fowler Rocchi
Successor Agency to the RDA	VACANT		Carter
Benefit Assessment District (BAD)	Dave Pittman Roger Soudan	Mark Grover Susan Sears VACANT	

BUDGETARY IMPACT

None

RECOMMENDATION

Request for the Chair to make appointments for all standing committees.

ALTERNATIVE ACTIONS

N/A

ATTACHMENT

None



STAFF REPORT

DATE: DECEMBER 18, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: CONSIDERATION OF SETTING REGULAR MEETING DATES FOR CALENDAR YEAR 2019

SUMMARY

Staff request to set regular Board meeting dates for 2019.

BACKGROUND

In an effort to aid in planning and to ensure full participation, staff desires to set the calendar for regular Board meetings for calendar year 2019. Please note that this does not preclude the possibility of having any Special or Emergency meetings. However, it is the goal of staff to keep those to a minimum. Section 9 of the Board Policies states that regular meetings should be held on the fourth Tuesday of each month, so most of the dates are obvious. However, Section 9 further states:

Should any regularly scheduled meeting fall upon the week of a legal holiday, then said meeting shall be held either the Tuesday before or Tuesday after the scheduled meeting per the Board's recommendation made at a regular board meeting.

In addition, staff recommends that the meeting dates in June and September be adjusted in order to accommodate staff and/or Board attendance at the CSDA conferences to be held during the fourth week of those months. That said, staff recommends that the Board meetings would be held on the following dates in 2019:

January 22 (although the 21st is a legal holiday, no need to adjust)
February 26
March 26
April 23 (although the 22nd is a legal holiday for some, no need to adjust)
May 28 (although the 27th is a legal holiday, no need to adjust)
June 18 (to allow attendance at CSDA GM Leadership Summit the following week)
July 23
August 27
September 17 (to allow attendance at CSDA Annual Conference the following week)
October 22
November 19 (Thanksgiving is the following week)
December 17 (Christmas is the following week)

BUDGETARY IMPACT

None



RECOMMENDATION

Staff requests the Board adopt the meeting calendar as presented above.

ALTERNATIVE ACTIONS

Select alternate dates

ATTACHMENT

None



STAFF REPORT

DATE: DECEMBER 18, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: REQUEST TO RATIFY CONTRACT FOR TEMPORARY FINANCE ASSISTANCE

SUMMARY

The General Manager's spending authority has been exceeded due to an unplanned leave of absence. Staff requests the Board to authorize payment to the vendor and ratify the contract after the fact.

BACKGROUND

As your Board has been aware, the District's Business Manager requested a leave of absence beginning November 5th. As staff writes this report, her return date remains uncertain. As your Board is also aware, the District was very fortunate to have found temporary finance assistance through Blue Star Solutions of Paradise and an agreement was reached (attached) for a cost of \$960 per week. At that time, the Business Manager was anticipated to return by the end of the month, and, thus, Board approval was not expected to be needed. Unfortunately, her leave was extended another month. In addition, the Camp Fire occurred later that same week, and, for a time, the business Principal was listed among the missing and all attempts at correspondence went for naught. Because the temporary worker, Ayla Singleterry, continued to assist the District and her employer was understandably unresponsive, the GM was compelled to find a workable solution in order to compensate Ayla for her time. After consultation with District Counsel, the GM authorized the direct payment to Ayla as an independent contractor at the rate for which she had agreed to be paid from Blue Star Solutions (\$15/hr), which has been done for the past few check runs. Now that contact has been reestablished with the vendor, Ayla will go back on Blue Star's payroll and staff will work out an arrangement for the difference in the hourly rate with the vendor. Consequently, staff anticipates that the GM's spending authority will be exceeded in the next pay cycle. Thus, this request to your Board.

BUDGETARY IMPACT

An amount not-to-exceed \$25,000.

RECOMMENDATION

Ratify the General Manager's approval of the Agreement with Blue Star Solutions and authorize the GM to pay an amount not-to-exceed \$25,000 for services pursuant to said Agreement without additional Board approval.

ALTERNATIVE ACTIONS

None recommended

ATTACHMENT

Agreement with Blue Star Solutions

AGREEMENT FOR TEMPORARY PERSONNEL

This is an Agreement ("Agreement") made as of November 6, 2018, between Blue Star Solutions, which has offices at 693 Fir St, Paradise CA 95969, (called "we," "us," and "our" in this Agreement) and Randy Murphy of Feather River Recreation and Parks District (FRRPD), which has offices at 1875 Feather River Blvd, Oroville CA 95965, (called "you" and "your" in this Agreement).

1. Statement of Work

You have requested that we supply certain of our workers to you on a temporary basis to supplement your own work force. We will supply such workers to you ("Assigned Workers") as you may from time to time request to work under your direction, control, and supervision.

2. Persons to Be Sent to You

Once this Agreement is signed, we will, at your request, send Assigned Workers to work at your premises. For each such Assigned Worker, we will send to you a confirming job order or attach an addendum to this contract that will contain the hourly billing rates that we have agreed to accept and that you have agreed to pay. Exhibit A is a sample of such a job order. In the absence of such a letter, you nonetheless agree to pay us for the value of the services provided.

We are responsible for assigning to you workers with the skills and abilities you specify. We are not your legal partner, co-venturer, principal, agent, insurer, or representative. Neither we nor any Assigned Workers have any claim to your revenues related to their work. You are solely responsible for meeting your goals for profits, costs, production, and scheduling. Assigned Workers have no authority to bind us legally.

3. Assigned Workers

We will pay the wages of the Assigned Workers and we will be responsible for withholding all income and Social Security and Medicare taxes from their wages and for paying workers' compensation insurance premiums, state and federal unemployment insurance taxes, and the employer's share of Social Security and Medicare taxes on their behalf.

4. Direction and Supervision

We are supplying the Assigned Workers to you to supplement your own work force. You will direct and supervise the Assigned Workers on the job. We are not supplying persons to supervise or oversee the Assigned Workers during their assignment to you unless otherwise agreed to in writing.

5. Guarantee

You have the right at all times to end the assignment of any Assigned Worker we send to you. Furthermore, if you become dissatisfied with the performance of any of the Assigned Workers, you may cancel their assignment and request that we assign a different worker. If we remove any Assigned Worker from an assignment at your direction, we may refuse to assign replacement workers or assign other workers if in our judgment such action is legally required or advisable.

6. Our Responsibilities

In general, with regard to the Assigned Workers assigned to you by us under this Agreement, our responsibilities include the following:

- Maintaining personnel and payroll records
- Calculating and paying wages
- Withholding and remitting payroll taxes and other government-mandated charges
- Hiring, assigning, reassigning, counseling, disciplining, and discharging
- Handling employee work-related claims and complaints

For a stated good cause subject to applicable privacy laws and on reasonable notice, you may review any Assigned Worker's employment records to confirm that we are fulfilling these obligations. Prior to beginning their assignments, Assigned Workers will be asked to acknowledge that they have no right to participate in your employee benefit plans, fringe benefit plans, or personnel policies and will be asked to waive claims that they otherwise might have or accrue with respect to same.

We are not undertaking to provide you with a specific solution to a particular problem. Accordingly, we do not warrant or guarantee that the Assigned Workers will produce a solution to your particular problem or need. Rather, the Assigned Workers are provided to augment your existing capabilities to perform such professional services as you may direct.

7. Disclaimer of Liability

We expressly disclaim liability for any claim, loss, or liability of any kind resulting from:

- a. Your failure to adequately supervise or control Assigned Workers or safeguard your premises, processes, or systems; or without our express prior written approval, entrusting Assigned Workers with unattended premises, cash, checks, keys, credit cards, merchandise, confidential or trade secret information, negotiable instruments, or other valuables.
- b. Requesting or permitting Assigned Workers to use any vehicle, regardless of ownership, in connection with the performance of services for you unless we have given our prior approval in writing.
- c. *This subsection removed per email conversation.*
- d. Promises of increased compensation or benefits made by you to Assigned Workers.
- e. Claims by any person relating to your product or service.
- f. Assigning Assigned Workers to duties different from their original duties or making substantial changes to Assigned Workers' job duties or risks without our prior written approval.
- g. Claims by any person based on allegations that your business activities damaged the environment.
- h. The conduct of your officers, employees, and agents.

- i. Failure by you to provide Assigned Workers with a safe work site or to provide information, training, and safety equipment related to any hazardous substances or conditions to which they may be exposed at the work site, whether or not required by law.
- j. Claims for special, indirect, consequential, punitive, or lost profit damages.
- k. A violation or breach by you of any law, statute, or regulation.
- l. Property damage or personal injury, including death, arising out of or resulting from acts or omissions of the Assigned Workers.

8. Indemnification

Each party will, except to the extent disclaimed in this Agreement, indemnify and hold the other party harmless from and against all costs and expenses, including reasonable attorney's fees and the reasonable costs of investigation from

- a. Claims for personal injury or property damage to the extent caused by an indemnified party's negligence in the performance of its obligations under this Agreement
- b. Claims for bodily injury to the extent covered by the indemnifying party's workers' compensation insurance
- c. A breach of the indemnifying party's obligations under this Agreement

9. Billing, Payment, and Time Cards

We will send you an invoice, generally each week, for all hours worked by the Assigned Workers since our previous billing, plus charges for any other properly billable items. These invoices are payable upon receipt.

Because invoices are principally based on the number of hours worked by the Assigned Workers, we require each Assigned Worker to submit a weekly record of hours worked during that week. This record is maintained on a time card that is certified by the Assigned Worker as being accurate. Your representative will also have the opportunity to sign the Assigned Worker's time card to verify that the Assigned Worker has worked, for you, the hours listed on the time card. However, if your representative does not sign the time card within two (2) business days after the end of the work week, it will be presumed to be accurate, and you agree to pay for the time indicated and to abide by the other terms contained on the time card.

Late Payment Penalty

You agree to pay net upon receipt of invoice. **Payments not received within 10 business days of receipt of invoice will be subject to a \$30.00 late fee penalty and an interest assessment on any unpaid balances at the Annual Percentage Rate of 18%.**

10. Termination of this Agreement

Once this Agreement has been executed, you and we have agreed that either you or we can terminate it by giving one week's written notice of such termination to the other. Also, you and we have agreed that either you or we will have the option to terminate this Agreement immediately if the other materially breaches any of its provisions. You will remain liable to pay any unpaid

charges, and the provisions of Paragraphs 6, 7, 8, 9, 10, 11, 12, 13, 18, 19, and 20 of this agreement will remain in effect notwithstanding termination.

11. Insurance and Liability

During the term of this Agreement, we will maintain the following insurance coverages:

- a. Workers' compensation benefits or coverage on the Assigned Employees, in amounts no less than required by law
- b. Employer's liability insurance with limits of \$1,000,000.
- c. Commercial general liability insurance, including personal injury, contractual liability, and property damage, with limits of \$1,000,000.
- d. Commercial blanket bond insurance with limits of \$1,000,000.

You and we agree that our total liability to you for any claims, losses, expenses, or damages whatsoever arising out of or in any way related to this Agreement from any cause or causes, including our negligence, shall not exceed the total amount paid to us or paid on our behalf by our insurers under these coverages in settlement or satisfaction of your claim.

12. Confidential Information

We recognize that the workers assigned to your premises may have access to certain information that you consider to be proprietary and confidential, and designate as such. We will require each Assigned Worker to agree to treat this information as confidential and not to disclose it to any third person.

Proprietary and/or confidential information does not include any of the following:

- a. Information that, at the time of disclosure, is generally available to the public
- b. Information that, after disclosure, becomes generally available to the public by publication or otherwise
- c. Information that was in the Assigned Worker's possession prior to disclosure and that was not acquired directly or indirectly from you
- d. Information that we or the Assigned Worker received after the time of disclosure from a third party that did not impose an obligation of confidentiality and did not acquire any such information directly or indirectly from you
- e. Information as may be authorized by you to be disclosed

13. Solicitation of Assigned Workers

During the term of this Agreement and for 180 days after its termination or termination of an individual Assigned Worker's assignment, whichever is later, you agree not to directly or indirectly solicit, retain, or hire as an employee or independent contractor any of our Assigned Workers. An exception to this prohibition is to continue the Assigned Worker's assignment from us for the next **720** consecutive work hours for you.

If you violate this paragraph, then you shall pay to us a placement fee in the amount of 7% of the Assigned Worker's annualized compensation.

Additionally, such fee will be earned by us and owed by you if a candidate referred by us, but not used by you as an Assigned Worker, is hired or retained either directly or indirectly by your company or affiliates, or by a third party as a result of your referral of our candidate to such third party.

14. Equal Employment Opportunity

It is our policy to provide employment, training, compensation, promotion, and other conditions of employment without regard to race, color, religion, national origin, sex, marital or veteran status, age, or the presence of a non-job related handicap. We will follow this policy in providing persons to you under this Agreement. You agree to comply with your legal obligations in this regard.

15. Right-to-Know Laws

Except as provided in the next paragraph, you represent that those persons who we will send to work at your premises will not be exposed to any hazardous chemicals (as defined by the Occupational Safety and Health Administration Hazard Communication Standards or any applicable state or local right-to-know law) under normal operating conditions or during any foreseeable emergencies.

If this situation is not currently the case, or if it changes in the future, you agree to give us immediate written notification so that you and we may take any appropriate precautions required by the OSHA Hazard Communication Standards or any applicable state or local right-to-know law.

16. Waiver

The failure of either you or us to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof.

17. Amendment

This Agreement may be amended only by a written agreement between you and us that expressly amends, terminates, or supersedes this Agreement.

18. Validity of Terms

If any term or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law of a federal, state, or local government having jurisdiction over this Agreement, the validity of the remaining portions or provisions of this Agreement shall not be affected thereby.

19. Entire Agreement

This Agreement constitutes the entire agreement between you and us, and no other understanding, including any purchase order, that modifies the terms hereof shall be binding unless made in writing and signed by authorized representatives of both you and us.

20. Choice of Law

This Agreement shall be construed in accordance with the laws of the state or commonwealth of California without reference to choice of law principles.

JOB ORDER:

Pursuant to the Agreement between Blue Star Solutions and FRRPD, dated as of November 6, 2018, this agreement confirms your order for the assignment of the following persons to work at your premises located at 1875 Feather River Blvd, Oroville CA 95965, on the following dates and at these rates:

Employee Name	Position	Shift	Start Date	Billing Rate		Employee Pay	
				Regular	OT*	Regular	OT*
Ayla Singletery	Payroll Specialist & A/P	Days	11/7/2018	\$24/hr	\$36/hr	\$15/hr	\$22.50
<p>*Overtime is defined as all hours worked by an individual in excess of 40 hours in any one week or more than eight (8) hours in any one day. Please contact us if you have any questions about overtime hours. If no lunch break is provided on a work day of more than six hours and by the end of the fifth hour, an extra hour at straight time will be paid to the employee and charged to the client.</p>							

If you prefer to hire the candidate immediately or use them as a temporary worker for a certain period and then hire, the following rates would apply.

Hours Worked	0	0-160	161-320	321-480	481-720
Buy Out Rate	\$1000	\$750	\$500	\$250	\$150

Description/Scope of Work:

AGREED AND ACCEPTED:

Client

Feather River Recreation and Parks District

Signature

Randy Murphy, General Manager

Print Name and Title

November 06, 2018

Date

Company

Blue Star Solutions

Signature

Victoria Allyn, Owner

Print Name and Title

November 06, 2018

Date



STAFF REPORT

DATE: DECEMBER 18, 2018

TO: BOARD OF DIRECTORS

FROM: BRIAN WILSON, RECREATION SUPERVISOR

RE: REQUEST FOR SPENDING AUTHORIZATION TO REPLACE FLOORING IN THE ACTIVITY CENTER

SUMMARY

Staff is seeking to remove existing carpet from the “small gym / kinder-gym” area of the Feather River Activity Center, and replace it with a hard floor/court surface.

BACKGROUND

Direction from the Board is to maximize public use of the Feather River Activity Center. Staff continues to work to identify appropriate ways to maximize use of the Feather River Activity Center. The condition of the existing flooring limits opportunities for use of the space. The existing carpet is old, stained, and in some areas, missing from the floor entirely. Staff proposes removal of the “old” carpet and the installation of a an LVP hard floor/court surface, for the purpose of providing a more visually desirable rental space , as well as providing for a variety of additional indoor programming options to the public.

A new hard floor/court surface will provide for:

1. An improved appearance of the existing space for District sponsored programs and events.
2. Increased availability for indoor recreational opportunities
3. A more desirable rental space and the potential for increased facility rentals/revenue

BUDGETARY IMPACT

\$7500 - \$15000

Research shows suitable LVP prices ranging from \$1.99/sq.ft - \$3.89/sq.ft for the 3600 sq. ft. project.

RECOMMENDATION

Authorize the General Manager to spend up to \$15000 on materials to replace existing carpet in the Activity Center with a new hard floor/court surface.

ALTERNATIVE ACTIONS

None recommended

ATTACHMENTS

None



STAFF REPORT

DATE: DECEMBER 18, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: CLARIFICATION REGARDING UPDATING FACILITY AND PROGRAM USE FEES

SUMMARY

Staff request to clarify the Board's desired level of involvement in adjusting facility and program use fees.

BACKGROUND

As you may recall, in 2016 Governor Brown signed SB 3, which set in motion his plan to raise California's mandatory minimum wage to \$15 per hour by 2022. The scheduled increase on January 1st will adjust the rate to \$12 per hour. Including some domino impacts to higher salaries due to wage compaction, these increases have a cumulative effect of approximately \$100,000 per year on District payroll expenses. Please note that this amount is simply to maintain staffing levels as the District currently has for the programs as they presently exist. Staff and/or program expansion would exacerbate this problem. When looked at in total, upward adjustment of the minimum wage will increase District payroll by at least \$500,000, or almost 20% of the current budget, and this does not even include inflationary factors on the rest of the budget which historically average 2.5% to 3.0%.

Many businesses are combatting this wage escalation by automating functions. You can see this impact when visiting any number of businesses that employ minimum wage workers (order kiosks at fast food chains and ATMs at banks come to mind). Unfortunately, the District's business model requires personal contact for the most part (coaching and childcare, for example), and there are inadequate revenues for functions that could be automated (online program enrollment and bill pay, to name a few). Consequently, the only way for the District to stay in business is to reduce expenses or increase facility and program use fees. We are already at rock bottom when it comes to expenses. The District is millions of dollars behind in deferred maintenance, much of it at the Activity Center alone, and we get further behind every year, and so, sadly, the only viable option is to increase rates.

That said, existing Board Policy is somewhat confusing. Section 30 (attached) includes the following:

The Feather River Recreation and Park District Board of Directors establish these fees and authorize the General Manager to administer the policy concerning facility/program use and fees charged for District facilities and programs.

Program fees for Feather River Recreation and Park District programs will cover all of the total program costs and be under the direction of the General Manager. Fees will vary from one program to another because of variation in personnel, supplies, and facility costs. Accounts



receivable and accounts payable reports will be generated and provided to the Board monthly.

The General Manager will recommend and establish fees for programs and present them to the Board of Directors for approval.

Staff confusion comes from the fact that the first paragraph authorizes the GM to administer policy concerning the fees charged, and, further, directs that the fees collected cover “all of the total program costs”. However, in the final sentence, it limits GM authority by stating that the Board of Directors must approve them.

Given the potential political nature of any fee adjustments, staff requests your Board to clarify their direction for changing District facility and program use fees.

Considerations should include:

1. Requiring all changes to be approved by the Board before going into effect; or
2. Allowing an automatic increase of CPI; or
3. Establishing GM authority for an annual maximum amount of 5% or CPI, whichever is greater, with any request for a greater amount to be approved by a majority of the Board; and
4. Periodic review of all program and facility use fees in order to confirm all of the total program costs are covered by the revenues collected; and
5. Create a scholarship program to provide a discounted fee for participants who meet certain criteria (income, residency, etc).
6. Direct most fee changes to be included in the annual budget process, beginning with the FY 19/20 budget cycle.

BUDGETARY IMPACT

Unknown. Should result in an overall increase in revenues.

RECOMMENDATION

Staff suggests the Board select numbers 3 through 6 above. Additionally, given the imminent increase to minimum wage, staff requests that gymnastics fees be allowed to increase as per the information presented at tonight’s meeting (a maximum of \$3.75/hr increase of some fees (\$15/mo) in order to solve an inequity with other gymnastics fees), effective January 1, 2019.

ALTERNATIVE ACTIONS

None recommended

ATTACHMENT

Board Policy Section 30

Manager, Board Chairperson, or Board and approved by the Feather River Recreation and Park District Board of Directors.

SECTION 30

FACILITY/PROGRAM USE AND FEES

The Feather River Recreation and Park District Board of Directors establish these fees and authorize the General Manager to administer the policy concerning facility/program use and fees charged for District facilities and programs.

ORDER OF PRIORITY:

Buildings, grounds and recreational facilities under management of the District will be available for use by the general public. Uses may be sponsored or co-sponsored by the District. When buildings, grounds, and recreational facilities are not in use by the District, they will be available by application to other community groups and individuals in accordance with the following:

1. Public agencies' sponsored programs.
2. Youth-serving agencies or organizations which are recognized and whose objectives and activities are consistent with the general recreation and youth services programs of the community. These include, but are not limited to, Girl Scouts, Boy Scouts, 4-H Club, Little League, Swim Team, Boys and Girls Club, and Oroville Youth Soccer Club, and the YMCA.
3. Other local community agencies or organizations whose activity is community-wide in nature and which is consistent with the objectives of the Feather River Recreation and Park District.
4. Private usage for individuals or groups with no immediate relation to the general purposes of the community recreation program. These include, but are not limited to, receptions, reunions, and weddings. These events are scheduled only as space is available with higher priority given to the agencies or organizations listed above.

PROGRAM FEES:

Program fees for Feather River Recreation and Park District programs will cover all of the total program costs and be under the direction of the General Manager. Fees will vary from one program to another because of variation in personnel, supplies, and facility costs. Accounts receivable and accounts payable reports will be generated and provided to the Board monthly.

The General Manager will recommend and establish fees for programs and present them to the Board of Directors for approval.

Fee Waiver Requests: Fee waivers may be granted to 501c3 non-profit organizations, schools, service clubs or other public agencies. The General Manager may approve fee waivers from 10%-50% of the rental fee.

Co-Sponsorship Requests: the General Manager may approve the co-sponsorship of free public events up to a \$500 fee waiver provided the district budget can support it. If the co-sponsorship exceeds \$500 in cost to the district, the request will be sent to the Finance Committee and then to the Board of Directors for consideration. As a condition to such waiver, the district logo will appear on advertising for these events.

General guidelines concerning program fees are listed below:

OTHER INFORMATION REGARDING FEES:

1. All individuals, agencies, or organizations will be charged if their function is determined to be commercial in nature.
2. All confirmed reservations will be honored unless a situation should arise where a cancellation is required. The General Manager or the General Manager's designee will determine such cases and up to a full refund may be given.
3. All reservations may require other fees and responsibilities depending on the nature of the activity such as, but not limited to, dump fees, portable toilet fees, or professional staff fees. The General Manager or the General Manager's designee will determine additional fees as needed.
4. A facilities attendant and or maintenance employee may be required to be assigned when groups are meeting in Feather River Recreation and Park District facilities. This will include set up time, program time, and clean up. The fee, when charged will be the board approved facility use fee schedule fee.

SECTION 31

INJURY AND ILLNESS PREVENTION PROGRAM

The Feather River Recreation and Park District Board of Directors have adopted an Injury and Illness Prevention Program in compliance with Senate Bill 198. The General Manager is responsible for keeping this program active and up to date. Any recommended changes to this program will be presented to the Board of Directors for their review and possible approval.

SECTION 32

FIXED ASSETS



STAFF REPORT

DATE: DECEMBER 18, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: REQUEST FOR DIRECTION REGARDING REQUESTS FOR ASSISTANCE FOR DISASTER VICTIMS

SUMMARY

Staff has received requests for free and/or discounted rates on programs and facilities from individuals and agencies affected by the Camp Fire. Consequently, staff seeks direction from the Board on how best to respond to them.

BACKGROUND

As you are no doubt aware, the Camp Fire displaced thousands of residents along with hundreds of charitable organizations, schools and businesses from Paradise and its surrounding communities. The disaster has forever changed both the literal and figurative landscapes of the entire area, including right here in Oroville. Many of the affected have relocated within District boundaries, at least temporarily, and are looking to return to some sense of normalcy. To that end, staff has been approached by at least a few groups who seek free or discounted use of District programs and facilities (see attached). Due to the sensitive nature of this matter, staff seeks Board direction before proceeding down any specific path.

Items to consider:

1. The potentially precedent setting nature of any decision.
2. The District's FY 18/19 budget was balanced by only \$8,000 (less than one-quarter of 1%).
3. Current fees may not cover actual costs for services provided (further study is needed).
4. While there is capacity for additional use at most of our facilities, would our existing client base request or expect similar consideration?
5. If a discount were provided, how long should it be in place?
6. There may be grants available through NVCF or others (including MLB) to offset some or all of the fees.

BUDGETARY IMPACT

Unknown at this time.

RECOMMENDATION

After discussion, please provide direction to staff.

ALTERNATIVE ACTIONS

None recommended

ATTACHMENT

Letter from California District 47 Little League
Dec 4 email from Michelle W

Dear FRRPD Board of Directors,

I'd like to formally introduce myself, my name is Heather Nelson, I am President of the Palermo Little League, and I'm representing District 47 as well as Paradise Little League in regards to requesting use of the Nelson Complex baseball/softball fields for the 2019 little league season. As we all are aware of the devastation that Paradise has been through with the Camp Fire, not only losing their homes, businesses, and schools, they also have lost their ability to play on their little league fields too. I know in this time of loss and grief any small gesture at some normalcy or something to help lighten the stress of the situation can make such a huge impact especially in the young children's lives. As of now the majority of Paradise residents are scattered mostly throughout Chico and Oroville, and many more further away, but after a meeting with the President of Paradise little League, Pam Beauchamp, and our District Administrator, Nicky Trevino, it is clear that Paradise Little League is committed to keeping their league together and supporting all their 500 players in this trying time. With that being said, we as a district are also committed to making sure that these kids can play, and we will do anything we can to make this happen this year. The problem we have run into is there is nowhere that can accommodate an entire league except for the Nelson Complex, and what I also know to be the old Thermalito-Palermo Little League fields. We are asking if FRRPD would be willing to donate the use of those fields to the Paradise Little League for the 2019 season. Please know that they/we are willing to work with FRRPD or personally do any maintenance that may be required to get the fields renovated for play. We have had an outpour of donated items/services and some monetary donations, as well as in the process of getting some grants from Little League International to help rebuild their league. We would be in need of the use of the three little league fields, and possibly one softball field, maybe Zollner.

I understand that financially trying for all right now, including our town, so if there's no way you could set some sort of contract for Paradise Little League to have first/majority use of these fields, hopefully the same contracted way that Thermalito-Palermo did 20 years ago, then we would humbly request that there be some way to significantly reduce the fees to see if it would be possible to play the season their on your fields.

Thank you for your time, and consideration, anything we can do to help the victims of the Camp Fire will be truly appreciated.

Sincerely,



Heather Nelson

Palermo Little League President

530-990-6978

konkwoy.me@yahoo.com

P.O. Box 916

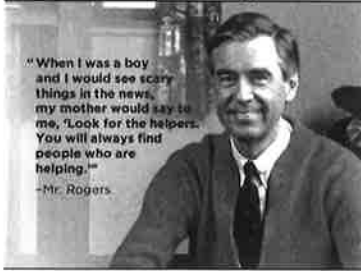
Palermo, CA 95968

Randy Murphy

From: Michelle Windes <mwindes@pusdk12.org>
Sent: Tuesday, December 4, 2018 4:58 PM
To: Randy Murphy; Brian Wilson; Stephanie Peoples; Michelle Huffman
Subject: Paradise Elementary now in Oroville

Hello Feather River Recreation staff,

My name is Michelle Windes, and I teach fifth grade at Paradise Elementary and my daughters attend gymnastics at the Feather River activity center.



I like Mrs. Roger, remind my students that when there is a disaster to look for the helpers. "You will always find people who are helping." After the recent fire, I was so grateful that the recreation department opened up their doors for the open providing proof that helpers are there when needed the most! You might have also heard that Oroville City Elementary District are also helpers. They condensed two schools, move out entirely in a couple of days, and provided a school site for displaced students. Our new, temporary location is Bird Street Elementary less than a mile from the activity center. After finding out the site, I immediately had dreams of introducing students to the activity center, Feather River Recreation, and gymnastics. I am writing to try and make that dream a reality. Could we work together to have some sort of center/gymnastic field trip for the students of Paradise Elementary? I am not sure exactly what it would look like but after talking to Stephanie (while at my daughters' lesson) I know that the recreation board approval for donating the cost of an event or several events. What do you think, could we make this happen?

Sincerely Yours,
 Michelle Windes



STAFF REPORT

DATE: DECEMBER 27, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: NOMINATION TO SERVE ON LAFCO BOARD

SUMMARY

A request from the Butte Local Agency Formation Commission (LAFCO) for nominees from Non-Enterprise Districts to fill a vacancy on the Commission.

BACKGROUND

As noted in the attached, this vacancy was created when Tom Lando resigned from the Commission due to a potential conflict of interest. The call is for a regular non-enterprise District nominee. Your Board's choice does not have to be from among its own members, but the nominee does have to be from one of the districts on the attached list.

By way of reminder, this item was continued from the November 27, 2018 meeting. Since nominations are due in a few days, action must be taken tonight in order for the District to participate.

BUDGETARY IMPACT

None

RECOMMENDATION

After discussion

1. Select a member from among your Board to be a nominee; and
2. Authorize the Chair to sign the nomination.

ALTERNATIVE ACTIONS

Select a member from another Board.

ATTACHMENTS

LAFCO letter dated October 26, 2018



BUTTE LOCAL AGENCY FORMATION COMMISSION

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

J2

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* “Non-Enterprise” Member

DATE: October 26, 2018

The Butte Local Agency Formation Commission is calling for nominations to serve on the Commission 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 has recently resigned from his seat on LAFCO; therefore, his seat on LAFCO has been vacated mid-term with a remaining term to expire May 31, 2021.

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 Monday, **December 31, 2018**, either by U.S. Mail, e-mail or hand delivered. Postmarks of **December 31, 2018** 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: Listing of Non-Enterprise Districts

NON-ENTERPRISE SPECIAL DISTRICTS

Bangor Cemetery District	5864 La Porte Road	Bangor, CA 95914	530-679-0743
Berry Creek Community Service District	P.O. Box 387	Berry Creek, CA 95916	530-613-4166
Butte County Mosquito & Vector Control District	5117 Larkin Road	Oroville, CA 95965	530-533-6038
Butte County Resource Conservation District	150 Chuck Yeager Way, Suite A	Oroville, CA 95965	530-534-0112
Butte Creek Drainage District	P.O. Box 190	Richvale, CA 95974	530-342-5083
Buzztail Community Services District	P.O. Box 7303	Richvale, CA 95974	972-762-3511
Chico Area Recreation & Park District	545 Vallombrosa Avenue	Chico, CA 95926	530-895-4711
Drainage District #1	1008 Live Oak Boulevard	Yuba City, CA 95991	530-671-1008
Drainage District #2	P.O. Box 190	Richvale, CA 95974	530-342-5083
Drainage District #100	P.O. Box 384	Richvale, CA 95974	530-882-4212
Drainage District #200	P.O. Box 314	Richvale, CA 95974	530-533-2885
Durham Mosquito Abatement District	P.O. Box 386	Durham, CA 95938	530-345-2875
Durham Recreation & Park District	P.O. Box 364	Durham, CA 95938	530-345-1921
El Medio Fire District	3515 Myers Street	Oroville, CA 95966	530-533-4484
Feather River Recreation & Park District	1875 Feather River Boulevard	Oroville, CA 95965	530-533-2011
Gridley-Biggs Cemetery District	P.O. Box 494	Gridley, CA 95948	530-846-2537
Kimshew Cemetery District	P.O. Box 97	Magalia, CA 95954	530-877-1734
Oroville Cemetery District	5646 Lincoln Boulevard	Oroville, CA 95966	530-533-2920
Oroville Mosquito Abatement District	P.O. Box 940	Oroville, CA 95965	530-534-8383
Paradise Cemetery District	980 Elliott Road	Paradise, CA 95969	530-877-4493
Paradise Recreation & Park District	6626 Skyway	Paradise, CA 95969	530-872-6393
Pine Creek Cemetery District	6454 Kelly Lane	Chico, CA 95973	530-894-6532
Reclamation District #833	P.O. Box 247	Gridley, CA 95948	530-846-3303
Richardson Springs Community Services District	15850 Richardson Springs Road	Richardson Springs, CA 95973	530-893-6750
Richvale Recreation & Park District	P.O. Box 432	Richvale, CA 95974	
Rock Creek Reclamation District	5556 Wilson Landing Road	Chico, CA 95926	530-345-3412
Sacramento River Reclamation District	P.O. Box 1679	Oroville, CA 95965	530-533-2885
Thompson Flat Cemetery District	25 County Center Drive	Oroville, CA 95965	530-538-7408
Upham Cemetery District	7096 La Porte Road	Bangor, CA 95914	530-713-1163



STAFF REPORT

DATE: DECEMBER 18, 2018

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.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

MDG Riverbend Update Report, dated December XX, 2018

Department Updates

Preschool

By Estela Valencia – Director of Preschool

Enrollment:

74 enrolled preschool

18 enrolled school age children

Recently completed events/projects:

Our department helped with Breakfast with Santa and the light parade. Breakfast with Santa is always a joy to help with.

Due to the camp fire we offered an additional week of camp at the activity center. We had about 18 children enrolled. Children played games, enjoyed free play in the big gym and they even helped with some of the Decorating for Breakfast with Santa.

Current events/projects:

Our holiday Pre-K program and family night will take place on Dec 13th. Following the children's performance, we will have crafts and cookie decorating. We also invited parents to a luncheon on the Dec 13th at noon.

Our preschool is collecting donations of toys that will be donated to the charity Toys for Tots. Toy Drive is expected to go thru December 15th.

Upcoming events/projects:

We are working on our preschool budget for next year.

Acknowledgements:

Our preschool staff Zee, Sam, Dijee, Zoie, Elizabeth, Kattie, Jessica, Brittany, Kylie T., Vicki, Ashley, Amber K, Amber M. all work really hard to continue to provide a safe and fun learning environment for our children in our community. We appreciate all the hard work and commitment. Thank you, Preschool Team!



Recreation

By Brian Wilson – Recreation Supervisor

Enrollment:

Youth Basketball (Season 1) 20 Teams (approximately 200 participants)

Recently completed events/projects

Adult Softball wrapped up the first week of December. Challenges in finalizing the season included several schedule changes due to fire/air quality/rain as well as inability to field full teams due to players being displaced. Staff will be meeting w/team managers to discuss the adult softball league and identify things that went well as well as things that can be done better. Youth Sports Officials participated in pre-season training sessions led by John Bruhn, FRRPD Sports Official

Current events/projects

Youth Basketball (Season 2) Prep
 Staff is working with school staff, site supervisors, and coaches to put together an 8 week after-school basketball league for students in grades 5th-8th
 Staff is working on program financial reports for the 1st half of the Fiscal Year 18/19.
 Staff is meeting with Special Interest Class Instructors to renew contracts/M.O.U.s, establish schedules and discuss wants/needs/changes in classes for the coming calendar year.
 Staff is working on annual employee evaluations

Upcoming events/projects

Staff will be working on updated program descriptions, class descriptions, and schedules for the upcoming Activity Guide
 Staff is working with the local Pickle-Ball community in identifying suitable indoor spaces that could host pickleball (and other indoor recreational activities) during periods of inclement weather.

Acknowledgements for staff/other organizations:

Appreciation to Scott Thompson, Park Supervisor and his team for their efforts in measuring and lining soccer fields for the Oroville High School Soccer Tournament held at Riverbend Park at the beginning of the month. Scott’s team was on a tight schedule, working around inclement weather, and his team came through with quality and timely work.
 Tom Frazier, OHS Athletic Director was very appreciative.

Gymnastics

By Michelle Huffman – Recreation Supervisor Gymnastics

Enrollment:

Rec Under 7	89	Boys Team	17	Total	279
Rec 7 and up	122	Girls Team	51		
	211		68	Change	9

Updates:

General - With so many families being affected by the Camp Fire, our enrollment is still a little unsure for the month. Many parents have expressed gratitude for being able to provide the activities we did during the fire. The financial impact on the gymnastics program may not be fully calculated for a couple months.

Program - We are getting ready for our holiday Mini-Meet for our recreational students to be able to show off their talents for their families.

We are sending out flyers and schedules to all the schools along with planned Facebook posts to help promote the program.

Events:

21-Dec Winter Showcase for our Recreational kids to perform routines for their family and friends.

5-Jan Oroville Gymnastics Invite. Boys Competition with an expected 190 participants.

20-Jan Wild Flower Invitational. Girls competition with an expected 165 participants

Projects:

We have been in contact with a current client who was a teacher in Paradise. Her school has been transferred to the Bird Street site in Oroville. We are working on a way to provide some sort of services to the 250 students. This project is just getting started. They have roughly 250 students in K-5th. We are exploring short and long term possibilities.

Searching for a more useful registration program to fulfill needs of online registration, program tracking, useful data reports, and skill tracking for gymnastics. The current program does not fulfill any of these needs.

Maintenance

By Scott Thompson – Park Supervisor

Recently completed events/projects:

11/19 Cal Fire set up a personnel and equipment staging center at Nelson softball complex. They cleared out within three days and left the park as they had found it, no damages. We also had one Camp Fire evacuee take us up on camping at Nelson, and he was finally able to move out 12/09 after almost exactly a month with us. He also cleaned everything up and left the park as he found it. He wanted to thank Randy and myself for allowing him to stay at the park as it allowed him to be able to purchase a fifth wheel and get it set up without having to be completely homeless during the process.

High School Soccer Tournament: We were proud to be able to host and accommodate an Oroville High girls' soccer tournament for three days (11/29, 11/30, 12/1) at Riverbend park, even while the park is not fully completed or opened to the public. Enough infrastructure and facilities were available to be able to safely host 100's of people in the park for three days for the soccer tournament. Oroville's Athletic Director was ecstatic to be able to use the facility, and the whole tournament went great with minimal impact on the unfinished park. It was great to see a sneak preview of Riverbend being used

again, and all the additional parking that was approved being used to easily accommodate everyone in attendance. Our guys were able to measure and mark out two fields in two and half days right before the tournament, and work around the rain in order to complete it without any assistance from the high school or OYSC. It was good to know that we can come together to make something like that happen even if no one was able to offer their assistance.

Activity Center: We removed and disposed of molded and rotted drywall that surrounded the mop basin in the custodian closet and installed new drywall and FRP water-proof plastic surround. This should extend the life of mop basin and stop any further water and mold damages to the framing around the pan.

Current events/projects:

Our maintenance team continues to cut grass when necessary and maintain fields at all parks. Leaf removal is an ongoing process that requires multiple people blowing leaves, picking them up with the back-hoe, and dumping them with the dump trailer. By the time we get to the last park we have to turn around and start over again. Hoping to have most leaves picked up by the end of the month.

Vacuums: I have taken on the maintenance of the Pro Team Proforce vacuums that the custodians use at the Activity Center. We were sending the vacuums out for maintenance to Sac-Val in Sacramento, then I started taking them to JC Nelson in Chico for repairs, and now I have purchased all necessary belts, brushes, etc., and am doing all necessary maintenance in house. This will greatly reduce the downtime that we were experiencing sending the vacuums away for repairs, as well as save money on repair labor.

Bedrock Skatepark/Purple Line fence: This project is finally back in full swing. Legal documents were completed and signed by FRRPD and the owners of Purple Line Winery. Phase one of the project was able to start again on 12/10, which consists of digging 12 holes for Sona-tubes and rebar mats, which will then have Simpson strong-tie straps placed in them and concrete pumped in to make pads and attachments for two containers to be placed. Once the concrete cures and the containers are set, we will be able to begin phase two of the project.

Riverbend: Approximately a quarter of my week is spent dealing with the Riverbend Park Restoration; attending meetings, meeting subcontractors, maintaining the generator, dealing with security and the public/homeless regarding the closed park, and coordinating with and emailing/communicating with members involved with the project. Also, it is salmon fishing season, and I am spending time dealing with the liability waiver with fishing guides, DWR, the Cal Fire, who want to use the boat ramp. This also requires us to open the park to let people in and out to use the ramp.

Palermo: We started the Palermo Playground project on 10/22. We have removed and disposed of all the old playground equipment, we have removed and disposed of all the huge concrete footings that held up the equipment. We have removed and disposed of all the fill sand that was in the rings. This required running our dump trailer and a rented dump truck for over a week to remove all the sand. The week of 10/29 we had a contractor out for four days to teach us how to install the playground equipment. In that week the guys were nearly able to fully install the smaller play system. The following

week/s have been spent removing the concrete and sand, marking and drilling holes for the larger play system, and laying it out for install. I project we will still need approximately 2 more weeks to build the structures before they are ready to be leveled and concrete poured. Then we have ADA ramps and parking pads to form up and pour after that. Once the play systems are installed, the certified wood fiber can be installed to a depth of 12" in both rings. At this time the French drain that goes under both play rings and out through the field to drain is clogged and needs to be cleared. The play rings are not draining, and the mud and wet conditions are making working on this project nearly impossible. Depending on weather conditions this project could extend into the first quarter of 2019 before completion.

Upcoming events/projects:

All Parks: We have recently received nearly all the materials we need to install dog waste stations and signage throughout all the parks. Once we have everything, we will start installing waste stations and signs in convenient locations for the public to be able to clean up after their pets in the parks.

Activity Center - Small Gym: I am hopeful that we will be able to get the purchase of LVT floating flooring approved to be installed in the small gym. We will be able to remove the carpet in there which has an unpleasant odor, which will greatly cut down on vacuuming, which will help cut down on wear and tear and maintenance on the vacuums. Not to mention greatly beautifying that area and helping move toward the goal of having a nice and large multi-use rental space.

Activity Center - Lobby/Gym: New Elkay water fountain and water bottle filling stations have been ordered which will replace the current failing water fountains. Slowly we will order and replace failing fountains throughout the Activity Center and gymnasium.

Activity Center/Preschool: New Sloan brand internals for the toilet and urinal valves have been ordered so that we can completely overhaul a valve and replace all rubber parts at the same time, which will bring each valve completely up to brand new status, which should greatly reduce the constant maintenance and down time associated with the failing flush valves, as well as prevent flooding and safety issues in the restrooms.

All Parks - Tree Evaluations: Tree health reports were returned, and these will be used to bid on tree trimming by arborists once I am able to contact them and set up a walk date.

One of our Maintenance II employees, Justin Valencia, is going to be taking the Qualified Applications License testing in January, which will bring us to legal status for 2019 before we apply any pesticide/herbicide that year. We currently have a DPR licensed employee who does our spraying, but new requirements for 2019 will require someone with a QAL to be employed here if we are to spray.

Events & Marketing

By Stephanie Peoples – Executive Assistant

Recently completed events/projects:

On December 1, 2018 we hosted our annual Breakfast with Santa. Kids had a blast eating a pancake breakfast made by the Kiwanis followed by pictures with Santa. They then moved into the Elderberry Room to make crafts, decorate cookies, and write letters to Santa. Ticket sales were lower than previous years, but overall it was a good event.

Current events/ projects:

I am currently working on a few new programs to streamline our marketing strategy, as well as improve efficiency while planning events.

Upcoming events/ projects:

In February we will be holding our first Daddy Daughter Dance. We are doing a “Ties and Tiaras” theme and have a lot of ideas to make it a night to remember.

We are also preparing for the Wildflower Festival in April. Since this is such a big event, it will be a long process, but we are ready to take it on.

Randy Murphy

From: Logan Todd <ltodd@nvcf.org>
Sent: Wednesday, December 12, 2018 3:50 PM
To: Randy Murphy
Subject: Camp Fire Relief Request
Attachments: NVCF.png

Hello,

Your request for Camp Fire Relief was approved in the amount of \$7,500.

A check will be mailed to the address provided.

Please mention our contribution and include our logo in any materials related to the funded program.

Best,

Logan Todd
Director of Communications and Grant Programs
North Valley Community Foundation
530-366-0397
ltodd@nvcf.org

* Due to the catastrophic effects of the Camp Fire in Butte County, CA, the North Valley Community Foundation is presently prioritizing fire relief efforts above all other foundation business. We ask for your patience as we allocate limited staff resources to non-urgent inquiries; we will serve all clients and donors as quickly as possible.