

**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  
November 27, 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 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 54957(b), the Board will meet to consider the evaluation of performance related to the following position: 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 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**

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

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

**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. (Appendix D)**

*Requested Action: Interview applicants and select a new Director*

**VOTE**

- Director Marcia Carter \_\_\_\_\_
- Director Scott Kent Fowler \_\_\_\_\_
- Director Steven Rocchi \_\_\_\_\_
- Chairperson Emberland \_\_\_\_\_

**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. (Appendix E)**

*Requested Action: Approve resolution*

**VOTE**

- Director Marcia Carter \_\_\_\_\_
- Director Scott Kent Fowler \_\_\_\_\_
- Director Steven Rocchi \_\_\_\_\_
- Chairperson Emberland \_\_\_\_\_

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

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

**VOTE**

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

**4. Approve exchange of services with the Exchange Club of Oroville (Appendix G)**

*Requested Action: Approve agreement*

**VOTE**

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

**5. Review and approve Riverbend change order requests. (Appendix H)**

*Requested Action: Review and approve request*

**VOTE**

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

**11. NON-ACTION ITEMS**

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

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

*The following committees met: None*

**13. CORRESPONDENCE**

**14. UNFINISHED BUSINESS**

**15. BOARD ITEMS FOR UPCOMING AGENDAS**

- A. Committee assignments in December
- B. CSDA presentation in January

**16. ADJOURNMENT**

Time: \_\_\_\_\_

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

**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  
October 16, 2018

**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. Chair Smith called the meeting to order at 5:33 PM.**

**2. ROLL CALL**

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

There was brief public comment regarding gymnastics.

Chair Smith announced her resignation.

**7. ACKNOWLEDGEMENTS**

**A.** Thank you to the following for their donations and hard work at our Annual Feather River Clean Up: The Feather Falls Lodge, Dave’s Party Rental, Llano Seco, Franz Bakery, River’s Hot Dogs, Supervisor Bill Connelly, Lundberg Farms, Oroville Chamber of Commerce, Northwest Lineman College, Houser’s Music, Tong Fong Low, Starbucks, Mountain Mike’s, Brushstrokes, Hair Chix, Recology, Native Sons of the Golden West, the Great Sierra River Cleanup, Butte

County Sheriff's Office & Probation, Sims Tree Health Specialists, Master Gardeners, River Partners, Forebay Aquatics Center, Oroville Botanical Gardens & Education Center, and all of our volunteers.

B. General Manager Randy Murphy introduced new recreation staff.

**8. NON-ACTION ITEMS**

**A. Presentation by American Lung Association**

The American Lung Association gave a presentation about the benefits of smoke-free parks. The Board gave consensus to bring this item before the Board as an agenda item at a future meeting.

**B. Financials – Committee update**

There was discussion amongst the Board and staff.

**9. 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 August 28, 2018 Regular Board Meeting minutes.**

**B. Review and approve September 13, 2018 Special Board Meeting minutes.**

**C. Review and approve September 19, 2018 Regular Board Meeting minutes.**

Director Rocchi made a motion to approve the consent agenda with corrections.

Vice Chairperson Emberland second the motion.

The motion to approve the consent agenda with corrections passed with a 4-0-1 vote (Fowler absent).

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

**11. ACTION ITEMS**

**1. Approve General Manager to negotiate and execute new MOU with BCSO for Fire Prevention Services.**

*Requested Action: Give direction to staff*

Director Rocchi made a motion to approve the General Manager to negotiate and execute a new MOU with BCSO for fire prevention services.

Vice Chairperson Emberland seconded the motion.

The motion to approve the General Manager to negotiate and execute a new MOU with BCSO for fire prevention services passed with a 4-0-1 vote (Fowler absent).

**2. Approve General Manager to negotiate and execute new contract with OGBC.**

*Requested Action: Give direction to staff*

The Board tabled the item.

**3. Approve General Manager to negotiate and execute new contract with All Things Cleaning for janitorial services at District Parks.**

*Requested Action: Give direction to staff*

The Board tabled the item.

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

*Requested Action: Approve change order requests*

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

Vice Chairperson Emberland seconded the motion.

The motion to approve the Riverbend change order requests passed with a 4-0-1 vote (Fowler absent).

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

*The following committees met: Finance*

General Manager Murphy presented staff reports.

**13. CORRESPONDENCE****14. UNFINISHED BUSINESS****15. BOARD ITEMS FOR NEXT AGENDA****16. Chairperson Smith adjourned the meeting at 6:36PM.**

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**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  
October 26, 2018

*Location: FRRPD Conference Room*

**AGENDA** **Open Session 5:30PM/ Closed 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. Chairperson Smith called the meeting to order at 5:35PM.**

**2. ROLL CALL**

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

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

None

**5. ACKNOWLEDGEMENTS**

None

**6. NON-ACTION ITEMS**

None

**7. CONSENT AGENDA**

None

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

None

B2

**9. ACTION ITEMS****1. Approve General Manager to negotiate and execute new contract with OGBC.***Requested Action: Authorize GM to negotiate and execute a new contract with OGBC.*

Director Rocchi made a motion to approve the General Manager to negotiate and execute a new contract with OGBC.

Director Fowler seconded the motion.

The motion to approve the General Manager to negotiate and execute a new contract with OGBC passed with a 4-0-1 vote (Carter abstained).

**2. Approve General Manager to negotiate and execute new contract with All Things Cleaning for janitorial services at District Parks.***Requested Action: Authorize GM to negotiate and execute a new contract with All Things Cleaning.*

Director Fowler made a motion to accept the new contract with ATC.

Director Rocchi seconded the motion.

The motion to accept the new contract with ATC passed with a unanimous vote.

**3. Request for direction regarding monies received from the Salmon Festival River Float.***Requested Action: Give direction to staff*

Consensus of the Board was to have more conversation with Dr. White and come back to the Board before any seed money is given toward the program.

**4. Announcement of Board Vacancy.***Requested Action: Authorize the GM to notify the County Elections Official of the Board vacancy and direct staff to return on November 27<sup>th</sup> with applications to fill the vacancy.*

Director Fowler made the motion to proceed with the appointment process.

Vice Chairperson Emberland seconded the motion.

The motion to proceed with the appointment process passed with a unanimous vote.

**5. Butte County Special District Association call for nominations and approve bylaw changes.***Requested Action: Nominate a District representative for the BCSDA Executive Board, approve the proposed bylaws and determine Board attendees at the BCSDA General Meeting*

Director Fowler made a motion to nominate General Manager Murphy as a District representative for BCSDA Executive Board and approve bylaw changes.

Director Carter seconded the motion.

The motion to nominate General Manager Murphy as a District representative for BCSDA Executive Board and approve bylaw changes passed with a unanimous vote.

**6. FRRPD legislative priorities for California Special District Association.***Requested Action: Give direction to staff*

General Manager Murphy suggested bringing PERS reform before the CSDA Legislative Committee. The Board agreed.

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

*The following committees met: None*

**11. CORRESPONDENCE****A. Butte County Special Districts Association General Meeting invitation**



12. **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
13. **ANNOUNCEMENTS FROM CLOSED SESSION**

No action taken
14. **UNFINISHED BUSINESS**
15. **BOARD ITEMS FOR NEXT AGENDA**
16. **Chairperson Smith adjourned the meeting at 7:07PM.**

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

**DISTRICT BOARD MEETING**

Special Board Meeting  
November 8, 2018

*Location: Eagle Pavilion at Riverbend Park*

**AGENDA**

**Open Session 1:30 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. **Chairperson Emberland called the meeting to order at 1:30PM.**
2. **ROLL CALL**

Director Marcia Carter	<u>    Tardy    </u>
Director Scott Kent Fowler	<u>    Present    </u>
Director Steven Rocchi	<u>    Present    </u>
Vice Chairperson Emberland	<u>    Present    </u>
3. **PLEDGE OF ALLEGIANCE**
4. **ADJOURNMENT TO CLOSED SESSION**  
None
5. **ANNOUNCEMENT FROM CLOSED SESSION**  
None
6. **PUBLIC COMMENT**  
None
7. **CONSENT AGENDA**  
None
8. **ACTION ITEMS**  

General Manager Murphy announced an item related to the ongoing Camp Fire that was brought to his attention subsequent to the posting of the agenda and urged the Board to hear the item.

Director Fowler made a motion to agendize the item related to the Camp Fire.

Director Rocchi seconded the motion.

The motion to agendize the item related to the Camp Fire passed with a 3-0-1 vote (Carter absent).

**1. Review and approve change order request to complete landscaping near soccer field parking at Riverbend Park.**

*Requested Action: Review and approve change order*

Director Rocchi made a motion to approve the change order request.

Director Fowler seconded the motion.

The motion to approve the change order request passed with a 3-0-1 vote (Carter absent).

**2. Discuss and approve the use of Nelson Park/Field for a large animal evacuation site.**

Director Fowler made a motion to use Nelson Park/Field for everyone as an evacuation site for as long as needed.

Director Rocchi seconded the motion.

The motion to use Nelson Park/Field for everyone as an evacuation site for as long as needed passed with a 3-0-1 vote (Carter absent).

**9. NON-ACTION ITEMS**

None

**10. UNFINISHED BUSINESS**

None

**11. BOARD ITEMS FOR NEXT AGENDA**

None

**12. Chairperson Emberland adjourned the meeting at 1:41PM.**



## STAFF REPORT

**DATE: NOVEMBER 27, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: SELECTION OF A NEW BOARD MEMBER**

### **SUMMARY**

Pursuant to California Government Code Section 1780, and following the Board's direction given on October 26<sup>th</sup>, the District notified the County Elections official and posted notice of the Board vacancy created by Vicki Smith's resignation in numerous locations. The General Manager has received 1 letter of interest to fill the vacancy. The Board may interview and then select a new Director from this group.

### **BACKGROUND**

Chairperson Smith resigned her position on your Board, effective at the end of October. California Government Code Section 1780 (GC 1780) identifies a specific timeline and the steps that the District must take in order to fill the position. The appointment would be for the remainder of her original term (through the 2020 calendar year).

Staff confirmed with County Elections that all applicants are registered voters who live within the District boundaries.

### **BUDGETARY IMPACT**

None

### **RECOMMENDATION**

Interview the applicants and select a new Director from among them.

### **ALTERNATIVE ACTIONS**

The Board may wish to continue the effort to recruit a Director. GC 1780 allows up to 60 days to fill the vacancy before the responsibility goes to the County Board of Supervisors.

### **ATTACHMENTS**

Notice of Vacancy

Letter of interest and resume from C.G. "Sonny" Brandt

## **NOTICE OF VACANCY IN OFFICE OF DIRECTOR OF FEATHER RIVER RECREATION AND PARK DISTRICT**

**Notice is hereby given** pursuant to Government Code section 1780(d)(1) that a vacancy in the office of director of Feather River Recreation and Park District exists. The remaining members of the board of directors of the District intend to fill the vacancy by appointment at the regular meeting of the board of directors to be held on Tuesday, November 27, 2018, at 5:30 p.m. at the District offices located at 1875 Feather River Blvd., Oroville, California, 95965.

Accordingly, if you are a voter of the District and are interested in serving as a member of the Board of Directors of the District, please write Randy Murphy, General Manager, Feather River Recreation and Park District, 1875 Feather River Blvd., Oroville, California 95965 stating your qualifications to serve and your interest in serving as a director of the District. Should you have a personal resume stating educational and work experience, please include that with your letter.

All letters of interest shall be presented to the Board of Directors at its regular meeting on Tuesday, November 27, 2018 at 5:30 p.m. at the District offices at 1875 Feather River Blvd., Oroville, California. If you submit a letter seeking appointment to the position of Director of the District, you should plan on attending such meeting, since the remaining members of the board of directors intend to interview persons interested in such appointment at that time before making any appointment.

Should you have any questions or comments concerning the duties of a director of the District or the process by which the vacancy on the board of directors shall be filled by appointment as discussed above, please call Randy Murphy, General Manager, Feather River Recreation and Park District, at (530) 533-2011. The deadline for the District receiving such letters seeking appointment shall be 5:00 p.m. on Wednesday, November 21, 2018. Letters seeking such appointment postmarked before such date but received after it shall not be accepted.

November 8, 2018

[REDACTED]  
Oroville, CA 95966  
[REDACTED]

Patrick Murphy,  
Administrator  
FEATHER RIVER PARKS & RECREATION DISTRICT  
Oroville, CA 95965

Dear Mr. Murphy:

I would like to offer my services to become a member of the Board of Directors of Feather River Parks & Recreation District. Enclosed is a brief resume of my education and experience relevant to that position.

As you know, in the recent election my name was on the ballot for one of the open seats on the board. I received 5,112 votes, which was within 617 votes of unseating the incumbent.

It would be my pleasure to again meet with you to discuss my qualifications and have an opportunity to explain my interest in serving in this capacity.

Respectfully,

A handwritten signature in black ink, appearing to read 'C. G. Brandt', with a long horizontal flourish extending to the right.

C. G. "Sonny" Brandt

Clarence G. "Sonny" Brandt

[REDACTED]  
Oroville, CA 95966  
[REDACTED]

Present Occupation: RETIRED

Previous Employment:

- 1980 – 2004 Owner/Managing Partner  
ORO-WEST RACQUET & HEALTH CLUB  
4551 Oro Dam Blvd, Oroville, CA
  
- 1966 – 1980 Assistant Administrator/Administrator  
FEATHER RIVER PARKS & RECREATION DISTRICT  
Butte County, California
  
- 1965 – 1966 Assistant Administrator  
MERCED GENERAL HOSPITAL  
Merced, California

**EDUCATIONAL BACKGROUND:**

- High School – Oroville Union High School, 1952-56
- College – Santa Clara University, 1956-57, Engineering  
Yuba Junior College, 1957-58, AA Degree, Civil Engineering  
Sacramento State, 1959-64, BS Degree, Business Administration  
CA State University, Chico, 1967-70, 32 units of Recreation Management

**PERTINENT EXPERIENCE:**

- . 1984, mowed lawns for FRR & PD at Lions Field in Oroville
- . 1966-1980, Three years as Assistant, then 11 years as Administrator of the Feather River Recreation and Park District
- . 1996-2004, served on the Feather River Recreation and Park District Board of Directors
- . 1980 to 2004, Managing Partner, Oro-West Racquet & Health Club

- . District Representative on the Joint Powers Authority representing local government in the state re-licensing of the Oroville Dam Project
- . Chairman, Butte Co. Special District Advisory Board

During the 24 years while I was managing Oro-West Racquet & Health Club, the facilities included ten tennis courts, four racquetball courts, swimming pool, sauna and Jacuzzi, a full weight room and workout circuits, aerobic facilities, basketball and sand volleyball. We also maintained a limited pro shop and snack bar. Various aerobic classes, tennis camps and tournaments, nursery facilities, banquets and social events were regularly scheduled. During that time, I also worked with our engineer to produce a tentative map for a subdivision surrounding the club facilities with 155 single family homes and three additional commercial areas. We sold the business in 2004.

#### PERSONAL INFORMATION:

Married to Barbara, with five living children, thirty grandchildren and seven great grandchildren.



**STAFF REPORT**

**DATE: NOVEMBER 27, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: INCREASE BANK OF THE WEST TOTAL CREDIT LIMIT**

**SUMMARY**

Request to increase the total credit limit for Bank of the West credit cards.

**BACKGROUND**

At its May 22, 2018 Board meeting, the Board approved an increase to each of the individual credit card limits. The combined total credit limit of the four accounts approved at that meeting was \$22,500 (\$7,500 for GM, and 3 cards with a \$5,000 limit each). Unfortunately, Bank of the West will not increase the total limit without the specific action of your Board to increase the total limit. Consequently, this item must return to you for approval. In order to prevent future complications, staff recommends that you approve a total limit of \$30,000. This action would not increase any individual card limit, just the total amount available.

**BUDGETARY IMPACT**

None. All card spending is subject to limitations in the approved fiscal budget.

**RECOMMENDATION**

Approve the staff request and authorize the Chair to sign Resolution 1894-18.

**ALTERNATIVE ACTIONS**

None

**ATTACHMENTS**

Resolution 1894-18



**RESOLUTION NO. 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.**

**WHEREAS**, the Board of Directors has previously approved a credit increase on each of the four Bank of the West District cards to a total of \$22,500 (\$7,500 for GM, and 3 cards with a \$5,000 limit each); and

**WHEREAS**, Bank of the West will not increase the total credit limit without the specific action of the Board to increase the total limit; and

**THEREFORE, IT BE RESOLVED**, that the Board of Directors of the Feather River Recreation and Park District approves the total credit limit increase on the Bank of the West District credit cards to \$30,000.

**PASSED AND ADOPTED**, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 27<sup>th</sup> day of November 2018 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

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

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



## STAFF REPORT

**DATE: NOVEMBER 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.

### 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



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## BUTTE LOCAL AGENCY FORMATION COMMISSION

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F2

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

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

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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 “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: NOVEMBER 27, 2018**

**TO: BOARD OF DIRECTORS**

**FROM: RANDY MURPHY, GENERAL MANAGER**

**RE: AGREEMENT WITH EXCHANGE CLUB OF OROVILLE**

### SUMMARY

Request to approve General Manager's participation in the Exchange Club of Oroville and waive rental fees for weekly meetings held at the Activity Center in exchange for his monthly membership dues.

### BACKGROUND

Section 5.c of GM Murphy's Employment Agreement includes the following language:

District recognizes the desirability of Murphy's participation in local civic organizations, and therefore Murphy is authorized to become a member of such civic clubs or organizations as he may reasonably determine. District shall pay all of Murphy's civic organization membership expenses for any organizations in which Murphy's membership has been approved in advance by the Board.

### BUDGETARY IMPACT

The Board Room rental rate is \$50/hr with a two-hour minimum. The weekly meetings generally last about two hours. Membership rates are \$50/mo. Since meetings will be held during normal business hours, there is no additional cost to the District.

### RECOMMENDATION

1. Approve the General Manager's participation in the Exchange Club of Oroville; and
2. Direct staff to waive rental fees associated with the Club's weekly meetings, subject to the Club waiving membership dues for GM's participation in the Club, all of which is to be memorialized in a written agreement approved by District Counsel.

### ALTERNATIVE ACTIONS

Approve GM membership and do not waive rental fees.

### ATTACHMENTS

None



## STAFF REPORT

**DATE: NOVEMBER 27, 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 November 21, 2018

1. Phase One Work in Progress

- A. Landscape for soccer fields parking lot
- B. Finish grade for core area landscape
- C. Grading for amphitheatre
- D. Set up for soccer tournament on November 29<sup>th</sup>

2. Phase One Schedule

Soccer fields will be temporarily opened for the soccer tournament November 29<sup>th</sup> through December 1<sup>st</sup>. After the tournament, Franklin Construction will finish the parking lot landscape and stairs. That finish work will take at least 2 weeks before the fields are open again. The rest of the project on the south end of the park, including the amphitheatre seating area will take 6 to 8 weeks, (early to mid-January 2019).

3. New Change Orders

\$17,850.00	Credit for Paint Striping instead of Thermoplastic
(\$16,500.00)	Hydroseeding Erosion Control
(\$6,050.00)	Restroom Floor Repairs from Fire Damage
(\$219,175.00)	Amphitheater Seating Area and Electrical Conduit from main switch board
(\$2,860.00)	Boat Ramp Sleeving & Patching (existing sleeve was not there)
<hr/>	
\$842,676.04	Remaining Balance of Insurance Surplus
\$217,012.66	Pending Vandal and Fire Insurance Reimbursement
<hr/>	
\$1,059,688.70	Remaining Balance with Vandal and Fire Insurance Reimbursement

4. Pending Change Orders – cost being determined

Speed Bumps & Additional Signage

END OF REPORT



## PRESCHOOL

By: Estela Valencia

## Enrollment:

69 enrolled

## Recently completed events/projects:

Our department helped with Halloween trick-or-treating event. It's a fun community event, we all came together to help accomplish such big task.

## Current events/projects:

Light Parade is coming up Dec 8<sup>th</sup>, Preschool staff will be working on the float.

## Upcoming events/projects:

Our department has the Thanksgiving Camp this month which will take place at Nelson school. Assistant Director Zerimar will be Supervising camp. A lot of fun crafts and activities are planned for the attendees.

## Acknowledgements for staff/other organizations:

I would like to acknowledge FRRPD's Marketing Specialist Taylor and our three Customer Relations Specialist Teresa, Jana and Isabella for helping with our Halloween Trick-or-treating event. They deserve a praise and much more.



“The Power of the WE is stronger than the power of the ME” Phil Jackson

## RECREATION

By: Brian Wilson

## Enrollment:

Youth Sports: Currently no youth sport programs being offered

Adult Sports: 12 teams playing in 3 divisions

Recreation/Special Interest Classes: Enrollment varies

Recently completed events/projects:

**Fall Youth Sports**

- Flag Football      7 Teams      End of Season Tournament held end of Oct./Beginning of Nov.
- Volleyball                      12 Teams      End of Season Tournaments held end of Oct./Beginning of Nov.
- Cross Country    70+ Runners      End of Season Ribbon Meet held end of Oct./ Beginning of Nov.

Current events/projects:

- Adult Softball:      Final week of regular season play, and week of tournament play have been postponed due to poor air quality related to recent fire incident. Plan to resume play beginning 11/23, weather pending.
- Ongoing Special Interest Classes
  - Miss Kelly's In-Step School of Dance
  - Miss Gabby & Miss Noelle's Dance Classes
  - Karate w/Sensei Ronnie Smith
  - Zumba w/Martha Mireles
  - U-Jam w/Lori Hungerford
  - Youth Judo w/ Sensei Harry Burleson
  - Line Dancing w/Lucinda Aldrich
  - Yoga w/Myra Reichel

Upcoming events/projects:

- Youth Basketball Leagues:    Postponed due to school closures as a result of recent fire incident. Plan to provide revised game schedule to meet needs of the community once school resumes.
- Instructor Contracts / MOU for services: Staff will be reviewing current Instructor contracts and will follow up with instructors to draft contracts/MOU's for the coming calendar year. Staff will be working w/instructors to improve communication, advertising protocols, scheduling & rescheduling protocols.

Acknowledgements for staff/other organizations:

I am very appreciative of the support of the Board, the General Manager and all of the staff during this challenging time.

Other comments:

- Staff is currently looking into grant opportunities, and collaborative opportunities with other neighboring districts to provide a broader scope of recreational opportunities to community members.
- Staff is currently working to provide increased training opportunities to individuals working as officials in the District's sports leagues.



## GYMNASTICS

By: Michelle Huffman

### Enrollment:

Rec Under 7	88	Boys Team	17	Total	270
Rec 7 & Up	117	Girls Team	48		
	205		65	Change	39

### Updates:

#### Cartwheel-a-thon funds:

Several items were purchased using the \$680 raised. The staff is eagerly awaiting their arrival, so we can expand our kinder, pre-kinder and parent tot circuit options.

#### 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:

Oct 27-28 The Halloween Jamboree was a huge success with nearly 500 athletes participating. The meet ran smoothly, and everyone had a great time.

Nov 13-16 We hosted open gyms for all of our school-aged County residents to help offer some relief from the stress of the Camp Fire evacuations. Air quality within the facility has been a concern, but Randy has come up with a strategy to remedy the situation.

#### Projects:

Lesson plan development is proceeding right along. Implementing has been a bit challenging with the emergency formats this month.

Searching for 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

#### Recently completed events/projects:

Riverbend: Power has been restored to the new switch gear, as well and the smaller panel at the dog park. This was an arduous process for us going through PG&E to get this done, but it is finally complete, and the electrician has begun connecting areas of the park.

The soccer fields and surrounding grass was cut, and then the soccer fields were mowed to playing height with the Toro Reel mower. It looks like all grading and grass height is correct, and we will start mowing the fields regularly now, which is going to add considerable time to the mowing schedule come spring/summer of 2019.

Maintenance staff planted trees and ground cover at the activity center in an old flowerbed that was not being used. They were able to plumb in new drip lines to all plants and install weed block and decorative rock to finish off the project.

New signs were installed at the activity center, two signs out on Feather River Blvd. to direct people to turn into the lot, and one new sign on the building itself to replace the old corrugated plastic sign. The signs at the street have arrows directing people to turn in, as we have had some people mention that the old sign was easy to miss sitting so far off the road.

New 5-minute parking only signs were installed at the drop off area for the activity center. New employee parking only signs were installed in the gravel area of the parking lot. A concrete trash can has been placed (or should have been as of 11/20) between the pillars at the drop off area in order to stop people from making a tight u turn through that area, which is unsafe to do.

Trampoline platform is complete, and carpet has been installed on platform. This completes the trampoline/platform project.

Maintenance provided support for the Halloween Gymboree, cleaning restrooms on the weekend, emptying trash, and moving additional equipment in to help with trash, ladders for banners, and rotohammer and bits for concrete drilling and bolting of equipment.

#### Current events/projects:

Our maintenance team continues to cut grass/maintain fields at all parks, prep fields for softball and flag football, and maintain soccer fields and Nelson park for youth soccer on the weekends. We have gone through the parks the week of 11/19 to turn off all irrigation in anticipation of the coming rain.

As of 11/19 Cal Fire has set up a personnel and equipment staging center at Nelson softball complex. Currently all field sports have been suspended while Cal Fire has their people and equipment in the park.

Palermo Pool and Nelson pool have been shut down and were being maintained only as necessary until the Camp Fire. Now, with the smoke and ash, we are having to clean out and vacuum the pools a couple of times a week, more so than necessary when they are open in the summer. We must remove ash as quickly as possible as it comes in contact with the water in order to keep the water chemistry correct and avoid any damage to pumps or equipment.

Bedrock Skatepark/Purple Line fence: I am still waiting for the legal portion of this to be worked out before we can begin work again on the project. I have been updating George throughout the process.

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. This is one of the largest projects that we have undertaken internally so far, and it has taken a lot up a lot of our time. 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, this concrete had to be taken to Neal Road Landfill in order to be dumped for free as Recology would have charged \$68.00 a ton. 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.

#### Upcoming events/projects:

Palermo: We are focusing all the man power we have on Palermo at the moment in trying to beat the heavy rains, as it would greatly impede our work out there if the pits get really muddy.

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

#### Recently completed events/projects:

Last month, we held our annual Trick or Treat event at the Activity Center. We had a lot of kids come through, and they were happy to be greeted with smiles, candy, and carnival-themed games. We also had plenty of staff dressed up for Halloween and eager to help hand out candy.

#### Current events/projects:

We are currently working on the Breakfast with Santa event and getting all of those donations lined up. The theme in the office this year is Whoville so the building is starting to look a lot like Christmas!

#### Upcoming events/projects:

We are in the early stages of planning our Daddy Daughter Dance and the Wildflower Festival.

#### Acknowledgements for staff/other organizations:

Thank you to our staff, the Key Club, and the Lineman College for helping make our Trick or Treat so fun.

#### Other comments:

Last month, I had the privilege of attending the CSDA Board Secretary/Clerk Conference in South Lake Tahoe. I made valuable connections with other District leaders, as well as many different companies who offer goods and services that could greatly improve our District.

There were fabulous keynote speakers and presenters who were very educated and helpful to teach me some of the complexities of District Operations. I learned about laws, new and old, as well as helped to inform other attendees about proper use of Parliamentary Procedure.

The “path” I took was for first-time attendees, however there are several other helpful “paths” for veterans to take. I hope to return next year to receive this advanced education and make even more connections.

