



FEATHER RIVER RECREATION & PARK DISTRICT
Regular Board Meeting
April 23, 2024

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

OUR MISSION: 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.

AGENDA **Closed session at 5:00 pm/Open Session Immediately Following**

Written comments must be sent to KendyleL@frprd.com 1-hour prior to the meeting to be presented to the Board. If you need a special accommodation to participate in this meeting, please contact (530) 533-2011.

CALL MEETING TO ORDER

ROLL CALL

Chairperson Scott "Kent" Fowler
Vice-Chairperson Greg Passmore
Director Devin Thomas
Director Clarence "Sonny" Brandt
Director Shannon DeLong

PLEDGE OF ALLEGIANCE

MISSION STATEMENT

CLOSED SESSION

- 1. Pursuant to Government Code Section 54957: Personnel Exemption: General Manager Vacancy**
- 2. Pursuant to Government Code Section 54957: Personnel Exemption: Employee Performance Evaluation**

PUBLIC COMMENT

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

CONSENT AGENDA

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

- 1. March 26, 2024 Regular Board Meeting Minutes** (Appendix A)
- 2. April 1, 2024 Special Board Meeting Minutes** (Appendix B)
- 3. April 12, 2024 Special Board Meeting Minutes** (Appendix C)
- 4. April 17, 2024 Special Board Meeting Minutes** (Appendix D)
- 5. March 2024 Financials** (Appendix E)

Consent Agenda Motion:

Vote:

NON-ACTION ITEMS

- 1. Berry Creek Park Update by Loren Gill**

ACTION ITEMS

- 1. Palermo Council Building- Connection to South Feather Water (Appendix F)**

Motion:

Vote:

- 2. Palermo Council Facility Use Agreement (Appendix G)**

Motion:

Vote:

- 3. Oroville Orcas 2024 Contract (Appendix H)**

Motion:

Vote:

- 4. Board Budget Workshop Follow-Up (Appendix I)**

Motion:

Vote:

- 5. Resolution 2028-24: A Resolution Of The Board Of Directors Of The Feather River Recreation And Park District Approving The Workplace Violence Prevention Program (Appendix J)**

Motion:

Vote:

DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS (Appendix K)

UNFINISHED BUSINESS

- 1. Fourth of July Use of Nelson Sports Complex as a Viewing Area (Appendix L)**

Motion:

Vote:

- 2. BBQs in Riverbend Park Gazebos (Appendix M)**

Motion:

Vote:

BOARD ITEMS FOR UPCOMING AGENDA(S)

1. April: BAD Committee Meeting
2. May: Regular Board Meeting Adopt Preliminary Budget, Review and Accept Engineer's Report
3. June: Regular Board Meeting Budget Public Hearing, Adopt Appropriation Limits
4. July: Regular Board Meeting: Adopt Final Budget

ADJOURNMENT



FEATHER RIVER RECREATION & PARK DISTRICT
Regular Board Meeting
March 26, 2024

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

OUR MISSION: 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.

DRAFT MINUTES **Closed session at 5:00 pm/Open Session Immediately Following**

Written comments must be sent to KendyleL@frprd.com 1-hour prior to the meeting to be presented to the Board. If you need a special accommodation to participate in this meeting, please contact (530) 533-2011.

MEETING CALLED TO ORDER AT 5:03PM

ROLL CALL

Chairperson Scott "Kent" Fowler	<u>Absent</u>
Vice-Chairperson Greg Passmore	<u>Present</u>
Director Devin Thomas	<u>Present</u>
Director Clarence "Sonny" Brandt	<u>Present</u>
Director Shannon DeLong	<u>Present</u>

PLEDGE OF ALLEGIANCE
MISSION STATEMENT

CLOSED SESSION

- 1. Pursuant to Government Code Section 54956.8: Real Property Negotiations**
- 2. Pursuant to Government Code Section 54957: Personnel Exemption**

ANNOUNCEMENT(S) FROM CLOSED SESSION

1. Direction was given. No action was taken.
2. No action was taken.

PUBLIC COMMENT

1. Public comments were communicated and correspondence occurred. Public comments were made in support of keeping the Activity Center.

CONSENT AGENDA

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

- 1. February 27, 2024 Regular Board Meeting Minutes**
- 2. February 2024 Financials**

Director Thomas made a motion to approve the consent agenda.

Director Passmore seconded the motion.

*The motion was passed unanimously.

Absent: Director Fowler

NON-ACTION ITEMS

- 1. Discuss Director and Management participation at the CPRS Financial Sustainability Certification Program in June**

ACTION ITEMS

- 1. Approval of MOU between Feather River Recreation and Park District and United Public Employees of California (Local 792)**

Director Passmore made a motion to approve the MOU between Feather River Recreation and Park District and Unified Public Employees of California (Local 792)

Director Thomas seconded the motion.

*The motion passed with a unanimous vote.

Absent: Director Fowler

- 2. Fourth of July Use of Nelson Sports Complex as a Viewing Area**

Director Brandt made a motion to table the agenda item to allow for further discussion with the Oroville Chamber of Commerce and State Parks.

Director Thomas seconded the motion.

*The motion passed with a unanimous vote.

Absent: Director Fowler

- 3. BBQs in Riverbend Park Gazebos**

Director Thomas made a motion to table the agenda item for the next meeting.

Director Brandt seconded the motion.

*The motion passed with a unanimous vote.

Absent: Director Fowler

- 4. Update Five Star Bank Authorized Signers**

Director Passmore made a motion to update Five Star Bank's authorized signers.

Director Brandt seconded the motion.

*The motion passed with a unanimous vote.

Absent: Director Fowler

- 5. Schedule Board Budget Workshop for April**

Director Passmore made a motion to schedule the Special Board Meeting for April 17th at 10:00am.

Director Brandt seconded the motion.

*The motion passed with a unanimous vote.

Absent: Director Fowler

- 6. Resolution No. 2027-24: A Resolution of the Board of Directors of the Feather River Recreation and Park District Directing Preparation of the Engineer's Report for Fiscal Year 2024-25 for the Continuation of the Park Maintenance and Recreation Improvement District of the Feather River Recreation and Park District**

Director Brandt made a motion to approve Resolution No. 2027-24.

Director Thomas seconded the motion.

*The motion passed with a unanimous vote.

Absent: Director Fowler

CORRESPONDENCE:

- 1. CSDA Board of Directors Call for Nominations- Seat A**

DIRECTOR & COMMITTEE REPORTS, MANAGER & STAFF REPORTS

UNFINISHED BUSINESS

1. MOU- Community Action Agency of Butte County, Inc.- Food Bank Distribution

Director Brandt made a motion to approve the MOU- Community Action Agency.

Director Thomas seconded the motions.

*The motion passed with a unanimous vote.

Absent: Director Fowler

BOARD ITEMS FOR UPCOMING AGENDA(S)

1. April: Special Meeting Budget Workshop
2. April: BAD Committee Meeting
3. May: Regular Board Meeting Adopt Preliminary Budget, Review and Accept Engineer's Report
4. June: Regular Board Meeting Budget Public Hearing, Adopt Appropriation Limits
5. July: Regular Board Meeting: Adopt Final Budget

MEETING ADJOURNED AT 6:32PM

DRAFT



FEATHER RIVER RECREATION & PARK DISTRICT
Special Board Meeting
April 1, 2024

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

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DRAFT MINUTES

Open Session at 10:00am

Written comments must be sent to KendyleL@frrpd.com 1-hour prior to the meeting to be presented to the Board. If you need special accommodations to participate in this meeting, please contact (530)533-2011.

MEETING CALLED TO ORDER AT 10:10AM

ROLL CALL

Chairperson Scott "Kent" Fowler	<u>Present</u>
Vice-Chairperson Greg Passmore	<u>Present</u>
Director Devin Thomas	<u>Present</u>
Director Clarence "Sonny" Brandt	<u>Absent</u>
Director Shannon DeLong	<u>Present</u>

ACTION ITEM(S)

- Approval of Change Order for MLK Parking Lot Resurfacing Project**
 Director DeLong made a motion to accept the change order for the MLK Parking lot resurfacing project.
 Director Thomas seconded the motion.
 *The motion passed with a unanimous vote.
 Absent: Director Brandt

MEETING ADJOURNED AT 10:20AM



FEATHER RIVER RECREATION & PARK DISTRICT
Special Board Meeting
April 12, 2024

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

OUR MISSION: 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.

DRAFT AGENDA

Open Session 8:45 AM, Closed Session 9:00 AM

Written comments must be sent to BrianW@frrpd.com 1-hour prior to the meeting to be presented to the Board. If you need special accommodations to participate in this meeting, please contact (530)533-2011.

MEETING CALLED TO ORDER AT 8:52AM

ROLL CALL

Chairperson Scott "Kent" Fowler	<u>Present</u>
Vice-Chairperson Greg Passmore	<u>Present</u>
Director Devin Thomas	<u>Present</u>
Director Clarence "Sonny" Brandt	<u>Present</u>
Director Shannon DeLong	<u>Present</u>

CLOSED SESSION

- 1. Pursuant to Government Code Section 54957: Personnel Exemption- General Manager Vacancy**

ANNOUNCEMENT(S) FROM CLOSED SESSION

1. The Board met with candidates for the vacant GM position. Direction was given to staff.

MEETING ADJOURNED AT 10:47AM



FEATHER RIVER RECREATION & PARK DISTRICT
Special Board Meeting
April 17, 2024

ACTIVITY CENTER
1875 Feather River Blvd.
Oroville, CA 95965

OUR MISSION: 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.

DRAFT MINUTES **Closed Session at 10:00 AM, Open Session Immediately Following**

Written comments must be sent to KendyleL@frrpd.com 1-hour prior to the meeting to be presented to the Board. If you need special accommodations to participate in this meeting, please contact (530)533-2011.

MEETING CALLED TO ORDER AT 10:11 AM

ROLL CALL

Chairperson Scott "Kent" Fowler	<u>Present</u>
Vice-Chairperson Greg Passmore	<u>Present</u>
Director Devin Thomas	<u>Present</u>
Director Clarence "Sonny" Brandt	<u>Present</u>
Director Shannon DeLong	<u>Absent</u>

CLOSED SESSION

- 1. Pursuant to Government Code Section 54957: Personnel Exemption- General Manager Vacancy**

ANNOUNCEMENT(S) FROM CLOSED SESSION

- 1. No action was taken. Direction was given to staff.**

PUBLIC COMMENT

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

2024-2025 BUDGET WORKSHOP

A. Budget Overview

Staff report was provided to the Board and public. Please see attached.

B. Budget by Department

C. Organization Chart

D. Pay Scales

MEETING ADJOURNED AT 11:29 AM

**Feather River Recreation & Park District
Profit & Loss Budget Performance**

E1

March 2024	March Actual	March Budget	The difference between March Actual and Budget	Year to Date (YTD) Actual	Year to Date (YTD) Budget	The difference between YTD Actual and Budget	Percent of Annual Budget	Annual Budget
Ordinary Income/Expense								
Income								
4000000 · Tax Revenue				1,152,480.84	1,150,000.00	2,480.84	100%	2,300,000.00
4000001 · Tax Revenue (BAD)				193,693.89	164,300.00	29,393.89	118%	328,600.00
Total 4000000 · Tax Revenue				1,346,174.73	1,314,300.00	31,874.73	102%	2,628,600.00
4001000 · Donation & Fundraising Income		3,000.00	(3,000.00)		12,000.00	(12,000.00)		15,000.00
4002000 · Program Revenue	31,081.30	19,905.00	11,176.30	179,355.00	186,430.00	(7,075.00)	96%	250,250.00
4002001 · Discounts & Credits				(425.00)		(425.00)	100%	
Total 4002000 · Program Revenue	31,081.30	19,905.00	11,176.30	178,930.00	186,430.00	(7,500.00)	96%	250,250.00
4003000 · Interest Income		3,500.00	(3,500.00)		10,500.00	(10,500.00)		14,000.00
4003001 · Interest Income - BAD		500.00	(500.00)		1,500.00	(1,500.00)		2,000.00
Total 4003000 · Interest Income		4,000.00	(4,000.00)		12,000.00	(12,000.00)		16,000.00
Total Income	31,081.30	26,905.00	4,176.30	1,525,104.73	1,524,730.00	374.73	100%	2,909,850.00
Expense								
5000000 · Payroll Expenses								
5000001 · Wages & Salaries	58,619.25	93,000.00	(34,380.75)	666,512.83	780,000.00	(113,487.17)	85%	1,064,000.00
5000002 · Employer Taxes	4,828.12	7,666.00	(2,837.88)	56,265.04	69,002.00	(12,736.96)	82%	92,000.00
5000003 · Employee Benefits	14,427.23	17,500.00	(3,072.77)	126,245.29	157,500.00	(31,254.71)	80%	210,000.00
5000004 · Workers Comp	3,242.36	3,917.00	(674.64)	43,002.80	35,249.00	7,753.80	122%	47,000.00
Total 5000000 · Payroll Expenses	81,116.96	122,083.00	(40,966.04)	892,025.96	1,041,751.00	(149,725.04)	86%	1,413,000.00
5001000 · GASB 68 Benefit Expense				71,255.00	80,000.00	(8,745.00)	89%	80,000.00
5002000 · GASB Annual Audit Adj								
5004000 · Marketing	20.00	250.00	(230.00)	2,270.99	2,250.00	20.99	101%	3,000.00
5004001 · Promotions	977.37			1,573.95				
5004002 · Advertising	29.99			1,143.99				
5004003 · Job Fairs				500.00				
Total 5004000 · Marketing	1,027.36	250.00	777.36	5,488.93	2,250.00	3,238.93	244%	3,000.00
5006000 · Fees		291.00	(291.00)	391.62	2,627.00	(2,235.38)	15%	3,500.00
5007000 · Charitable Contributions				360.30		360.30	100%	
5008000 · Copying & Printing	214.14	208.00	6.14	2,779.29	1,876.00	903.29	148%	2,500.00
5009000 · Depreciation								
5010000 · DOJ - Livescan		133.00	(133.00)	2,480.58	1,201.00	1,279.58	207%	1,600.00
5011000 · Dues, Mbrshps & Subscriptions	550.00		550.00	15,816.85	9,814.00	6,002.85	161%	10,000.00
5012000 · Education & Development				8,371.96	6,750.00	1,621.96	124%	9,000.00
5013000 · Equipment Rental	324.58	833.00	(508.42)	4,248.62	7,501.00	(3,252.38)	57%	10,000.00

**Feather River Recreation & Park District
Profit & Loss Budget Performance**

March 2024	March Actual	March Budget	The difference between March Actual and Budget	Year to Date (YTD) Actual	Year to Date (YTD) Budget	The difference between YTD Actual and Budget	Percent of Annual Budget	Annual Budget
5014000 · Equipment, Tools & Furn (<\$5k)								
5014001 · Operating ET&F					2,250.00	(2,250.00)		3,000.00
5014002 · Program ET&F					3,375.00	(3,375.00)		4,500.00
5014003 · Site/Shop ET&F		2,291.00	(2,291.00)	18,624.11	20,627.00	(2,002.89)	90%	27,500.00
5014004 · IT Computer/HardwareTechnology				136.70	7,500.00	(7,363.30)	2%	10,000.00
5014005 · IT Computer/Software Technology	4,164.50	1,500.00	2,664.50	46,896.11	15,500.00	31,396.11	303%	20,000.00
Total 5014000 · Equipment, Tools & Furn (<\$5k)	4,164.50	3,791.00	373.50	65,656.92	49,252.00	16,404.92	133%	65,000.00
5015000 · Insurance								
5015000 · Insurance				124,281.10	100,000.00	24,281.10	124%	100,000.00
5016000 · Interest Expense - Operating								
5016000 · Interest Expense - Operating	463.63	250.00	213.63	3,690.53	2,250.00	1,440.53	164%	3,000.00
5018000 · Postage & Delivery								
5018000 · Postage & Delivery	68.30		68.30	1,311.87	300.00	1,011.87	437%	400.00
5019000 · Professional & Outside Svcs								
5019001 · Accounting					25,000.00	(25,000.00)		25,000.00
5019002 · Bands/Recreation	975.00		975.00	2,575.00		2,575.00	100%	5,000.00
5019003 · Board Stipends	1,200.00	2,000.00	(800.00)	15,800.00	18,000.00	(2,200.00)	88%	24,000.00
5019004 · Recreation Instructors		250.00	(250.00)	869.00	750.00	119.00	116%	1,000.00
5019005 · Legal		1,666.00	(1,666.00)	10,643.00	15,002.00	(4,359.00)	71%	20,000.00
5019006 · Contract Janitorial	6,440.00	7,083.00	(643.00)	54,032.00	63,751.00	(9,719.00)	85%	85,000.00
5019007 · Other Outside Labor				1,141.00		1,141.00	100%	
5019008 · Outside Service Admin/Consult		3,000.00	(3,000.00)	55,989.13	43,000.00	12,989.13	130%	52,000.00
Total 5019000 · Professional & Outside Svcs	8,615.00	13,999.00	(5,384.00)	141,049.13	165,503.00	(24,453.87)	85%	212,000.00
5020000 · Reimbursement Expenses								
5020001 · Staff Reimbursement				1,722.82		1,722.82	100%	
5020002 · Mileage Reimbursement	133.62		133.62	958.89		958.89	100%	
Total 5020000 · Reimbursement Expenses	133.62		133.62	2,681.71		2,681.71	100%	
5021000 · Rent								
5022000 · Repairs & Maintenance								
5022001 · Building R&M	82.26	833.00	(750.74)	1,363.90	7,501.00	(6,137.10)	18%	10,000.00
5022002 · Equip Repairs & Small Tools	1,130.76	2,500.00	(1,369.24)	15,382.07	22,500.00	(7,117.93)	68%	30,000.00
5022004 · Grounds R&M	5,129.95	8,333.00	(3,203.05)	64,296.08	75,001.00	(10,704.92)	86%	100,000.00
5022005 · Janitorial Supplies	301.98	2,243.00	(1,941.02)	13,213.81	11,312.00	1,901.81	117%	15,000.00
5022006 · Vandalism Repair	1,089.62	1,666.00	(576.38)	6,171.03	15,002.00	(8,830.97)	41%	20,000.00
5022007 · Vehicle R&M	136.03	833.00	(696.97)	20,063.00	7,501.00	12,562.00	267%	10,000.00
5022008 · Aquatics Pool R&M	10,252.59	789.00	9,463.59	16,606.17	22,106.00	(5,499.83)	75%	30,000.00
5022009 · Outside Contractor/Services R&M	12,160.00	10,833.00	1,327.00	157,273.99	97,501.00	59,772.99	161%	130,000.00
Total 5022000 · Repairs & Maintenance	30,283.19	28,030.00	2,253.19	294,370.05	258,424.00	35,946.05	114%	345,000.00
5023000 · Security								
5023000 · Security	1,529.75		1,529.75	6,618.55	6,000.00	618.55	110%	8,000.00

**Feather River Recreation & Park District
Profit & Loss Budget Performance**

March 2024	March Actual	March Budget	The difference between March Actual and Budget	Year to Date (YTD) Actual	Year to Date (YTD) Budget	The difference between YTD Actual and Budget	Percent of Annual Budget	Annual Budget
5025000 - Consumables								
5025001 - Distrist Clothing	887.87	455.00	432.87	3,627.78	6,635.00	(3,007.22)	55%	8,000.00
5025002 - Office Supplies		334.00	(334.00)	1,532.62	2,998.00	(1,465.38)	51%	4,000.00
5025003 - Union Clothing Allowance	300.00		300.00	1,472.97		1,472.97	100%	
5025004 - Program Food	52.95		52.95	1,609.54		1,609.54	100%	
5025005 - Program Supplies	1,462.91	1,083.00	379.91	9,282.60	9,751.00	(468.40)	95%	13,000.00
5025006 - Safety Supplies	355.39			2,145.53		2,145.53	100%	
5025007 - Staff Supplies				4,036.56	3,000.00	1,036.56	135%	4,000.00
5025008 - Volunteer Supplies	47.48		47.48	880.12	1,500.00	(619.88)	59%	2,000.00
Total 5025000 - Consumables	3,106.60	1,872.00	1,234.60	24,587.72	23,884.00	703.72	103%	31,000.00
5026000 - Taxes, Lic., Notices & Permits	163.65		163.65	1,513.62	1,875.00	(361.38)	81%	2,500.00
5027000 - Internet and Telecommunications	1,190.97	1,000.00	190.97	11,238.21	9,000.00	2,238.21	125%	12,000.00
5028000 - Fuel, Travel and Meals								
5028001 - Air, Lodging, Other Travel				1,100.32		1,100.32	100%	
5028002 - Diesel	398.78			5,040.46				
5028003 - Red Diesel	541.20		541.20	1,377.73		1,377.73	100%	
5028004 - Gasoline	1,908.42	3,000.00	(1,091.58)	18,207.12	26,800.00	(8,592.88)	68%	37,700.00
5028005 - Meals				575.00		575.00	100%	
5028006 - Mileage								
Total 5028000 - Fuel, Travel and Meals	2,848.40	3,000.00	(151.60)	26,300.63	26,800.00	(499.37)	98%	37,700.00
5029000 - Utilities								
5029001 - Electric	12,383.67	9,000.00	3,383.67	107,912.35	100,000.00	7,912.35	108%	130,000.00
5029002 - Garbage	2,177.86	2,042.00	135.86	21,191.38	18,408.00	2,783.38	115%	25,000.00
5029003 - Gas/Propane	532.88	772.00	(239.12)	2,960.07	4,144.00	(1,183.93)	71%	5,000.00
5029004 - Sewer	379.93	363.00	16.93	5,973.99	4,199.00	1,774.99	142%	5,000.00
5029005 - Water	3,174.85	5,000.00	(1,825.15)	88,837.68	91,000.00	(2,162.32)	98%	125,000.00
Total 5029000 - Utilities	18,649.19	17,177.00	1,472.19	226,875.47	217,751.00	9,124.47	104%	290,000.00
5031000 - Debt Interest	5,575.71	5,575.00	0.71	23,596.77	51,872.00	(28,275.23)	45%	68,000.00
Total Expense	160,025.55	198,492.00	(38,466.45)	1,956,991.39	2,066,681.00	(109,689.61)	95%	2,707,200.00
Net Ordinary Income	(128,944.25)	(171,587.00)	42,642.75	(431,886.66)	(541,951.00)	110,064.34	80%	202,650.00

**Feather River Recreation & Park District
Profit & Loss Budget Performance**

March 2024	March Actual	March Budget	The difference between March Actual and Budget	Year to Date (YTD) Actual	Year to Date (YTD) Budget	The difference between YTD Actual and Budget	Percent of Annual Budget	Annual Budget
Other Income/Expense								
Other Income								
8000000 · Grant Expenditures Revenue								
8001000 · Impact Fee Revenue								
8001001 · County - Parklands	1,747.48			34,075.86				
8001002 · County - Public Use	243.32			5,840.14				
8001003 · County - Aquatics	221.20			4,424.00				
8001004 · City - Parklands				4,653.10				
8001005 · City - Public Use				647.90				
8001006 · City - Aquatics				589.00				
8001007 · County - Interest Apportionment								
Total 8001000 · Impact Fee Revenue	2,212.00		2,212.00	50,230.00		50,230.00	100%	
8002000 · Other Revenue								
8002001 · Fundraising				676.10		676.10	100%	
8002002 · Sponsorship				50.00				
8002003 · Donations				6,100.00				
8002004 · Scholarship				1,250.00				
Total 8002000 · Other Revenue				8,651.10		8,651.10	100%	
8003000 · Insurance Proceeds								
8005000 · Gain/(Loss) on Asset disposal								
Total Other Income	2,212.00		2,212.00	102,154.89		102,154.89	100%	
Other Expense								
9003000 · Insurance Claim								
Total Other Expense				9,138.25		9,138.25	100%	
Net Other Income	2,212.00		2,212.00	93,016.64		93,016.64	100%	
Net Income	(126,732.25)	(171,587.00)	44,854.75	(338,870.02)	(541,951.00)	203,080.98	63%	202,650.00

Feather River Recreation & Park District
Detail Fixed Asset & Bonds
As of March 31, 2024

	Date	Source Name	Memo	Amount	Balance
1003000 · Riverbend '17 Insur. Depository					248,244
<i>Total 1003000 · Riverbend '17 Insur. Depository</i>					<i>248,244</i>
1006000 · Refinance 2015 Prepaid Loan					104,321
	08/10/2023	BANK OF NEW YORK MELLON	UMPQUA LOANS 2015a 2015b	(84,886)	19,435
<i>Total 1006000 · Refinance 2015 Prepaid Loan</i>				<i>(84,886)</i>	<i>19,435</i>
1011000 · Land					627,494
<i>Total 1011000 · Land</i>					<i>627,494</i>
1012000 · Buildings & Improvements					17,145,126
<i>Total 1012000 · Buildings & Improvements</i>					<i>17,145,126</i>
1013000 · Equipment & Vehicles					3,480,879
	07/18/2023	DEERE & COMPANY	JOHN DEERE MOWER #1TC994RGTP060730 FIXED ASSET 232401	15,580	3,496,459
	08/28/2023	Jeff's Truck Service	TRAILER 6806.25 OUT DOOR 70TV-14 ASSET 232402 TOTAL \$6806.25- GEN FUND	6,806	3,503,265
	09/23/2023	Lincoln Aquatics	ADA POOL LIFT ASSET #232403 PRDCT#RMI-42-1035	9,771	3,513,036
	09/29/2023	Lincoln Aquatics	ROBOTIC POOL CLEANER ASSET #232403 PRODUCT SER# W87621WB8M	5,434	3,518,470
<i>Total 1013000 · Equipment & Vehicles</i>				<i>37,591</i>	<i>3,518,470</i>
1014000 · Construction in Progress					23,460
<i>Total 1014000 · Construction in Progress</i>					<i>23,460</i>
1014010 · CIP Feather River Trail FRT99					23,460
<i>Total 1014010 · CIP Feather River Trail FRT99</i>					<i>23,460</i>
2018000 · Refinance 2015 Exempt Bond A					(2,157,369)
	08/01/2023	BANK OF NEW YORK MELLON	2015A PRINCIPAL PAYMENT	60,031	(2,097,338)
	12/15/2023	BANK OF NEW YORK MELLON	2015A PRINCIPAL PAYMENT	60,030	(2,037,308)
	03/07/2024	BANK OF NEW YORK MELLON	2015A PRINCIPAL PAYMENT	40,595	(1,996,713)
<i>Total 2018000 · Refinance 2015 Exempt Bond A</i>				<i>160,656</i>	<i>(1,996,713)</i>
2019000 · Refinance 2015 Taxable Bond B					(30,000)
	08/01/2023	BANK OF NEW YORK MELLON	2015B PRINCIPAL PAYMENT	7,000	(23,000)
	12/15/2023	BANK OF NEW YORK MELLON	2015B PRINCIPAL PAYMENT	7,000	(16,000)
	03/07/2024	BANK OF NEW YORK MELLON	2015B PRINCIPAL PAYMENT	7,000	(9,000)
<i>Total 2019000 · Refinance 2015 Taxable Bond B</i>				<i>21,000</i>	<i>(9,000)</i>

Feather River Recreation & Park District
Detail Fixed Asset & Bonds
As of March 31, 2024

	Date	Source Name	Memo	Amount	Balance
3007000 · Undistributed Retained Earnings					(3,672,153)
<i>Total 3007000 · Undistributed Retained Earnings</i>					<i>(3,672,153)</i>
8003000 · Insurance Proceeds					-
	08/29/2023	DO-District Operations:GA1-General Opera	INSURANCE CLAIM PROCEEDS TRAILER REIMBURSMENT \$7838.89 LESS \$2000. DI	(5,839)	(5,839)
	11/30/2023	SECURR	RIVER BEND INSURANCE FUND TRASH CANS	14,981	9,142
	02/29/2024	DO-District Operations	Riverbend Fence Insurance Collision Repair	(46,577)	(37,435)
<i>Total 8003000 · Insurance Proceeds</i>				<i>(37,435)</i>	<i>(37,435)</i>
TOTAL				96,926	15,866,928

Feather River Recreation & Park District

Balance Sheet Prior Year Comparison

	March 31, 2024	March 31, 2023	Dollar Change	Percent Change
ASSETS				
Current Assets				
Checking/Savings				
1000000 · County Depository				
1000001 · Treasury General Fund 2600	817,579.97	799,394.75	18,185.22	2.28%
1000002 · Treasury General Reserve	295,494.00	295,494.00	-	0.0%
1000004 · Treasury Playtown Ins Proceeds	-	342,596.30	(342,596.30)	(100.0%)
1000006 · Treasury BAD Fund 2610	208,894.34	208,377.77	516.57	0.25%
Total 1000000 · County Depository	1,321,968.31	1,645,862.82	(323,894.51)	(19.68%)
1001000 · Petty Cash				
1001000 · Petty Cash	1,203.32	218.17	985.15	451.55%
1002000 · Merchant Depository				
1002000 · Merchant Depository	92,324.59	152,618.16	(60,293.57)	(39.51%)
1003000 · Riverbend '17 Insur. Depository				
1003000 · Riverbend '17 Insur. Depository	248,243.84	244,593.84	3,650.00	1.49%
1004000 · Five Star Bank - Clearing Acct				
1004000 · Five Star Bank - Clearing Acct	28,038.48	-	28,038.48	100.0%
1006000 · Refinance 2015 Prepaid Loan				
1006000 · Refinance 2015 Prepaid Loan	19,435.14	188,856.12	(169,420.98)	(89.71%)
1007000 · Impact Fees				
1007001 · County - Parklands	749,610.73	703,841.29	45,769.44	6.5%
1007002 · County - Public Use	129,689.80	123,740.22	5,949.58	4.81%
1007003 · County - Aquatics	8,776.88	3,348.48	5,428.40	162.12%
1007004 · City - Parklands	102,089.75	7,467.08	94,622.67	1,267.2%
1007005 · City - Public Use	14,172.73	901.12	13,271.61	1,472.79%
1007006 · City - Aquatics	13,225.10	929.80	12,295.30	1,322.36%
Total 1007000 · Impact Fees	1,017,564.99	840,227.99	177,337.00	21.11%
Total Checking/Savings	2,728,778.67	3,072,377.10	(343,598.43)	(11.18%)
Accounts Receivable				
1008000 · Accounts Receivable	23,561.00	19,176.38	4,384.62	22.87%
Total Accounts Receivable	23,561.00	19,176.38	4,384.62	22.87%
Other Current Assets				
Miscellaneous Receivable	(1,656.38)	-	(1,656.38)	(100.0%)
1009000 · FEMA Riverbend Claim Receivable	2,839.00	2,839.00	-	0.0%
1010000 · Refinance 2015 Prepaid Loan 1	17,290.99	-	17,290.99	100.0%
Total Other Current Assets	18,473.61	2,839.00	15,634.61	550.71%
Total Current Assets	2,770,813.28	3,094,392.48	(323,579.20)	(10.46%)
Fixed Assets				
1011000 · Land	627,494.00	627,494.00	-	0.0%
1012000 · Buildings & Improvements	17,145,125.87	17,145,125.87	-	0.0%
1013000 · Equipment & Vehicles	3,518,470.06	3,496,987.07	21,482.99	0.61%
1014000 · Construction in Progress				
1014010 · CIP Feather River Trail FRT99	23,460.41	23,460.41	-	0.0%
1014011 · CIP Playtown Bathroom Fire	63,250.30	-	63,250.30	100.0%
1014014 · CIP Scoreboard Project	61,769.00	-	61,769.00	100.0%
Total 1014000 · Construction in Progress	148,479.71	23,460.41	125,019.30	532.9%
1015000 · Accumulated Depreciation	(6,933,887.42)	(6,947,995.22)	14,107.80	0.2%
Total Fixed Assets	14,505,682.22	14,345,072.13	160,610.09	1.12%
Other Assets				
1016000 · Fair Market Value - Adjustments	94,301.69	94,301.69	-	0.0%
1017000 · GASB 68 CalPERS Valuation				
1017001 · GASB68 Deferred Outflow Pension	164,161.00	164,161.00	-	0.0%
Total 1017000 · GASB 68 CalPERS Valuation	164,161.00	164,161.00	-	0.0%
Total Other Assets	258,462.69	258,462.69	-	0.0%
TOTAL ASSETS	17,534,958.19	17,697,927.30	(162,969.11)	(0.92%)
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000000 · Accounts Payable	67,180.49	646,709.80	(579,529.31)	(89.61%)
Total Accounts Payable	67,180.49	646,709.80	(579,529.31)	(89.61%)

Feather River Recreation & Park District

Balance Sheet Prior Year Comparison

	March 31, 2024	March 31, 2023	Dollar Change	Precent Change
Credit Cards				
2003000 · Credit Cards Payable				
2003001 · Five Star Bank - District Card	(4,320.73)	-	(4,320.73)	(100.0%)
2003007 · BoW CC 2709	(4,776.78)	258.11	(5,034.89)	(1,950.68%)
2003008 · BoW CC 6804	(409.75)	131.90	(541.65)	(410.65%)
2003010 · Costco Citibank 9398	-	270.27	(270.27)	(100.0%)
2003011 · Costco - District Card	(213.06)	-	(213.06)	(100.0%)
2003012 · FSB CC 1440	41.20	-	41.20	100.0%
Total 2003000 · Credit Cards Payable	(9,679.12)	660.28	(10,339.40)	(1,565.91%)
2004000 · Supplier Accounts				
2004001 · Better Deal Exchange	49.84	-	49.84	100.0%
2004003 · Walmart	(1,532.72)	325.75	(1,858.47)	(570.52%)
2004004 · Home Depot	(1,126.04)	2,701.81	(3,827.85)	(141.68%)
2004007 · Tractor Supply	-	195.12	(195.12)	(100.0%)
Total 2004000 · Supplier Accounts	(2,608.92)	3,222.68	(5,831.60)	(180.96%)
Total Credit Cards	(12,288.04)	3,882.96	(16,171.00)	(416.46%)
Other Current Liabilities				
2005000 · Payroll Liabilities				
2005001 · Wages Payable	21,786.00	20,649.00	1,137.00	5.51%
2005002 · Payroll Taxes payable	43,091.32	(1,323.91)	44,415.23	3,354.85%
2005006 · Workers Comp Payable	(6,463.26)	(1,503.69)	(4,959.57)	(329.83%)
2005007 · Retirement Payable	59,934.15	-	59,934.15	100.0%
2005008 · Health Insurance Payable	(1,737.47)	16,099.54	(17,837.01)	(110.79%)
2005010 · Vision Insurance Payable	(15.53)	-	(15.53)	(100.0%)
2005011 · Dental Insurance Payable	(3,138.24)	1,212.88	(4,351.12)	(358.74%)
2005012 · Life Insurance Payable	(197.58)	108.60	(306.18)	(281.93%)
2005013 · Aflac Payable	(591.56)	1,727.51	(2,319.07)	(134.24%)
2005014 · Accrued Leave Payable	38,494.07	48,542.07	(10,048.00)	(20.7%)
2005000 · Payroll Liabilities - Other	219.01	-	219.01	100.0%
Total 2005000 · Payroll Liabilities	151,380.91	85,512.00	65,868.91	77.03%
2007000 · Current Debt Interest Due	(11,339.36)	0.02	(11,339.38)	(56,696,900.0%)
2008000 · Deposits/Refunds to Customers	(200.00)	(200.00)	-	0.0%
2009000 · Deferred Revenue	-	14,888.00	(14,888.00)	(100.0%)
Total Other Current Liabilities	139,841.55	100,200.02	39,641.53	39.56%
Total Current Liabilities	194,734.00	750,792.78	(556,058.78)	(74.06%)
Long Term Liabilities				
2017000 · Ford Motor Vehicle Loan	55,788.51	76,140.57	(20,352.06)	(26.73%)
2018000 · Refinance 2015 Exempt Bond A	1,996,713.09	2,215,490.00	(218,776.91)	(9.88%)
2019000 · Refinance 2015 Taxable Bond B	8,999.94	37,999.94	(29,000.00)	(76.32%)
2020000 · GASB 68 CalPERS Liab Valuation				
2020001 · GASB 68 Deferred Inflow Pension	679,520.00	679,520.00	-	0.0%
2020002 · GASB 68 Net Penison Liability	657,502.00	657,502.00	-	0.0%
Total 2020000 · GASB 68 CalPERS Liab Valuation	1,337,022.00	1,337,022.00	-	0.0%
Total Long Term Liabilities	3,398,523.54	3,666,652.51	(268,128.97)	(7.31%)
Total Liabilities	3,593,257.54	4,417,445.29	(824,187.75)	(18.66%)
Equity				
3001000 · Petty Cash Reserve	1,000.00	1,000.00	-	0.0%
3002000 · General Reserve	20,000.00	20,000.00	-	0.0%
3003000 · Investment in Assets	13,301,692.10	13,301,692.10	-	0.0%
3004000 · General Fund Balance	(2,036,073.78)	(2,036,073.78)	-	0.0%
3005000 · Benefit Assessment District	(107,756.83)	(107,756.83)	-	0.0%
3006000 · Impact Fees (general)	1,029,636.53	1,029,636.53	-	0.0%
3007000 · Undistributed Retained Earnings	2,072,072.65	855,374.43	1,216,698.22	142.24%
Net Income	(338,870.02)	216,609.56	(555,479.58)	(256.44%)
Total Equity	13,941,700.65	13,280,482.01	661,218.64	4.98%
TOTAL LIABILITIES & EQUITY	17,534,958.19	17,697,927.30	(162,969.11)	(0.92%)

Feather River Recreation & Park District

Check Register

March 2024

Date	Num	Name	Memo	Credit
Payroll				
03/07/2024	95103-95115	Payroll	Checks	6,624.75
03/07/2024	DD03072401- DD03072412	Payroll	Direct Deposit	15,460.74
03/07/2024	95127	State Disbursement Unit	Payroll Garnishment	279.69
03/15/2024	95155	FRRPD	Direct Deposit Payroll Funding	25,000.00
03/21/2024	95156-95165	Payroll	Checks	7,294.00
03/21/2024	DD03212401- DD03212412	Payroll	Direct Deposit	13,453.70
03/21/2024	95169	State Disbursement Unit	Payroll Garnishment	279.69
DOJ Livescan Reimbursements				
03/07/2024	95121	Recreation - Youth Sports	DOJ Livescan	71.00
03/07/2024	95122	Recreation - Youth Sports	DOJ Livescan	60.11
03/07/2024	95123	Recreation - Youth Sports	DOJ Livescan	71.00
03/07/2024	95124	Recreation - Youth Sports	DOJ Livescan	39.00
03/07/2024	95125	Recreation - Youth Sports	DOJ Livescan	71.00
BOD Stipends				
03/07/2024	95116	BRANDT, CLARENCE SONNY	Feb '24 BOD Stipend	400.00
03/07/2024	95117	DELONG, SHANNON	Feb '24 BOD Stipend	400.00
03/07/2024	95118	FOWLER, SCOTT KENT	Feb '24 BOD Stipend	400.00
03/07/2024	95120	THOMAS, DEVIN	Feb '24 BOD Stipend	400.00
03/07/2024	95119	PASSMORE, GREG	Feb '24 BOD Stipend & Jan Reprint	600.00
Benefits				
03/21/2024	95170	UPEC LOCAL	02/2024 Union Dues	233.10
03/21/2024	95166	AFLAC	Monthly Statement	1,397.92
03/21/2024	95167	BLUE SHIELD OF CALIFORNIA	Monthly Statement	9,301.89
03/21/2024	95168	PRINCIPAL GROUP BENEFITS	Monthly Statement	887.54
Utilities				
03/07/2024	95144	PG&E	Monthly Statement	10,618.52
03/07/2024	95149	SOUTH FEATHER WATER & POWER	Water 2350 Ludlum Ave Palermo	37.10
03/07/2024	95130	CALF. WATER SERVICE	Monthly Statement	5,739.62
03/21/2024	95191	THERMALITO WATER AND SEWER DISTRICT	Period Feb 1-29, 2024	463.57
March 7th				
03/07/2024	95128	Alexandra Chan	Pickleball Instructor	774.00
03/07/2024	95129	ALL THINGS CLEANING	February Parks Janitorial 2024	6,440.00
03/07/2024	95153	BANK OF NEW YORK MELLON	UMPQUA LOANS 2015a 2015b	64,322.04
03/07/2024	95126	BETTER DEAL EXCHANGE	Feb Statement	72.93
03/07/2024	95131	COMCAST	Remainder Payment	3.36
03/07/2024	95132	Cory Deforrest	Youth Sports - Employee Reimb	21.15
03/07/2024	95133	DEL-MAR RENTAL & LANDSCAPE SUPPLY	Feb Statement	1,597.42
03/07/2024	95134	FGL Environmental	Monthly Dog Water Testing	73.00
03/07/2024	95135	Five Star Bank	Jan/Feb Statement	5,254.21

Feather River Recreation & Park District

Check Register

March 2024

Date	Num	Name	Memo	Credit
03/07/2024	95136	FORD MOTOR CREDIT COMPANY LLC	Ford Truck Loan Payment	1,385.07
03/07/2024	95137	FP MAILING SOLUTIONS	Monthly Statement	130.94
03/07/2024	95154	HOBBS PEST SOLUTIONS, INC.	Inv. No. 169412	250.00
03/07/2024	95139	HOME DEPOT	Feb Statement	2,161.64
03/07/2024	95140	LIMEY TEES	Event Staff Shirts	369.95
03/07/2024	95141	MAZES CONSULTING	Feb 2024 Cloud Server Backup	590.00
03/07/2024	95142	North Valley Wood Aggregate Recycling	Nelson Ball Fields	717.16
03/07/2024	95143	OROVILLE POWER EQUIPMENT	Monthly Statement	194.78
03/07/2024	95145	RODRIGUEZ PORTABLES	Temporary Fence Panels	546.00
03/07/2024	95146	Ronald Fink	Impact Fee Refund	1,106.00
03/07/2024	95147	SAL RODRIGUEZ LANDSCAPE LLC	Monthly Statement	15,800.00
03/07/2024	95148	SHARP'S LOCKSMITHING	Feb Statement	545.13
03/07/2024	95150	Tractor Supply Co.	Monthly Statement	301.43
03/07/2024	95151	WAL-MART CAPITAL ONE	Monthly Statement	650.49
03/07/2024	95152	WELLS FARGO VENDOR FINANCIAL, LLC	Canon Copier Lease at District Office	187.23
March 21st				
03/21/2024	95172	APEX TECH MANAGEMENT	Monthly Statement	2,974.50
03/21/2024	95173	AT&T - CALNET	Monthly Statements	117.68
03/21/2024	95174	BETTER DEAL EXCHANGE	Mar Statement	153.55
03/21/2024	95175	Butte County Sheriff's Office	Monthly Statement	960.00
03/21/2024	95176	CALTRONICS	B&W Color Usage	85.48
03/21/2024	95177	CINTAS	Safety Supplies - Shop	127.66
03/21/2024	95178	CRESCO EQUIPMENT RENTALS	Equipment Rental - Sod Cutter	104.11
03/21/2024	95179	Dan's Electrical Supply	Twist Lock	20.49
03/21/2024	95180	DAWSON OIL COMPANY	Feb 2024 Fuel Gallons	1,831.87
03/21/2024	95181	DEL-MAR RENTAL & LANDSCAPE SUPPLY	Mar Statement	1,357.47
03/21/2024	95182	EAGLE SECURITY SYSTEMS INC.	Security District Office	292.14
03/21/2024	95183	HOME DEPOT	Mar Statement	1,844.38
03/21/2024	95184	INDUSTRIAL PLUMBING SUPPLY	Stainless Sink Nolan	510.62
03/21/2024	95185	INSIDE OUT DESIGNS	Uniforms	201.96
03/21/2024	95186	Lincoln Aquatics	Pool Supplies	9,900.66
03/21/2024	95187	RECOLOGY BUTTE COLUSA COUNTIES	Monthly Statement	2,754.84
03/21/2024	95188	SacValleyLaw LLP	Legal Consultation	420.00
03/21/2024	95189	SHARP'S LOCKSMITHING	Mar Statement	717.27
03/21/2024	95190	SPECIALTIME EVENTS & RENTALS	BWB Tables and Chairs Rental	200.00
03/21/2024	95192	VALLEY IRON, INC	Metal Exchange Restocking Fee	150.00
03/21/2024	95193	VELASQUEZ, JOE	Mileage Dates: 2/20/24-3/18/24	133.62
03/21/2024	95194	VERIZON WIRELESS	Data	4.22
TOTAL				<u><u>227,476.82</u></u>

**STAFF REPORT**

DATE: APRIL 19, 2024

TO: BOARD OF DIRECTORS

FROM: BRIAN WILSON, INTERIM GENERAL MANAGER

RE: PALERMO COMMUNITY COUNCIL BUILDING – WATER SERVICE

SUMMARY

Palermo Community Council is asking the District to consider connecting of potable water services for the Palermo Center (APN: 026-142-005) to the South Feather Water and Power Agency.

BACKGROUND

Property has historically been connected to well service located on the property. It was recently discovered, and reported to the District, that the well pump had been stolen.

Upon inspection of the property, staff has determined that in addition to replacing the pump, the holding tank, filtration system, and shed are all in need of significant repair/replace.

South Feather Water and Power Agency has begun residential services in the area, with grant funded connection available as early as 2025. Waiting until 2025 does not meet the immediate needs for service for the Palermo Community Council and the services they provide to the community. Non- grant funded service connection is currently available with South Feather Water and Power Agency.

The Palermo Community Council has suggested that they will make a donation to the District to cover the entire cost of the service connection.

BUDGETARY IMPACT

Projected: \$9083.00 One-time service connection charges/fees

Projected: -\$9083.00 One-time donation from the Palermo Community Council

Projected: TBD Annual Backflow maintenance/inspection

Projected: TBD Monthly Service rate

RECOMMENDATION

1. Accept proposed financial donation from Palermo Community Council to be used for potable water service connection
2. Authorize staff to accept the quote for connection to South Feather Water and Power Agency

ATTACHMENT

Quote from South Feather Water and Power Agency: Application for Service – Potable

Potable - Application for Service

South Feather Water and Power Agency - 2310 Oro Quincy Hwy - Oroville, CA 95966 - Ph: (530) 533-4578



Date: 3/12/2024 APN: **026-142-005**

Service Location: Zoning Code:
Legal Description: Use Code:
Type of Application: Potable Acreage: 0.87
Name of Applicant: Joe Velasquez Tel: (562) 440-5754
Mailing Address: 1875 Feather River Blvd. Fax:
City State Zip: Oroville, CA 95966 Email: joev@frrpd.com
Requested: Owner

Number of Services Requested:	1	Size of Service:	3/4"
Dwelling on Property?	Yes	Land fully developed?	Yes
System Capacity fees paid?	No	Will Serve Letter Needed?	No
Property in district?	Annexed	In the City?	No
		Classification:	Commercial

Comments:

\$40.00	New Account Fee	Water service available?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
\$ 4,363.00	System Capacity Fee	Low-Pressure Agreement Needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
\$ 3,000.00	Service Installation Charge	Recorded easement required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
	Backflow Installation Charge	Mainline extension required?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
\$ 1,680.00	Meter/Backflow Set Fee	Service installation required?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
	Mainline Extension	Backflow device needed?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
\$9,083.00	SFWPA Fee Subtotal	Road crossing needed?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
		Fire Flow Exemption Requested?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
\$ -	Engineering/Platt Mapping	Meter size approved:	3/4"	
	State Board of Equalization Fee	Line size:		
	County Clerk's Posting Fee	Information provided by:	Scott Dehoff	
	LAFCO Deposit (\$4000)	Distribution system:	M RTP	
	LAFCO Sphere-of-Influence Fee	Canal:		
	Encroachment Permit (City/County)	Notes:		
\$ -	Outside Agency Fees			
\$9,083.00	Total			

Notice to Applicant:
 Fees and charges shown are effective for 30 days from the date shown above. Unforeseen issues may require an adjustment to these fees and charges. The applicant will be notified if an adjustment is necessary.

Applicant's Signature: _____

I agree to abide by the Agency's Rules & Regulations governing water service including payments of monthly water service bills in a timely manner. I am also aware that South Feather Water and Power Agency does not guarantee that the size of meter I have requested will satisfy the flow requirements necessary for fire suppression systems that may be a requirement of the building permit issued by the City or County Building Department



STAFF REPORT

G1

DATE: APRIL 19, 2024

TO: BOARD OF DIRECTORS

FROM: BRIAN WILSON, INTERIM GENERAL MANAGER

RE: PALERMO COMMUNITY COUNCIL BUILDING – MOU

SUMMARY

Palermo Community Council is asking the District to renew the MOU authorizing the use of the Palermo Center (APN: 026-142-005)

BACKGROUND

The existing MOU between the Feather River Recreation and Park District and the Palermo Community Council for use of the Palermo Center expired January of 2024.

Council and the District are scheduled to meet to discuss renewal including potential changes to the recent MOU including:

- Building maintenance
- Building security
- Approved occupancy / use of the facility
- Facility/site inspection schedule
- Insurance requirements
- Utility connections and fees

BUDGETARY IMPACT

TBD

RECOMMENDATION

1. Authorize staff to negotiate terms of the renewal of the MOU with the Palermo Community Council for use of the Palermo Center

ATTACHMENT

1. MOU 2014 - 2024



MEMORANDUM OF UNDERSTANDING BETWEEN
PALERMO COMMUNITY COUNCIL
and
FEATHER RIVER RECREATION AND PARK DISTRICT

FOR THE PURPOSE OF
 OPERATING A COMMUNITY BUILDING LOCATED IN PALERMO, CA

This agreement is by and between the Palermo Community Council (Council), a non-profit corporation, and the Feather River Recreation and Park District (FRRPD) a political subdivision of the State of California.

WHEREAS, FRRPD owns a community building in the town of Palermo, commonly referred to as the Palermo Center, and which is more fully described in Exhibit A, attached hereto and incorporated herein as if set forth in full; and

WHEREAS, the citizens in the Palermo area have a need for the maintenance of said center for community, recreation and cultural activities; and

WHEREAS, FRRPD is unable to supply said services and to maintain the building and facilities (located within) described in Exhibit A; and

WHEREAS, Council has the necessary manpower and programs with which to present, and bring about widespread community involvement in community, recreation and cultural activities, all to the benefit of the people in the area.

NOW, THEREFORE BE IT RESOLVED as follows:

1. That Council shall be allowed the use of the premises and real property described in Exhibit A together with the personal property located therein for a period of ten (10) years from the date of this agreement, provided, however, that either party may cancel this agreement by giving ninety (90) days written notice to the other party without cause.
2. That Council shall obtain and keep and maintain in effect throughout the term hereof property damage and personal injury liability insurance in the amount of One Million Dollars (\$1,000,000,000), which policy shall contain a certificate naming FRRPD as an additional insured. In addition, and as a separate and distinct requirement, Council hereby agrees to hold FRRPD free and harmless from any liability to FRRPD emanating from use and operation of said Palermo Center. Upon execution hereof and annually here after upon renewal, COUNCIL shall provide FRRPD with a current certificate of insurance evidencing such insurance.

3. At the option of Council, it may purchase fire, theft and vandalism insurance on the premises and the contents thereof in the name of Feather River Recreation and Park District. FRRPD agrees that if it collects on any such insurance, such proceeds will be used to replace or repair to the closest extent possible, the damage to the premises described in Exhibit A.
4. It is understood and agreed that Council shall maintain the building and facilities therein and in that regard may charge nominal fees to other organizations using said center,. Which fees shall be used solely for the cost of cleaning up and maintaining the facilities described in Exhibit A. Said nominal fees may also include reimbursement on a pro-rata basis for the cost of utilities.
5. It is further understood and agreed that Council shall provide all of its service to the community of Palermo and surrounding areas at no cost to FRRPD. Said Council shall be responsible for paying all costs relating to the Palermo Center including but not limited to utilities and repair of all personal property belonging to FRRPD.
6. Council shall undertake no improvements or alterations or repairs of the Palermo Center without written consent of the FRRPD Board of Directors first being obtained. Without limiting the forgoing, it is understood and agreed that Council will not hire employees to do any work within the building described in Exhibit A or on said grounds unless and until they have filed with FRRPD a copy of their Worker's Compensation Insurance policy of certification in which FRRPD shall be named as additionally insured; it being anticipated that all work relative to maintaining, cleaning and any alterations of said Palermo Center shall be done by volunteers of the Council.
7. Council, in conducting their program for the benefit of the public, shall have use of all of the real and personal property described in Exhibit A. However, Council may not make any alterations to the building unless it obtains the consent of FRRPD Board of Directors.
8. It is understood that all contents held within the building belong to the council, unless labeled with FRRPD. Should FRRPD purchase contents for the facility, they will be clearly labeled.
9. FRRPD Staff will inspect the facility yearly. When a staff member from FRRPD needs to gain access to the inside of the facility, the Council will be given 24 hour notice prior to the staff person entering the facility.
10. Yearly the Council shall be granted use of Palermo Park for their annual Community Festival. Due to the continued support of the council and past installations and repairs made to Palermo Park, the Council will be allowed to rent the park at the co-sponsorship rate. This however does not include any additional staff needed for the day of the event.

IN WITNESS THEREOF, the parties hereto have caused this agreement to be executed by the respective officers duly authorized hereto, this 7th day of January 2014, ~~2013~~

PALERMO COMMUNITY COUNCIL

By Mark E Adams
Mark E Adams, President

FEATHER RIVER RECREATION AND PARK DISTRICT

By Victoria K. Coots
Victoria Coots, Chairperson

ATTEST:

By Ann Willmann
Ann Willmann, General Manager



STAFF REPORT

H1

DATE: APRIL 19, 2024

TO: BOARD OF DIRECTORS

FROM: BRIAN WILSON, INTERIM GENERAL MANAGER

RE: OROVILLE ORCAS SWIM TEAM – MOU 2024 SWIM SEASON

SUMMARY

Staff is asking the Board to approve the MOU with between the Feather River Recreation and Park District and Oroville Orcas Swim Team for use of the Nelson swimming pool for the 2024 swim season.

BACKGROUND

The Oroville Orcas Swim Team is a USA swimming affiliated seasonal swim team program providing swimmers, ages 18 and below, coaching and training for competitive swimming. Orcas encourages self-esteem, sportsmanship, and health and wellness. Orcas' goal is to provide a program that meets the challenges of all swimmers. Orcas strive to provide education and training of individuals to develop and improve their capabilities in the sport of swimming.

BUDGETARY IMPACT

Oroville Orcas Swim Team will pay \$4500.00 for the 2024 season to help offset seasonal operating costs of the Nelson swimming pool.

RECOMMENDATION

1. Approve MOU as presented.

ATTACHMENT

MOU 2024



Memorandum of Understanding
between
Feather River Recreation and Park District
and
Oroville Orcas Swim Team

This Memorandum of Understanding is made and entered into by and between the Oroville Orcas Swim Team (herein "ORCAS") and the Feather River Recreation and Park District (herein "FRRPD") and will commence upon the signatures of representatives of both parties.

1. Scope

To provide access to pool and facilities at the Thermalito Family Center for the Oroville Orcas Swim Team organization to promote opportunity for the Sport of Youth Swimming in the greater Oroville community.

2. Agreement

a. FRRPD agrees to:

- i. Provide access to the pool and facilities for youth swim practices and swim meets at the Thermalito Family Center located at 2280 6th Street, Oroville, CA 95965 as scheduled.
– *see exhibit "A"*
- ii. Provide access to the facilities to include lobby area, snack bar/storage area, restrooms, deck equipment storage area(s) and swim team storage area.
 1. The Snack bar facility will be provided in a condition ready to provide "grab and go" food and beverage sales.
 - a. ORCAS will return the facility to FRRPD in a clean condition ready for the next user to take occupancy.
- iii. Provide access to the pool, pool lighting, and pool area lighting as scheduled.
 1. Facility use does include use of the Splash Pad only when under direct supervision of an ORCAS Team Coach or certified lifeguard.
 2. Access to the grass field areas adjacent to the pool are not included and/or guaranteed.
- iv. Allow the display of sponsorship banners during the ORCAS season.
 1. All banners must be removed on the last day of the season.
- v. Maintain the facilities in good condition, except in case of extremely heavy impact, damage by or gross negligence of ORCAS or its agents or employees, in which ORCAS will be held financially responsible.
 1. FRRPD will provide ORCAS with an after-hours callout list that will be used by ORCAS if an issue with the facility arises. This list will only be used for emergency situations if ORCAS is not able to reach the designated FRRPD primary contact. Any failure by FRRPD to respond to a callout, in a timely manner, that results in cancelled events or postponement of events will not be the financial responsibility of ORCAS. FRRPD will work with ORCAS to reschedule, if possible, the cancelled/postponed event.



2. Situations include, but are not limited to:
 - i. Pool circulation and/or pump issues
 - ii. Unbalanced water chemistry
 - iii. Plumbing issue
 - iv. Broken water line
 - v. Fire/flood at the facility
 - vi. Provide regular pool maintenance, and pool operating services necessary to be in compliance with all Federal, State, City ordinances and local Health Department requirements.
 - vii. Maintain all necessary records regarding operations, water chemistry readings, and maintenance records necessary to be in compliance with all Federal, State, City ordinances and local Health Department requirements.
 - viii. Provide regular restroom maintenance, and custodial services.
 - ix. Provide trash dumpster on site for use by ORCAS during the ORCAS Swim Team Season
- b. ORCAS agrees to:
- i. Adhere to all FRRPD Rules & Regulations
 - ii. Provide a copy of current 501(c)(3) status.
 - iii. Maintain storage room(s) Snack Bar areas, and restroom facilities in a clean and safe condition while in use.
 - iv. Provide practice schedule to FRRPD no later than 4 weeks prior to requested start date.
 - v. Provide swim meet schedule to FRRPD no later than 2 weeks prior to requested start date.
 1. Schedules may be changed at the request of either party; however, once the schedule has been set for the season, proper notification to the affected party must occur as soon as possible and no later than 48 hours prior to scheduled event/activity.
 - a. Requests for changes to previously approved schedules are not guaranteed.
 - vi. Follow all local laws and County Health Department guidelines for food preparation and/or sales.
 1. Provide copies of food handling permits.
 2. Provide adult supervision over all snack bar sales and/or activities.
 - vii. Make no alterations and/or improvements to district fields and/or facilities.
 1. Requests to make donations of and/or for alterations and/or improvements of district fields and/or facilities may be considered following the guidelines established by the District.
 - viii. Immediately notify FRRPD upon its discovery of any such hazardous conditions affecting the pool or the facilities.
 - ix. Assumes all risk of loss or damage by theft, fire, or any other cause to any personal property that it might use or store at the facilities.
 1. ORCAS understands and agrees that FRRPD's use of the facilities takes precedence over ORCAS' use. FRRPD may need to use a facility provided to ORCAS in the event of an emergency. In such a case, FRRPD will give ORCAS as much notice as possible.
 - x. Animals shall not be permitted in the pool or the pool area



3. Term

This Agreement shall remain in effect until December 31, 2024 unless terminated, or amended, as herein provided. Under the terms of this agreement, ORCAS is afforded by FRRPD, a third priority for pool usage and rental during the North Valley Aquatic League Swim season. The Oroville Orcas Swim Team season shall be defined as the dates beginning the first Monday of May and ending the second Saturday of August.

Upon termination of the Agreement, ORCAS will surrender the facilities in good order and condition, reasonable use, and ordinary wear and tear thereof accepted. A final walkthrough of the facilities will be done at the date/time request of ORCAS with an FRRPD representative to ensure that the facilities are in acceptable condition for FRRPD.

4. Status of the Parties

The relationship of each party to this Agreement to the other is that of landlord and tenant. At no time shall either party represent itself to be an officer, agent, or employee of the other.

5. Mutual Indemnification

Each party to this Agreement (each, an "Indemnitor") hereby agrees to save, defend, hold harmless, and indemnify the other, including the State of California (each individually and together, "Indemnitee") and their officers, agents, and employees, against any or all liability, claims and costs of whatsoever kind and nature for injury to or death of any person or persons, and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work under the terms of this Agreement, resulting in whole or in part from the negligent acts or omissions by or of the Indemnitor, or by or of any subcontractor, employee, agent, or representative of the Indemnitor.

6. Insurance

ORCAS shall provide a Certificate of Liability Insurance and Endorsement Page naming Feather River Recreation and Park District as additional insured, with all facilities specifically identified on the policy, (Example: Thermalito Family Center) and which meets the following minimum insurance requirements: General Liability Insurance for bodily injury and property damage in the amount of one million dollars (\$1,000,000) combined single limit (CSL) of each occurrence.

7. Non-Discrimination Compliance

Each party shall be responsible for compliance with all federal, state, and local non-discrimination, equal opportunity and affirmative action laws, rules, and regulations applicable to the party's performance under this Agreement. Neither party shall deny the Agreement's benefits to any person based on religion, color, ethnic group identification, sex, sexual orientation and gender, age, physical or mental disability, nor shall they discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex.

8. No Commissions Paid

ORCAS warrants that no person, selling agency, or other organization has been employed or retained to solicit or secure this Agreement for a commission, percentage, brokerage, or contingent fee.



9. Fees

- a. ORCAS will pay \$4500.00 for use of pool, facilities, and services as listed below:
 - i. Pool rental for practices and/or NVAL dual meets
 - ii. Pool rental for NVAL invitational swim meets
 - iii. FRRPD staffing (if requested) \$28/hr
 1. FRRPD staffing is not guaranteed and is subject to FRRPD staff availability.
 2. Requests for staffing must be submitted a minimum of 2 weeks in advance.
 - iv. Fees will be billed at the end of each month.
 3. Payment is due 30 days after receipt of invoice.

10. Contact Information

FRRPD: Pool scheduling, maintenance requests, staffing requests, and invoices

Name: Brian Wilson, Recreation Supervisor

Phone: 530.533.2011

Email: brianw@frrpd.com

ORCAS: Pool scheduling, maintenance requests, staffing requests, and accounts payable

Name: James Wood

Phone: 530.300.7448

Email: Jwood_13@hotmail.com

11. Keys and Alarm Codes

A limited number of keys will be issued for the Nelson Pool entry, gates, snack bar and storage area.

ORCAS will provide FRRPD the name(s) and contact information of all authorized key holder(s).

ORCAS will be responsible for the collection/accounting of all keys at the end of the season.

In the event of a lost or stolen key, ORCAS will pay \$50 replacement fee/key

12. Termination

Either party may terminate the Agreement by giving 90 days written notice to the other party.

13. Entire Agreement

This Agreement reflects all the terms and conditions agreed upon between the parties, and there are no written or oral agreements between the parties other than as set forth in this Agreement.

14. Amendment

This Agreement may be amended with written consent of both parties.

15. Illegal or Unenforceable Terms

If any portion of this Agreement is illegal or unenforceable, the remainder of the Agreement shall remain in full force and effect.



Signatures

Signed: _____

Brian Wilson

Feather River Recreation and Park District

Interim General Manager

1875 Feather River Blvd., Oroville, CA 95965

Date: _____

Signed: _____

Kent Fowler

Feather River Recreation and Park District

Chairperson – Board of Directors

1875 Feather River Blvd., Oroville, CA 95965

Date: _____

Signed: _____

James Wood

Oroville Orcas Swim Team

President

PO Box 45, Oroville, CA 95965

Date: _____



EXHIBIT "A"

Nelson Pool at Thermalito Family Center



**STAFF REPORT****DATE: APRIL 17, 2024****TO: FEATHER RIVER RECREATION & PARK DISTRICT BOARD OF DIRECTORS****FROM: AYLA SINGLETERRY, BUSINESS MANAGER****RE: FRRPD BUDGET WORKSHOP****STAFF PRESENTATION BUDGET FISCAL YEAR 2024-25****SUMMARY**

Annually the Feather River Recreation and Park District hosts a budget workshop for the upcoming fiscal year. This workshop is an opportunity for District Board of Directors and community members to get a first look at staff recommendations for the annual operations budget. Recommendations from the Board of Directors and community members may be made during this workshop.

Comparing proposed budget 2024-25 to the actual operating income statement 2023-24 presents challenges due to the scheduled sale of the Activity Center and uncertainty of where the district will relocate. In addition, as part of the plan to vacate, the cancellation of the preschool and gymnastics programs has and will have significant budgetary impacts moving into the FY 2024-25.

Since October 2024 the District has not had more than 30 employees on payroll with limited Activity Center/District Office site use.

- 6 Full Time Parks (5/1)
- 3 Full Time Admin
- 2 FT Recreation Supervisor
- 20 PT/Seasonal

The budget presented for the 2024-25 is completed by maximizing outdoor site use and limited indoor site use for both youth and adult recreation and activities. Once the move is complete the district will be able to refocus on maximizing indoor site use for recreation and activities of all ages.

CHANGES TO THE 2024-25 BUDGET:

Board direction to staff will assist with the presentation of accurate and transparent reports at the preliminary budget meeting in May:

1. Effective January 1, 2025, anticipated minimum wage increase from \$16.00 hr. to \$17.00 hr. impacting all part-time/seasonal employees as well as salaried positions that are not already making twice the minimum wage.
2. New UPEC Union agreement for the full-time Park Maintenance Department; including a 7% pay increase.
3. Tax Revenue BAD 3% increase, budget includes additional \$8k



BUDGET OVERVIEW & BUDGET BY DEPARTMENTS

CHANGES TO REVENUE

- **4000000 Tax Revenue:** General Tax revenue is based on property values in the district’s boundaries. Staff is anticipating a positive impact on the annual tax revenue for the 2024-25 Fiscal Year due to the increase in property values.

Trend	3% increase	FY20/21 to FY21/22
	12% increase	FY21/22 to FY22/23

Current projection of 6% for FY24/25 is being used as a placeholder until we see the April disbursement

- **4000001 BAD Tax Revenue:** Staff are requesting both the Board of Directors and BAD committee to accept the annual max increase. The estimated 3% increase is approximately an \$8k annual increase spent only in the parks on maintenance. The district heavily relies on this assessment- spending the tax revenue appropriately- and it is imperative this assessment not only stays in place, but the increase is approved

Current BAD rate per household:

- Zone A \$16.76
- Zone B \$ 8.38
- Total Annual Assessment \$328,600

2024-25 CPI max increase 3%:

- Zone A \$17.24
- Zone B \$ 8.62
- Total Annual Assessment \$336,615

- **4002000 Program Revenue:** Program revenue for FY 2023-24 has seen a significant decrease resulting from the cancellation of the Pre-School and Gymnastics programs. Staff will continue to work to rejuvenate outdoor program offerings in the coming year, and will refocus on maximizing indoor site use for recreation with the occupancy of new programmable space(s).
- **Building Sale:** Potential “Other Income” not listed on workshop budget of approx. \$1.5m



CHANGES TO PAYROLL

See Pay Scale Part-time and Full-time for rate changes and added job descriptions noted below.

- Minimum wage increases to \$17 hr. staff/\$34 hr. salary staff effective January 1st, 2025.
- Park Maintenance Department MOU agreement:
 - Pay scale reflects 7% pay increase for full-time Park Maintenance staff.
- CalPERS employer rates for 2024-25:
 - Classic 11.88% increase .19%
 - PEPRA 7.87% increase .04%
- CalPERS unfunded liability annual payment \$88k, increase \$17k

CIP/FIXED ASSET BUDGET

The General Manager will present list of capital improvement projects and deferred maintenance items requiring immediate attention.

The Board, Park Supervisor, Business Manager and General Manager will prioritize the projects and provide funding options.

RESERVES

Ideally the District would build a General Reserve large enough to cover three months of projected operating costs. However, the district is unable to add to the General Reserves during this time of restructuring and moving buildings. Current reserve total is \$295k at the county treasury.

Staff recommendation:

- Add \$30k to Elections by transferring from General Reserve Fund to General Fund to for election costs; if current Board of Directors is unchallenged then the election funds \$30k will be transferred back to the General Reserves Fund from the General Fund.



ORGANIZATIONAL STRUCTURE

Annually the District adopts an Organizational Structure chart that follows current job descriptions. The district adopted an Organizational Structure at the September 26, 2023, regular Board of Directors monthly meeting.

PARK AND FACILITY GOALS/ANNUAL STRATEGIC PLAN

The General Manager will discuss with the Board and schedule the Annual Goals Workshop to create goals and a strategic plan.



STAFF REPORT

DATE: 03/28/24

TO: BOARD OF DIRECTORS

FROM: Joe Velasquez, Park Supervisor

RE: Work Violence Prevention Program

SUMMARY

On September 30, 2023, Governor Gavin Newsom signed Senate Bill (SB) 553, which requires all employers to establish, implement, and maintain an effective Workplace Violence Prevention Plan (WVPP). The law takes effect on July 1, 2024. Cal/OSHA is responsible for enforcing the requirements of SB 553, which is now codified in California Labor Code Section 6401.9.

What the WVPP includes:

- Prohibiting employee retaliation.
- Accepting and responding to reports of workplace violence.
- Employee workplace violence training and communication.
- Emergency response.
- Workplace violence hazard assessments.
- Other requirements, such as maintaining a Violent Incident Log.

BACKGROUND

We have drafted a new WVPP for your review and approval. After adoption, supervisors will train, implement, and maintain the WVPP with ALL FRRPD employees.

RECOMMENDATION

Approve and adopt the new WVPP.

ATTACHMENTS

- WVPP



Workplace Violence Prevention Plan

Section 1: Policy Statement (Effective Date of Program)

Our establishment, Feather River Recreation & Park District is committed to our employees' safety and health. We refuse to tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a Workplace Violence Prevention Program (WVPP). We will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.

All managers, supervisors and employees are responsible for implementing and maintaining our WVPP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and WVPP Plan is readily available to all employees and from each manager and supervisor.

Our plan ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible and accountable for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment.

The management of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

The WVPP Plan will be reviewed and updated annually.



Section II: Responsibility and Accountability

The Workplace Violence Prevention Program Administrator is Joe Velasquez, Park Supervisor, and he has the authority and responsibility for implementing the provisions of this program for Feather River Recreation & Park District. All managers, supervisors and employees are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the program.

In addition, a WVPP Planning Group will be established to assess the vulnerability to workplace violence at our establishment and reach agreement on preventive actions to be taken. This group will be responsible for developing employee training programs in violence prevention and plans for responding to acts of violence. They will also audit our overall Workplace Violence Prevention Program.

The Workplace Violence Prevention Group will consist of:

Name: Brian Wilson | Title: Recreation Supervisor

Phone: (530) 533-2011

Name: Joe Velasquez | Title: Park Supervisor

Phone: (530) 533-2011

Name: Kendyle Lowe | Title: Executive Administrator

Phone: (530) 533-2011

Name: Estela Valencia | Title: Recreation Supervisor

Phone: (530) 533-2011



Section III: Compliance

All employees are responsible and will be held accountable for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment.

Managers, supervisors, and employees will comply with work practices that are designed to make the workplace more secure and will not engage in threats or physical actions which create a security hazard for others in the workplace. Managers and supervisors will:

- Inform employees, supervisors, and managers about our Workplace Violence Prevention Program.
- Evaluate the performance of all employees in complying with our establishment's workplace security measures.
- Recognize employees who perform work practices which promote security in the workplace.
- Provide training and/or counseling to employees who need to improve work practices designed to ensure workplace security.
- Discipline employees for failure to comply with workplace security practices.
- Follow established workplace security directives, policies, and procedures.

Managers and supervisors will maintain an open, two-way communications system on all workplace safety, health, and security issues. Our establishment has a communication system designed to encourage a continuous flow of safety, health and security information between management and our employees without fear of reprisal and in a form that is readily understandable. Our communication system consists of the following items:

- New employee orientation on our establishment's workplace security policies, procedures, and work practices.
- Periodic review of our Workplace Violence Prevention Program with all personnel.
- Training programs designed to address specific aspects of workplace security unique to our establishment.
- A system to ensure that all employees, including managers and supervisors, understand the workplace security policies.
- Regularly scheduled safety meetings with all personnel that include workplace security



discussions.

- Posted or distributed workplace security information.
- A system for employees to inform management about workplace security hazards or threats of violence.
- Procedures for protecting employees who report threats from retaliation by the person making the threats.
- Our establishment has fewer than ten employees and communicates with and instructs employees orally about general safe work practices with respect to workplace security.

Hazard Assessment

The Workplace Violence Prevention Group will perform workplace hazard assessment for workplace security in the form of record keeping and review, periodic workplace security inspections, and a workplace survey. The assessment group will identify workplace violence and security issues and make recommendations to management and employees.

Record Keeping and Review

Note: Care must be taken to ensure appropriate confidentiality of medical and personnel records, as required by the ADA (Americans with Disabilities Act) and other applicable regulations or policies.

Periodic updates and reviews of the following workplace violence reports and records will be made:

- Occupational Safety and Health Administration (OSHA) 200 logs
- Workplace violence incident reports
- Information compiled for recording assault incidents or near-assault incidents (i.e., Threat & Assault Log)
- Insurance records
- Police reports
- Workplace survey
- Accident investigations
- Training records
- Grievances



- Inspection information
- Other relevant records or information

The records review will be performed on the following schedule: Annually



Workplace Security Inspections

Periodic inspections to identify and evaluate workplace security hazards and threats of workplace violence will be performed by the following observer(s) in the following areas of our workplace:

Observer	Area
Joe Velasquez	Activity Center, Nelson Pool
Eric Danner	Nelson Complex, Nolan Complex, Riverbend Park, Tennis Courts, Skatepark, MLK Park, Palermo Park, Berry Creek Park
Larry Berg	Forbestown Park

Periodic inspections are performed according to the following schedule:

- Monthly
- When we initially established our Workplace Violence Prevention Program.
- When new, previously unidentified security hazards are recognized.
- When occupational injuries or threats of injury occur; and
- Whenever workplace security conditions warrant an inspection.

Periodic inspections for security hazards consist of identification and evaluation of workplace security hazards and changes in employee work practices and may require assessment for more than one type of workplace violence. Our establishment performs inspections for each type of workplace violence by using the methods specified below to identify and evaluate workplace security hazards.

Inspections for workplace security hazards from violence by strangers (Type 1) include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for security surveillance measures, such as mirrors or cameras.
- Posting signs notifying the public that limited cash is kept on the premises.
- Procedures for employee response during a robbery or other criminal act.

- Procedures for reporting suspicious persons or activities.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services where employees have access to a telephone with an outside line.
- Limiting the amount of cash on hand and using time access safes for large bills.
- Staffing levels during evening hours of operation and at other high-risk times.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.

Inspections for workplace security hazards from violence by customers or clients (Type 2) include assessing:

- Access to, and freedom of movement within, the workplace.
- Adequacy of workplace security systems, such as door locks, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees skill in safely handling threatening or hostile service recipients.
- Effectiveness of systems and procedures to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.
- The availability of employee escape routes.

Inspections for workplace security hazards from violence by co-workers (Type 3) include assessing:

- How well our establishment's anti-violence policy has been communicated to employees, supervisors, and managers.
- How well our establishment's management and employees communicate with each other.
- How well do our employees, supervisors and managers know the warning signs of potential workplace violence?
- Access to, and freedom of movement within, the workplace by non-employees, specifically recently discharged employees.
- Frequency and severity of employee-reported threats of physical or verbal abuse by



managers, supervisors, or other employees.

- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.
- Employee disciplinary and discharge procedures.

Inspection for workplace security hazards from violence by personal relations (Type 4) include assessing:

- Access to, and freedom of movement within, the workplace by non-employees, specifically personal relations with whom one of our employees is having a dispute.
- Frequency and severity of employee-reported threats of physical or verbal abuse which may lead to violent acts by a personal relation.
- Adequacy of workplace security systems, such as door locks, security windows, and physical barriers.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs.
- The use of work practices such as "buddy" systems, as appropriate, for identified risks (e.g., walking employees to their cars or mass transit stops at the end of the workday).
- Adequacy of lighting and security for designated parking lots or areas.
- Warnings or police involvement to remove personal relations of employees from the worksite and effectiveness of restraining orders.



Final Recommendations

Based on the records review, workplace security inspections and workplace survey, the Workplace Violence Prevention Group has identified the following issues that need to be addressed:

Workplace Hazard Control and Prevention

In order to reduce the risk of workplace violence, the following measures have been recommended:



Workplace Practices:

Management has instituted the following as a result of the workplace violence hazard assessment and the recommendations made by the Workplace Violence Prevention Group:

These changes were completed on *(date)*.

Policies and procedures developed as a result of the Workplace Violence Prevention Groups recommendations:



Training and Instruction:

We have established the following policy on training all employees with respect to workplace violence and security.

All employees, including managers and supervisors, shall have training and instruction on general and job-specific workplace security practices. Training and instruction shall be provided when the Workplace Violence Prevention Program is first established and periodically thereafter. Training shall be provided to all new employees and to other employees for whom training has not previously been provided. It shall also be provided to all employees, supervisors, and managers given new job Exercises for which specific workplace security training for the job Exercise has not previously been provided. Additional training and instruction will be provided to all personnel whenever the employer is made aware of new or previously unrecognized security hazards.

General workplace violence and security training and instruction includes, but is not limited to, the following:

- Explanation of the Workplace Violence Prevention Program including measures for reporting any violent acts or threats of violence.
- Recognition of workplace security hazards including the risk factors associated with the four types of violence.
- Measures to prevent workplace violence, including procedures for reporting workplace security hazards or threats to managers and supervisors.
- Ways to defuse hostile or threatening situations.
- Measures to summon others for assistance.
- Employee routes of escape.
- Notification of law enforcement authorities when a criminal act may have occurred.
- Emergency medical care provided in the event of any violent act upon an employee.
- Post-event trauma counseling for those employees desiring such assistance.

In addition, we provide specific instructions to all employees regarding workplace security hazards unique to their job Exercise, to the extent that such information was not already covered in other training.

We have chosen the following items for training and instruction for managers, supervisors, and employees:

- Crime awareness.
- Location and operation of alarm systems, panic buttons and other protective devices.
- Communication procedures.
- Proper work practices for specific workplace activities, occupations, or exercises, such as recreational activities, program activities, youth activities, maintenance work, swimming pool activities, etc.
- Self-protection.
- Dealing with angry, hostile, or threatening individuals.
- Using the "buddy" system or other assistance from co-employees.
- Awareness of indicators that lead to violent acts by service recipients.
- Employee assistance programs.
- Review of anti-violence policy and procedures.
- Managing with respect and consideration for employee well-being.
- Pre-employment screening practices.
- Role playing in a violent incident.

Incident Investigation:

Our procedures for investigating incidents of workplace violence threats and physical injury include:

- Reviewing all previous incidents.
- Visiting the scene of an incident as soon as possible.
- Interviewing threatened or injured employees and witnesses.
- Examining the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determining the cause of the incident.
- Taking corrective action to prevent the incident from recurring.
- Recording the findings and corrective actions taken.



RESOLUTION 2028-24

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING WORKPLACE VIOLENCE PREVENTION PROGRAM.

WHEREAS, the District believes it is in the best interest of the District to have a Workplace Violence Prevention Plan,

WHEREAS, on September 30, 2023, Governor Gavin Newsom signed Senate Bill (SB) 553, which requires all employers to establish, implement, and maintain an effective Workplace Violence Prevention Plan (WVPP) and the law takes effect on July 1, 2024 and Cal/OSHA is responsible for enforcing the requirements of SB 553, which is now codified in California Labor Code Section 6401.9,

THEREFORE, BE IT RESOLVED, that the Board of Directors of the Feather River Recreation and Park District approves and adopts the Workplace Violence Prevention Plan, to be reviewed and updated annually,

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 23rd day of April 2024 by the following vote:

Ayes:

Noes:

Abstain:

Absent:

Attest: _____
Scott Kent Fowler, Chairperson

Attest: _____
Greg Passmore, Vice Chairperson



MARCH 2024 DEPARTMENT UPDATES

Parks & Maintenance Department Update

Joe Velasquez – Park Supervisor

Completed Tasks/Projects

See Attached: Report from MaintainX app.

Additional Information:

Scoreboard Project: Scoreboard mounts are up at Nelson Complex. We have scheduled board installation for the week of April 22-26.

Pickleball Project: We are in phase 8 of 20 (second revisions) with the engineers. We had our community outreach event. The pickleball community came and spoke their opinions and gave insight on what they would like to see. We have taken all insight into consideration as we work on our second round of revisions to the project master plan. Next steps are to get engineer's estimates on cost and final layout for approval.

MLK park parking lot project: The project has been completed. See pictures. The community is thrilled about the improvements to the park. D&S Asphalt did a great job on the paving. FRRPD maintenance team did the lining and ADA parking. Great collaboration for a much-needed repair to the parking lots.

Wildflower Nature Festival: The event was a big success. The sheriff and FRRPD crew were a huge help when it came to helping vendors set up and coordinating traffic control. The flow of traffic was consistent. It seemed like a well-attended event.

Upcoming/Ongoing Projects:

- Brush/land clearing throughout Riverbend
- Scoreboard Project
- Pickleball Project
- Capri District Visit







MARCH 2024 DEPARTMENT UPDATES

Administration, Events, and Marketing

Kendyle Lowe- Executive Administrator

Recently completed events/projects:

The Wildflower and Nature Festival was a great event. The event went smoothly thanks to Joelle, Joe, the Maintenance team, and the Sheriff’s work crew! We heard great feedback from vendors and attendees. A vendor survey was emailed out on 4/9 and we will be reviewing all the suggestions and insight from the vendors. The funds provided by Explore Butte County were used to purchase marketing/promotional materials and print the festival’s Schedule of Activities.

Current events/project:

Explore Butte County and Mechanic’s Bank have sponsored the 2024 Spring Concerts in the Park series. We will be utilizing these funds to provide more activities/offerings for families and for marketing materials to attract a larger audience.

The CAPRI Insurance site visit will be held on April 25th. We have emailed the requested documentation and are expecting to increase our score from the last site visit.

Upcoming events/projects:

Fiesta Days Food Truck festival is in progress and our next committee meeting is April 24th. The Chamber of commerce is coordinating the bands and vendors. Vendors are continuing to apply for the Spring Concerts in the Park. We have secured **10** vendors, **3** food trucks, and have booked all **5** bands.

Our upcoming Yoga in the Park will be held every Saturday in June at Riverbend Park from 8:00am-9:00am near the amphitheater.

Youth Activities Department Update

Estela Valencia – Youth Activities Supervisor

Enrollment:

Conversational Spanish= 3	Jump, Move & Play = 43 drop-ins	Creation Station= 0	Youth Activities
Membership= 4	Slime time= 6	Mommy Playtime=9	
Mini Movers= 0	Parent Night Out=6		

Recently completed events/projects: Various activities were offered this month. We continue to work on promoting classes. All activities classes require parent participation. It has been great to see parents interact with their child and enjoy some quality time.

This month I have continued with Supervisor/Management training sessions as planned and the budget planning for 2024-2025 year.

Current events/project: Spring Camp 4/1-4/5
Parent Night Out- 4/19
Fun Friday Slime time- 4/26
Conversational Spanish Session

Upcoming events/projects: Summer Camp 2024

**MARCH 2024 DEPARTMENT UPDATES****Recreation Department Update***Brian Wilson – Recreation Supervisor***Program Enrollments:**

- Youth Track & Field Program
 - Coed K-4th Division 220+ participating athletes
 - Coed 5th-8th Division 120+ participating athletes
- Youth Soccer
 - Coed 4th/5th Division 5 Teams Coed
 - 6th/7th/8th Division 9 Teams
- Youth Tennis Instruction 10 participants
- Adult Softball
 - Men's Division 12 Teams
 - Coed Division 6 Teams

Current events/projects:

- Staff continues to work on 2024/25 Budget preparation
- Staff continues to work with the local youth baseball/softball community to provide and schedule fields for 2024 youth practices/games.
- Staff continues to work with the Giants Community Fund to prepare for the 2024 Jr. Giants program.
 - Registration opened April 2024
- Staff is currently recruiting for the 2024 Aquatics season
 - Projected staffing needs for the summer have yet to be met

Ongoing events/projects:

- Staff recruitment for Spring 2024 Aquatics and Recreation programming

Staff Training

- Staff provided a Lifeguard Training Certification course April 5 - 12.
- 6 individuals participated and completed the Course and have applied to work for the District An additional Lifeguard Training Certification course is scheduled to be offered May 10 - 17

Upcoming Programming (Summer 2024)

- Youth Sports
 - Jr. Giants Baseball/Softball
- Adult Sports
 - Adult Softball / Kickball
- Aquatics
 - Swim Lesson Registration is open
 - Open date TBD pending staff availability
 - Private rental scheduling is open



Work Orders List for 03/20/2024 - 04/16/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#5886	Field Prep (COED) Shawnee Field	Shawnee Field Parent: Nelson Sports Complex	High Field Prep	T Maintenance Team Jesus Aispuro Paul Vang	03/19/2024	Total Time Costs \$47.85 Total Time 2h 41m 36s Total Costs \$47.85	✓ Done Completed by Jesus Aispuro on 03/19/2024
#5976	Pick up and throw away all fallen panels.	Nelson Sports Complex	Low Request	T Maintenance Team Jesus Aispuro Marco Aispuro		Total Time Costs \$39.14 Total Time 2h 0m 0s Total Costs \$39.14	✓ Done Completed by Marco Aispuro on 03/20/2024
#5985	Change timers all park	All Parks	Request	Hue Vang		Total Time Costs \$40.17 Total Time 1h 30m 0s Total Costs \$40.17	✓ Done Completed by Hue Vang on 03/20/2024
#6008	Fence repair	Maintenance Shop 2012 Ram 1500 (assigned to Dom)	Medium Vandalism Repair	Dommie Randy Schmidt		Total Time Costs \$16.76 Total Time 1h 0m 0s Total Costs \$16.76	✓ Done Completed by Randy Schmidt on 03/22/2024
#6005	Weedeat ditch at nelson	Maintenance Shop 2012 Ram 1500 (Trash Truck)	Medium Weed Control	Robert Volk		Total Time Costs \$120.00 Total Time 7h 30m 0s Total Costs \$120.00	✓ Done Completed by Robert Volk on 03/22/2024
#5887	Irrigation electric valve leaking at Nolan field need to replace	Nolan Sports Complex	High Irrigation Repair	Hue Vang Jesus Aispuro Paul Vang Dommie Randy Schmidt		Total Time Costs \$373.32 Total Time 20h 3m 30s Total Costs \$373.32	✓ Done Completed by Jesus Aispuro on 03/22/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6018	Broken tree removal	Maintenance Shop 2012 Ram 1500 (assigned to Dom)	<div style="border: 1px solid orange; border-radius: 5px; padding: 2px; display: inline-block;">Medium</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Safety</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Vandalism Repair</div>	Dommie Randy Schmidt		Total Time Costs \$33.51 Total Time 2h 0m 0s Total Costs \$33.51	✓ Done Completed by Randy Schmidt on 03/24/2024
#5931	Replace base posts	Maintenance Shop 2019 Ford F-250	<div style="border: 1px solid orange; border-radius: 5px; padding: 2px; display: inline-block;">Medium</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Repair</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Field Prep</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Request</div>	Eric Danner Hue Vang Jesus Aispuro Dommie		Total Time Costs \$408.02 Total Time 17h 56m 56s Total Costs \$408.02	✓ Done Completed by Dommie on 03/25/2024
#5965	Field Prep(Men's League) Shawnee & RD Davis Field	Nelson Sports Complex	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Field Prep</div>	T Maintenance Team Dommie Robert Volk	03/25/2024	Total Time Costs \$51.74 Total Time 3h 5m 16s Total Costs \$51.74	✓ Done Completed by Dommie on 03/25/2024
#5977	Field Prep (COED) Shawnee Field	Shawnee Field <small>Parent: Nelson Sports Complex</small>	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Field Prep</div>	T Maintenance Team joseph velasquez Dommie Robert Volk	03/26/2024	Total Time Costs \$17.41 Total Time 1h 2m 21s Total Costs \$17.41	✓ Done Completed by joseph velasquez on 03/26/2024
#5663	Nelson Pool Chemicals	Nelson Pool <small>Parent: Nelson Sports Complex</small>	<div style="border: 1px solid red; border-radius: 5px; padding: 2px; display: inline-block;">High</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Pool Inspection</div>	Eric Danner	03/20/2024	Total Time Costs \$45.32 Total Time 2h 0m 0s Total Costs \$45.32	✓ Done Completed by Eric Danner on 03/27/2024
#6057	Mow weekly schedule	Martin Luther King Jr Park	<div style="border: 1px solid orange; border-radius: 5px; padding: 2px; display: inline-block;">Medium</div> <div style="border: 1px solid blue; border-radius: 5px; padding: 2px; display: inline-block; margin-top: 5px;">Mow Schedule</div>	T Maintenance Team Hue Vang Jesus Aispuro Marco Aispuro		Total Time Costs \$406.85 Total Time 19h 30m 0s Total Costs \$406.85	✓ Done Completed by Jesus Aispuro on 03/28/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6070	Looking for electrical wire for scoreboard	Nolan Sports Complex	<div style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Damage</div> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Electrical</div>	<div style="background-color: #007bff; color: white; padding: 2px; border-radius: 5px; display: inline-block;">T</div> Maintenance Team Hue Vang Jesus Aispuro Marco Aispuro		Total Time Costs \$461.44 Total Time 21h 0m 0s <div style="background-color: #e1ecf4; padding: 5px;">Total Costs \$461.44</div>	<div style="color: green;">✓</div> Done Completed by Jesus Aispuro on 03/29/2024
#6067	Build Scoreboard Mounts	Maintenance Shop	<div style="background-color: #dc3545; color: white; padding: 2px; border-radius: 5px; display: inline-block;">High</div> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Project</div>	Eric Danner Dommie		Total Time Costs \$168.76 Total Time 8h 21m 23s <div style="background-color: #e1ecf4; padding: 5px;">Total Costs \$168.76</div>	<div style="color: green;">✓</div> Done Completed by Eric Danner on 03/29/2024
#5846	Install slide water line	Nelson Pool Parent: Nelson Sports Complex	<div style="background-color: #ffc107; padding: 2px; border-radius: 5px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Project</div> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Maintenance</div>	Eric Danner Hue Vang Jesus Aispuro Marco Aispuro Paul Vang Robert Volk		Total Time Costs \$2,298.87 Total Time 101h 30m 0s <div style="background-color: #e1ecf4; padding: 5px;">Total Costs \$2,298.87</div>	<div style="color: green;">✓</div> Done Completed by Eric Danner on 03/29/2024
#6028	Repair bathroom lights	North Restrooms Parent: Riverbend Park	<div style="background-color: #dc3545; color: white; padding: 2px; border-radius: 5px; display: inline-block;">High</div> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Vandalism Repair</div>	<div style="background-color: #007bff; color: white; padding: 2px; border-radius: 5px; display: inline-block;">T</div> Maintenance Team Eric Danner		Total Time Costs \$22.66 Total Time 1h 0m 0s <div style="background-color: #e1ecf4; padding: 5px;">Total Costs \$22.66</div>	<div style="color: green;">✓</div> Done Completed by Eric Danner on 03/29/2024
#6081	shop door lock needs repair.	Feather River Recreation and Park District	<div style="background-color: #dc3545; color: white; padding: 2px; border-radius: 5px; display: inline-block;">High</div> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Damage</div> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Repair</div>	Paul Vang		Total Time Costs \$10.64 Total Time 39m 53s <div style="background-color: #e1ecf4; padding: 5px;">Total Costs \$10.64</div>	<div style="color: green;">✓</div> Done Completed by Paul Vang on 03/29/2024
#6072	Mow AC	Activity Center	<div style="background-color: #ffc107; padding: 2px; border-radius: 5px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Lawn care</div> <div style="border: 1px solid #007bff; border-radius: 5px; padding: 2px; display: inline-block;">Clean up</div>	Eric Danner Hue Vang Jesus Aispuro Marco Aispuro Paul Vang Dommie		Total Time Costs \$329.67 Total Time 16h 0m 0s <div style="background-color: #e1ecf4; padding: 5px;">Total Costs \$329.67</div>	<div style="color: green;">✓</div> Done Completed by Dommie on 03/29/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6085	Repair fence	Riverbend Park	<div style="background-color: #28a745; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Low</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Vandalism Repair</div>	Paul Vang		Total Time Costs \$12.00 Total Time 45m 0s Total Costs \$12.00	<div style="color: green;">✓ Done</div> Completed by Paul Vang on 03/29/2024
#6083	mow behind amphitheater	Amphitheatre <small>Parent: Riverbend Park</small>	<div style="background-color: #ffc107; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Weed Control</div>	Hue Vang Jesus Aispuro Paul Vang Dommie		Total Time Costs \$159.72 Total Time 8h 0m 0s Total Costs \$159.72	<div style="color: green;">✓ Done</div> Completed by Jesus Aispuro on 03/29/2024
#6096	Salmon pavilion rental	Maintenance Shop 2017 Ford F-250	<div style="background-color: #ffc107; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Rental</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Clean up</div>	Marco Aispuro Dommie		Total Time Costs \$48.99 Total Time 2h 39m 3s Total Costs \$48.99	<div style="color: green;">✓ Done</div> Completed by Dommie on 03/31/2024
#6095	Big bear rental	Maintenance Shop 2017 Ford F-250	<div style="background-color: #ffc107; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Rental</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Clean up</div>	Marco Aispuro Dommie		Total Time Costs \$52.09 Total Time 2h 58m 30s Total Costs \$52.09	<div style="color: green;">✓ Done</div> Completed by Dommie on 03/31/2024
#6038	Field Prep (Men's League) Shawnee & RD Davis Field	Nelson Sports Complex	<div style="background-color: #dc3545; color: white; padding: 2px; border-radius: 4px; display: inline-block;">High</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Field Prep</div>	T Maintenance Team Paul Vang	04/01/2024	Total Time Costs \$14.25 Total Time 53m 27s Total Costs \$14.25	<div style="color: green;">✓ Done</div> Completed by Paul Vang on 04/01/2024
#6120	Cheriff crew	Riverbend Park	<div style="background-color: #ffc107; color: white; padding: 2px; border-radius: 4px; display: inline-block;">Medium</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Project</div> <div style="border: 1px solid #007bff; padding: 2px; border-radius: 4px; display: inline-block; margin-top: 5px;">Sheriff Work Crew</div>	Marco Aispuro		Total Time Costs \$127.21 Total Time 6h 30m 0s Total Costs \$127.21	<div style="color: green;">✓ Done</div> Completed by Marco Aispuro on 04/01/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#5369	Infield maintenance Vorhees, Shawnee, Zollner, and RD Davis Field	Vorhees field Parent: Nelson Sports Complex	High Project Field Prep	T Maintenance Team joseph velasquez Eric Danner Hue Vang Jesus Aispuro Marco Aispuro Dommie Robert Volk		Total Time Costs \$3,889.74 Total Time 169h 15m 2s Total Costs \$3,889.74	✓ Done Completed by joseph velasquez on 04/02/2024
#6135	Cheriff crew	Maintenance Shop Bobcat T550	Medium Sheriff Work Crew	Marco Aispuro		Total Time Costs \$136.99 Total Time 7h 0m 0s Total Costs \$136.99	✓ Done Completed by Marco Aispuro on 04/02/2024
#6037	Field Prep (COED) Shawnee Field	Shawnee Field Parent: Nelson Sports Complex	High Field Prep	T Maintenance Team Eric Danner	04/02/2024		✓ Done Completed by Eric Danner on 04/02/2024
#6084	Pressure wash gazebos at Riverbend	Maintenance Shop 2012 Ram 1500 (Trash Truck)	Medium Rental	joseph velasquez Robert Volk Randy Schmidt		Total Time Costs \$80.00 Total Time 5h 0m 0s Total Costs \$80.00	✓ Done Completed by joseph velasquez on 04/02/2024
#6098	Shopping carts	Maintenance Shop 2017 Ford F-250	Low Shopping cart return	joseph velasquez Marco Aispuro Dommie		Total Time Costs \$37.08 Total Time 2h 0m 0s Total Costs \$37.08	✓ Done Completed by joseph velasquez on 04/02/2024
#6138	Check sprinkler and fix broken sprinkler riverbend soccer field	Riverbend Park	Irrigation Repair	Hue Vang		Total Time Costs \$133.90 Total Time 5h 0m 0s Total Costs \$133.90	✓ Done Completed by Hue Vang on 04/02/2024
#6132	Figure out new lock system for men's	Nolan Sports Complex	High	T Maintenance Team		Total Time Costs \$22.66	✓ Done

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
	bathroom at Nolan Sports Complex		Repair	Eric Danner		Total Time 1h 0m 0s Total Costs \$22.66	Completed by Eric Danner on 04/03/2024
#6099	Replace downspout	Maintenance Shop 2012 Ram 1500 (assigned to Dom)	Medium Damage Repair	joseph velasquez Marco Aispuro Dommie		Total Time Costs \$55.62 Total Time 3h 0m 0s Total Costs \$55.62	✓ Done Completed by joseph velasquez on 04/03/2024
#6122	Soccer fields	Maintenance Shop 2012 Ram 1500 (assigned to Dom)	Medium Project Field Prep Lawn care	joseph velasquez Jesus Aispuro Dommie		Total Time Costs \$296.64 Total Time 16h 0m 0s Total Costs \$296.64	✓ Done Completed by joseph velasquez on 04/03/2024
#5763	Dog park well testing.	Dog Park Parent: Riverbend Park	High Safety	T Maintenance Team joseph velasquez	04/01/2024	Total Time Costs \$59.24 Total Time 1h 45m 0s Total Costs \$59.24	✓ Done Completed by joseph velasquez on 04/03/2024
#5994	Paint I-beams	Maintenance Shop	Medium Project Request	Dommie Randy Schmidt		Total Time Costs \$327.90 Total Time 18h 44m 12s Total Costs \$327.90	✓ Done Completed by Dommie on 04/04/2024
#6168	Cheriff crew	Riverbend Park	Medium Sheriff Work Crew	Marco Aispuro		Total Time Costs \$146.78 Total Time 7h 30m 0s Total Costs \$146.78	✓ Done Completed by Marco Aispuro on 04/05/2024
#6205	Repair water leak at vorhee field	Vorhees field Parent: Nelson Sports Complex	High Irrigation	Hue Vang Paul Vang		Total Time Costs \$106.95 Total Time 5h 0m 0s	✓ Done Completed by Hue Vang on 04/08/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
			Repair			Total Costs \$106.95	
#6124	Field Prep(Men's League) Shawnee & RD Davis Field	Nelson Sports Complex	High Field Prep	T Maintenance Team Hue Vang Paul Vang	04/08/2024	Total Time Costs \$57.29 Total Time 2h 34m 11s Total Costs \$57.29	✓ Done Completed by Hue Vang on 04/08/2024
#6125	Install Scoreboard mounts on Shawnee and Zollner Fields	Nelson Sports Complex	High Project	joseph velasquez Eric Danner Hue Vang Jesus Aispuro Marco Aispuro Paul Vang		Total Time Costs \$1,460.12 Total Time 64h 0m 0s Total Costs \$1,460.12	✓ Done Completed by joseph velasquez on 04/08/2024
#6210	Light repairs at Nolan Complex	Nolan Sports Complex	High Electrical	joseph velasquez Randy Schmidt	04/08/2024	Total Time Costs \$350.96 Total Time 13h 0m 0s Total Costs \$350.96	✓ Done Completed by joseph velasquez on 04/08/2024
#6173	Disinfect well at Dog Park	Dog Park	High Maintenance	Eric Danner Jesus Aispuro		Total Time Costs \$94.25 Total Time 4h 30m 0s Total Costs \$94.25	✓ Done Completed by Eric Danner on 04/09/2024
#6071	Graffiti removal at Nelson Sports Complex and Riverbend	Maintenance Shop 2012 Ram 1500 (Trash Truck)	Medium Graffiti Removal	Robert Volk Randy Schmidt		Total Time Costs \$64.00 Total Time 4h 0m 0s Total Costs \$64.00	✓ Done Completed by Robert Volk on 04/09/2024
#6140	Field Prep (COED) Shawnee Field	Shawnee Field Parent: Nelson Sports Complex	High Field Prep	T Maintenance Team Eric Danner	04/09/2024	Total Time Costs \$22.66 Total Time 1h 0m 0s Total Costs \$22.66	✓ Done Completed by Eric Danner on 04/09/2024
#6223	Spray infields at Nelson	Nelson Sports Complex	High	T Maintenance Team Marco Aispuro		Total Time Costs \$82.17 Total Time 4h 11m 56s	✓ Done Completed by Marco Aispuro on 04/10/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
			Weed Control			Total Costs \$82.17	
#6237	Prune trees at MLK	Martin Luther King Jr Park	High Maintenance	joseph velasquez		Total Time Costs \$101.55 Total Time 3h 0m 0s Total Costs \$101.55	✓ Done Completed by joseph velasquez on 04/10/2024
#6161	Fertilize all the parks lawn areas	Maintenance Shop John Deere Gator	Low Lawn care	T Maintenance Team joseph velasquez Jesus Aispuro Robert Volk		Total Time Costs \$107.65 Total Time 5h 30m 3s Total Costs \$107.65	✓ Done Completed by joseph velasquez on 04/11/2024
#6246	Paint Parking lot Lines at MLK	Martin Luther King Jr Park	High Maintenance	joseph velasquez Eric Danner Hue Vang Jesus Aispuro Dommie Randy Schmidt		Total Time Costs \$1,192.53 Total Time 54h 0m 0s Total Costs \$1,192.53	✓ Done Completed by Eric Danner on 04/12/2024
#6250	Sink Faucet at MLK is miss the top need new one	Martin Luther King Jr Park	Damage	Hue Vang Jesus Aispuro		Total Time Costs \$19.57 Total Time 1h 0m 0s Total Costs \$19.57	✓ Done Completed by Jesus Aispuro on 04/15/2024
#5814	Fix trip hazard at MLK park	Martin Luther King Jr Park	High Safety	T Maintenance Team Marco Aispuro Paul Vang		Total Time Costs \$44.19 Total Time 2h 16m 10s Total Costs \$44.19	✓ Done Completed by Marco Aispuro on 04/15/2024
#6288	Blow tennis courts before high school tournaments	Bedrock Tennis Court	High Leaf Removal	T Maintenance Team Jesus Aispuro Marco Aispuro	04/16/2024	Total Time Costs \$58.71 Total Time 3h 0m 0s Total Costs \$58.71	✓ Done Completed by Jesus Aispuro on 04/15/2024

ID	TITLE	LOCATION & ASSET	CATEGORIES	ASSIGNEES	DUE	TIME & COST	STATUS
#6248	Water leak by the drinking fountain at MLK park need to be fix	Martin Luther King Jr Park	Damage	Hue Vang Dommie		Total Time Costs \$132.87 Total Time 6h 0m 0s Total Costs \$132.87	✓ Done Completed by Dommie on 04/15/2024
#6291	New grill	Maintenance Shop 2017 Ford F-250	Medium Project Maintenance	Hue Vang Dommie		Total Time Costs \$88.58 Total Time 4h 0m 0s Total Costs \$88.58	✓ Done Completed by Dommie on 04/15/2024
#6209	Field Prep(Men's League) Shawnee & RD Davis Field	Nelson Sports Complex	High Field Prep	T Maintenance Team Hue Vang Dommie	04/15/2024	Total Time Costs \$88.58 Total Time 4h 0m 0s Total Costs \$88.58	✓ Done Completed by Dommie on 04/15/2024
#6249	Electric sprinkler valve slow leak need to replace at MLK park I believe station #6 valve leaking	Martin Luther King Jr Park	Damage Irrigation Repair	Hue Vang Jesus Aispuro Marco Aispuro		Total Part Costs \$140.00 Total Time Costs \$65.23 Total Time 3h 20m 0s Total Costs \$205.23	✓ Done Completed by Marco Aispuro on 04/16/2024



DATE: MAR 22, 2024

TO: FRRPD Board of Directors

FROM: Kendyle Lowe, Executive Administrator

RE: NELSON SPORTS COMPLEX USE OF FACILITY AS A VIEWING AREA

SUMMARY

The Chamber of Commerce has expressed interest in hosting this year's Fourth of July fireworks display at the North Forebay.

BACKGROUND

As Nelson Sports Complex is adjacent to the Forebay, it was discussed that the sports complex would be a great viewing area for the community. Nelson Sports Complex was utilized as a community viewing area in 2018 and 2019. Please see the attached 2019 event map.

The event could be as quaint or as large as we would like, providing families with an area to sit with their picnic blanket, or hosting vendors and food trucks.

BUDGET IMPACT

Holiday Pay of 1.5x would be required for all non-exempt full-time employees and regular pay for all part-time, temporary, and seasonal employees needed to work. Staff would be needed to assist with parking and vendors.

In collaboration with the Chamber of Commerce, the potential fees would be for live entertainment and equipment needed. Vendors and Food trucks would potentially pay a fee to be an event vendor.

RECOMMENDATION

If the Chamber of Commerce decides to move forward with hosting the fireworks display at the North Forebay, I recommend that we at least allow the community to utilize Nelson Sports Complex as a viewing area.





STAFF REPORT

M1

DATE: MAR 22, 2024

TO: FRRPD Board of Directors

FROM: Brian Wilson, Interim General Manager

RE: Built in BBQ/Grills at Riverbend Park

SUMMARY

Ongoing challenges with unapproved use of BBQ/Grills in the gazebo/picnic areas.

BACKGROUND

Built in BBQ/grills are installed at reservable picnic areas in Riverbend Park. Grills are often used outside of normal park hours and outside of intended use, as warming/drying fires with wood collected from within the park.

In addition to concerns of ember drift during windy conditions, staff often arrive to find partially burnt limbs, coal, and ash spread out in the picnic areas.

The result has been an increase in staff time needed to clean these areas for community members with reservations. Staff would like to discuss possible options to minimize undesired use of BBQ/grills within the parks.

OPTIONS

- No change – continue as is
- Posted approved fuels – Charcoal only - NO wood fires
- Require permits for use of grills
- Install locking grill covers
- Permanent Removal of BBQ/Grills
- Other

BUDGETARY IMPACT

Unknown at this time