

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

DISTRICT BOARD MEETING

Regular Board Meeting
September 19, 2018

Location: FRRPD Conference Room

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

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate in the meeting, please contact the District Administrative Office at (530)533-2011 at least 48 hours in advance of the meeting.

1. CALL MEETING TO ORDER Time: _____

2. ROLL CALL
Director Marcia Carter _____
Director Scott Kent Fowler _____
Director Steven Rocchi _____
Vice Chairperson Emberland _____
Chairperson Victoria Smith _____

3. PLEDGE OF ALLEGIANCE

4. ADJOURNMENT TO CLOSED SESSION
None

5. ANNOUNCEMENTS FROM CLOSED SESSION
None

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

7. ACKNOWLEDGEMENTS

8. CONSENT AGENDA

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

None

9. ITEMS PULLED FROM THE CONSENT AGENDA

None

10. NON-ACTION ITEMS

A. Financials – Committee update (Appendix A)

B. Presentation by Pacific States Marine Fisheries Commission (Appendix B)

11. ACTION ITEMS (Require vote)

A. RESOLUTION NO. 1392-18: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF PUBLIC USE IMPACT FEE FUNDS TO THE GENERAL FUND IN THE AMOUNT OF \$4,419 FOR APPROVED BERRY CREEK BATHROOM PROJECT. (Appendix C)

Requested Action: Adopt Resolution

VOTE

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

B. RESOLUTION NO. 1393-18: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF THE BERRY CREEK BATHROOM PROJECT. (Appendix D)

Requested Action: Adopt Resolution

VOTE

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

C. Review Riverbend Park update and change order requests. (Appendix E)

Requested Action: Approve requests

VOTE

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

D. Review Chair Smith’s request to reconsider the decision regarding purchase of properties surrounding the Activity Center. (Appendix F)

Requested Action: Give direction to staff

VOTE

Director Marcia Carter	_____
Director Scott Kent Fowler	_____
Director Steven Rocchi	_____
Vice Chairperson Emberland	_____
Chairperson Victoria Smith	_____

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

The following committees met: None

13. CORRESPONDENCE

A. Letter from the Rotary about 4th of July Fireworks at the North Forebay (Appendix H)

14. UNFINISHED BUSINESS

15. BOARD ITEMS FOR UPCOMING AGENDAS

A. Six month General Manager Review.

16. ADJOURNMENT

Time: _____

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses										MONTHLY ACTUAL VS. MONTHLY BUDGET										
Business Manager Staff Report										Annual Budget divided by "X" amount of months										
PAYROLL USE										19%										
Aug-18										Aug-18										
YTD										YTD										
Annual										17%										
Over										100%										
YTD BUDGET										MONTHLY										
17%										YTD										
% used										100%										
STAFF COMMENTS MONTHLY TRANSACTIONS										MONTHS										
ACTUAL YTD										YTD										
Aug-18										Aug-18										
TOTAL										2										
Over										Over										
(Under)										(Under)										
% used										% used										
STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS										STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS										
Ordinary Income/Expense																				
Income																				
4100 - Tax Revenue										0	1,600,000	(1,600,000)	0%	0	266,667	(266,667)	0%	Tax payments received in December and April		
4150 - Tax Revenue (BAD)										0	280,329	(280,329)	0%	0	46,722	(46,722)	0%			
- Program Income																				
4350 - Discounts & Credits										(390)	(413)	(803)	(12,550)	11,747	6%	(803)	(2,092)	1,289	38%	
4300 - Program Income										104,824	63,833	168,657	1,015,000	(846,343)	17%	168,657	169,167	(510)	100%	Aug 18: Classes \$6.5k, Camp \$14k, Preschool \$23.5k, Gymnastics \$11.8k, Aquatics \$7.4k
Total - Program Income										104,434	63,420	167,854	1,002,450	(834,596)	17%	167,854	167,075	779	100%	
4400 - Donation & Fundraising Income										205		205	9,000	(8,795)	2%	205	1,500	(1,295)	14%	
4500 - Grant/Reimbursed Expense Income											1,489	1,489	43,500	(42,011)	3%	1,489	7,250	(5,761)	21%	Aug18: OGBC contribution toward Gym staff conference, offset total expense \$3.5k
4600 - Other Income											30	30	500	(470)	6%	30	83	(53)	36%	
4900 - Interest Income												0	8,000	(8,000)	0%	0	1,333	(1,333)	0%	
4905 - Interest Income - BAD												0	875	(875)	0%	0	146	(146)	0%	
Total Income										104,639	64,939	169,578	2,944,654	(2,775,076)	6%	169,578	490,776	(321,198)	35%	
Gross Profit										104,639	64,939	169,578	2,944,654	(2,775,076)	6%	169,578	490,776	(321,198)	35%	
Expense																				
- Payroll Expenses																				
5010 - Wages & Salaries										112,987	163,946	276,933	1,409,284	(1,132,351)	20%	276,933	234,881	42,052	102%	Aug18: 3 payrolls
5020 - Employer Taxes										11,620	15,743	27,363	152,320	(124,957)	18%	27,363	25,387	1,976	93%	
5030 - Employee Benefits										12,945	14,491	27,436	165,979	(138,543)	17%	27,436	27,663	(227)	86%	
5040 - Workers Comp										4,751	6,883	11,634	61,909	(50,275)	19%	11,634	10,318	1,316	98%	
5060 Labor/Benefits CIP Projects												0	0	0		0	0	0		
5060 Labor OT Riverbend FEMA												0	0	0		0	0	0		
Total - Payroll Expenses										142,303	201,063	343,366	1,789,492	(1,446,126)	19%	343,366	298,249	45,117	100%	On-target, good budget ratio
5031 GASB 68 Benefit Expense										34,630		34,630	36,762	(2,132)	94%	34,630	6,127	28,503	565%	Paid annual expense in full
5100 - Advertising & Promotion										117	2,424	2,541	10,000	(7,459)	25%	2,541	1,667	874	152%	Aug18: \$2.3k Activity Guide
5120 - Bank Fees										885	800	1,685	13,000	(11,315)	13%	1,685	2,167	(482)	78%	
5130 - Charitable Contributions												0	2,500	(2,500)	0%	0	417	(417)	0%	
5140 - Copying & Printing										860	860	1,720	12,000	(10,280)	14%	1,720	2,000	(280)	86%	
5155 - Employment New Hire Screen										93	544	637	3,100	(2,463)	21%	637	517	120	123%	Aug18: DOJ expense seasonal employees
5160 - Dues, Mbrshps, Publications, Subscrip										232	147	379	14,000	(13,621)	3%	379	2,333	(1,954)	16%	
5170 - Education & Development										2,904	210	3,114	15,000	(11,886)	21%	3,114	2,500	614	125%	Jul18: Board clerk training \$525, HR/Supervisor Special District Gym Sup \$300, Playground Inspector Cert Park Sup \$790, 9 staff to gymnastics conference \$1325
5175 - Equipment Rental										3,398	75	3,473	5,600	(2,127)	62%	3,473	933	2,540	372%	
- Equipment, Tools & Furn (<\$5k)																				
5182 - Operating ET&F										27		27	2,500	(2,473)	1%	27	417	(390)	6%	
5184 - Program ET&F											3,814	3,814	15,450	(11,636)	25%	3,814	2,575	1,239	148%	Aug18: 1 of 2 new Trampolines \$3.8k (2nd tramp over \$5k see fixed assets)
5186 - Site/Shop ET&F										638	360	998	13,500	(12,502)	7%	998	2,250	(1,252)	44%	
5187 - Computers & Technology ET&F										1,828	451	2,279	20,000	(17,721)	11%	2,279	3,333	(1,054)	68%	Jul18: new laptop Gym Sup \$700, Backup server to cloud, vga adapter, office suite, speakers, misc IT hard/software \$1.3k
Total - Equipment, Tools & Furn (<\$5k)										2,493	4,625	7,118	51,450	(44,332)	14%	7,118	8,575	(1,457)	83%	
5200 - Insurance										53,088		53,088	52,500	588	101%	53,088	8,750	44,338	607%	Paid annual expense in full
5210 - Interest Expense - Operating										140	137	277	3,600	(3,323)		277	600	(323)		
5225 - Postage & Delivery											110	110	3,200	(3,090)	3%	110	533	(423)	21%	
- Professional & Outside Svcs																				
5232 - Accounting											680	680	32,000	(31,320)	2%	680	5,333	(4,653)	13%	
5233 - Bands/Recreation										600	100	700	1,900	(1,200)	37%	700	317	383	221%	

Feather River Recreation & Park District
Balance Sheet
As of August 31, 2018

8:49 AM
09/14/2018
Accrual Basis

	Aug 31, 18	Aug 31, 17	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 · Treasury Cash				
1010.1 · Treasury Cash - General	495,286.54	282,754.22	212,532.32	75.17%
1010.2 · Treasury Cash - Reserve	373,594.00	383,594.00	-10,000.00	-2.61%
Total 1010 · Treasury Cash	868,880.54	666,348.22	202,532.32	30.39%
1020 · Imprest Cash	1,000.00	941.83	58.17	6.18%
1030 · BofW - Merchant Acct.	125,929.14	112,814.23	13,114.91	11.63%
1031 · BofW Project RIVERBEND	1,235,567.81	2,496,416.46	-1,260,848.65	-50.51%
1040 · Fund 2610 - BAD	42,695.91	24,168.02	18,527.89	76.66%
1050 · Impact Fees				
1051 · Impact - Parklands	212,553.49	167,040.13	45,513.36	27.25%
1052 · Impact - Public Use	7,540.21	52,990.50	-45,450.29	-85.77%
1053 · Impact - Aquatics	32,996.24	27,163.20	5,833.04	21.47%
Total 1050 · Impact Fees	253,089.94	247,193.83	5,896.11	2.39%
Total Checking/Savings	2,527,163.34	3,547,882.59	-1,020,719.25	-28.77%
Accounts Receivable				
1210 · Accounts Receivable	37,464.37	24,333.44	13,130.93	53.96%
Total Accounts Receivable	37,464.37	24,333.44	13,130.93	53.96%
Other Current Assets				
1302 · FEMA Riverbend Claim A/R	226,347.00	159,870.90	66,476.10	41.58%
1310 · Miscellaneous Receivables	0.00	365.00	-365.00	-100.0%
1316 · Prepaid Expenses/Debt Interest	9,394.84	10,013.74	-618.90	-6.18%
1320 · Umpqua Bank Project Fund	188,856.12	241,800.00	-52,943.88	-21.9%
Total Other Current Assets	424,597.96	412,049.64	12,548.32	3.05%
Total Current Assets	2,989,225.67	3,984,265.67	-995,040.00	-24.97%
Fixed Assets				
1410 · Land	627,494.00	627,494.00	0.00	0.0%
1420 · Buildings & Improvements	10,345,308.43	10,190,771.88	154,536.55	1.52%
1430 · Equipment & Vehicles	834,044.09	663,054.79	170,989.30	25.79%
1440 · Construction in Progress				
1443 · CIP Riverbend Restoration RB99	2,208,801.61	0.00	2,208,801.61	100.0%
1446 · CIP Act Center Improvement AC99	0.00	105,438.90	-105,438.90	-100.0%
1447 · CIP Berry Creek Bathroom BC99	0.00	6,129.11	-6,129.11	-100.0%
Total 1440 · Construction in Progress	2,208,801.61	111,568.01	2,097,233.60	1,879.78%
1499 · Accumulated Depreciation	-4,283,320.47	-3,872,382.85	-410,937.62	-10.61%
Total Fixed Assets	9,732,327.66	7,720,505.83	2,011,821.83	26.06%
Other Assets				
1550 · GASB 68 CalPERS Valuation				
1551 · GASB68 Deferred Outflow Pension	124,015.00	124,015.00	0.00	0.0%
Total 1550 · GASB 68 CalPERS Valuation	124,015.00	124,015.00	0.00	0.0%
Total Other Assets	124,015.00	124,015.00	0.00	0.0%
TOTAL ASSETS	12,845,568.33	11,828,786.50	1,016,781.83	8.6%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	621,361.47	28,113.38	593,248.09	2,110.2%
Total Accounts Payable	621,361.47	28,113.38	593,248.09	2,110.2%

	Aug 31, 18	Aug 31, 17	\$ Change	% Change
Credit Cards				
2300 - Credit Cards Payable				
2335 - BofW CC 2122 GM	0.00	140.14	-140.14	-100.0%
2337 - BoW CC 4607 Preschool	1,091.11	877.80	213.31	24.3%
2338 - BoW CC 6280 Maintenance	889.13	0.00	889.13	100.0%
2339 - BoW CC 9561 General	46.89	373.24	-326.35	-87.44%
Total 2300 - Credit Cards Payable	2,027.13	1,391.18	635.95	45.71%
2350 - Supplier Accounts				
2351 - Better Deal Exchange	151.58	0.00	151.58	100.0%
2352 - Staples	336.82	0.00	336.82	100.0%
2353 - Walmart	270.18	169.02	101.16	59.85%
2354 - Home Depot	176.33	0.00	176.33	100.0%
2357 - Tractor Supply	0.00	-14.84	14.84	100.0%
Total 2350 - Supplier Accounts	934.91	154.18	780.73	506.38%
Total Credit Cards	2,962.04	1,545.36	1,416.68	91.67%
Other Current Liabilities				
2100 - Payroll Liabilities				
2120 - Payroll Taxes payable	13,883.58	0.00	13,883.58	100.0%
2130 - Garnishments Payable	158.95	0.00	158.95	100.0%
2160 - Workers Comp Payable	-48,650.40	-27,291.26	-21,359.14	-78.26%
2170 - Retirement Payable	3,559.16	4.29	3,554.87	82,864.1%
2180 - Health Insurance Payable	9,778.94	0.00	9,778.94	100.0%
2185 - Dental Insurance Payable	1,071.87	0.00	1,071.87	100.0%
2186 - Life Insurance Payable	64.40	0.00	64.40	100.0%
2187 - Aflac Payable	744.18	0.00	744.18	100.0%
2199 - Accrued Leave Payable	24,201.12	32,234.16	-8,033.04	-24.92%
Total 2100 - Payroll Liabilities	4,811.80	4,947.19	-135.39	-2.74%
2200 - Sales Tax Payable	3.92	197.53	-193.61	-98.02%
2210 - Accrued Debt Interest	0.02	0.00	0.02	100.0%
2400 - Deposits/Refunds to Customers	0.00	-194.00	194.00	100.0%
2410 - Gift Certificate Liability	0.00	185.00	-185.00	-100.0%
Total Other Current Liabilities	4,815.74	5,135.72	-319.98	-6.23%
Total Current Liabilities	629,139.25	34,794.46	594,344.79	1,708.16%
Long Term Liabilities				
2954 - Ford Motor Vehicle Loan	28,667.33	0.00	28,667.33	100.0%
2955 - Umpqua Bank Tax Exempt Bond A	3,196,955.00	3,396,316.00	-199,361.00	-5.87%
2960 - Umpqua Bank Taxable Bond B	158,000.00	183,000.00	-25,000.00	-13.66%
2975 - GASB 68 CalPERS Liab Valuation				
2976 - GASB 68 Deferred Inflow Pensior	85,013.00	85,013.00	0.00	0.0%
2977 - GASB 68 Net Penison Liability	709,041.00	709,041.00	0.00	0.0%
Total 2975 - GASB 68 CalPERS Liab Valua	794,054.00	794,054.00	0.00	0.0%
Total Long Term Liabilities	4,177,676.33	4,373,370.00	-195,693.67	-4.48%
Total Liabilities	4,806,815.58	4,408,164.46	398,651.12	9.04%
Equity				
3010 - Imprest Cash Reserve	1,000.00	1,000.00	0.00	0.0%
3020 - General Reserve	20,000.00	20,000.00	0.00	0.0%
3030 - Investment in Assets	5,022,758.82	5,022,758.82	0.00	0.0%
3040 - General Fund Balance	-23,687.34	-23,687.34	0.00	0.0%
3050 - Benefit Assessment District	24,168.02	24,168.02	0.00	0.0%
3060 - Impact Fees (general)	243,785.83	243,785.83	0.00	0.0%
3099 - Undistributed Retained Earnings	3,211,074.03	0.00	3,211,074.03	100.0%

Feather River Recreation & Park District
Balance Sheet
As of August 31, 2018

8:49 AM
09/14/2018
Accrual Basis

A6

	Aug 31, 18	Aug 31, 17	\$ Change	% Change
Net Income	-460,346.61	2,132,596.71	-2,592,943.32	-121.59%
Total Equity	8,038,752.75	7,420,622.04	618,130.71	8.33%
TOTAL LIABILITIES & EQUITY	12,845,568.33	11,828,786.50	1,016,781.83	8.6%

Feather River Recreation & Park District
 Detail Fixed Asset & Bonds
 As of August 31, 2018

9:19 AM
 09/14/2018
 Accrual Basis

A7

	Date	Source Name	Memo	Amount	Balance
1031 - BofW Project RIVERBEND					1,506,045.15
	08/02/2018	Melton Design Group		-21,652.07	1,484,393.08
	08/02/2018	Barnickol Pumps, Inc	RIVERBEND TEST PUMP	-3,000.00	1,481,393.08
	08/02/2018	D's Great American Pump Company	10% PYMNT RIVERBEND WELL REPLACE	-3,072.00	1,478,321.08
	08/16/2018	Franklin Construction, Inc	RB PHASE 1 CONSTRUCTION	-196,505.64	1,281,815.44
	08/16/2018	Hylton Security, Inc.	RB SECURITY	-7,440.00	1,274,375.44
	08/16/2018	Melton Design Group	RBEND PHASE 2 ADDED TO PHASE 1	-3,919.50	1,270,455.94
	08/16/2018	Rental Guys, Inc.	RENTAL GENERATOR	-2,541.26	1,267,914.68
	08/30/2018	D's Great American Pump Company	RIVERBEND WELL REPLACE	-32,346.87	1,235,567.81
Total 1031 - BofW Project RIVERBEND				-270,477.34	1,235,567.81
1302 - FEMA Riverbend Claim A/R					226,347.00
Total 1302 - FEMA Riverbend Claim A/R					226,347.00
1320 - Umpqua Bank Project Fund					188,856.12
Total 1320 - Umpqua Bank Project Fund					188,856.12
1410 - Land					627,494.00
Total 1410 - Land					627,494.00
1420 - Buildings & Improvements					10,314,889.08
	08/01/2018		FIXED ASSET COMPLETE #181901 BERRY CREEK BATHROOM	30,419.35	10,345,308.43
Total 1420 - Buildings & Improvements				30,419.35	10,345,308.43
1430 - Equipment & Vehicles					826,723.21
	08/01/2018	D & G Sports Inc.	DAVE ROSS BED/FRAME ELITE TRAMPOLINE 7X14	7,320.88	834,044.09
Total 1430 - Equipment & Vehicles				7,320.88	834,044.09
1440 - Construction in Progress					1,656,159.42
1443 - CIP Riverbend Restoration RB99					1,625,740.07
	08/16/2018	City of Oroville	CITY PERMIT ELECTRIC, GREEN BUILDING FEES	385.80	1,626,125.87
	08/16/2018	D's Great American Pump Company	REPAIR DOG PARK PUMP	250.00	1,626,375.87
	08/22/2018	D's Great American Pump Company	RIVERBEND WELL 40HP VAR SPEED CONTROLLER 3PH 40HP, FLOMATIC	35,168.87	1,661,544.74
	08/22/2018	D's Great American Pump Company	LESS DEPOSIT PAID 8/2/18 CK 5050	-3,072.00	1,658,472.74
	08/31/2018	Franklin Construction, Inc	MOBLIZATION, EROSION CONTROL, DEMO	38,700.05	1,697,172.79
	08/31/2018	Franklin Construction, Inc	STORM DRAIN CLEANING AND BACKFILL OVERLOOK REPLACEMENT W/RAILINGS	4,500.00	1,701,672.79
	08/31/2018	Franklin Construction, Inc	PONDS	49,000.00	1,750,672.79
	08/31/2018	Franklin Construction, Inc	CLASS 2 AB PARKING AND ROAD	19,500.00	1,770,172.79
	08/31/2018	Franklin Construction, Inc	SAND PLAY AREA REPAIR, DISC GOLF COURSE	58,150.00	1,828,322.79
	08/31/2018	Franklin Construction, Inc	REPAIRS, REPLACE SHADE STRUCTURE ROOF TOP SOIL	8,500.00	1,836,822.79
	08/31/2018	Franklin Construction, Inc	SOC FIELD FINE GRADING	6,000.00	1,842,822.79
	08/31/2018	Franklin Construction, Inc	DECOMPOSED GRANITE	29,169.50	1,871,992.29
	08/31/2018	Franklin Construction, Inc	SHRUBS, 285 15 GALLON TREES	15,741.00	1,887,733.29
	08/31/2018	Franklin Construction, Inc	SOC FIELD TURF SOD	224,000.00	2,111,733.29
	08/31/2018	Franklin Construction, Inc	ELECTRICAL: INSTALL EQUIPMENT/CONNECTIONS,		
	08/31/2018	Franklin Construction, Inc	RACEWAYS/BOXES, CONDUCTORS	56,000.00	2,167,733.29
	08/31/2018	Franklin Construction, Inc	COBBLE GROUND COVER	-2,500.00	2,165,233.29
	08/31/2018	Franklin Construction, Inc	CLEANING SIDEWALKS/PARKING LOTS	4,600.00	2,169,833.29
	08/31/2018	Franklin Construction, Inc	CHANGE ORDER DEDUCT NO RAILING AT POND OVERLOOKS	-20,000.00	2,149,833.29

Feather River Recreation & Park District
 Detail Fixed Asset & Bonds
 As of August 31, 2018

9:19 AM
 09/14/2018
 Accrual Basis

Date	Source Name	Memo	Amount	Balance
08/31/2018	Franklin Construction, Inc	CHANGE ORDER REPLACE MAIN SWITCH BOARD	54,000.00	2,203,833.29
08/31/2018	Franklin Construction, Inc	CHANGE ORDER ELECTRICAL VANDALISM REPAIRS	35,268.00	2,239,101.29
08/31/2018	Franklin Construction, Inc	CHANGE ORDER REVISE TREE LAYOUT	6,790.00	2,245,891.29
08/31/2018	Franklin Construction, Inc	CHANGE ORDER DELETE 8 INCH MAIN AT MAIN ENTRANCE	-8,125.00	2,237,766.29
08/31/2018	Franklin Construction, Inc	LESS 5% RETENTION	-28,964.68	2,208,801.61
Total 1443 - CIP Riverbend Restoration RB99			583,061.54	2,208,801.61
1447 - CIP Berry Creek Bathroom BC99				30,419.35
08/01/2018		FIXED ASSET COMPLETE #181901 BERRY CREEK BATHROOM	-30,419.35	0.00
Total 1447 - CIP Berry Creek Bathroom BC99			-30,419.35	0.00
Total 1440 - Construction in Progress			552,642.19	2,208,801.61
2955 - Umpqua Bank Tax Exempt Bond A				-3,248,015.00
08/01/2018	Bank of New York Mellon	2015A PRINCIPAL PAYMENT	51,060.00	-3,196,955.00
Total 2955 - Umpqua Bank Tax Exempt Bond A			51,060.00	-3,196,955.00
2960 - Umpqua Bank Taxable Bond B				-165,000.00
08/01/2018	Bank of New York Mellon	2015B PRINCIPAL PAYMENT	7,000.00	-158,000.00
Total 2960 - Umpqua Bank Taxable Bond B			7,000.00	-158,000.00

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses							5	MONTHLY ACTUAL VS. MONTHLY BUDGET			
Income Statement		PAYROLL USE		Payroll %		19%	Annual Budget divided by "X" amount of months				
NOT FINAL: SUBJECT TO CHANGE: Not reconciled. Waiting on county report, processing late invoices.											
Aug-18		YTD	YTD	YTD	YTD BUDGET		Aug-18	Aug-18	MONTHLY	YTD	
		Jul-18	Aug-18	TOTAL	Annual Budget	Over (Under)	17%	ACTUAL YTD	BUDGET	Over (Under)	100%
				TOTAL		% used		TOTAL	2 MONTHS	(Under)	% used
Ordinary Income/Expense											
Income											
	4100 - Tax Revenue			0	1,600,000	(1,600,000)	0%	0	266,667	(266,667)	0%
	4150 - Tax Revenue (BAD)			0	280,329	(280,329)	0%	0	46,722	(46,722)	0%
- Program Income											
	4350 - Discounts & Cr	(390)	(413)	(803)	(12,550)	11,747	6%	(803)	(2,092)	1,289	38%
	4300 - Program Income	104,824	63,833	168,657	1,015,000	(846,343)	17%	168,657	169,167	(510)	100%
	Total - Program Income	104,434	63,420	167,854	1,002,450	(834,596)	17%	167,854	167,075	779	100%
	4400 - Donation & Fundra	205		205	9,000	(8,795)	2%	205	1,500	(1,295)	14%
	4500 - Grant/Reimbursed Expense Income	1,489		1,489	43,500	(42,011)	3%	1,489	7,250	(5,761)	21%
	4600 - Other Income		30	30	500	(470)	6%	30	83	(53)	36%
	4900 - Interest Income			0	8,000	(8,000)	0%	0	1,333	(1,333)	0%
	4905 - Interest Income - BAD			0	875	(875)	0%	0	146	(146)	0%
	Total Income	104,639	64,939	169,578	2,944,654	(2,775,076)	6%	169,578	490,776	(321,198)	35%
Gross Profit											
		104,639	64,939	169,578	2,944,654	(2,775,076)	6%	169,578	490,776	(321,198)	35%
Expense											
- Payroll Expenses											
	5010 - Wages & Salarie	112,987	163,946	276,933	1,409,284	(1,132,351)	20%	276,933	234,881	42,052	102%
	5020 - Employer Taxes	11,620	15,743	27,363	152,320	(124,957)	18%	27,363	25,387	1,976	93%
	5030 - Employee Bene	12,945	14,491	27,436	165,979	(138,543)	17%	27,436	27,663	(227)	86%
	5040 - Workers Comp	4,751	6,883	11,634	61,909	(50,275)	19%	11,634	10,318	1,316	98%
	5060 Labor/Benefits CIP Projects			0	0	0		0	0	0	
	5060 Labor OT Riverbend FEMA			0	0	0		0	0	0	
	Total - Payroll Expenses	142,303	201,063	343,366	1,789,492	(1,446,126)	19%	343,366	298,249	45,117	100%
	5031 GASB 68 Benefit Exp	34,630		34,630	36,762	(2,132)	94%	34,630	6,127	28,503	565%
	5100 - Advertising & Prom	117	2,424	2,541	10,000	(7,459)	25%	2,541	1,667	874	152%
	5120 - Bank Fees	885		885	13,000	(12,115)	7%	885	2,167	(1,282)	41%
	5130 - Charitable Contributions			0	2,500	(2,500)	0%	0	417	(417)	0%
	5140 - Copying & Printing	860	860	1,720	12,000	(10,280)	14%	1,720	2,000	(280)	86%
	5155 - Employment New H	93	544	637	3,100	(2,463)	21%	637	517	120	123%
	5160 - Dues, Mbrshps, Pu	232	147	379	14,000	(13,621)	3%	379	2,333	(1,954)	16%
	5170 - Education & Devel	2,904	210	3,114	15,000	(11,886)	21%	3,114	2,500	614	125%
	5175 - Equipment Rental	3,398	75	3,473	5,600	(2,127)	62%	3,473	933	2,540	372%
- Equipment, Tools & Furn (<\$5k)											
	5182 - Operating ET&F	27		27	2,500	(2,473)	1%	27	417	(390)	6%
	5184 - Program ET&F		3,814	3,814	15,450	(11,636)	25%	3,814	2,575	1,239	148%
	5186 - Site/Shop ET&F	638	360	998	13,500	(12,502)	7%	998	2,250	(1,252)	44%
	5187 - Computers & T	1,828	451	2,279	20,000	(17,721)	11%	2,279	3,333	(1,054)	68%
	Total - Equipment, Tools	2,493	4,625	7,118	51,450	(44,332)	14%	7,118	8,575	(1,457)	83%
	5200 - Insurance	53,088		53,088	52,500	588	101%	53,088	8,750	44,338	607%
	5210 - Interest Expense -	140	137	277	3,600	(3,323)		277	600	(323)	
	5225 - Postage & Delivery		110	110	3,200	(3,090)	3%	110	533	(423)	21%
- Professional & Outside Svcs											
	5232 - Accounting		680	680	32,000	(31,320)	2%	680	5,333	(4,653)	13%
	5233 - Bands/Recreati	600	100	700	1,900	(1,200)	37%	700	317	383	221%
	5234 - Board Stipends	800	700	1,500	12,000	(10,500)	13%	1,500	2,000	(500)	75%
	5235 - Recreation Inst	2,098	2,168	4,266	30,400	(26,134)	14%	4,266	5,067	(801)	84%
	5236 - Legal		1,125	1,125	18,000	(16,875)	6%	1,125	3,000	(1,875)	38%
	5237 - Contract Janito	5,050	5,050	10,100	69,000	(58,900)	15%	10,100	11,500	(1,400)	88%
	5239 - Outside Service	4,667	9,671	14,338	57,000	(42,662)	25%	14,338	9,500	4,838	151%
	Total - Professional & Our	13,215	19,494	32,709	220,300	(187,591)	15%	32,709	36,717	(4,008)	89%
	5250 - Rent			0	0	0		0	0	0	
- Repairs & Maintenance											
	5261 - Building R&M	2,557	6,610	9,167	40,000	(30,833)	23%	9,167	6,667	2,500	138%
	5262 - Equipment R&N	404	213	617	18,000	(17,383)	3%	617	3,000	(2,383)	21%

**Feather River Recreation & Park District
Income by month FLOOD ONLY
July through August 2018**

	Jul 18	Aug 18	TOTAL
Other Income/Expense			
Other Expense			
5101 - Riverbend Flood Expenses	9,981	2,541	12,522
Total Other Expense	9,981	2,541	12,522
Net Other Income	-9,981	-2,541	-12,522
Net Income	-9,981	-2,541	-12,522

Feather River Recreation & Park District
Check Register
 August 2018

	Date	Num	Name	Memo	Credit
1010 - Treasury Cash					
1010.1 - Treasury Cash - General					
	08/02/2018	82933	Bankcard Center	STATEMENT 2122	513.87
	08/02/2018	82934	Bankcard Center	STATEMENT 6280	7.41
	08/02/2018	82935	Bankcard Center	STATEMENT 4607	1,527.63
	08/02/2018	82936	Comcast	Acct# 8155 60 019 0233893	115.72
	08/02/2018	82937	Aramark	UNIFORMS	318.90
	08/02/2018	82938	Boshma, Jessica	REFUND	56.00
	08/02/2018	82939	Butte County Dept. of Public Health	HAZ WASTE CUPA	179.00
	08/02/2018	82940	Calif. Water Service	Acct 520857777 3/13/18-4/11/18	12,780.55
	08/02/2018	82941	California Depart of Tax and Fee	FUEL TAX 2ND QTR 2018	28.60
	08/02/2018	82942	Carter Law Office	LEGAL SERVICES	1,429.99
	08/02/2018	82943	Cintas	JANITORIAL SUPPLIES	547.57
	08/02/2018	82944	Comcast	Acct#8155600190189780 PHONE/INTERENT	413.89
	08/02/2018	82945	COMP	PRE-EMPLOY SCREEN	93.00
	08/02/2018	82946	D & G Sports Inc.	STRAPS	60.26
	08/02/2018	82947	Dept. of Social Services	ANNUAL LICENSING PRESCHOOL FEES	736.00
	08/02/2018	82948	Endeavor Homes, Inc.	REPAIR BLEACHERS	2,442.43
	08/02/2018	82949	Ewing	IRRIGATION/GROUNDS	1,777.07
	08/02/2018	82950	Fastenal	MISC PARTS/SUPPLIES	124.71
	08/02/2018	82951	Jackson's Glass	REPLACE GLASS ACT CENTER	424.02
	08/02/2018	82952	Les Schwab Tires	MOWER TIRES INSTALL	42.65
	08/02/2018	82953	Lincoln Aquatics	POOL CHEMICALS	4,551.26
	08/02/2018	82954	Mariluch, Kadin	8/9/18 CONCERT: HEADRUSH	100.00
	08/02/2018	82955	Melton Design Group	PALERMO PLAYSTRUCTURE DESIGN	3,333.74
	08/02/2018	82956	North Yuba Water District	2695 FBT WATER	171.25
	08/02/2018	82957	Oroville Power Equipment	REPLACE MOWER WHEELS	36.26
	08/02/2018	82958	Rental Guys, Inc.	FORKLIFT RENTAL	607.28
	08/02/2018	82959	South Feather Water & Power	007771-000	53.68
	08/02/2018	82960	Verizon Wireless	WIRELESS PHONES 842045253-00001	12.71
	08/02/2018	82961	Williams Electric Company, Inc	ACT CENTER SEWER FLOATS	842.71
	08/02/2018	82962	All Things Carpet & Upholstery	PARKS RESTROOMS JANITORIAL	5,050.00
	08/02/2018	82963	Carter, Marcia	MONTHLY BOD STIPEND	200.00
	08/02/2018	82964	Emberland, Gary	MONTHLY BOD STIPEND	100.00
	08/02/2018	82965	Fowler, Scott Kent	STIPEND/CONFERENCE REIMBR	830.66
	08/02/2018	82966	Rocchi, Steven	MONTHLY BOD STIPEND	100.00
	08/02/2018	82967	Smith, Victoria	MONTHLY BOD STIPEND	200.00
	08/02/2018	82968	Aflac	JRF86 jul18 premiums	744.18
	08/02/2018	82969	Blue Shield of California	4004625 AUG18 PREMIUMS	9,448.34
	08/02/2018	82970	Premier Access	1000548827 AUG18 DENTAL	1,026.01
	08/02/2018	82971	Humana Insurance Co.	657103-001 AUG18 LIFE PREMIUMS	81.00
	08/02/2018	82972	Surplus City	CONEX RENTAL	75.00
	08/02/2018	82973-83065	PAYROLL	PAYROLL ITEMS	46,732.76
	08/16/2018	83066-83152	PAYROLL	PAYROLL ITEMS	43,388.34
	08/16/2018	83153	AARP	INSTRUCTOR AARP	95.00
	08/16/2018	83154	Burleson, Harry	INSTRUCTOR FITNESS	43.88
	08/16/2018	83155	Caput, Lynndee	INSTRUCTOR FITNESS	117.00
	08/16/2018	83156	Ronnie Smith Enterprises	INSTRUCTOR FITNESS	1,638.00
	08/16/2018	83157	Vincent, Kelly	INSTRUCTOR DANCE	244.40
	08/16/2018	83158	Danner, Eric	CELL PHONE REIMBR	30.00
	08/16/2018	83159	Gorman, T.	CELL PHONE REIMBR	30.00
	08/16/2018	83160	Gray, Jason	MONTHLY CELL REIMBR	30.00
	08/16/2018	83161	Haury*, Taylor	MONTHLY CELL PHONE	25.00
	08/16/2018	83162	Peltzer, Deborah	CELL PHONE REIMBR	30.00
	08/16/2018	83163	Peoples, Stephanie	MONTHLY CELL REIMBR	25.00
	08/16/2018	83164	Ramirez, Zerimar	CELL/MILEAGE REIMBR	55.68
	08/16/2018	83165	Sinor, Nina	CELL PHONE REIMBR	40.00
	08/16/2018	83166	Thompson, Scott	MONTHLY CELL REIMBR	50.00
	08/16/2018	83167	Valencia Estela	CELL REIMBR	40.00
	08/16/2018	83168	Valencia Justin	CELL PHONE REIMBR	30.00
	08/16/2018	83169	Vang, H.	CELL PHONE REIMBR	30.00
	08/16/2018	83170	Vasquez, Sam.	CELL PHONE REIMBR	30.00
	08/16/2018	83171	Anton, Victoria	CONSULTING/TRAINING ADMIN	50.00
	08/16/2018	83172	Bank of New York Mellon	JAN18-MAR18 UMPQUA LOANS	86,244.50
	08/16/2018	83173	Bankcard Center	GENERAL MC STATMENT	1,747.08
	08/16/2018	83174	Better Deal Exchange	Acct#701960	557.68
	08/16/2018	83175	Brown's Gas Company	GAS TANK RENTAL	102.01
	08/16/2018	83176	Butte County Sheriff's Office	WORK CREW CLEANUP	300.00
	08/16/2018	83177	Cresco Equipment Rentals	RENTAL WEED MOWER	138.95
	08/16/2018	83178	Dawson Oil Company	62765 FUEL	2,306.12
	08/16/2018	83179	Enterprise-Record	ANNUAL NEWSPAPER SUBSCRIPTION	162.50
	08/16/2018	83180	Feather River Aire	SUMMER AIR CONDT MAINTENACE	2,474.00
	08/16/2018	83181	Feather River Center	SUMMER CAMP FIELD TRIP	546.00
	08/16/2018	83182	First Choice Services	DRINKING WATER FILTER/RENTAL	274.30
	08/16/2018	83183	Ford Motor Credit Dept	LEASE 9423800 F250	887.55
	08/16/2018	83184	Golden Bear Alarms	ALARM SERVICE	109.50
	08/16/2018	83185	Hobbs Pest Solutions, Inc.	PEST CONTROL	75.00
	08/16/2018	83186	Huntington's Sportsman's Store	CLOTHING ALLOWANCE	65.66

Feather River Recreation & Park District
Check Register
 August 2018

Date	Num	Name	Memo	Credit
08/16/2018	83187	Hylton Security, Inc.	SECURITY JULY 4TH EVENT	297.00
08/16/2018	83188	Industrial Power Products	OIL MIX	25.87
08/16/2018	83189	Jimmy's Custom Trophies of Northern	NAME PLATES	62.20
08/16/2018	83190	Les Schwab Tires	FLAT REPAIR	19.82
08/16/2018	83192	North State Parent	PRESCHOOL AD IN MONTHLY MAG	47.00
08/16/2018	83193	P.G. & E.	PGE ALL LOCAITONS 6/22/18-7/22/18	14,778.68
08/16/2018	83194	Recology Butte Colusa Counties	TRASH ALL SITES	1,632.72
08/16/2018	83195	Rental Guys, Inc.	EQUIPMENT RENTAL	1,329.07
08/16/2018	83196	Staples	STAPLES STATEMENT	168.01
08/16/2018	83197	Tractor Supply Co.	JUL18 STATEMENT	172.64
08/16/2018	83198	TWSD	4-112.01 WATER NELSON	3,383.32
08/16/2018	83199	U.S. Bank Equipment Finance	COPIER LEASE/USAGE	859.82
08/16/2018	83200	Wal-Mart Community	STATEMENT 1712	186.05
08/16/2018	83201	Williams Electric Company, Inc	ELECTRICIAL	1,377.39
08/30/2018	83202	Comcast	Acct# 8155 60 019 0233893	115.72
08/30/2018	83203	Aramark	UNIFORMS	348.28
08/30/2018	83204	Carter Law Office	LEGAL FEES	1,125.00
08/30/2018	83205	Cintas	JANITORIAL SUPPLIES	1,869.87
08/30/2018	83206	Comcast	Acct#8155600190189780 PHONE/INTEREN1	525.33
08/30/2018	83207	D's Great American Pump Company	WELL REPAIRS PALERMO	1,047.13
08/30/2018	83208	D & G Sports Inc.	GYMNASTICS TRAMPOLINE	11,429.62
08/30/2018	83209	Fastenal	MISC PARTS/SUPPLIES	202.20
08/30/2018	83210	FP Mailing Solutions	POSTAGE MACHINE RENTAL	102.96
08/30/2018	83211	Fryer, Abigail	REFUND CAMP	56.00
08/30/2018	83212	Harvest Accounting & Management S	QTRLY ACCOUNTING REVIEW	680.00
08/30/2018	83213	Miller Glass, Inc	REPLACE 4 EXTERIOR DOORS GYMNASTI	4,026.00
08/30/2018	83214	Norton, Deann	REFUND RENTAL	105.00
08/30/2018	83215	Riebes Auto Parts	TRUCK REPAIRS	546.08
08/30/2018	83216	Surplus City	CONEX RENTAL	75.00
08/30/2018	83217	Verizon Wireless	WIRELESS PHONES 842045253-00001	15.43
08/30/2018	83218	Western Web	ACT GUIDE SEP18-MAR19	2,268.34
08/30/2018	83219	Burleson, Harry	INSTRUCTOR FITNESS	29.25
08/30/2018	83220	Chue, Jet	DOJ REIMBR	68.00
08/30/2018	83221	Fattal, Jessika	DOJ REIMBR	68.00
08/30/2018	83222	Rankin, Emma	DOJ REIMBR	68.00
08/30/2018	83223	Ripley, Melanie	DOJ REIMBR	68.00
08/30/2018	83224	Sumanhit, Trinity	DOJ REIMBR	68.00
08/30/2018	83225	Wachtel, Hannah	DOJ REIMBR	68.00
08/30/2018	83226	Wilson, Xiong	DOJ REIMBR	68.00
08/30/2018	83227	Yount, Erika	DOJ REIMBR	68.00
08/30/2018	83228	VOID	VOID CHECK 83228	0.00
08/30/2018	83229-83306	PAYROLL	PAYROLL ITEMS	38,327.58
Total 1010.1 - Treasury Cash - General				<u>327,707.64</u>
Total 1010 - Treasury Cash				<u>327,707.64</u>
TOTAL				<u>327,707.64</u>

**STAFF REPORT**

DATE: SEPTEMBER 19, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: PRESENTATION BY PACIFIC STATES MARINE FISHERIES COMMISSION

SUMMARY

Presentation by a representative of the Pacific States Marine Fisheries Commission (PSMFC).

BACKGROUND

Staff has recently been approached by a representative of the PSMFC about exploring ways to cooperatively educate the public about the Feather River habitat.

BUDGETARY IMPACT

Unknown at this time.

RECOMMENDATION

Listen to presentation.

ALTERNATIVE ACTIONS

None

ATTACHMENTS

None

**STAFF REPORT****DATE: 9/18/2018****TO: BOARD OF DIRECTORS****FROM: DEBORAH PELTZER, BUSINESS MANAGER****RE: RESOLUTION ADKNOWELDE COMPLETION BERRY CREEK BATHROOM PROJECT****SUMMARY**

The Board approved the building of bathrooms at the Berry Creek Park. FRRPD partnered with The Berry Creek Community Association (BCCA) and the bathroom project was completed through the commitment and volunteers of the BCCA. FRRPD has recorded the bathroom as a finished fixed asset, in service on 8/1/2018, Fixed Asset Number 181901.

Total cost of Berry Creek Bathroom: \$30,419: funding source Impact Public Use Fund 100%

BACKGROUND: N/A**BUDGETARY IMPACT:** N/A**RECOMMENDATION:** Approve resolution**ALTERNATIVE ACTIONS:** N/A**ATTACHMENTS:** Resolution

**RESOLUTION NO. 1392-18****A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF PUBLIC USE IMPACT FEE FUNDS TO THE GENERAL FUND IN THE AMOUNT OF \$4,419 FOR APPROVED BERRY CREEK BATHROOM PROJECT**

WHEREAS, at a regular board meeting the Feather River Recreation and Park District Board of Directors approved utilization of Public Use Impact Fee Funds for the completion of the Berry Creek Bathroom Project.

WHEREAS, the Feather River Recreation and Park District Board approved \$4,419 of the Public Use Impact Fee Funds allocated for said project; and

WHEREAS, the Feather River Recreation and Park District Board of Directors, after receiving the recommendation from the General Manager, agrees that it is in the best interest of the District to transfer Public Use Impact Fee Funds in the amount of \$4,419 to fund the approved Berry Creek Bathroom Project; and

NOW THEREFORE, IT BE RESOLVED, that the Board of Directors of the Feather River Recreation and Park District authorizes the transfer of \$4,419 from the Public Use Impact Fees account to the General Fund for the approved Berry Creek Bathroom Project.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 18th Day of September 2018 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____

Victoria Smith, Chairperson

Tom Lando, Interim General Manager

**STAFF REPORT****DATE: 9/18/18****TO: BOARD OF DIRECTORS****FROM: DEBORAH PELTZER, BUSINESS MANAGER****RE: RESOLUTION TRANSFER FUNDS: IMPACT FEES PUBLIC USE FUND TO GENERAL FUND****SUMMARY**

The Board approved and allocated up to \$34k Impact Public Use Funds for the Berry Creek Bathroom project. On February 27, 2018 the board approved transfer of \$26k Impact Public Use Funds spent on said project. On August 1, 2018 the project has been completed and the final amount of \$4,419 is to be transferred from Impact Public Use Fund to the General Fund.

Total cost of Berry Creek Bathroom: \$30,419: funding source Impact Public Use Fund 100%

BACKGROUND: N/A**BUDGETARY IMPACT :** N/A**RECOMMENDATION:** Approve transfer resolution**ALTERNATIVE ACTIONS:** N/A**ATTACHMENTS:** Resolution



RESOLUTION NO. 1393-18

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
FEATHER RIVER RECREATION AND PARK DISTRICT
ACKNOWLEDGING THE COMPLETION OF THE
BERRY CREEK PARK BATHROOM PROJECT
Fixed Asset number 181901**

WHEREAS, the Feather River Recreation and Park District Board of Directors approved the Request for Berry Creek Community Association and FRRPD Staff to move forward with the Berry Creek Bathroom Project; and,

WHEREAS, the Feather River Recreation and Park District Board approved the utilization of Impact Public Use Fees to fund said project; and,

WHEREAS, the Feather River Recreation & Park District Board of Directors is committed to continuing the mission of the District to provide and maintain quality parks, recreation experiences and related facilities and programs for all residents of the District; and,

NOW THEREFORE IT BE RESOLVED, the Feather River Recreation & Park District Board of Directors hereby acknowledges the completion of the Berry Creek Park Bathroom Project in the total amount of \$30,419

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 18th day of September 2018 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Victoria Smith, Chairperson

Randy Murphy, General Manager



STAFF REPORT

DATE: SEPTEMBER 19, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: RIVERBEND PARK UPDATE AND CHANGE ORDER REQUEST

SUMMARY

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

BACKGROUND

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

BUDGETARY IMPACT

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

RECOMMENDATION

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

ALTERNATIVE ACTIONS

None

ATTACHMENTS

MDG Riverbend Update Report, dated September 14, 2018

RIVERBEND PARK RENOVATION

Board of Directors Update

September 13, 2018

1. Phase One Work in Progress

- A. Installation of 6" irrigation main
- B. Installation of irrigation laterals & control valves
- C. Trim and pour mow curb
- D. Rough grading parking lot expansion
- E. Staking for Parking Lot at Soccer Field
- F. Clearing and grubbing of planters for DG
- G. Clearing and grubbing of misc. areas for sod
- H. Miscellaneous electrical work
- I. PG&E Power up
- J. Excavating for Disc Golf baskets
- K. Cleaning of vault restrooms & concession snack shack
- L. Water source switch over

2. Phase One Schedule

Still on track for mid-November finish. See attached 3 week look ahead.

3. New Change Orders

\$ (208,000.00)	Parking Lot at Soccer Fields – Grading, Chip Seal and Striping
\$ (302,000.00)	Salmon Run Road – Grading, Chip Seal and Striping
\$ (3,500.00)	Revised Lift Station & Roundabout Planting
\$ (2,500.00)	Stubout Electrical and Water for future facility at boat launch
\$ (1,850.00)	Add Drain Inlet at Soccer Fields
\$ (1,662.04)	Waste Receptacles Upgrade
\$ 8,125.00	Credit for Changing portion of irrigation line from 8" to existing 6"
<hr/>	
\$ 1,134,597.66	Remaining Balance of Insurance Surplus

4. Pending Change Orders

Amphitheatre seat walls – cost being determined

5. Possible Adds through Private Funding

- A. Teen Boulder Climber – crowd funding launched on September 13, 2018
- B. Adventure Play Area – crowd funding launched on September 13, 2018
- C. Bears Refurbishing – determining budget
- D. Bio Char for Rest of Landscape – determining budget

END OF REPORT





STAFF REPORT

DATE: SEPTEMBER 19, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

**RE: DIRECTION TO STAFF FOR POSSIBLE PURCHASE OF PROPERTIES SURROUNDING THE
ACTIVITY CENTER**

SUMMARY

Board Chair Smith requested that this item be placed on the agenda to allow the Board the option to direct staff to pursue funding from the SBF for the District to possibly purchase the approximately ten parcels adjacent to and near the Activity Center.

BACKGROUND

As mentioned in the attached staff report from the previous meeting, Don Noble and David Pittman presented their conceptual plan for an aquatic center in Oroville, to, ideally, be located here at the Activity Center, at a special Board meeting on August 16th. The consensus of the Board members present that night requested that this item be returned to the Board for action at the August 28th meeting. The recommendations listed in that staff report were:

Direct staff to seek SBF funding via the soon-to-be-released NOFA in order to:

1. Fund necessary repairs at Nelson Pool; and
2. Fund the appraisal, purchase, and related costs of the parcels necessary to locate an aquatic center and/or other recreation-related facilities adjacent to the District's Activity Center; and
3. Fund the design, planning and related costs in order to prepare the construction as soon as possible.

The motion that passed unanimously included item 1 of the recommendations but excluded either of the other two, which suggests to staff that, although they were not specifically voted on, they were summarily rejected for any further action.

Board Chair Smith's recent request to allow the Board the option to direct staff to pursue funding from the SBF is as follows:

With respect to the aquatic facility, to give direction to staff to prepare an application to the SBF Steering Committee to:

- 1) Provide funds to FRRPD for the purchase and related costs of the 10 parcels adjacent and across Mitchell Avenue from the FRRPD Activity Center for the future development of a wide range of recreation facilities, which may or may not include a swimming/aquatic facility, and
- 2) To contact and negotiate possible terms with the owners of the parcels in question ahead of the October 24th deadline to submit the application for funding.

Due to the apparent conflict with Rosenberg's Rules of Order regarding reconsideration of a rejected item (page 6 of the attached), staff sought advice from District Counsel. Unfortunately, that advice was not received prior to the writing of this report, so staff included the item on the agenda in order to allow it to be considered, should Counsel conclude that no conflict exists or if a 2/3 majority of the Board wishes to hear it.

BUDGETARY IMPACT

Unknown at this time.

RECOMMENDATION

Pending a determination by District Counsel, either

1. Discuss and direct staff, as requested by Board Chair Smith; or
2. Proceed with a Motion to Reconsider, as noted on page 6 of Rosenberg's Rules

ALTERNATIVE ACTIONS

None.

ATTACHMENTS

August 28th Staff report re: Activity Center
Rosenberg's Rules of Order

**STAFF REPORT**

DATE: AUGUST 28, 2018

TO: BOARD OF DIRECTORS

FROM: RANDY MURPHY, GENERAL MANAGER

RE: AQUATIC CENTER FOLLOW-UP

SUMMARY

Staff request for direction regarding the future of an aquatic center in Oroville.

BACKGROUND

Don Noble and David Pittman presented their conceptual plan for an aquatic center in Oroville, to, ideally, be located here at the Activity Center, at a special Board meeting on August 16th. As discussed at that meeting, and at several other times as well, the community has long lacked an adequate warm water swim facility in the downtown area. The consensus of the Board present requested that this item be returned to the Board for action at tonight's meeting.

BUDGETARY IMPACT

Unknown at this time.

RECOMMENDATION

Direct staff to seek SBF funding via the soon-to-be-released NOFA in order to:

1. Fund necessary repairs at Nelson Pool; and
2. Fund the appraisal, purchase, and related costs of the parcels necessary to locate an aquatic center and/or other recreation-related facilities adjacent to the District's Activity Center; and
3. Fund the design, planning and related costs in order to prepare the construction as soon as possible.

ALTERNATIVE ACTIONS

None.

ATTACHMENTS

None.



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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Preschool

- We continue to enroll new children in our program. Our current enrollment is at 62. Our goal is to reach full capacity which is 77.
- Director Estela, Assistant Zee and Head teacher Elizabeth attended a Director Toolbox and Leadership training for Early Childhood Administrators. The training focused on different management techniques and creating a great place to work.
- Preschool staff will be taking part in The Steps to Quality program, the program is designed to help professionals working in the early childhood field and improve quality program settings as well as offering incentives.
- We continue to work hard to provide a fun, educational, preschool experience where our children can thrive and our staff can grow professionally.

-Estella Valencia, Director of Preschool

Maintenance Status Report 9/12/18

(Previous Report Date: 8/21/18)

We continue to cut grass/maintain fields at all parks, prep fields for softball, and prep and maintain fields/park for youth soccer which has its large opening day on Saturday 9/8. We performed a large clean up and reorganization of our shop yard and back fields and have created much more usable space to store equipment, etc.

Park Supervisor Scott Thompson recently completed the 2 day course and attained certification as a Certified Playground Safety Inspector (CPSI). All parks with play structures can eventually be brought into safety compliance according to current standards.

Projects we are currently working on:

Bedrock Skatepark/Purple Line fence: We started this project the first week of September, and it evolved into a much larger project than was initially estimated for/approved. We performed three and half days of dirt work before I had to pull the guys from the project in order to regroup with George regarding all the additions he had made to the project, as well as Gary Layman from the City of Oroville to go over the proposed new layout. I am repricing this project with the new information I have as it will far exceed the earlier approved \$7,500 budget. Any additional funds for the project will have to come from Purple Line, which I have discussed with George.

Activity Center: We have mounted one new trampoline to concrete blocks in order to get it up to the same height as the other trampoline. We have started rebuilding the platform, and once the framing is complete we will figure out how to install pad and new carpet to cover new platform.

Nolan Men's Room: Partitions arrived in two parts on 9/7 and 9/10. We have unpackaged the partitions and laid them out to figure out how they go together. We are set to remove one toilet, and install partitions after the activity center project is completed.

Nolan Bleachers: We have ordered a large amount of pressure treated lumber in order to repair all necessary bleachers at all the fields. We have slowly been painting and installing new boards when we have time and over weekends. All small bleachers at little league field are now repaired, just working on Nolan field footboards now.

Palermo/Nelson pools: Palermo Pool is having its last pool party for the year this Saturday. We will be winterizing the pool for the year after the Palermo Park event 9/8. Nelson pool will continue to be used through the month of October, requiring daily maintenance until it is shut down for the year.

Riverbend: Approximately a quarter of my week is spent dealing with the Riverbend Park Restoration; attending meetings, meeting subcontractors, maintaining the generator, dealing with security and the public/homeless in regards to the closed park, and coordinating with and emailing/communicating with members involved with the project.

Upcoming Projects:

All Parks - Tree Evaluations: I have met with a tree health specialist and have gotten a bid to perform an evaluation on trees at Playtown/Nolan, and Tennis Courts. I have also asked City of Oroville if they can provide tree health evaluation services as a favor or a possible trade, but I have not heard anything back yet.

Palermo Playground – Revised plans and response letter has been returned to Butte County for review on the Palermo Playground and ADA requirements. Once plans are approved, ADA requirements and concrete work can be planned out, demolition of existing play structure, removal of existing playground bark, and new structure and bark installation will follow. Palermo Community Council plans on helping with the build when it begins.

-Scott Thompson, Park Supervisor

Marketing & Events

- We have received several compliments on our new activity guide.
- Working toward new social media strategies to have more effective and eye-catching campaigns
- We are working diligently to prepare for upcoming events, including our Feather River Clean Up

-Stephanie Peoples, Executive Assistant

Recreation

The Recreation Department has recently wrapped up their summer programming, this consisted of Junior Giants, aquatics, and Adult Softball. The Junior Giants program wrapped up their season with a total of 290 participants and 60+ non-paid volunteers. This summer aquatics staff reached its all-time high with a total of 23 lifeguards and 4 facility attendants, this gave our guards a chance to enjoy their summer as well as make some money on the side. Adult softball consisted of 6 Coed C, 5 Coed C+ and 4 Mens teams. This was our first season with a Coed C+ division.

We will be starting up our Fall season next week 9/17 and will run through 10/25 not including tournaments. These sports include volleyball, flag football, cross country, and sporty all-stars. For the volleyball league this 2018 we have a total of 15 teams (school and BCOE teams). Each school pays a 'per game' fee for volleyball and flag football. For cross country schools pay a 'per runner' fee.

We are currently looking to fill the spot of the recreation Coordinator as well as the Coordinator.

-Monica Mirola, Recreation Specialist

Gymnastics

Current Enrollment:

Rec Under 7	53	Boys Team	16	Total	202
Rec 7 and u	91	Girls Team	42		
	144		58	Change	23

Updates:

Trampolines:

The Trampoline have been set up and maintenance is finishing the rear platform configuration.

Program:

The staff is adjusting to the new programing schedules and requirements.

August 24-26 we had 8 staff members attend the USA Gymnastics Region 1 Congress. They attended classes on various topics all with the intention to better our gymnastics program as a whole. Many of the ideas and topics are being shared and implemented in our program. We will continue to improve as each staff member will continue to share and present ideas and information at by-weekly meetings.

New Teen classes will start in October and classes are slowly filling. We are working on better communication and customer service with our clients. As well as utilizing new or untapped resources to bring in new customers and strengthen participation in the community.

Equipment maintenance, repair or replace checklist and schedule is being prepared

Events:

19-Sep National Gymnastics Day will be celebrated with a Cartwheel-a-thon to raise participation and funds for some Kindergym equipment. Plans for a 2 hour event will include a low-cost, kid-friendly meal, lots of cartwheels, rolls and fun.

Oct 27-28 Halloween Jamboree- OCGB will host a GIRLS Compulsory Competition at the Activity Center. Sessions will run Saturday Morning through Sunday Afternoon with 500 athletes expected.

Projects:

We have listed a job opening in hopes to recruit new staff to help expand our offerings including a new Ninja program.

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

-Michelle Huffman, Recreation Supervisor of Gymnastics