

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

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

DISTRICT BOARD MEETING

Regular Board Meeting
September 24, 2019

**Location: Palermo Community Building
2094 Palermo Road
Palermo, CA 95968**

AGENDA

Open Session 5:30 PM

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

1. CALL MEETING TO ORDER

Time: _____

2. ROLL CALL

- Chairperson Kent Fowler _____
- Vice Chairperson Steven Rocchi _____
- Director Sonny Brandt _____
- Director Marcia Carter _____
- Director Devin Thomas _____

3. PLEDGE OF ALLEGIANCE

4. 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 acting 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.

5. ACKNOWLEDGEMENTS

Thank you to the 2019 Feather River Clean Up Event Partners and Sponsors:
The Lodge at Feather Falls Casino, California Conservation Corps, The City of Oroville, Butte County Probation, Native Sons of the Golden West, Home Depot, Klean Kanteen, Recology, Friends of the Nature Center, Northwest Lineman College, Lundberg Family Farms, Nelson’s

Footwear, Round Table Pizza, Starbucks, Oroville Botanic Gardens & Education Center, Master Gardener, Tong Fong Low, Souper Subs, The Exchange, Miner’s Alley

6. CONSENT AGENDA

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

- A. Approve August 27, 2019 Regular Board Meeting Minutes (Appendix A)**
- B. Review August 2019 Financials (Appendix B)**
- C. RESOLUTION NO. 1921-19 A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$200,000 FROM THE MERCHANT PAYMENT RECEIVED BY CREDIT CARD ACCOUNT: BANK OF THE WEST TO THE GENERAL FUND ACCOUNT 2600 (Appendix C)**

7. ITEMS PULLED FROM THE CONSENT AGENDA

8. ACTION ITEMS (Require Vote)

A. RESOLUTION NO. 1922-19: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF THE INSTALL AND UPGRADES RELATED TO THE TWO (2) PALERMO PARK PLAY STRUCTURES AND EXPRESSION SWING SET Fixed Asset number 192001 (Appendix D)

Requested Action: Adopt the Resolution

VOTE

Director Kent Fowler	_____
Director Steven Rocchi	_____
Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Devin Thomas	_____

B. Change starting pay scale for Marketing Specialist Position (Appendix E)

Requested Action: Approve Change

VOTE

Director Kent Fowler	_____
Director Steven Rocchi	_____
Director Sonny Brandt	_____
Director Marcia Carter	_____
Director Devin Thomas	_____

C. Allocate funds to purchase a tilt bed trailer (Appendix F)

Requested Action: Approve Allocation

VOTE

Director Kent Fowler	_____
Director Steven Rocchi	_____

Director Sonny Brandt _____
Director Marcia Carter _____
Director Devin Thomas _____

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

The following committees met: Parks & Facilities, Finance

10. CORRESPONDENCE

None

11. UNFINISHED BUSINESS

None

12. BOARD ITEMS FOR UPCOMING AGENDA(S)

13. ADJOURNMENT

Time: _____

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

DISTRICT BOARD MEETING

Regular Board Meeting

August 27, 2019

Location: FRRPD Board Room

Open Session 5:30 PM

DRAFT Minutes

1. Chairperson Fowler called the meeting to order at 5:32 PM.

2. ROLL CALL

Director Sonny Brandt	<u>Present</u>
Director Marcia Carter	<u>Present</u>
Director Steven Rocchi	<u>Present</u>
Director Devin Thomas	<u>Absent</u>
Chairperson Kent Fowler	<u>Present</u>

3. PLEDGE OF ALLEGIANCE WAS PERFORMED

4. 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 acting 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.

5. CONSENT AGENDA

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- A. Approve July 23, 2019 Regular Board Meeting Minutes**
- B. Review July 2019 Financials**
- C. Host September 24, 2019 Regular Board Meeting at Palermo Community Building**
Address: Palermo Community Council Hall, 2094 Palermo Road, Palermo, CA
Approved by Palermo Community Council President, Zane Libert
- D. Host October 22, 2019 Regular Board Meeting at Forbestown Hall**

Address: 19100 New York Flat Road, Forbestown, CA

Approved by Forbestown Advisory Council President, Greg Winter

E. Reschedule November regular Board meeting to Tuesday, November 19, 2019

F. Reschedule December regular Board meeting to Tuesday, December 17, 2019

Director Rocchi made the motion to approve the Consent Agenda.

Director Brandt seconded the motion.

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

6. NON-ACTION ITEMS

A. The Board reviewed a letter requesting impact fee waivers for Camp Fire survivors

9. ACTION ITEMS

A. RESOLUTION NO. 1920-19: A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE APPLICATION FOR GRANT FUNDS FROM PROP 68: CALIFORNIA DROUGHT, WATER, PARKS, CLIMATE, COASTAL PROTECTION, AND OUTDOOR ACCESS FOR ALL ACT OF 2018 PER CAPITA PROGRAM TO SUPPLEMENT FUNDING FOR IMPROVEMENTS AT THE FRRPD ACTIVITY CENTER

Director Brandt made the motion to adopt Resolution 1920-19.

Director Rocchi seconded the motion.

*The motion to adopt Resolution 1920-19 passed with a unanimous vote.

B. Review bid proposal: Riverbend Park Restoration Phase II – Boat Ramp

Director Rocchi made the motion to accept the Riverbend Park Restoration Phase II – Boat Ramp bid from California Custom Docks.

Director Brandt seconded the motion.

*The motion to accept the Riverbend Park Restoration Phase II – Boat Ramp bid from California Custom Docks passed with a unanimous vote.

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

11. CORRESPONDENCE

None

12. UNFINISHED BUSINESS

None

13. BOARD ITEMS FOR UPCOMING AGENDAS

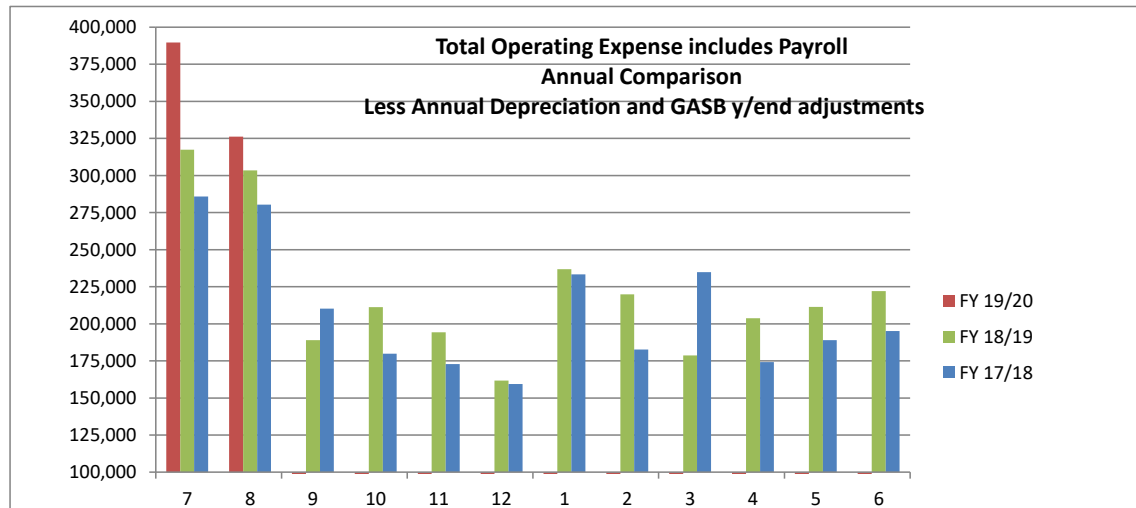
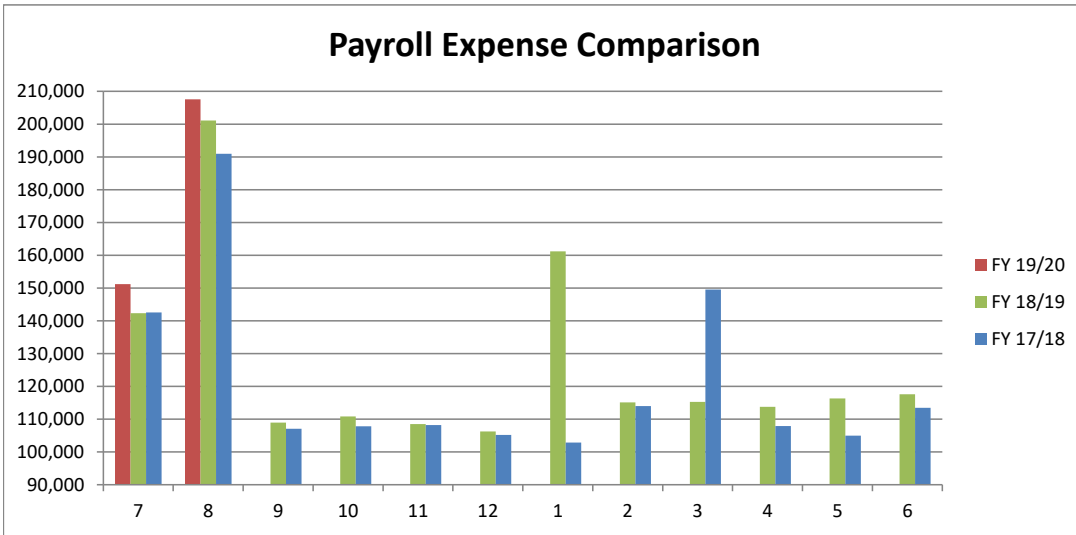
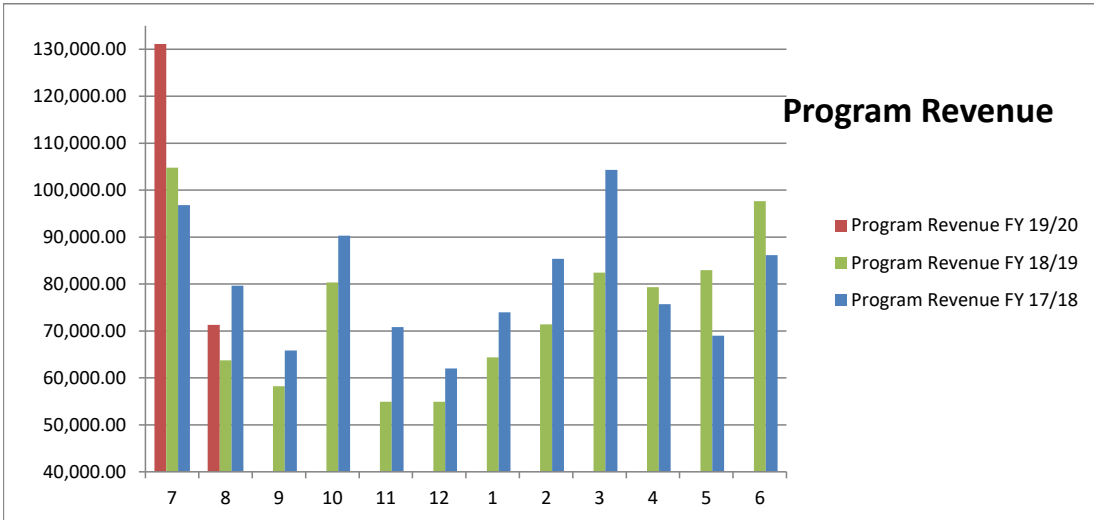
A. Director Carter requested that a letter received by the Board regarding property near the Activity Center be included on the next agenda.

14. Chairperson Fowler adjourned the meeting at 6:17 PM.

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses				5 out of 26 payroll paid out				MONTHLY ACTUAL VS. MONTHLY BUDGET							
Year to Date Income Statement and Staff Report				PAYROLL USE		19%		Annual Budget divided by "X" amount of months							
Aug-19				YTD	YTD	YTD	YTD BUDGET	Aug-19	Aug-19	MONTHLY	YTD				
NOT FINAL: WAITING ON COUNTY, BANK AND MONTHLY RECONCILIATION. The prior fiscal year 2018-19 is not closed.				Annual	Over	17%		ACTUAL YTD	BUDGET	Over	100%				
STAFF REPORT. COMPARE 2 MONTHS REVENUE/EXPENSES. YTD totals and budget comparison				Jul-19	Aug-19	TOTAL	Budget	(Under)	% used	Staff Comments	TOTAL	2	(Under)	% used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS
Ordinary Income/Expense				MONTHS											
Income															
4100 - Tax Revenue				0	1,700,000	(1,700,000)	0%		0	283,333	(283,333)	0%	Tax Payments are received December and April		
4150 - Tax Revenue (BAD)				0	288,750	(288,750)	0%		0	48,125	(48,125)	0%	Tax Payments are received December and April		
- Program Income															
4350 - Discounts & Credits				(976)	(1,734)	(2,710)	(7,440)	4,730	36%		(2,710)	(1,240)	(1,470)	219%	
4300 - Program Income				132,044	72,980	205,024	1,126,595	(921,571)	18%	Classes \$5k, Rentals \$2.5k, Gymnastics \$19k, Aquatics \$4.5k, Camp \$11k, Preschool \$30k,	205,024	187,766	17,258	109%	Summer programming Aquatics and Camp puts the program income over budget. Plus, the Preschool experienced higher than average summer enrollment.
Total - Program Income				131,068	71,246	202,314	1,119,155	(916,841)	18%		202,314	186,526	15,788	108%	
4400 - Donation & Fundraising Income				54		54	20,000	(19,946)	0%		54	3,333	(3,279)	2%	
4500 - Grant/Reimbursed Expense Income						0	30,000	(30,000)	0%		0	5,000	(5,000)	0%	
4600 - Other Income					30	30	200	(170)	15%		30	33	(3)	90%	
4900 - Interest Income						0	9,000	(9,000)	0%		0	1,500	(1,500)	0%	
4905 - Interest Income - BAD						0	1,000	(1,000)	0%		0	167	(167)	0%	
Total Income				131,122	71,276	202,398	3,168,105	(2,965,707)	6%		202,398	528,018	(325,620)	38%	
Gross Profit				131,122	71,276	202,398	3,168,105	(2,965,707)	6%		202,398	528,018	(325,620)	38%	
Expense															
- Payroll Expenses															
5010 - Wages & Salaries				121,256	168,680	289,936	1,497,693	(1,207,757)	19%	3 payrolls in August	289,936	249,616	40,321	101%	
5020 - Employer Taxes				12,383	16,238	28,621	144,764	(116,143)	20%	July/Aug include seasonal Camp and Lifeguards	28,621	24,127	4,494	103%	
5030 - Employee Benefits				12,364	15,315	27,679	188,151	(160,472)	15%		27,679	31,359	(3,680)	76%	
5040 - Workers Comp				5,214	7,334	12,548	66,942	(54,394)	19%		12,548	11,157	1,391	97%	
Total - Payroll Expenses				151,217	207,567	358,784	1,897,550	(1,538,766)	19%		358,784	316,258	42,526	98%	
5031 GASB 68 Benefit Expense				48,071		48,071	54,000	(5,929)	89%	Paid annual CalPERS unfunded liability in full	48,071	9,000	39,071	534%	Paid annual CalPERS unfunded liability in full
5100 - Advertising & Promotion				576	1,817	2,393	10,000	(7,607)	24%		2,393	1,667	726	144%	
5120 - Bank Fees				1,480	1,233	2,713	14,000	(11,287)	19%		2,713	2,333	380	116%	
5130 - Charitable Contributions						0	2,500	(2,500)	0%		0	417	(417)	0%	
5140 - Copying & Printing				1,009	711	1,720	11,000	(9,280)	16%		1,720	1,833	(113)	94%	
5155 - Employment New Hire Screen				303	167	470	2,464	(1,994)	19%		470	411	59	114%	
5160 - Dues, Mbrshps, Publications, S				108	364	472	9,000	(8,528)	5%		472	1,500	(1,028)	31%	
5170 - Education & Development					1,275	1,275	6,250	(4,975)	20%	Several special district conferences/trainings required for GM and other staff: Human Resources for a Special District, Board Security Brown Act conference, Special District Financial.	1,275	1,042	233	122%	Paid conferences in advance.
5175 - Equipment Rental				8,745	7,512	16,257	4,000	12,257	406%	Nelson/Playtown bathroom fire portable toilets rental \$8.7k July, \$6.5k August, reimbursed by Insurance (see other income Insurance Proceeds)	16,257	667	15,590	2439%	insurance to reimburse portable toilets at Playtown YTD expense \$15k Unbudgeted
- Equipment, Tools & Furn (<\$5k)															
5182 - Operating ET&F						0	2,900	(2,900)	0%		0	483	(483)	0%	
5184 - Program ET&F						0	11,100	(11,100)	0%		0	1,850	(1,850)	0%	
5186 - Site/Shop ET&F				990		990	20,000	(19,010)	5%		990	3,333	(2,343)	30%	
5187 - IT Computers/Hardware ET&F					400	400	20,000	(19,600)	2%		400	3,333	(2,933)	12%	
5188 - Computers/Software ET&F				4,940	1,239	6,179	13,000	(6,821)	48%	Jul19 Website update annual \$2.2k, Accounting software update \$650, Subscriptions annual/monthly \$2k	6,179	2,167	4,012	285%	Annual subscriptions paid in full 1st of year. Budget will balance throughout the year
Total - Equipment, Tools & Furn (<\$5k)				5,930	1,639	7,569	67,000	(59,431)	11%		7,569	11,167	(3,598)	68%	

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses				5 out of 26 payroll paid out				MONTHLY ACTUAL VS. MONTHLY BUDGET							
Year to Date Income Statement and Staff Report				PAYROLL USE				Annual Budget divided by "X" amount of months							
Aug-19				YTD	YTD	YTD	YTD BUDGET	Aug-19	Aug-19	MONTHLY	YTD				
NOT FINAL: WAITING ON COUNTY, BANK AND MONTHLY RECONCILIATION. The prior fiscal year 2018-19 is not closed.				Annual	Over	17%		ACTUAL YTD	BUDGET	Over	100%				
STAFF REPORT. COMPARE 2 MONTHS REVENUE/EXPENSES. YTD totals and budget comparison				Jul-19	Aug-19	TOTAL	Budget	(Under)	% used	Staff Comments	TOTAL	2	(Under)	% used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS
5200	Insurance	78,533		78,533	60,000	18,533	131%	Property/General Liability annual insurance \$18k over budgeted amount.	78,533	10,000	68,533	785%	Paid in full annual Property/Liability Insurance premiums. Premiums higher than budgeted. Staff will monitor budget and make adjustment to other line items throughout the year.		
5210	Interest Expense - Operating	99	95	194	3,300	(3,106)			194	550	(356)	35%			
5225	Postage & Delivery	207	104	311	1,200	(889)	26%		311	200	111	156%			
Professional & Outside Svcs															
5232	Accounting			0	26,000	(26,000)	0%		0	4,333	(4,333)	0%			
5233	Bands/Recreation	500	400	900	2,150	(1,250)	42%		900	358	542	251%	Summer events, budget will balance throughout year		
5234	Board Stipends	600	500	1,100	12,000	(10,900)	9%		1,100	2,000	(900)	55%			
5235	Recreation Instructors	8,130	2,976	11,106	52,150	(41,044)	21%	Jul19 Gymnastics Team Camp \$6k	11,106	8,692	2,414	128%	\$6k expensed Gymnastics Camp		
5236	Legal	0	338	338	18,000	(17,662)	2%		338	3,000	(2,662)	11%			
5237	Contract Janitorial	5,109	5,109	10,218	76,625	(66,407)	13%		10,218	12,771	(2,553)	80%			
5239	Outside Service Admin/Cons	1,643	9,457	11,100	57,000	(45,900)	19%	Aug19 \$8.4k BAD engineers report, 1 payment of 2.	11,100	9,500	1,600	117%	Annual paid BAD engineers report \$8.3k, 1st of 2 payments		
Total - Professional & Outside Svcs				15,982	18,780	34,762	243,925	(209,163)	14%		34,762	40,654	(5,892)	86%	
5250	Rent			0	0	0			0	0	0				
Repairs & Maintenance															
5261	Building R&M	2,949	1,423	4,372	40,000	(35,628)	11%	Aug19: Forbestown Hall paint \$250, Act Center preschool floor replace/repair \$900	4,372	6,667	(2,295)	66%			
5262	Equipment R&M	950	849	1,799	17,500	(15,701)	10%		1,799	2,917	(1,118)	62%			
5263	General R&M	663	1,025	1,688	20,000	(18,312)	8%		1,688	3,333	(1,645)	51%			
5264	Grounds R&M	1,902	6,111	8,013	40,000	(31,987)	20%	Aug19: Palermo drainage flooding repair \$2k, Sherriff work crew \$4k	8,013	6,667	1,346	120%	Irrigation expense higher in summer months		
5265	Janitorial Supplies	1,570	2,679	4,249	29,500	(25,251)	14%	Aug19: Summer high activity in Park, higher expense trash cans, liners, etc	4,249	4,917	(668)	86%			
5266	Vandalism Repair	114		114	8,000	(7,886)	1%		114	1,333	(1,219)	9%			
5267	Vehicle R&M	189	493	682	4,000	(3,318)	17%		682	667	15	102%			
5268	Aquatics Pool R&M	7,599	8,476	16,075	40,000	(23,925)	40%		16,075	6,667	9,408	241%	Summer aquatics program		
5269	Outside Contractor/Services	2	2,635	2,637	15,000	(12,363)	18%	Aug19: Electrician Nelson 4 field lights \$2.5k	2,637	2,500	137	105%			
Total - Repairs & Maintenance				15,938	23,691	39,629	214,000	(174,371)	19%		39,629	35,667	3,962	111%	
5270	Security	6,094	5,840	11,934	25,000	(13,066)	48%	\$5k/month additional security patrol at Riverbend	11,934	4,167	7,767	286%	Not budgeted: Board approved \$5k/mo additional security patrol at Riverbend.		
Supplies - Consumable															
5281	Misc Staff & Uniform Suppl	161		161	9,000	(8,839)	2%		161	1,500	(1,339)	11%			
5282	Office Supplies	1,399	568	1,967	6,000	(4,033)	33%		1,967	1,000	967	197%			
5284	Program Food	1,241	1,369	2,610	13,625	(11,015)	19%		2,610	2,271	339	115%			
5286	Program Supplies	2,927	5,948	8,875	79,800	(70,925)	11%	Jul19: Gymnastics \$2k. Aug19: Gymnastics \$5.4k	8,875	13,300	(4,425)	67%	\$7.4k gymnastics		
5287	Safety Supplies	208	43	251	5,075	(4,824)	5%		251	846	(595)	30%			
5289	Site Supplies			0	1,000	(1,000)	0%		0	167	(167)	0%			
Total - Supplies - Consumable				5,936	7,928	13,864	114,500	(100,636)	12%		13,864	19,083	(5,219)	73%	
5290	Taxes, Lic., Notices & Permits	4,344	596	4,940	5,125	(185)	96%	Annual LAFCO \$3.4k, Annual Preschool Comm License \$750	4,940	854	4,086	578%	many Annual fees are paid in full 1st of the year		
5300	Telephone/Internet	1,010	993	2,003	14,000	(11,997)	14%		2,003	2,333	(330)	86%			
Transportation, Meals & Travel															
5312	Air, Lodging, Other Travel	653		653	7,000	(6,347)	9%	Hotel Leadership Conf Board member \$650	653	1,167	(514)	56%			
5314	Fuel	3,414	2,628	6,042	29,000	(22,958)	21%		6,042	4,833	1,209	125%	Summer months higher fuel expense: mow/weeds		
5316	Meals			0	500	(500)	0%		0	83	(83)	0%			

Feather River Recreation & Park District Excluding Flood Insurance Proceeds/Expenses				5 out of 26 payroll paid out				MONTHLY ACTUAL VS. MONTHLY BUDGET								
Year to Date Income Statement and Staff Report				PAYROLL USE		19%		Annual Budget divided by "X" amount of months								
Aug-19				YTD	YTD	YTD	YTD BUDGET	Aug-19	Aug-19	MONTHLY	YTD					
NOT FINAL: WAITING ON COUNTY, BANK AND MONTHLY RECONCILIATION. The prior fiscal year 2018-19 is not closed.				Annual	Over	17%		ACTUAL YTD	BUDGET	Over	100%					
STAFF REPORT. COMPARE 2 MONTHS REVENUE/EXPENSES. YTD totals and budget comparison				Jul-19	Aug-19	TOTAL	Budget	(Under)	% used	Staff Comments	TOTAL	2	(Under)	% used	STAFF COMMENTS: UNDER/OVER BUDGET AND GENERAL COMMENTS	
				5318 - Mileage	80	556	636	2,000	(1,364)	32%		636	333	303	191%	
				Total - Transportation, Meals & Travel	4,147	3,184	7,331	38,500	(31,169)	19%		7,331	6,417	914	114%	
				- Utilities												
				5322 - Electric	15,017	14,976	29,993	115,000	(85,007)	26%	Higher expense in summer months.	29,993	19,167	10,826	156%	All utilities are higher in the summer months, will balance to budgeted amount through our the year
				5324 - Garbage	2,041	2,265	4,306	25,000	(20,694)	17%		4,306	4,167	139	103%	
				5326 - Gas/Propane	115	156	271	7,000	(6,729)	4%		271	1,167	(896)	23%	
				5328 - Sewer	156	156	312	5,500	(5,188)	6%		312	917	(605)	34%	
				5329 - Water	13,842	16,339	30,181	108,000	(77,819)	28%	Higher expense in summer months.	30,181	18,000	12,181	168%	
				Total - Utilities	31,171	33,892	65,063	260,500	(195,437)	25%		65,063	43,417	21,646	150%	
				Total Expense	380,900	317,388	698,288	3,057,814	(2,359,526)	23%		698,288	509,636	188,652	137%	
				Total Profit (Loss)	(249,778)	(246,112)	(495,890)	110,291	(606,181)			(495,890)	18,382	(514,272)		
				Other Income/Expense								0	0			
				Other Income												
				4200 - Impact Fee Income	6,636	5,620	12,256					12,256	0			
				4910 - Interest Income - Impact Fees			0					0	0			
				4910 - Insurance Proceeds	2,709	6955	9,664					9,664	0			
				Total Other Income	9,345	12,575	21,920					21,920	0			
				Other Expense												
				7000 - Year End Adj Fair Value Adjustment			0					0				
				7210 - Debt Interest Expense	8,751	8,751	17,502	102,018				17,502	17,003			
				Total Other Expense	8,751	8,751	17,502	102,018				17,502	17,003			
				Net Other Income	594	3,824	4,418					4,418	0			
				Net Income	(249,184)	(242,288)	(491,472)	8,273				(491,472)	1,379			



Feather River Recreation & Park District
Balance Sheet
As of August 31, 2019

10:48 AM
09/16/2019
Accrual Basis

	Aug 31, 19	Aug 31, 18	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
1010 - Treasury Cash				
1010.1 - Treasury Cash - General	1,003,179.65	477,580.24	525,599.41	110.06%
1010.2 - Treasury Cash - Reserve	332,494.00	373,594.00	-41,100.00	-11.0%
Total 1010 - Treasury Cash	1,335,673.65	851,174.24	484,499.41	56.92%
1020 - Imprest Cash	1,000.00	853.02	146.98	17.23%
1030 - BofW - Merchant Acct.	200,577.59	125,538.60	75,038.99	59.77%
1031 - BofW Project INS PROCEEDS	1,341,235.91	1,235,567.81	105,668.10	8.55%
1040 - Fund 2610 - BAD	39,721.49	43,626.76	-3,905.27	-8.95%
1050 - Impact Fees				
1051 - Impact - Parklands	370,867.13	213,328.48	157,538.65	73.85%
1052 - Impact - Public Use	19,060.06	7,562.59	11,497.47	152.03%
1053 - Impact - Aquatics	53,165.42	33,117.90	20,047.52	60.53%
Total 1050 - Impact Fees	443,092.61	254,008.97	189,083.64	74.44%
Total Checking/Savings	3,361,301.25	2,510,769.40	850,531.85	33.88%
Accounts Receivable				
1210 - Accounts Receivable	-20,917.93	40,631.82	-61,549.75	-151.48%
Total Accounts Receivable	-20,917.93	40,631.82	-61,549.75	-151.48%
Other Current Assets				
1302 - FEMA Riverbend Claim A/R	2,839.00	226,347.00	-223,508.00	-98.75%
1310 - Miscellaneous Receivables	11,159.79	0.00	11,159.79	100.0%
1316 - Prepaid Expenses/Debt Interest	8,751.06	9,394.83	-643.77	-6.85%
1320 - Umpqua Bank Project Fund	188,856.12	188,856.12	0.00	0.0%
Total Other Current Assets	211,605.97	424,597.95	-212,991.98	-50.16%
Total Current Assets	3,551,989.29	2,975,999.17	575,990.12	19.36%
Fixed Assets				
1410 - Land	627,494.00	627,494.00	0.00	0.0%
1420 - Buildings & Improvements	10,351,016.51	10,314,889.08	36,127.43	0.35%
1430 - Equipment & Vehicles	874,015.40	834,044.09	39,971.31	4.79%
1440 - Construction in Progress				
1443 - CIP Riverbend Restoration RB99	4,678,408.25	2,208,801.61	2,469,606.64	111.81%
1447 - CIP Berry Creek Bathroom BC99	0.00	30,419.35	-30,419.35	-100.0%
1449 - CIP Palermo Park	0.00	3,333.74	-3,333.74	-100.0%
1450 - CIP Feather River Trail FRT99	3,241.63	0.00	3,241.63	100.0%
Total 1440 - Construction in Progress	4,681,649.88	2,242,554.70	2,439,095.18	108.76%
1499 - Accumulated Depreciation	-4,283,320.47	-4,283,320.47	0.00	0.0%
Total Fixed Assets	12,250,855.32	9,735,661.40	2,515,193.92	25.84%
Other Assets				
1550 - GASB 68 CalPERS Valuation				
1551 - GASB68 Deferred Outflow Pension	232,623.00	232,623.00	0.00	0.0%
Total 1550 - GASB 68 CalPERS Valuation	232,623.00	232,623.00	0.00	0.0%
Total Other Assets	232,623.00	232,623.00	0.00	0.0%
TOTAL ASSETS	16,035,467.61	12,944,283.57	3,091,184.04	23.88%
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 - Accounts Payable	49,338.62	632,559.08	-583,220.46	-92.2%
Total Accounts Payable	49,338.62	632,559.08	-583,220.46	-92.2%
Credit Cards				
2300 - Credit Cards Payable	420.25	2,415.13	-1,994.88	-82.6%
2350 - Supplier Accounts	4,435.12	660.99	3,774.13	570.98%
Total Credit Cards	4,855.37	3,076.12	1,779.25	57.84%
Other Current Liabilities				
2100 - Payroll Liabilities	-46,222.97	-14,441.55	-31,781.42	-220.07%
2210 - Accrued Debt Interest	0.01	0.00	0.01	100.0%
2400 - Deposits/Refunds to Customers	50.00	0.00	50.00	100.0%
2410 - Gift Certificate Liability	-5.00	0.00	-5.00	-100.0%
Total Other Current Liabilities	-46,177.96	-14,441.55	-31,736.41	-219.76%
Total Current Liabilities	8,016.03	621,193.65	-613,177.62	-98.71%
Long Term Liabilities				
2954 - Ford Motor Vehicle Loan	19,390.37	28,667.33	-9,276.96	-32.36%
2955 - Umpqua Bank Tax Exempt Bond A	2,991,035.00	3,196,955.00	-205,920.00	-6.44%

Feather River Recreation & Park District
Balance Sheet
As of August 31, 2019

10:48 AM
09/16/2019
Accrual Basis

	Aug 31, 19	Aug 31, 18	\$ Change	% Change
2960 - Umpqua Bank Taxable Bond B	133,000.00	157,999.98	-24,999.98	-15.82%
2975 - GASB 68 CalPERS Liab Valuation				
2976 - GASB 68 Deferred Inflow Pension	149,733.00	149,733.00	0.00	0.0%
2977 - GASB 68 Net Pension Liability	844,607.00	844,607.00	0.00	0.0%
Total 2975 - GASB 68 CalPERS Liab Valuation	994,340.00	994,340.00	0.00	0.0%
Total Long Term Liabilities	4,137,765.37	4,377,962.31	-240,196.94	-5.49%
Total Liabilities	4,145,781.40	4,999,155.96	-853,374.56	-17.07%
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	6,439,516.82	6,439,516.82	0.00	0.0%
3040 - General Fund Balance	-1,461,551.34	-1,461,551.34	0.00	0.0%
3050 - Benefit Assessment District	42,695.91	42,695.91	0.00	0.0%
3060 - Impact Fees (general)	246,363.94	246,363.94	0.00	0.0%
3099 - Undistributed Retained Earnings	7,093,129.07	3,124,867.59	3,968,261.48	126.99%
Net Income	-491,468.19	-467,765.31	-23,702.88	-5.07%
Total Equity	11,889,686.21	7,945,127.61	3,944,558.60	49.65%
TOTAL LIABILITIES & EQUITY	16,035,467.61	12,944,283.57	3,091,184.04	23.88%

Feather River Recreation & Park District
 Detail Fixed Asset & Bonds
 As of August 31, 2019

11:01 AM
 09/16/2019
 Accrual Basis

Date	Source Name	Memo	Amount	Balance
1031 - BofW Project INS PROCEEDS				1,684,728.22
08/06/2019	Dept of Fish and Wildlife	REQUEST TO AMEND STREAMBED	-447.25	1,684,280.97
08/15/2019	FEATHER RIVER RECREATION & PARK DI	TRANSFER FROM INS PROCEEDS RES 1909-19	-350,000.00	1,334,280.97
08/16/2019	SDRMA	PLAYTOWN PORTABLE TOIELTS, TO BE TRANSFERRED TO GENERAL FUND SEP19	6,954.94	1,341,235.91
Total 1031 - BofW Project INS PROCEEDS			-343,492.31	1,341,235.91
1302 - FEMA Riverbend Claim A/R				2,839.00
Total 1302 - FEMA Riverbend Claim A/R				2,839.00
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				10,351,016.51
Total 1420 - Buildings & Improvements				10,351,016.51
1430 - Equipment & Vehicles				834,044.09
08/31/2019	PALERMO PLAYSTRUCTURE INSTALL/LABOR	F/ASSET 192001 IN SERVICE AUG19 INSTALL CONSTRUCT PALERMO PLAYSTRUCT F/ASSET 171805	39,971.31	874,015.40
Total 1430 - Equipment & Vehicles			39,971.31	874,015.40
1440 - Construction in Progress				4,718,379.56
1443 - CIP Riverbend Restoration RB99				4,678,408.25
Total 1443 - CIP Riverbend Restoration RB99				4,678,408.25
1449 - CIP Palermo Park				39,971.31
08/31/2019	GE-General:GE7-Capital	F/ASSET 192001 IN SERVICE AUG19 INSTALL CONSTRUCT PALERMO PLAYSTRUCT F/ASSET 171805	-39,971.31	0.00
Total 1449 - CIP Palermo Park			-39,971.31	0.00
Total 1440 - Construction in Progress			-39,971.31	4,678,408.25
2955 - Umpqua Bank Tax Exempt Bond A				-3,043,775.00
08/01/2019	BANK OF NEW YORK MELLON	2015A PRINCIPAL PAYMENT	52,740.00	-2,991,035.00
Total 2955 - Umpqua Bank Tax Exempt Bond A			52,740.00	-2,991,035.00
2960 - Umpqua Bank Taxable Bond B				-140,000.00
08/01/2019	BANK OF NEW YORK MELLON	2015B PRINCIPAL PAYMENT	7,000.00	-133,000.00
Total 2960 - Umpqua Bank Taxable Bond B			7,000.00	-133,000.00

Feather River Recreation & Park District
 Check Register
 August 2019

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 Accrual Basis

Date	Num	Name	Memo	Credit
1010 - Treasury Cash				
08/01/2019	85672	HUMANA INSURANCE CO.	657103-001 LIFE PREMIUMS	64.40
08/01/2019	85673	BLUE SHIELD OF CALIFORNIA	4004625 AUG19 HEALTH PREMIUMS	8,138.04
08/01/2019	85675	AFLAC	JRF86 JUL19 PREMIUMS	1,229.92
08/01/2019	85676	DENHAM, LARRY	INSTRUCTOR GYM CAMP	500.00
08/01/2019	85677	OLSSON, SAKI	INSTRUCTOR GYM CAMP	400.00
08/01/2019	85678	STOVALL, JOYANNE	INSTRUCTOR GYM CAMP	1,000.00
08/01/2019	85679	TSUJI, NATHAN	INSTRUCTOR GYM CAMP	500.00
08/01/2019	85680	ALPINE PORTABLE TOILET SERVICE	PORTABLE TOILET RENTAL PLAYTOWN FIRE	8,569.94
08/01/2019	85681	AT&T - CALNET	PHONE LINES	83.24
08/01/2019	85682	BCCA	FINAL INVOICES BERRY CR BATHROOM PROJECT	5,708.08
08/01/2019	85683	Butte County Dept. of Public Health	HAZ WASTE SHOW FA0003547	179.00
08/01/2019	85684	CALF. WATER SERVICE	Acct 520857777 5/10/19-6/11/19	12,127.78
08/01/2019	85685	COMCAST	Acct# 8155 60 019 0233893	123.77
08/01/2019	85686	Crosswell Trucking	GRAVEL GRADE ROAD	657.50
08/01/2019	85687	Department of Water Resources	LEASE RENEWAL	100.00
08/01/2019	85688	Dept. of Social Services	COMMUNITY LICENSE FEE	716.00
08/01/2019	85689	HENNIG, NICOLE	REFUND CAMP	208.00
08/01/2019	85690	JOHN D. CHRISTOFFERSON, INC.	SURVEY TRAIL PROJECT SBF GRANT	1,920.00
08/01/2019	85691	Recreation Project Services Inc.	INSTALL PALERMO PLAYGROUND	3,090.00
08/01/2019	85692	SDRMA	ADDTL INSURANCE 2019-20 BUTTE COUNTY	47.50
08/01/2019	85693	VERIZON WIRELESS	WIRELESS PHONES 842045253-00001	20.00
08/01/2019	85694	BRANDT, CLARENCE SONNY	BOD STIPEND	100.00
08/01/2019	85695	CARTER, MARCIA	BOD STIPEND	200.00
08/01/2019	85696	FOWLER, SCOTT KENT	BOD STIPEND	100.00
08/01/2019	85697	ROCCHI, STEVE	BOD STIPEND	200.00
08/01/2019	85698	AARP	INSTRUCTOR AARP	190.00
08/01/2019	85699	BURLESON, HARRY	INSTRUCTOR FITNESS	61.75
08/01/2019	85700	BANKCARD CENTER	STATEMENT 6280	331.27
08/01/2019	85701	HUFFMAN, MICHELLE.	EXPENSE REIMBR CAMP	2,184.55
08/01/2019	85702	ALL THINGS CLEANING	PARKS RESTROOMS JANITORIAL	5,109.00
08/01/2019	85703	BANKCARD CENTER	STATEMENT 4607	1,790.54
08/01/2019	85704	COMBS, DEZIRAE	REFUND RE5 PP5	115.00
08/01/2019	85705	COMCAST	Acct#8155600190189780 PHONE/INTERENT	423.16
08/01/2019	85706	COMP	PRE EMPLOYEE SCREEN TEACHER	136.50
08/01/2019	85707	FEATHER RIVER AIRE	BIANNUAL HVAC MAINT	2,673.00
08/01/2019	85708	FEATHER RIVER RECREATION & PARK DISTRICT	REPLENISH PETTY CASH	403.78
08/01/2019	85709	INDUSTRIAL PLUMBING SUPPLY	REPLACE FACETS	1,754.28
08/01/2019	85710	KIMBALL MIDWEST	MISC MAINT	1,061.63
08/01/2019	85711	RENTAL GUYS, INC.	MOWER, LIFT, FORKLIFT RENTAL	7,853.22
08/01/2019	85712	SURPLUS CITY	CONEX RENTAL	245.00
08/01/2019	85713	WAL-MART COMMUNITY	STATEMENT 1712	58.18
08/01/2019	85714	WATKINS PLUMBING INC.	SNACK SEWAR LINES	189.00
08/01/2019	85715	Zee Medical Services	MEDICAL SUPPLIES AT SHOP	86.42
08/01/2019	85716	P.G. & E.	PGE ALL LOCAITONS 6/24/19-7/23/19	15,131.90
08/01/2019	85717-85802	PAYROLL ITEMS	PAYROLLS ITEMS	47,485.45
08/15/2019	85803	PREMIER ACCESS	AUG19 DENTAL PREM 1000548827	932.57
08/15/2019	85804	Anton, Victoria	CELL MILEAGE EXPENSE REIMBR	432.42
08/15/2019	85805	DANNER, ERIC	CELL PHONE REIMBR AUG.	30.00
08/15/2019	85806	GORMAN, THOMAS.	CELL PHONE REIMBR AUG.	30.00
08/15/2019	85807	GRAY, JASON.	MONTHLY CELL REIMBR AUG.	30.00
08/15/2019	85808	HUFFMAN, MICHELLE.	CELL MILEAGE EXPENSE REIMBR	62.00
08/15/2019	85809	PELTZER, DEBORAH.	CELL PHONE REIMBR AUG.	30.00
08/15/2019	85810	RAMIREZ, ZERIMAR.	CELL MILEAGE EXPENSE REIMBR	151.68
08/15/2019	85811	Rohrbacker, Shawn.	MILEAGE OUT OF COUNTY	90.02
08/15/2019	85812	THOMPSON, SCOTT.	MONTHLY CELL REIMBR AUG.	30.00
08/15/2019	85813	TORRES, MONICA.	MONTHLY CELL PHONE REIMBR AUG.	30.00
08/15/2019	85814	VALENCIA, ESTELA.	CELL MILEAGE EXPENSE REIMBR	79.88
08/15/2019	85815	VALENCIA, JUSTIN.	CELL PHONE REIMBR AUG.	30.00
08/15/2019	85816	VANG, HUE.	CELL PHONE REIMBR AUG.	30.00
08/15/2019	85817	Wilson, Bill	CELL REIMBR AUG.	30.00
08/15/2019	85818	WILSON, ROBERT BRIAN	CELL MILEAGE EXPENSE REIMBR	64.64
08/15/2019	85819	ACCULARM SECURITY SYSTEMS	SERVICE CALL	607.50
08/15/2019	85820	BANKCARD CENTER	STATMENT 0993 GENERAL	2,084.45

Feather River Recreation & Park District
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Accrual Basis

Date	Num	Name	Memo	Credit
08/15/2019	85821	BETTER DEAL EXCHANGE	Acct#701960	105.45
08/15/2019	85822	Butte Concrete Plumbing	CONCRETE FENCE JOB	675.00
08/15/2019	85823	California Special Districts Association	MULTIPLE CONFERENCE	1,275.00
08/15/2019	85824	CINTAS	ACT CENTER JANTIORIAL SUPPLIES	1,982.42
08/15/2019	85825	Colby, Cash	CONCERT IN THE PARK 8/1/19	100.00
08/15/2019	85826	DAWSON OIL COMPANY	62765 FUEL	3,413.68
08/15/2019	85827	EWING	LANDSCAPE DECODER	800.86
08/15/2019	85828	FASTENAL	MISC MAINT	162.55
08/15/2019	85829	FORD MOTOR CREDIT COMPANY LLC	LEASE 9423800 F250	887.55
08/15/2019	85830	Golden Bear Alarms	FBT ALARM SECURITY	109.50
08/15/2019	85831	HOBBS PEST SOLUTIONS, INC.	TREATED EXTERIOR FOR SPIDERS/INSECTS	75.00
08/15/2019	85832	HOME DEPOT	HOME DEPOT STATEMENT JUL19	2,061.85
08/15/2019	85833	HYLTON SECURITY, INC.	SECURITY GUARDS RIVERBEND	5,184.00
08/15/2019	85834	Intuit	CHECKS FOR A/P AND P/R	651.64
08/15/2019	85835	Jimmy's Custom Trophies of Northern CA	NAME PLATES	71.45
08/15/2019	85836	JOHNSON, BRETT	CONCERT IN THE PARK 8/8/19	100.00
08/15/2019	85837	LES SCHWAB TIRES	TRAILER TIRE	134.27
08/15/2019	85838	Lincoln Aquatics	POOL CHEMICALS	7,777.63
08/15/2019	85839	MAZES CONSULTING	IT SUPPORT/SUBSCRIPTIONS	3,915.94
08/15/2019	85840	NORTH YUBA WATER DISTRICT	2695 FBT WATER	122.50
08/15/2019	85841	OLSSON, SAKI	INSTRUCTOR GYM CHOREOGRAPHER	250.00
08/15/2019	85842	OROVILLE POWER EQUIPMENT	BLOWER, PRESSURE WASHER, MISC MAINT	3,756.50
08/15/2019	85843	RECOLOGY BUTTE COLUSA COUNTIES	TRASH ALL SITES	2,081.96
08/15/2019	85844	RIEBES AUTO PARTS	TRUCK PARTS	171.57
08/15/2019	85845	SCHUFELDT, MICHAEL	REFUND	230.00
08/15/2019	85846	SHARP'S LOCKSMITHING	KEYS/LOCKS	67.17
08/15/2019	85847	SOUTH FEATHER WATER & POWER	WATER-PALERMO	81.06
08/15/2019	85848	Staples	STAPLES STATEMENT JUL19	101.79
08/15/2019	85849	State Lands Commission	RIVERBEND LEASE LATE FEE	10.02
08/15/2019	85850	STREAMLINE	Concierge Fee	110.00
08/15/2019	85851	Tractor Supply Co.	TRACTOR SUPPLY STATEMENT	81.16
08/15/2019	85852	TWSD	Water and Sewer	3,457.70
08/15/2019	85853	U.S. BANK EQUIPMENT FINANCE	COPIER LEASE/USAGE	1,009.16
08/15/2019	85854	WAL-MART COMMUNITY	STATEMENT 1712	22.39
08/15/2019	85855	CAPUT, LYNNDEE	INSTRUCTOR FITNESS	78.00
08/15/2019	85856	RONNIE SMITH ENTERPRISES	INSTRUCTOR FITENSS	1,306.50
08/15/2019	85857	Thompson, Traci	8/15/19 CONCERT IN THE PARK	100.00
08/15/2019	85858-85837	PAYROLL ITEMS	PAYROLLS ITEMS	45,170.01
08/15/2019	85938	BANK OF NEW YORK MELLON	JAN18-MAR18 UMPQUA LOANS	85,993.17
08/15/2019	85939	PAYROLL ITEMS	PAYROLLS ITEMS	2,506.87
08/29/2019	85940	PREMIER ACCESS	1000548827 SEP19 PREMIUMS	1,024.36
08/29/2019	85941	BLUE SHIELD OF CALIFORNIA	4004625 SEP19 PREMIUMS	10,682.43
08/29/2019	85942	HUMANA INSURANCE CO.	657103-001 SEP19 LIFE PREMIUMS	84.20
08/29/2019	85943	ALPINE PORTABLE TOILET SERVICE	EQUIPMENT RENTAL - TOILETS	6,954.94
08/29/2019	85944	AT&T - CALNET	PHONE LINES	86.44
08/29/2019	85945	Butte County Sheriff's Office	WORKCREW FOR CLEANUP	2,050.00
08/29/2019	85946	CARTER LAW OFFICE	LEGAL	337.50
08/29/2019	85947	COMCAST	Acct#8155600190189780 PHONE/INTERENT	423.16
08/29/2019	85948	FP MAILING SOLUTIONS	POSTAGE	103.92
08/29/2019	85949	Western Web	ACT GUIDES 7000 SEP-FEB ISSUE	1,817.35
08/29/2019	85950	BURTENSHAW, BRIAN	CONCERT 9 14 19 FEATHER FALLS	100.00
08/29/2019	85951	MILAND, THEODORE	CONCERT 8 9 19	100.00
08/29/2019	85952	BRGC	10/11-13/19 GYM COMPETITION	880.00
08/29/2019	85953	CALF. WATER SERVICE	Acct 520857777 7/12/19-8/09/19	12,964.91
08/29/2019	85954	CHICO RENT-A-FENCE	FENCE	175.50
08/29/2019	85955	CINTAS	ACT CENTER JANTIORIAL SUPPLIES	1,660.53
08/29/2019	85956	COMP	PRE EMPLOYEE SCREEN	366.00
08/29/2019	85957	D & S Asphalt Sealing Company	ADA UPDATE TO PARKING LOT	540.00
08/29/2019	85958	DAVIS DIAMONDS PARENT CLUB	10/5-6/19 GYM COMPETITION	1,140.00
08/29/2019	85959	ELEVATE GYMNASTICS ACADEMY	9/14-15/19 GYM COMPETITION	1,350.00
08/29/2019	85960	EWING	125 SPRINKLERS	522.01
08/29/2019	85961	GAFO	11/8-10/19 GYM COMPETITION	1,200.00
08/29/2019	85962	Industrial Power Products	MISC MAINT	746.73
08/29/2019	85963	Knorr Systems, Inc	POOL PARTS	1,252.69
08/29/2019	85964	MICHAEL THORSON	REFUND	535.00

Feather River Recreation & Park District
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 August 2019

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09/15/2019

Accrual Basis

Date	Num	Name	Memo	Credit
08/29/2019	85965	Modern Carpet Cleaning	CARPET STAIN REMOVAL	200.00
08/29/2019	85966	OWENS, JENNIFER	8/17 CHOREOGRAPHER	500.00
08/29/2019	85967	P.G. & E.	PGE ALL LOCAITONS 6/24/19-7/23/19	15,131.90
08/29/2019	85968	RIEBES AUTO PARTS	TRUCK PARTS	21.53
08/29/2019	85969	SCHUFELDT, MICHAEL	REMAINDER OF REFUND	50.00
08/29/2019	85970	WAXIE SANITARY SUPPLY	JANITOR SUPPLIES	398.79
08/29/2019	85971	Williams Electric Company, Inc	ELECTRICIAN	3,747.00
08/29/2019	85972	YMCA of Superior California	LIFEGUARD SERVICES	180.00
08/29/2019	85973	BURLESON, HARRY	INSTRUCTOR FITNESS YOUTH JUDO	159.25
08/29/2019	85974-86046	PAYROLL ITEMS	PAYROLLS ITEMS	39,959.25
				<u>421,678.67</u>
Total 1010 - Treasury Cash				421,678.67
TOTAL				<u>421,678.67</u>



RESOLUTION NO. 1921-19

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT APPROVING THE TRANSFER OF FUNDS IN THE AMOUNT OF \$200,000 FROM THE MERCHANT PAYMENT RECEIVED BY CREDIT CARD ACCOUNT: BANK OF THE WEST TO THE GENERAL FUND ACCOUNT 2600

WHEREAS, the General Manager has reviewed the finances of the District and recommends transferring \$200,000 from the Merchant Account at Bank of the West to the General Fund Account 2600; and

WHEREAS, the Board of Directors, after receiving the recommendation from the General Manager, agrees that it is in the best interest of the District to transfer non-Impact fee funds in the amount of \$200,000 from the Bank of the West Merchant Account to the General Fund Account 2600; and

NOW THEREFORE, IT BE RESOLVED, that the Board of Directors of the Feather River Recreation and Park District approves the transferring of \$200,000 from the Bank of the West Merchant Account to the General Fund Account 2600.

PASSED AND ADOPTED, at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 24th day of September 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
 Scott Kent Fowler, Chairperson

 Shawn Rohrbacker, General Manager



RESOLUTION NO. 1922-19

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE FEATHER RIVER RECREATION AND PARK DISTRICT ACKNOWLEDGING THE COMPLETION OF THE INSTALL AND UPGRADES RELATED TO THE TWO (2) PALERMO PARK PLAY STRUCTURES AND EXPRESSION SWING SET
Fixed Asset number 192001**

WHEREAS, the Feather River Recreation and Park District Board of Directors approved the installation and upgrades related to the Two (2) Palermo Park Play Structures and Expression Swing Set Project (2018 Fixed Asset number 171805); and

WHEREAS, the Feather River Recreation and Park District Board approved the utilization of the General Fund 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 Palermo Park Play Structures Project in the total amount of \$39,971.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Feather River Recreation and Park District on the 24th day of September 2019 by the following vote:

Ayes:

Noes:

Absent:

Abstain:

Attest: _____
Scott Kent Fowler, Chairperson

Shawn Rohrbacker, General Manager



STAFF REPORT

DATE: SEPTEMBER 24, 2019

TO: FRRPD BOARD OF DIRECTORS

FROM: DEBORAH PELTZER, BUSINESS MANAGER

RE: CHANGE STARTING PAYSCALE MARKETING SPECIALIST POSITION

SUMMARY

Change the starting pay-scale immediately for the Marketing Specialist position

BACKGROUND

Marketing Specialist: Staff is requesting to change the part-time Marketing Specialist starting hourly pay-scale from \$12.25 to \$15.00 in the accounting department. This position requires college level skills including but not limited to graphic art software knowledge, large event coordination experience, in-depth skills promoting the District social media, and serves as a District media spokesperson. To expand the pool of candidates applying for this important position, staff recommends increasing the hourly rate to match the skill set and experience requires for this role.

BUDGETARY IMPACT

Marketing Specialist pay scale change: increase to payroll estimated \$5k annually. The payroll Admin budget can handle this change and still remain within the budgeted payroll amount.

RECOMMENDATION

Finance Committee and GM Rohrbacker recommends approval

ALTERNATIVE ACTIONS

NA

ATTACHMENT(S)

Detailed job description attached



Job Description

Title: Marketing Specialist
Department: Administration

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

JOB SUMMARY:

Under general supervision by the Executive Administrator, perform responsible, professional recreation/clerical work, the nature that often requires performance independent of supervision. Provide support to the management staff in planning and conducting District Special Events and marketing and attends community special event meetings as a District representative. Ensures the District remains involved in the community in all aspects. Assist all departments in marketing of programs, class activities and /or after-school programs /or citywide special events. Manages and recruits for District volunteer programs. This position also assists management staff in grant writing processes. This is a part time up to 29 hours a week position without District benefits.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assists in planning, coordinating, organizing and promoting special events in the community
- Assist in gathering, analyzing, and reporting of information pertinent for the development and scheduling of programs and District events.
- Responsible for promoting the District in a positive light by marketing programs and Special Events through social media, email fliers, posters distribution and public appearances.
- Manages the District social media sources including but not limited to Facebook, Instagram, Twitter, Google, Constant Contact, press releases, etc.
- Responsible for production of the District monthly newsletter
- Responsible for District customer surveys and requests to better customer service of the District
- Serves as District media spokesperson for television, radio, events, and social media
- Responsible for photo releases of participants and photos of events, classes, programs, etc. to utilize for marketing
- Attends staff meetings and other meetings as necessary to obtain marketing information from all departments
- Plans and forms Special Event committees and meetings as well as agendas and minutes of meetings
- Provides closing reports of all Special Events to Supervisor for review
- Responsible for production of the District Activity Guide
- Responsible for seeking donations and sponsors for events and marketing materials, including managing advertisers and acquiring new advertisers for the District Activity Guide
- Submits recommendations for marketing/advertising budget and monitors expenditures
- Recruit and assist management with District Volunteer Programs

Approved December 15, 2015 (Change starting pay scale pending approval September 2019)

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives.

1875 Feather River Blvd. Oroville, CA 95965 (530) 533-2011



REQUIRED KNOWLEDGE AND SKILLS:

- Knowledge of developmentally appropriate methods, practices, equipment and materials used in recreation programs and Special Events
- Perform physical work and/or athletic activity related to recreation programs and Special Events
- Communication and public relation skills, including excellent customer service
- Maintains a clear driving record with DMV
- Drives district vehicle or personal vehicle as needed to conduct District business
- Knowledge of pertinent District policies and procedures, employee handbook
- Skill in clerical duties including typing keeping statistics, and graphic arts
- Knowledgeable in Adobe, Excel, Publisher, Power Pointe, InDesign, Outlook, Microsoft Word and Adobe Illustrator
- Skills in planning, organizing and directing programs/and or special events
- Skill in following and effectively communicating verbal and written instructions
- Skill in operating independently and as a team member
- Skill in establishing and maintaining effective working relations with co-workers, other District employees and the public
- Completes necessary reports
- Travel to various sites in the District to complete work activities
- Work irregular hours, shifts or weekends
- Conduct meetings and telephone conversations with staff, and community members.
- Ability to think creatively
- Ability to compose press releases and distribute to local media
- Ability to pay attention to details and plan 6-12 months in advance

EDUCATION, CERTIFICATIONS AND LICENSES:

- One year of responsible experience in a variety of recreational and event activities.
- One year of experience working with Microsoft Word, Publisher, Power Point, Outlook
- Knowledge of principles of marketing, customer service, design and graphic design
- A valid State of California class 'C' driver's license and a satisfactory driving record required with proof of insurance.
- High school diploma or GED required
- DOJ background check clearance required prior to employment

ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in an indoor and outdoor environment. Working conditions in the field exposed to variations in temperatures, dry, dusty, and humidity, high winds and rain
- May be required to lift and carry items more than 50 pounds (including children)
- Walk, stand, sit, kneel, crawl, bend and climb receptively or over a long period of time

ADDITIONAL INFORMATION:

Reports to: Executive Administrator

Direct Reports: N/A

Approved December 15, 2015 (Change starting pay scale pending approval September 2019)

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STAFF REPORT

DATE: SEPTEMBER 24, 2019

TO: FEATHER RIVER RECREATION AND PARK DISTRICT BOARD OF DIRECTORS

FROM: GENERAL MANAGER SHAWN ROHRBACKER

RE: ALLOCATE UP TO \$7k TILT TRAILER, GENERAL FUND

SUMMARY

The District currently owns 1 tilt bed trailer, it is in use every day hauling the mowers. Maintenance Department requires a second trailer to haul bobcat, backhoe and other equipment related to irrigation and general park maintenance.

During the budget process \$60k was transferred from reserves to General Fund for equipment purchases. The Board has approved up to \$55k for the Bobcat purchase, at least \$5k remains in the General Fund for equipment purchases. The trailer purchase will be funded from General Fund.

Two quotes are attached, staff is requesting allocation up to \$7k.

1. **Jeff's Truck Service: Big Tex 14TL \$6,853**
2. **Best Trailer, Inc. TB 9900 \$7,878**
3. **3rd Quote to be presented at Board Meeting, haven't received from the company in time for agenda posting.**

RECOMMENDATION

General Manager and Business Manager Recommends allocation up to \$7k
2019-20 Budget supports this purchase.

REQUESTS

Approve request to spend up to \$7k for trailer

JEFF'S TRUCK SERVICE

13514 HWY 99 NORTH

CHICO, CA 95973

(530) 895-8070

530 898-8711

PLEASE REMIT TO THIS ADDRESS

Web/eMail jtsf250@yahoo.com

Fax # 530 898-8711

ESTIMATE#504246

Page: F19

Monday-Saturday 8a.m.-6p.m.

Date

19 SEP 2019

Lic.

BAR No. ARD 212556

DEPT OF TOXIC SUBST

EPA-CAL 000294775

SOUTH FEATHER WATER	SCOTT	License JUN/9th/21	Year 0
CHICO	CA	Vin	Make N/A
Home #		Eng. Type	Model N/A
Work #	Ext.	Eng. No.	Miles/Km 0.0
Cell. #		Prod.	Color/Doors
EMAIL:		Other (CAP)	
Sales: 09		Remarks/PO:	Open Date 19 SEP 2019 13:03
		Unit	Ready By: 19 SEP 2019

Type	Description of Labor / Parts / Miscellaneous	Qty	Hours	Tech.	Each \$	Amount
Part:	.. - 14TL-20 WOOD	1.00			\$ 6,800.00	\$ 6,800.00
Misc.:	DMV	1.00				\$ 44.00
Misc.:	TIRE TAX	1.00				\$ 8.75
Misc.:	TRAILER IS RATED AT 14K AND NEEDS CLASS A DRIVERS LICENSE. CAN DERATE TO 9990 FOR CLASS C USE.	1.00				
				1	Group Sub Total	\$ 6,852.75

TRAILER IS ABOUT 6 WEEKS OUT.

Original Estimate:	\$ 0.00	:	_____	:	_____
					I acknowledge notice and oral approval of an increase in the original estimated price
Revision #1	.00				Revision #2 .00
	Increase		0.00		Increase 0.00
					Revision #3 .00
					Increase 0.00

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the vehicle herein described on streets, highways, or elsewhere for the purpose of testing and/or inspection. An express mechanic's lien is hereby acknowledged on above vehicle to secure the amount of repairs thereto. The company is not responsible for loss or damage to vehicle articles left in vehicle in case of fire, theft, or any other cause beyond our control. By signing, I agree to the terms and conditions listed on both sides of this form. All sales are final on electrical and/or computer parts. A 15% restocking fee will be charged on all special orders. Freight is non-refundable, return shipping fees may apply.

Signature: _____ Date: _____

: _____

Payment 1: 0.00
 Thank You From: JEFF'S TRUCK SERVICE

Account # 23003
 Payment 2: 0.00
 Key# 0.00

Estimate Labor	\$ 0.00
Estimate Parts	\$ 6,800.00
Estim. Environm.	\$ 0.00
Shop Supplies	\$ 0.00
Est. Sub Total Charges	\$ 0.00
Estimate Sublet	\$ 52.75
Estimate Sales Tax	\$ 493.00
Estim. Before Sales Tax	\$ 6,852.75
Total Estimate	\$ 7,345.75

Best Trailer, Inc.

500 IDAHO MARYLAND ROAD
 (530) 274-2378 fax: (530) 273-7631

Estimate

Date	Estimate #
9/20/2019	4401

Name / Address
scott@frpd.com

Rep	Project

Description	Qty	Rate	Total
TB82' X 16' TILTBED TANDEM AXLE G.V.W.R. 9900 1B9TB212	1	7,200.00	7,200.00T
TIRE TAX CA RECYCLING MANDATORY	4	1.75	7.00
DOC REGISTRATION SERVICE FEES	1	32.00	32.00T
DMV FEES FOR REGISTRATION	1	42.00	42.00
SURGE BRAKES BLACK ON BLACK 2 5/16 CROFT COUPLER RUMBER DECKING			
DELIVERY NOT QUOTED			

Subtotal		\$7,281.00
Sales Tax (8.25%)		\$596.64
Total		\$7,877.64

DEPARTMENT UPDATES – AUGUST 2019

Preschool

By Estela Valencia – Director of Preschool

Enrollment:

Toddler Program - 10

Preschool – 45

Recently completed events/projects:

Splash into Fun Summer camp came to an end. It was a very busy and successful summer camp. All summer camp supplies were put away and stored. Preschool staff deep cleaned and moved furniture around. School supplies was ordered.

Current events/projects:

Preschool program continues to work on enrolling new families to the program.

Upcoming events/projects:

Preschool program is still trying to hire a Preschool teacher, it has been a challenge this year trying to fill that job position.

The next school age “Fall Into Camp” will be held November 25-27 at Nelson school.

Preschool program will be participating in The Step to Quality program. This program provides incentives to the staff that participates and supports quality improvements in childcare or anyone working in the early childhood education field. This will be the third year the preschool participates.

Gymnastics

By Michelle Huffman – Recreation Supervisor Gymnastics

Enrollment:

Rec Under 7	96	Boys Team	14	Total	296
Rec 7 and up	153	Girls Team	33		
	249		47	Change	75

Updates:

Enrollment is building as expected. Cheer and Ninja classes are also filling. Allowing us to expand with a Level 2 Ninja class and a Kinder Cheer Class for 5-6 yrs.

Staff and students are looking forward to trying the new testing program and hopefully expand the Recreational class offerings to include a Rec 3 class and new pre-competitive members.

Events:

October Halloween Jamboree will be on October 26-27 and we currently have 380 athletes registered.

DEPARTMENT UPDATES – AUGUST 2019

Projects:

Replaced foam and carpet on the competitive floor with used products from Stanford University. We were able to reuse our foam and carpet into the rock room for more safety.

Recreation

By Brian Wilson – Recreation Supervisor

Current/Ongoing Programs Offered

- Youth After School Sports Programs
 - Flag Football 7 teams
 - Volleyball 23 teams
 - Cross Country 60 athletes
- Adult Sports Programs
 - Fall Softball 12 teams
- Sporty All-Stars (Pre-K/K) 12 participants
- Special Interest Classes
 - Yoga
 - U-Jam
 - Karate
 - Judo
 - Whole Body Fit
 - Zumba
 - Mrs. Gabby/Noelle Dance
 - Mrs. Peggy Dance
 - Mrs. Kelly Dance
 - Line Dancing
 - Dog Obedience (Group Session)
 - AARP Driving Class

Recently Completed Events/Projects/Programs

- Adult Sports
 - Summer Softball 14 teams

Current events/projects

- 5-Year Department Plan
- Kinder Gym Paint/Flooring Project
- Rock room project
 - Slack line(s)
 - Traverse walls
 - Peg boards

Upcoming events/projects

- Youth After School Sports Program: Basketball
- Youth Sports Officials Training(s): Basketball

DEPARTMENT UPDATES – AUGUST 2019

- Winter/Spring Activity Guide
- Annual Turkey Trot Fun Run/Walk
- Jr. Giants Programming Calendar
- District Master Plan

11.16.19 Riverbend Park



“Sporty All-Stars” at Riverbend Park



“Youth After-School Sports: Track & Field” at Harrison Stadium

DEPARTMENT UPDATES – AUGUST 2019**Maintenance**

Scott Thompson – Park Supervisor

Recently completed events/projects:

Palermo Park

- Playground – The playground is complete and ready for public use.
 - All play structures have been installed and are ready for play
 - FRRPD staff trenched and installed new drainage under both playground pits and connected to drain line that takes water away from the park and into a county drainage ditch.
 - Installed weed-block fabric in pits to help with weed control/maintenance.
 - New ASTM certified woodchips installed.
- Palermo Festival – FRRPD staff worked very hard to get the park ready for the Festival on 9/14.
 - Paint gazebo
 - Paint pavilion area

Riverbend Park

- Landscaping
 - All turf had fertilizer applied.
 - Irrigation has been turned down to try to get the fields to be less wet.
 - Weed control in DG areas, manual removal, clean up.
- Oroville Youth Soccer Club
 - Staff and I have been working with OYSC to get the park and facilities prepared for their opening day earlier this month. Received a message from the OYSC president on opening day that they were very happy with our efforts to get the park ready for them.
- Brush Clearing
 - I have been working with the Sheriff work crews to clear the Dog Park area and around the ponds at the south end of the park. They have cleaned up the area so well that you can see all the way through to the highway now, no more hiding places in that area. We will continue to work south and around the pond clearing.

Nelson Complex

- More LED lights have been added to the existing light poles in the interior of the park. This should help illuminate the park and parking lot for patrons playing sports after dark.

Current events/projects:

Maintenance has been keeping a full-time schedule during the week doing the following:

- Mowing sports fields and turf areas, sports fields get 2x cuts a week
- Weed eating, edging concrete, blowing clippings/leaves
- Trimming trees
- Testing/repairing sprinklers/irrigation lines
- Repairing leaks in mainlines/irrigation lines

DEPARTMENT UPDATES – AUGUST 2019

- Prepping sports fields for weekly games and practices
- Maintaining Nelson Pool and Palermo Pool for summer swim season and swim lessons.
- Weekend rentals in all parks

Nolan Complex

- Playtown Restrooms
 - Shawn and I continue to work on this project with architects, engineers, and the contractor. We are approaching plan submittal as the next step.
 - I have been working with our electrician to get power sorted out on site. Power was restored to one field, power was removed from the building site, two sports field light poles were re-energized. Old electrical panels and boxes are being relabeled to reflect where power is coming/going.
 - FRRPD staff and electrician were able to relocate one irrigation controller to a new permanent place away from the building. Electrical and low voltage wiring was redone.

Gym

- FRRPD staff will be building and installing pit covers for a portion of the foam pit the week of 9/23. This will give the gym more floor space and be able to support more gymnastic activities.
- Replace failed moisture sensor in foam pit.
- Get lift in to replace broken lenses in ceiling lights.

Irrigation

- Irrigation Valve Replacements – We have a valve that is no longer manufactured that we cannot get parts for any longer, so we are digging up and replacing the whole valve body with a current valve that can be worked on.
 - MLK Park
 - Palermo Park
 - Playtown

Upcoming events/projects:

Nelson Complex

- Vorhees Field
 - Relocate and/or remove electrical lines in the way of new backstop posts
 - Install new backstop
 - Re-grade field, cut turf where outfield meets infield, remove hump, reseed grass, install new base anchors and bases.
- Baldry Field
 - Re-grade field, cut turf where outfield meets infield, remove hump, reseed grass, install new base anchors and bases.
- Damon Field
 - Re-grade field, cut turf where outfield meets infield, remove hump, reseed grass, install new base anchors and bases.

