



**CHICO AREA RECREATION AND PARK DISTRICT**  
**545 VALLOMBROSA AVENUE, CHICO, CA 95926**  
**Phone (530) 895-4711 Fax (530) 895-4721**  
**Thursday, February 15, 2018 – 7:00 p.m.**

*Posted Prior to 5:00 pm  
Friday, February 9, 2018*

**BOARD MEMBERS:**

Jan Sneed, Chair  
Bob Malowney, Vice Chair  
Herman Ellis  
Tom Lando  
Michael Worley

**CARD STAFF:**

Ann Willmann, General Manager  
Terry Zeller, Director of Parks and Recreation  
Heather Childs, Finance Manager  
Jennifer Marciales, Executive Assistant

**GENERAL INFORMATION:**

1. Agendas:  
Agendas are available at the meeting or may be picked up in advance at the CARD Office the day prior to the Board meeting without charge.
2. Agenda Items:  
Agenda items are available for public inspection at each meeting or in advance at the CARD Office the day prior to the Board meeting. Copies of agenda items will be available at 20¢ per page.  
  
Notice: if a writing that is a public record pursuant to Government Code Section 54957.5(a) and that relates to an item on this agenda for open session is distributed less than 72 hours prior to this meeting, the writing shall be available for public inspection at the offices of the Chico Area Recreation and Park District, located at 545 Vallombrosa Avenue, Chico, California, at the time the writing is distributed to all or the majority of all of the members of the body.
3. Items Not Appearing On Posted Agenda:  
This agenda was posted at least 72 hours in advance of this meeting. For each item not appearing on the posted agenda upon which the Board wishes to take action, it must make one of the following determinations:
  - a. Determine by a majority vote that an emergency exists as defined in Government Code 54956.5.
  - b. Determine by a two-thirds vote or by a unanimous vote if less than two-thirds of the Board is present, that the need to take action arose subsequent to the agenda being posted.
  - c. Determine that the item appeared on a posted agenda for a meeting occurring not more than five calendar days prior to this meeting, and the item was continued to this meeting.  
Notwithstanding the above, items may be added to the agenda for Board discussion only or to acknowledge receipt of correspondence or other information.
4. Consent Agenda: All items listed under the Consent Agenda are considered to be routine and will be enacted by one motion. Resolutions will be read by title only. There will be no separate discussion of these items unless members of the Board, or persons in the audience, request specific items to be removed from the Consent Agenda to the Regular Agenda for separate discussion, prior to the time the Board votes on the motion to adopt the Consent Agenda. If any item(s) are removed from the Consent Agenda, the item(s) will be considered at the beginning of the Regular Agenda.
5. Assistance for the Disabled: If you are disabled in any way and need accommodation to participate in the meeting, please contact the CARD Office at (530) 895-4711 at least 48 hours prior to the start of the meeting so the necessary arrangements can be made.
6. Identity of Speakers: Speakers are asked to state their names before speaking and to voluntarily write their names on the provided record.



**REGULAR MEETING OF THE CHICO AREA  
RECREATION AND PARK DISTRICT BOARD OF DIRECTORS  
Thursday, February 15, 2018 – 7:00 p.m.**

*Posted Prior to 5:00 pm  
Friday, February 9, 2018*

**AGENDA**

**1.0 CALL TO ORDER**

1.1 Roll Call

**2.0 CORRESPONDENCE**

There is no correspondence.

**3.0 PUBLIC COMMENTS**

NOTE: The Chico Area Recreation and Park District Board of Directors may take official action only on items included in the posted agenda for a specific scheduled meeting. Items addressed during the Public Comment section are generally matters not included on the agenda and therefore, the Board will not take action at this scheduled meeting. However, such items may be put on the agenda for a future meeting. The public shall have the opportunity to address items that are on the posted agenda.

**4.0 PRESENTATIONS**

There are no presentations.

**5.0 CONSENT AGENDA**

5.1 Minutes of the Regular Meeting of the Board of Directors of December 21, 2017

*Action Requested – that the Board of Directors approve the minutes as submitted*

5.2 Monthly Bills and Refund Register for December 2017 - *Action Requested—that the Board of Directors authorize payment of the monthly bills and approve the refund register*

5.3 Monthly Financial Report for December 2017 - *Action Requested – that the Board of Directors review and approve the Monthly Financial Report*

5.4 Monthly Bills and Refund Register for January 2018 - *Action Requested – that the Board of Directors authorize payment of the monthly bills and approve the refund register*

5.5 Monthly Financial Report for January 2018 - *Action Requested – that the Board of Directors review and approve the Monthly Financial Report*

5.6 Resolution Directing the Preparation of the Engineer’s Report for the Continuation of the three (3) Maintenance Assessment Districts: Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscape and Lighting Assessment Districts (Staff Report 18-1) - *Action Requested – that the Board of Directors approve the Resolution that would direct SCI Consulting Group to prepare the Engineer’s Report for the Oak Way, Amber Grove/Greenfield, and Baroni Neighborhood Park and Open Space (No. LLD 001-05) Landscape and Lighting Assessment Districts for fiscal year 2018-19.*

## **6.0 REGULAR AGENDA**

6.1 Items Removed from the Consent Agenda

## **7.0 UNFINISHED BUSINESS**

- 7.1 District Update (Staff Report 18-2) - General Manager Willmann and Park and Recreation Director Zeller will provide an update to the Board of current projects and District updates, including, but not limited to, the Humboldt Avenue Skate Park Improvements, Community Park Court Resurfacing/Transformation, CARD Center Roof Project, City of Chico/CARD MOU, Humboldt Avenue Property, CARD Park Rules and Regulations, and program updates including the California Naturalists Program, Inclusive/Adaptive Recreation, and Wrestling - *Information/Possible Action*
- 7.2 Capital Improvement Plan for Sycamore Field (Staff Report 18-3) - *Action Requested – that the Board of Directors direct staff to include a portolet enclosure, baseline fence extension, and electrical upgrades and backstop outlet at Sycamore Field in the District’s Capital Improvement Plan and prioritize them among existing projects on an annual basis until they are complete.*

## **8.0 NEW BUSINESS**

- 8.1 Facility Needs Assessment and Feasibility Study - Request for Proposal (Staff Report 18-4) - *Action Requested – that the Board of Directors authorize the General Manager to enter into a contract with Conventions, Sports and Leisure in an amount not to exceed \$55,000 to conduct a Facility Needs Assessment and Feasibility Study.*
- 8.2 Business Office Staffing Reorganization (Staff Report 18-5) - *Action Requested – that the Board of Directors (1) approve the reorganization of the business office, (2) approve the proposed salary schedule, (3) authorize the General Manager to hire a full-time Human Resources/Payroll Specialist in May 2018, and (4) authorize the General Manager to hire a full-time Finance Specialist in November 2018.*
- 8.3 District Security Services (Staff Report 18-6) - *Action Requested – that the Board of Directors authorize the General Manager to enter into an agreement with A.G. Private Protection for an additional \$3,100 per month to provide increased security services.*
- 8.4 Park Impact Fee Update (Staff Report 18-7) - *Action Requested – that the Board of Directors authorize staff to direct correspondence to the City of Chico requesting that the Nexus Study Update include an amendment to the Community Park fee to include an acquisition fee of \$540.*
- 8.5 Appointment to Consolidated Redevelopment Agency Oversight Board for Butte County (Staff Report 18-8) - *Action Requested – that the Board of Directors determine if they would like to nominate a Board Member for the position of Special District Representative to the Consolidated Redevelopment Agency Oversight Board for Butte County and direct staff how to proceed.*

8.6 Board Committee Assignments - *Action Requested* - that the Board Chair appoint members of the Board to serve on the following Committees:

- a. *Finance Committee*
- b. *Intergovernmental Committee*
- c. *City/CARD MOU Ad Hoc Committee*
- d. *Master Plan Ad Hoc Committee*

## **9.0 BOARD OF DIRECTORS' REPORTS/SPECIAL ASSIGNMENTS**

9.1 Butte County Special Districts Association/LAFCO

9.2 Finance Committee

9.3 Other Reports

## **10.0 DIRECTORS' COMMENTS**

Opportunity for the Board to comment on items not listed on the agenda.

## **11.0 GENERAL MANAGER'S COMMENTS**

11.1 General Manager's Update

## **12.0 STAFF COMMENTS**

Opportunity for Staff to comment on items not listed on the agenda.

## **13.0 ADJOURNMENT**

Adjourn to the Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on March 15, 2018.