



**REGULAR MEETING OF THE CHICO AREA  
RECREATION AND PARK DISTRICT BOARD OF DIRECTORS  
545 VALLOMBROSA AVENUE, CHICO, CA 95926**

**MINUTES  
February 15, 2018**

**Board Members Present:** Jan Sneed, Chair  
Bob Malowney, Vice Chair  
Herman Ellis, Board Member  
Tom Lando, Board Member  
Michael Worley, Board Member

**Staff Members Present:** Ann Willmann, General Manager  
Terry Zeller, Director of Parks and Recreation  
Heather Childs, Finance Manager  
Jennifer Marciales, Executive Assistant

**1.0 CALL TO ORDER**

1.1 Roll Call

The meeting was called to order at 7:00 p.m., and roll call was taken as noted above.

**2.0 CORRESPONDENCE**

There was no correspondence.

**3.0 PUBLIC COMMENTS**

There were no public comments.

**4.0 PRESENTATIONS**

There were no presentations.

**5.0 CONSENT AGENDA**

**M/S/C/ (Directors Lando/Worley)** that the Board of Directors approves the consent agenda as presented.

**The vote was as follows: Ayes** carried  
Ayes: Sneed, Malowney, Ellis, Lando, Worley  
Noes: None  
Abstain: None  
Absent: None

**6.0 REGULAR AGENDA**

No items were removed from the consent agenda.

## **7.0 UNFINISHED BUSINESS**

### **7.1 District Update**

General Manager Willmann and Park and Recreation Director Zeller reviewed their staff report with the Board and provided an update on 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.

### **7.2 Capital Improvement Plan for Sycamore Field**

Park and Recreation Director Zeller reviewed his staff report with the Board.

Dave Shoemaker, President of the Chico Senior Softball League, addressed the Board and stated that the league starts next month, and they would like to see the improvements completed soon. He noted that the permanent outfield fence that they are requesting would be similar to what is currently at Hooker Oak Park with entry and access points and no side fences. He stated that he does not feel that it would limit program opportunities at the field.

Mr. Shoemaker further stated that the Senior Softball League has agreed to pay for the concrete slab needed for the portable restroom, as well as the monthly cost to rent and pump the portable restroom. He noted that they are hoping this can be completed by May or June of this year.

Director Lando stated that he would like to see a drawing of the permanent outfield fence being proposed by the Senior Softball League at Sycamore Field.

Director Worley stated that he would like staff to do a survey of the use of the field to see if it would be conducive to other events.

Tim Klick with senior softball stated that he does not see how having a fence would limit opportunities at the park.

The consensus of the Board was for staff to present a request for the portlet enclosure to the Bidwell Park and Playground Commission for approval, proceed with the baseline fence extension and backstop outlet this fiscal year, and further discuss the outfield fence at a future meeting.

## 8.0 NEW BUSINESS

### 8.1 Facility Needs Assessment and Feasibility Study

**M/S/C/ (Directors Lando/Ellis)** that the Board of Directors authorizes 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.

**The vote was as follows: Ayes** carried

Ayes: Sneed, Malowney, Ellis, Lando, Worley

Noes: None

Abstain: None

Absent: None

### 8.2 Business Office Staffing Reorganization

**M/S/C/ (Directors Ellis/Lando)** that the Board of Directors approves the reorganization of the business office, approves the proposed salary schedule, authorizes the General Manager to hire a full-time Human Resources/Payroll Specialist in May 2018, and authorizes the General Manager to hire a full-time Finance Specialist in November 2018.

**The vote was as follows: Ayes** carried

Ayes: Sneed, Malowney, Ellis, Lando, Worley

Noes: None

Abstain: None

Absent: None

### 8.3 District Security Services

Executive Assistant Marciales presented information to the Board with regard to a proposal to increase security services at CARD parks, facilities, and programs.

Mike Riley addressed the Board and stated that CARD needs to have a park watch program and volunteers patrol the parks. General Manager Willmann stated that CARD is currently working with the City of Chico with regard to the PALS Program.

**M/S/C/ (Directors Lando/Ellis)** that the Board of Directors authorizes 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.

**The vote was as follows: Ayes** carried

Ayes: Sneed, Malowney, Ellis, Lando, Worley

Noes: None

Abstain: None

Absent: None

#### 8.4 Park Impact Fee Update

**M/S/C/ (Directors Lando/Ellis)** that the Board of Directors requests that, once the Master Plan Update is complete, staff request that the City and County during their annual review of the Nexus Study consider including an acquisition fee for community parks.

**The vote was as follows: Ayes** carried

Ayes: Malowney, Ellis, Lando, Worley

Noes: Sneed

Abstain: None

Absent: None

#### 8.5 Appointment to Consolidated Redevelopment Agency Oversight Board for Butte County

The consensus of the Board was to nominate Bob Malowney for the position of Special District Representative to the Consolidated Redevelopment Agency Oversight Board for Butte County.

#### 8.6 Board Committee Assignments

Chair Sneed appointed members of the Board to serve on District Committees as follows:

- a. Finance Committee: Ellis/Malowney (Alternate – Lando)
- b. Intergovernmental Committee: Sneed/Lando (Alternate – Malowney)
- c. Master Plan Ad Hoc Committee: Lando/Malowney (Alternate – Worley)
- d. City/CARD MOU Ad Hoc Committee: Lando/Worley (Alternate – Malowney)

Chair Sneed also created an ad hoc committee to review the District's Park Rules and Regulations. The purpose of this committee is to review and propose suggested modifications to the District's Park Rules and Regulations. The Board Members appointed to this Committee are Chair Sneed and Director Ellis, with Director Lando as an alternate.

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

#### 9.1 Butte County Special Districts Association/LAFCO

There were no comments.

#### 9.2 Finance Committee

There were no comments.

#### 9.3 Other Reports

There were no comments.

**10.0 DIRECTORS' COMMENTS**

Chair Sneed stated that she would like staff and the Board to review and update the Board Manual.

Director Worley stated that the District should look at possible usable space at Wildwood to expand the park.

**11.0 GENERAL MANAGER'S COMMENTS**

There were no comments.

**12.0 STAFF COMMENTS**

There were no comments.

**13.0 ADJOURNMENT**

There being no further business, the Regular Meeting of the Board of Directors was adjourned at 7:54 p.m. to the Regular Meeting of the Board of Directors of the Chico Area Recreation and Park District on March 15, 2018.

Respectfully submitted,

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Ann Willmann, General Manager  
Secretary to the Board