

## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Thursday, August 28, 2025 – 4:00 P.M.

**DRAFT**

**Board Members Present:** Tom Lando, Chair  
Dave Donnan, Vice Chair  
Michael McGinnis, Board Member  
Christopher Norden, Board Member  
Jason Roye, Board Member

**Board Members Absent:**

**Staff Members Present:** Annabel Grimm, General Manager  
Phil Aviles, Finance and Human Resources Director  
Holli Drobny, Administrative Director  
Erin Morrissey, Recreation Director  
Scott Schumann, Parks and Facilities Director

**Legal Counsel Present:** Jackson Glick, Attorney at Law

### 1. CALL TO ORDER

The meeting was called to order at 4:00, and a roll call was taken, as noted above.

### 2. PUBLIC COMMENTS

Public comment was received from James LeDonne, President of the Chico Rod and Gun Club. LeDonne requested partnering with CARD to get classes incorporated with the District programming offerings. The Club provides classes for the public for Introductory Archery and Basic Archery. The club currently operates with many local non-profits and agencies.

### 3. CONSENT AGENDA

- 3.1. Minutes of the Regular Meeting of the Board of Directors on July 24, 2026 - *Action Requested: Approve meeting minutes.*
- 3.2. July Monthly Financial Report (Staff Report FI-25-022) - *Action Requested: Approve the monthly financials as recommended by the Finance Committee.*
- 3.3. Consideration of Service Agreement for Social Media Support Services (Staff Report FI-25-023) - *Action Requested: Authorize the District Manager to enter into a service agreement with Blue Flamingo for marketing, communications, and social media support services in an amount not to exceed \$90,000 annually.*
- 3.4. District Irrigation Replacement Award (Staff Report 25-FI-024) - *Action Requested: Award the contract for the District Irrigation Replacement Project to Dawson Landscaping in the amount of \$555,000 and authorize the General Manager to execute all necessary documents to proceed with the project.*

**M/S/C/ (Directors Donnan/Norden)** Board of Directors approved the consent agenda, with the exception of item 3.3, which was pulled from the consent agenda and placed on the Regular

Agenda as item 4.7.1.

**The motion was unanimously approved.**

#### **4. REGULAR AGENDA**

##### 4.1. Committee Report Out – Information Provided

###### 4.1.1. Finance Committee

##### 4.2. Use and Rental of District Facilities Policy (Staff Report 25-048)

To ensure equitable access, protect District assets, and align facility usage with the District's mission, staff have prepared an updated policy #2210 – *Use and Rental of District Facilities*. Public comment was received from Ted Sullivan, citing issues with the policy being too vague and urging the District clearly to define the priority status for users and renters of District facilities.

The Board sent the draft policy to Facility Committee for review.

##### 4.3. Injury and Illness Prevention Plan (IIPP) (Staff Report 25-049)

The IIPP is a written workplace safety program required for all California employers under Title 8 of the California Code of Regulations, Section 3203. The IIPP outlines the District's responsibilities and procedures for preventing workplace injuries and illnesses.

**M/S/C/ (Directors Norden/Roye)** Board of Directors approved the updated policy #3510 – *Injury and Illness Prevention Plan (IIPP)* to ensure compliance with California Division of Occupational Safety and Health (Cal/OSHA) requirements and enhance workplace safety for District employees.

**The motion was unanimously approved.**

##### 4.4. Consideration of Memorial Bench Requests (Staff Report 25-050)

The District has received memorial bench requests from community members wishing to honor loved ones through placement in District parks. Each request was reviewed by staff for compliance with design, location, and policy requirements, and then reviewed at the July 11<sup>th</sup>, 2025, Facility Committee Meeting.

**M/S/C/ (Directors Roye/Donnan)** Board of Directors approved the placement of memorial benches as recommended by the Facility Committee and in accordance with the District's Policy # 2215 – Donations and Gifts.

**The motion was unanimously approved.**

##### 4.5. Authorization to Execute Documents Related Esplanade Project Right-of-Way Transfer (Staff Report 25-051 & Resolution 25-014)

As part of the North Esplanade Project, the Chico Area Recreation and Park District is required to transfer a portion of property to the City of Chico to complete right-of-way adjustments. This transfer is being facilitated through Escrow No. 7085833.

**M/S/C/ (Directors Norden/Donnan)** Board of Directors adopted Resolution 25-014, authorizing the District Manager, or designee, to execute all documents necessary to complete Escrow No. 7085833 for the transfer of right-of-way property associated with the Esplanade Project to the City of Chico.

**The motion was unanimously approved.**

4.6. Henshaw Neighborhood Park Design Concept (Staff Report 25-052)

District staff, in collaboration with Confluence Inc., have developed a design concept for the park based on extensive community input.

Jayce Krogh, Henshaw Neighborhood resident, spoke of his appreciation of the District outreach efforts and opportunity to provide input. Krogh relayed that the expanded scope of the project which included additional acreage from the school district was not part of the initial meeting. He felt the concept was more consistent with a community park than a neighborhood park. There was discussion about the survey and methods used to collect the data.

There was discussion about the definition of programming, and the nature of park use in neighborhoods. Director Lando said that the soccer fields should be turned into open play space and reduction of parking impacts to the neighborhood. Lando did not support the concept as presented. Director Roye expressed support for the design concept.

**M/S/C/ (Directors Donnan/Norden)** Board of Directors to send back to Facilities Committee to review and discuss the current proposed amenities.

**Motion passed 4-1**

Ayes: Lando, Donnan, Norden, McGinnis

Noes: Roye,

4.7. Items that were pulled from the consent agenda:

4.7.1. Consideration of Service Agreement for Social Media Support Services (Staff Report FI-25-023) - *Action Requested: Authorize the District Manager to enter into a service agreement with Blue Flamingo for marketing, communications, and social media support services in an amount not to exceed \$90,000 annually.*

**M/S/C/ (Directors Roye/Norden)** Board of Directors approved the

**Motion passed 3-1**

Ayes: Lando, Norden, Roye, McGinnis

Noes: Donnan

**5. NEW BUSINESS**

There was no new business.

**1. DIRECTORS' COMMENTS**

**2. STAFF COMMENTS**

**3. ADJOURNMENT**

Adjourned at 4:46 PM to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.

**4. CLOSED SESSION**

Pursuant to Government Code 54956.9(d): Anticipated Litigation

CLOSED SESSION ANNOUNCEMENT

Information provided, no action taken.