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## BOARD OF DIRECTORS REGULAR MEETING MINUTES

Thursday, October 23, 2025 – 12:00 P.M.

**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 12:00, and a roll call was taken, as noted above.

### 2. PUBLIC COMMENTS

There were no public comments.

### 3. CONSENT AGENDA

- 3.1. Minutes of the Regular Meeting of the Board of Directors on August 28, 2025 - *Action Requested: Approve meeting minutes.*
- 3.2. Minutes of the Regular Meeting of the Board of Directors on September 25, 2025 - *Action Requested: Approve meeting minutes.*
- 3.3. August & September Monthly Financial Reports (Staff Report FI-25-025) - *Action Requested: Approve the monthly financials as recommended by the Finance Committee.*
- 3.4. Request for Proposals (RFP) for Auditing Services (Staff Report FI-25-026) - *Action Requested: Authorize District staff to issue an RFP for professional financial auditing services for the District.*
- 3.5. Request for Proposals (RFP) for Tax and Levy Administration Services (Staff Report FI-25-027) - *Action Requested: Authorize District staff to issue an RFP for professional tax assessment services for the District.*
- 3.6. Community Park Shop Budget Allocation (Staff Report FI-25-028) - *Action Requested: Authorize an additional budget allocation of \$100,000 for the Community Park Shop Project.*
- 3.7. Consideration of Recreation Coordinator (Staff Report FI-25-029) - *Action Requested: Approve the addition of a Recreation Coordinator position, titled Action Sports*

*Coordinator, to support programming and operations at the upcoming Chico Bike Park, skatepark, and pump track.*

- 3.8. Cal Water Reimbursement (Staff Report FI-25-030) – *Action Requested: Approve the reimbursement to Butte County Youth Sports and Education Foundation for the cost of installing an additional water service connection.*
- 3.9. Use and Rental of District Facility Policy (Staff Report 25-048) - *Action Requested: Approve the updated Use and Rental of District Facilities Policy to establish consistent guidelines for the public use of District facilities.*

**M/S/C/ (Directors McGinnis/Donnan)** Board of Directors approved the consent agenda, with the exception of agenda item 3.7, to be continued to a future meeting.

**The motion was unanimously approved.**

Absent: Norden

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

- 4.1. Committee Report Out – Information Provided
  - 4.1.1. Finance Committee
  - 4.1.2. Facility Committee

4.2. Retirement Recognition for Jerald Brayton (Staff Report 25-058 & Resolution 25-017)  
After 24 years of dedicated service to the District, tennis instructor Jerry Brayton retired on August 18, 2025. A lifelong Chico resident, Jerry has been a cornerstone of the District’s tennis programming, teaching lessons seven days a week at Community Park and making Tennis Court 1 his home base.

**M/S/C/ (Directors McGinnis/Donnan)** Board of Directors approved Resolution 25-017, dedicating Tennis Court 1 at Community Park as the “Jerry Brayton Court” in recognition of Jerry Brayton’s 24 years of exceptional service, dedication, and positive influence on the District’s tennis programming and the Chico community.

**The motion was unanimously approved.**

Absent: Norden

- 4.3. Annexation of Community Facilities District (CFD) for the Operation and Maintenance of Henshaw Neighborhood Park (Staff Report 25-056 and Resolution 25-015)

On June 22, 2023, the Board of Directors adopted Resolution No. 23-012 establishing Community Facilities District (CFD) No. 2023-01 (Park Maintenance) and providing for a Future Annexation Area.

**M/S/C/ (Directors McGinnis/Donnan)** Board of Directors adopted Resolution 25-015 for the annexation of territory located in the future annexation area of Community Facilities District no. 2023-01 (Park Maintenance) into CFD 2023-01, and to levy a special tax to pay for certain public services (annexation No. 1, tax zone no. 2 – Orchard Creek Estates and Autumn Leaf subdivisions).

**The motion was unanimously approved.**

Absent: Norden

4.4. Items that were pulled from the consent agenda:

- 4.4.1. Consideration Recreation Coordinator (Staff Report FI-25-029) - *Action Requested: Approve the addition of a Recreation Coordinator position, titled Action Sports Coordinator, to support programming and operations at the upcoming Chico Bike Park, skatepark, and pump track.*

**The agenda item was continued until a future Board Meeting.**

## **5. NEW BUSINESS**

5.1. Regular Meeting Schedule for November and December

The November Regular Board meeting is currently scheduled for Thanksgiving Day, and the December Regular Board meeting is currently scheduled for Christmas Day. District staff are requesting Board input on rescheduling.

**M/S/C/ (Directors INSERT/INSERT)** Board of Directors moved to merge the November and December meeting and scheduled to be on December 11, 2025.

**The motion was unanimously approved.**

Absent: Norden

## **6. DIRECTORS' COMMENTS**

## **7. STAFF COMMENTS**

Jackson Glick commented on the progress of the Bike Park and the community excitement around it.

## **8. ADJOURNMENT**

Adjourned at 12:05PM to the next meeting of the Board of Directors of the Chico Area Recreation and Park District.

## **9. CLOSED SESSION**

Pursuant to Government Code 54956.9(d)(1): Conference with Legal Counsel – Existing Litigation Service Employees International Union (SEIU) Grievance.