

# MT. SHASTA RECREATION & PARKS DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA TUESDAY – MARCH 10, 2020– 6PM MT. SHASTA CITY PARK – UPPER LODGE

(AMENDED)

**Note for Public Comment** - The public will have an opportunity to comment on any agenda item or any other matter under **AUDIENCE NOT ON AGENDA** or during Board discussion of that agenda item. If a speaker requires more than 3 minutes for his or her comments, the speaker may submit additional comments in writing to the Board Clerk. Speakers may not cede their time. If you desire a written response, please provide your mailing address.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **CHAIR COMMENTS**
4. **PRESENTATION / CERTIFICATE OF APPRECIATION TO MIKE RODRIGUEZ UPON HIS RETIREMENT FROM THE MT. SHASTA RECREATION & PARKS DISTRICT, MARCH 31, 2020**
5. **AUDIENCE NOT ON AGENDA** (Please Note: This time slot is for information from the public to the Board of Directors on any matter or agenda item - **NO ACTION WILL BE TAKEN** on items not on the agenda. The public may also address the Board during open discussion of any agenda item.)
6. **AUDIENCE ON AGENDA – Tom Hesseldenz, Hesseldenz & Associates / See Old Business – Master Plan Update**
7. **CONSENT AGENDA - Approval**
  - **Minutes** – February 11, 2020 Regular Meeting
  - **Disbursements – District FY 1920** – February payroll #2, March payroll #1, March vendor disbursements (p) – Total – \$55,442.26
  - **Disbursements – Rink – FY 1920** - March vendor disbursements (p) – Total – \$10,381.88
8. **OLD BUSINESS – Master Plan Update** – Tom Hesseldenz will be in attendance to provide an update on progress to date with the Master Plan project; upcoming public meeting facilitation; and stakeholder conversations – Discussion & possible action

**District Board Policies / Draft Policy Final Review** – The Board will conduct a final review of the following draft policies, originally presented at the February 22, 2020 regular meeting, in Personnel Policy-3000 Series: Employment Practices – to be considered for approval and adoption:

*POLICY TITLE:	Dress Code & Personal Standards	POLICY NUMBER:	3200
*POLICY TITLE:	Housekeeping	POLICY NUMBER:	3205
*POLICY TITLE:	Outside Employment	POLICY NUMBER:	3210
*POLICY TITLE:	Receipt of Gifts	POLICY NUMBER:	3215
*POLICY TITLE:	Uniforms and Protective Clothing	POLICY NUMBER:	3220
*POLICY TITLE:	Internet, Email and Electronic Communications	POLICY NUMBER:	3300
*POLICY TITLE:	Cell Phone Usage	POLICY NUMBER:	3305
*POLICY TITLE:	Authorized Leave	POLICY NUMBER:	3400
*POLICY TITLE:	Bereavement Leave	POLICY NUMBER:	3405
*POLICY TITLE:	Catastrophic Time Bank	POLICY NUMBER:	3410
*POLICY TITLE:	Educational Assistance	POLICY NUMBER:	3420
*POLICY TITLE:	Jury Duty	POLICY NUMBER:	3435
*POLICY TITLE:	Time Keeping/Time Records	POLICY NUMBER:	3465
*POLICY TITLE:	Time Off to Vote	POLICY NUMBER:	3475

Discussion & possible action

**9. NEW BUSINESS –**

**Mt. Shasta / Dunsmuir Recreation & Parks Districts / FY 1920 Service Agreement – Amendment to Services** – The Board will be provided a new draft Service Agreement between the Mt. Shasta and Dunsmuir Recreation & Parks Districts encompassing the revised administrative (clerical & fiscal) assistance that Mt. Shasta will continue providing after the retirement of Mike Rodriguez, eff. 3/31/20 – Discussion & possible action

Recommendation – The District Administrator recommends the approval of the new service agreement as presented.

**District Board Policies / Draft Policy Review** – The Board will be provided first review of the following draft policies in the Board Policy-1000 Series – to be considered for adoption at the April 14, 2020 Board meeting:

*POLICY TITLE:	Adoption/Amendment of Policies	POLICY NUMBER: 1000
*POLICY TITLE:	Association Memberships	POLICY NUMBER: 1005
*POLICY TITLE:	Basis of Authority	POLICY NUMBER: 1010
*POLICY TITLE:	Correspondence to the Board	POLICY NUMBER: 1040

**10. REPORTS -**

**MAINTENANCE – Supervisor Zanni**

- Monthly report and equipment updates

**RECREATION – Operations Manager Rodriguez**

- Programming and events

**ADMINISTRATIVE – District Administrator Shaw**

- Monthly report
- District Overview / Master Plan Update
- Siskiyou Ice Rink / End-of-Season Update

**FINANCIAL REPORT – Administrative Assistant Smith**

- FY 1920 YTD Budget Status – County Financial Banner Report @2/29/20

**11. BOARD / STAFF COMMENTS**

**12. ADJOURN**