

MT. SHASTA RECREATION & PARKS DISTRICT

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
TUESDAY – AUGUST 11, 2020– 6PM
VIA ZOOM TELE-CONFERENCE**

Join Zoom Meeting

<https://us02web.zoom.us/j/82097474747?pwd=bk9pUUNkaDlNVEFEOEFpZHh4NjlnNdz09>

Meeting ID: 820 9747 4747

Passcode: 730804

One tap mobile

+16699009128 US (San Jose)

Dial by your location

+1 669 900 9128 US (San Jose)

Meeting ID: 820 9747 4747

Passcode: 730804

1. CALL TO ORDER

2. ROLL CALL

3. CHAIR COMMENTS

4. AUDIENCE NOT ON AGENDA / ACCESSING MEETING THRU TELE-CONFERENCE

PROTOCOL (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.

5. AUDIENCE ON AGENDA

Mike Williams – Active Transportation Committee (ATC) / See New Business

Tom Hesseldenz, Hesseldenz & Associates / See Old Business – Master Plan Update

6. CONSENT AGENDA –

- **Minutes** - June 15 Special (Zoom) Meeting
- **Minutes** - June 23, 2020 Special (Zoom) Meeting
- **Minutes** - July 1, 2020 Special (Zoom) Meeting – Payroll Approval
- **Minutes** - July 14, 2020 Regular (Zoom) Meeting
- **Minutes** – July 16, 2020 – Payroll / Disbursement Approval
- **Disbursements** / District & Rink – Aug. disbursements (p) – Total – \$16,382.59

7. NEW BUSINESS

Active Transportation Committee (ATC) / Re: Project Planning – Michael Williams will be in attendance to present current matters of the Active Transportation Committee (ATC), an advisory body to the Mt. Shasta City Council, and to discuss the potential for the District and ATC coordinating planning efforts related to local and regional alternative transportation projects. Presentation only.

Prop. 68 Grant Funding Opportunities – District Administrator Shaw will provide a brief review of Prop. 68 grant applications. The State is currently accepting applications prompting a dialogue of priority projects that fit within the project guidelines. Discussion & possible action.

Employee Job Performance Review – As a follow-up to the July 29th Personnel Committee meeting, District Administrator Shaw will present the newly drafted District Administrator employee job performance review template. The District Administrator is recommending approval.

Dance Hall Property Loss Claim - District Administrator Shaw will present an update to the status of the Dance Hall building repairs and insurance claim process.

District Board Policies / Draft Policy Review – The Board will be provided first review of the following draft policies in the Personnel Policy-3000 Series: Compensation and Benefits – to be considered for adoption at the September 8, 2020 regular Board meeting:

*POLICY TITLE:	Family and Medical Leave	POLICY NUMBER:	3425
*POLICY TITLE:	Holidays	POLICY NUMBER:	3430
*POLICY TITLE:	Leave for Crime Victims and Family Members	POLICY NUMBER:	3440
*POLICY TITLE:	Military Leave	POLICY NUMBER:	3445
*POLICY TITLE:	Pregnancy Disability Leave	POLICY NUMBER:	3450
*POLICY TITLE:	Rest & Meal Periods	POLICY NUMBER:	3455
*POLICY TITLE:	Sick Leave	POLICY NUMBER:	3460
*POLICY TITLE:	Time Off for Children - School Activities	POLICY NUMBER:	3470
*POLICY TITLE:	Unauthorized Voluntary Absence	POLICY NUMBER:	3480
*POLICY TITLE:	Vacations	POLICY NUMBER:	3490
*POLICY TITLE:	Workers' Compensation Leave	POLICY NUMBER:	3495

8. OLD BUSINESS –

Master Plan Update – Tom Hesseldenz, Master Plan Consultant, will be in attendance to provide a review of the City Park public input meeting held July 29, 2020; to discuss timelines for future meetings; and to provide an update on stakeholder conversations. Discussion & possible action.

9. REPORTS -

MAINTENANCE – Supervisor Zanni

- Monthly report and equipment updates

ADMINISTRATIVE - District Administrator Shaw

- Monthly report • District operational status

FINANCIAL REPORT - Administrative Assistant Smith

- FY1920 Close-Out Follow-Up / Budget Committee Follow-Up / Final Budget Approval – August 17, 2020
- Quickbooks – Continued Consultant Training
- Upcoming Special Zoom Meeting Request – Payroll Approval 8/17/20, 9/1/20

10. BOARD/STAFF COMMENTS

11. ADJOURN