

# MT. SHASTA RECREATION & PARKS DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA TUESDAY – JANUARY 14, 2020 – 6PM MT. SHASTA CITY PARK – UPPER LODGE

**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. OATH OF OFFICE** – Newly appointed Boardmember Leslie Rush will be administered the Oath of Office and take her seat on the Board for a term expiring, June 20, 2020

**3. ROLL CALL**

**4. CHAIR COMMENTS**

**5. ELECTION OF BOARD OFFICERS** – Nominations will be taken to elect 2020 Board officers – Chairperson – Vice-Chairperson – Board Clerk. The newly elected Board Chairperson will take the gavel and preside over the remainder of the meeting.

**COMMITTEE APPOINTMENTS** – Appointments will be made to the following Standing Committees: 1) Budget & Finance, 2) Personnel/Personnel & District Policies, 3) Siskiyou Ice Rink, and possible consideration for the creation of an Ad-Hoc Committee – Master Plan Project.

**6. 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.

**7. AUDIENCE ON AGENDA -**

**Presentation from SORA (Siskiyou Outdoor Recreation Alliance) – Information concerning the “Grinduro” Bike Ride Event, sponsored by SORA. Event venue proposed at Shastice Park for September, 2020**

**8. CONSENT AGENDA - Approval**

- **Minutes** – December 13, 2019 Special Meeting
- **Disbursements – District FY 1920** – December payroll #2, January payroll #1, January vendor disbursements (p) – Total - pending
- **Disbursements – Rink – FY 1920** - January vendor disbursements (p) –
- Total - pending
- **Disbursements – Donation Project / Upper Lodge Kitchen Upgrades –**
- Total - pending

**9. OLD BUSINESS –**

**Contract for Services – Hesseldenz & Associates / Master Plan Project** – County Counsel has reviewed and approved the Contract for Services and the Master Plan proposal (Exhibit A) as submitted by Tom Hesseldenz (Hesseldenz & Associates). Board action required to approve final contract – Possible action

**Recommendation** – District Administrator Shaw is recommending acceptance of the Contract for Services and Master Plan proposal (Exhibit A) as submitted and reviewed by County Counsel.

**10. NEW BUSINESS –**

**District Board Policies / Draft Policy Review** – The Board will be provided the first review of the following Personnel Policy Series: Employment Practices – to be considered for adoption at the February 20, 2020 Board meeting:

- Policy Title: Accommodations for Disability POLICY NUMBER: 3100
- Policy Title: Demotion – Non-disciplinary POLICY NUMBER: 3102
- Policy Title: Disciplinary Action POLICY NUMBER: 3104
- Policy Title: Driver Training and Record Review POLICY NUMBER: 3106
- Policy Title: Drug and Alcohol Testing POLICY NUMBER: 3108
- Policy Title: Employee Information/Emergency Data POLICY NUMBER: 3110
- Policy Title: Employee Status POLICY NUMBER: 3116
- Policy Title: Equal Opportunity POLICY NUMBER: 3118
- Policy Title: Grievance Procedure POLICY NUMBER: 3120
- Policy Title: Hours of Work and Overtime POLICY NUMBER: 3122
- Policy Title: Nepotism POLICY NUMBER: 3126
- Policy Title: Separation from District Employment POLICY NUMBER: 3136
- Policy Title: Unlawful Harassment POLICY NUMBER: 3140
- Policy Title: Inclusive Workplace POLICY NUMBER: 3141
- Policy Title: Whistleblowing POLICY NUMBER: 3142

**11. REPORTS -**

**MAINTENANCE – Supervisor Zanni**

- Monthly report and equipment updates

**RECREATION – Operations Manager Rodriguez**

- Programming and events

**ADMINISTRATIVE – District Administrator Shaw**

- Monthly report
- Siskiyou Ice Rink / Season Update

**FINANCIAL REPORT –**

- FY 1920 YTD Budget Status – County Financial Banner Report @12/31/19

**12. BOARD / STAFF COMMENTS**

**13. ADJOURN**