

MT. SHASTA RECREATION & PARKS DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA TUESDAY –FEBRUARY 11, 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. **ROLL CALL**
3. **CHAIR COMMENTS**
4. **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.)
5. **AUDIENCE ON AGENDA –
Ellen McArron, Board Chair – Dunsmuir Recreation & Parks District / See New Business**
6. **CONSENT AGENDA - Approval**
 - **Minutes** – January 14, 2020 Regular Meeting
 - **Minutes** – January 31, 2020 Special Meeting
 - **Disbursements – District FY 1920** – January payroll #2, February payroll #1, February vendor disbursements (p) – Total - \$59,323.33
 - **Disbursements – Rink – FY 1920** - February vendor disbursements (p) –
 - Total - \$12,884.74
7. **OLD BUSINESS –
District Board Policies / Draft Policy Final Review** – The Board will conduct a final review of the following draft policies in Personnel Policy-3000 Series: Employment Practices – to be considered for approval and adoption:
 - 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

Discussion & possible action

8. NEW BUSINESS –

Mt. Shasta / Dunsmuir Recreation & Parks Districts / FY 1920 Service Agreement – Amendment to Services – Dunsmuir Board Chair Ellen McArron will be in attendance to request an amendment to the FY 1920 Service Agreement with Dunsmuir in regards to Mike Rodriguez’s separation from employment with the Mt. Shasta Recreation & Parks District, eff. 3/31/20 – Possible action

Recommendation – The District Administrator recommends that an amendment be discussed and drafted for final review and approval at the March 10, 2020 Board meeting.

District Board Policies / Draft Policy Review – The Board will be provided first review of the following draft policies in the Personnel Policy-3000 Series: Employment Practices – to be considered for adoption at the March 10, 2020 Board meeting:

*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

Employee Vacation Benefit / Utilization of Current Year Accrued Vacation Hours –

The District Administrator is requesting Board approval to authorize the District’s Operations Manager Mike Rodriguez to utilize current FY1920 accrued vacation hours prior to his official retirement on March 31, 2020 / Utilization of these accrued hours will preclude the necessity of a vacation “pay-out” at the time of employment separation on March 31, 2020. Discussion & possible action

9. 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 @1/31/19

10. BOARD / STAFF COMMENTS

11. ADJOURN