



# EASTERN PLUMAS RECREATION DISTRICT DRAFT POLICIES AND PROCEDURE CHANGES

## **ADMINISTRATIVE ASSISTANT PROTOCOL DUTIES.**

1. The AA must be appointed by the Board. The appointment shall be reflected in the minutes of the meeting.
2. The AA will assist the Chairman in formulating the agenda. The AA does not have the authority to approve and post the final agenda without the approval of the Chairman. The Chairman has the final decision on what is placed on the agenda.
3. The Vice Chairman will no longer have the duty of assisting the Chairman in the preparation of the agenda. The Rules and Regulations will be amended to reflect the board's agreement to relieve the Vice Chairman of this duty.
4. The AA reports directly to the Board of the Eastern Plumas Recreation District. The AA has no authority to force the placement of his personal platform items on the agenda with the permission of the board.
5. If the directors are not compensated for their services, the AA will also NOT be compensated. This is a non-paid position. The AA shall not be paid for their services or costs associated with being an AA.
6. The Administrative Assistant, must NOT have any conflicts of interest issues. They cannot be directors on any other government committees, commission or other community services districts.
7. The AA should not be a member of any of the non-profit organizations that benefit from EPRD funded projects, such as the Plumas Ski Club.
8. Similar to a General Manager, the AA must have the approval of the board to be assigned and manage district business. The board must assign the work directly through a quorum vote.
9. The AA shall take NO direction directly from or talk directly to either District 5 or District 1 Plumas County Supervisors about district business unless the AA is directed to do so by the EPRD board.
10. The AA shall confine their verbal opinions with regards to the management district business only during the meetings and not outside the meetings.
11. This AA should abide with Brown Act serial meeting rules
12. If the AA is terminated, quits, dies or is voted out of the position, the board can either appoint a new AA or revert back to the subsequent Rules and Regulations returning the Vice Chairman to the assistant to the Chairman.

## **PROTOCOLS FOR ACCEPTANCE OF DONATIONS**

1. All donations must be made in the name of the Eastern Plumas Recreation District and deposited in the EPRD county account.
2. Donations earmarked for projects of the district ( ie Chilcoot property or Ski Bowl, etc) shall be made out to the Eastern Plumas Recreation District.
3. The use of third-party earmarked donations shall be solely overseen and approved solely by the board and not the third-party donor.
4. Only the board will decide how the donations are spent on their ongoing projects. No ad hoc or standing committee can use the donated funds without prior approval from the board of directors.
5. The District will charge a 20% administrative fee for all third party or earmarked donations and the balance will be held in an account for the earmarked project as a line item.
6. All third-party or earmarked donations held by the board shall be placed on the Regular meeting agenda and reported on until fully spent.
7. All earmarked donations on district overseen projects will also be required to pay a proportionate share of administration of the project, including the costs of financial reporting, general liability insurance policy premiums and use of space and input costs on the EPRD website,

## **TREASURER'S REPORT PROTOCOL.**

1. The Treasurer's Report shall from this time forward become a part of the minutes of the district and shall be posted to the EPRD website as an attachment for public review.
2. The Treasurer shall be assigned the duty of retrieving the districts financial documents from the auditor as soon as possible after an audit.
3. The Treasurer shall keep manage, and maintain the inventory of the district assets. real estate assets, donor lists, District 1 and 5 property owners lists, volunteer worker logs, equipment Logs. The Treasurer shall report any changes to the items directly to the board.

## **AGENDA PROTOCOL.**

1. Every board member must submit its suggested agenda items to the Chairman seven (7) days prior to monthly Regular meetings.
2. The Chairman has the final say as to the items posted to the agenda and can make appropriate changes to expedite agenda items.

## **DISTRICT MAIL BOX KEY PROTOCOL.**

1. The district's USPS post box key shall be held solely by the Chairman.
2. All district mail delivered to Box 391 for the district shall be picked up regularly, no later than every seven (7) days and solely by the Chairman.
3. When the Chairman is unable to retrieve the mail, the duty shall be assigned to a director who is not a signatory on the district bank accounts.
4. No county supervisor nor a non-director of the district shall be in possession of the district's mailbox key.
5. NO director who holds signature privileges on any of the district bank accounts shall be in possession of a mailbox key for security reasons.

## **DISTRICT EQUIPMENT AND FACILITIES PROTOCOL.**

1. Assets owned by the district must be included/added to the districts insurance policy immediately upon purchase or receipt as a donation.
2. The use of, oversight of, maintenance of and rental of District owned equipment must first be approved by the board.
3. Third party entities that want to use the assets of the district shall fill out and submit a rental application seven (7) days prior to the Regular monthly meeting.
4. No application for use of district equipment shall be accepted outside of the regular meetings so third parties must plan accordingly.
5. Equipment currently controlled, owned or rented out by the district include the snow Groomer, ATV, chainsaw, well and generator, Intorf Lodge and Ski Bowl grounds, groomer shed, storage containers.
6. Third party entities must secure the use of the equipment with a refundable security deposit, and supply the district with a Certificate of Insurance indemnifying the district from lawsuits, personal injury and damage to the equipment claims arising during use.

## **DIRECTOR MEETING ABSENCE PROTOCOL.**

1. Directors absences at regular, special and emergency meetings of the board are required and responsible to contact the Chairman or Vice Chairman with a phone call as soon as they know they cannot attend meetings.
2. Without a quorum of directors, district business cannot be managed and lack of notification of absences causes other directors and the public wasted time, gasoline and frustration.

## **REGULAR MEETING PUBLIC POSTING PROTOCOL.**

1. In order to increase public attendance at district meetings of the board needs to post its notices of meetings throughout its district where the public can easily find them.
2. The Secretary shall post the time and dates of meetings in the Feather River Publishing local newspaper under the Community Corner calendar.
3. The Secretary shall post the meeting schedule in the Sierra Booster which serves Chilcoot, Vinton and Beckworth areas.
4. The Chairman or their assigns shall post the agenda at the place of board meeting (MCRC) and at the USPS in Chilcoot, Graeagle, Clio and Portola..

## **SLEDDING DAYS EVENT PROTOCOL**

- Set protocol and procedures for oversight of all 2018 Ski Hill Sledding Day's events.
- Set scheduled dates and hour of operations.
- Establish a press release, order banners, order snow tubes, marketing of event and snow tube program and organize volunteers.