



EASTERN PLUMAS RECREATION DISTRICT BOARD OF DIRECTORS
AGENDA FOR REGULAR MEETING HELD ON TUESDAY, FEBRUARY 20, 2018, 6:30 PM
AT MOHAWK COMMUNITY RESOURCE CENTER, 8989 HWY 89, BLAIRSDEN, CA
Directors: Margaret Garner, Tom Connolly, Elizabeth Cruze, 2 Vacant Seats.

The Eastern Plumas Recreation District welcomes you to its meetings. Your interest is encouraged and appreciated. Any item without a specified time on the agenda may be taken up at any time and in any order. The scheduled meeting agenda and its corresponding documents can be found on the District's website at: www.EPRD.SpecialDistrict.org for your review. Scroll down on the homepage for meeting information. **REASONABLE ACCOMMODATIONS:** In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Mimi Garner at (775) 229-3140 or by email at: MGarner.EPRD@gmail.com Notification 24 hours prior to the meeting will enable the Board to make reasonable arrangements and accommodations to ensure your accessibility.

1. **CALL MEETING TO ORDER. ROLL CALL.**
2. **PLEDGE AND SIGN OATH OF OFFICE BY NEWLY APPOINTED DIRECTOR ELIZABETH CRUZE.**
3. **APPROVE AGENDA. ACTION ITEM.**
4. **APPROVE MINUTES. ACTION ITEM. OCTOBER 17, NOV. 21 AND 28, 2017.**
5. **PUBLIC COMMENT:** Matters under the jurisdiction of the Board, and not on the posted agenda, may be addressed by the general public at the beginning of the regular agenda, and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda except under very limited circumstances. The Board retains the right to limit each speaker to three (3) minutes with majority vote of board members present.
6. **COMMUNICATIONS, CORRESPONDENCE AND ANNOUNCEMENTS.** Fishing Derby event, Emails, financial reports to complete, CSDA and PCSDA report, QHS ski championship article.
7. **TREASURER'S REPORT. ACTION ITEMS.** Review, update and approve the current Treasurer's Report. Approve invoices to be paid that are NOT ON the 2016 - 2017 Budget. Remind Treasurer to file reports with PC Auditor/State of CA.

NEW BUSINESS

8. **APPOINTMENT OF NEW OFFICER FOR 2018. ACTION ITEM.** Appoint Treasurer, Secretary, Vice Chairman and Chairman.
9. **APPOINTMENT OF AN ADMINISTRATIVE ASSISTANT AND PROTOCOL DUTIES. ACTION ITEM.** Discuss the appointment of a non-paid, Administrative Assistant, associated conflicts of interest issues and determine the Protocol Duties of such an appointment.
10. **RETRIEVAL OF DISTRICT FINANCIAL DOCUMENTS HELD BY THE STOCKTON AUDITOR. ACTION ITEM.** Assign the Treasurer the duty of retrieving the district's financial documents from the auditor in Stockton as soon as possible and from the previous Treasurer.
11. **PLUMAS BANK AND PLUMAS COUNTY BANK ACCOUNT. ACTION ITEM.** Reassign new officers on PB bank signature cards and passwords.
12. **2018 SLEDDING DAYS EVENTS. ACTION ITEM.** Set procedures for oversight of all 2018 Ski Hill Sledding Day's events. Set scheduled dates and hour of operations. Establish press release, order banners, order snow tubes, marketing of event and snow tube program and organize volunteers.
13. **APPROVE 2017 - 2018 BUDGET. SET PUBLIC HEARING DATE. ACTION ITEM.** Discuss and make possible changes to and approve the pending budget. Set public hearing date and advertise it in Feather River Publishing approving the cost of advertising.
14. **ACCEPTANCE OF DISTRICT DONATIONS AND SET DONATION PROTOCOLS. ACTION ITEM.** Discuss the acceptance of donations solely in the name of the District. Set protocols for donations earmarked for projects of the district, ie Chilcoot property or Ski Bowl, etc. Discuss administrative and overhead costs by the EPRD for these projects, including costs of general liability insurance. Discuss third party (donors, PSC, etc) demands for use of the earmarked donations by the board of directors for district projects.

- 15. EPRD DIRECTOR VACANCIES NOTICE. ACTION ITEM.** Approve the posting within the District's boundaries of the two vacant seats on the board.
- 16. LEGAL COUNSEL FOR DISTRICT. ACTION ITEM.** Discuss the need for legal counsel and approve the posting of a Request for Proposal to secure bids. Present CSDA attorney program.
- 17. REVIEW OF JOHNSVILLE SKI BOWL LEASE AGREEMENT BY A CSDA ATTORNEY. ACTION ITEM.**
- 18. PROTOCOLS FOR POLICIES AND PROCEDURES:** Review, discuss, amend the district's Rules and Regulations or the Policy and Procedures to:
- **TREASURER'S REPORT PROTOCOL. ACTION ITEM.** Make the Treasurer's Report part of the minutes and post it to the EPRD website as an attachment.
 - **AGENDA ITEM PROTOCOL. ACTION ITEM.** How and when to submit agenda items to the Chairman.
 - **DISTRICT MAIL BOX KEY PROTOCOL. ACTION ITEM.** Review oversight of and the retrieval of United States Postal mail delivered to Box 391 for the district.
 - **USE OF DISTRICT EQUIPMENT AND FACILITIES PROTOCOL. ACTION ITEM.** Define the use of, oversight of, maintenance of and rental of District owned equipment including Groomer, ATV, chainsaw, etc. and use of Intorf Lodge, Ski Bowl grounds, etc. Approve a rental agreement.
 - **DIRECTOR MEETING ABSENCE PROTOCOL. ACTION ITEM.** Establish protocol for absences by directors at upcoming meetings of the board and their responsibilities to inform board Chairman.
 - **REGULAR MEETING PUBLIC POSTING PROTOCOL. ACTION ITEM.** In order to increase public attendance at Regular monthly meetings, discuss and establish Meeting Establish Meeting Public Posting Protocol for posting monthly meetings of the board. Allow the Secretary to post in FRPub Community Corner, Sierra Booster, post place of board meeting (at MCRC) and USPS Graeagle, Clio, Portola, Beckworth, Chilcoot.
 - **APPROVE DONATION FORM FOR USE. ACTION ITEM.** Discuss how to take credit card donations. Set up a PayPal account, merchant machine for input from Plumas Bank, etc.
- 19. DISTRICT APPROVAL FOR DIRECTOR CONNOLLY TO ATTEND GRANT WORKSHOP. ACTION ITEM.** Approve Connolly attendance to a specified grant workshop.
- 20. OFF HIGHWAY VEHICLE CONTRACT. ACTION ITEM.** Discuss and take possible action to appoint a director(s) or form a committee that oversees and reports directly to the board about this revenue generating OHV opportunity in Truckee. OHV grant resolution motion and vote. OHV public meeting, motion and vote
- 21. FORM COMMITTEES. 1.) Strategic Planning, 2.) Marketing, 3.) Ski Bowl Repairs and Improvement Plans, 4.) Fundraising and Events, 5.) State Park/EPRD, 6.) Ethics, Parliamentary, Brown Act, Transparency and Harassment, 7.) Website and EPRD Public Records. Possible Actions.**
- 22. EUREKA STATE PARK MEETING WITH STATE PARK OFFICIALS. ACTION ITEM.** Discuss the scheduling of a meeting with State Park officials to get answers to board member questions, understand, change, clarify and negotiate the existing Johnsville Ski Bowl Lease Agreement contract.
- 23. SET UP SOCIAL MEDIA ACCOUNTS. YouTube, OPEN MEDIA, FACEBOOK, etc AND POST LINKS ON EPRD WEBSITE. ACTION ITEM.** Approve setting up social media accounts and links by webmaster, Chairman Garner..

CLOSE MEETING

- 24. ITEMS FOR NEXT SCHEDULED BOARD MEETING.**
- 25. SET DATE AND TIME FOR NEXT REGULAR MEETING. ACTION ITEM.**
- 26. ADJOURN MEETING. ACTION ITEM.**

This agenda was posted on 2/17/2018 before 6:30 pm at MCRC and post offices in Graeagle, Clio and Portola by Mimi Garner.