

**COALINGA-HURON RECREATION & PARK DISTRICT
MEETING OF THE BOARD OF DIRECTORS – REGULAR MEETING**

UPDATE: Keck Community Center, Coalinga

Thursday, November 21, 2024 @ 6:00 pm

AGENDA

I. OPEN SESSION/CALL TO ORDER

- a. Call Public Session to Order
- b. Roll Call of Directors
 - President - Wendy Luna
 - Vice President - Michelle Martin
 - Treasurer/Clerk - Monica Sigler
 - Director - Tim Roderick
 - Director - Joe Zavala
- c. Pledge of Allegiance
- d. Approval of Agenda (action)

II. PUBLIC COMMENT

This section of the agenda allows members of the public to address the Board of Directors on any item not otherwise on the Agenda. Members of the public, when recognized by the Board President should come forward to the podium and identify themselves. Comments are normally limited to three (3) minutes. The Board is prohibited by law from taking any action on matters not on the Agenda.

III. PRESENTATIONS AND CORRESPONDENCE

- Mike Cuttone- Financials FY 06.30.23

IV. CONSENT CALENDAR ITEMS

All Consent Calendar Items are considered routine and will be enacted by one motion. There will be no separate discussion of item(s) unless a Board Member or a citizen requests specific items be discussed and/or removed from the Consent Agenda.

- CC-1** Approval of Payroll & Taxes for October 31st of 2024, for a combined total of \$73,036.91 (\$60,428.18 + \$12,608.73)
- CC-2** Approval of Accounts Payable & Employee Benefits for October 31st of 2024, for a combined total of \$106,327.70 (\$81,251.86 + \$25,075.84)
- CC-3** Approval of Meeting Minutes for Regular Board Meeting October 9th of 2024.

V. NEW BUSINESS

NB-1 Discussion/Action – 2025 Board Meeting Schedule

NB-2 Discussion/Action – Job Description for Director of Maintenance and Operations

NB-3 Discussion/Action – Job Description for Administrative Assistant

NB-4 Discussion/Action – Job Description for Director of Recreational Services

NB-5 Discussion/Action – Job Description for Director of Financial Services

NB-6 Discussion/Action – Job Description for Maintenance & Operations Tech II

NB-7 Discussion/Action – Job Description for Recreation Coordinator

NB-8 Discussion/Action – Salary Schedules

VI. OLD BUSINESS

OB-1 Project report – Operations Manager Mark Yanez

OB-2 Cash Flow – Accounting Clerk Esmeralda Barriga

VII. STAFF REPORTS

SR-1 Recreation Supervisor, Operations Manager, Interim General Manager & General Manager Reports

1. Karla Garibay
2. Mark Yanez
3. Roger Campbell
4. Mallory Griffith-Wells

VIII. BOARD REPORTS

BR-1 Board Reports/Announcement

IX. FUTURE AGENDA ITEMS FOR NEXT REGULAR BOARD OF DIRECTORS MEETING SCHEDULED FOR December 12, 2024.

X. ADJOURNMENT