

MOUNT SHASTA RECREATION & PARKS DISTRICT

**BOARD OF DIRECTORS
REGULAR MEETING AGENDA
WEDNESDAY – SEPTEMBER 21, 2022– 5PM
CITY PARK – UPPER LODGE
(please note time change)**

1. CALL TO ORDER

2. ROLL CALL

3. CHAIR COMMENTS

4. CONSENT AGENDA APPROVAL -

- Minutes August 17, 2022 – Regular Meeting
- Minutes August 31, 2022 – Special Meeting / Public Hearing
- August Payroll #2 - Net Wages, Taxes, Other – Check register (8/26/22) - total \$12,788.06
- September Payroll #1 – Net Wages, Taxes, Other – Check register (9/9/22) – total \$13,681.41
- September Payroll #2 – Net Wages, Taxes, Other – Check register (9/23/22) – total \$13,326.45
- September Vendor Disbursements – total presented at meeting

5. AUDIENCE NOT ON AGENDA

6. AUDIENCE ON AGENDA

Andrew Pellkofer, Trail Labs Co. / See New Business - Mt. Shasta Bike Park Upgrades
Tom Hesseldenz, Hesseldenz & Associates / See Old Business – Master Plan Update

7. NEW BUSINESS –

Acceptance of FY1920-2021 Financial Audit Report & Adjustments – The financial audit report, as prepared and presented by Charles W. Pillon, C.P.A. has been reviewed by the Board. The Board has also reviewed the Governance Communication letter and audit adjustments submitted by Mr. Pillon. The District Administrator recommends acceptance of the FY1920-2021 financial audit report and audit adjustments as presented. Action item

Shastice Bike Park Improvements - Andrew Pellkofer, Owner/operator of Trail Labs Co., will be in attendance to propose improvements and additions to the Shastice Bike Park in partnership with the Mt. Shasta Mountain Bike Association. Discussion – possible action

District Board Policies / Draft Policy Review – The Board will be provided the second review of the following District policies – recommended for approval:

- | | | |
|-----------------|-------------------------------|---------------------|
| • POLICY TITLE: | Customer Relations | POLICY NUMBER: 2400 |
| • POLICY TITLE: | Press Relations | POLICY NUMBER: 2405 |
| • POLICY TITLE: | Public Complaints | POLICY NUMBER: 2410 |
| • POLICY TITLE: | Social Media Use | POLICY NUMBER: 2415 |
| • POLICY TITLE: | Electronic Document Retention | POLICY NUMBER: 2430 |

Action item

8. OLD BUSINESS

Master Plan Update/Presentation of Master Plan Draft Documents- The Board will be conducting a review of the Administrative Draft of the 2022 Master Plan Update as prepared by Tom Hesseldenz (Hesseldenz & Associates). Board discussion & recommendations – Possible action.

9. REPORTS

Administrative - District Administrator Shaw

- Current Operations Report

Maintenance – Maintenance Supervisor Zanni

- Current projects

Financial – Administrative Assistant Smith

- FY2223 – budget overview thru 8/31/22

10. FUTURE AGENDA ITEMS

11. BOARD/STAFF COMMENTS

12. ADJOURN