

# MT. SHASTA RECREATION & PARKS DISTRICT

## BOARD OF DIRECTORS

### REGULAR MEETING AGENDA

TUESDAY – AUGUST 9, 2016– 6:00PM

MT. SHASTA CITY PARK – RECREATION CENTER

**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. **OATH OF OFFICE** – The District Administrator will administer the Oath of Office to newly, appointed Boardmember Randy Cardoza and re-appointed Boardmember Steve Mitrovich.
3. **ROLL CALL**
4. **CORRESPONDENCE –  
CAPRI SITE INSPECTION REPORT** – (See Administrative Report)
5. **MINUTES - APPROVAL** Minutes – June 21, 2016 Special Meeting  
Minutes – July 19, 2016 Special Meeting
6. **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.
7. **AUDIENCE ON AGENDA –  
Joe Wirth, Mt. Shasta Trail Association** (See New Business–Community Family Event)  
**John Stackfleth, Friends of the Rink** (See Old Business–Fundraising Campaign & Special Event)
8. **NEW BUSINESS –  
City Park / Community Family Event – September 10, 2016 –  
Background** - Joe Wirth, Mt. Shasta Trail Association will be in attendance to review scheduled activities for the special Community Family Event to be held in the City Park on Saturday, September 10. Wirth will review planning logistics and recruitment for volunteers to assist at the event.

Recommendation - The District Administrator recommends that the District collaborate and assist the event committee as planning moves forward and serve as host for several kids activities planned for the event.

#### **Mt. Shasta Senior Nutrition Program –**

Background – The District has been notified that the 11-month contract for FY 1617 senior services is forthcoming. Notification of final funding allocations for the 11-month contract is expected soon from the State. The District Board reviewed the contract document for the 1-month contract period at the July 19 special meeting. Area Agency on Aging will be requiring the same contract, including 11-month final funding awards, with a request for providers to expedite the execution and submission of the 11-month contract, when received, in anticipation of the release of FY1617 State/Federal funding by the State, possibly later this month or early September.

Recommendation - The District Administrator is respectfully requesting approval of the 11-month contract #4001-1617-A11 for Congregate Meals (C1), Home-Delivered Meals (C2), and Transportation (IIIB) services thru the Mt. Shasta Senior Nutrition Program for FY 1617 (August-June) and to authorize the District Administrator to execute and submit the contract when received, as requested by Area Agency on Aging.

#### **DISTRICT BOARD POLICIES / DRAFT REVIEW –**

Background - Boardmember Mitrovich and Chairperson Casterline have undertaken the task of compiling and drafting a list of Board policies to be developed, reviewed, and adopted. The Board will be provided with the draft policies for initial discussion.

Recommended Board Action – The District Administrator respectfully requests approval of the initial proposed draft policies list as recommended and presented by Mitrovich and Casterline .

**9. OLD BUSINESS –**

**Friends of the Rink (F.O.R.) Fundraising Campaign and Special Event –**

Background – Rink Manager John Stackfleth will be in attendance to update the Board on FOR’s current fundraising campaigns and plans for a special event in September to raise funds to benefit the rink and enable necessary rink equipment repairs.

**District Park Ordinance – Notification for Public Review**

Background – The District Ad hoc committee has continued review of proposed amendments to various sections of the ordinance document and is prepared to initiate the scheduling of a Public Hearing for public review and comment.

Recommended Board Action - The District Administrator respectfully recommends approval of the final draft and the scheduling of a Public Hearing for the September 13 regular Board meeting.

**District Employee Benefits – Life & AD&D Insurance Coverage from The Hartford**

Background – The District has submitted the enrollment application with The Hartford to facilitate the transition of Life and AD&D insurance coverage previously provided by Allied, with enrollment effective August 1, 2016. A premium summary, to reflect individual employee insurance coverage thru The Hartford, will be provided to the District by the District’s insurance broker Elizabeth Collord to also include Life & AD&D insurance rates previously charged by Allied.

Recommendation – The District Administrator respectfully requests Board approval to accept the final premium quote from The Hartford for employee Life & AD&D insurance, to be effective as of August 1, 2016 and to approve the processing of the August premium payment.

**10. REPORTS -**

**MAINTENANCE SUPERVISOR - CURRENT PROJECTS & RECOMMENDATIONS**

See attached report

**RECREATION COORDINATOR - SUMMER PROGRAMMING**

See attached report

**DISTRICT ADMINISTRATOR –**

July Overview – See attached report

**11. BUDGET & FINANCE –**

Monthly Financial Summary – Pending receipt of the final FY1617 financial report from the County, staff will present the District & Rink close-out financial summary as reconciled with the County Auditor records thru the June 30, 2016 accrual period which closed on July 29, 2016.

**12. BOARD / STAFF COMMENTS**

**13. FUTURE AGENDA ITEMS –**

Request for placement of specific item(s) for discussion or action on a future meeting  
Agenda

**14. DISBURSEMENTS**

**Approval – District/Rink FY 1617** – July Payroll #2, August Payroll #1, and accounts payable disbursements (pending) –

<b>Motion #1</b>	District	<u>Total – presented at meeting</u>
<b>Motion #2</b>	Rink	<u>Total – presented at meeting</u>

**Approval – Senior Nutrition / Payroll & accounts payable disbursements** – checking account (July 1-31, 2016)

<b>Motion #3 / SNP</b>	<u>Total – presented at meeting</u>
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**15. ADJOURN**