

# MT. SHASTA RECREATION & PARKS DISTRICT

## BOARD OF DIRECTORS SPECIAL MEETING AGENDA TUESDAY – MAY 30, 2017– 6:00PM MT. SHASTA CITY PARK – CITY PARK DANCE HALL (note meeting location change)

**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. **ROLL CALL**
3. **CHAIRMAN’S COMMENTS**
4. **CORRESPONDENCE –**  
**Letter of Appreciation – from Rebecca Franco “Community Weed Pull Planning Team” for use of the Recreation Center in April**

**Note of Appreciation – from Glenn Harvey “Clean and Safe Mount Shasta Team” for use of the Lower Lodge in April**

**Shasta Regional Community Foundation – Regarding the District’s grant application to fund parking area enhancements – application denied**

5. **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.)
6. **AUDIENCE ON AGENDA –**  
**Glenn Harvey, Community Volunteer – (See New Business)**
7. **CONSENT AGENDA- Approval**
  - Minutes – April 11, 2017 Regular Meeting
  - Minutes – May 15, 2017 Joint Meeting with City Council

8. **NEW BUSINESS –**  
**REQUEST FOR A MEDICAL SYRINGE (SHARPS) DISPOSAL CONTAINER IN THE CITY PARK**  
Background - Glenn Harvey has requested this agenda item and the opportunity to address the Board regarding the possible placement of a medical syringe (Sharps) disposal container in the City Park as a deterrent to the improper disposal of used needles & syringes. The Board will review and discuss the request.

Recommendation – The District Administrator respectfully requests that prior to Board approval that the District’s Risk Manager be contacted to provide a recommendation from CAPRI - Possible action

### **BOARD GOVERNANCE HANDBOOK**

Chairman Mitrovich has requested review (first reading) of the proposed Board Governance Handbook. The Board will review and discuss the information presented with final review and approval to be placed on the District’s special meeting agenda for June 5, 2017 – Possible action

9. **OLD BUSINESS**  
**Ad-Hoc Committee – “Team Shasta” Update** – The Board will hear current information from “Team Shasta” and input applicable to the District’s revised park ordinance – Possible action

**10. REPORTS -**

**MAINTENANCE / SUPERVISOR JOHN ZANNI**

Monthly report and equipment update

**RECREATION -**

Summer Programming / Update

**DISTRICT ADMINISTRATOR -**

- Review April monthly report
- Recreation Coordinator Job Vacancy / Update
- Senior Nutrition Program Fundraiser / Follow-Up
- Special Board Meeting – Monday June 5, 2017 – Preliminary Budget Adoption, Other Agenda Items
- C.A.R.P.D. Conference / Follow-Up
- 4<sup>th</sup> of July Fundraiser Opportunity / MS Chamber Request

**11. BUDGET & FINANCE -**

Monthly Financial Summary – Review of April budget transactions – District and Rink – as reconciled with the County thru April 30, 2017

**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 / BUDGET APPROPRIATIONS**

**Approval – District/Rink FY 1617** – April Payroll #2, May Payroll #1 & #2, and accounts payable disbursements (processed thru 5/30/17) –

|                  |          |                                     |
|------------------|----------|-------------------------------------|
| <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 April 1-30, 2017

|                        |                                     |
|------------------------|-------------------------------------|
| <b>Motion #3 / SNP</b> | <u>Total – presented at meeting</u> |
|------------------------|-------------------------------------|

**Approval – Budget Transfers & Appropriations (processed May, 2017)**

**15. ADJOURN**