

MT. SHASTA RECREATION & PARKS DISTRICT

BOARD OF DIRECTORS

SPECIAL MEETING AGENDA

TUESDAY – JULY 19, 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 Quin McDowell and re-appointed Boardmember Brandy Caporaso. Re-appointed Boardmember Mitrovich will not be in attendance and will take the Oath of Office at the August regular meeting.

3. ROLL CALL

4. CORRESPONDENCE –

5. MINUTES - APPROVAL Minutes – May 24, 2016 Special Meeting
Minutes – June 1, 2016 Special Meeting
Minutes – June 21, 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 – Officer Joe Restine–MSPD (See New Business – City Park Surveillance)

8. CONSENT AGENDA – The District Administrator recommends approval of the following –

- Aiello, Goodrich, & Teuscher – Audit Engagement Letter – District audit services for FY ending June 30, 2014 and FY ending June 30, 2015
- Acceptance of Donation from Dignity Health – Donation in the amount of \$3500 to assist with funding the District’s senior group exercise classes for FY1617.

9. NEW BUSINESS –

City Park Surveillance Report –

Background - Officer Joe Restine will be in attendance to update the Board in regards to the MS Police Department’s routine surveillance of the City Park and will present a tracking report logging surveillance and other police action.

Recommendation - The District Administrator is recommending continued communication and collaboration with the Mt. Shasta Police Department

Mt. Shasta Senior Nutrition Program –

Background – The administrative staff successfully completed the RFP process and subsequent proposal review before the PSA2, Area Agency on Aging RFP Review Panel. The District has received notification of the funding awarded for FY 1516 as awarded by the PSA2 Executive Board. Staff will report on funding awards, contract periods, and service adjustments for FY 1516. Area Agency on Aging has issued the first Provider Contract for the month of July, the subsequent 11-month contract will be released soon.

Recommendation - The District Administrator is respectfully requesting approval of amended services as proposed and approval of Contract #4001 – 1617 – A1 for Congregate Meals (C1), Home-Delivered Meals (C2), and Transportation (IIIB) services thru the Mt. Shasta Senior Nutrition Program for FY 1617 (July) and to authorize the District Administrator to execute and submit the contract.

District Employee Benefits – Life Insurance and Dental Plan Coverage

Background – The District has been notified that Allied will be discontinuing life insurance coverage for small employers, effective August 1, 2016 and has recommended that existing employee coverage be transferred to The Hartford. Employee coverage and the premium quote for life insurance coverage thru The Hartford is consistent with the current Allied plan and monthly premium paid by the District. The District’s insurance broker, Elizabeth Collord is currently researching additional dental plans to be considered before the annual renewal with Allied of the District’s group plan in December – levels of coverage and a premium quote is forthcoming for review and Board action at a future meeting.

Recommendation – The District Administrator respectfully requests Board approval to accept the coverage offer from The Hartford for employee life insurance, to be effective as of August 1, 2016.

10. OLD BUSINESS –

District Park Ordinance – Notification for Public Review

Background – The District Board has reviewed and discussed proposed amendments to various sections of the ordinance document and is prepared to initiate the scheduling of a First Reading for public review and comment.

Recommended Board Action - The District Administrator respectfully recommends approval to schedule a Public Hearing to be scheduled prior to the August 9, 2016 regular Board meeting with a suggested time of 5:30pm.

11. REPORTS -

MAINTENANCE SUPERVISOR - CURRENT PROJECTS & RECOMMENDATIONS

See attached report

RECREATION COORDINATOR - SUMMER PROGRAMMING

See attached report

DISTRICT ADMINISTRATOR –

-June Overview

12. BUDGET & FINANCE –

Monthly Financial Summary – The Board will review the District’s YTD financial summary as reconciled with the County Auditor records thru June 30, 2016.

13. BOARD / STAFF COMMENTS

14. FUTURE AGENDA ITEMS –

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

15. DISBURSEMENTS

-Approval – District/Rink FY 1516 – June Payroll #2 and final 1516 tax liabilities, accrued accounts payable disbursements (pending) –

Motion #1 District Total – presented at meeting

Motion #2 Rink Total – presented at meeting

-Approval – District/Rink FY 1617 – July Payroll #1, July accounts payable disbursements (pending)

Motion #3 District Total – presented at meeting

Motion #4 Rink Total – presented at meeting

-Approval – Senior Nutrition / Payroll & accounts payable disbursements – checking account (June 1-30, 2016)

Motion #5 / SNP Total – presented at meeting

BUDGET TRANSFER – Approval of final budget transfers and/or appropriations necessary for final FY 1516 expenditures

16. ADJOURN