

# MT. SHASTA RECREATION & PARKS DISTRICT

## BOARD OF DIRECTORS REGULAR MEETING AGENDA TUESDAY –MAY 14, 2019– 6:00PM MT. SHASTA CITY PARK – UPPER LODGE

**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**  
**Jerry Lemos, County of Siskiyou Environmental Health**
  - See Old Business –City Park Sewer Project Update
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 –**  
**Tom Hesseldenz / Chuck Schlumpberger**
  - See New Business – District Master Plan Update Proposal  
**Friends of the Parks Mt. Shasta Committee -**
  - See New Business – Establishment of a District Park/Improvements Managed Funding Account
7. **CONSENT AGENDA - Approval**
  - **Minutes** – April 8, 2019 Special Meeting
  - **Minutes** – April 12, 2019 Special Meeting
  - **Disbursements – District** April payroll #2, May payroll #1 and May vendor disbursements (pending) – Total - \$62,651.11
  - **Disbursements – Rink** – May vendor disbursements (pending) – Total - \$1,164.30
  - **Disbursements - Senior Nutrition** - Payroll & vendor disbursements 4/1-30/19–  
Total - \$6,232.03
8. **NEW BUSINESS –**  
**District Master Plan Update Proposal** – Tom Hesseldenz and Chuck Schlumpberger will be in attendance to present & discuss a Scope of Work proposal to prepare and update the District's Master Plan and to provide consulting assistance with Prop 68 grant applications.

Recommendation – The District Administrator respectfully recommends consideration for approval the Scope of Work proposal - Discussion & possible action

### **Establishment of a District Park/Improvements Managed Funding Account –**

The District Administrator and members of the Friends of the Mt. Shasta Parks committee will present information regarding the establishment of a managed funding account to facilitate the receipt and investment of donations for the purpose of District facility improvements – Discussion & possible action

**Proposed Consulting & Lease Agreements with Great Northern Services as Newly Contracted Senior Meal Service Provider, eff. July 1, 2019** – Staff has conferred with Assistant County Counsel Dana Barton to develop two agreements between the District and Great Northern Services. Great Northern is requesting transitional consulting services during the initial months of their FY 1920 contract period as the new provider of senior meal services. The District and Great Northern will also be entering into a Lease Agreement for the use of the City Park Upper Lodge for senior meal services and the utilization of food preparation, storage, office space, & delivery equipment. District staff and Great Northern staff have met to review & finalize the draft agreements and mutually agree to recommend approval of the two agreements as prepared – Discussion & possible action

**Expanded QuickBooks Training for District Office Staff / Utilization of QuickBooks for District Financials** – The District Administrator will present information concerning options for local QuickBooks training / Training resource & timetable – Discussion & possible action

**9. OLD BUSINESS –**

**Siskiyou Ice Rink Committee Meeting Report** – The Board will hear a Rink Committee report as a follow-up from the committee's April 17 meeting. Rink Manager Shannon Shaw will provide an overview of recommendations and planning for the 1920 season operation – Discussion & possible action

**City Park Sewer Project Update** – County Environmental Health Specialist Jerry Lemos has submitted a report to provide clarification regarding the City Park sewage disposal system and remedies for consideration to keep the system working properly. Lemos has also provided an opinion concerning the longevity expectations for the emergency leach line system installed last summer and considerations regarding any leach field expansion – Discussion & possible action

**10. REPORTS -**

**MAINTENANCE - SUPERVISOR JOHN ZANNI**

Monthly report and equipment updates  
Seasonal Start-up / Parks & Ballfields

**RECREATION / SPECIAL PROJECTS - SUPERVISOR SHANNON SHAW**

Siskiyou Science Festival Partnership  
City Park – Disc Golf Area Proposal

**ADMINISTRATIVE - DISTRICT ADMINISTRATOR –**

- April activities report
- Board Vacancy – Recruitment & City Council Appointment Process
- Facility Inspection Summary Reports
- Prop. 68 - Per Capita Grant Program – Workshop Update / Status
- C.A.R.P.D. Conference / May 21-24

**FINANCIAL SUMMARY REPORT** – Report of revenues & expenditures and YTD budget status as reconciled with the County Auditor as of 4/30/19

**11. BOARD / STAFF COMMENTS**

**12. CLOSED SESSION – Pursuant to Brown Act Section 54957  
Public Employee Personnel Matters**

**Report out of Closed Session**

**13. ADJOURN**