

NOTICE OF RE-SCHEDULED MEETING

The regular monthly meeting of the District Board of Directors has
been re-scheduled to a Special Meeting on
Monday – October 18, 2021 – 6:00pm

The District Board will be meeting via Tele-Conference

Accessed via Zoom

MT. SHASTA RECREATION & PARKS DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING AGENDA

TUESDAY – DECEMBER 15, 2015 – 5:30PM
MT. SHASTA CITY PARK – DANCEHALL BUILDING

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AUDIENCE NOT ON AGENDA** (Please Note: This time slot is for information from the public to the Board of Directors on any item not on the agenda-**NO ACTION WILL BE TAKEN** on items not on the agenda. The public may also address the Board on any specific agenda item at this time or during agenda item discussion.

4. **CLOSED SESSION – Pursuant to Brown Act Section 54957
Public Employee Performance Evaluation – Title: District Administrator**

The Board will go into Closed Session for the purpose of continued review of the quarterly progress report as previously recommended.

Report out of Closed Session

5. **DISBURSEMENTS**

In lieu of the regular December Board meeting, December disbursements will be presented for approval –

Approval – District/Rink FY 1516 – November Payroll #2, December Payroll #1, and November-December accounts payable disbursements (pending) – Total –presented at meeting.

-Approval – Senior Nutrition / Payroll & accounts payable disbursements – checking account November 1-30, 2015) & discretionary account (thru December 15, 2015) – Total – presented at meeting.

6. **ADJOURN**

MT. SHASTA RECREATION & PARKS DISTRICT

BUDGET COMMITTEE MEETING AGENDA MONDAY – APRIL 30, 2018 MT. SHASTA CITY PARK – RECREATION CENTER

1. **CONVENE MEETING –**
Committee Members: Boardmembers Caporaso, Casterline / Staff Members Rodriguez, Smith
2. **AUDIENCE NOT ON AGENDA** (Please Note: This time slot is for information from the public to the Board Committee on any item not on the agenda-**NO ACTION WILL BE TAKEN** on items not on the agenda. The public may also address the Committee on the specific agenda item at this time or during agenda item discussion.
3. **DISTRICT/RINK FY 1819 PRELIMINARY BUDGET PLANNING –**
The Committee will meet for the purpose of reviewing projections for revenue and expenditures in preparation for drafting the District’s preliminary budget for FY 1819 to be approved at the May special meeting.
4. **ADJOURN**

MT. SHASTA RECREATION & PARKS DISTRICT

RINK COMMITTEE MEETING AGENDA MONDAY – MARCH 19, 2018 – 6:00PM MT. SHASTA CITY PARK – RECREATION CENTER

1. CONVENE MEETING –

Committee Members: Boardmember Caporaso, Boardmember McDowell / District Staff – Rodriguez, Smith, Zanni / Friends of the Rink – Bachmann, Stackfleth

2. AUDIENCE NOT ON AGENDA (Please Note: This time slot is for information from the public to the Board Committee on any item not on the agenda-**NO ACTION WILL BE TAKEN** on items not on the agenda. The public may also address the Committee on the specific agenda item at this time or during agenda item discussion.

3. SISKIYOU ICE RINK - 1718 SEASON WRAP-UP – The Committee will review & discuss the recently concluded 1718 rink season / Equipment evaluation and planning for off-season recommended repairs / Review of 1718 financial report to date

4. ADJOURN

MT. SHASTA RECREATION & PARKS DISTRICT

SPECIAL MEETING AGENDA BOARD OF DIRECTORS WORKSHOP TUESDAY – MAY 22, 2018 – 6:00PM MT. SHASTA FAMILY & COMMUNITY RESOURCE CENTER

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. AUDIENCE NOT ON AGENDA** (Please Note: This time slot is for information from the public to the Board Committee on any item not on the agenda-**NO ACTION WILL BE TAKEN** on items not on the agenda. The public may also address the Committee on the specific agenda item at this time or during agenda item discussion.)
- 4. NEW BUSINESS
DISTRICT BOARD GOAL-SETTING WORKSHOP**

The Recreation and Parks District Board will be meeting for the purpose of conducting a round-table discussion with the intent of establishing goal-setting & strategic planning for the District for FY 1819.

Recommendations and possible action.

- 5. Adjourn Workshop**

PUBLIC HEARING –

Proposed Ordinance Amendment (First Reading) - District Ordinance 1-07/08 (as amended & adopted 10/18/2016) – An Ordinance of the Mount Shasta Recreation & Parks District Establishing Regulations Governing Parks and Recreation Facilities

Section to be considered for amendment – Chapter 02 – Parks – Rules for Use of Facilities / I-Administration – 02.210 Hours & Conditions of Operation

First Reading of a proposed amendment to Hours & Conditions of Operation – Unless authorized by the District Administrator or specifically posted otherwise, recreation and parks facilities shall generally be open to the public from.... "6:00 am until 11:00pm" **proposed change**.... "sunrise to sunset" .

Discussion – schedule second reading prior to final approval & adoption

PUBLIC HEARING –

Proposed Ordinance Amendment (Second Reading) - District Ordinance 1-07/08 (as amended & adopted 10/18/16) – An Ordinance of the Mount Shasta Recreation & Parks District Establishing Regulations Governing Parks and Recreation Facilities

Section considered for amendment – Chapter 02 – Parks – Rules for Use of Facilities / I-Administration – 02.210 Hours & Conditions of Operation

Second Reading of a proposed amendment to Hours & Conditions of Operation – Unless authorized by the District Administrator or specifically posted otherwise, recreation and parks facilities shall generally be open to the public from.... "6:00 am until 11:00pm" **proposed change**.... "sunrise to sunset" .

Close Public Hearing

CLOSED SESSION – Pursuant to Brown Act Section 54957

Public Employee Performance Evaluation – Title: District Administrator

Report out of Closed Session

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Approval of District Preliminary Budget for FY 1718 – Staff will present the proposed preliminary FY 1718 budget for Board review and discussion. District administrative staff have met with the Budget Committee to prepare a preliminary budget reflecting projections for revenue, labor, general operating expenses, and capital outlay. Recommendations from the Budget Committee and District Administrator will be heard – Action item

Recommended Board Action - The District Administrator respectfully recommends approval of the District's preliminary budget for FY 1718 following Board review and discussion. Final budget to be adopted at the September 12, 2017 regular meeting.

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**PUBLIC HEARING –
Open Public Hearing –**

Motion Caporaso, second Cardoza. Ayes: Caporaso, Cardoza, McDowell / Noes: 0 / Absent: Casterline, Mitrovich - Motion approved.

Vice Chairman McDowell acknowledged there was no audience for the Public Hearing and opened the floor for a motion to close the Public Hearing.

Motion Cardoza, second Caporaso to close the Public Hearing and move into regular session. Ayes: Caporaso, Cardoza, McDowell / Noes: 0 / Absent: Casterline, Mitrovich - Motion approved.

NEW BUSINESS –

Final Review of the District's Proposed FY 1819 District Budget – Comments were heard from staff and Budget Committee member Caporaso concerning final adjustments made to the District's revenue and expenditure projections for the adjusted FY1819 budget. A possible IT contract with Acme was noted as pending and pay-off of the District's loan during 1819 was recommended. Budgeted Capital Outlay - Equipment expenditures include an additional used pick-up, new workstations for the office, and replacement of tables & chairs.

Budgeting for Capital Outlay – Structures & Grounds include pending replacement of the DanceHall porch and recently completed emergency repairs to the sewer system. Staff noted Prop. 68 per capita funding would not be readily available until Spring or Summer of 2019. It was noted the adjusted budget supports the retention of the \$50,000 committee fund for future infrastructure improvements and reflects an adjusted Contingency calculation of \$149,659.

Rink Manager John Stackfleth reviewed his projections for the rink operation, noting plans for staffing & operational expenses for the proposed 12-week season. Stackfleth stated FOR would be submitting another proposal to the donor to support additional upgrades to the chiller and other identified improvements at the rink.

NEW BUSINESS -

Adoption of the District's FY 1819 Recommended Budget – Resolution #1 -1819

A Resolution of the Board of Directors of the Mt. Shasta Recreation and Parks District to Approve the Adopted Budget for the Fiscal Year 2018/19 Ending June 30,2019 as Presented to the Siskiyou County Auditor-Controller (by title only) – **Motion** Caporaso, second by Cardoza.

ROLL CALL VOTE: Ayes: Caporaso, Cardoza, McDowell
 Noes: None
 Absent: Casterline, Mitrovich

Motion approved.

Recreation and Parks District Board of Directors Approving the Destruction of Special District Non-Essential Records (by title only)

Background – Staff is requesting Board approval to proceed with the destruction (shred) of non-essential, audited District records pursuant to the District’s seven-year record retention cycle / Requested District records to be purged from FY 0910-FY 1112 and Senior Nutrition Program non-essential, audited records to be purged from FY 0809–FY 1112, as approved by the CA Department of Aging – Action item

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Record Retention Policy / Amendment – Staff is requesting consideration by the Board to amend the District’s current record retention policy to facilitate a more timely disposal of non-essential District records. The requested amendment from a seven year retention schedule to _____ years complies with generally accepted retention protocol for public, non-essential records, per various State & Federal requirements.

Recommendation – The District Administrator respectfully requests Board approval of the recommended amendment to the District’s current record retention policy – Action item

Destruction of District Records / Resolution #1617-2 – A Resolution of the Mt. Shasta Recreation and Parks District Board of Directors Approving the Destruction of Special District Non-Essential Records (by title only)

Background – Staff is requesting Board approval to proceed with the destruction (shred) of non-essential, audited District records pursuant to the District’s seven-year record retention policy / Requested District records to be purged from FY 0506 thru 0809 / Requested Senior Nutrition Program non-essential, audited records to be purged from FY 0506-0708, as approved by Department of Aging – Action item

ROLL CALL VOTE

RESOLUTION OF THE BOARD OF DIRECTORS OF THE MT. SHASTA RECREATION AND PARKS DISTRICT TO ENACT PROVISIONS OF PENAL CODE SECTIONS 11105(b) (10) AND 13300 (b) (10) AS MANDATED FOR DISTRICT EMPLOYMENT, VOLUNTEERS, AND CONTRACT EMPLOYEES FINGERPRINTING & CRIMINAL BACKGROUND SCREENING PROCEDURES

WHEREAS, Penal Code Sections 11105(b)(10) and 13300(b)(10) authorize cities, counties and districts to access state and local summary criminal history information for employment, licensing or certification purposes; and

WHEREAS, Penal Code Sections 11105(b)(10) and 13300(b)(10) require that there be a requirement or exclusion from employment, licensing, or certification based on specific criminal conduct on the part of the subject of the record; and

WHEREAS, Penal Code Sections 11105(b)(10) and 13300(b)(10) require the City Council, Board of Supervisors, or governing body of a city, county or district to specifically authorize access to summary criminal history information for employment, licensing, or certification purposes.

NOW, THEREFORE, BE IT RESOLVED, that the Mt. Shasta Recreation and Parks District is hereby authorized to access summary criminal history information for employment (including volunteers and contract employees), licensing, or certification purposes; and

BE IT FURTHER RESOLVED, that the Mt. Shasta Recreation and Parks District shall not consider a person who has been convicted of a felony or misdemeanor involving moral turpitude eligible for employment (including volunteers and contract employees), or licensing; except that such conviction may be disregarded if it is determined that mitigating circumstances exist, or that the conviction is not related to the employment, volunteerism or license in question.

APPROVED AND ADOPTED on the **11th** day of **November, 2003** .

I, the undersigned, hereby certify that the foregoing Resolution was duly adopted by the Mt. Shasta Recreation and Parks District Board of Directors following a roll call vote:

AYES:

NOES:

ABSENT:

Chairman, Board of Directors

Attest:
