

MT. SHASTA RECREATION & PARKS DISTRICT

BOARD OF DIRECTORS REGULAR MEETING AGENDA TUESDAY –NOVEMBER 12, 2019– 6:00PM MT. SHASTA CITY PARK – DANCEHALL (please note 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. CORRESPONDENCE

Letter of Resignation / Boardmember Cardoza – Boardmember Randy Cardoza has submitted a letter of resignation from the District Board of Directors, dated November 8, 2019

4. 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.

5. AUDIENCE ON AGENDA

Christopher Thompson / Mountaineer IT (See New Business)

6. CONSENT AGENDA - Approval

- **Minutes** – October 8, 2019 Regular Meeting
- **Disbursements – District FY 1920** – October payroll #2, November payroll #1, November vendor disbursements (p) – Total - \$53,615.89
- **Disbursements – Rink – FY 1920** - November vendor disbursements (p) – Total - \$5,968.18
- **Approval of Donation to District** – Pacific Corp / \$2000 – Rink Internet Upgrades

7. NEW BUSINESS –

Server Proposal / Mountaineer IT Services – Chris Thompson, Mountaineer IT will present information to the Board concerning options for setting up recommended long-term server options for the District – Recommendations / Possible Action

District Board Policies / Policy Series 200 Numbering Format – Consistent with the current numbering system utilized by CSDA for its Sample Policy Handbook, it is recommended that the first approved set of District Policies – Policy Series 200-235 (as approved 10/8/19) be renumbered to follow CSDA’s 4000 Policy Series i.e. District Policy Series 4200-4235 – Board action

District Board Policies / Draft Policy Series 4100 – The Board will review and consider the approval of previously identified as Draft Policy Series 100, to now be referenced as Policy Series 4100, in alignment with CSDA’s numbering formatting. Recommendations and possible action on the policies as listed:

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|------------------------------------------------------|---------------------|
| • Policy Title: Board/Staff Communications | Policy Number: 4100 |
| • Policy Title: Attendance at Meetings | Policy Number: 4101 |
| • Policy Title: Committees of the Board of Directors | Policy Number: 4105 |
| • Policy Title: Duties of the Board Chairperson | Policy Number: 4110 |
| • Policy Title: Members of the Board of Directors | Policy Number: 4120 |
| • Policy Title: Training, Education and Conferences | Policy Number: 4125 |

Possible Action

8. OLD BUSINESS –

District Master Plan Update / Project Planning – The District Administrator will update the Board concerning recent discussion with the Master Plan Ad-Hoc committee. Options for minimizing the scope of the Master Plan; increasing the District’s role for obtaining pertinent information addressed on the Scope of Service submittal from Tom Hesseldenz; and the implementation of a District survey to obtain public input will be discussed. Additional meetings with Hesseldenz to discuss a restructure of his Scope of Service planned. Discussion & possible action

FY 1920 BOARD ACTION CALENDAR – As recommended at the October 8 regular meeting, the FY1920 Board Action Calendar will be reviewed for possible timeline amendments for meeting Board goals as outlined for the current fiscal year. Discussion & possible action

CREDIT CARD IMPLEMENTATION / UPDATE – The District has been in contact with ACI to finalize production tasks for the implementation of credit card transactions for user fees and has purchased a card reader. Staff held a conference call last month with ACI, attended by County Treasurer Wayne Hammar to discuss final details. ACI is preparing the necessary documentation for the merchant account agreement.

ACI charges a transaction fee of 2.25% per CC transaction. The District must decide if this fee will be paid by the customer at the time of transaction or if the District will absorb the transaction fees into the budget. This will be incorporated into the ACI service agreement.

Recommendation – The District Administrator recommends, the District absorb the fee and further recommends an evaluation of the District’s user fee structures – Possible action

9. REPORTS -

MAINTENANCE – Supervisor Zanni

Monthly report and equipment updates

Heater Replacement Install Schedule / Lower Lodge & Dancehall

RECREATION / SPECIAL PROJECTS – Shaw/Rodriguez

Project Updates / Programing / Facility Usage

Siskiyou Ice Rink / 1920 Season Planning Update – Administrator Shaw will provide an update concerning planning preparations for the upcoming 1920 rink season – staffing, operating schedule, marketing.

ADMINISTRATIVE - DISTRICT ADMINISTRATOR –

- October activities report
- QuickBooks Consultation / Company File Development Progress
- Planning & scheduling of Retirement Party for Mike Rodriguez

FINANCIAL REPORT –

- FY 1920 YTD Budget Status – County Financial Banner Report @10/31/19
- Appropriation from Contingencies to FY 1920 Regular Wages category – To reconcile final 1819 June net salary payroll (\$6,006.63), checks dated 7/2, affecting the 1819 close-out and as expensed by the County to the District’s 1920 budget / Banner correction – Action Item

9. BOARD / STAFF COMMENTS

10. ADJOURN