

DUNSMUIR RECREATION & PARKS DISTRICT

BOARD OF DIRECTORS SPECIAL MEETING AGENDA WEDNESDAY – AUGUST 30, 2023 – 6PM DUNSMUIR COMMUNITY BUILDING

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **AGENDA APPROVAL**
4. **CORRESPONDENCE**
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 –**
Arlene Dinges – Dunsmuir Botanical Gardens
7. **CONSENT AGENDA –**
 - Minutes – July 20, 2023 special meeting
 - July payroll #2 – net wages & taxes - \$9,932.97
 - August payroll #1 & 2 – net wages & taxes - \$17,031.86
 - August Vendor Disbursements – \$12,611.88
 - Budget Transfers–(dated July 20) for the purpose of establishing a sufficient budget for final FY2223 disbursements from Regular Wages & Special Departmental Expense
 - Acceptance of FY2324 Pool Bucks donations received July 1- August 30, 2023 - \$770
8. **PUBLIC HEARING**
Open Public Hearing
District’s Proposed FY 2324 Budget / Public Comment – During the Public Hearing requests may be heard regarding the increase, decrease, or omission of any item on the budget or for the inclusion of any additional item.
Close Public Hearing
9. **NEW BUSINESS -**
Discussion and Adoption of the District’s FY2324 Adjusted Budget –
Final Board review of the District’s proposed adjusted budget for FY2324 / Recommendations from staff will be provided to support adjustments made to the final budget projections –
Discussion and adoption

RESOLUTION #1–2324 - A Resolution Of The Board Of Directors Of The Dunsmuir Recreation And Parks District To Approve The Adopted Budget For The Fiscal Year 2023/24, Ending June 30,2024 As Presented To The Siskiyou County Auditor-Controller (by title only) - Action item

Roll Call Vote

Destruction of District Records / Resolution #2- 2324 – A Resolution of the Dunsmuir Recreation and Parks District Board of Directors Approving the Destruction of Special District Non-Essential & Audited Records (by title only)

Background – Staff is requesting Board approval to proceed with the destruction (shred / deletion) of all non-essential & audited District records, in paper or digital format, pursuant to a generally accepted retention cycle protocol of seven years for public records, in line with various State & Federal retention requirements. Non-essential & audited District records for FY1516, in paper or digital format, to be purged and scheduled for destruction – Discussion & possible action

ROLL CALL VOTE

Acceptance of FY2122 Financial Audit Report & Adjustments – The financial audit report, as prepared and presented by Charles W. Pillon, C.P.A. has been reviewed by the Board. The Board has also reviewed the Governance Communication letter and audit adjustments submitted by Mr. Pillon. The District Administrator recommends acceptance of the FY2122 financial audit report and audit adjustments as presented. Action item

10. OLD BUSINESS –

Dunsmuir Botanical Gardens/District MOU – The District Administrator and Dunsmuir Botanical Gardens President Arlene Dinges will comment and provide clarification concerning recent requested edits to the MOU document, as reviewed by Assistant County Counsel Barton. Upon mutual agreement, between the District Board and the Botanical Gardens, approval of the new MOU document is requested. Discussion – possible action

11. REPORTS

Maintenance–Current Operations – Faulkner / Pierce

- City Park / Ballfield / Tauhindauli Park
- Community Center
- Pool

Recreation –

- Pool Operation – Season Wrap-up

Administrative –

- Office building de-commission / move-out schedule – update
- City Council / District Board - third joint meeting (tbd)

12. BOARD / STAFF COMMENTS

13. ADJOURN