

WEST SIDE RECREATION & PARK DISTRICT
500 Cascade Place
Taft, CA 93268

Minutes
May 26, 2020

Call to Order:

Director Orrin called the regular board meeting of the West Side Recreation and Park District Board of Directors to order at 6:10 p.m. in the Assembly Room.

Roll Call:

Director Jorgensen-Present, Director Heimiller-Present, Director Orrin-Present
Director Swearingin-Absent, Director Davis-Present

Staff Present:

Les Clark, District Administrator
Christy Cloud – Business Services Supervisor
Jason Epperson - Attorney

Guests Present:

Public Presentations and Comments

Approval of Minutes- April 27, 2020

A motion was made by Director Heimiller and seconded by Director Davis to approve the minutes.
All Ayes – Yes Motion Passed - Yes

Approval of Cash Disbursements- April 2020

A motion was made by Director Jorgensen and seconded by Director Davis to accept the Cash Disbursement Report as presented.

Roll Call: Director Jorgensen – yes, Director Heimiller - yes, Director Swearingin-absent,
Director Davis – yes, Director Orrin - yes

Motion passed – Yes

Old Business: None

New Business:

- a. **Strategic Plan Overview** – We are in unprecedented times due to the COVID pandemic. We are looking at coming in under the <\$600,000.00> budgeted for this year and should be approximately \$200,000 under that amount. Next year we will be at the <\$350,000.00> mark and each year will decrease until we have a balanced budget per our five-year Strategic Plan. In 20/21 we expect an 8% tax revenue decrease and are unsure of our program and facility revenue. We are 65% dependent on tax revenue and 35% on program revenue. Currently we are working at approximately 40% staff.

Attorney Comments: None

District Administrator Letters, Announcements or Requests: We are having a meeting Thursday with the Fort Preservation Society to discuss taking over landscaping. We've been discussing internal controls and will implement purchase requisitions very soon. We are at the end of phase 3 / beginning of phase 4 and are still unsure when we will be allowed to open. We will still have to take the time to bring staff back and train them according to the new regulations that will be in place. We will be having our budget committee meeting in June – dates will be emailed to the committee members.

Board Member Announcements or Requests: Can we ask PG&E if they can possibly do an audit and change out our LED lights? When Les meets with them in regards to our agreement as a safe site he will find out about the lights.

Items for Future Agendas: 1st Reading of Prelim budget – 20/21

A motion was made by Director Heimiller and seconded by Director Jorgensen to adjourn the meeting and enter into closed session.

Adjournment: Regular meeting adjourned at 6:57 pm

Closed Session: At this time the Board will go into closed session to discuss anticipated litigation.

Return to Open Session: The board returned to open session at 8:15 pm – No action taken and direction given to staff.

A motion was made by Director Davis and seconded by Director Jorgensen to adjourn the meeting.

Adjournment: Meeting adjourned at 8:20 pm

Next regular meeting is June 22, 2020

Board Member

Board Member

Board Member

District Administrator