

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

Minutes
June 22, 2020

Call to Order:

Director Heimiller called the regular board meeting of the West Side Recreation and Park District Board of Directors to order at 6:14 p.m. in the Assembly Room.

Roll Call:

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

Staff Present:

Les Clark, District Administrator
Christy Cloud – Business Services Supervisor

Guests Present:

Public Presentations and Comments

Approval of Minutes- May 26, 2020

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

Approval of Cash Disbursements- May 2020

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

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

Motion passed – Yes

Old Business: None

New Business:

- a. **ADP – New Payroll Service** – Benefit mall will no longer be providing payroll services so we will be transitioning in August to ADP. There is a price lock for 18 months. We will also be using the scheduling and timekeeping system that ADP uses and it is much more user friendly and more updated than our current service.
- b. **PG&E Contract** – This is a standard contract – PG&E will utilize the Rec Center as a cooling center / safe site if there were to be a rolling blackout. They will only be utilizing the gymnasium and bringing a generator and the District will receive \$500 per day. The agreement was signed by Les and returned.
- c. **Preliminary Budget – 20/21 FY – 1st Reading** – The Finance Committee held a meeting and discussed the preliminary budget as well as went over the five-year plan for the District.
A motion was made by Director Davis and seconded by Director Jorgensen to approve the preliminary budget as presented.
- d. **Utility Cost Management** – This is an auditing firm that looks at District utilities to make sure they are paying the cheapest rates. We have a savings each quarter on utilities at the Natatorium, they find them and they are paid a percentage. It's been very beneficial to the District.
- e. **Conflict of Interest Code Revision** – We need to add a couple of job titles to our code as well as adding a new section allowing for the 700 forms to be stored on site instead of being stored at the County Admin offices.
Roll Call: Director Davis – yes, Director Jorgensen – yes, Director Heimiller – yes
Motion passed - Yes

Attorney Comments: None

District Administrator Letters, Announcements or Requests: We received a check for \$45,000 from the insurance company for the FF light pole that was damaged. The Kern County agreement was signed by Les for Senior Nutrition for this current year. We will start negotiations in March for the 21/22 Fiscal year. Les is working very hard to find ways to bring in additional revenue. We started using a new Project Management software called Basecamp 3. It is much more

collaborative than Outlook. We will be switching to a new registration software to allow for online registration and it is web based which will be much more efficient.

Board Member Announcements or Requests: Director Jorgensen is extremely pleased with how the District is moving along and how all of the challenges have been handled.

Items for Future Agendas: 2nd Reading of Prelim budget – 20/21, Fort Landscaping, Basecamp Power point presentation, MyRec presentation

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

Adjournment: Meeting adjourned at 7:20 pm

Next regular meeting is July 27, 2020

Board Member

Board Member

Board Member

District Administrator